

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.

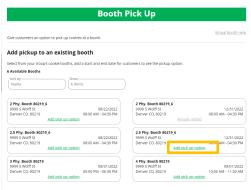
<u>Setup</u> <u>Customer View</u> <u>Orders</u>

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 up to the booth 2.5 Phy. Booth 80219_6 9999 S Wolff St					
	to determine when customers will see this pick up location as a Link checkout. Consider an ending date that will give you enough				
option in your Troop Cooki	to determine when customers will see this pick up location as a Link checkout. Consider an ending date that will give you enou all orders for pick up for this booth.				
option in your Troop Cooki	Link checkout. Consider an ending date that will give you enoug				
option in your Troop Cooki time to approve and gather	Link checkout. Consider an ending date that will give you enoug				
option in your Troop Cooki time to approve and gather Grocery Store	ELink checkout. Consider an ending date that will give you enou all orders for pick up for this booth.				

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:	6 Items		
Grocery Store		Pharmacy	
Grocery Store 9999 S Wolff St	10/05/2022 - 12/29/2022	Pharmacy 9999 S Wolff St	10/05/2022 - 12/29/2022
	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>	F
Have Girl Scout Troop12359 deliver the cookies * Have your order delivered for free. See details	(?)
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 or	der 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	Test Booth 1 7455 W Colfax lakewood, co 80214 2.06 Miles
O Monday, November 15 1:00:00 AM - 1:00:00 AM	Saturday, November 6 2:00:00 AM - 2:00:00 AM
CONTINUE	CANCEL

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



First Name		Las	st Name		
C/D or Company Name (optional) Test Booth 1					
Address 1 7455 W Colfax					
Address 2 (optional)					
_{City} lakewood	State	ado		-	Zip Code 8021
Phone Number					
Billing Email		(in case we	need to re	ach 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"

					My Account	Log Out
Dashboard	Orders	My Troop	My Troop Orders	Troopcheers	Virtual Booths	

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

								0
4 Orders t Click on a name			es were p	oickedup. 🧻				
Select all	Order Pic	kedup Ex	port Ord	lers				_
							Show 5 Items \sim	
Order #	Cookie Pkg	gs Deli	ver to	Deliv	very Address	Order	Date Initial Order 🧃)
05119495	6	Jasmin	e garcia	Chautauqua I	Mall, Lakewood, NY	10/15/2	2021	
05119045	8	Leslie	Thomas	Chautauqua l	Mall, Lakewood, NY	10/7/2	021	_
							Show 5 Items 🗸	-
	Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve	
	✔ 05119495	6	Jasmine gar	cia Jasmine garcia	Chautauqua Mall, Lak ewood, NY	10/15/2021	5	

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.