

# Direct Ship Cookie Distribution

At the end of the sale, you may notice that your troop has received credit for some online direct ship orders. These are direct ship orders that were not used by a girl's link, but rather the troop link.

To check for direct ship cookies for your troop, on your Dashboard, scroll to the Important Dates section. You will see a list of Action Items right above the calendar. If you have direct ship cookies, one of the choices there will read Troop Direct Ship Order.

Action Items	Due by	Status	Tasks
<a href="#">Initial Order created</a>	December 14th		
<a href="#">Main Recognition Order created</a>	March 18th	Not Created	
<a href="#">Troop Recognition Order</a>	March 18th	Not Created	
<a href="#">Troop DirectShip Order</a>	N/A	Pending Distribution	

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Click on that link to see any orders for your troop.

On the next page, you will see the list of orders. At the very bottom, there is a blue bar that reads Distribute orders to girls.

1 Results

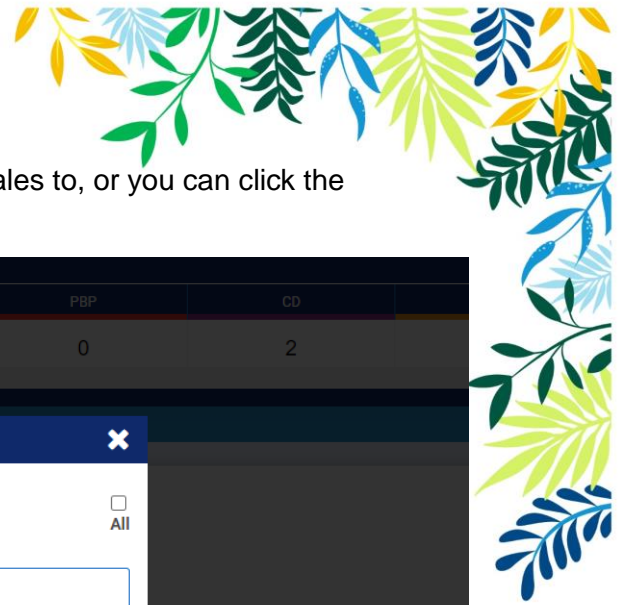
DATE	ORDER #	Customer Name	Customer Address	Status	CShare	ADV	TY	LEM	SB	TM
3/12/2022	1941887	Nancy Iorton	10607 Pine Mills Rd., false, Fort Wayne, Indiana, United States, 46845	Pending Distribution	0	0	0	2	2	2

CShare	ADV	TY	LEM	SB	TM	PSF	CD	PBS
0	0	0	2	2	2	0	2	0

[Distribute orders to girls](#)





Then you will be able to select individual girls to distribute the sales to, or you can click the checkbox at the top to select all girls.

TY	LEM	SB	TM	PBP	CD
0	2	2	2	0	2

### Select Troop Girls

Select Girls from your Troop to distribute the cookies sold.  All

Girl A	<input type="checkbox"/>
Girl B	<input type="checkbox"/>
Girl C	<input type="checkbox"/>
Girl D	<input type="checkbox"/>
Girl E	<input type="checkbox"/>
Girl F	<input type="checkbox"/>

From there, it will pull up the list of girls that you selected, and you can divide them just like the Smart Booth divider. Click SAVE at the bottom of the page and then you are done!

Still have questions? Please contact us to help! [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org) or 800-283-4812 option 2.

