



2026 Cookie Program Cupboard Coordinator





My Cupboard Coordinator Information

Initial orders due in Smart Cookie Sunday, December 15, 2025 @ 11:59 PM MST.

Initial Orders arrive to cupboards the week of January 12, 2026.

Virtual training Tuesday, December 9, 6:45 PM - 7:15 PM MST / 7:45 PM - 8:15 PM CST.

Open Cupboard Times_____

Smart Cookie login information - <https://abcsmartcookies.com/>

Username _____

Password _____

www.gsdsdsw.org->Cookies

If you have questions throughout the Cookie Program, please contact:

Customer Care – info@gsdsdsw.org

Product Program - info@gsdsdsw.org ATTN: Product Team

Phone - (915) 566-9433 Option 0

Role

Cookie cupboards are mini warehouses stocked by the council and used to distribute cookies to troops during the Cookie Program.

As the Cupboard Coordinator, you are responsible for maintaining accurate inventory, placing orders with the Product Team, and distributing cookies to volunteers.

Eligibility

All volunteers participating in the Cookie Program must meet the following eligibility requirements:

- Adult membership for the 2025-2026 Girl Scout membership year.
- Completed and eligible background check on file with GSDSW.
 - In good standing with GSDSW
 - No outstanding balances
- Volunteers in leadership roles have completed and approved troop financials.
- Complete Cupboard Coordinator training in gsLearn.
- A signed position agreement form for all applicable positions.

Team

You may form a team of general cupboard volunteers who meet eligibility requirements. Volunteers must complete the online agreement form and be verified by the council. Once approved, you will train them and coordinate schedules and duties. General cupboard volunteers receive view-only Smart Cookie access (no editing). Only cupboard coordinators may approve or submit orders.

Submit team member names to info@gsdsw.org or share the online agreement form link.

Pick Up

Ensure your cupboard address is current in ABC and list troop pickup days and times.

Troops must sign for all orders on the main checkout sheet at each pickup. Volunteers load their own products, and digital receipts are used in Smart Cookie.

If digital methods are unavailable (e.g., system issues or poor service), use Cookie Program receipts or a sign-out sheet for checkouts.

Training

There is no training in gsLearn for Cookie Cupboard Coordinators.

A virtual session will be held on Tuesday, December 9, 2026, from 6:45 - 7:15 PM MST

Please review the Cookie Cupboard Coordinator Guide, and contact info@gsdsw.org with any questions.

Resources

Cupboard Manual

- Step-by-step instructions for setting up and running the cupboard
- PowerPoint guide for entering damaged cookies into ABC
- Additional documents and forms (uploaded to the TeamReach app)

All cookies must be stored in a locked facility. Any lost or stolen cookies are the financial responsibility of the Cupboard Coordinator.



Damaged Cookie Exchange Procedure

Please follow the process below when handling damaged cookies at the cupboard:

Acceptable Types of Damage:

- Packages that are crushed, opened, or cut
- Check the expiration date on all damaged packages
- Use your best judgment - be honest and fair

What NOT to Accept:

- Do not accept a full case unless every package inside is damaged
- Only exchange the damaged individual packages

Exchange Process:

- Exchange damaged cookies for the same variety
- Enter the exchange into ABC
- Include a note with the troop number that turned in the damaged packages

Damaged Package Handling:

- Keep all damaged packages until the end of the cookie season in a secure location

Warehouse Delivery Reminder:

- Do not accept damaged cases from the warehouse
- Ask the delivery driver to note any damage on the delivery ticket before signing

Damaged Packages you would exchange



You would not exchange the whole case



Only exchange the packages that are damaged inside the case





Smart+ Cookies™
POWERED BY ABC BAKERS

Cupboard User Guide

Registering for Smart Cookies


Your council will upload your information in Smart Cookies and you will receive an email from noreply@abcsmartcookies.com.

- Click the unique link in the email to complete registration.
- Some information may be pre-populated – check for accuracy and contact your council if there are errors.
- Once you have completed all required fields, click submit.

Required fields indicated by *


Service Unit Info

Position	Council
Service Unit Cookie Manager	Training - Eastern Massachusetts
District	
No Specified District	




Contact Info

Home Address *	Fax (Optional)
<input type="text"/>	<input type="text"/>
Address is required	
Suite/Apt. #	Phone Number *
<input type="text"/>	<input type="text"/>
City *	Phone number is required
<input type="text"/>	
State *	
<input type="text"/>	
State is required	
Zip Code *	
<input type="text"/>	
Zip code is required	



Profile Info

First Name *	Create your password that you will use to sign into Smart Cookies and manage your Service Unit!
Travis	
Last Name *	Enter Password *
Sammons	<input type="text"/>
Email *	Password is required
tsamm426@gmail.com	Re-enter Password *
	<input type="text"/>
	Please re-enter your password



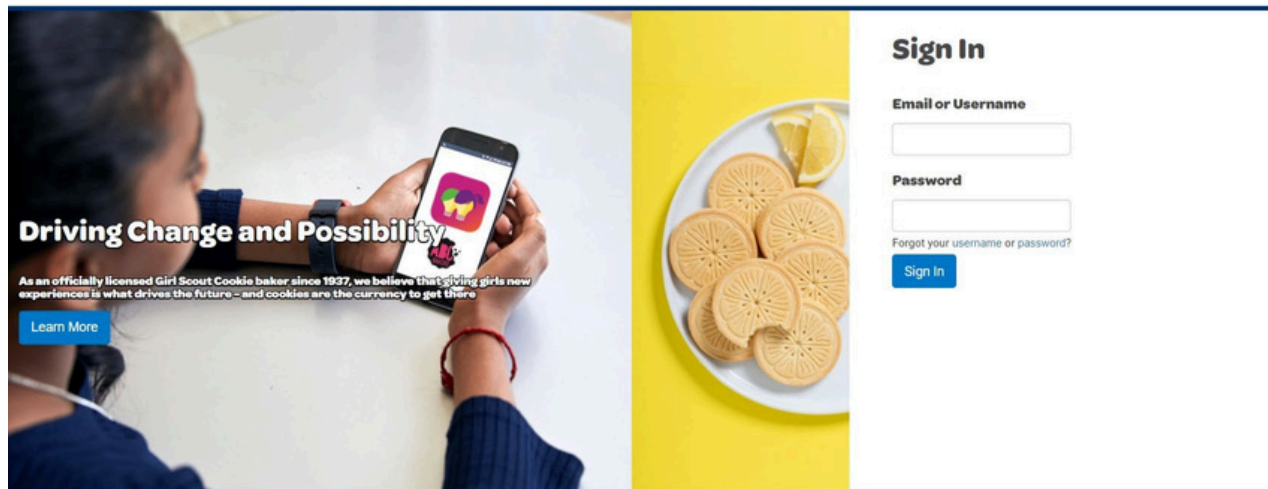
By clicking Submit, you are agreeing to the [Terms and Conditions](#)

- After you click “Submit”, a confirmation page will appear:

You've successfully registered!

Let's get started with your Girl Scout Cookie Program, Travis! Go to www.abcsmartcookies.com to login!

Logging into Smart Cookies



Go to <https://www.abcsmartcookies.com/>

- Login with the credentials (user name=email & password) you created in registration
 - If you forget your password you can click the Forgot Password Link
 - Users with multiple roles (SU and troop user for example) will need to choose the role you wish to apply. Users with one account will go directly to the dashboard.
 - Click the radio button next to the role you wish to utilize.

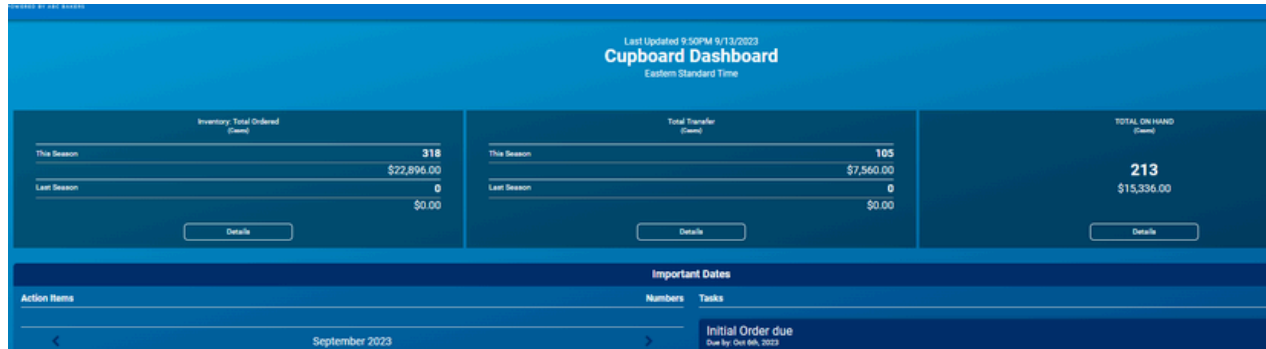
A screenshot of the 'Choose a user account' interface. At the top, the title 'Choose a user account' is displayed. Below it is a search bar with the placeholder text 'Search' and a magnifying glass icon. Under the search bar, it says 'Current User: Travis Sammons'. Below this, there are two radio button options for selecting a role:

- ☐ Service Unit Cookie Manager of Service Unit - Abington in Training - Eastern Massachusetts
- ☐ Troop Cookie Manager of Troop - 11111 in Training - Eastern Massachusetts

A vertical scrollbar is visible on the right side of the role selection area. At the bottom of the interface is a large blue button labeled 'Apply'.

Dashboard

The cupboard Dashboard will show key statistics throughout the sale. Comparisons to last year's totals are shown in each box. All transactions are rounded to cases.



- Inventory Total Order: will include initial orders and additional inventory transferred into the cupboard. Damage orders created by the cupboard will be deducted from total ordered.
- Total Transfer: will include all transfers out to troops and/or other cupboards
- Total on Hand: Remaining Inventory – should match physical inventory (rounding may affect total)

Inventory & Cookie Share Sales

Summary (Cases)

Ordered

\$22,896 / 318

Sold

\$7,560 / 105

Donated

\$0 / 0

On Hand

\$15,336 / 213

DETAILS

Cookie Type	Ordered (Cases)	Sold (Cases)	Donated (Cases)	On Hand (Cases)	Sold Last Season (Cases)	% Sold This Season
Adventurefuls	120	15	0	105	0	14.3%
Toast-Yay	20	15	0	5	0	14.3%
Lemonades	15	15	0	0	0	14.3%
Trefoil	47	15	0	32	0	14.3%
Thin Mints	78	15	0	63	0	14.3%
Peanut Butter Patties	11	15	0	-4	0	14.3%
Caramel deLites	12	15	0	-3	0	14.3%
Peanut Butter Sandwich	15	0	0	15	0	0.0%
Caramel Chocolate Chip	0	0	0	0	0	0.0%

- Click on Inventory & Cookie Share sales to see totals ordered, sold (transferred), donated (orders created at council level) and on hand cases. Total Sold Last Season will display along with the product mix in percentages for current season

My Cupboard

Cupboard Info

- Navigate to My Cupboard>Cupboard Info
- Check all information pre-populated and edit as needed. Be sure cupboard address is correct for mapping.

Modify Cupboard Information

Cupboard Name	Maximum Number of Cases	Delivery Station
Corrigan Warehouse	6000	No Specified Delivery Station
Address 1	Address 2	
123 Main St		
City	State	Zip
Battle Creek	MICHIGAN	49015

Primary Contact

First Name*	Last Name*	Email
Eddie	Greenman	egreenman@aol.com
Address 1	Address 2	
123 Main St		
City	State	Zip
Battle Creek	MICHIGAN	49015
Phone	Fax	Mobile

Planned Order Details

Planned Order UoM:

Cases

Troop Planned Order Pick-Up Limit

Limit Type

Troop

Limit per hour:

6

Associations

Service Units attached to Cupboard

SU 416
SU 212


- Edit Planned order details
 - Cases, Packages or Cases/Packages – follow your council instructions
- Troop Planned Order Pick-Up Limit
 - No Limit, Troop or Cases (troops and cases per hour)
 - Example: 100 cases per hour or 6 troops per hour
- Check SU's assigned – contact your council about any errors
 - If a SU is assigned to your cupboard any troop in that SU can place a planned order for pick-up

Cupboards

- Navigate to My Cupboard>Cupboards
- Click the pencil to edit cupboard

Manage Cupboards

Drag a column header here to group by that column

<input type="checkbox"/>	Active	Cupboard Name	City	First Name	Last Name	Email	
<input type="checkbox"/>	<input type="checkbox"/>	Q	Q	Q	Q	Q	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Corrigan Warehouse		Eddie	Greenman	egreenman@aol.com	

- Scroll to bottom of page to add cupboard times
- Unit of Measure can be changed here

Edit Cupboard

Planned Order Details

Planned Order UoM:

Cases

Available Times

Date

Start

End

07:00 AM

07:00 AM

Add Time

Date	Start	End	
10/26/2023	10:00 AM	11:00 AM	
10/26/2023	11:00 AM	12:00 PM	
10/26/2023	12:00 PM	1:00 PM	
10/26/2023	1:00 PM	2:00 PM	

Save

Cancel

- Click on Date and select date from calendar
- Select start and end times
- Click Add Time
- Click Save
- Times can be removed by clicking the x next to the entry

Emails

Cupboard Managers can use the Smart Cookies Email system to send emails to the troops as needed

- Click on My Cupboard>Emails
- Click Add New Email

Manage Emails
Eastern Standard Time
Drag a column header here to group by that column

BulkmailID	Subject	Sent Date
136	Booth Sale Confirmation	8/28/2023 9:10:00 A...

[Add New Email](#)

- Select Users (Service Unit, Troop, Cupboard)
- Select District (if used), Service Unit(s), Troop(s)

Add Email

Troop Users in Anne's District SU320 SU111 SU113

113 1132 1135 1162 3394

Subject*

Message*

☐ Select All

☒ 113

☒ 1132

☒ 1135

☒ 1162

☒ 3394

- Enter Subject and body text
- Click Send to send immediately
- Click Save to save to send at a later date

Manage Orders

Use the Manage Orders Screen to quickly see planned orders for your cupboard

The screenshot shows the 'Manage Orders' interface. At the top, there are four summary boxes:

- PLANNED:** 52 Cases, Total Value \$3,744. Button: Show Transactions
- ORDERED:** 318 Cases, Total Value \$22,896. Button: Show Transactions
- SOLD:** 105 Cases, Total Value \$7,560. Button: Show Transactions
- ON HAND:** 213 Cases, Total Value \$15,336. Button: Details

Below these is a filter bar with options: ALL, INITIAL ORDER, PLANNED (selected), RESTOCK, TRANSFER, DAMAGED, COOKIE SHARE, DIRECT SHIP, and COUNCIL DONATION. There is also a 'REFINE SEARCH' button.

The main section shows '2 Results' with search filters (Search By: All, Keyword:) and date range (From: , To:). Below the filters is a table of results:

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	STATUS	TOTAL	TOTAL \$
9/13/2023	4	PLANNED	4236	Corrigan Warehouse	0	60	60	60	60	60	60	60	0	0	SAVED	420	2520.00
9/13/2023	5	PLANNED	6885	Corrigan Warehouse	0	12	24	24	24	24	24	24	24	24	SAVED	204	1224.00

- Click on Orders>Manage Orders
- Planned: all planned orders for your cupboard
- Ordered: initial orders, transfers into cupboard, Damage Orders
- Sold: all cases transferred to troops or cupboards or donated (council entry)
- On Hand: equals ordered minus sold (rounded)
- Click on Show transactions in each box to quickly display transactions

You can also select the filters shown (All, Initial Orders, Planned, Restock, Transfer, Damaged) to see orders affecting your cupboard. If you choose transfer, you must indicate what transfers to view (Troop to Cupboard, Cupboard to Troop or Cupboard to Cupboard).

Once the orders you want to see are displayed you can sort by date, troop number or export to excel.

Edit, Delete or Approve Planned Orders

2 Results

All

From: To: Apply

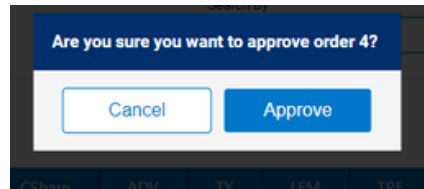
Cases Packages Cases/Packages

Action: Select Apply

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TV	LEM	TRE	TM	PSP	CD	PBS	GFC	STATUS	TOTAL	TOTAL \$
9/13/2023	4	PLANNED	4236	Corrigan Warehouse	0	5	5	5	5	5	5	5	0	0	SAVED	35	2520.00
9/13/2023	5	PLANNED	6885	Corrigan Warehouse	0	1	2	2	2	2	2	2	2	2	S		

Edit Order Delete Order Approve Order

- Click on the ellipsis at the end of the row to make a selection to Edit , Delete or Approve Order.
- If you choose to approve order, confirm the approval by clicking the approve button on the pop-up. The order will be converted to a Cupboard to Troop (C2T) transfer and troop will receive email confirmation.



- If you choose to edit the order the order will open. Edit the number of cases as needed and click save. Once the order has been saved, you can approve the order as above.

TYPE OF TRANSFER: Cupboard to Cupboard

From: SERVICE UNIT CUPBOARD Corrigan Warehouse Master Cupboard

Quantity: 318 Cases Contact: Eddie Greenman | egreenman@aol.com

To: SERVICE UNIT CUPBOARD Corrigan Warehouse

Quantity: 196 Cases Contact: Eddie Greenman | egreenman@aol.com

LAST EDITED: Anne Lauzier ON: September 13, 2023

Clear Quantities

			CASES
Adventurefuls	\$6,640.00		120
Tooth-Yay	\$1,440.00		20
Lemonades	\$1,080.00		15
Trail	\$3,384.00		47

Order Notes

Type here (250 Characters max)

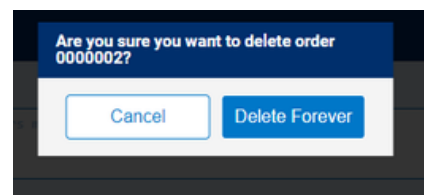
MBX ticket number

Save

Delete Order

Print Receipt

If you choose to delete the order, the order will open. Scroll to the bottom and click delete order, confirm by clicking Delete Forever.



Transfer Order

Cupboard managers can (based on council permissions) create cupboard to troop, troop to cupboard or cupboard to cupboard transfer orders.

The screenshot shows a web form titled "Transfer Order" with the subtitle "Eastern Standard Time". Below the title is a dropdown menu labeled "TYPE OF TRANSFER:" with "Cupboard to Troop" selected. The form is divided into "From:" and "To:" sections. The "From:" section has a "SERVICE UNIT" field containing "CUPBOARD Corrigan Warehouse", a "Quantity: 196 Cases" label, and a "Contact: Eddie Greenman | | egreenman@aol.com" label. The "To:" section has a "SERVICE UNIT" field and a "TROOP" dropdown menu. A "Reset" button is located to the right of the "TROOP" dropdown. At the bottom of the form, there is a red bar with the text "LAST EDITED: N/A ON N/A @".

- Click on Orders>Transfer Order
- Select Type of Transfer (shown cupboard to troop)
- Your Cupboard will default in the from field
- Select a troop by clicking on the drop down arrow
- Click Apply
- Enter the transfer order in appropriate unit of measure as set by your council
- Enter any notes or receipt numbers as directed
- Click Save
- Inventory will immediately transfer to the troop and the troop will receive an email.

The screenshot shows a web form titled "Order Details". It features a table with columns for item name, price, and quantity. The table contains five rows of items: Thin Mints (\$0.00), Peanut Butter Patties (\$0.00), Caramel deLites (\$360.00), Peanut Butter Sandwich (\$360.00), and Caramel Chocolate Chip (\$288.00). The "Totals" row shows a total price of \$1,368.00 and a quantity of 19. Below the table is a section for "Order Notes" with a text input field labeled "Type here (256 Characters max)". Below the notes field is a "Receipt Number" input field. A "Save" button is located at the bottom of the form.

Thin Mints	\$0.00	0	
Peanut Butter Patties	\$0.00	0	
Caramel deLites	\$360.00	5	
Peanut Butter Sandwich	\$360.00	5	
Caramel Chocolate Chip	\$288.00	4	
Totals	\$1,368.00	19	

- To create a troop to Cupboard Order
- Select Troop to cupboard transfer
- Select troop in From Section – your cupboard will default as To entity
- Enter cases by variety.
- Click Save
- Troop will receive an email confirmation of transfer to the cupboard

Planned Order

Based on council permissions, cupboards may create a planned order for their cupboard or a troop.

The screenshot shows the 'Planned Order' interface with a blue header. Below the header, there's a section titled 'Planned Order for: Select a Cupboard or Troop'. This section is divided into two columns: 'CUPBOARD' and 'TROOP'. The 'CUPBOARD' column has a search bar with 'Corrigan Warehouse' entered. The 'TROOP' column has a search bar with a list of troop numbers: 2182, 4236, 4916, and 6885. Below these search bars is a large magnifying glass icon and the word 'OR'.

- Navigate to Orders>Planned Order
- Select Cupboard or Troop for order
- Select Cupboard, Date and Time
- Enter quantities by variety
- Click Save
- Cupboard Managers can immediately approve a troop planned order from this screen.
- Cupboard Planned Orders will require Council approval.

The screenshot shows the 'Planned Order' interface with a blue header. Below the header, there's a section titled 'Planned Order for: Select a Cupboard or Troop'. This section is divided into three columns: 'CUPBOARD', 'DATE', and 'TIME'. The 'CUPBOARD' column shows 'Corrigan Warehouse' with a map of the location. The 'DATE' column shows a calendar for October with dates 26 and 27. The 'TIME' column shows a clock icon. Below these columns is a 'Continue' button. Below the 'Continue' button is a table with columns for 'Clear Quantities', 'Item Name', 'Price', and 'Cases'. The table lists various items with their prices and quantities. At the bottom, there's a 'Totals' row showing a total price of \$1,440.00 and 20 cases. Below the table is an 'Order Notes' section with a text input field.

Clear Quantities	Item Name	Price	Cases
<input type="text"/>	Adventurefuls	\$0.00	<input type="text" value="0"/>
<input type="text"/>	Toast-Yay	\$0.00	<input type="text" value="0"/>
<input type="text"/>	Lemonades	\$0.00	<input type="text" value="0"/>
<input type="text"/>	Trefoil	\$0.00	<input type="text" value="0"/>
<input type="text"/>	Thin Mints	\$0.00	<input type="text" value="0"/>
<input type="text"/>	Peanut Butter Patties	\$360.00	<input type="text" value="5"/>
<input type="text"/>	Caramel delites	\$360.00	<input type="text" value="5"/>
<input type="text"/>	Peanut Butter Sandwich	\$360.00	<input type="text" value="5"/>
<input type="text"/>	Caramel Chocolate Chip	\$360.00	<input type="text" value="5"/>
Totals		\$1,440.00	20

Order Notes
Type here (250 Characters max)

Damage Order

Based on council permissions, cupboards can enter a damage order. By creating a damage order, the cupboard inventory will be reduced and the total damages can be tracked for the council to claim at the end of each year.

- Navigate to Orders>Damage Order
- Your cupboard is the default
- Enter number of packages damaged
- Click Save

0000 00 0000 000000

Damaged Order

Eastern Standard Time

Select a Cupboard or Troop




CUPBOARD Corrigan Warehouse

Address: 123 Main St , Battle Creek, MI, 49015

LAST EDITED: N/A ON: N/A ⓘ

Clear Quantities

PACKAGES

	Adventurefuls	\$0.00	<input type="text" value="0"/>
	Toast Yag	\$0.00	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>

Reports

Cupboard users have access to both current year and archive reports based on council settings. Navigate to Reports>Archive and select year (prior 3 years) to access archived reports

Current Reports

- Navigate to Reports>Current
- Select Category
- Select Report
- Click Go to Report

The screenshot shows a web interface titled "Reports". On the left, under "Report Categories", there is a dropdown menu with "Orders" and "Inventory & Delivery" selected. On the right, under "Reports", there is a list of report types: Cupboard Activity Summary, Cupboard Demand Detail, Cupboard Initial Order, Cupboard Inventory, Cupboard Restock, Planned Order Report, Planned Order Report w/Signature, SU Sort - Cupboard Activity Summary, and Transfer Order. Below the list are buttons for "Add to Favorites" and "Go To Report". To the right of the list are links for "Preview It" and "Report Info".

- Enter criteria for report – your council and cupboard will be auto-populated
- Recommended view for most reports – PDF
- Click View Report

Page: 1
Date: 10/25/2023 4:48:28 PM

ABC Smart Cookies
Planned Order Summary w/Signature

Diamonds of Arkansas, Oklahoma and Texas - UAT DigBiz
Council = Diamonds of Arkansas, Oklahoma and Texas - UAT DigBiz; Cupboard = Corrigan Warehouse;

Troop	Troop CT Name	Troop CT No	Service Unit	Pickup Date	Pickup Time	ADV Cases	TY Cases	LEM Cases	TRE Cases	TM Cases	PDP Cases	CD Cases	PBS Cases	GFC Cases	Total Cases
Corrigan Warehouse															
4236	Jeannie Mahoney		SU 416	10/25/23		5	5	5	5	5	5	5	0	0	35
	OrderID : 4		Cheekss3g@aol.com	02:00 PM - 03:00 PM											
Signature _____															
4916	Beatrice Johnson		SU 416	10/25/23		0	0	0	0	5	5	0	0	0	10
	OrderID : 6		bjohnson@aol.com	02:00 PM - 03:00 PM											
Signature _____															
2162	Bette Miller		SU 212	10/25/23		0	0	0	0	0	5	5	5	5	20
	OrderID : 7		bmiller@aol.com	03:00 PM - 04:00 PM											
Signature _____															
Corrigan Warehouse Totals:						5	5	5	5	10	15	10	5	5	65
Grand Total						5	5	5	5	10	15	10	5	5	65

Report Criteria

Planned Order Report w/Signature

Council: Diamonds of Arkansas, Oklahoma and Texas

District: All

ServiceUnit: All

Troop:

Unit Of Measure: Cases

Cupboard: Corrigan Warehouse

Begin Date:

End Date:

Select View Type: PDF

Go to Report Listings

Reset

View Report

- Follow council instructions on how to use reports provided in Smart Cookies