

### **Troop Booth Pickup Orders**

The ability for customers to purchase from your troop can happen at a booth, or virtually using Digital Cookie. One great feature your troop can offer customers is the option to pre-pay for an order for pickup at a cookie booth your troop has scheduled. Let customers know that if they choose that option, you are sure to have the cookies they want and it speeds up their cookie buying process-no waiting outside in the cold and rain to make an order.

To activate that for your troop customers, there are just a few steps to set up that option using the cookie booths you have signed up for.

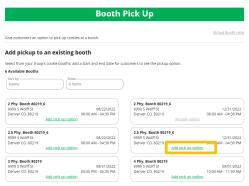
<u>Setup</u> <u>Customer View</u> <u>Orders</u>

### Setup

Step 1: Start by navigating to the "Virtual Booths" tab on your troop dashboard.



Start by selecting an existing cookie booth from your list by clicking on "Add Pick-Up Option"





**Step 2:** Once you have selected a booth to add a pickup option for customers to, you will need to enter a few details about when the customer will see that pickup location as an option.

Add pick u	p to the booth	
	ooth 80219_6 S Wolff St	
	31/2022 M - 04:30 PM	
ption in your Troop Cookie Link checkout. Co	n customers will see this pick up location as an nsider an ending date that will give you enough up for this booth.	
	nsider an ending date that will give you enough	)
ption in your Troop Cookie Link checkout. Co me to approve and gather all orders for pick	nsider an ending date that will give you enough	)
ption in your Troop Cookie Link checkout. Co me to approve and gather all orders for pick Grocery Store	nsider an ending date that will give you enough up for this booth.	) ) <b>)</b>

NOTE! Consider ending that option 12-24 hours before the booth sale will begin so you have time to review and approve all orders. If you have concerns about inventory for pickup orders, consider ending the option even earlier so you can secure the necessary product for the orders.

**Step 3:** If you need to edit or delete your pickup locations, you can view your list of pickup locations and edit or delete them.

Available Booths			
Sort by:	Show		
Name	6 Items		
Grocery Store		Pharmacy	
	10/05/2022 - 12/29/2022	Pharmacy 9999 S Wolff St	10/05/2022 - 12/29/2022
Grocery Store 9999 S Wolff St Denver CO, 80219	10/05/2022 - 12/29/2022 12:00 AM - 12:00 AM	-	10/05/2022 - 12/29/2022 12:00 AM - 12:00 AM

**Important!** If you cancel a booth in the bakers system, you must delete the booth from here so customers can no longer select it as a pick-up option. Check your orders tab for any orders that were scheduled to be picked up and make alternate arrangements or cancel and refund them



#### **Customer View**

When the customer gets your troop link and wishes to make a pickup order, here is what it will look like for them.

Step 1: They select "I'll pick up the cookies" as an option at checkout

•	CHOOSE YOUR DELIVERY METHOD Delivery methods cannot be combined.					
	Ship the cookies * 4 package minimum. <u>See details</u>	<b>F</b>				
	Have Girl Scout Troop12359 deliver the cookies * Have your order delivered for free. See details	<b>(?)</b>				
	I'll pick up the cookies   *   Select a local place, date and time to pickup your order.   *   This method might be affected by COVID-19 restrictions.	•				

**Step 2:** They will be asked for a zip code and see your booths with pick up options closest to that zip code. They will select with booth location and date/time they want to pick up those cookies.

Pick Up Y	'our Order 🛛 🔊				
Find a location where this troop will have your order ready to pickup on the date and time indicated.					
ZIP Code: 80226	Sort By: Distance 🔍				
SEARCH					
Test Booth 1 440 Wadsworth Lakewood, CO 80226 1.37 Miles Monday, November 15 1:00:00 AM - 1:00:00 AM	Test Booth 1 7455 W Colfax lakewood, co 80214 2.06 Miles Saturday, November 6 2:00:00 AM - 2:00:00 AM				

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**Step 3:** The checkout screen will automatically populate the address as the pickup location.

First Name			Last Name		
C/O or Company Name (optional) Test Booth 1					
Address 1 7455 W Colfax					
Address 2 (optional)					
<sub>Gty</sub> lakewood	State Color	rado		•	Zip Code 80214
Phone Number					
Billing Email		(in case	we need to	reach you)	

Customers will receive an email letting them know their order needs to be approved and letting them know if it was approved or not after you review it. If it was approved, it will also remind them of when/where they are picking up their cookies.

### Orders

As customers order cookies to be picked up at your cookie booth, those orders will need to be reviewed and approved within 5 days of the order being placed.

Step 1: To review the orders navigate to your "My Troop Orders"





# Digital Cookie<sup>®</sup>

Step 2: Scroll down until you see the pickup orders section, below the delivery section.

Digital Cookie Orders to Pickup							
		Good Business hat's been ordered, when i	t's approved, and when it's delivered.				
		o approve for Picke to see all the details about	J <b>p</b> t the order. Then "Approve" or "Decline" the	order.			
	Select all in view	Approve Order Decli	ne Order	Sho	w 5 Items 🗸		
	Order #	Cookie Pkgs Paid by	Deliver to Delivery Address	Order Date Days	left to Approve		
	✔ 05119495	6 Jasmine gar	cia Jasmine garcia ewood, NY	10/15/2021	5		
4 Orders to Pickup   Click on a name to mark when the cookies were pickedup.   Image: Select all Order Pickedup Export Orders   Show 5 Items							
Order #	Cookie Pkg	s Deliver to	Delivery Address	Order Date	Initial Order (		
05119495	6	Jasmine garcia	Chautauqua Mall, Lakewood, NY	10/15/2021			
05119045	8	Leslie Thomas	Chautauqua Mall, Lakewood, NY	10/7/2021			

You can check the box in front of the customer order to approve or decline it. If you approve it, it will move into the "orders to pickup" section. In the orders to pickup you can click on any of the column headers to sort the orders. You can also check the boxes in front of the orders to select some or all of the orders to export to get a list of orders to prepare for your booth sale,

When the customer has picked up their order, be sure to mark the order as "Order Picked Up" so that it will clear out of your list of orders that need attention.