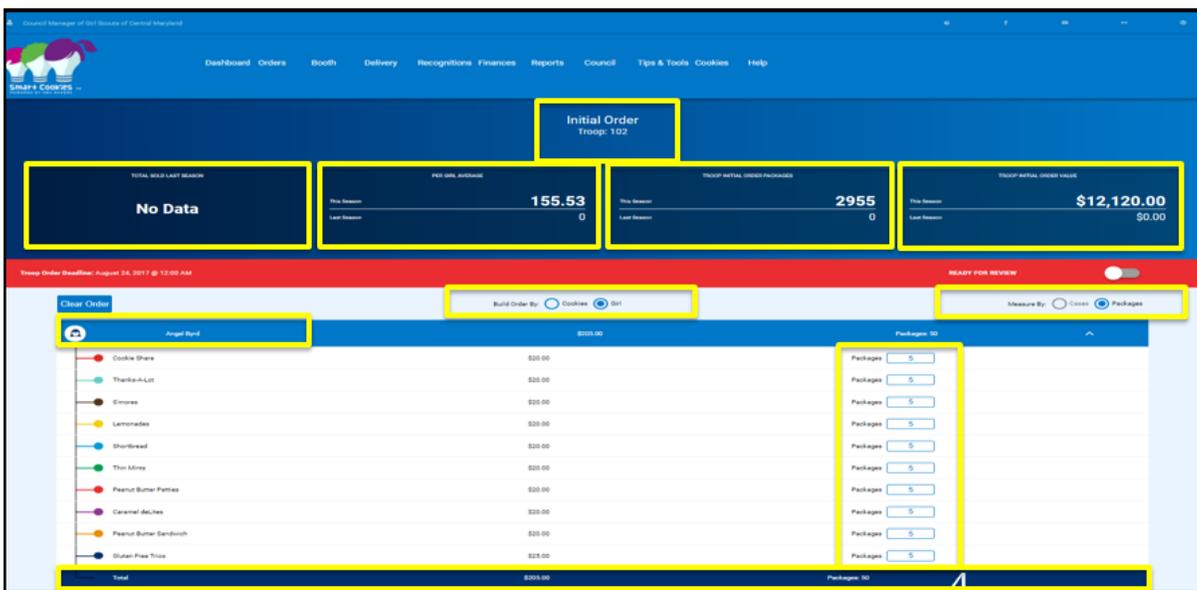


Creating an initial order – Order Taking Sale

View this video: <https://www.youtube.com/watch?v=Bqe-m5uJ5Mo> or follow the instructions below:
Log into Smart Cookies and navigate to Orders>Troop Initial Order

Troops participating in Order Taking Sale will enter the troop initial order by entering each girls' order by variety. Troops may also order Booth Extras on the initial order. All orders will be automatically rounded up to case quantities with the exception of Cookie Share orders. You will see information on financial responsibility and comparison to prior year's sales performance. Click on the icon next to each girl's name to enter her order. Follow your council's instructions regarding entry of Gluten Free Orders. You may not be able to enter that variety but your council will enter any pre-ordered quantities before delivery. Once all girl orders have been entered, be sure to save your order.



After you have saved your troop order, your delivery location(s) will display. Click on the name of the location you will pick up cookies (you may only have one option). If the location schedules appointments, you will have the opportunity to select an appointment time. Save the delivery location. If you make changes to your troop order, you must select the delivery station again.

Once your initial order is complete, you can click ready for review to notify the SU that your order is complete.

