

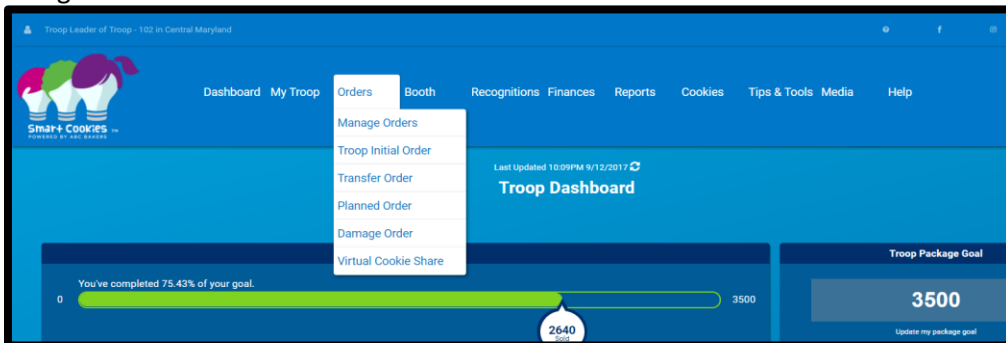
Just In Time – Girl Delivery Cookie Share Orders

When a girl receives an order from her girl delivery social media link, e-card, a keyed order or a door-to-door transaction that includes Cookie Share cookies, the troop level volunteer must create the transaction in Smart Cookies for the girl to receive credit for the Cookie Share sales. Social media link orders will always be pre-paid. A best practice for e-card, keyed orders and door-to-door orders is to create the order once the girl has turned the money into the troop volunteer for the order.

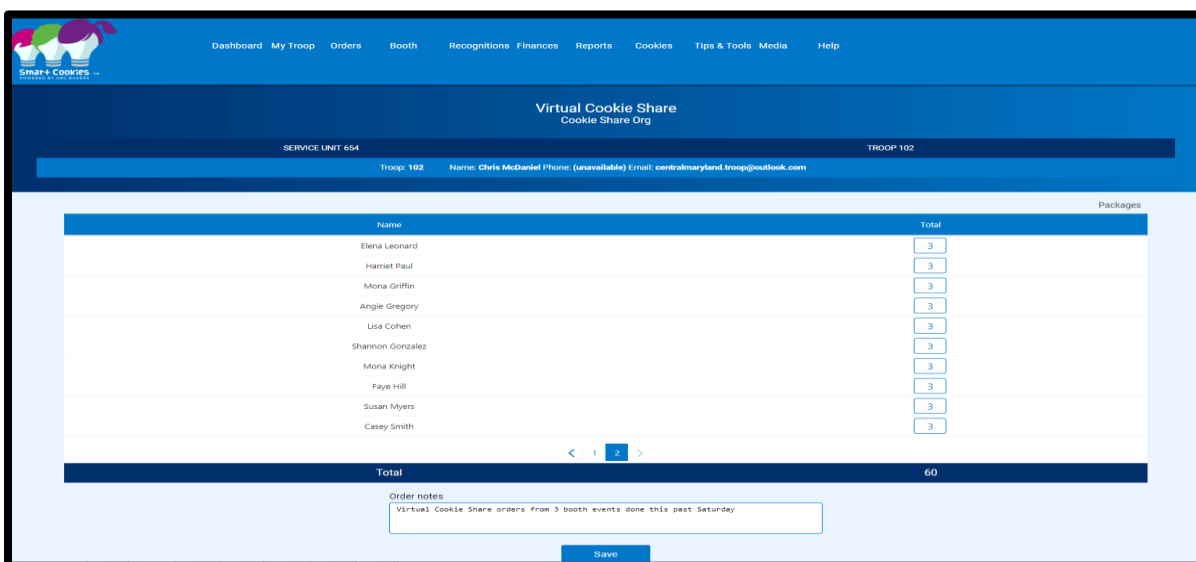
Troop volunteers can monitor if girls have received any Cookie Share orders to be entered by running the mobile and e-card summary report: Report>Current>Orders>Mobile and E-Card Summary Report. Run the report at the end of the sale to ensure all Cookie Share sales are recorded.

To enter a Cookie Share sale for the girl view, watch this video <https://www.youtube.com/watch?v=LXTiKg7Blpk> or follow the steps below:

Navigate to Orders>Virtual Cookie Share



Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Cookie Share cookies will display on the Girl Dashboard and financial responsibility for these packages will be assigned to the girls.



NO ACTION IS NEEDED FOR ANY DIRECT SHIP COOKIE SHARE COOKIES OR COOKIE SHARE COOKIES ALLOCATED TO GIRLS USING THE SMART BOOTH DIVIDER PROCESS.