



# Smart Cookies for Volunteers

## Your Cookie Management Site

[www.abcsmartcookies.com](http://www.abcsmartcookies.com)

Smart Cookies is your home base for cookie season. It's where you'll order cookies, reserve booths, communicate with families and manage rewards. It also offers video walk-thrus and trainings to make it easy to answer your last-minute questions.

## How To Set Up Your Smart Cookies Account

Troop Cookie Coordinators should receive a registration from Smart Cookies the week of January 15 inviting them to set up their account.

### Getting Started

- Visit [www.abcsmartcookies.com](http://www.abcsmartcookies.com).
- Enter your username (your email) and password.
- If you have more than one Smart Cookies user for your troop, we can provide each with a login and password.
- If your troop is not yet set up on Smart Cookies contact Customer Care or email [info@gsbadgerland.org](mailto:info@gsbadgerland.org).

### Check Out Your Smart Cookies Home Page (aka Troop Dashboard)

- Messages: Click on the message and read it.
- Calendar/Tasks: Place the cursor over the task or date on the calendar to view more information. Replace your default view with Important Dates. Be sure to review action items and tasks for important deadlines.

### Verify Your Contact & Banking Information

- Select “My Troop” then “Troop Information.”
- Edit your troop details and update all of your contact information.
- Update your troop level and all information using the drop down menus.
- Important: Update all contact information, including your email. We use this to send lots of updates during cookie season so please make sure it's listed correctly here and in your My GS account.
- Enter/Edit your troop bank account number and routing number.
- Alternate contact information should be your assistant cookie coordinator or troop co-leader. Click “Update Information” at the bottom.

### Girls in Your Troop

- Select “My Troop” then “Troop Roster.”
- If you have new girls in your troop who are not listed, email the girls name to [info@gsbadgerland.org](mailto:info@gsbadgerland.org) and Council will get her added to your troop roster.