

during the sale

Cookie Swap Wiki

The Cookie Swap Wiki is an online forum for River Valleys volunteers. You can use the Cookie Swap to:

- Find troops around or outside of your city who may be in need of additional cookies. This works especially well for any open cases left in your troop's inventory that cannot be exchanged or returned.
- Find cookies on days a cookie cupboard may not be open.
- Reduce cookie returns and be a sister to every Girl Scout! Your troop can help out a troop that may have excess troop inventory.



Getting Set Up for 2016

Returning users can log in to the wiki beginning December 1 by visiting RiverValleysCookieSwap.com, using their 2015 username and password.

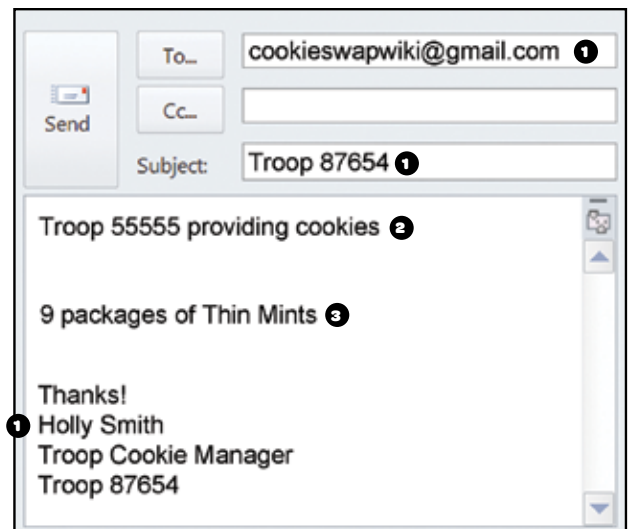
New users can create an account by accessing the Cookie Swap Wiki at RiverValleysCookieSwap.com

- Click the **green** "Create Account" button in the top right corner to create your own profile.
 - Your user name must be your first name followed by your troop number, for example: Holly87654
 - You must register using the email that you use to log in to Snap
- You will be directed to a confirmation page once you register. However, your account will not be active and you will not be allowed to make a post until Product Program confirms your account using your troop number and email address. You will receive a confirmation email within one business day stating your account has been activated.

Completing a Transfer

After you have access to the wiki, use the following procedure to complete a transfer of cookies between troops.

- 1 Once a swap is arranged through the wiki, the troop **receiving** cookies emails CookieSwapWiki@gmail.com and puts their troop number in the subject line.
 - Email also includes:
 - 2 The troop number of the troop providing the cookies.
 - 3 The amount of packages, by variety, that are being swapped.



- River Valleys will then create a transaction in Snap, transferring the cookies between troops. **Do not** send these requests to your service unit cookie manager—this can result in duplicate transactions.
- Topics in the wiki older than one week will be deleted to keep the wiki current.