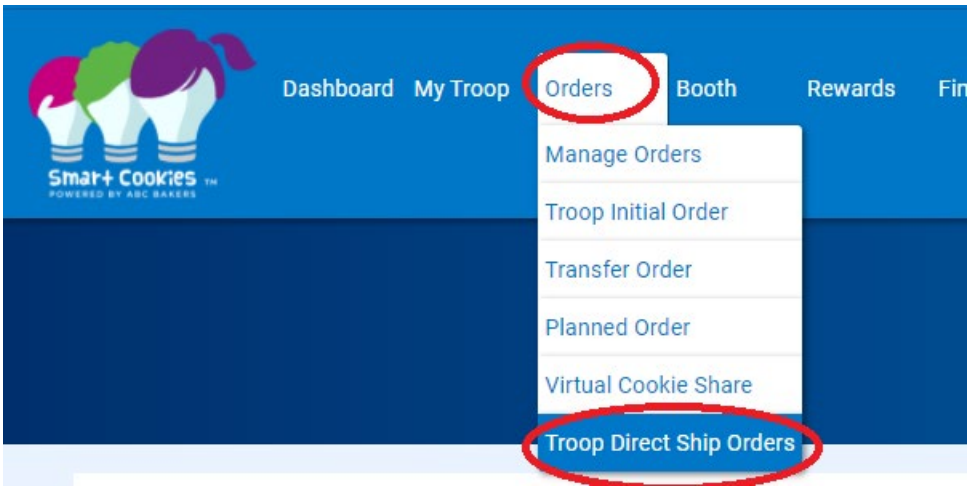
girl scouts
heart of central
california

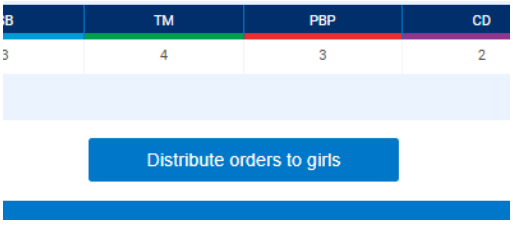
Troop Link Sales

Finding and Distributing Sales

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Orders**; click **Troop Direct Ship Orders**.

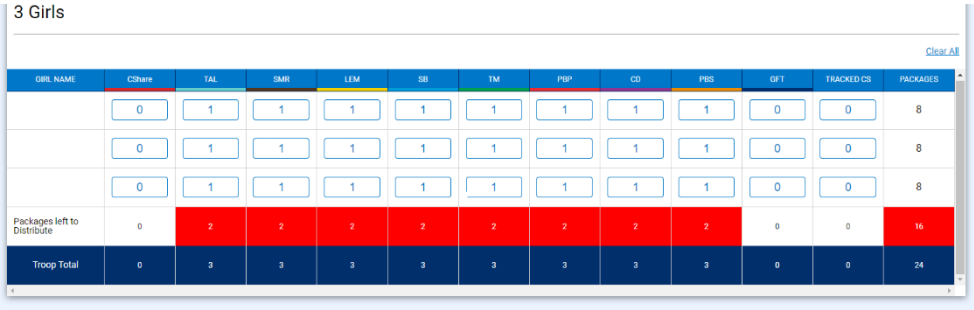


3. You will be shown a list of orders your troop received via your Troop Link.
4. Orders **Pending Distribution** mean you need to distribute to girls. This does not indicate delivery status.
5. At the bottom of the screen, click **Distribute Orders to Girls**. This is very similar to the Smart Booth Divider.



6. A list of girls in the troop will populate. Select the girls that are participating and you wish to distribute sales to.

7. You will be taken to a screen that shows inventory by variety. Cookies will be distributed evenly when possible. If some packages need to be distributed manually, you will see red boxes and the amount of packages needing to be distributed in the row labeled Packages left to Distribute. Manually assign packages as necessary.



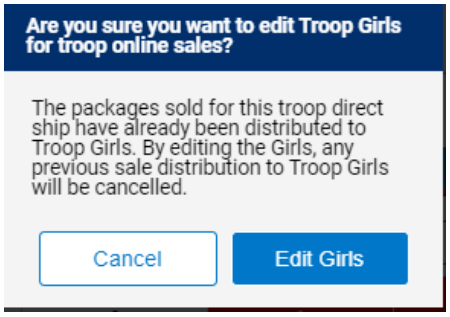
8. If the packages are evenly distributed by variety, you will see zeros in the row labeled **Packages left to Distribute**.
9. Click **Save**. A confirmation message will appear at the bottom of the page.

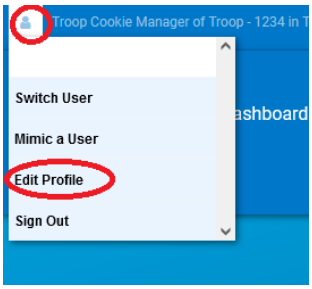
Please note: Once you select girls, they will be pre-selected for future sales. You may want to distribute sales as part of your cookie wrap-up process. If you need to change the girls selected, this will cancel all previously distributed sales.

Once sales have been transferred to girls, they will show as a Direct Ship order made by the cookie manager. The troop will still see the customer information under **Troop Direct Ship Orders** but girls will see their cookie manager's name as the customer name under their **Manage Orders** page.

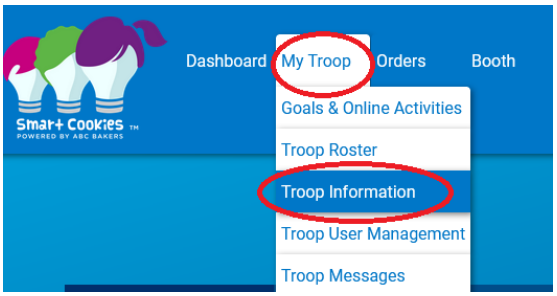
To Remove Troop Link from National Cookie Finder

1. Log in to Smart Cookies (abcsmartcookies.com).
   Please note: If there are multiple troop users, this must be done from the primary user account.
2. Go to the profile icon on the top left corner; click **Edit Profile**.





3. Change your zip code to **"00000"**; click **Save**.
4. Verify your troop's profile has also updated by going to **My Troop** and clicking **Troop Information**.



5. Your troop's zip code should be listed as "00000". Your troop's link will no longer show on the National Cookie Finder.

