



## Initial Order Steps for Troops

**Order is due by the troop on 2/26!** 🌸🌸

**FIRST STEP: Troops check parent order entry in Smart Cookies (synced from Digital Cookie) or enter the girl's initial order.**

Placing an initial order ensures that your Girl Scouts have the cookies they need to fill their orders. The initial order includes order card and/or any online orders for "girl delivery," plus any booth cookies the troop wishes to have on hand.

**NOTE: ALL ORDERS MARKED FOR GIRL DELIVERY** have already been transferred into the Smart Cookies system - do not enter them again into the initial order grid. They appear in the "Pre-sale Pkgs" column on the order grid. (see below)

	\$0.00	Inv. Pkgs: 0	\$48.00	Pre Sale Pkgs: 8	\$48.00	Total Pkgs: 8
Cookie Share	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Adventurefuls		Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Toast-Yay		Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Lemonades		Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Trefoil	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Thin Mints	\$0.00	Inv. Pkgs: 0	\$18.00	Pre Sale Pkgs: 3	\$18.00	Total Pkgs: 3
Peanut Butter Patties	\$0.00	Inv. Pkgs: 0	\$6.00	Pre Sale Pkgs: 1	\$6.00	Total Pkgs: 1
Caramel deLites	\$0.00	Inv. Pkgs: 0	\$12.00	Pre Sale Pkgs: 2	\$12.00	Total Pkgs: 2
Peanut Butter Sandwich	\$0.00	Inv. Pkgs: 0	\$12.00	Pre Sale Pkgs: 2	\$12.00	Total Pkgs: 2
Caramel Chocolate Chip	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
<b>Total</b>	\$0.00	0	\$48.00	8	\$48.00	8

Package orders from the girl order card goes in this column

Online Girl Delivery orders appear in this column (synced from DC) and cannot be edited

### **TO ENTER INITIAL ORDERS: (If parent/guardian didn't enter them in Digital Cookie)**

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. (See above)
  - a. **DO NOT ENTER IN ANY QUANTITIES UNDER THE GLUTEN FREE CCC.**
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 total amounts equal a partial case, they will be rounded into a full case. The rounded up amounts can be seen in the "extra" line.
5. Click Save, you will then be prompted to make your delivery appointment.
6. Click on your **location**, **date**, and **time** for desired pickup appointment.
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	



**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. The sizing choice Girl Scouts may have input into Digital Cookie does not transfer over to Smart Cookies. You can run a recognition report in Digital Cookie report is at the bottom of your Dashboard Page in DC) to see the size desired. (see below)
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.



	All Order Data	For each girl see full order details including varieties, delivery type, etc.	<a href="#">Get Report</a>
	Initial Order	2/23/24 Parent's due date 2/26/24 Troop due date	<a href="#">Get Report</a>
	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	<a href="#">Get Report</a>
	Rewards Selection	See which rewards girls have selected to enter in your baker software.	<a href="#">Get Report</a>



**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.**

