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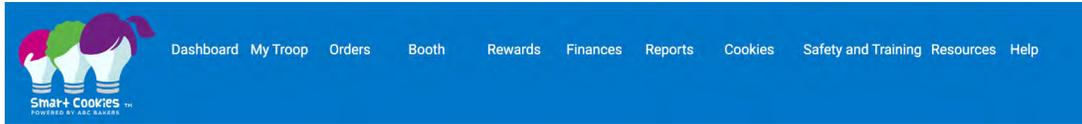
Help..... 19

ABC SMART COOKIES



ABC Smart Cookies is the online management system used by Troop Product Managers, Juliette Parent Guardians, and Service Unit Product Chairs during the cookie season. This manual goes through each of the drop-down menus in ABC Smart Cookies including Dashboard, My Troop, Orders, Booths, Recognitions, Finances, Reports, Safety and Training, Resources, Cookies and Help.

Follow the link inside the email invitation from noreply@abcsmartcookies.com to complete the Volunteer Profile. After your Volunteer Profile is complete, you will receive a registration confirmation email and can then log into Smart Cookies.



The Main Page

DASHBOARD

The Troop Dashboard provides a snapshot of current system information. This includes the per-girl-average (PGA), total boxes sold (initial order + transfers), Virtual Cookie Shares sold, number of packages sold by Direct Shipped orders, and Total Sold for your troop.



Set your troop goal on the dashboard and track your progress during the season.

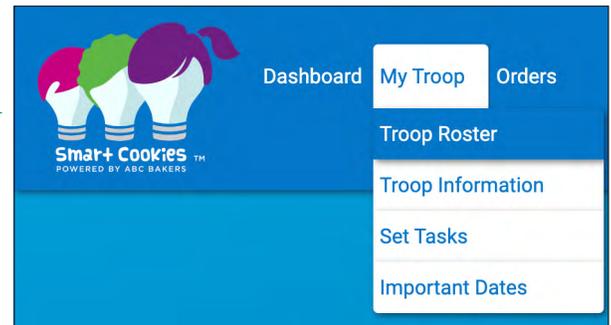
Scrolling down, important dates and tasks are listed, year-over-year comparisons, and a financial summary.

Troop Set Up and Managing Girls

MANAGING GIRLS

My Troop > Troop Roster

Girl Scouts of Greater Iowa (GSGI) automatically adds all registered Girl Scouts directly into Smart Cookies. If you notice someone in your troop is not in Smart Cookies, they likely are not registered for the current membership year. If you are missing someone in Smart Cookies, please email info@gsiowa.org.



Please allow up to two business days for us to verify the membership and add them to the system.

Volunteers do not have access to add or delete participants or to edit their name or member ID in Smart Cookies. However, you can make reward selections, edit grade level, and enter t-shirt size. To view the list uploaded for your troop in Smart Cookies, hover over the My Troop tab and click Troop Roster.

Click on the blue pencil to the far right of the Girl Scout's name to verify and update information as needed.

District	Service Unit	Troop	First Na...	Last Name	GSUSAID	Grade	Parent	Email	GSU...
	SU551	709	Juliette	Low	107723709	Six			

1. **Grade Level** – Shows grade level of individual participant.
2. **Shirt Size** - Please enter each participant's t-shirt size in the event they reach the appropriate package level and earn a t-shirt or sweatshirt. This is the default size that will be ordered for them unless a different selection is entered when placing the Recognition Order. NOTE: Troop Product Managers (TPMs) do have the option to select different sizes for T-shirts and hoodies, as part of the rewards selection process.

The screenshot shows the 'Update Troop Girl' form. It includes fields for Girl GSUSA ID (107723709), First Name (Juliette), Last Name (Low), Troop (709), Grade Level (Six), and Main Recognition Plan (Main Reward Plan). There are also fields for Parent Information (First Name, Last Name, Email, Street, Suite, City, State, Zip) and a Socks field. The form has 'Save' and 'Cancel' buttons at the bottom right. Numbered callouts 1 through 5 point to the Grade Level, Parent Information section, Main Recognition Plan, and Save button respectively.

3. **Reward Plan** - For full details on Troop Proceeds and Rewards Plans, see pages 15-17. The system defaults to Main Reward Plan for each Girl Scout unless you change the Reward Plan at the troop level. The Main Reward Plan includes the standard items shown on the Troop or Juliette Reward Panel. If a Girl Scout sells 1000+ packages and chooses any of the opt-out rewards, change their individual rewards plan to the Tech or Experience Non-Cumulative Opt-Out Reward Plan. This change can be made any time before the end of the program!

4. **Parent/Guardian Information** – The system will show the primary contact (parent/guardian) for each participant, including their name and email address. You may choose to add additional details, such as phone number, if you'd like to have all the information stored in the same place. Please note: Updating information here will not change the information on file with Girl Scouts of Greater Iowa. Please contact us at info@gsiowa.org for contact information updates.
5. Click **Save**.

TROOP INFORMATION

My Troop > Troop Information

Review and edit your troop information as necessary:

1. Hover over the **My Troop** tab at the top of the screen, click **Troop Information**.
2. **Level** – This shows the Girl Scout program level for your troop (Daisy, Brownie, etc.). If your troop includes multiple levels, choose “Group.”
3. **Proceed Plan** – For full details on Troop Proceeds and Rewards Plans, see page 15-17. The system will default to the Main Proceed Plan. The only reason you would select the CSA Opt-Out Proceed Plan is if your Cadette, Senior, or Ambassador troop (grades 6-12) decides together to opt-out of ALL rewards items/ bonus Cookie Dough in order to earn additional proceeds. If you have a CSA troop and are not sure about the group's decision, don't worry! You can always change the proceed plan before the end of the program.
4. **Reward Plan** – You will select a reward plan for ALL Girl Scouts in the troop, based on their preference for rewards items and/or bonus Cookie Dough or to opt-out of all cumulative rewards and Cookie Dough to receive either the

The screenshot shows the 'My Troop' navigation menu. It includes options for Dashboard, My Troop, Orders, Troop Roster, Troop Information, Set Tasks, and Important Dates. The 'Troop Information' option is highlighted.

tech or experience reward item. The system will default to the Main Reward Plan. The only reason you would select the Tech or Experience Non-Cumulative Opt-Out Reward Plan is if all the Girl Scouts in your troop are choosing to opt-out of all cumulative rewards and Cookie Dough. You can adjust this for each individual if the troop members want different Reward Plan options, this is required to be selected at the troop level. See page 16 for directions on how to adjust this by individual girl.

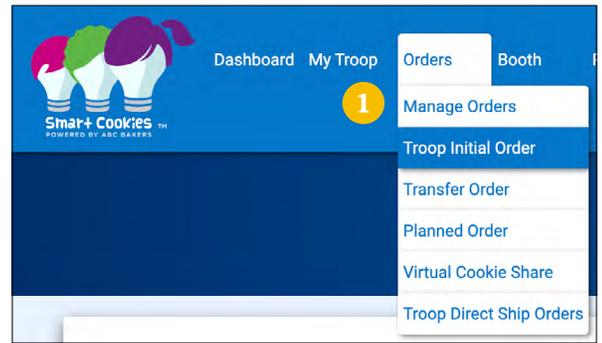
5. **Bank Account and Bank Routing** - Troops are required to have this information in the system before they can order cookies.
6. Click **Update Information**.

Cookie Management

MANAGE ORDERS

Orders > Manage Orders

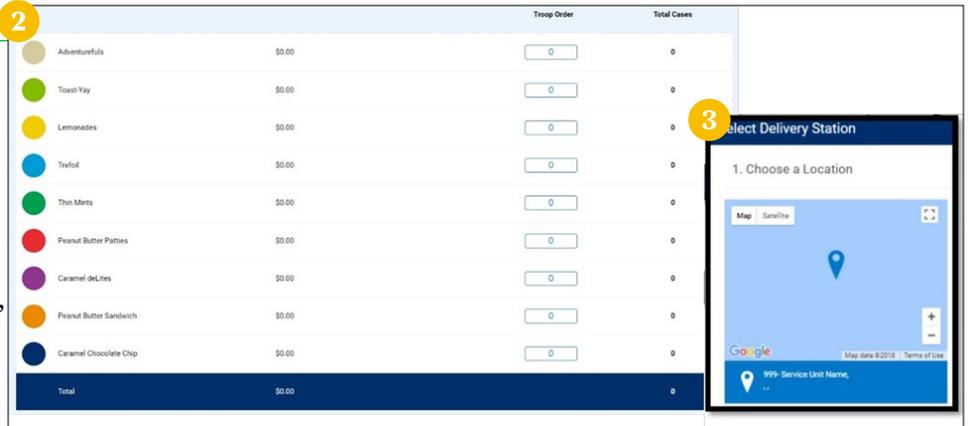
After orders are entered and saved – Troop Initial Order, Transfer Orders, or a Planned Order – they can be reviewed or changed in the Manage Orders tab.



TROOP INITIAL ORDER

Orders > Troop Initial Order

When placing your Troop Initial Order in Smart Cookies, you will be ordering in CASES (12 packages = 1 case).



1. To place your Troop Initial Order, go to the **Orders** tab and select **Troop Initial Order** from the drop-down.
2. Enter your quantities in **CASES** by variety and click **Save**.
3. Select your **Delivery Station** and click **Save**. *NOTE: There will be a toggle button that says READY FOR REVIEW that you will not be able to click. You can ignore this button. As long as you click **Save** you are good to go and your Initial Order will submit on the deadline!*

NOTE: Most troops get cookies delivered to their Service Unit delivery site. However, all troops can select the Des Moines or Sioux City Mega Drops as a pickup location.

For suggestions of how many of each variety to order in your Troop Initial Order, please use the Troop Initial Order Estimator Tool on [The Bridge!](#)

TRANSFERS

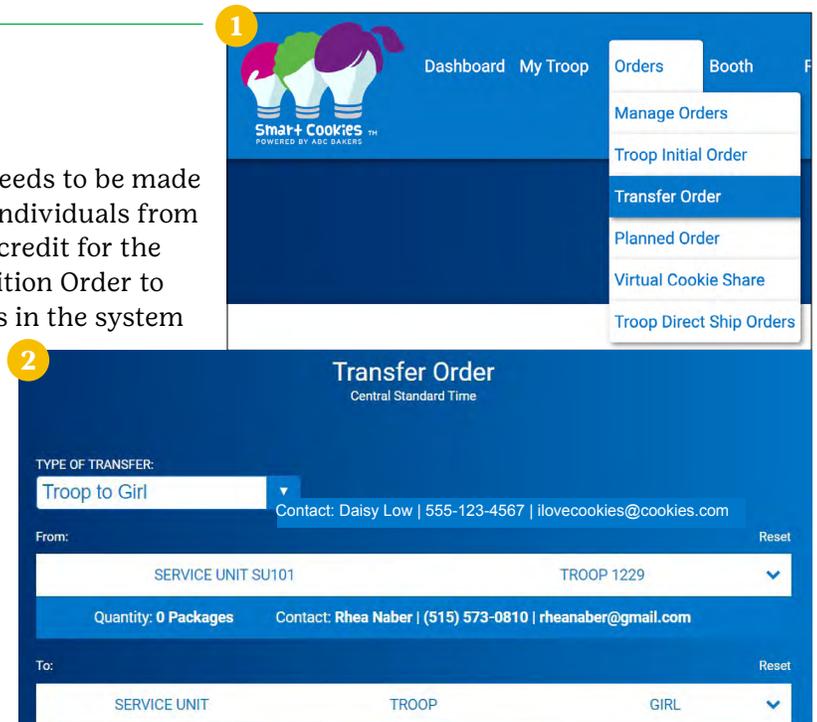
Orders > Transfer Order

TROOP TO GIRL TRANSFERS (T2G)

A Troop to Girl Transfer order in Smart Cookies needs to be made by the TPM each time cookies are transferred to individuals from troop inventory. This is how a Girl Scout receives credit for the packages they sold, and it also allows the Recognition Order to be built later. We recommend transferring cookies in the system after you have distributed cookies In-Person.

However, you can always adjust transfers and individual inventories as needed, by editing the amounts transferred OR creating new Girl to Troop transfers.

1. Go to the **Orders** tab and select **Transfer Order** from the drop-down.
2. The **Type of Transfer** defaults to **Troop to Girl**.



- Click on the drop-down box under **To:** to select the desired Girl Scout and click **Apply**.
- Enter the quantities in **PACKAGES** by variety.

Enter the quantity of packages the Girl Scout sold individually under the **Packages** column.

Enter in the quantity of packages the Girl Scout sold at a booth under the **Booth Packages** column – *do this only if you are not going to use the Smart Booth Divider to give credit.*

- You may enter in any notes as you see fit in the **Order Notes** field.
- Click **Save**.

You will receive a notification at the bottom of the screen that your order was successfully saved. Then you have the option to print a receipt. Next you can choose **Manage Orders** to review your transfers or Make Another Transfer.

Note: All transfers from troop to girl that are not designated “booth packages” will become the financial responsibility of the individual Girl Scout. All Troop to Girl Transfers will appear on the Girl Balance Summary report, which details how much money each Girl Scout owes the troop for cookies sold.

TROOP TO TROOP TRANSFERS (T2T)

Troops may transfer inventory to other troops if needed. A Troop to Troop Transfer (T2T) order in Smart Cookies needs to be made by the troop giving the cookies. Once a T2T Transfer is complete, a confirmation email will be sent to the receiving troop. Cookies transferred become the financial responsibility of the receiving troop. Troops can make transfers to troops outside of their service unit if needed.

- Repeat the steps from above (go to the **Orders tab** and select **Transfer Order** from the drop-down) to get to the Transfer Order screen.
- Change the Type of Transfer to **Troop to Troop** from the drop-down.
- Click on the drop-down box under **To:** search and select the desired troop and click **Apply**.
- Enter the quantities in **PACKAGES** by variety and click **Save**.
- You may enter in any notes in the **Order Notes** field and print a receipt.

You will receive a notification at the bottom of the screen that your order was successfully saved.

Next you can choose **Manage Orders** to review your transfers or Make Another Transfer.

Service Unit: SERVICE UNIT SU101, Troop: TROOP 1229, Contact: Daisy Low | 555-123-4567 | ilovecookies@cookies.com

To: GIRL Juliette Low

Quantity: 0 Packages

LAST EDITED: N/A ON: N/A

	PACKAGES	BOOTHS PACKAGES
Adventurefuls	0	0
Toast-Yay	0	0
Lemonades	0	0
Trefoil	0	0
Thin Mints	0	0
Peanut Butter Patties	0	0
Caramel deLites	0	0
Peanut Butter Sandwich	0	0
Caramel Chocolate Chip	0	0
Totals	0	0

Order Notes: Type here (250 Characters max)

Save

Transfer Order
Central Standard Time

TYPE OF TRANSFER: Troop to Troop

From: SERVICE UNIT DM Community, TROOP 51552

To: SERVICE UNIT DM Community, TROOP 51553

Quantity: 0 Packages

LAST EDITED: N/A ON: N/A

	PACKAGES
Adventurefuls	0
Toast-Yay	0
Lemonades	0
Trefoil	0
Thin Mints	0
Peanut Butter Patties	0

GIRL TO GIRL TRANSFERS (G2G) - WITHIN THE SAME TROOP

Troops may need to transfer packages between Girl Scouts in their troop. A G2G Transfer can be entered by the TPM.

Note: Cookies transferred become the financial responsibility of the Girl Scout/family receiving the cookies.

1. Repeat the steps from above to get to the Transfer Order screen.
2. Change the Type of Transfer to **Girl to Girl** from the drop-down.
3. Click on the drop-down boxes under **To:** and **From:** to select the desired Girl Scout and click **Apply**.
4. Enter the quantities in **PACKAGES** by variety and click **Save**.

You will receive a notification at the bottom of the screen that your order was successfully saved.

GIRL TO GIRL TRANSFERS (G2G) - BETWEEN DIFFERENT TROOPS

Sometimes Girl Scouts give other participants cookies that are not in the same troop – for example, siblings in different troops. In this case, transferring cookies ensures the proper Girl Scout gets credit for their sales, and that financial responsibility for the cookies is transferred between troops. To do this type of transfer there is a 3-step process as we must do a Girl to Troop Transfer, Troop to Troop Transfer, and then Troop to Girl Transfer.

Step 1: Completed by the TPM of the Girl Scout giving the cookies.

1. To transfer packages from one Girl Scout (Girl Scout A) to another (Girl Scout B) in a different troop, go to the **Orders tab** and select **Transfer Order** from the drop-down.
1. Change the Type of Transfer by selecting **Girl to Troop** from the drop-down.
2. Click on the drop-down box under **From:** to select the desired Girl Scout and click **Apply**.
3. Enter the quantities in **PACKAGES** by variety and click **Save**. (This transfers the packages from Girl Scout A back to the troop.)
4. You will receive a notification at the bottom of the screen that your order was successfully saved.
5. Click **Make Another Transfer**.

Step 2: Completed by the TPM of the Girl Scout giving the cookies.

1. Change the Type of Transfer by selecting **Troop to Troop** from the drop-down.

The screenshot shows the 'Transfer Order' form with the following details:

- TYPE OF TRANSFER:** Girl to Girl (indicated by a yellow circle with the number 2).
- From:** SERVICE UNIT SU224, TROOP 1217, GIRL Aliyah Hall (indicated by a yellow circle with the number 3).
- To:** SERVICE UNIT SU224, TROOP 1217, GIRL Abby Heidemann (indicated by a yellow circle with the number 4).
- PACKAGES:** A list of cookie varieties with quantity input fields: Adventurefuls, Toast-Yay, Lemonades, Trefoil, Thin Mints, and Peanut Butter Patties. All quantities are currently set to 0.
- LAST EDITED:** N/A ON: N/A

2. Click on the drop-down box under **To:** to search for Girl Scout B's troop, type in the troop number, select it, and click **Apply**.
3. Enter the quantities in **PACKAGES** by variety and click **Save**.
4. You will receive a notification at the bottom of the screen that your order was successfully saved.

Step 3: Completed by the receiving Girl Scout's TPM

1. Go to the **Orders tab** and select **Transfer Order** from the drop-down.
2. The Type of Transfer defaults to **Troop to Girl**.
3. Click on the drop-down box under **To:** select Girl Scout B's name and click **Apply**.
4. Enter your quantities in **PACKAGES** by variety and click **Save**.

You will receive a notification at the bottom of the screen that your order was successfully saved.

Next you can choose **Manage Orders** to review your transfers or **Make Another Transfer**. Note: Cookies transferred this way become the financial responsibility of the Girl Scout/family receiving the cookies.

CUPBOARD TO TROOP TRANSFERS (C2T)

Once your Planned Order is picked up and approved, it turns into a Cupboard to Troop Transfer in Smart Cookies, and the receiving troop will then get a confirmation email. It may take up to 48 hours for your order to show as transferred in Smart Cookies. If you do not see it after two business days, please contact us at info@gsiowa.org.

Note: All Cupboard to Troop Transfers become the financial responsibility of the receiving troop.

TROOP TO CUPBOARD TRANSFERS (T2C)

These are used to indicate when cookies have been exchanged. These transfers will be made by the Cupboard Manager and the troop will receive a confirmation email.

See the Cookie Program Kit for full policy on exchanging and returning cookies.

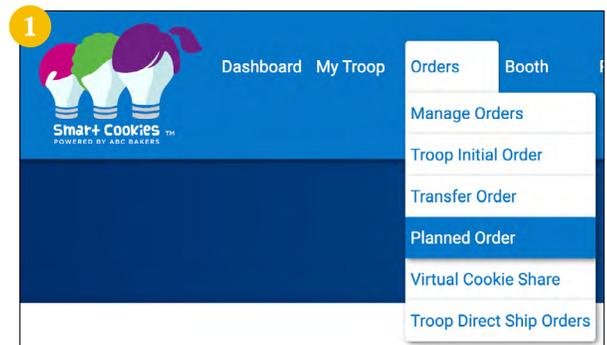
ORDERING COOKIES

Orders > Planned Orders

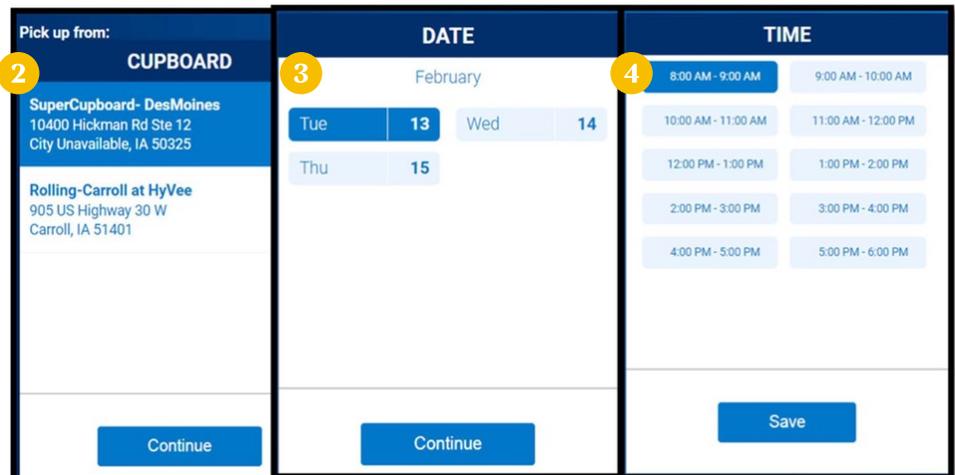
PLANNED ORDERS

The Planned Order process is how you receive more cookies from a local Cookie Cupboard. To guarantee product each week, all troops and Juliettes are required to enter a Planned Order in Smart Cookies.

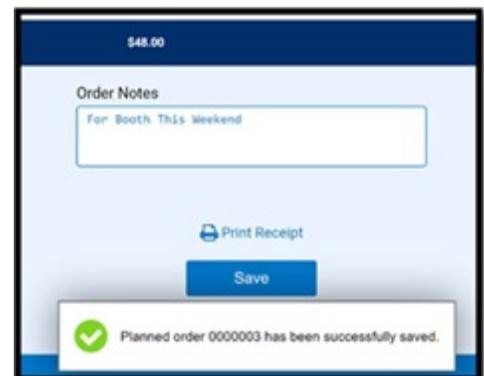
PRO TIP! During Express Ordering, orders are placed in CASES only. For details surrounding Express Ordering, be sure to read that section of your Volunteer Guide.



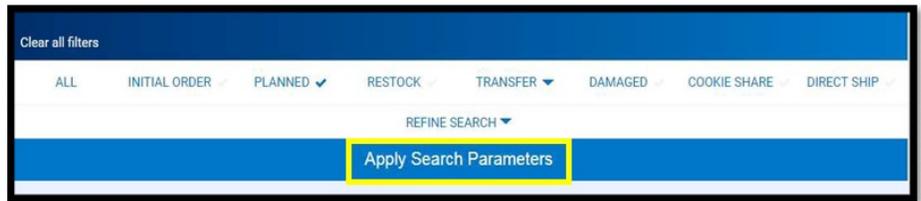
1. To place a Planned Order, go to the **Orders tab** and select **Planned Order** from the dropdown.
2. Select the desired **Cupboard** from the list shown on the left side of the screen and click **Continue**.
3. Select the desired **pick-up date** and click **Continue**.
4. Select the desired **pick-up time** and click **Save**.



5. Enter your quantities in **PACKAGES** by variety and click **Save**.
6. You will receive a notification at the bottom of the screen that your order was successfully submitted.
7. You may enter notes in the **Order Notes** field and print a receipt.



To review your Planned Orders, go to the Orders tab, and select Manage Orders. (You can narrow down the search parameter to only show Planned Orders.)



Once your order has been picked up, the Cookie Cupboard Manager will approve your order. It may take up to two business days for your order to show as approved in Smart Cookies. If you do not see it after two business days, please contact us at info@gsiowa.org.

The Planned Order becomes a Cupboard to Troop Transfer, which you will be able to view on your Manage Orders page.

Once the order is approved, the packages will then be available for you to transfer to girls. Do not transfer packages from your Planned Order to girls in your troop before you have picked up your order.

COOKIES DONATIONS

Orders > Virtual Cookie Share

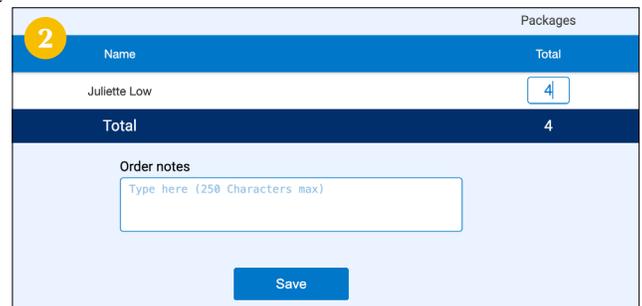
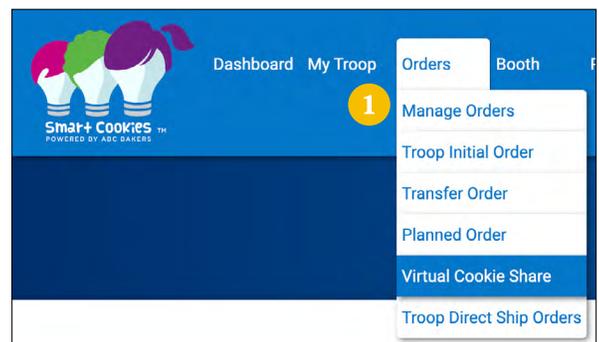
VIRTUAL COOKIE SHARE

Virtual Cookie Share is used to track troop donations towards participation in GSGI's Virtual Cookie Share Program. For each \$6 donation by customers, the TPM assigns one Virtual Cookie Share in Smart Cookies to a girl.

GSGI donates Virtual Cookie Share cookies to various non-profit organizations across our council, including food banks, shelters, and military organizations. Virtual Cookie Share cookies do not come from your troop inventory.

1. To record a Virtual Cookie Share, go to the **Orders tab**, and select **Virtual Cookie Share** from the drop-down.
2. Enter the quantities in **PACKAGES** by girl and click **Save**.

Each Girl Scout that has at least six Virtual Cookie Share donations credited to them will receive the Virtual Cookie Share patch.



LOGGING VIRTUAL COOKIE SHARE USING THE SMART BOOTH DIVIDER

If a troop receives Virtual Cookie Share donations at a booth sale, the Smart Booth Divider can be used to record the Virtual Cookie Share donations. Virtual Cookie Share is recorded under CShare.

See [page 12](#) for more information on how to use the Smart Booth Divider.

TROOP COOKIE DONATION

Your troop can also choose to use your troop's cookie inventory for donations to local charities or organizations. Troop Cookie Donations are separate from Virtual Cookie Share. For Troop Cookie Donations, you will need to transfer the donated cookies to participants in the troop, as a Troop to Girl Transfer in Smart Cookies, just like any other cookies they sold.

Booth Sales

The benefit to entering cookie booths in Smart Cookies is that it will be entered in to the “Find Cookies!” tool on girlscoutsiowa.org and on girlscoutcookies.org. Customers will be able to find your booth sale by typing in their ZIP code.

COUNCIL-SECURED BOOTHS

Booths > Schedule Booths

PREMIUM AND NON-PREMIUM COUNCIL-SECURED BOOTHS

To give all troops an equal chance to have a time slot at Council-Secured Booths that are highly requested, we have made some locations Premium. These booths will be indicated with a ‘P’ to the right. Premium locations have additional restrictions on the number of time slots a troop can win in the lottery or pick up in First Come, First Serve (FCFS). See your Volunteer Guide for more details.

BOOTH LOTTERY

The Booth Lottery is the randomized way troops can request to sign up for time slots at Council-Secured Booths. Troops sign up for five potential time slots. Troops are not guaranteed any spots but may be awarded up to three, only one of which can be a Premium location. For cookie booths happening the first weekend of the program, you must plan to order cookies to stock this booth during your Troop Initial Order. You can place additional Planned Orders for cookies as needed. Troops must bring their own cookies to all booths. Booths are not pre-stocked.

1. To submit a Booth Lottery request, go to the **Booth tab**, and select **Schedule Booths** from the drop-down.
2. Use the Search feature to find a booth location or scroll through the list shown on the left side of the screen.
3. Click on the desired booth location to bring up a calendar of available dates for that location (available dates are blue).
4. Select the desired **date**.
5. Select the desired **time slot**.
6. Click **Save**.

Repeat this process to request additional locations/dates/times.

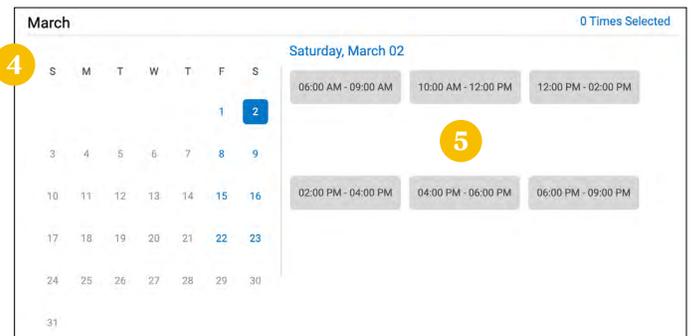
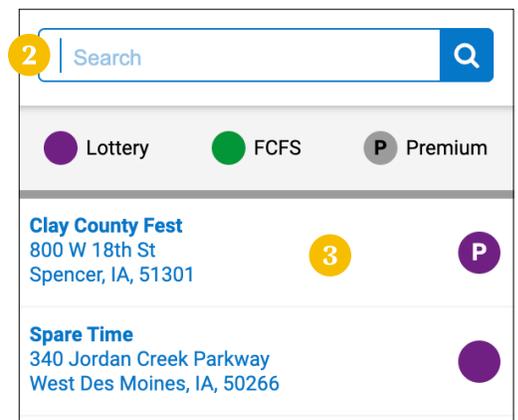
Troops will receive a confirmation email from noreply@abcsmartcookies.com if they win any lottery booths. This email will be sent to the TPM’s email address.

To review your requested booths, go to the **Booth tab** and then **My Reservations**.

Jordan Creek Mall
101 Jordan Creek Parkway
West Des Moines, IA, 50266

P

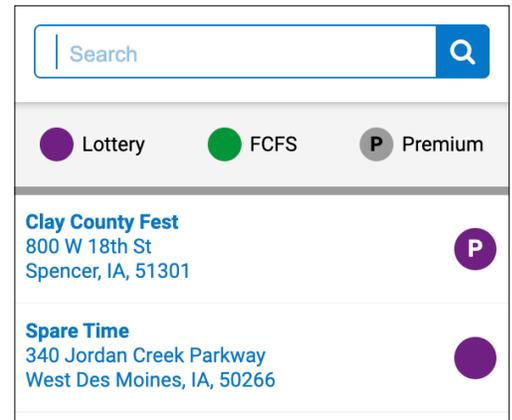
Hobby Lobby - Haymarket Mall
4080 Merle Hay Road
Des Moines, IA, 50310



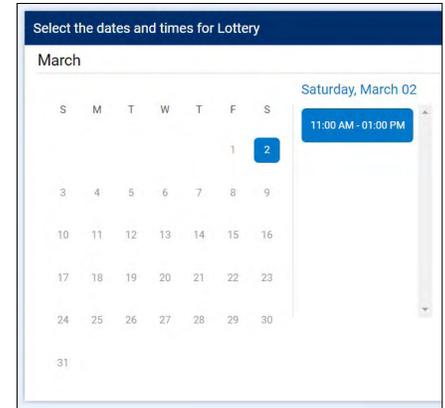
FIRST COME, FIRST SERVE (FCFS)

In the event a Council-Secured Booth time slot is not assigned during the lottery or locations are added after the lottery runs, troops may select up to three booth sale time slots (one of which can be Premium) on a first-come, first-served basis. Be sure to check the deadlines for the different waves of the FCFS process.

After the last wave has opened for all Council-Secured Booths, any Girl Scout can reserve a Council-Secured Booth by asking their TPM to reserve it for them. Because that Girl Scout would be utilizing her on-hand cookies and not troop cookies, the Girl Scouts should take payments on her personal Digital Cookie app.



1. To submit a FCFS request, go to the **Booth tab**, and select **Schedule Booths**.
2. Use the Search feature to find a booth location or scroll through the list shown on the left side of the screen.
3. Click on the desired booth **location** to bring up a calendar of available **dates** for that location (available dates are blue).
4. Select the desired **date**.
5. Select the desired **time slot**.
6. Click **Save**.



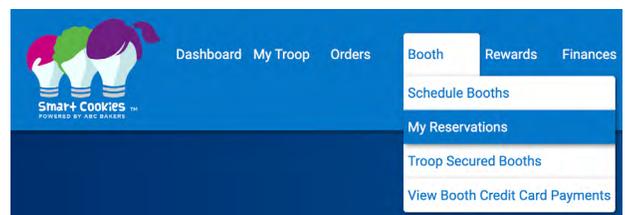
Troops will receive a confirmation email from noreply@abcsmartcookies.com when the FCFS booth is accepted. This email will be sent to the TPM's email address.

To review your requested booths, go to the **Booth tab** and then **My Reservations**.

EDITING BOOTH DETAILS

Booths > My Reservations

All booth reservations logged in the system (Lottery, FCFS and Troop-Secured Booths) can be found under the My Reservations tab.



REVIEWING REQUESTED LOTTERY, FCFS, AND TROOP-SECURED BOOTHS

1. To review your requested booth sales, go to the **Booth tab** and select **My Reservations**.
2. Use the Search feature to find the desired booth request or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths to see additional information such as booth type and status.
4. Click the three vertical dots to the far right to view booth details (to add additional timeslots and/or edit booth information), use the Smart Booth Divider or remove the reservation, as needed.

CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Altoona	50009	Sunday, Mar 10	04:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	LOTTERY	REQUESTED		
Des Moines	50310	Saturday, Mar 16	10:00 AM - 12:00 PM	<input checked="" type="checkbox"/>	LOTTERY	REQUESTED	0	0

ADDING ADDITIONAL TIMES TO BOOTH LOCATIONS ALREADY ENTERED IN SMART COOKIES

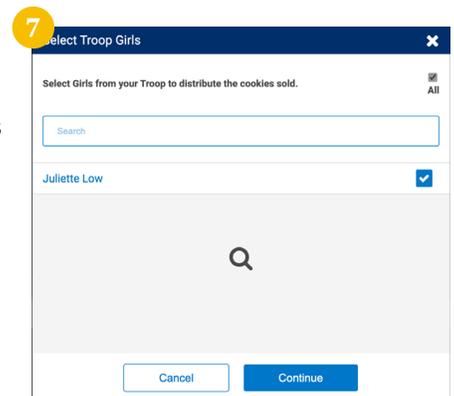
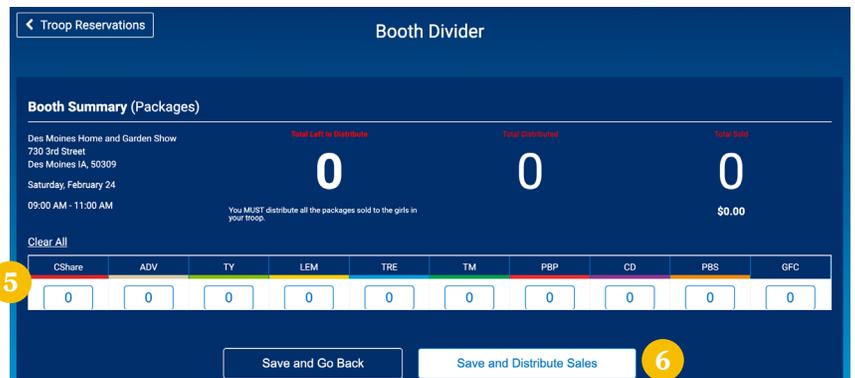
If you have already entered a Troop-Secured Booth location in Smart Cookies but need to add more time slots, you will need to add those times to your existing location. If you try entering in the booth information in again, you will get an error message that says, "The booth address has already been requested by your troop."

1. To add more time slots to a Troop-Secured Booth location already in the system, go to the **Booth tab**, and select **My Reservations** from the drop-down.
2. Use the Search feature to find the desired booth request or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths to see additional information such as booth type and status.
4. Click the **three vertical dots** to the far right to and click **Booth Details**.
5. Click on the **Appointment Times tab** and then **Request Appointment Time**.
6. Enter the Date, Start Time, and End Time, and click **Save**.
7. **You MUST click Request Troop Secured Booth to finish the process**, or the newly added date and time won't save. Once requested, you'll receive a notification on the bottom of the screen that says, "Successfully requested Troop-Secured Booth."

SMART COOKIE DIVIDER

The Smart Booth Divider is a great way to give credit to girls who have sold during a booth.

1. To use the Smart Booth Divider, go to the **Booth tab** and select **My Reservations** from the drop-down.
2. Use the Search feature to find the desired booth or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths.
4. Click the **three vertical dots** to the far right and select **Smart Booth Divider**.
5. Enter the quantities in **PACKAGES** by variety that was sold during the booth.
6. Click **Save and Distribute Sales**.
7. Select the Girl Scouts who sold at the booth, click **Continue**.



The packages will automatically be divided evenly between all Girl Scouts selected. If there are any varieties that were not able to be distributed evenly, they will be highlighted RED, and you will choose which participant gets those extra packages. You may also edit any of the amounts for any of the Girl Scouts present at the booth.

8. Once the packages have been distributed, click **Save**.

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Juliette Low	0	2	0	0	0	0	0	0	0	0	2
Packages left to Distribute	0	0	0	0	0	0	0	0	0	0	0
Troop Total	0	2	0	0	0	0	0	0	0	0	2

CREDIT CARD PAYMENTS

Booths > View Booth Credit Card Payments

To see orders received, navigate to the Booths menu and select View Booth Credit Card Payments. These will be all digital transactions from traditional booths and virtual booths.

NEW: Booth digital transactions will be processed in Digital Cookie. Please see digitalcookie.girlscouts.org/help for more details.

Rewards

TROOP PROCEED PLANS, REWARD PLANS, AND RECOGNITION ORDERS

Rewards > Recognition Order

Before placing your Recognition Order, you will need to make sure that you have selected the right Proceed Plan and Reward Plan for your troop, all Troop to Girl Transfers are completed, Virtual Cookie Share orders are placed, and the total packages transferred to each Girl Scout is correct. You can verify these numbers using the following reports:

- ↪ Proceed Plan: Troop Balance Summary
- ↪ Main Reward Plan: Troop Balance Summary
- ↪ Total Packages per Girl: Girl Cookie Total Summary. The number of packages that each Girl Scout has sold is the number that will correspond with their recognitions and Cookie Dough.
- ↪ Virtual Cookie Share: Troop Balance Summary
- ↪ Troop to Girl Transfers: Transfer Order Summary

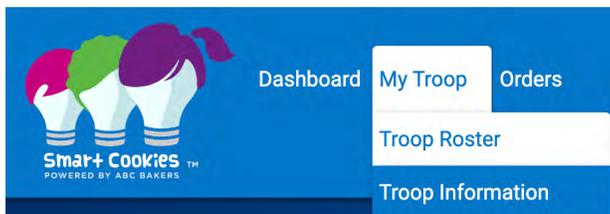
SELECTING A PROCEED PLAN

Troops and Juliettes will need to choose from one of two proceed plans. When you select at this level you are deciding whether your troop or Juliette will be opting-in to earn rewards (whether it's an item or Cookie Dough) or opting-out completely (to earn additional Troop Proceeds/Program Credits). Select from the following proceed plans:

- ↪ **The Main Rewards Plan:** This is the default plan. Troops earn Troop Proceeds and Juliettes earn Juliette Program Credits, plus the Girl Scouts earn Cookie Dough based on the number of packages sold AND collect reward items or additional Cookie Dough as levels are reached.
- ↪ **The Opt-Out Plan:** Cadette, Senior, and Ambassador Troops and Juliettes can opt-out of all reward items to earn more Troop Proceeds or Juliette Program Credits! Individual Girl Scouts still earn Cookie Dough based on the number of packages sold. This is a group decision, individual participants within a troop cannot choose this option without the rest of the group in agreement.

For more details on each plan, see the Cookie Program Kit or the Juliette Program Guide.

1. To choose your proceed plan, go to the **My Troop tab**, and select **Troop Information** from the drop-down.
2. Select the desired **Proceed Plan** from the drop-down. The Main Proceed Plan is the default choice.
3. Click **Update Information** at the bottom of the screen to save your choice.



Everyone, including Juliettes, will still be able to earn Instant Rewards, patches, 700 Club at Adventureland, 1500+ reward level, and CEO Party if earned, regardless of proceed and reward plan selected.

A screenshot of the 'Troop Information' form. The form has a white background with a blue border. It contains several input fields and dropdown menus. The fields are: 'Girls Active*' with the value '1', 'Girls Selling*' which is empty, and 'Expected Number of Girls Selling (0-999)' which is empty. Below these are 'Troop Number' with the value '709', 'Level' with a dropdown menu showing 'Group', 'Proceed Plan*' with a dropdown menu showing 'Troop Proceeds', 'Main Recognition Plan' with a dropdown menu showing 'Main Reward Plan', and 'Troop Recognition Plan' with a dropdown menu showing 'Main Reward Plan'. There are blue arrows on the right side of the dropdown menus.

ASSIGNING A REWARD PLAN TO GIRL SCOUTS (TROOP LEVEL)

Troops and Juliettes will need to choose from one of two Reward Plans. Select a Reward Plan for ALL members in the troop, based on their preference for rewards items and/or bonus Cookie Dough, or opt-out of all cumulative rewards and Cookie Dough to receive either the tech or experience reward item. See the Troop Rewards Panel or Juliette Rewards Panel for details on what items are earned at each level. You can adjust this for each individual Girl Scout (see directions below) if not everyone in your troop wants to select the same Reward Plan option. Select from the following Rewards Plans:

- ↪ **Main Reward Plan:** This is the default reward plan. Rewards within the Main Reward Plan are cumulative, and girls earn the items and/or bonus Cookie Dough at each level they reach.

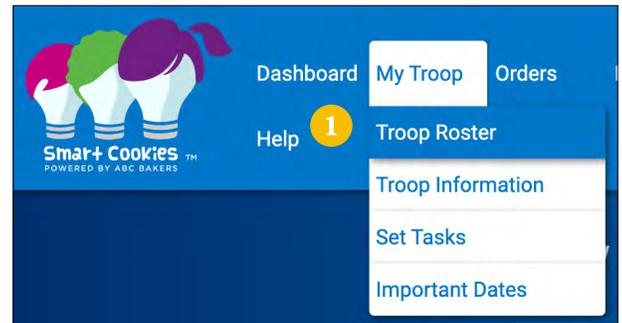
They also earn Cookie Dough based on the number of packages sold. Girl Scouts must select either Cookie Dough or items at each reward level, mixing and matching Cookie Dough with reward items if they choose. Therefore, a reward item or Cookie Dough selection must be made at each reward level for each earner. These selections can be made when you place the Recognition Order for the troop at the end of the program.

- ↪ **Opt-Out Reward Plan:** Girl Scouts who sell 1000+packages may select the Opt-Out Reward Plan instead of the Main Reward Plan. With this plan, the participant opts-out of all reward items AND Cookie Dough. Girl Scouts who choose the Opt-Out Reward Plan will start earning Cookie Dough at 1050 packages! See the Reward Panel for details on what items are offered at specific levels.

ASSIGNING A REWARD PLAN TO GIRL SCOUTS (INDIVIDUAL LEVEL)

You can adjust or select a reward plan for each Girl Scout, based on their preference for rewards items and/or bonus Cookie Dough. See the Troop Rewards Panel or Juliette Rewards Panel for details on what items are earned at each level.

- To assign a Rewards Plans to a Girl Scout, go to the **My Troop** tab, and select **Troop Roster** from the drop-down.
- Find the desired Girl Scout and **double click** on their name. (You may also click on the pencil to the right.)
- Select the desired **Main Recognition Plan** from the drop down. The Main Reward Plan is the default choice.
- Click **Save**.



Girl Scouts who choose the Opt-Out Reward Plan are still eligible for Instant Rewards, patches, Adventureland 700 Club Celebration, 1500+ main reward level, and CEO Party, if earned.

Manage Troop Girls										
Drag a column header here to group by that column										
District	Service Unit	Troop	First Na...	Last Name	GSUSAID	Grade	Parent	Email	GSU...	
q	q	q	q	q	q	q	q	q	q	q
	SU551	709	Juliette	Low	107723709	Six				✓

Update Troop Girl

Girl GSUSA ID: 107723709

First Name: Juliette

Last Name: Low

Troop: 709

Nickname:

Main Recognition Plan: Main Reward Plan

Grade Level: Six

Apparel:

Socks:

Parent Information

First Name: _____ Last Name: _____ Email: _____

Street: _____ Suite: _____

City: _____ State: _____ Zip: _____

4 Save Cancel

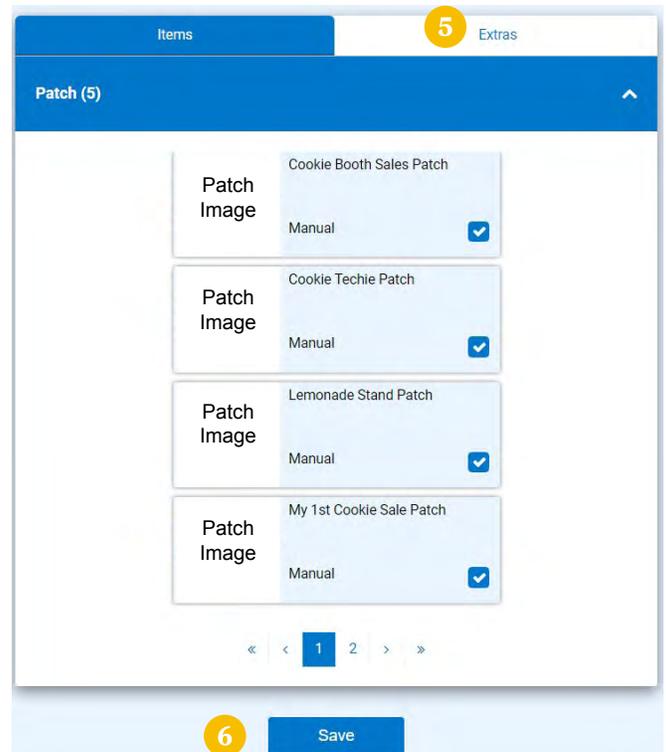
CREATING AND PLACING THE RECOGNITION ORDER

After cookies have been transferred down to the participants, EVERY TROOP AND JULIETTE will need to create a Recognition Order, so the appropriate rewards and patches are ordered. The reward screen will populate the rewards each Girl Scout has earned according to the number of packages that have been transferred to her.

1. Go to the **Rewards tab** and select **Recognition Order** from the drop-down.
2. Select the **Order Type** from the drop down where it says **Select Recognition Order**. The only option should be Main.
3. Click on the desired Girl Scout by selecting the **arrow** on the right side of the screen to have their rewards calculate.
4. If there is anything that needs attention, such as choosing a reward at a level or needing a t-shirt size, a red triangle with an exclamation point will appear.



5. To request the 1st Cookie Sale, Cookie Booth or Sister Selling patches, click on the **Extras** tab and check the box. These are ordered 'on your honor.'
6. Click **Save** at the bottom of the screen.
7. Repeat this process for each Girl Scout.



SOME ADDITIONAL NOTES ABOUT RECOGNITION ORDERS:

Do not commit the Recognition Order. Once the order has been committed, no changes can be made. Girl Scouts of Greater Iowa will commit all orders after the deadline has passed. All that you as TPM needs to do is click Save and GSGI will do the rest!

Once you create the Recognition Order for the first time, you will need to select Manage Recognition Orders, under the Rewards tab, to be able to see your order and make any edits if needed.

Tracking Finances

TROOP TRANSACTIONS

Finances > Financial Transactions > Troop Transactions

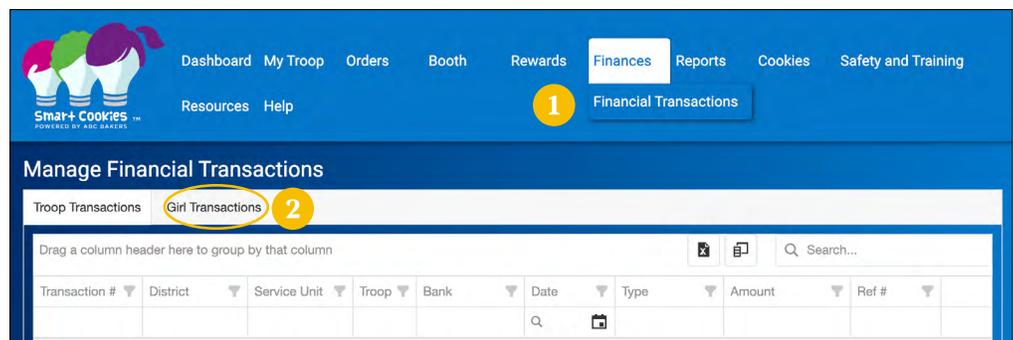
Only GSGI has access to enter financial transactions for payments made by the troop. You will see these under the Troop Transactions tab under Financial Transactions. You'll most often see two transactions: ACH Deposits, indicating money received by GSGI from the auto withdrawals, and Direct Ship Direct Deposit, from online sales through Direct Ship.

GIRL TRANSACTIONS

Finances > Financial Transactions > Girl Transactions

After you have given out the Troop Initial Order, each Girl Scout/family should be turning in money before they get more cookies. Smart Cookies gives you the ability to track each Girl Scout's payments within the system. **This is an optional tool for your convenience – tracking Girl Scouts' finances in Smart Cookies is not required.**

1. To add a payment received from a Girl Scout/family, go to the **Finances** tab, and select **Financial Transactions** from the drop-down.
2. Click on the **Girl Transactions** tab.
3. Click on **Add Girl Transaction**.
4. Select the desired Participant, Type, and Payment Method.
5. Enter in the Transaction Date and Amount.
6. Use the Reference field as you see fit.
7. The Notes section can be useful to remind yourself where you collected the money and who gave it to you.
8. Click **Save**.
9. You will receive a notification at the bottom of the screen that your financial transaction was successfully created.



Add Girl Transaction

Girl*
Juliette Low

Type*
Select Transaction Type

Payment Method*
None

Transaction Date*
[Calendar Icon]

Amount*

Reference

8 Save Close



This page walks you through the remaining drop down menus in Smart Cookies.

Reports

CURRENT

Reports > Current

A variety of reporting is available. Favorites include:

- ↷ Troop Balance Summary
- ↷ Girl Balance Summary
- ↷ Girl Cookie Total Summary
- ↷ Transfer Order Summary
- ↷ Troop Initial Order

ARCHIVE

Reports > Archive

Archive information is available for the past three seasons.

Safety and Training

Safety and Training > Smart Cookies Training

ABC created PowerPoint and YouTube videos breaking down ways to use Smart Cookies to build your cookie business, track goals, and connect with customers.

Safety and Training > Safety

Review safety information to ensure participants, parents, and volunteers are familiar with the Girl Scout Program Safety Resources for cookie sellers.

Resources

Resources

Download printable resources, training materials, and digital art to boost cookie sales. You can also find the Allergen Flyer, and Rally Guide.

Cookies

Cookies

Learn more about your favorite cookies, including ingredient lists and nutrition facts.

Help

Help

NEED HELP USING THE SMART COOKIES PLATFORM?

Call: 855-444-6682

Email: ABCSmartCookieTechSupport@hearthsidefoods.com

QUESTIONS ABOUT ABC COOKIES?

Email: ABCSmartCookieBakers@hearthsidefoods.com

Visit: [Cookie FAQs](#)