



Cookie Program

Week of February 9

Weekly Bites

- Booth Selections
- Initial Order Prep
- Gluten Free Caramel Chocolate Chip

Booth Selection Rounds

Get ready to select Council-arranged Cookie Booths for your troop! During the times listed below, you can sign up for these high-traffic booths.

- Log in to [Smart Cookies](#), hover over the **Booths** tab, and click “**Schedule Booths.**” Search for available booths and be ready to select your top choices.
- **Please note** – all booths are first come first serve (FCFS), and any unused selections DO NOT carry over to the next round. Be sure you are ready at 5 PM each session to reserve your booths!

Date / Time	Sign Up Round	Limit	Booth Type
February 9 at 5:00 PM	Council Booth Selection Round 1	6 total	2 Premium
February 11 at 5:00 PM	Council Booth Selection Round 2	6 total	2 Premium
February 13 at 5:00 PM	All Remaining Booths Selection	No limit	All Booths

Initial Order

Initial Order Training

Join us for a dedicated webinar focused entirely on placing your Initial Order! During our Evening with a Cookie Expert, we will:

- Guide you through the order entry process
- Show you how to pull and use the [Girl Cookie Order Details report](#) to credit sales to Girl Scouts
- Provide booth ordering guidance
- Answer your questions

Come prepared with questions and examples and let us assist you during our [Evening with a Cookie Expert Webinar on February 11 at 7:00 PM.](#)



Girl Entries

Caregivers must submit a picture or copy of their Girl Scout's paper order card totals to the troop by February 15. This will allow you enough time to load all orders into the Initial Order, including additional Girl Delivery and booth cookies.

Initial Order Reminders:

- Online **Girl Delivery** orders **through February 11 automatically transfer** from Digital Cookie to Smart Cookies and **do not need to be entered**.
- Troops should pull the [Girl Cookie Order Details report](#) in Smart Cookies to **add any Girl Delivery sales from February 12-17** to the girl in the **Initial Order Entry** tab.
- Take advantage of the [Initial Order Worksheet](#) to help plan your order.
- Use the [booth calculator tool](#) to help you plan for booths.
- Caregivers do not have access to enter orders in Digital Cookie.
- **Gluten-Free cookies** will be added after you are locked out of entering orders.

Gluten Free (GF) Cookies

- Do not exceed the number of **Gluten-Free Caramel Chocolate Chip** cookies you requested and were approved for.
- If you placed a pre-order in October, you received a **confirmation email on January 19** with your approved total, an add-on order card to track GF orders, and a link to the Individual Girl Order Form.
- If you have questions, email customercare@gsmw.org.
- New troops that missed the pre-order but would still like gluten-free cookies should email customercare@gsmw.org as soon as possible!

Helpful Links

- [Evening with a Cookie Expert Webinar Registration](#)
- [Scheduling/reserving booths](#)
- [Booth Request Form](#)
- [Entering the Troop Initial Order in Smart Cookies](#)
- [Girl Delivery: Orders, Reports and Transfers](#)
- [Initial Order Worksheet](#)

