

Just In Time – Girl Delivery Donation Orders and Stand Alone Donation-Only Orders

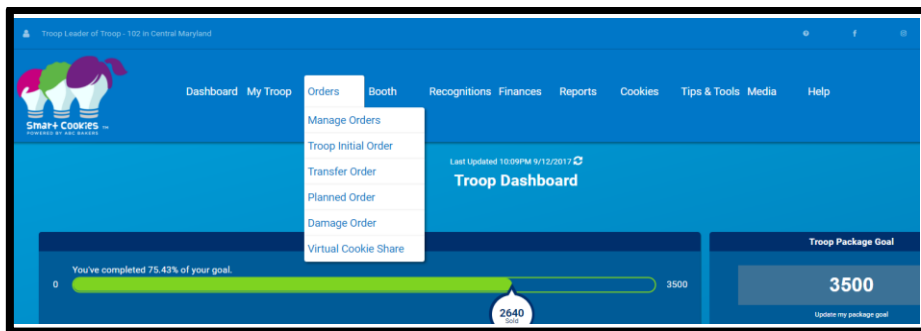
When girls receive donation sales AKA cookie share orders in Digital Cookie that are part of a **girl delivery order** or **donation-only order** or from **in person sales**, the troop volunteer must create a transaction in Smart Cookies and record the donations for the girl to receive credit for the sales.

Troop volunteers can check the All Order Data Report on their troop dashboard in Digital Cookie to view any cookie share orders that need to be entered for a girl. For cash orders, be sure to collect the payment and post in Smart Cookies.

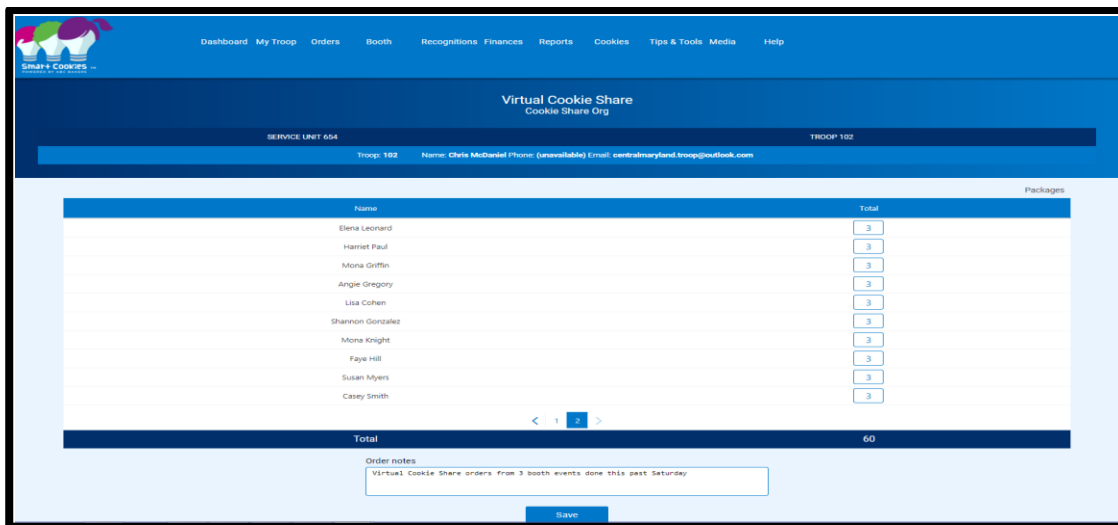
NO ACTION IS NEEDED FOR ANY SHIP ONLY DONATION ORDERS OR DONATION COOKIES ALLOCATED TO GIRLS USING THE SMART BOOTH DIVIDER PROCESS.

To enter a Cookie Share sale for the girl, watch this video <https://www.youtube.com/watch?v=LXTiKg7Blpk> or follow the steps below:

Navigate to Orders>Virtual Cookie Share



Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Cookie Share cookies will display on the Girl Dashboard and financial responsibility for these packages will be assigned to the girls.



IMPORTANT NOTE: To update cookie share numbers - do not create a new cookie share order. That may duplicate already recorded donations. Go to Manage Orders--> select Cookie Share then apply search parameters. Locate previous cookie share order - click the 3 dots at the end of the row to open order and edit, entering new totals, if applicable.