



Quick Bites

Creating an Initial Order – Direct Sale

View this video: <https://youtu.be/tFZsIGTokl4> or follow the instructions below.

Log into Smart Cookies and navigate to Orders>Troop Initial Order. Troops participating in a Direct Sale will place their order by total cases. Once you have opened the order screen, enter the number of cases by variety that your Troop wants to pick up at initial orders. Then, Save order.

		Troop Order	Total Cases	
	Adventurefuls	\$0.00	<input type="text" value="0"/>	0
	Exploremores	\$0.00	<input type="text" value="0"/>	0
	Lemonades	\$0.00	<input type="text" value="0"/>	0

After you save your Troop order, your delivery location(s) will display. Click on the name of the location you will pick up cookies (you may only have one option). If the location schedules appointments, you will have the opportunity to select an appointment time. If no appointment times display, save the delivery location and your service unit volunteer will contact you with specific pick-up information. If you make any changes to your Troop order, you must Save the order and select your delivery station again.

1. Choose a Location 2. Pick A Date 3. Make An Appointment

The selected delivery station does not require an appointment. Press save to continue.

Chico Delivery Drop, 123 Main Street
Chico, CA, 95298

Note: the Ready to Review button is used to lock troop initial orders. Your council has elected not to use the Ready for Review button so that the troop initial orders may stay open and available to edit until the Troop Initial Order date expires. Once the Troop Initial Order date expires, the order will automatically lock. Then, Service Unit and Council will review and submit final order.