

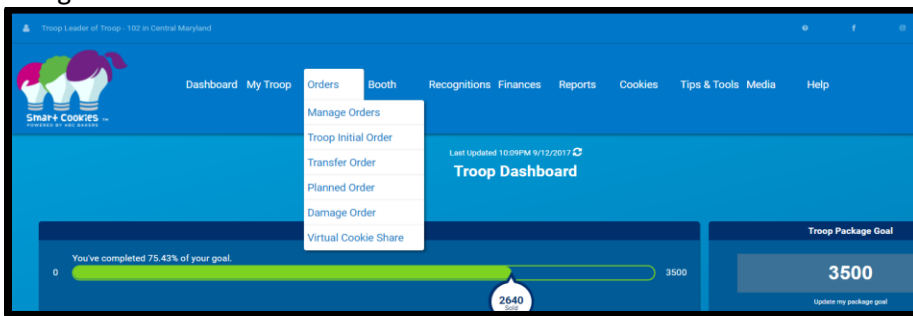
Just In Time – Girl Delivery Cookie Share Orders

When girls receive cookie share orders via Digital Cookie for girl delivery or from in person sales, the troop level volunteer must create the transaction in Smart Cookies for the girl to receive credit for the sales. NOTE FOR ORDER TAKING COUNCILS – any Cookie Share orders received during the initial order period will post to the troop initial order. Follow these steps for orders after the initial order.

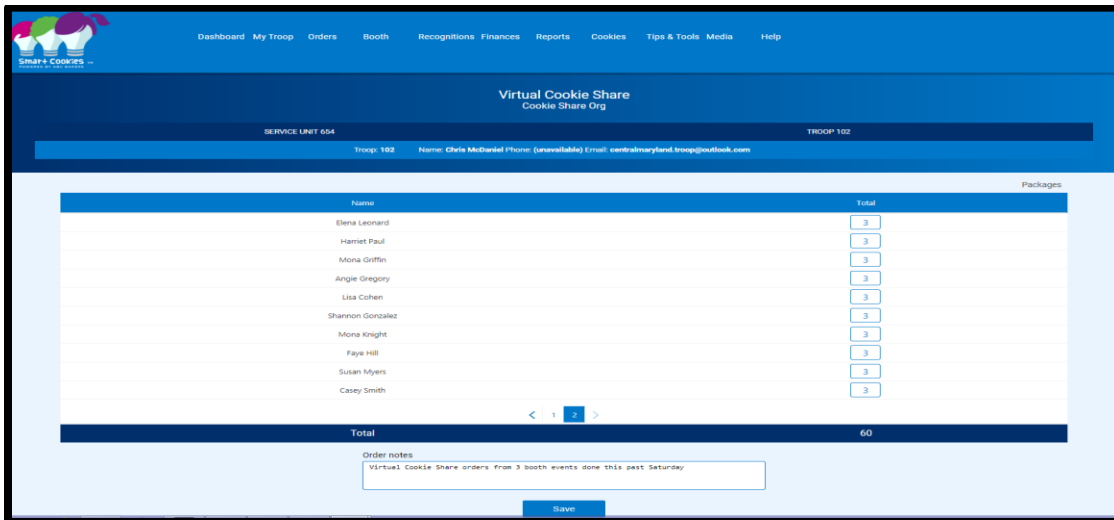
Troop volunteers can check the All Order Data Report on their troop dashboard in Digital Cookie to view any cookie share orders that need to be entered for a girl. Cookie share cookies can be found under order type In-Person Delivery with Donation or Donation. For cash orders, be sure to collect the payment and post in Smart Cookies.

To enter a Cookie Share sale for the girl, 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 ORDERS THAT INCLUDE COOKIE SHARE AS PART OF THE ORDER (EXAMPLE CUSTOMER ORDERS 2 TM AND 2 COOKIE SHARE). NO ADDITIONAL ACTION IS NEEDED FOR COOKIE SHARE COOKIES ALLOCATED TO GIRLS USING THE SMART BOOTH DIVIDER PROCESS.