Allocating the cookies sold via your Digital Cookie Troop Site

Go to the Girl Orders tab and scroll down until you see your Troop Site.

We can see here that this Troop Site sold 520 packages total.

Click on the Troop Site line.

Here we can see that 515 of the packages were shipped orders, and 5 of the packages were donated (or Gift of Caring) orders.

Click on the +Distribution button.

TroopSite Distribute

Cancel   Distribute   Save

Troop Site:
Cookie: 437   Spec: 78   GOC: 5
Pkgs Sold: 520   ☑ (De)select All Girls

| ⌄ Olivia C. | 130 ☑ | ⌄ Emma P. | 130 ☑ |

| ⌄ Denise B. | 130 ☑ |

| ⌄ Sarah R. | 130 ☑ |

On this screen we can see that the 520 packages have been automatically allocated evenly among the Girl Scouts in the troop. If you do not want them to be evenly allocated, click the down arrow next to each Girl Scout to manually enter the packages.

TroopSite Distribute

Cancel   Distribute   Save

Troop Site:
Cookie: 437   Spec: 78   GOC: 5
Pkgs Sold: 520   ☑ (De)select All Girls

| ⌃ Olivia C. | 130 ☑ | ⌄ Emma P. | 130 ☑ |

Cookie: Spec: GOC:
110   19   1

| ⌄ Denise B. | 130 ☑ |

| ⌄ Sarah R. | 130 ☑ |

When you are done, hit Save.

That's it! You've now allocated your Troop Site's cookies.