

# TROOP QUICK GUIDE 2023



## DIVE IN THIS COOKIE SEASON WITH YOUR GIRL SCOUTS AS THEY GO BRIGHT AHEAD TOWARD THEIR GOALS!

Thank you for volunteering to serve as a Troop Cookie Manager. This makes you an invaluable part of the Girl Scout Cookie Program®. Now that you've stepped up in support of girls, it's time to help them dive in to the challenge of becoming Girl Scout Cookie™ entrepreneurs.

We hope this guide and other resources, tools and tips will aid you in helping your girls to reach their goals. We are thankful to have volunteers like YOU who inspire girls to...



GO BRIGHT  
Ahead



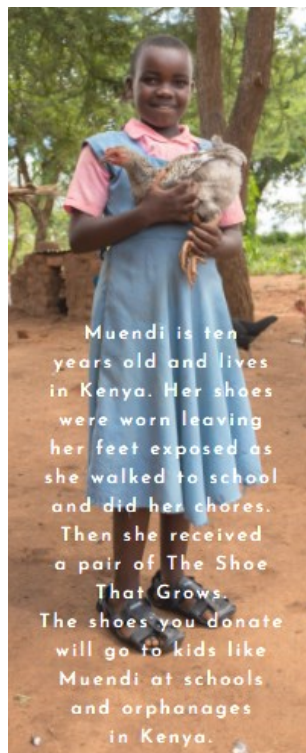
## SOCIAL MEDIA GUIDELINES

Using the Caregiver's social media profile, girls can get creative and post on the **public setting** if they **follow safety rules** for content!

Posting **Individual Girl Scout** links on classified sites, marketplace, community sites, etc. is **not allowed**.



## THE SHOE THAT GROWS!



Do your girls want to be the difference for kids just like them?

Here's their opportunity with The Shoe That Grows! Girls can mix and match donating shoes and picking rewards at different levels.

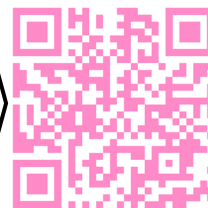
See Cookie Resources for more information.



## NEW! Smart Cookies!

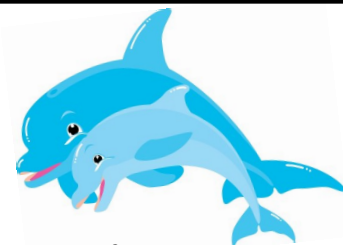
This year we have a new Cookie System! Instead of having two sites to use (eBudde & Digital Cookie) we have everything in one place...**Smart Cookies!**

SCAN ME!



## PLAN FOR TROOP SUCCESS!

Number of Girls in Troop			
Actual Girl Orders (Pkgs)			=
# of Cookie Booths	_____ booths	X	=
For Customers after Delivery	_____ girls	X 35	=
Total Cookies in Packages for Initial Order			



Plan now for your Troop success with this handy Cookie Calculator!



# GET TO KNOW SMART COOKIES

## LOG IN AT: [ABCSMARTCOOKIES.COM](http://ABCSMARTCOOKIES.COM)

- You will receive a welcome email with a registration link from [noreply@abcsmartcookies.com](mailto:noreply@abcsmartcookies.com).
- Click on the registration link within the email (if you don't receive the email, be sure to check your junk mail!).
- Your username will be your email address. Create a password.
- Complete your volunteer profile.

## SET UP YOUR TROOP

- Go to the **MY TROOP** tab, and select **TROOP INFORMATION**.
- Enter the expected number of girls selling.
- Click Update Information to save.
- Go to the **MY TROOP** tab and select **TROOP ROSTER**.
- Confirm all girls in your Troop are listed.
- Select **MY TROOP**, then **TROOP ROSTER** and select the pencil icon next to each girls name to confirm grade level, apparel size and sock size. Click **SAVE** after each edit.
- Once you have entered the info click **SAVE**.

## GIRL DELIVERY COOKIES

Girls can share their Smart Cookies link through Social Media, text, and email to have friends and family support them and their Troop in the Cookie Program. Local customers can place their order online with a card payment and girls deliver cookies when they arrive in March. Here's some important info about Girl Delivery to really make your girls GO BRIGHT AHEAD this Cookie Program.

- Girls set up their Smart Cookies site starting February 1<sup>st</sup>!
- Customer email lists from last year can be requested by emailing [customercare@gsmw.org](mailto:customercare@gsmw.org) with the girl name and email address used in Digital Cookie last year.
- REMEMBER— Caregivers have **5 days** to approve Girl Delivery orders before the order is cancelled.
- Orders placed for Girl Delivery will **NOT auto-feed to Smart Cookies**. Cookies needed for Girl Delivery orders must be added to the Troop at initial order. Follow these steps to pull a report of required Girl Delivery cookies.
  - ⇒ Click on the **REPORTS** Tab
  - ⇒ Select Current, and select the **Mobile and eCard Summary Report** from the Order Report category.
  - ⇒ Select the date range for which you want to view Girl Delivery Orders.This report will show all Girl Delivery Orders by girl, variety and packages.
- Order additional cookies for Girl Delivery purchases that may happen through **APRIL 16<sup>th</sup>**!
- After the Initial Order, you can run the above report again and/or have girls and caregivers report to you any additional Girl Delivery Orders. They can pick up additional cookies from the Troop and cupboard as needed.

## HOW MANY COOKIES AND WHAT VARIETIES SHOULD YOU ORDER?

Troops sell all different amounts of cookies at booths. Not sure how many to order? Contact us at [customercare@gsmw.org](mailto:customercare@gsmw.org)! Choosing your mix is not an exact science, but here are some recommendations:



7%

Lemonades



12%

Peanut Butter Patties



5%

Toast-Yay!



7%

Peanut Butter Sandwiches



6%

Trefoils



9%

Adventurefuls



27%

Thin Mints



24%

Caramel DeLights



3%

Gluten-Free Caramel Chocolate Chip

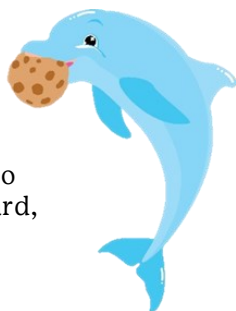
# RESTOCK AND RE-ENERGIZE

## RESTOCK TO HELP GIRLS REACH THEIR GOALS!

If girls want to set goals even higher and/or need to keep going to reach their goals—it's easy to get more cookies. Additional cookies are available at a Cookie Cupboard while supplies last.

## HOW PLACE A CUPBOARD ORDER:

1. Click on the **ORDERS** tab, and select **PLANNED ORDER**
2. Enter the cupboard location and click **Continue**
3. Select the date and time in which you'd like to pick up your order from your chosen cupboard, and then click **SAVE**
4. Enter your order by case and click **SAVE**



## HOW TO EDIT A CUPBOARD ORDER:

1. Go to the **MANAGE ORDERS** tab
2. Filter for planned orders
3. Click **Apply Search Parameters**
4. To edit, scroll over to the far-right hand side of the screen, and click **Edit Order**
5. Repeat steps as shown above and save after making the necessary changes



**Note:** Once a cupboard order has been picked up, it becomes a Transfer in Smart Cookies and can be viewed from the Manage Orders Page/Grid.

We have Cookie Cupboards available widely. Please see below on how to find and select a cupboard. **Please be mindful of hours of operation.**

1. The planned order screen shows your Troop number, contact info, and list of cupboards available to your Troop in the dark blue bar.
2. Troops choose a cupboard by clicking the name and highlighting it, then clicking continue.
3. If you need directions or to check the location before selecting a cupboard, check out the interactive Google map that opens in a new window.

Billings	Helena
Bozeman	Jackson
Butte	Kalispell
Casper	Laramie
Cheyenne	Missoula
Cody	Rawlins
Evanston	Riverton
Gillette	Rock Springs
Great Falls	Sidney
Havre	Worland

*\*Subject to change.*

Please see Smart Cookies for current cupboard list.

## Troop Initial Order Reward



Reach an **Initial Order Troop PGA of 350+ packages** by February 21<sup>st</sup> — Girls receive a Mood Water Bottle and Leaders receive a Cookie Booth Apron.

### How do you calculate PGA?

It's easy...Take the total number of packages sold by the Troop divided by the number of girls with orders in Smart Cookies.

You can also view your dashboard in Smart Cookies, where it does the work for you and show the PGA.

## NEW! Raspberry Rally!

### NEW COOKIE ALERT!

#### *Raspberry Rally*

**ONLINE  
DIRECT SHIP  
ORDERS ONLY!**





# FINALIZING THE PROGRAM

## ENTER FINAL PACKAGE TOTALS BY APRIL 19TH

When girls sell additional packages beyond what was submitted with their initial order (including Smart Cookies Girl Delivery orders) the extra cookies will need to be added to the girl order. This ensures the Girl Scout has the correct total number of packages for rewards.



## TROOP TO GIRL TRANSFER:

- Log into Smart Cookies, go to the **ORDERS** tab, and select **TRANSFER ORDER**.
- In the **Type of Transfer** dropdown, select **Troop to Girl**.
- The Troop will auto populate in the **From:** line. In the **To:** line, select the girl receiving the cookies by clicking the down arrow on the far right side.
- Select the girl name and click **Apply**.
- Use the **Cases/Packages** column to enter the cookie amounts to transfer.
- Click **SAVE**. A confirmation box with a green check should appear saying the transfer order was successfully saved.
- You can then print a receipt for you and the caregivers records.

## BOOTH COOKIES & OTHER TRANSFERS:

- Troops must use the Smart Booth Divider to record booth sales for girls.
- For more information about girl to girl or troop to troop transfers, please visit the GSMW Cookie Resources page.



## RECORDING GIRL PAYMENTS IN SMART COOKIES:

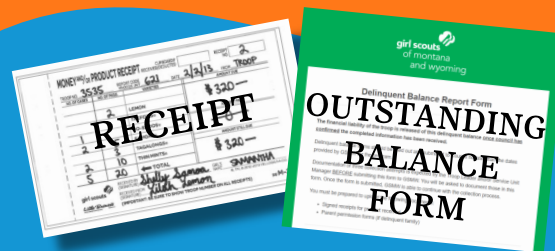
- Click on the **FINANCE TAB**, click **FINANCIAL TRANSACTIONS**.
- Select the **GIRL TRANSACTIONS** tab.
- Enter in the required information: **Girl Type, Payment Method, Transaction Date, and Amount**. You may add notes. Press **SAVE**.
- For each deposit you record, you should see a line item listed. You can edit or delete any transaction in the right-hand column.

## ORDERING GIRL REWARDS:

- Log into Smart Cookies, and select **Recognition Order** under the **Rewards** tab.
- Click **Recognition Order** in the middle of the screen.
- Select **Recognition Order** and choose the appropriate rewards selection:
  - Early** (Initial Rewards) - beginning February 5<sup>th</sup> and due by **February 21<sup>st</sup>**
  - Main** (Final Rewards) - beginning March 1<sup>st</sup> and due by **April 19<sup>th</sup>**
- You will now see the main Recognition Order page. Any girl with a triangle flag by her name requires a decision on which selection or size reward she would like. Press the blue arrow to proceed.
- Select the girl's reward choice for each level between the item(s) and the Girl Scout Card. Input sizes as needed.
- Repeat this for each reward level, then press **Save**.
- **Pro tip:** To view all choices that need to be made for a girl, click on **Expand All** to expand the drop-down selection.
- Repeat this process until all girl reward selections are complete and the triangle flag disappears from each girl reward level.
- Be sure to click on the **Extras** tab to check for automatically rewarded items, including patches for each girl.
- To view or to make changes to rewards before the deadline, select **Manage Recognitions Orders** from the **Rewards** Tab.

## MONEY TOOLS FOR TROOPS

Orders over \$200 must be paid by cash or credit card. Council will not reimburse NSF checks in excess of \$200 or checks that are deposited 30+ days from the check date.



Any time money or product exchanges hands, a receipt should be completed.

ACH Forms are due **March 25<sup>th</sup>**. Troops must submit Outstanding Balance forms **AND** signed receipts by **May 8<sup>th</sup>** for Council to adjust the amount due for the final Troop ACH sweep.

## COOKIE BOSS!



The top 25 girls in each state at Initial Order (Feb. 19<sup>th</sup>), will receive a limited edition Charm!

