



How To Place A Planned Order

- Click “Orders” then “Planned Order.”
- Select your cupboard.
- Choose a pick-up date and time.
- In the Order Reference Area, it is helpful to include a reference to why you needed to order the cookies. Example: Ruby's cookies, Week 2 booths, etc. It is also helpful to indicate if someone else is picking up the cookies on the Troop's behalf.
- Enter the number of **CASES** (*your order is for cases of cookies - not boxes*) for each variety and click “Submit.”
- A pop up at the bottom of the screen will display ‘Order Was Successfully Saved.’
- Use the “Print Receipt” icon to generate a paper receipt for your Planned Order. (optional)

After the Planned Order cookies are picked up from the cupboard, the Planned Order will become a “cupboard-to-troop” transfer that is viewable on Smart Cookies’ Order Management page. When the transfer is complete, the cases will be available for you to transfer to girls for additional sales or booth sale credit to girls.

Changing, Viewing & Committing Orders

To view all of the different order types for cookies and rewards, the Manage Orders page **MUST** be used.

- Select “Orders” and click on “Manage Orders.”
- Select the type of order you would like to view from the order type row, then click “Apply Search Parameters.”
- You can edit the order by selecting the icon with three dots located at the far right of the order row.
- At the bottom of the page, you can view a summary of the order types and ‘click the arrow for more’ to display Planned Order details, total cases ordered, sold, and on hand inventory.

Planned Orders Due Thursdays

Need more cookies? Great! Troops can reorder them weekly through a Planned Order. These are due in Smart Cookies by 10 p.m. on the following Thursdays:

Planned Order Deadlines

- Thursday, March 11
- Thursday, March 18
- Thursday, March 25
- Thursday, March 1
- Thursday, April 8*
- Thursday, April 15*

All flavors will be available through the April 8 Planned Order. Cookies are ordered by the case* (12 boxes).

*Planned Orders placed on April 8 & 15 will be in PACKAGES instead of cases. This will allow troops to order only what they need to finalize their sale.

Picking Up Cookies: Planned Orders will be ready for pickup the following week, Friday or Saturday, from the Cookie Cupboard you selected while placing the order. You can request a specific day and time for pickup, however you should still connect with the Cookie Cupboard Manager via phone or email to confirm the cookies will be ready at that pickup time. (Times are not guaranteed, as the Cupboard may be waiting on a delivery.)

PRO TIP: Before you place your planned order, communicate with the families in your troop. Are any families holding too many cookies they won’t be able to sell? If yes, transfer cookies among families first.

Badgerland Cookie Swap

Swap Cookies With Nearby Troops
<http://badgerlandcookieswap.invisionzone.com/>

Short on Shortbreads or too many Lemonades? Badgerland troops can connect and make plans to swap cookies by the box or case using the Badgerland CookieSwap Website:

Return Policy Reminder: A troop may return only 1/2 case (6 boxes) per each girl registered in the troop. (If you have an odd number of girls in the troop we round up to the next full case.) See more details on page 19.