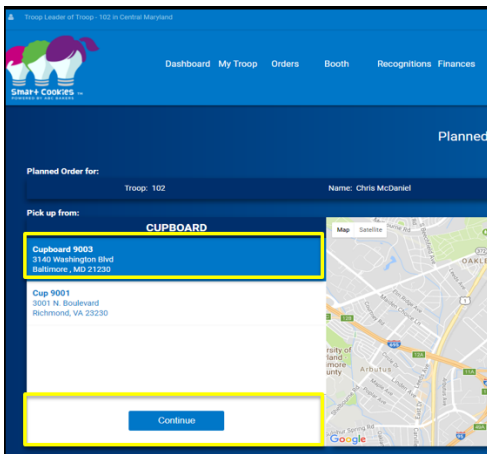


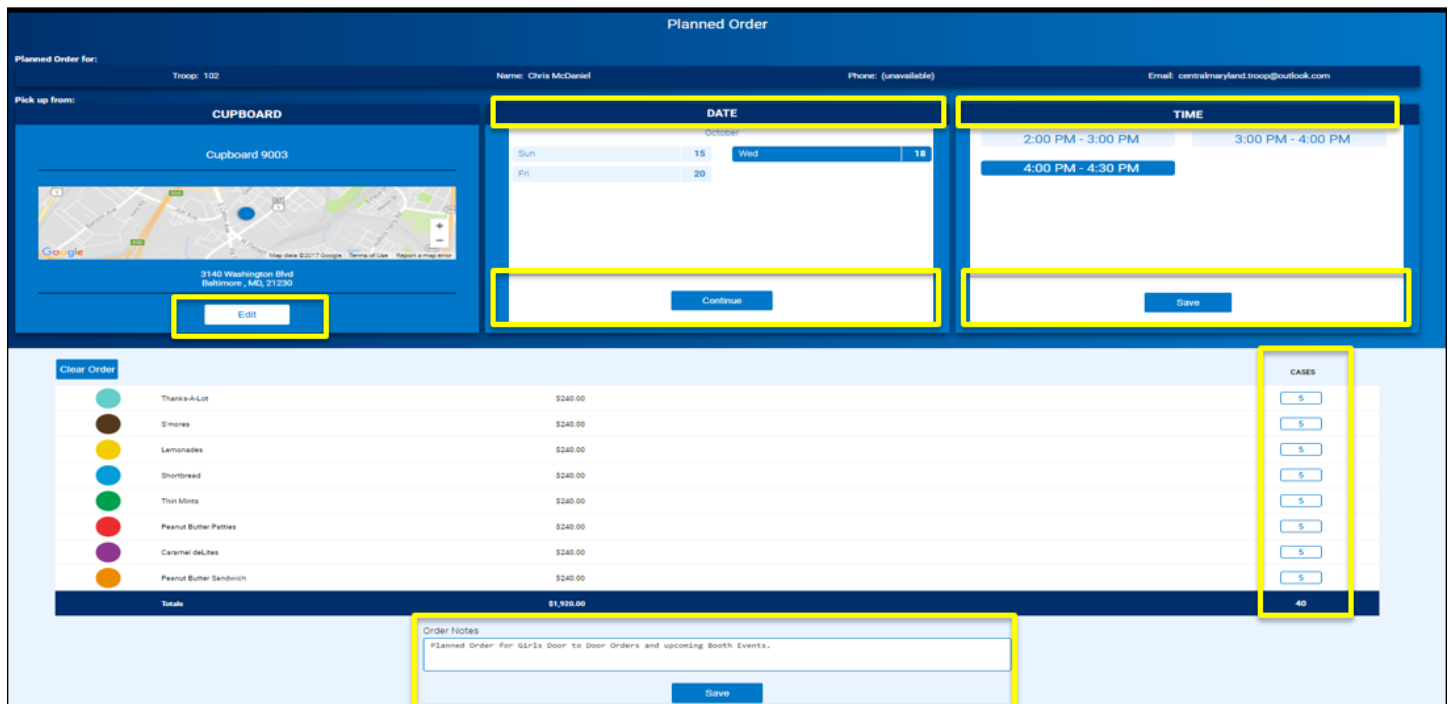
Creating a Planned Order

View this video: <https://www.youtube.com/watch?v=50QnEwMrqLw> or follow the instructions below:



Log into Smart Cookies and navigate to Orders>Planned Order. Be sure to enter all planned orders by the cut-off date outlined by your council.

Select the cupboard for pick up. Then select the date and time for pickup. Enter the order in cases or packages as determined by your council. Unit of measure will display just about the boxes for quantity. Enter any notes in the notes field and click save.



After Pick-up: After your troop has picked up the cookies from the cupboard the cupboard manager will approve and the order will be converted to a transfer and the troop volunteer will receive an email receipt.