



Initial Order Steps for Troops

Order is due by the troop on 2/6!

FIRST STEP: Troops enter their girl's initial orders

Placing an initial order ensures that your Girl Scouts have the cookies they need to fill their orders. This includes order card and/or any online orders marked as "girl delivery" in Smart Cookies whether they are paid for in advance or require payment at time of delivery.

ALL ORDERS MARKED FOR GIRL DELIVERY MUST be entered into the initial order grid along with her other orders.

- Parents must provide these girl delivery totals along with their order card totals.
- Troop leaders can see girl delivery orders by mimicking the girl, clicking on My orders>Manage My orders. The option to print the report of order is available.

Manage Girl Orders

TOTAL PACKAGES ORDERED		TOTAL DIRECT SHIP ORDERED		TOTAL GIRL DELIVERY ORDERED		ACTION NEEDED	
Packages	335	Packages	259	Packages	76	10 ORDERS NEED ACTION	
Total Value	\$1,675	Total Value	\$1,295	Total Value	\$380	Packages Not Delivered	76
Show Orders		Show Orders		Show Orders		Not Paid	\$0
						Show Orders	

10 Girl Orders

[Print Report](#) [New Direct Ship](#) [New Girl Delivery](#)

TO ENTER INITIAL ORDERS:

1. Log into Smart Cookies, go to the Orders tab, and select Troop Initial Order
2. Select each girl to open her order grid. Enter quantities in PACKAGES by variety.
3. Repeat for each girl in the troop.
4. Additional cookies can be ordered in the booth line at the bottom. Note: The Initial Order is picked up in full cases. If you enter a partial case, it will be rounded into a full case. The rounded up amounts can be seen in the "extra" line.
5. Click Save, you will be prompted to make your delivery appointment.
6. Click on your Delivery Station and pickup date/time
7. Click Save

Select Delivery Station

1. Choose a Location

2. Pick A Date

Wed, Mar	3	Thu, Mar	4
Fri, Mar	5	Sat, Mar	6

3. Make An Appointment

Time of Day

Morning 6 AM - 12 PM Afternoon 12 PM - 5 PM Evening 5 PM - 11 PM

Hour

5 PM 6 PM

Appointment

You'll need 4 minutes to accommodate your order size. Pick a start time.

06:00	06:04	06:08	06:12
06:16	06:20	06:24	06:28
06:32	06:36	06:40	06:44
06:48	06:52	06:56	

Save

NEXT STEP: Create your Initial Recognition Order

1. Log into Smart Cookies, and click on the Rewards tab, choose Recognition Order.
2. In the dropdown box called "Select Recognition Order", select Early.
3. You will now see the Initial Recognition Order page. Any girl with a red symbol by her name requires a decision on sizing. Press the blue arrow at the end of the row to select her size.
4. Click Save
5. There is no final submission requirement. If there are no errors on the page and each girl has their correct size, you are good to go.

Gluten Free Caramel Chocolate Chip

As in previous years, Gluten Free cookies pre-ordered by the troop do not apply towards the girl's initial order or initial rewards. These cookies cannot be added to your troop's inventory until AFTER the initial order is submitted to the baker by council. They will be included with your initial order at cookie delivery and can then be transferred to girls in Smart Cookies towards their main recognitions.



Troop Leader Initial Order Hoodies

Troops that average 190 packages per girl SELLING will earn 2 leader hoodies. These hoodies will be shipped with the girl's Initial Reward hoodies, therefore, late orders will not be received until the end of the program.

Please click here to watch this short video on how to submit your Leader Hoodie order.

Be sure to select the correct size as there will be no exchanges.