

Quick Guide to Smart Cookies:

Smart Cookies Tabs

- **Dashboard**- Main troop home page. This allows you to see where your troop is at. It shows your per girl average, total ordered packages, total sold packages, and on hand inventory. It has a calendar that lets you know when things are due. The bottom of the dashboard shows your Girl Scouts in your troop. It breaks this down by Initial Order, Booth Cookies, Cookie Share...as well as breaking down their orders placed online. There is also sections that show what they've sold by cookies and their financial standing.
- **My Troop**- this is your troop account info.
 - **Goals and Online Activities**- this allows you to set goals and plans for your troop's Cookie Program. You can send messages /encouragement to your troop girls. They do have to be registered in Smart Cookies to receive these messages. If you scroll down, you will see your troop. If they have "not participating" this means they haven't registered in Smart Cookies and can't access the online platform. This does not mean they aren't participating in the Cookie Program, they just didn't follow the link to set up their account in Smart Cookies. Girls don't have to register in Smart Cookies, but there are great benefits to registering in Smart Cookies.
 - **Troop Roster**- this shows your all the girls in your troop who are participating in the Cookie Program.
 - **Troop Information**- this is all your troop info. The top part was put in by Council. The middle part is the primary and alternate contact information. The bottom part shows two different links. The first link is TROOP SHIP ONLY LINK. This is a troop link (similar to the girl link) that allows the troop leader to share on their social media link. Orders that are placed through this link will be held at the troop level and the troop leader will need to distribute these order amongst their Girl Scouts. The TROOP COOKIE LINK is a link for Virtual Booth Sales. When cookies arrive, we can put the start and end dates. This link will be shared with family and friends as a Virtual Cookie Booth. Orders will be placed and paid for online and the troop will keep track of the orders and get them ready. They will have a pick up location/date/time for their customers to pick up their pre-placed orders.
 - **Troop Messages**- this is another area where you can send messages to your troop.
 - **Set Tasks**- this is an area where you can set task for your troop
 - Important Dates- this is another calendar that has the due dates of the Cookie Program.
- **Orders**- this is where you would place your initial order, manage your orders, manage any cookie transfers to and from other troops or cupboards, and distribute and troop direct ship orders
 - **Manage Orders**- this will show you all the troop orders. You can filter it down by initial order, transfers, direct ship, etc. Don't forget to hit apply search parameters if you are filtering or searching.
 - **Troop Initial Order**- this is where you would place your initial order for your troop. When placing an initial order, you put the number of packages and varieties for each girl in your troop. You would also include any cookie booth cookies you want to add in to

your initial order. Cookie booth cookies can also be obtained at a cupboard. The extra cookies are cookies needed to make full cases. Initial orders come in full cases so you only put that you need 9 packages, it will put 3 packages in your extras spot to make a case (12 packages).

- **Transfer Order**- this is where you will transfer cookies from your troop to a girl or from a troop to a troop. You will select what kinds of transfer it is in the drop down. If you do troop to girl transfer, once you click on Service Unit, it will bring your troop up and all the girls in your troop. You would then select which girl you are transferring the cookies to and hit apply. You would then select that package amount and variety and hit save. You can do this for booth cookies as well and just use the booth package column. This will allow the packages to be added to the girl but not have her financially responsible for any payment since money was collected at the booth. If you are transferring for booth cookies, put the booth name and date in the order notes and hit save. If you are transferring from your troop to another troop or vice versa, you would select troop to troop transfer. Then you would select the Service Unit and troop the cookies are being transferred from to the Service Unit and troop that the cookies are being transferred to. There is also a Girl to Girl transfer and a Girl to Troop Transfer. Any cookies that are transferred from a cupboard will be inputted by the cupboard manager. You should always make a receipt when transferring cookies. If you are doing it for girls in your troop, be sure to put the transfer number on the receipt and make sure the girl gets a copy. If you have a transfer from a cupboard, the cupboard manager will give you a receipt.
- **Virtual Cookie Share**- our council does not participate in this. Our Cookie Share is through our council cupboard. It can be ordered through Direct Ship or through the girls initial order.
- **Troop Direct Ship Orders**- starting mid February, Girl Scouts of USA will rotate different troops around for people who are searching for cookies in our zip codes. If an order is placed, it will be using the troop cookie link. At the end of the program, be sure to check this and distribute the orders to the girls in your troop. I would use this to help bump up girls who are close to the next recognition level.
- **Booth**
 - **Schedule Booths**- this is council set booths that troops can go in and pick a slot to have a cookie booth. Usually these are set up as a Lottery first, then will turn into First Come, First Serve when the lottery has completed and if there are slots left open. To select a booth, click the store you are wanting. A calendar will pop up. The blue dates are the available one (it is a light blue and sometimes hard to see). Reserved dates are greyed out. Once you select an available date, the appointment time will appear at the bottom. Click on that time, then hit save. There are limits on how many First Come, First Serve selections you can pick. Council will adjust these limits if we still have spots open.
 - **My Reservations**- this will show you all your cookie booths you have reserved either through council or that you have put in yourself through Troop Secured Booth.
 - **Troop Secured Booth**- this is where you would enter a booth that you have secured for your troop. You would put in the address information. The contact information will already be listed as your troop leader or cookie manager. Hit Next. Then click add

appointment times. You will add any dates you have at this location. Then hit save. If you have additional dates down the road at this location, you can come back to this booth and add additional appointment times. Smart Cookies won't allow you to add a location in twice. It wants you to add any dates for this location to the one location you made. For example, if I have Walmart East...I'll add the location then add my date. If I get another date at that same Walmart East, I'll go into my Walmart East Troop Secured Booth, hit the appointment times tab and add this second date and hit save. If I try to add Walmart East again as a location, it will not accept it. You need to enter your troop secured booths in Smart Cookies to be able to use the ABC credit card platform.

- **Take Booth Credit Card Payments-** If your troop is in Smart Cookies and has been approved, you are able to take credit card payments at the booth. This is where you will be able to enter the credit card number and purchase information for the customer. Credit card numbers are not stored on the Smart Cookies website and this is a secured credit card platform. Customers need to give you their email address to receive a receipt. If troops do not choose to use the ABC platform but use a different CC platform, the troop will assess any CC fees. If troops use the ABC Smart Cookies platform, Council will assess any CC fees.
- **View Booth Credit Card Payments-** this is where you can view any of the booth credit card payments.
- **Rewards**
 - **Manage Recognition Orders-** When you have a recognition order attached to your troop (early or main), this is where you will go to see and manage those orders.
 - **Recognition Order-** this is where you would make the early and main recognitions. The girls will be listed and their package number will be listed. You will just need to go into each girl and look to make sure what she is receiving is correct and hit save. Smart Cookies does most of this for you but you still need to go in and look and hit save.
- **Finances**
 - **Financial Transactions-** You will be able to see Troop Transactions and Girl Transactions. If orders were placed through Direct Ship, they will show up as troop transactions. Direct Ship orders are paid for online and automatically put into the Council Cookie Account. This is where you will put in any deposits made to the bank to the Council Cookie Account. Girl Scouts of Southwest Indiana has accounts that troops can deposit cookie money into at German American, 5/3, and First Federal Bank. You will receive bank deposit slips for your troop to make deposits into the Council Cookie Account. I recommend doing this once a week, especially if your troop has a lot of cookie booths. Checks should always go into the Council Cookie Account. Cash can go into the Council Cookie Account or can be deposited in the troop account and then a check can be written from the troop account at the end of the program for any remaining balance owed to the council.
- **Reports-** this allows you to look at different reports for your troop
 - **Current-** these are current reports for the current Cookie Program year. Below are recommended reports you might use.
 - *Girl Balance Summary-* at the end of the program, this will help you see the balance summary of what the Girl Scout owes the troop. It will be broken down

by initial order, Smart Cookies Direct Ship Orders, Booth Transfers (these are cookies credited to the girl but she does not owe for them because they were booth cookies), Non-Booth Transfers In and Out (these are additional cookies that the girl would have received from the troop cookies/cupboard cookies). If a girl has Direct Ship Orders, she will not owe for these cookies. Payment would have been done online. You will see this under Finance Transactions on the Girl Balance Summary. If a girl delivery is paid online, you will see this where it says Total Collected under Finance Transactions on the Girl Balance Summary. The very bottom of the page will say Balance: and that is the amount due to the troop.

- *Troop Balance Summary*- This will be needed with your final paperwork. This will have your troop info for the Cookie Program (per girl average, total packages sold, any financial transactions you entered, and balance due or money owed back from council).
- *Recognition Order Summary By Girl*- this breaks down what each girl in your troop should have received. The Early Recognition is received with the troops initial order. The Main Recognition is received after the Cookie Program has ended.
- **Archived**- These are past cookie program reports that can be looked up. They go back three years.
- **Cookies**- this page covers any cookie ingredient information
- **Safety and Training**
 - **Smart Cookies Training**- These videos/PowerPoints are SOOO helpful. They break down the different steps of the Cookie Program. You can watch them as you need them. For example, Girl Registration shows you how to register a girl in Smart Cookies. Initial Order Entry by Girl shows you how to put in a girl's initial order.
 - **Safety**- this page provides a link to help go over safety resources for our cookie achievers.
- **Resources**- Printable material, training materials, and digital art to boost your troops cookie sales.
- **Help**- ABC's phone number and email for anything Smart Cookies related only. For additional cookie questions, ABC provides an email for those as well. Council contact is cookies@girlscouts-gssi.org and 812-421-4970.

***Troops can mimic any girl in their troop. At the top left corner is a little person icon. Click that and scroll down to mimic a user. You can type the girl who you want to mimic. Click on the girl and select mimic user. This allows the troop to see what the girl is seeing and to help her out if she has any questions. ***

A girl's page in Smart Cookies will look different than the troop account.

- **Dashboard**- The girl will have her own dashboard and be able to see and track her progress in the Cookie Program. She will see the amount of cookies she has currently sold and what recognition level she is at. She can see the breakdown of sales credited to her (Initial Order, Booth/Cookie Share, Direct Ship). She will also see a section that says Packages Sold (from on hand inventory). These are orders that were placed online but that are requesting Girl Delivery. If a girl has any of these orders, they HAVE to be relayed to their cookie parent/troop leader because these will need to be added to the girls initial order or come out of troop cookies. There is also a section where the girl can send the other girls in her troop a cheer and encouragement. She can see the troop's goal as well. The girl will see the skills she is learning through the cookie program at the bottom of the dashboard.
- **My Orders**
 - **Take Cookie Order**- This is where a girl can take a customers order on Smart Cookies. They will put in the customer's email address and name and hit next. They will then select the packages that they want to purchase. At the bottom there is a spot that says Delivery and Payment Details. Under Status the girl will keep it at Ordered until Delivery is made. She will then change it to Delivery. If the customer has not paid, you will keep it at No. If the customer has paid, you will select payment method. If it is a credit card, when you hit next it will take you to a page to enter the credit card info. Then hit Pay Now. If it is cash or check, it will just have you hit next and the order will be complete. If they haven't paid, the girl will go in and mark it when payment is complete. Orders taken on Smart Cookies from the girl's account will NOT transfer over to the troop account unless they are Direct Ship. If an order is placed through Smart Cookies and needs girl delivery, the girl will need to let the cookie parent/troop leader know this.
 - **Take Direct Ship Order**- This is where a girl can take a direct ship order from a customer. The order will be placed and paid for online. The order will come directly from the baker and does not come out of troop cookies. The girl and troop will receive credit for this order automatically on Smart Cookies.
 - **Send E-Card**- girls can send an email (and upload a personal video with the email letting customers know their goal and why they are participating in the Cookie Program) to family and friends allowing them to place a cookie order. Customers can choose girl delivery or Direct Ship through the email. If it is girl delivery, this does need to be relayed to the cookie parent/troop leader. If it is Direct Ship, it will come from the baker directly.
 - **Share My Cookie Link**-this allows girls to share their link via social media. If a girl scrolls down, she can copy the social media link and share that on social media platforms with friends and family. She can also hit the print handout button and that will bring up a QR code and allow them to share that with friends and family. These links will take them to their Direct Ship link.
 - **Manage My Orders**- This allows girls to see all her orders that have been place using the Smart Cookie account. These are e-card orders, social media link orders, and keyed in orders. It will tell if a customer has paid or not and if they need Girl Delivery. There is a spot that says Print Report. This will allow them to print the report and see who they have that still needs to pay and have cookies delivered to them.

- **View E-Card Sent**- this shows all the people who were sent e-cards. It lets the girls know if they opened the email, if they viewed the email, and if they placed an order.
- **My contacts**- these are the girl's email contacts. These contacts can be saved at the end of the program and can be uploaded again the following year so a girl doesn't have to input them each year.
- **My Troop**- This shows the girl's troops Goal and also allows her to send cheers and messages to other girls in her troop.
- **My Skills**- This is where a girl can earn virtual patches. There are multiple activity plans that a girl can do and it will show what skill she is learning when she does that activity.
- **Booth**
 - **Take Credit Card Payments**- similar to the Troop, girls can also take credit card payments through their account at a cookie booth. The cookie booth does have to be listed an approved in Smart Cookies to use the ABC CC platform feature.
 - **View Credit Card Payments**- where girls can view the credit card payments. Credit Cards are NOT stored anywhere on the Smart Cookie site and the credit card platform is secured.
- **Safety and Training**
 - **Smart Cookies Training**-These are videos and Powerpoints that would obtain to a girl's account and can help assist her guardian if she has any questions getting her registered or using the credit card platform when taking a customer order.
 - **Safety**- this page provides a link to help go over safety resources for our cookie achievers.
- **Cookies**- this page covers any cookie ingredient information
- **Resources**- Printable material, training materials, and digital art to boost your troops cookie sales.
- **Help**- ABC's phone number and email for anything Smart Cookies related only. For additional cookie questions, ABC provides an email for those as well. Council contact is cookies@girlscouts-gssi.org and 812-421-4970.