

Week of February 3<sup>rd</sup>

## Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2026 cookie program. This is the fifth 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, February 4<sup>th</sup> 6:30 pm and Saturday, February 7<sup>th</sup>, 9 am** | Cookie Rookie Series – Smart Cookies. How will I track our Girl Scouts cookie sales? How do I know how much the family owes? Join us for Cookie Rookie: Smart Cookies. We will walk you through the Smart Cookie system, which is the online system, Troop Cookie Chairs use to manage their troop's cookie program. We will provide you tips and best practices for the system. This is a great opportunity to get your cookie questions answered before the cookies arrive. This session does not require registration and can be joined here:

Join Zoom Meeting

<https://us06web.zoom.us/j/81144912548?pwd=4yMlrbDRshZ0bUnH8zULambah2rfko.1>

Meeting ID: 811 4491 2548

Passcode: Rookie26

**Wednesday, February 4<sup>th</sup> 8:00 pm** | 4<sup>th</sup> Round of booth selections opens in Smart Cookies. There are no restrictions in Round 4. Booth selections will remain open for the remainder of the program unless otherwise noted.

**Monday, February 9<sup>th</sup>** – Initial Delivery for Gallup, Farmington and Taos

**Tuesday, February 10<sup>th</sup>** – Initial Delivery for Santa Fe, Los Alamos, Las Vegas

**Wednesday, February 11<sup>th</sup>** – Initial Delivery for Clovis, Tucumcari, and East Mountains

**Thursday, February 12<sup>th</sup>** – Albuquerque at Buehler Moving of Albuquerque

**Monday, February 16<sup>th</sup>** – First Cupboard Order due in Smart Cookies

## Important Updates

### Cupboard Schedule

Here is the schedule for cookie cupboards. Orders are due by midnight on the Monday before the cupboard. **The first cupboards will be February 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> with orders due by midnight on Monday, February 16<sup>th</sup>.** You can begin placing cupboard orders on Monday, February 9<sup>th</sup>.

- Wednesdays: East Mountains, Clovis and Tucumcari
- Thursdays: Farmington, Las Vegas, Santa Fe, and Albuquerque
- Fridays: Los Alamos, Gallup, and Albuquerque

## Smart Cookies Reminders

### How to Place a Cupboard Order

We will have all cupboards up in Smart Cookies by Monday February 9<sup>th</sup> for you to start placing cupboard orders. In Smart Cookies, Cupboard Orders are called Planned Orders. If you need help placing a cupboard order in Smart Cookies, please see the attached Quick Sheet for Placing Planned Orders. It will walk you through the steps. All cupboard orders must be placed by Mondays at 11:59 or as requested by your Service Unit Chair to be filled that week

## Digital Cookie Reminders

## **Remind Families to Approve Girl Delivery Orders**

Girl Scout caregivers have 5 days to approve Girl Delivery orders, if not approved the order will be cancelled or changed to a Hometown Hero donation. Some new families may not realize they should approve orders without having cookies in hand. We don't want a Girl Scout and your troop to miss out on a sale.

## **Digital Cookie Troop Links Update**

We want Troop Cookie Chairs to be aware that if you are sharing your Troop's Virtual Booth Link or Troop Link, they are open for Girl Delivery like a Girl Scout's Digital Cookie Link. Your troop has 2 links. One is for Girl Delivery, and the other is for direct ship orders. Please share your troop links like a Girl Scout's link.

We are currently receiving emails from the public looking to order cookies for Girl Delivery, so if your troop link is open for Girl Delivery and you are okay with us sharing your link, please fill out this form: <https://forms.gle/PKvvDvxzAp9zmtgVA>. Be sure to include your troop's Girl Delivery link. We will include you in the email to the customer with the link. If you have any questions, please feel free to reach out to the Product Program Team.

## **Resource Highlight**

### **Virtual Office Hours**

Virtual Office Hours are now available on Monday evenings from 6:30 pm to 8:30 pm and Wednesdays during the lunch hour from noon to 1:30 pm. Please use the Zoom meeting information below. All virtual office hours will use the same link and passcode.

#### **Join Zoom Meeting**

<https://us06web.zoom.us/j/89823800155?pwd=pLJEAjaprt3H9IWzVdMnuYI37Ha74G.1>

**Meeting ID: 898 2380 0155**

**Passcode: Cookie26**

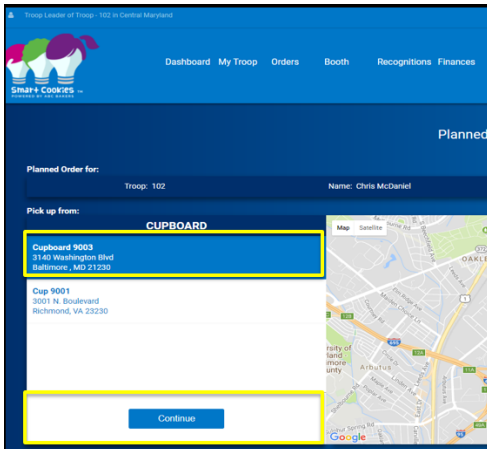
**Have questions?** We are here to help! Contact us at [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) or 505-343-1040.



# Quick Bites

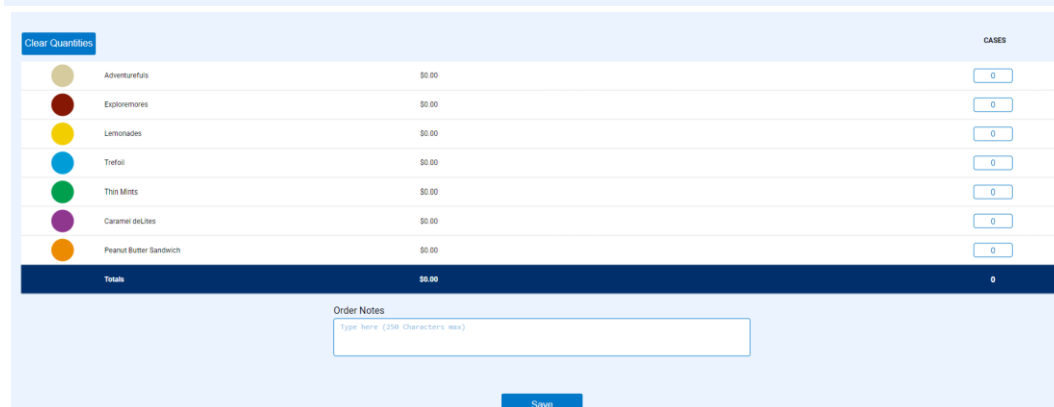
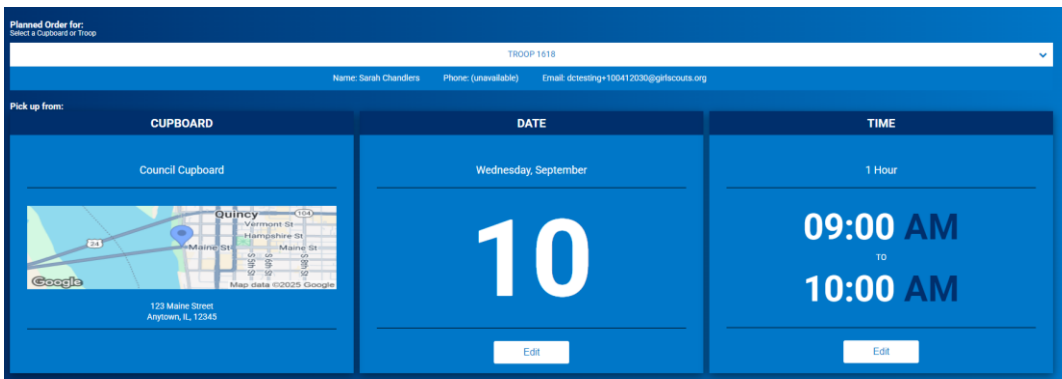
## Creating a Planned Order

View this video: [Creating a Planned Order- YouTube Video](#) or follow the instructions below:



Log into Smart Cookies and navigate to Orders>Planned Order. Be sure to enter all planned orders by the cut-off date outlined by your Council.

- Select the cupboard for pick up.
- Select Date and time for pickup
- Enter the order in cases or packages as determined by your Council.
- Enter any notes in the notes field and click save.



**After Pick-up:** After your Troop has picked up the cookies from the cupboard, the cupboard manager will approve and the order will be converted to a transfer. Transfers will be visible on the manage order grids and will be designated as a C2T (P) order to show it was a planned order. Troop volunteer will receive an email receipt.

9/9/2025