

Week of January 16th

Cookie Program News

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2024 Cookie Program. This is the second edition. You will get an email from the Product Program Team throughout the Cookie Program each Tuesday. This email is sent to Troop Cookie Chairs and Service Unit Cookie Chairs with cookie information only. You are encouraged to share the information with others in your troop as needed.

Upcoming Important Dates

Wednesday, January 17th | Troop initial orders are due by 11:59 pm.

Friday, January 19th | Emails to families to access Digital Cookie will be sent throughout the day. Only Girl Scouts who have product program permission forms turned in by Monday, January 15th will get emails. After this date, emails will be sent every other day starting Monday, January 22nd.

Saturday, January 20th 10 am | Cookie Rookie Series – Digital Cookie. This virtual training will help troop volunteers use Digital Cookie and show volunteers what features are available to help your troop’s Cookie Program. No need to register. See attachment “Virtual Cookie Support Events” for Zoom link and passcode.

Wednesday, January 24th 6:30 pm | Cookie Rookie Series – Booths. This virtual training will help troop volunteers organize their booth sales, use both Smart Cookies and Digital Cookie, plus some best practices when it comes to booth sales. Another session is available on **Saturday, January, 27th at 10 am**. No need to register. See attachment “Virtual Cookie Support Events” for Zoom link and passcode.

Wednesday, January 24th 8:00 pm | 1st round of booth selections opens in Smart Cookies

Friday, January 26th | Cookie Program begins with Digital Cookie opening for Girl Scouts to take orders and Girl Scouts are able to collect orders using paper order cards

Friday, January 26th 8:00 pm | 2nd round of booth selections opens in Smart Cookies

Important Updates

Booth News

Booth locations will be uploaded into Smart Cookies by Friday, January 19th at noon. We are still waiting for final confirmation from a few businesses but will update Smart Cookies as we receive approval. Booth selections will be held in four rounds and take place on January 24th, 26th, 29th and 31st. Round one will be 5 selections with 2 selections being premium locations and 3 selections being standard locations. Directions on how to select council secured booths are attached to this email.

Troop Booths

For your troop secured booth locations, the system is available for you to use. Please submit your troop booth request no later than 48 hours before the booth is scheduled to take place. Troop booths must follow the same rules as council secured booths and can take place starting Friday, February 16th. Directions on how to submit troop booth locations are attached to this email.

Smart Cookies Reminders

Initial Order Directions

If you need assistance submitting your initial order, please see the attached Quick Sheet for directions. If you need further help, please reach out to your Service Unit Cookie Chair or attend a Cookie Q&A Session. Information on Cookie Q&A Sessions can be found in the “Virtual Cookie Support Events” attachment.

Updating of Girl Scouts in Smart Cookies

We will be uploading Girl Scouts who submitted a Product Program Permission Form by January 15th into Smart Cookies on Thursday, January 18th. After that, we will be uploading Girl Scouts every other day as Product Program Permission Forms are submitted.

PGA Selling vs PGA Registered

We received concerns from troops about Girl Scouts who will show up in Smart Cookies who are not participating in the Cookie Program and how that affects their Per Girl Average (PGA). When determining troop bonuses, we look at PGA Selling. The PGA Selling only counts those Girl Scouts who are participating in the program. We hope this addresses your concerns. If you need more clarification, please feel free to join a Cookie Q&A session.

Smart Cookies Tech Support

Smart Cookies offers tech support for all of your Smart Cookie questions! Call them at 1-800-853-3730 or email them at ABCSmartCookieTech@hearthsidefoods.com

Digital Cookie Reminders

Emails to set-up Digital Cookie websites will be sent to families on Friday, January 19th throughout the day. We kindly ask that families check spam/junk mail folders before reaching out to the council office. Families are looking for the email "Register for the Digital Cookie platform today" from the sender "Girl Scout Cookies" at email@email.girlscouts.org. Our website will have some self-help tips for families to gain access to Digital Cookie if they are having trouble logging in. We kindly ask that families wait until Monday, January 22nd to contact us if they did not get an email. Please have them email customercare@nmgirlscouts.org and we will investigate the issue.

Resource Highlight

Optional Trainings Available in gsLearn

Recordings of the Cookie Rookie sessions “Intro to Cookies” and “Initial Order and Inventory Management” will be available in gsLearn on Monday, January 22nd in the “Not Started” section. Future sessions will be uploaded to the Cookie Rookie course the Monday after the Saturday session. You can watch any session in any order and have the ability to fast forward if needed.

Smart Cookies Help Videos

ABC Bakers offers helpful YouTube training videos on the Smart Cookies website. Here are a few videos to check out to help you get started with the 2024 Girl Scout Cookie Program:

Placing an Initial Order:

<https://www.youtube.com/watch?v=HUIgz5GYUVs&t=68s>

Troop Secured Booth Request:

<https://www.youtube.com/watch?v=eOui7Dd6Z2A>

Virtual Cookie Support Events

We have several virtual events to provide you and your families support this cookie season. From Cookie Q&A, Virtual Office Hours, Cookie Rookie, Creating Your Best Digital Cookie Website to Cookie Jumpstart for Families. Please see the attached “Virtual Cookie Support Events PDF” for all the dates, times and Zoom links. No registration is required.



Cookie Rookie Sessions

Introduction to Cookies

- Monday, December 18th – 6:30 pm
- Wednesday, January 3rd – 6:30 pm
- Saturday, January 6th – 1:00 pm

Initial Order & Inventory Management

- Wednesday, January 10th – 6:30 pm
- Saturday, January 13th – 10 am

Digital Cookie

- Wednesday, January 17th – 6:30 pm
- Saturday, January 20th – 10 am

Booths

- Wednesday, January 24th – 6:30 pm
- Saturday, January 27th – 10 am

Smart Cookies

- Wednesday, January 31st – 6:30 pm
- Saturday, February 3rd – 10 am

Program Close Out

- Wednesday, February 28th – 6:30 pm
- Saturday, March 3rd – 10 am



Join Zoom Meeting

<https://us06web.zoom.us/j/81213601350?pwd=b3A3VziSLbYGSDxXbUypE8AZ3hbrVW.1>

Meeting ID: 812 1360 1350

Passcode: Rookie2024

Sessions will be available for review on gsLearn the following Monday

Scheduling Booths – First Come First Service (FCFS) Selections

View this video: <https://www.youtube.com/watch?v=v4yqIzfx0ZA> or follow the steps below

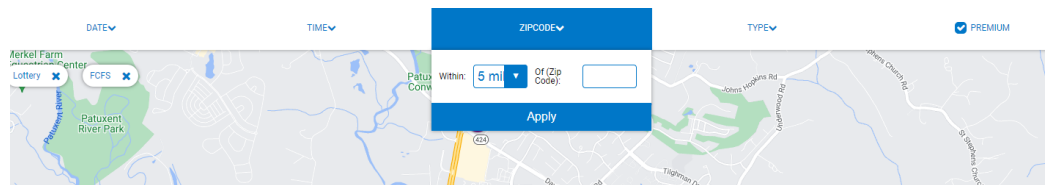
Log into Smart Cookies and navigate to Booths>Schedule a Booth

When FCFS is open, this bar will display which includes information on open and close dates, max number of premium reservations that can be scheduled and max number of total reservations that can be made.

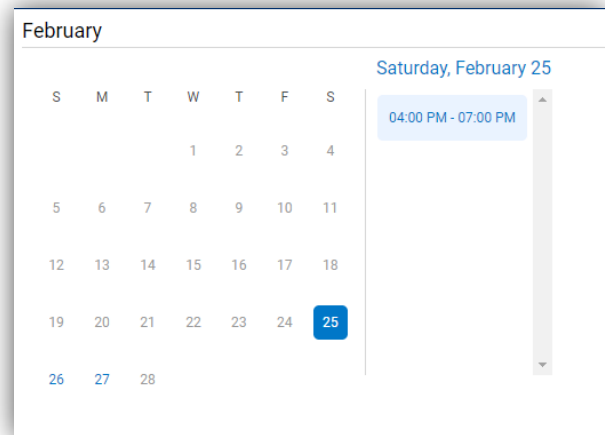
Open: First Come, First Served - Reservation 1	
Opens On: Sep 28 @ 06:00 AM	Closes On: Mar 31 @ 11:00 PM
Max Premium Reservations 5	Max Total Reservations 60

- Lottery
 - FCFS
 - Premium
- Dollar Tree
1641 Crofton Center
Crofton, MD, 21114 ●
 - IHOP
889 MD 3 N
Gambrills, MD, 21054 ●
 - Shoppers
1649 Crofton Center
Crofton, MD, 21114 ●
 - Sunoco
1025 RT 3 N
Gambrills, MD, 21054 ●
 - Mt Airy Reception Hall
1008 Twin Arch Rd
Mt Airy, MD, 21771 ●
 - Family Bike
1286 MD 3
Crofton, MD, 21114 ●
 - Giant
1161 MD 3 N
Gambrills, MD, 21054 P

A list of available locations will display on a grid on the right. A location with a “P” indicates it is a premium booth. You can search for locations by name, zip code or city to narrow your search. There are also a number of filters to find available locations by a specific date, time, distance from a zip code and more.



Click on a location to open a calendar. Available dates appear in blue. Click on the date to open up available timeslots. Click on the time slot desired and save. Your troop will immediately be assigned to the booth. Return to Booths>My Reservations to see a list of all booths scheduled.



3 Results

Share Booth Locations f t g

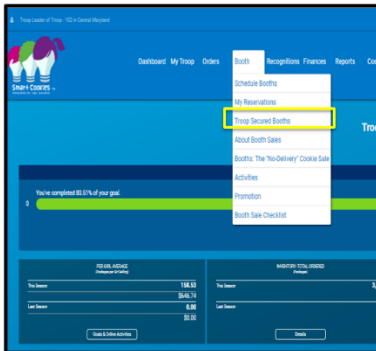
Show Confirmed Reservations
 Show Pending or Denied Reservations
 Booths left to distribute

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE
Royal Farms	1114 Rt 3 N	Gambrills	21054	Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS
Michael's Pizza	16952 York Rd	Monkton	21111	Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS
Giant	1161 MD 3 N	Gambrills	21054	Sunday, Feb 26	10:00 AM - 02:00 PM	<input checked="" type="checkbox"/>	FCFS

Booth Sale Summary

Troop Secured Booths

View this video: <https://www.youtube.com/watch?v=eOui7Dd6Z2A> or follow the instructions below:

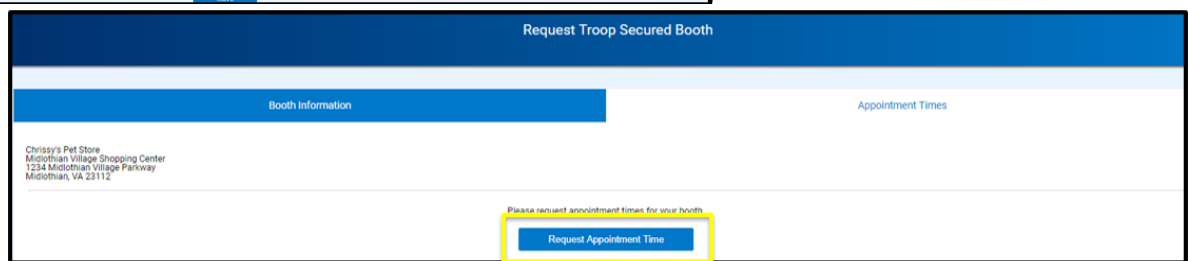
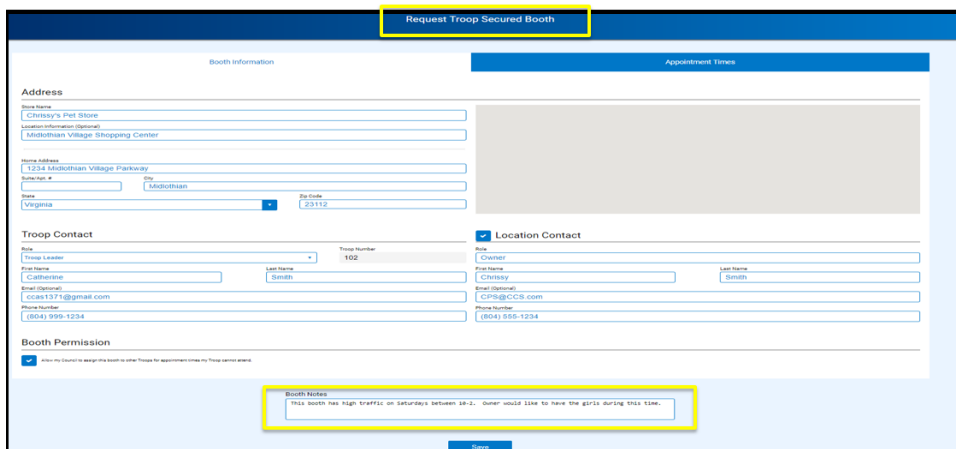


Log into Smart Cookies and navigate to Booth>Troop Secured Booth.

Fill out all the required information on the Booth Information Tab. All fields marked with an asterisk are required fields. The troop contact field will default to the user creating the entry.

The Booth Permission box will allow the council permission to assign another troop to the location in the event the requesting troop cannot attend the booth. If the box is not checked, other troops cannot be assigned to the location.

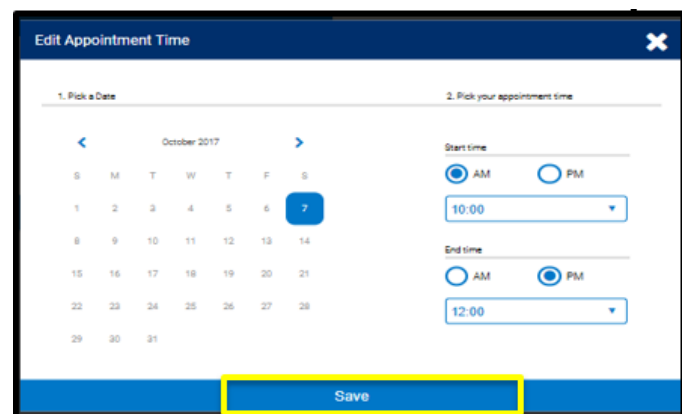
After all information is complete, click on the Request Appointment Time tab.



Click Request Appointment Time

Select the date and time for the booth request. If multiple dates and times are desired, click save after each date and time is entered and repeat for each additional day and/or time.

Requested booths will appear on the Booth>My Reservations tab in Smart Cookies. Status will display as requested, approved or denied. Troop contact will receive an email when the requested booth is approved or denied.



Creating an initial order – Direct Sale

View this video: <https://www.youtube.com/watch?v=HUIgz5GYUVs> or follow the instructions below:
Log into Smart Cookies and navigate to Orders>Troop Initial Order

Troops participating in a Direct Sale will place their order by total cases. Once you have opened the order screen, enter the number of cases by variety that your troop wants to pick up at initial orders. You will see information on financial responsibility and comparison to prior year's sales performance.

Initial Order			
Troop: 257			
TOTAL SOLD LAST SEASON	PER GIRL AVERAGE	TROOP INITIAL ORDER CASES	TROOP INITIAL ORDER VALUE
No Data	This Season: 0.00 Last Season: 0	This Season: 0 Last Season: 0	This Season: \$0.00 Last Season: \$0.00
Troop Order Deadline: November 24, 2017 @ 11:59 PM			
READY FOR REVIEW <input type="checkbox"/>			
Build Order By: <input checked="" type="radio"/> Cookies <input type="radio"/> Girl		Measure By: <input checked="" type="radio"/> Cases <input type="radio"/> Packages	
		Troop Order	Total Cases
Thanks-A-Lot	\$0.00	0	0
Smores	\$0.00	0	0
Lemonades	\$0.00	0	0

After you have saved your troop order, your delivery location(s) will display. Click on the name of the location you will pick up cookies (you may only have one option). If the location schedules appointments, you will have the opportunity to select an appointment time. Save the delivery location. If you make changes to your troop order, you must select the delivery station again.

Once your initial order is complete, you can click ready for review to notify the SU that your order is complete.

Select Delivery Station

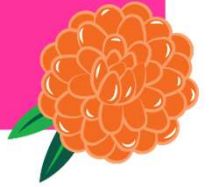
1. Choose a Location 2. Pick A Date 3. Make An Appointment

The selected delivery station does not require an appointment. Press save to continue.

Chico Delivery Drop, 123 Main Street
Chico, CA, 95298



2023 Cookie Training Q&A Session



If you have questions following the completion of the training or need additional assistance, you can attend a virtual Troop Cookie Q&A session with the GSNMT Product Program Manager on Zoom. Even if you do not have any questions, we recommend you attend a session so we check-in with your troop and get to know you, especially if you are a new volunteer. You can drop-in at any point during the session and you do not have to stay for the whole session. The session is optional but highly recommended. Session dates, times and zoom link can be found below.

Wednesday, December 20 th Noon to 1:30 pm	Thursday, December 21 st 6:00 pm to 7:30 pm	Thursday, January 4 th 11:30 am to 1:00 pm
Sunday, January 7 th 1:00 pm to 3:00 pm	Monday, January 8 th 11:30 am to 1:30 pm	Wednesday, January 10 th 11:30 am to 1:30 pm
Saturday, January 13 th 3:30 pm to 5:00 pm	Sunday, January 14 th 1:00 pm to 3:00 pm	Monday, January 15 th 11:30 pm to 1:00 pm
Tuesday, January 16 th 6:30 pm to 8:00 pm	Wednesday, January 17 th 5:00 pm to 6:00 pm	Saturday, January 20 th 2:30 pm to 4:00 pm
<p>Join Zoom Meeting</p> <p>https://us06web.zoom.us/j/82537176840?pwd=HdWSapOOTUjIZfk5BCYX1DqTcCIHeu.1</p> <p>Meeting ID: 825 3717 6840</p> <p>Passcode: CookieQ&A</p>		

Product Program Virtual Office Hours

Mondays 6:30 pm to 8:30 pm
Wednesdays 11:30 am to 1 pm
Beginning Monday, January 22nd

Join Zoom Meeting
<https://us06web.zoom.us/j/84876605237?pwd=wMjCPU6HsF237bJ9O4dMs8WY1JfTBY.1>

Meeting ID: 848 7660 5237
Passcode: Cookie2024



Best Digital Cookie Website



Session for Girl Scouts and their Caregiver to learn the Digital Cookie system. How to set-up their website, troubleshoot general issues and how the system works. Designed for families new to Girl Scouts. Please share this information with your families.

Thursday, January 18 th 6:30 pm	Saturday, January 20 th 1:00 pm	Tuesday, January 23 rd 6:00 pm
<p>Join Zoom Meeting</p> <p>https://us06web.zoom.us/j/81772550043?pwd=HNdpJLcZ6VFOPhOtluOs0ga7C7jbVl.1</p> <p>Meeting ID: 817 7255 0043</p> <p>Passcode: DOC24</p>		

Cookie Jumpstart

Session for caregivers to learn about the cookie program and what to expect through out the cookie season. We will provide general information for families and answer their questions. This session is designed for families new to Girl Scouts.

Thursday, January 4th 6:30 pm
Sunday, January 14th 11:30 am
Thursday, January 25th 5:30 pm
Saturday, January 27th 1:00 pm



Join Zoom Meeting
<https://us06web.zoom.us/j/83324188220?pwd=xlyT5cTKbfcH3zbdA9hIvOcs6sarH5.1>

Meeting ID: 833 2418 8220
 Passcode: ThinMint24