



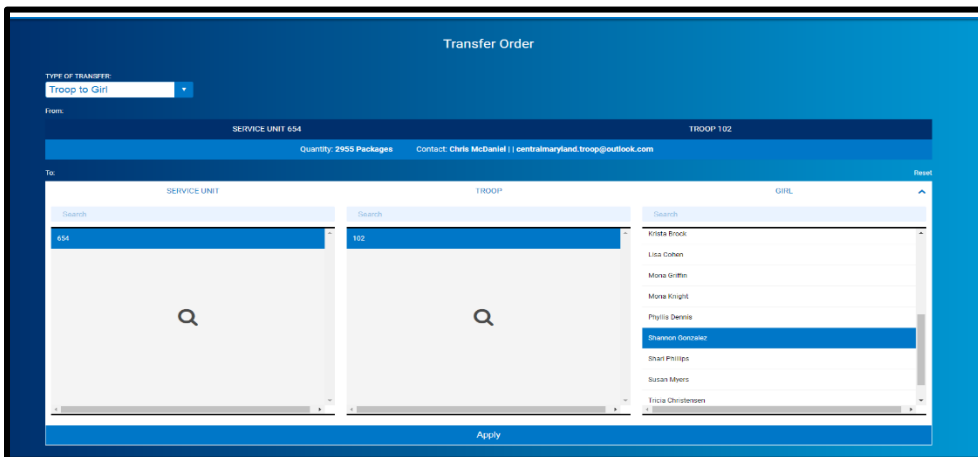
# Quick Bites



## Transfers:

View this video: [Creating a Troop to Girl Transfer Order - YouTube Video](#) (Troop to girl) or follow these instructions.

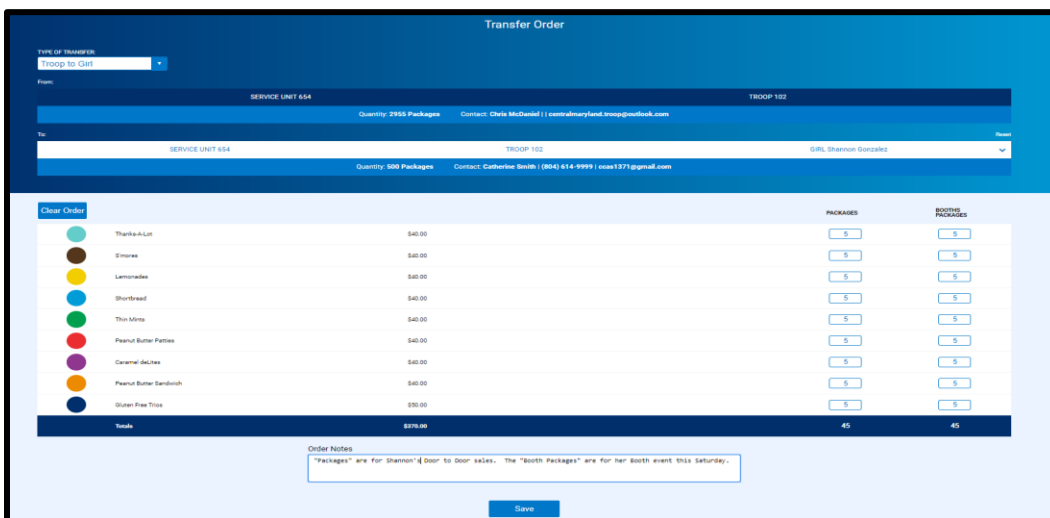
- Log into Smart Cookies and navigate to Orders>Transfer Order.
- Your Service Unit and Troop will automatically be selected as the “From” Troop. Click on the arrow next to “Girl”, highlight the girl receiving cookies, and hit Apply.



Enter the number of packages for the girl.

- Entries in the “Packages” column will transfer financial responsibility to the girl.
- Entries in the "booth" column will give girl credit for recognitions but not assign financial responsibility.

**It is strongly recommended to use the Smart Booth Divider to allocate all booth packages.** Notes are optional. Click Save. You can then create another transfer or go to manage orders. Use receipts to back up all transactions.



**HELPFUL TIP**  
 See attached girl transaction record form. It can be a useful paper tool to record family cookie pickups. Use it to keep track of your T2G transfers.

NOTE: Other transfer types are girl to Troop, girl to girl and Troop to Troop (by council only).

**For Troop-to-Troop transfers**, an email must be sent to [jgarbe@gsfun.org](mailto:jgarbe@gsfun.org) copying both troops. The subject line should read T2T transfer. In the body, you must specify the Troop number of the receiving troop and that of the sending Troop. To avoid confusion, give the exact number of packages or cases being transferred. A confirmation of the transfer will be emailed to all troops.

