Smart Cookies Quick Reference Manual for Girls

These step by step directions are provided to help you navigate Smart cookies. Please note that the Smart Cookie Platform may be updated or enhanced to improve the system, so any updated directions will be available in the cookie form section of our website www.getyourgirlpower.org

Girl Dashboard

Girl Dashboard Set Up

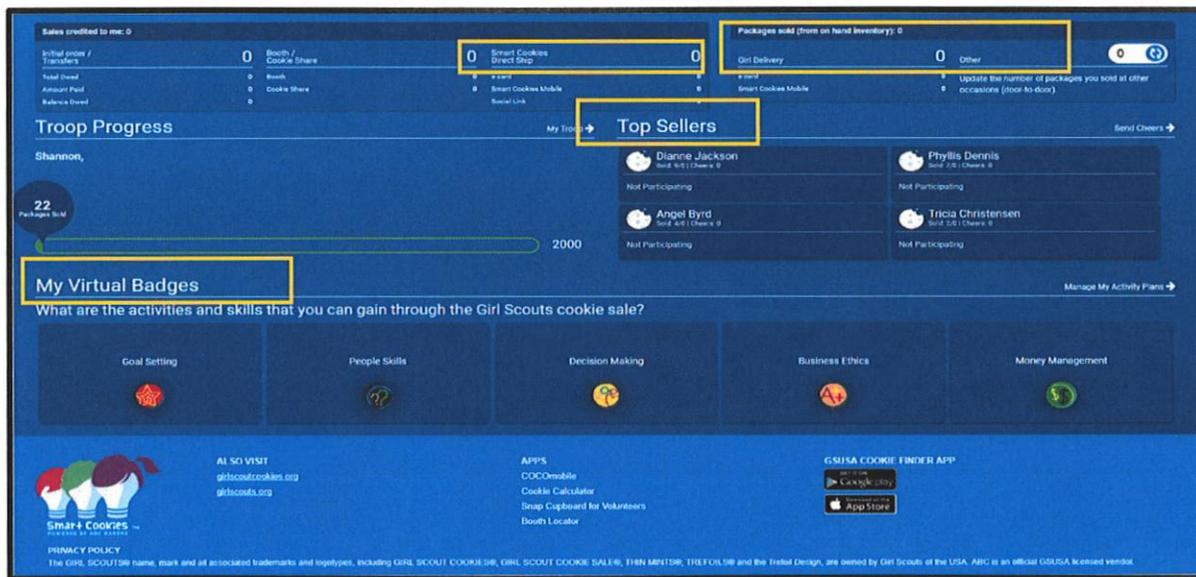Parents/guardians receive their email invitation from noreply@abcsmartcookies.com. Follow the link inside to complete your registration and log into Smart Cookies. Each girl will be asked to create a unique username and Password. The username cannot be an email address the girl uses.

When a girl first logs into Smart cookies she will be directed to the Girl Dashboard. At the top of the Dashboard are tabs that she can click on to move through her Smart Cookie Account. The Girl Dashboard shows her name, the Council name and her troop number.

To the right of the Dashboard is where the Girl will enter her sales goals in packages in the "My Goal" field. She can update her goal by entering the new number in the field then clicking on the "refresh" button next to the package goal number.

The reward plan is shown with the reward levels and items the girl has earned as she progress through the sale. Key Sales performance data is also displayed.

On the Girl Dashboard you will see your sales activity such as Smart Cookies Direct Ship. These are packages sold through online ordering by either: The Direct Ship online e-card invitations, the Smart Cookie Mobile App or through the Girl's personal URL link.

You'll also see any Girl Delivery orders, packages that have been ordered through either: The Girl delivery online e-card invitations, the Smart Cookie Mobile App or any door to door sales.

You can see your troop's progress, including the top sellers within your troop. You can also earn Virtual Badges. With 'My Virtual Badges', you learn the 5 keys skills which are linked to specific sale activities. The skills suggested are age appropriate. Girls can choose activities provided or create their own. The badges will be highlighted on the Dashboard when your Troop Product Manager checks the activity as complete.

Adding Contacts in Smart Cookies

E-cards are email that girls can send to contacts in Smart Cookies to collect cookie orders! She can add contacts to Smart Cookies prior to sending the E-Cards, or they can be added as they are sent.

1. Go to *My Orders* and then choose *My Contacts* from the drop down box (Once under My Contacts all of the contacts that are currently in Smart cookies are shown)
2. Contacts can be added individually or an upload can be done for all contacts by following thee prompts by clicking on *Import Contacts*.
3. Contacts are not saved from prior year's Cookie Program

Sending E-Cards and E-Card history in Smart Cookies

1. Go to *My Orders* tab and select *Send E-Card*
2. Select the contact(s) you would like the E-card sent and choose English or Spanish and select *Next*
3. Select the delivery option for each contact-Direct Ship or Girl Delivered. The Direct Ship is the default option. For the Girl Delivery option the customer will choose whether to pay via credit card or pay upon delivery.
4. Create the message that the e-card recipient will receive. Once finished review everything on the screen and click *Next* for a preview of the e-card.
5. If satisfied with the e-card preview, click *Send Now*. To edit any e-card, click *Back, make* the edits, and then click *Send Now*.
6. A message will appear letting you know the e-card was successfully sent.
7. To view an e-card after it has been sent, go to *My Orders* tab and select *View e-cards Sent*. This will show the number of e-cards sent, the number opened, viewed and if an order was placed from an e-card. Details on each e-card sent can also be seen.
8. Orders placed from e-cards or the girl specific online link will be viewable in the *Orders* section of Smart Cookies. To View all orders go to the *My Orders* tab and select *Manage My Orders* from the drop down box.

Girl Dashboard

The dashboard provides information on the number of sales, packages sold vial girl delivery and direct ship, as well as showing how many orders need to be paid for and/or delivered. The order grid shows the name of the customer and the order they placed, as well as an indicator for whether or not the order has been paid.

You can print a report showing all orders received, including direct ship orders. You can also click the "hamburger menu" on the far right of each order line to see options to view, edit and cancel orders. There are some additional features in Smart cookies girls can use to further their Cookie business! Under the e-card *Tools* option, there is a video link where a girl can upload a personal video she has created to

Smart Cookie Direct Ship/Girl Delivery Link

Go to the e-card *Tools* to find the girl's Smart Cookies direct ship link. This unique URL can be copied and pasted onto social media or can be sent in an email outside the e-card option in Smart Cookies. With this link girl can choose that the customer only receives shipping/donate option or she can include the Girl Delivery option.

Credit Card Payments for Orders Already Received

1. Log into the Smart Cookies app from your mobile device OR login at abcsmartcookies.com and use your laptop.
2. Navigate to *My Orders* and select *Orders* in the Total Girl Delivery Order section to view orders.
3. Update the order if any changes are required
4. Have the customer manually read the card number for manual/keyed entry
5. Using an iPhone? Simply scan the credit card. The image does NOT save to the girl's phone. This feature is not available for android phones.
6. Payments will automatically post to Smart cookies. Credits to Girls and Troop automatically post in Smart cookies.

Credit Card Payment for NEW Orders

1. Log into the Smart Cookies app from your mobile device OR login at abcsmartcookies.com and use your laptop.
2. Navigate to *My Orders*
3. Fill in customer information
4. Enter customer's order by variety, in packages
5. Click *Delivered* and Yes under the Paid Section-by choosing Paid, this opens up the payment option screen.
6. Have the customer manually read the card number for manual/keyed entry
7. Using an iPhone? Simply scan the credit card. The image does NOT save to the girl's phone. This feature is not available for android phones.
8. Payments will automatically post to Smart cookies. Credits to Girls and Troop automatically post in Smart cookies.

When a credit card sale is made, both the girl and troop are credited for the sale. Sales are captured in bank named Girl Delivery Credit Card and have unique reference numbers. Financial transactions are visible in the *Girl Balance Summary* and *Troop Balance Summary* reports.

Credit Card Payment at Booths

Girls can take credit card payments at booth sales using their Smart Cookie login. The troop and girl are automatically credited for the payment. Troops will still need to use a troop to girl transfer to credit the girl(s) for the sales.

1. Girls sign into Smart Cookies-app or desktop
2. Navigate to *Booth*
3. Select *Take Booth Credit Card*
4. Choose the desired reserved booth and click *Apply* (must be a booth that was already entered in Smart Cookies and approved by the council)
5. Enter in the customer's order, by variety, in packages and click *Next*
6. Enter in the customer's credit card information just as you would in a girl delivery order.

Navigating Smart Cookies

In addition to sending e-cards and accepting credit card payments, girls can use Smart Cookies to do all sorts of things, like see how the rest of the troop is doing and cheer them on!

My Troop Page

The My Troop pages show our council's name, the girl's troop number and all of the registered girls in her troop. She can also see the troop's goal and how each girl is doing. Girls can monitor their own progress and compare with the other girls. They can even cheer each other on by clicking on the "Send a Cheer".

My Skills Page

The My Skills page suggests activities that will help a girl work on building selected skills and earn Virtual Cookie Badges related to the 5 skills. Each activity suggestion is age appropriate and the girls checks the box next the activity she wants to participate in to improve her skills. After she completes the activity, her Troop Leader/Troop Cookie Manager can approve and the Virtual Badge will appear under the "May Virtual Badges".

Booth Tab

The Booth tab is where girls can take booth credit card payments and view the payment history.

Tips and Tools Tab

The Tips and Tools tab has 3 links. The links provide goal setting tips, steps for successful sale and safety tips to follow when selling cookies.

Cookies Page

The Cookies page shows the line-up of ABC Bakers Girl Scout Cookie varieties. She can also learn more about each variety, including nutrition facts and fun recipes!

Resources Page

The Resources page provides access to additional digital resources to support the Cooke Program. This includes printables, digital art and Smart Cookies Training videos.

Help Page

The Help page provides contact information for any technical or cookie-related questions. For technical questions for Smart cookies email ABCtech@westonfoods.com or call 800-853-3730