

Entering Your Initial Order

Please read through all instructions before beginning step 1

1. Log in to Smart Cookies
2. Hover over the Orders Tab and click Troop Initial Order
3. Under the red bar that shows the Initial Orders deadline be sure that that **girl** is clicked next to Build Order By, as shown below:



Orders are entered by girl in packages

4. Click on the girl icon on the left or the arrow on the right (your choice)
5. Enter the package total, by variety, for each girl
6. If the Girl Scout has **Cookie Share** orders, enter the total sold for each girl at this time. (Once these are entered you do not have to track them again in Smart Cookies)

Girls may continue to sell Cookie Shares and you will track them in Smart Cookies. Instructions are on page 32 of your Troop Cookie Manager Handbook

7. If the Girl Scout sold **Gluten-Free Cookies DO NOT ENTER** by package by girl. Gluten Free Cookies will be entered by case under the Booth line if your troop ordered last September

You will need to transfer these cookies to the girls in Smart Cookies. Instructions on how to transfer cookies from the troop to the girl begin on page 31 of your TCM Handbook

If you did not order Gluten-Free in September/October do not enter an order now

8. GSKSMO distributes cookies by cases only. After all girl orders are entered scroll down to review the EXTRA line—these additional packages have been added to your order to round up the order to full cases. You are responsible for the sale (or transfer to another troop) of these cookies
9. If you need additional cookies add them under booth
10. Order notes may be entered but are not viewed by council—these are for you only
11. Click save
12. If you are done, slide the Ready for Review button. You can undo this step and edit until 11:59 pm on January 15, 2020.
13. Your screen will change to the Delivery Info screen. Click on your delivery location and click save. Your screen will change again and will show the location and order detail. Your initial order is complete!

REMEMBER:

All Girl Scout Cookies come 12 packages per case

Order enough to get you through February 16th

Council Cupboards open February 14, 2020; SU Cupboards open per volunteer's schedule

Cookies cannot be returned