

First Year Troop Cookie Manager Checklist

- Before the start of the Cookie Season, please make sure that your Troop banking information is up to date.
- Complete your 2025 Troop Cookie Manager Agreement
- After completing your agreement, within two business days you will receive an email from noreply@abcsmartcookies.com to register for the Smart Cookies platform.
- Ensure that girls participating in the Cookie Program are registered Girl Scouts for the 2024-2025 membership year.
- Get Trained! -- attend one of the Zoom or recorded trainings hosted by Product Program staff.
- Ensure the parents and caregivers of your Girl Scouts fill out the Caregiver Permission and Responsibility form for each Girl Scout. Without the completed form, girls will not be able to receive credit for sales.
- Go over the Digital Cookie online sales platform with your Girl Scouts and their caregivers. Tell them about the email link each will receive to register each Girl Scout on the Digital Cookie Direct site and set up their account. The email will come from email@email.girlscouts.org.
- Submit your Troop's initial order by February 2. Make sure to check over your Girl Scout's individual initial orders, which will flow automatically from Digital Cookie.
- Select a Mega Drop time and location on ABC Smart Cookies.
- Sign up for booths! You can do this under the Booth tab in ABC Smart Cookies.
- Remember to transfer cookies from your inventory to your Girl Scouts inventory. Revisit the Troop Cookie Manager training if you have any questions.
- The last day to sell online and in-person is March 23. Make sure to submit your Troop's reward selections by March 25.
- Have all funds available to withdraw in your bank by the final ACH date, April 2.

Support & Resources

Product Program and Retail Senior Manager

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Product Program Specialist

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ABC Smart Cookie System Support

- Online Tech Support
 - www.abcbakers.com
 - 800-853-3730

ABCSmartCookieTech@hearthsidefoods.com

Cookie Season Important Terminology

- **ABC Bakers:** The bakery that makes our delicious Girl Scout cookies!
- **Cookie Booth:** Girl Scouts can sell cookies outside of local businesses and grocery stores with two, unrelated registered and background checked adults. Daisies are only permitted to do booth sales in their neighborhood, at their school, or places of worship.
- **Cookie Booth Lottery:** Premium booth locations. Troops request the booth location, date and time(s) and Smart Cookies randomly generates the wins/losses, sending communication to the Troops.
- **Cookie Cupboard:** A storage unit that holds the cookies Troop Cookie Managers can request and pickup throughout the Cookie Season.
- **Cookie Dough:** Cookie Dough is a gift card that can be used in our physical shop or for activity/program/camping fees/membership fees. (excludes Early Bird Registration). It cannot be used for online purchases. Cookie Dough expires September 30 each year.
- **Cookie Share:** Cookies that are donated. GSLE donates to Blue Star Moms, and the New Orleans and Baton Rouge Food Banks. Troops can also select their own organizations to donate cookies to.
- **Digital Cookie:** The website that Girl Scouts sell cookies from. Troop Cookie Managers also have access to the site.
- **First Come First Served Booths:** You can select Cookie Booths on Smart Cookies under the booths tabs. All booths are first come, first served.
- **Initial Order:** The initial order is what is delivered at “Mega Drop” – when all of the cookies come in!
- **Mega Drop:** This is when the initial order cookies arrive! Troop Cookie Managers will be able to select a date and time for Mega Drop to pick up their cookies. They select this on the Smart Cookies website. They can select another volunteer to pick up the cookies if needed. No Girl Scouts are permitted at Mega Drop, only adults.
- **Smart Cookies:** The website that Troop Cookie Managers manage the Cookie Program.
- **Smart Cookie U:** An annual event put on by Council for Girl Scouts to learn about the Cookie Program and gain skills to sell to customers.
- **Transfer Order:** Troop Cookie Managers will need to transfer cookies to Girl Scouts throughout the season on Smart Cookies. They can also transfer between Troops.