



2025 Troop Cookie Volunteer Training



Thank You!



January 6 – April 13



Your Role as Troop Cookie Manager

- Two, Registered Background Check non-related adults as Troop Leader
- Main Admin in Smart Cookies holds Troop Cookie Manager role
- All Girl Scouts in your Troop are Registered and listed in your MyGS account
- Host a Cookie Training for Parents
- Pass out printed materials - All Guides are digital
 - Order Card, Rewards Card, Gluten Free Order Card,
- Share Toast Yay (Troop Cookie) with the girls during a meeting
- Identify who will manage – Smart Cookie information, reward distribution, Booth Coordination
- Pick your Cookies up at a Mega Drop and distribute to the girls/families
- Keep accurate records of all inventory and money management

Key Dates

December

access to Smart Cookies and Digital Cookie December 2024

12/14 Troop Leader Virtual Training 10 AM

12/16 Troop Leader Virtual Training

12/17 Explore Cookie Program – Westfield 3 PM – 7 PM

12/18 Individual Girl Member Cookie Training

12/19 Explore the Cookie Program – GSLC, Newark 3 PM – 7 PM

12/21 All Girl Scouts Registered will have access to Digital Cookie

January

1/6 Cookie Program Begins

1/11 Cookie University – GSLC Newark (Registration live after 12/9)

1/12 Cookie University – Flemington (See GS Events for Registration)

1/25 Initial Order for Mega Drop closes in Digital Cookie

1/31 Troop Initial Orders Due/ Troop Locked out of Initial Order/
Initial Order Rewards Due

1/31 Last Day to Opt-Out of Rewards

Key Dates

February	2/3	Create a Main Rewards Plan opens
	2/12	ACH Ping
	2/20 – 2/28	Mega Drops
March	3/1-3/6	Regional Deliveries
	3/6	Cupboards Begin
	3/7	Booth Sales Begin
	3/9 – 3/15	Walk About Week
April	4/13	Cookie Program Ends
	4/27	Main and Final Rewards Due
	4/27	All Transfers of Cookies Due

Cookie LineUp – All Cookies \$6

Last Year



Delivery Schedule (in Progress)

3 Dates in Westfield: Sunday Feb 23 – Tuesday Feb 25

North Branch Service Center: 2 Dates

Flemington: 1 Date

GS Leadership Center, Newark: Sunday Feb 23

Bridgewater Somerset Patriots : Saturday Feb 22

Montclair/Bloomfield area: 1 date

To Be Scheduled:

Regional Drops: Kearny, Jersey City, Hoboken, Phillipsburg, Washington Hillsborough (confirmed)

Troop Proceeds

Rewards
& Proceeds

Just Proceeds
and Patches

PGA	Option 1 (Per Package)	Option 2 (Per Package)
1-150	\$0.95	\$1.00
151-224	\$1.05	\$1.12
225 - 500	\$1.15	\$1.22
501+	\$1.25	\$1.32



Set Your Cookie Goals

The Girl Scout Cookie Program begins January 6, 2025.

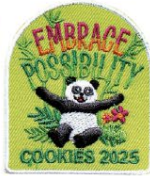
You may not take orders or sell cookies before this date.

Cookie awards are cumulative.

girlscouts
heart of new jersey

productprograms@gshnj.org
908-518-4400

25+ Pkgs



Theme Patch

50+ Pkgs



Socks

80+ Pkgs



Clear Crossbody Bag

125+ Pkgs



Plush Panda Small Laying Down
AND Goal Getter Patch

160+ Pkgs



Panda Neck Pillow

200+ Pkgs



GSHNJ T-Shirt

250+ Pkgs



Plush Panda Large Sitting
OR Bento Box

300+ Pkgs



GSHNJ Movie Event 6/1/25 AND Super Patch
OR Panda Blanket AND Super Patch

400+ Pkgs



Panda Snuggie
OR GSHNJ Membership



500+ Pkgs



Fab 500 Event at The OVAL 5/18/25 AND 500 Club Patch
OR Portable Hammock AND 500 Club Patch

750+ Pkgs



Golf Clinic at Gallop Hill Golf Course Learning Center (5/4/25 at 3 PM)
OR Panda Pickleball Set



1000+ Pkgs



The Wetlands Institute Interactive Experience (6/8/25)

1500+ Pkgs



Overnight at Smithsonian Zoo (June/ July 2025)

2025+
Pkgs



Apple 2nd Generation Watch and Panda Charger **AND** Year Bar 2025

Ambassador Reward

300+
Pkgs



Graduation Cord
for 12th Grade Girls

Booth Participation

10+
Booth
Pkgs



Cookie Booth Sales Patch
***Leaders must distribute cookies with Smart Cookie Divider*

Gift of Caring

10+
Pkgs



Cookie Share Patch

Achievement Bars

50+
Pkgs



**Achieved at highest level earned starting at 50+, in increments of 50 until 800+, then in increments of 100.*

Troop Initial Order

175+
Initial
PGA



Plush Backpack
Clip & Panda
Bandana
for Girls

175+
Initial
PGA



Square Cookie Table Cloth
for Troop Leader (1 per troop)

Troop Final Order

225+
Final
PGA



Panda Water
Bottle

We are Here to Support You

- **2025 Cookie Calendar & Checklist**

Stay on track with key dates and a step-by-step guide to keep your troop's cookie season running smoothly.

- **Tech Guide/Support**

Discover tips and tools to navigate digital platforms like Digital Cookie and troubleshoot any tech challenges.

- **Policy and Procedures**

Get the scoop on everything you need to know to manage your troop's cookie program effectively and confidently.

- **Glossary of Terms**

Rallyhood

Sign up for Rallyhood Service Unit Rally and Girl Scout Cookie Program, GSHNJ

Just in Time Trainings: Tuesdays throughout the Program

12 PM

7:30 PM

Office Hours – Thursdays

Lock Out Support

General Questions: productprograms@gshnj.org

Our Smart Cookies Technology Agenda:

- Initial Order Entry: by Girl
- Transfers (allocating cookies)
- Booth Reservations
- Lottery and First Come First Serve Booth Timing
- Troop Secured Booth reservations
- Planned Orders
- Virtual Cookie Share
- Reward Order management
- Best Troop Reporting



Registration email sent to Volunteers

ABC Smart Cookies Registration



noreply@abcsmartcookies.com

To: cmhackett904@outlook.com

← Reply ← Reply all → Forward 🗄️ ⋮

Wed 6/19/2024 9:03 AM

📘 Getting too much email?

Unsubscribe

Manage subscriptions

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

<https://app.abcsmartcookies.com/#/registration?token=878cf5a1-f60c-4bbc-aaaa-29db3c8dddf>

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

If you'd like to unsubscribe and stop receiving these emails [click here](#)

Complete the Volunteer Registration

Position

Troop Cookie Manager

Girl Level

Junior

Troop Number

147

Council

Anne's Training Site



Contact Info

Home Address *

Fax (Optional)

Suite/Apt. #

City *

Phone Number *

State *

Zip Code *



Profile Info

First Name *

Christina

Create your password that you will use to sign into Smart Cookies and manage your Troop!

Last Name *

Hackett

Enter Password *

Email *

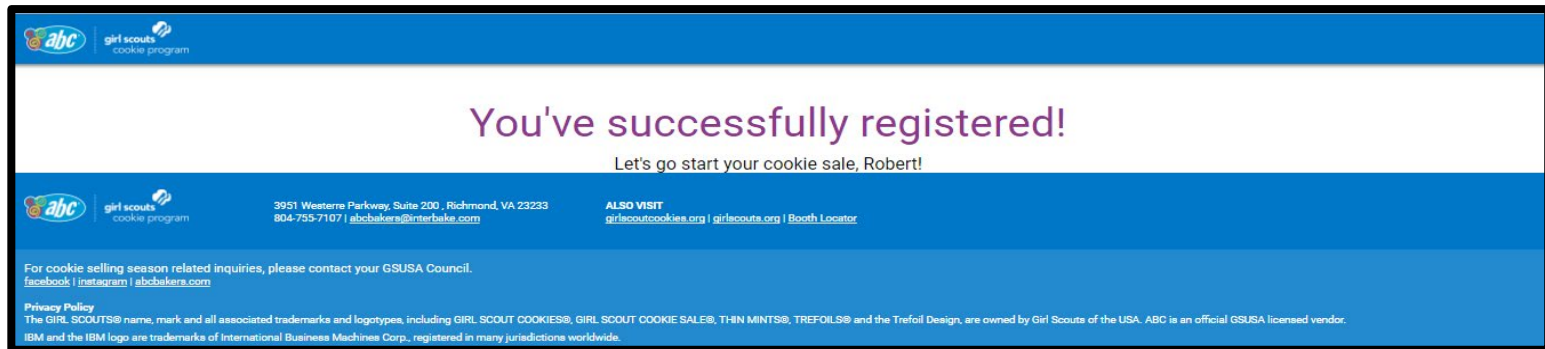
cmhackett904@outlook.com

Upload your picture here

By clicking Submit, you are agreeing to the [Terms and Conditions](#)

Submit

Volunteer registration confirmation



 Getting too much email?

[Unsubscribe](#)

[Manage subscriptions](#)

Dear Girl Scout Volunteer,

Welcome to ABC Smart Cookies! Thank you for completing your account profile. You can start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Your login information is the following:

Username: cmhackett904@outlook.com

Password: cooXXXXXXXX

You can login to ABC Smart Cookies account by clicking this link: www.abcsmartcookies.com/login

Thank you,

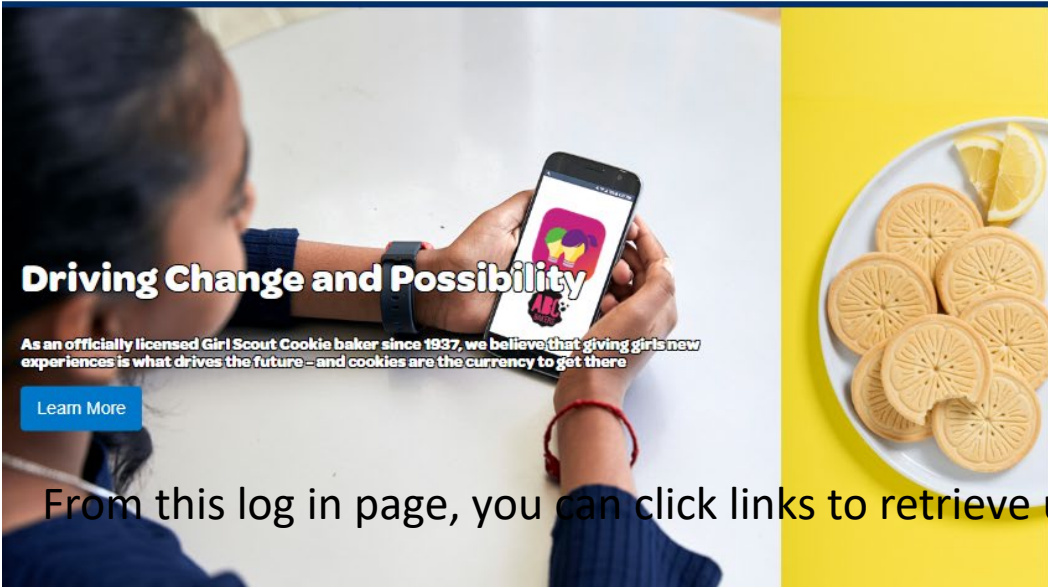
The ABC Smart Cookies Team

If you'd like to unsubscribe and stop receiving these emails [click here](#)

Bookmark www.abcsmartcookies.com for easy access!



Resources Cookies Safety and Training Help



Sign In

Email or Username

Password

[Forgot your username or password?](#)

From this log in page, you can click links to retrieve user name or password.

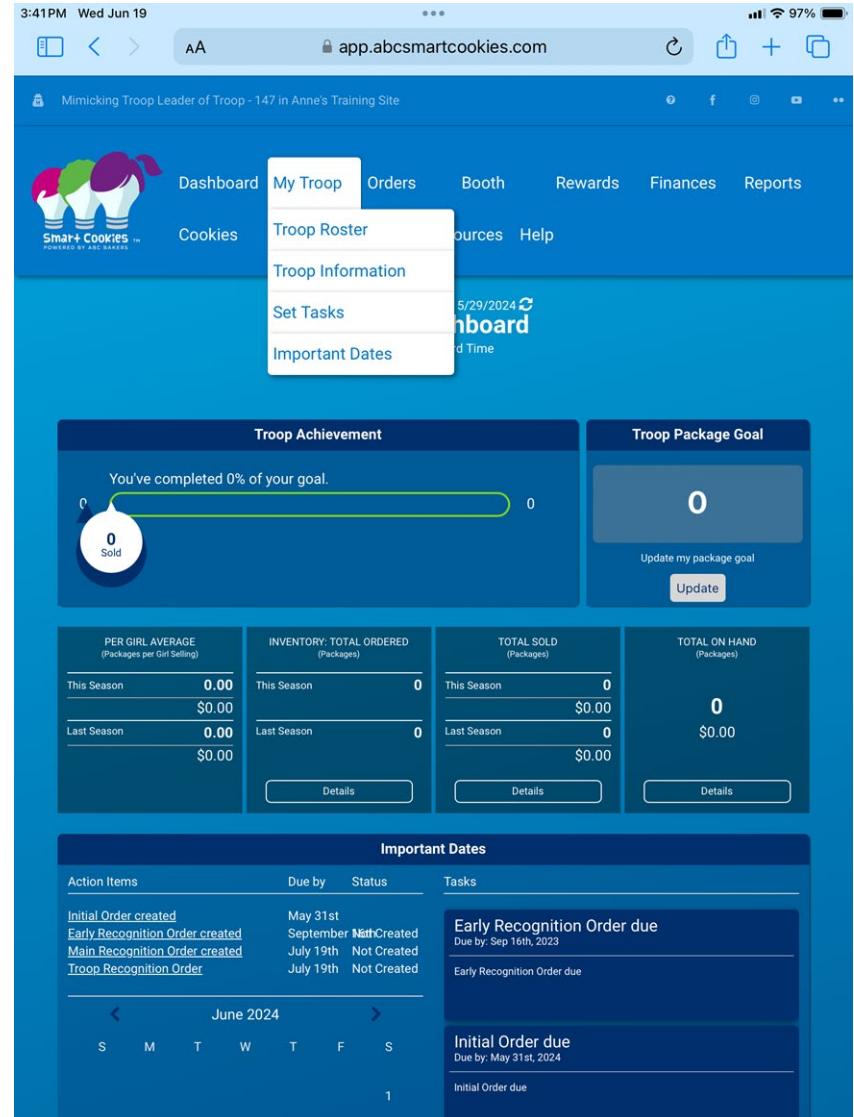
My Troop Tab

You can complete the following tasks under the My Troop Tab:

Troop Roster – check each girl assigned to your troop. Contact your council if any information is incorrect.

Troop Information - review information entered by your council. Contact the council to make any corrections. With council permission, you may be able to update proceed and recognition plans as well as banking information.

Important Dates – displays a calendar with deadlines as set by council and service unit.



Verify and update Troop Information tab

Update Troop



Girls Active*	Girls Selling*	Expected Number of Girls Selling (0-999)	
<input type="text" value="12"/>	<input type="text" value="4"/>	<input type="text"/>	
Troop GSUSA ID*	Troop Number*	Level*	
<input type="text" value="TRAIN-B-0108090344"/>	<input type="text" value="1012"/>	<input type="text" value="Brownie"/>	
Service Unit*	Proceed Plan*	Proceed Plan Notes	
<input type="text" value="Coastal One"/>	<input type="text" value="test"/>	<input type="text" value="No Notes Available"/>	
Main Recognition Plan			
<input type="text" value="test"/>			
Early Recognition Plan			
<input type="text" value="No Recognition Plan"/>			
Troop Recognition Plan			
<input type="text" value="Troop Plan 24"/>			
Submitted documentation, if required?			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			


With council permission, you may be allowed to edit proceed and recognition plans and banking information. Contact your council as directed for any corrections.

Check Troop Roster and add Girl Information as requested

Manage Troop Girls

Drag a column header here to group by that column

District	Service Unit	Troop	First Name	Last Name	GSUSAID	Grade	Parent	Email	GSUS...	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
Southwest OrangeOsceola	Friendship	265	Breana	Wynn	105000198	Eleven	Natasha Wynn	nwynn35@gmail.com	✓	
Southwest OrangeOsceola	Friendship	265	Tiana	Wynn	105000165	Twelve	Natasha Wynn	nwynn35@gmail.com	✓	
Southwest OrangeOsceola	Friendship	265	Leah	Simmons	100355070	Twelve	Trenisha Davis-Simmons	nysha2000@aol.com	✓	

Carefully review your troop roster and contact your council if any girls are missing or if there are girls assigned to your troop in error.

With council permissions, you can update a girl level or sizes for rewards.

Update Troop Girl

Girl GSUSA ID:*
 First Name:*
 Last Name:*

Troop:*
 Nickname:

Grade Level:*
 Apparel:
 Socks:

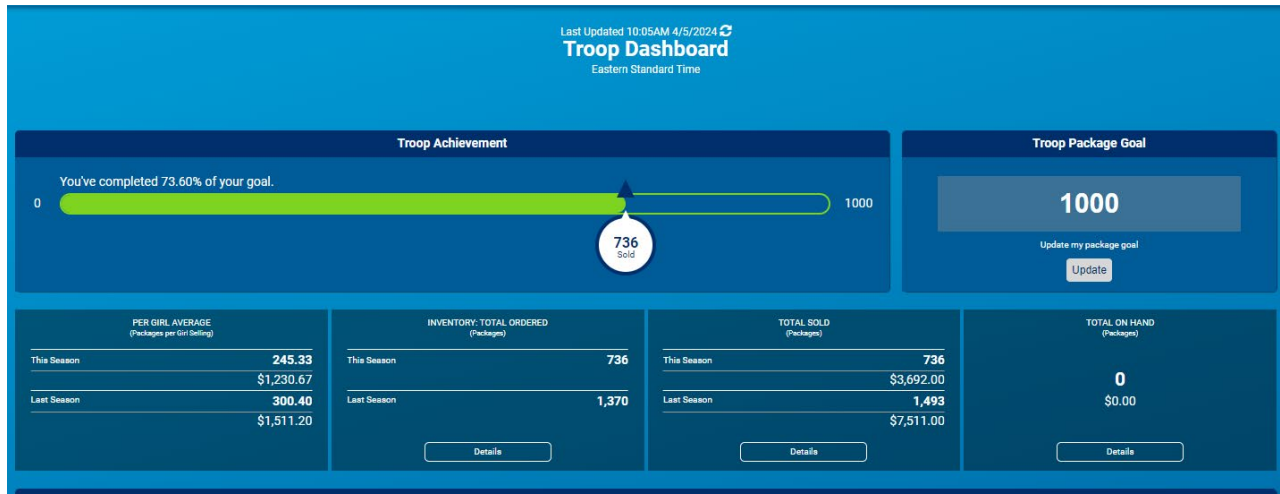
Parent Information

First Name
 Last Name
 Email

Street
 Suite

City
 State
 Zip

Troop Dashboard



The Troop Dashboard will display current year and prior year sales information. The Dashboard does not update with each transaction and will display the time stamp of the last update immediately above the title. A forced update can be completed by clicking the arrows to the right of the time stamp.

Stats

	Girl Registered		Girl Selling	
This Season	3	100.0%	3	100.0%
Last Season	5	100.0%	5	100.0%

Financial Summary ⓘ

Total Sales	Troop Proceeds	Council Proceeds	Credits	Deposits	Debt	Amount Collected	Balance Due
\$3,692.00	\$736.00	\$2,956.00	\$0.00	\$1,705.80	\$0.00	\$1,705.80	\$1,250.20

Sold By Channel | Sold By Cookies | Girl Financial Responsibility

Cases Packages Cases/Packages

Girl Online Activity

Initial Order Creation: By Girl, By Variety, in Packages



Initial Order Period Jan 6 – January 25

Paper Orders (Order Card)

- Girls give Leader Total Number of Cookies By Variety AND payment
- Troop Leader deposits the money into the Troop Bank Account
- Troop Leader enters the Paper Order card information into Smart Cookies by January 31 midnight (Troop Locked out of IO) in INV Packages column

Digital Cookie Orders

- Parents set up a Digital Cookie Page and send emails/ links to friends/ family
- Customers choose
 - Girl Delivered – Cookies picked up by Troop Leader at Mega Drop and Girl Scout delivers to the customer
 - Shipped – pay an extra charge for shipping and customers receive the cookies to their house (coded as Direct Ship)
 - Donations – For initial order, cookies will show in Pre-Sale Packages
*** Not collected during Mega Drop and NO action needed

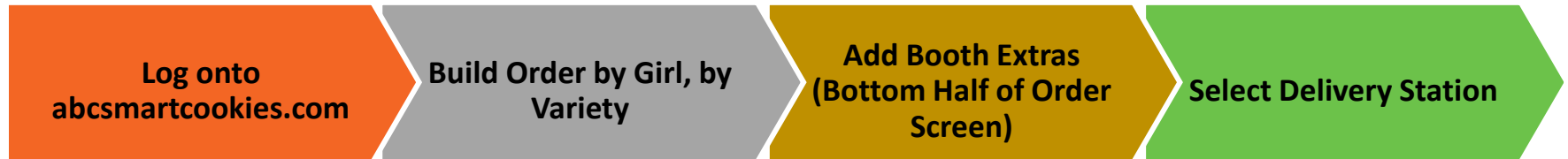
Optional – Troop Leaders can add Booth Cookies on to the Initial Order

*** Recommended if planning booths March 7 – 15

Initial Orders are placed in FULL Cases.

Packages in the EXTRA line need to be sold either in Booth Sales or as Goal Getters. Money must be collected for these cookies. These packages will show as 'On Hand' packages on your dashboard and need to be assigned to the Girl Scout who sells it through a Troop To Girl Transfer

Summary of Steps: Initial Order Entry by Girl, by Variety



Hover over the Orders Tab > Select Troop Initial Order

Select the Girl Icon to the far left of each Girl's name OR the down arrow to the far right to display the cookie variety grid. Enter the total of each variety in PACKAGES.

Order extra Booth packages under the Booth Option.

"Extra" packages at the bottom of the order grid are the packages in every variety that auto-calculate for full case roundup. This section cannot be edited.

Click save at the bottom of the order screen to move to Delivery Station selection.

If multiple locations are available, make the selection along with date/time if available.

If only one location is available, you will be automatically assigned to that location.

Click save at the bottom of the screen.

Delivery details can be edited up until the Troop initial order deadline.












Initial Order Entry: Start with Girl Scout Package Entry

- Use the downward arrow to the far right of each Girl name to populate Inventory Packages sold in the first package column
- NOTE the presale package column is populating from Digital Cookie: prepaid Girl Delivery credit card sales and any shipped only orders during initial order period

Clear Order

Build Order By: Cookies Girl

Measure By: Cases Packages

	Emma Gonzalez	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0 ^
	Cookie Share	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Adventurefuls	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Toast-Yay	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Lemonades	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Trefoil	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Thin Mints	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Peanut Butter Patties	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Caramel deLites	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Peanut Butter Sandwich	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0
	Caramel Chocolate Chip	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs 0	\$0.00	Total Pkgs 0

Troop Initial Order: By Girl

Flows automatically from parent manual entry in DC. This amount can be changed by the troop leader in SC. These fields are editable.

Flows automatically from DC pre-orders

Carolina Peaks		\$100.00	Inv. Pkgs: 20	\$600.00	Pre Sale Pkgs: 120	\$700.00	Total Pkgs: 140
Cookie Share	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Adventurefuls	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Toast-Yay	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Lemonades	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Trefoil	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Thin Mints	\$50.00	Inv. Pkgs: <input type="text" value="10"/>	\$600.00	Pre Sale Pkgs: 120	\$650.00	Total Pkgs: 130	
Peanut Butter Patties	\$50.00	Inv. Pkgs: <input type="text" value="10"/>	\$0.00	Pre Sale Pkgs: 0	\$50.00	Total Pkgs: 10	
Caramel deLites	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Peanut Butter Sandwich	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Caramel Chocolate Chip	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0	
Total	\$100.00	20	\$600.00	120	\$700.00	140	

Bottom half of Troop Initial Order Screen Entry

After entering varieties by Girl, add Booth cookies by variety. Note the EXTRA section cannot be edited and rounds the Initial Order to full cases.

Booth	\$0.00	Total Pkgs: 0	^
Adventurefuls	\$0.00	Packages <input type="text" value="0"/>	
Toast-Yay	\$0.00	Packages <input type="text" value="0"/>	
Lemonades	\$0.00	Packages <input type="text" value="0"/>	
Trefoil	\$0.00	Packages <input type="text" value="0"/>	
Thin Mints	\$0.00	Packages <input type="text" value="0"/>	
Peanut Butter Patties	\$0.00	Packages <input type="text" value="0"/>	
Caramel deLites	\$0.00	Packages <input type="text" value="0"/>	
Peanut Butter Sandwich	\$0.00	Packages <input type="text" value="0"/>	
Caramel Chocolate Chip	\$0.00	Packages <input type="text" value="0"/>	
Total	\$0.00	0	
Extra	\$0.00	Total Pkgs: 48	v
Total		\$936.00	156.00



TOTAL ORDER VALUE: \$936.00



TOTAL CASES:13

SAVE the Initial Order to access Delivery Stations

Order Notes

Type here (250 Characters Max)

Save

 Delete Order

Troop Initial Order: Delivery Station Location

Select Delivery Station

1. Choose a Location 2. Pick A Date 3. Make An Appointment

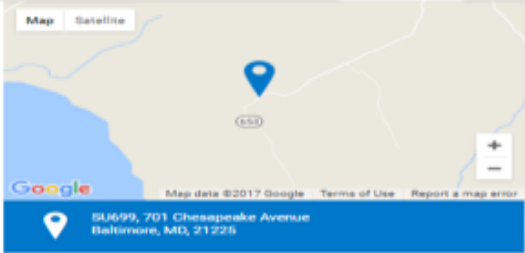
SU 01 Initial Order, needs
vancouver, WA, 99999

SU 01 Cupboard, Cupboard
Your city, WA, 88888

Save

Troop Initial Order: Select day and time

Edit Delivery Station

1. Choose a Location


50699, 701 Chesapeake Avenue
Baltimore, MD, 21225

2. Pick A Date

Sun, Aug 20 Mon, Aug 21

3. Make An Appointment

Time of Day

Morning 6 AM - 12 PM Afternoon 12 PM - 3 PM Evening 3 PM - 11 PM

Hour

8 AM 9 AM 10 AM 11 AM

Appointment

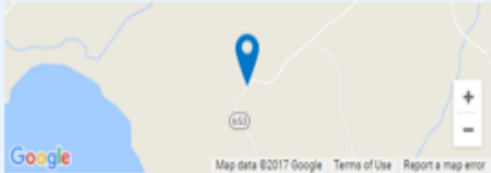
You'll need 20 minutes to accommodate your order size. Pick a start time.

08:20 08:30 08:40 08:50

Save

Delivery Appointment Details

Please save any changes you made to your order before editing your delivery location.



50699, 701 Chesapeake Avenue
Baltimore, MD, 21225

Appointment	Details
Sunday August 20, 2017	Troop Number: 102
8:30 AM - 8:50 AM	Lane Number: 1
SU699	Total Packages 2496
701 Chesapeake Avenue Baltimore, MD 21225	Total Value: \$11,064.00

Edit Delivery Location

Initial Order Reminders

January 25 All Parent Orders are due
Digital Cookie Orders for Initial Delivery Due (All digital orders need to be approved by parent before January 30.)

** All Digital Order Girl Delivered orders must be approved by the parent within 5 days after the order

January 31 Troops are locked out of Initial orders at Midnight

- Make sure bank information is entered
- Last day to choose rewards plan
- Make sure the Initial Rewards are completed
- Select a Mega Drop Pick Up date

On Delivery Pick Up Day:

Make sure you have the right amount of car space for your order
Bring a Troop Counter that is not a driver to count and sign for your initial order

NOTE – all cookies you sign for at Initial Order Pick Up you are financially responsible for. It is important to count it out and make sure you have your complete order before you leave the Mega Drop

February 1 – April 13

GOAL GETTER PERIOD

Girls can continue to sell cookies through paper orders, Digital Cookie Orders or Troops may sell cookies through arranged Cookie Booths

Troop Leaders will set goals with Girl Scouts and make choices of their participation through Goal Getters

Booth Sales Begin – March 7

- Your Service Unit Cookie Manager or Service Unit Booth Coordinator will guide you on your town sign-up

Digital Cookie –Girl Delivered Orders

- Cookies are filled through Troop Extra cookies, Booth extra cookies or by visiting a Council Cupboard

All packages sold during Goal Getter period need to be transferred to Girl Scouts in Smart Cookies by April 27

Allocating cookies to Girls: Transfer Creation



Troop to Girl Transfers – Summary of Steps




- Once logged in, Troop users will land on their Troop dashboard
- Hover over the Orders tab, click on Transfer Order
- From the top left click Transfer Type drop down menu, select the Troop to Girl option
- Select the Girl receiving the packages or search by Girl's name in the Girl search field
- Click the "Reset" arrow on the far right to reset your search filters, if necessary
- Once filters are set, Click Apply at the bottom of the screen
- Use Package column to transfer packages and financial responsibility to Girls.
- Use Booth Packages when giving credit towards rewards
- Use the Smart Booth Divider feature to transfer booth sale packages to Girls
- Enter any order notes in Notes Field
- Click Save transfer
- Select Print Receipt to view onscreen confirmation and Print to create a hardcopy receipt
- Options for Delete Order, Go To Manage Orders or Make Another Transfer also exist
- Packages by variety are now removed from Troop inventory and credited to the Girl

Navigate to Orders > Transfer Order

The screenshot displays the 'Troop Dashboard' for a Troop Leader of Troop - 102 in Central Maryland. The navigation menu includes: Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The 'Orders' menu is expanded, showing options: Manage Orders, Troop Initial Order, Transfer Order, Planned Order, Damage Order, and Virtual Cookie Share. The 'Transfer Order' option is highlighted with a yellow box.

Troop Dashboard

You've completed 91.07% of your goal.

0  2800

2550 Sold

Troop Package Goal

2800

Update my package goal

Update

PER GIRL AVERAGE (Packages per Girl Selling)	
This Season	155.53
	\$637.89
Last Season	0.00
	\$0.00

Goals & Online Activities

INVENTORY: TOTAL ORDERED (Packages)	
This Season	2,955
Last Season	0

Details

TOTAL SOLD (Packages)	
This Season	2,550
	\$10,455.00
Last Season	0
	\$0.00

Details

TOTAL ON HAND (Packages)	
	405
	\$1,665.00

Details

Select Troop to Girl Transfer

Drop down menu located in upper left corner

Transfer Order

TYPE OF TRANSFER:
Troop to Girl

From: SERVICE UNIT 654 TROOP 102
Quantity: 2955 Packages Contact: Chris McDaniel | | centralmaryland.troop@outlook.com

To: SERVICE UNIT TROOP GIRL

Reset

Search	Search	Search
654	102	Krista Brock
		Lisa Cohen
		Mona Griffin
		Mona Knight
		Phyllis Dennis
		Shannon Gonzalez
		Shari Phillips
		Susan Myers
		Tricia Christensen

Apply

Note Booth Cookies Vs. Physical Packages

Transfer Order

TYPE OF TRANSFER:
Troop to Girl



From:

SERVICE UNIT 654	TROOP 102
Quantity: 2955 Packages	Contact: Chris McDaniel centralmaryland.troop@outlook.com

To:

SERVICE UNIT 654	TROOP 102	GIRL Shannon Gonzalez
Quantity: 500 Packages	Contact: Catherine Smith (804) 614-9999 coas1371@gmail.com	

Clear Order

			PACKAGES	BOOTHS PACKAGES
	Thank-A-Lot	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	S'mores	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Lemonades	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Shortbread	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Thin Mints	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Peanut Butter Patties	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Caramel deLites	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$40.00	<input type="text" value="5"/>	<input type="text" value="5"/>
	Gluten Free Trios	\$50.00	<input type="text" value="5"/>	<input type="text" value="5"/>
Totals		\$370.00	45	45

Order Notes

"Packages" are for Shannon's Door to Door sales. The "Booth Packages" are for her Booth event this Saturday.

Save

Successful transfer confirmation










Confirmation appears at top of screen; print and other options available at bottom

Transfer Order 61
Order Date: August 23, 2017 @ 10:42 AM
TYPE OF TRANSFER:
Troop to Girl

From: SERVICE UNIT 654 TROOP 102
Quantity: 2955 Packages Contact: Chris McDaniel | centralmaryland.trooppoutlook.com

To: SERVICE UNIT 654 TROOP 102 GIRL Shannon Gonzalez
Quantity: 500 Packages Contact: Catherine Smith | (804) 614-9999 | coas1371@gmail.com

LAST EDITED: Catherine Smith ON: August 23, 2017

			PACKAGES	BOOTHS PACKAGES
 Thanks-A-Lot	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 S'mores	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 Lemonades	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 Shortbread	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 Thin Mints	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 Peanut Butter Patties	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 Caramel deLites	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 Peanut Butter Sandwich	\$40.00		<input type="text" value="5"/>	<input type="text" value="5"/>
 Gluten Free Trice	\$30.00		<input type="text" value="5"/>	<input type="text" value="5"/>
Totals	\$370.00		45	45

Order Notes
"Packages" are for Shannon's Door to Door sales. The "Booth Packages" are for her Booth event this Saturday.

Booth Reservations

Just in Time Trainings in February will cover booth considerations



Using the Smart Booth Divider

All packages sold at Booth Sales must be divided among Girls in the Troop

- Physical, in person Booth Sale – use the Smart Booth Divider in Smart Cookies



Navigate to Booths > My Reservations

The screenshot shows the Scout+ Cookies Troop Dashboard for a Troop Leader of Troop - 102 in Central Maryland. The navigation menu is open, highlighting the 'Booths' section, which contains the following items:

- Booth
- Recognitions
- Finances
- Reports
- Cookies
- Tips & Tools
- Media
- Help

The 'My Reservations' item is highlighted in yellow. Below the navigation menu, the dashboard displays a progress bar for the Troop Package Goal, showing 2818 Sold out of a goal of 3500. The progress bar is green and indicates that 80.51% of the goal has been completed. To the right, there is a 'Troop Package Goal' section with a goal of 3500 and an 'Update' button.

The dashboard also features four summary cards:

- PER GIRL AVERAGE (Packages per Girl Selling)**

This Season	158.53
	\$646.74
Last Season	0.00
	\$0.00
- INVENTORY: TOTAL ORDERED (Packages)**

This Season	3,012
Last Season	0
- TOTAL SOLD (Packages)**

This Season	2,818
	\$11,545.00
Last Season	0
	\$0.00
- TOTAL ON HAND (Packages)**

	194
	\$743.00

Select the Booth; then Smart Booth Divider

The screenshot shows the 'Troop Booth Reservations' page for Troop 102. The page features a navigation menu at the top with options like Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The main content area is divided into four summary sections: Lottery, First Come, First Served (FCFS), Troop Secured, and Council Reservations. Each section displays counts for Premiums, Total Reservations, and Requests, along with a 'Show Results' button. Below these sections, a search bar is highlighted with a yellow box. Underneath the search bar, there are three checkboxes: 'Show Confirmed Reservations', 'Show Pending or Denied Reservations', and 'Booths left to distribute'. The main part of the page is a table with 11 results, listing various stores with columns for Store, Address, City, Zip Code, Date, Time, Premium, Type, Status, Qty Sold, and Total \$. The table includes rows for Momart02, Chick-Fil-A, Boscov's, Farmer's Market, Applebee's, Giant, Ulrops, Cabelas, and VAmart02. A yellow box highlights the 'Booth Details', 'Smart Booth Divider', and 'Remove Reservation' buttons at the end of the table rows.

Troop Booth Reservations

Lottery
Premium Wins: 0
Premium Wins Max: 0
Total Wins: 0
Total Wins Max: 0
Requests: 0
Requests Max: 0
[Show Results](#)

First Come, First Served (FCFS)
Premium Reservations: 2
Premium Reservations Max: 2
Total Reservations: 9
Total Reservations Max: 7
[Show Results](#)

Troop Secured
Approved: 0
Denied: 0
Pending: 2
[Show Results](#)

Council Reservations
Premium: 0
Total: 0
[Show Results](#)

SERVICE UNIT 654 TROOP 102
Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

11 Results

Show Confirmed Reservations Show Pending or Denied Reservations Booths left to distribute

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Momart02	9546 Loch Raven Blvd	Towson	21286	Jan 20	10:00 AM - 12:00 PM	✓	FCFS		0	0
Chick-Fil-A	10975 Johns Hopkins Rd.	Laurel	20723	Feb 20	06:00 PM - 06:30 PM	✓	FCFS		0	0
Boscov's	White Marsh Mall	White Marsh	21236	Jan 20	10:00 AM - 02:00 PM		FCFS		0	0
Farmer's Market	12165 Clarksville Pike	Clarksville	21029	Jan 21	10:00 AM - 02:00 PM		FCFS		0	0
Applebee's	6796 Reisterstown Rd	Baltimore	21215	Jan 20	04:00 PM - 07:00 PM		FCFS		0	0
Giant	573 Ritchie Highway	Severna Park	21146	Jan 20	10:00 AM - 02:00 PM		FCFS		0	0
Ulrops	8640 Pulaski Highway	Rosedale	21237	Jan 20	12:00 PM - 02:00 PM		FCFS		0	0
Cabelas	10051 Franklin Square Drive	Nottingham	21236	Feb 06	12:30 PM - 01:00 PM		FCFS		0	0
VAmart02	6115 Dobbin Rd	Columbia	21045	Jan 06	10:00 AM - 12:00 PM		FCFS		0	0

Booth Details Smart Booth Divider Remove Reservation

Enter total packages sold, by variety

click **Save and Distribute Sales**

The screenshot shows the 'Smart Booth Divider' interface for 'Distributed Sales'. At the top, a navigation menu includes Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The main header area contains the 'Smart Booth Divider' title and 'Distributed Sales' subtitle. Below this, a 'Booth Summary (Packages)' section provides details for 'Lkrops' at '8640 Pulaski Highway, Rosedale MD, 21237' on 'Saturday, January 20' from '12:00 PM - 02:00 PM'. To the right, three summary metrics are displayed: 'Total Left to Distribute' (0), 'Total Distributed' (0), and 'Total Sold' (\$0.00). A note states, 'You MUST distribute all the packages sold to the girls in your troop.' Below the summary is a table for entering packages sold by variety. The table has columns for CShare, TAL, SMR, LEM, SB, TM, PBP, CD, PBS, GFT, and TRACKED CS, with input fields containing values 5, 15, 25, 20, 11, 27, 16, 22, 19, 8, and 0 respectively. At the bottom of the table are two buttons: 'Save and Go Back' and 'Save and Distribute Sales'. A large white box at the bottom of the interface contains the instruction: 'Enter the packages sold during the booth sale to distribute the sale among the girls who participated.' and a cookie icon.

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

Select Girls at the booth sale

Select Troop Girls ✕

Select Girls from your Troop to distribute the cookies sold during the booth sale. All

Search

Lisa Cohen	<input checked="" type="checkbox"/>
Mona Griffin	<input checked="" type="checkbox"/>
Mona Knight	<input type="checkbox"/>
Phyllis Dennis	<input type="checkbox"/>
Shannon Gonzalez	<input checked="" type="checkbox"/>
Shari Phillips	<input type="checkbox"/>
Susan Myers	<input checked="" type="checkbox"/>
Tricia Christensen	<input type="checkbox"/>

Divide any remaining packages in red

← Troop Reservations

Smart Booth Divider
Distributed Sales

Booth Summary (Packages)

Ulrope
#540 Puleaski Highway
Poolesville MD, 21127
Saturday, January 20
12:00 PM - 02:00 PM

Total Left to Distribute

13

You MUST distribute all the packages sold to the girls in your troop.

Total Distributed

155

Total Sold

168

\$660.00

CS/here	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

5 Girls

[Clear All](#)

GIRL NAME	CS/here	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
Faye Hill	1	3	5	4	2	5	3	4	3	1	0	31
Lisa Cohen	1	3	5	4	2	5	3	4	3	1	0	31
Mona Griffin	1	3	5	4	2	5	3	4	3	1	0	31
Shannon Gonzalez	1	3	5	4	2	5	3	4	3	1	0	31
Susan Myers	1	3	5	4	2	5	3	4	3	1	0	31
Packages left to distribute	0	0	0	0	1	2	1	2	4	3	0	13
Troop Total	5	15	25	20	10	25	15	20	15	5	0	155

Successful division message is displayed

Smart Booth Divider

Distributed Sales

Booth Summary (Packages)

UKropps
8640 Pulaski Highway
Rosedale MD, 21237
Saturday, January 20
12:00 PM - 02:00 PM

Total Left to Distribute

0

You MUST distribute all the packages sold to the girls in your troop.

Total Distributed

168

Total Sold

168

\$680.00

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

Cancel Distribution
Edit Booth Sales

5 Girls Clear All

GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
Faye Hill	1	3	5	4	3	5	3	5	3	2	0	3
Lisa Cohen	1	3	5	4	2	6	3	4	4	2	0	3
*Yona Knight	1	3	5	4	2	6	3	4	4	2	0	3
Shannon Gonzalez	1	3	5	4	2	5	4	4	4	1	0	3
Susan Myers	1	3	5	4	2	5	3	5	4	1	0	3
Packages left to distribute	0	0	0	0	0	0	0	0	0	0	0	0
Troop Total	5	15	25	20	11	27	16	22	19	8	0	168

Edit Girls
Save

✓

You have successfully distributed the packages sold to troop girls; T2G, Virtual Cookie Share transactions were created, and Tracked Cookie Share.

Creating Troop Planned Orders




Navigate to Orders > Planned Orders

The screenshot displays the 'Troop Dashboard' for a Troop Leader of Troop - 102 in Central Maryland. The navigation menu includes: Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The 'Orders' menu is expanded, showing options: Manage Orders, Troop Initial Order, Transfer Order, Planned Order, Damage Order, and Virtual Cookie Share. The 'Planned Order' option is highlighted with a yellow box.

Troop Package Goal

You've completed 94.29% of your goal.

0  2800

2640 Sold

PER GIRL AVERAGE (Packages per Girl Selling)	INVENTORY: TOTAL ORDERED (Packages)	TOTAL SOLD (Packages)	TOTAL ON HAND (Packages)
This Season: 155.53 \$637.89	This Season: 2,955	This Season: 2,640 \$10,825.00	This Season: 315
Last Season: 0.00 \$0.00	Last Season: 0	Last Season: 0 \$0.00	Last Season: \$1,295.00

Buttons: Goals & Online Activities, Details, Details, Details

Planned Orders must be placed by 11:59 PM SUNDAY the week of pick up

Step 1: Select a Cupboard Location

Thursdays, Fridays 10 AM – 7 PM North Branch, Westfield, GSLC, Newark
Saturdays in March 8 AM – 12 PM North Branch, Westfield
GSLC, Newark (TBD)

Troop Leader of Troop - 102 in Central Maryland

Smart+Cookies™
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Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Planned Order

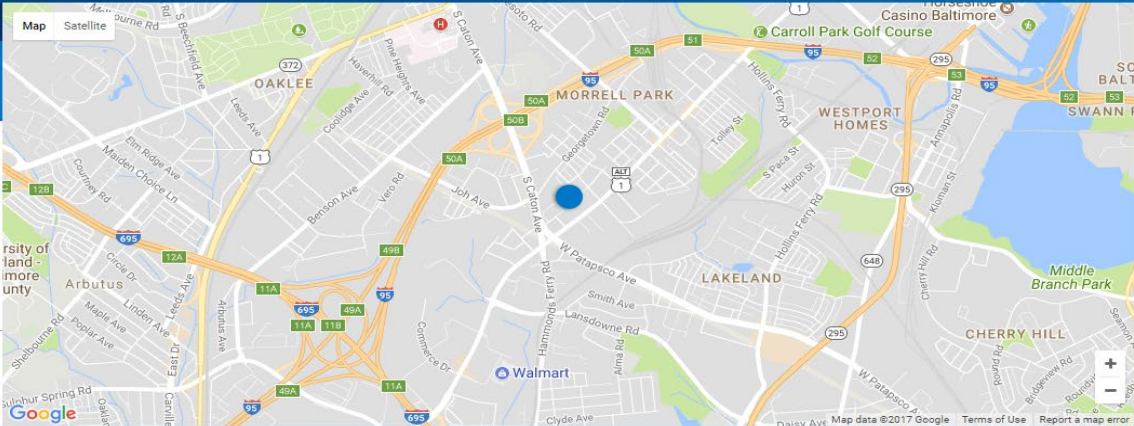
Planned Order for:

Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

Pick up from:

CUPBOARD
Cupboard 9003 3140 Washington Blvd Baltimore, MD 21230
Cup 9001 3001 N. Boulevard Richmond, VA 23230

Continue



Step 2: Select Date and Time


Planned Order

Planned Order for: Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

Pick up from:

CUPBOARD

Cupboard 9003



3140 Westington Blvd
Baltimore, MD, 21230









DATE

October

Sun	15	Wed	18
Fri	20		

TIME

2:00 PM - 3:00 PM	3:00 PM - 4:00 PM
4:00 PM - 4:30 PM	

			CASES
	Thanks-A-Lot	\$240.00	<input type="button" value="5"/>
	Simoes	\$240.00	<input type="button" value="5"/>
	Lemonades	\$240.00	<input type="button" value="5"/>
	Shortbread	\$240.00	<input type="button" value="5"/>
	Thin Mints	\$240.00	<input type="button" value="5"/>
	Peanut Butter Patties	\$240.00	<input type="button" value="5"/>
	Caramel deLites	\$240.00	<input type="button" value="5"/>
	Peanut Butter Sandwich	\$240.00	<input type="button" value="5"/>
Totals		\$1,920.00	40

Step 3: Select quantity by variety; save the order


Planned Order : 62

Planned Order for: Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

Pick-up from:

CUPBOARD

Cupboard 9003



3140 Washington Blvd
Baltimore, MD, 21230

DATE

Wednesday, October

18

Edit









TIME

30 Minutes

04:00 PM
TO
04:30 PM

Edit

LAST EDITED: Catherine Smith ON: August 23, 2017

Clear Order			CASES
	Thank-A-Lot	\$240.00	<input type="text" value="5"/>
	S'mores	\$240.00	<input type="text" value="5"/>
	Lemonades	\$240.00	<input type="text" value="5"/>
	Shortbread	\$240.00	<input type="text" value="5"/>
	Thin Mints	\$240.00	<input type="text" value="5"/>
	Peanut Butter Patties	\$240.00	<input type="text" value="5"/>
	Caramel Delites	\$240.00	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$240.00	<input type="text" value="5"/>
Totals		\$1,920.00	40

Order Notes

Planned Order for Girls Door to Door sales and upcoming Booth events.

Virtual Cookie Share Transactions

Just in Time Training on
Virtual Cookie Share March



Virtual Cookie Share:

- Considered Council inventory, distributed at the end of the season.
- Digital Cookie is the point of sale system for all Girl orders. Digital Cookie sends over the donated financial transactions to Smart Cookies.
- During the Initial Order period, cookie share donations automatically populates on the Troop initial order.
- After the Initial Order period ends, Troops must create a corresponding Virtual Cookie Share transaction in Smart Cookies for Girls to receive credit.
- Troops collect and deposit cash Cookie Share donations into their Troop bank account.



WHEN do I create a Virtual Cookie Share Transaction?

Reports to use: Digital Cookie – All Sales Report; Smart Cookies – Girl Cookie Order Details

DURING THE INITIAL ORDER PERIOD: ALL Digital Cookie girl delivery orders with donation or donation only are automatically imported into the Troop's initial order. No further action is required in Smart Cookies.

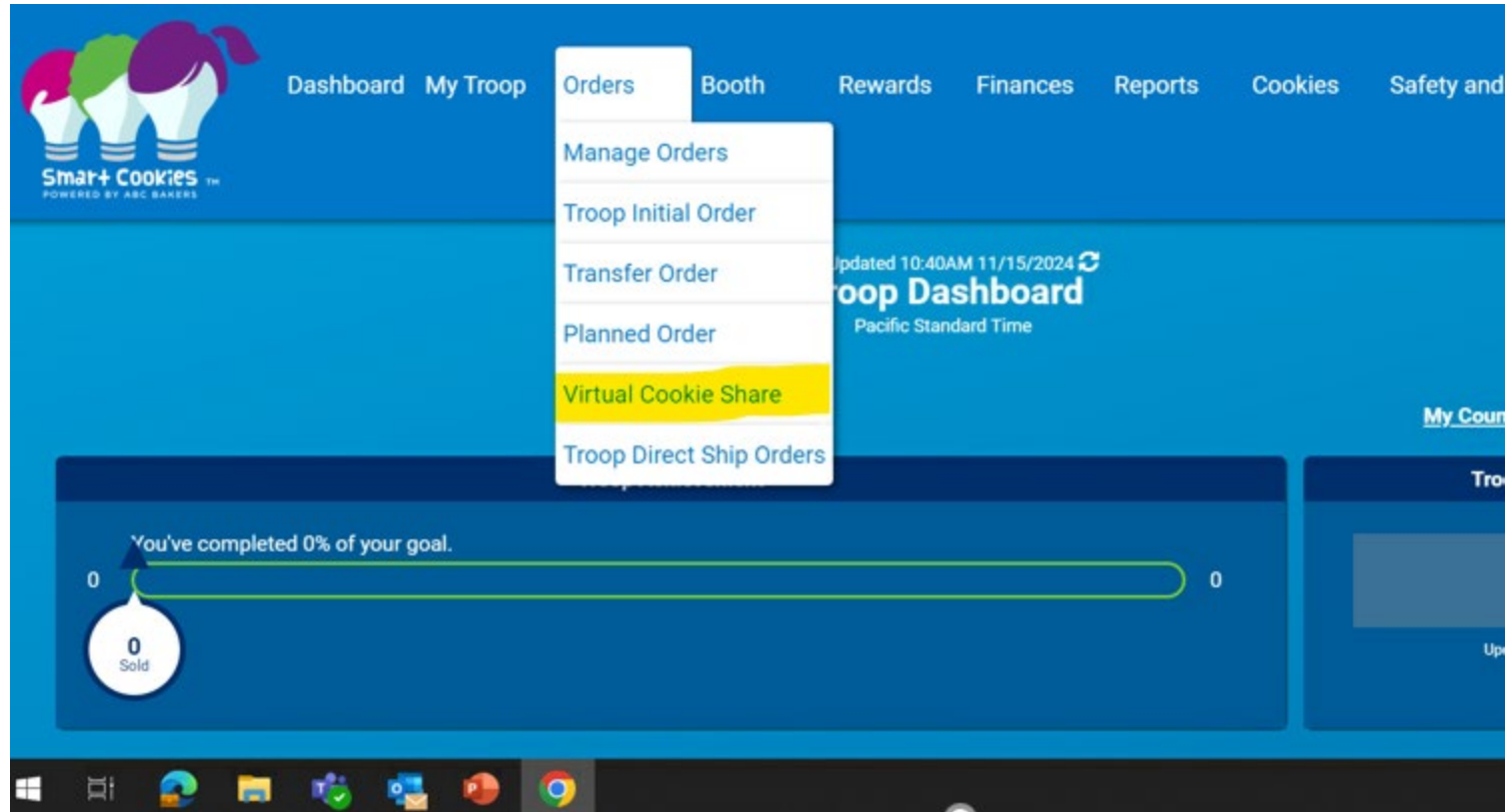
AFTER THE INITIAL ORDER PERIOD: Any Digital Cookie order including cookie share donations must be posted for each Girl in Smart Cookies. The financial transaction will import into Smart Cookies from Digital Cookie. These orders include:

- ❖ Cookies In Hand with Donation
- ❖ In Person Delivery with Donation – Example would be 4 TM packages and 1 donation package. Troop user would physically transfer 4 packages of TM and create a virtual Cshare transaction for 1 package. This will reconcile the \$30 Digital Cookie financial transaction sent to Smart Cookies.
- ❖ Donation Only – financial transaction comes over from Digital Cookie. Troop user is responsible for creating the virtual Cshare transaction in Smart Cookies to reconcile the Girl financials and reward earning for the donated packages.

An Example of Why Cookie Share Reconciliation is Important

- Troop user transfers 100 packages to a Girl in Smart Cookies to sell or fill existing orders. Girl is financially responsible for these cookies, owns the physical inventory, and is earning rewards for the 100 packages.
- Meanwhile, a single order for 12 packages of Cookie Share donations is placed in Digital Cookie and the financial transaction for \$72 is sent to Smart Cookies. Troop user must manually create Virtual Cookie Share transaction for 12 donated packages to offset the financial transaction and ensure Girl reward earnings.
- Girl should be financially responsible for 112 packages of cookies. Reward earn will be based on 112 packages.
- Girl total financial responsibility is $112 \text{ packages} \times \$6 = \$672.00$

Creating Virtual Cookie Share transactions AFTER Initial Order period



Enter Package Quantities for each Girl

Virtual Cookie Share: 0000028

Pacific Standard Time

Cookie Share

DISTRICT No Specified District

SERVICE UNIT Mountain One

TROOP 1011

Troop: 1011

Name: Joy Behr Phone: (unavailable) Email: (unavailable)

LAST EDITED: Anne Lauzier ON: July 09, 2024 ⓘ

Name	Total
Latoya Tiemann	<input type="text" value="2"/>
Rosa May	<input type="text" value="0"/>
Hannah Murray	<input type="text" value="5"/>
Terry Fair	<input type="text" value="0"/>
Belinda Jackson	<input type="text" value="0"/>
Rhonda Hughes	<input type="text" value="5"/>
Beverly Larson	<input type="text" value="0"/>
Anita Reid	<input type="text" value="0"/>
Brenda Jewell	<input type="text" value="0"/>
Blanca Durham	<input type="text" value="0"/>

< 1 2 >

Total	12
--------------	-----------

Order notes

Orders from Digital Cookie as of 1/15/25

Save

Virtual Cookie Share Order Confirmation

POWERED BY ABC BAKERS

Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Virtual Cookie Share: 275
Cookie Share Org

SERVICE UNIT 654 TROOP 102

Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

LAST EDITED: Catherine Smith ON: September 15, 2017

Name	Total	Packages
Elena Leonard	3	
Harriet Paul	3	
Mona Griffin	3	
Angie Gregory	3	
Lisa Cohen	3	
Shannon Gonzalez	3	
Mona Knight	3	
Faye Hill	3	
Susan Myers	3	
Casey Smith	3	

Total 60

Order notes
Virtual Cookie Share orders from 3 booth events done this past Saturday

Save
Delete Order

Virtual order successfully updated.

VIRTUAL Cookie Share filter on Manage Orders

The screenshot shows the 'Manage Orders' page in the Smar+ Cookies system. At the top, there is a navigation bar with links for Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. Below this, a summary section displays four categories: PLANNED (0 Cases, \$0 Total Value), ORDERED (287 Cases, \$14,044 Total Value), SOLD (225 Cases, \$11,065 Total Value), and ONHAND (62 Cases, \$2,979 Total Value). A filter bar below the summary includes options for ALL, INITIAL ORDER, PLANNED, RESTOCK, TRANSFER, DAMAGED, COOKIE SHARE (highlighted with a yellow box), and DIRECT SHIP. A 'REFINE SEARCH' button (also highlighted with a yellow box) is located below the filter bar. Below the filter bar, a search bar shows '1 Results' with a search by dropdown set to 'All' and a keyword field. An 'Action' dropdown is set to 'Select'. A table below the search bar shows one result with columns for CD, PBS, GFT, STATUS, TOTAL, and TOTAL \$.

CD	PBS	GFT	STATUS	TOTAL	TOTAL \$
0	0	0	SAVED	60	240.00

This inset screenshot shows the 'Refine Search' feature. It displays a list of girls' names in a table. The name 'Dhriti Garton' is highlighted in yellow, and a checkbox next to it is checked. Below the list, there is an 'Apply Search Parameters' button.

Girls	Checkbox
Abhi Roberts	<input type="checkbox"/>
Alva McGee	<input type="checkbox"/>
Audrey West	<input type="checkbox"/>
Caroline Eblen	<input type="checkbox"/>
Dhriti Garton	<input checked="" type="checkbox"/>
Giuliana Ryan	<input type="checkbox"/>
Haley Johnson	<input type="checkbox"/>
Harriet Eisenstein	<input type="checkbox"/>

Use Refine Search feature to further filter by specific Girls in the Troop

How to reconcile Virtual Cookie Share

➤ Girls' Virtual Cookie Share donation packages should match between Digital Cookie and Smart Cookies. Here's how to make sure they do:

1. Generate the Digital Cookie All Orders Report
2. Generate the Girl Cookie Order Detail Report in Smart Cookies (this report can be generated by a specific girl or for all girls in the Troop)
3. From the Smart Cookies Manage Orders grid, use the Cookie Share filter (Virtual donations only)

Within the Manage Orders grid view, review all COOKIE_SHARE orders to ensure all transactions have been successfully created and have posted. **NOTE: Do not include any COOKIE_SHARE(B) or COOKIE_SHARE(VB) in your total calculations, as these are Smart Booth Divider donations and Troop Link (virtual booth) orders that were automatically created in Smart Cookies.**

In some cases, the number of COOKIE_SHARE orders may be higher than digital cookie – this represents in person sales paid by cash or check.

Reward Order Creation



Recognition Order Creation

- Smart Cookies uses “Rewards” and “Recognitions” interchangeably
- Troops can begin creating EARLY/INITIAL reward orders on January 6th, 2025 and must be finalized by 11:59pm on January 31, 2025
- Troops can begin creating MAIN reward orders on February 3th, 2025
- Rewards will be delivered at the end of the Cookie Program, to the Service Units, in late May/early June 2025



Create Recognition Order

Navigate to Rewards > Recognition Order



Dashboard My Troop Orders Booth Rewards Finances Reports Cookies Safety and Training Resources Help

Recognition Order
Troop: 80003

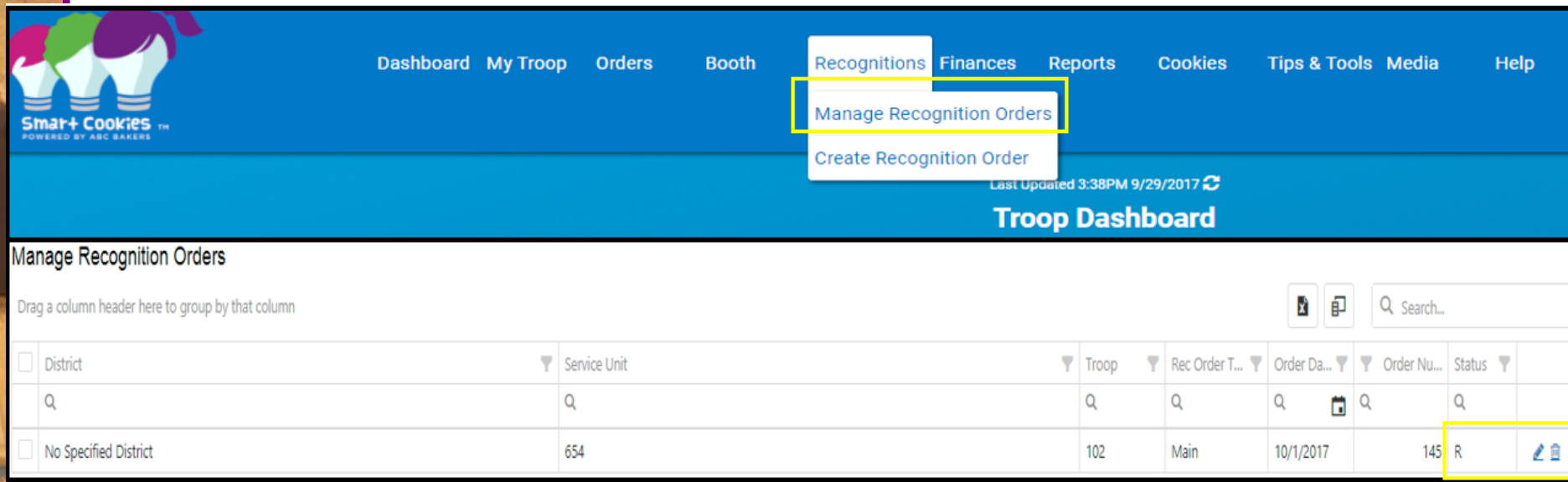
Order Type:

Select Recognition Order ▼
Select Recognition Order
Main


Manage Recognition Order

After creating the Recognition order, Troops will access existing orders under Rewards > Manage Recognition Orders

Select the pencil icon to the far right of the order to make edits



The screenshot shows the 'Troop Dashboard' interface. The navigation menu includes 'Dashboard', 'My Troop', 'Orders', 'Booth', 'Recognitions', 'Finances', 'Reports', 'Cookies', 'Tips & Tools', 'Media', and 'Help'. The 'Recognitions' menu is open, showing 'Manage Recognition Orders' (highlighted with a yellow box) and 'Create Recognition Order'. Below the menu, the 'Manage Recognition Orders' section is visible, featuring a search bar and a table of orders. The table has columns for District, Service Unit, Troop, Rec Order T..., Order Da..., Order Nu..., Status, and an action column. The row for 'No Specified District' (Service Unit 654, Troop 102, Rec Order T... Main, Order Da... 10/1/2017, Order Nu... 145, Status R) has a pencil icon in the action column highlighted with a yellow box.

District	Service Unit	Troop	Rec Order T...	Order Da...	Order Nu...	Status	
No Specified District	654	102	Main	10/1/2017	145	R	

Manage Recognition Order

Orders that have Girls with red warning signs indicate the Troop needs to select sizes or choices. Select the arrow next to the warning sign to proceed

Order Type:

Main

DEADLINE: March 31, 2025 @ 11:59 PM

LAST EDITED: Debra Cozzoli ON: November 19, 2024 ⓘ

STATUS: INCOMPLETE

Sort By

Search



Ainsley Jacobson

Packages sold: 1729

UNREAD



Amelia Smith

Packages sold: 0

UNREAD



Brynlee Dickey

Packages sold: 0

UNREAD




Manage Recognition Order


The specific reward level will also display the warning sign, indicating where choices or sizes are required. Select the downward arrow to complete the missing choice/size. Select Save when complete.

400 - 549 Packages sold	▼
550 - 749 Packages sold	▼
750 - 999 Packages sold	▼
1000 - 1299 Packages sold	▼
1300 - 1799 Packages sold	⚠ ▼


1300 - 1799
Packages sold

Group 1  Great Wolf Lodge


OR

Group 2  Sewing Machine

OR

Group 3  Ice Cream Maker

OR

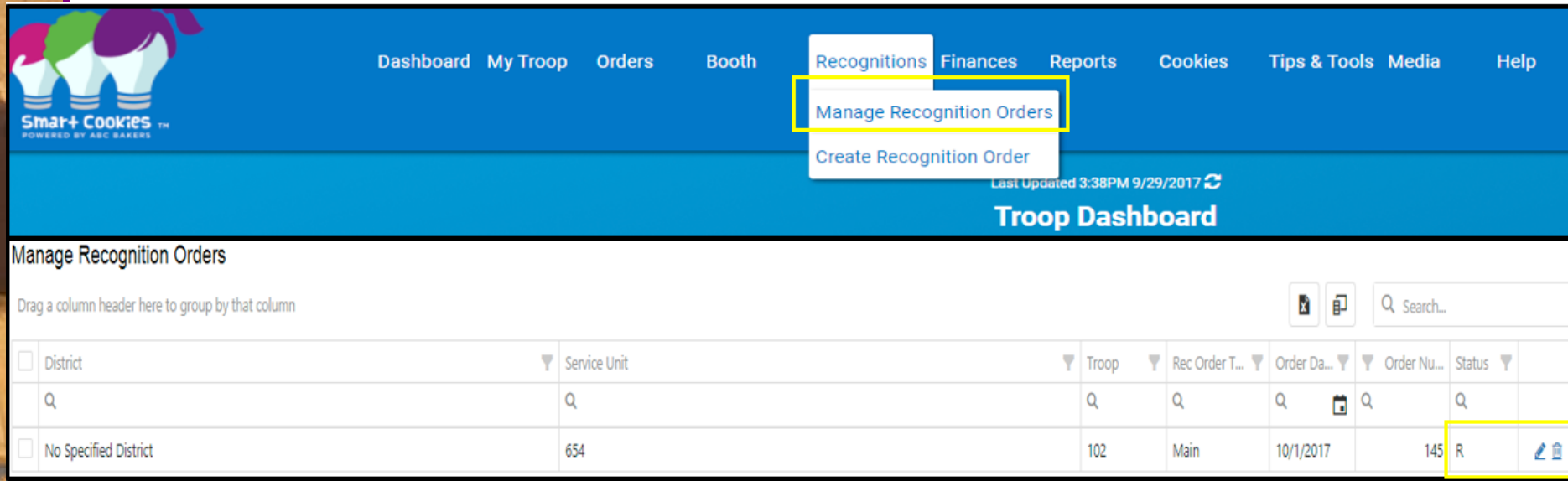
Group 4  \$150 Adventure Pass

Save

Manage Recognition Order

After creating the Recognition order, Troops should access the order under Rewards > Manage Recognition Orders

Select the pencil icon to the far right of the order to make edits



The screenshot shows the 'Troop Dashboard' interface. The navigation menu includes 'Dashboard', 'My Troop', 'Orders', 'Booth', 'Recognitions', 'Finances', 'Reports', 'Cookies', 'Tips & Tools', 'Media', and 'Help'. The 'Recognitions' menu is open, showing 'Manage Recognition Orders' (highlighted with a yellow box) and 'Create Recognition Order'. Below the menu, the 'Manage Recognition Orders' section is visible, featuring a table with columns for District, Service Unit, Troop, Rec Order T..., Order Da..., Order Nu..., and Status. The table contains one row with the value '654' in the Service Unit column and '102' in the Troop column. The Status column shows 'R' and a pencil icon (highlighted with a yellow box) for editing.

District	Service Unit	Troop	Rec Order T...	Order Da...	Order Nu...	Status
No Specified District	654	102	Main	10/1/2017	145	R

Reporting



Most Popular Troop Reports

Booth Category:

- Booked Booth Sales Summary
- Available Booth Summary
- Smart Booth Divider Sales Export
- Troop Secured Booth Info Export

Orders Category

- All Girl level reporting
- Troop Initial Order

Inventory and Delivery Category

- Troop On Hand Inventory

Finance Category:

- Girl Balance Summary
- Troop Balance Summary (snapshot and summary versions)

Rewards Category:

- Order summary by Girl
- Order summary by Troop

Thank you!

