



## Cookie Booth Scheduling

If you submitted council-secured booth choices in the cookie booth lottery over the weekend, you should have received an email from ABC Smart Cookies today, February 9, with the site your troop was chosen for in the lottery. If your troop did not win any booths in the lottery, the council will reach out today.

## How to manage all your cookie booths in ABC Smart Cookies

- To see your scheduled booths, go to BOOTHES and click on "my reservations."
- If you do not want the booth you won in the lottery, release it now so another troop can take it. To do so, click on the three blue dots at the right end of the row showing that booth and select "remove."
- If you want more council-secured booths, first-come, first-served scheduling begins tomorrow, February 10 at 6 a.m.
- To view council-secured booths that are still open, go to REPORTS and look at the "available booth sale summary."
- Think outside of the box and set up a troop-secured cookie booth!
- Take any cookie booth to the next level by making it a [virtual cookie booth](#) to advertise and take pre-orders and online payments.

### SET UP A VIRTUAL COOKIE BOOTH

## Girl Scout Initial Order due February 10

This does not mean Girl Scouts should stop selling. They can continue to sell until March 31!

February 10 is the date that online orders for girl delivery will stop flowing into the troop initial order. Girl-delivered online orders received after February 10 must be filled with troop inventory cookies and a "troop to girl" transfer is required in ABC Smart Cookies.

Troop inventory cookies are made up of:

- "Extra packages" needed to fill full cases in the initial order (see below)
- Cookies ordered by the troop cookie captain in the "booth" line of the initial order
- Packages picked up at a cookie cupboard after the initial order

## Initial Troop Cookie Order Due Monday, February 16

Log into ABC Smart Cookies, go to Orders, and click on Troop Initial Order.

- Digital Cookie Girl Delivery Orders - Totals of all online girl-delivered orders placed by customers before February 11 and approved by parents by February 16 will show up for each Girl Scout in the "Pre Sale Packages" column under each Girl Scout.
- Paper Order Card Orders - If Girl Scouts used a paper order card and entered the totals into Digital Cookie before February 11, the totals will show up in the "Inv. Pkgs" column in ABC Smart Cookies. If a Girl Scout did not click "submit to troop volunteer" or did not enter the totals into Digital Cookie, Cookie Captains can enter these totals into ABC Smart Cookies by February 16.
- BOOTH - If your troop would like to order additional packages for cookie booths or for additional sales, enter those totals into the booth line of the initial order. Remember: one case = 12 packages.
- Extra - This line will show the number of packages needed by variety to make full cases. Troops are responsible for selling these extra packages. Remember to do a "troop to girl" transfer when a Girl Scout is selling any of these extra packages.
- Save - You can click save multiple times and still make edits until 11:00 p.m. on February 16. Once your order is complete, slide the toggle bar to "Ready for Review."

## Delivery Sites

After submitting your initial troop order, you will be prompted to choose a delivery station and pick-up time. A minivan with the seats down can hold approximately 80 cases.

## Home Delivery

To simplify cookie pick-up, home deliveries are offered to troops with a combined total of 250 or more cases. Here's how to set up your home delivery:

- Home deliveries are offered to troops with a combined total of 250 cases or more.
- Once the 250 cases minimum is verified by the council, your delivery will be scheduled between March 4-7.
- Best efforts are made to accommodate troop's first choice of delivery date, but there are no guarantees.
- Home Delivery Station Managers must be available 8:00 a.m.-5:00 p.m. on the day of delivery. A delivery time window will be given 24 hours before the delivery date.
- Each troop enters their own initial order in ABC Smart Cookies and selects "pending approval" as their delivery site.
- The home delivery station manager completes the home delivery form. The home delivery form will be emailed after initial orders are submitted. The site will be set up in ABC Smart Cookies, and all troops involved will be assigned to that delivery site.
- The station manager is responsible for counting the cookie delivery (all troops combined) before signing off on order and sorting by troop.

## Gluten-Free Cookies

If your troop pre-ordered gluten-free cookies in October, these gluten-free cases will be included with your initial order. You will see them in the BOOTH line of your initial order. If you need additional gluten-free cookies, the Milwaukee and Kenosha cookie cupboards will have them available while supplies last. Remember to complete a "troop to girl" transfer for Girl Scouts that sell gluten-free cookies.

## Cookie Sales After the Initial Order

- Girl Scouts can keep their online selling link open to receive additional girl delivery orders and/or direct ship cookie orders through March 31.
- Take additional in-person orders using the order card.
- Participate in cookie booths with your Girl Scout troop.

After February 10, Girl Scouts need to notify their troop for all sales they approve - in-person, Girl Scout delivered, and Cookie Share. These will be filled from troop inventory and may need to come from a cookie cupboard. Troops will advise you of cookie availability.

## Get Cookie Help with a Cookie Chat

Cookie Chats are designed to offer a designated time to connect one-on-one with a Cookie Program Coach to support questions, providing demos, etc. Time slots are set up for 30 minutes and can be held via the phone, a virtual meeting, or in-person. We look forward to supporting you and your Girl Scout(s) reach their cookie business goals.

### REQUEST A COOKIE CHAT

## Online 2026 Cookie Captain Training

Continue to check out the Cookie Captain training modules here for more information!

### CHECK OUT THE ONLINE TRAINING!

## Don't Crumble! Contact Us.

To assist the council Customer Experience team in providing the best customer service possible, please include as much information as you can when you contact [customerservice@gswise.org](mailto:customerservice@gswise.org) or call 800-565-4475. Information such as your Girl Scout's/volunteers name, troop number, and/or order number will help us more quickly access records to provide support.



Have a question? Don't be shy!

[Contact us](#) for more information.

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