



# Quick Bites



## Recording Cookie Share (donations) in Smart Cookies

When girls receive cookie share orders (donation sales) via Digital Cookie **with a girl delivery order**, a **donation-only order** or from **in person sales**, the troop volunteer must create the transaction in Smart Cookies for the girl to receive credit for the sales.

**NOTE** – any Cookie Share orders received during the initial order period (1/10 - 1/ 22) automatically posted to the troop initial order and has been recorded on the girl(s). Follow these steps for orders after the initial order.

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

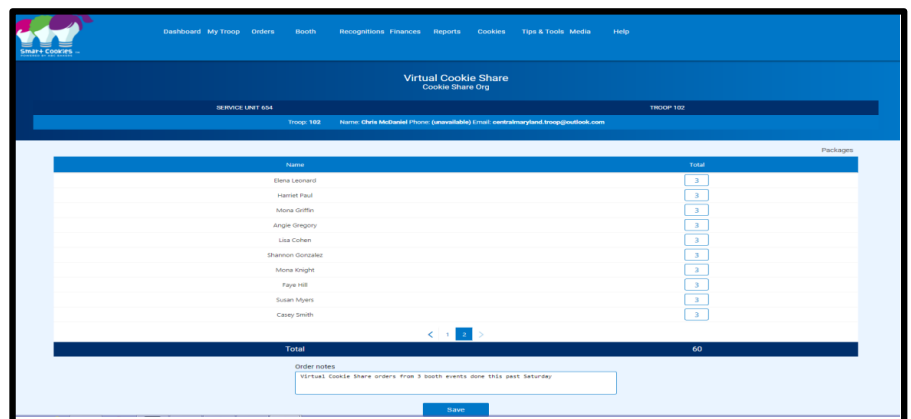
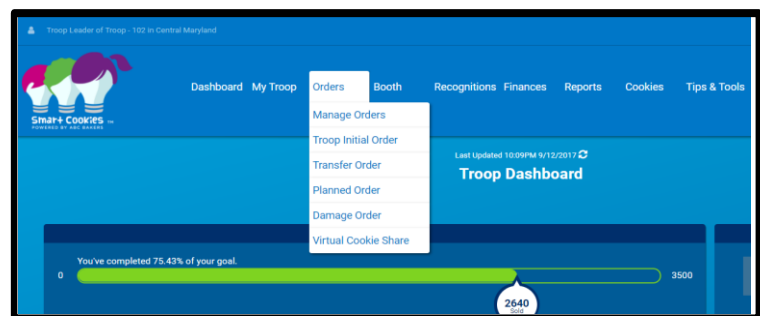
Troop volunteers can check the All Order Data Report on their troop dashboard in Digital Cookie to view any cookie share orders that need to be entered for a girl. Cookie share cookies can be found under order type In-Person Delivery with Donation, Cookies in Hand with Donation or Donation. For cash orders, be sure to collect the payment and post in Smart Cookies.

To enter a Cookie Share sale for the girl, watch this video [Virtual Cookie Share Order- Order Taking Sale](#) 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.



### BEST PRACTICES:

- **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 the order then edit, entering new totals, if applicable.
- **Have 2 cookie share orders, if needed.** Use one order for digital cookie donations only and a second for off-line/paper orders, if needed.