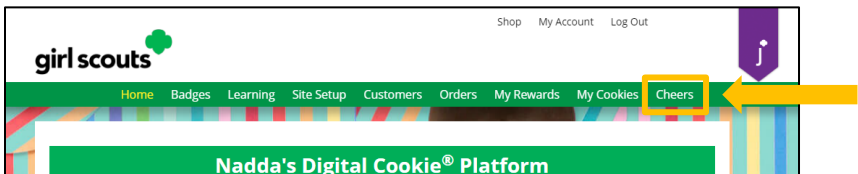
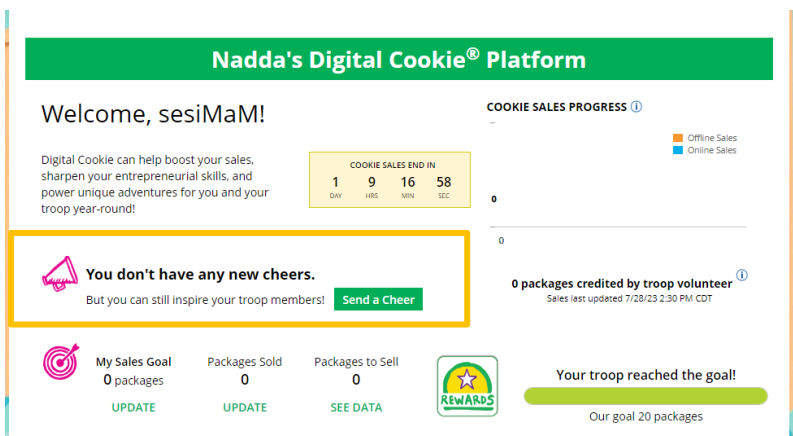


Digital Cookie®

Cheers

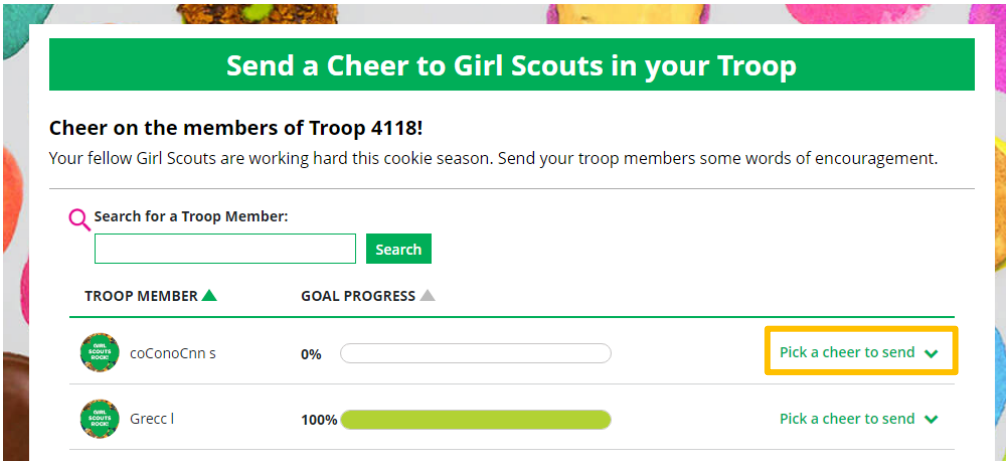
Girl Scouts can be even more excited about their Digital Cookie experience when they give a Cheer to another Girl Scout in their troop or receive one from a troop member, troop volunteer, or even a customer.

Step 1: Girl Scouts can see if they have any cheers on their dashboard. If they don't, encourage them to send some from the "Send a Cheer" button on their homepage or the "Cheers" tab.



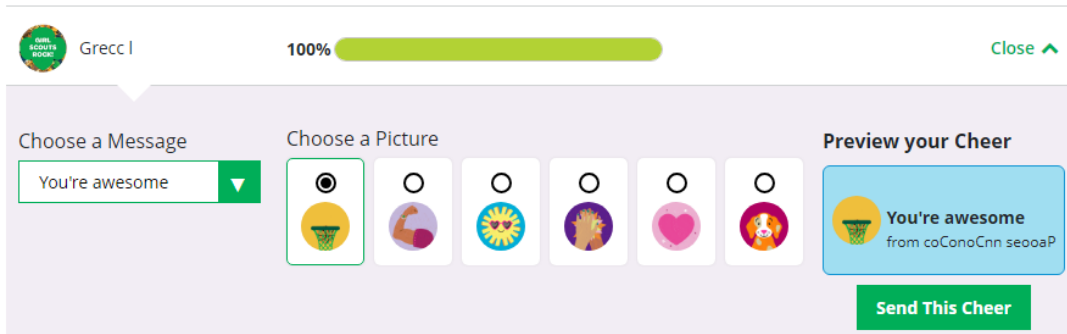
Step 2: In the Cheers module, Girl Scouts can see the other members of their troop and the percentage of sales towards them reaching their goal.

They can select the "Pick a cheer to send" drop down next to the name of the Girl Scout they wish to cheer.

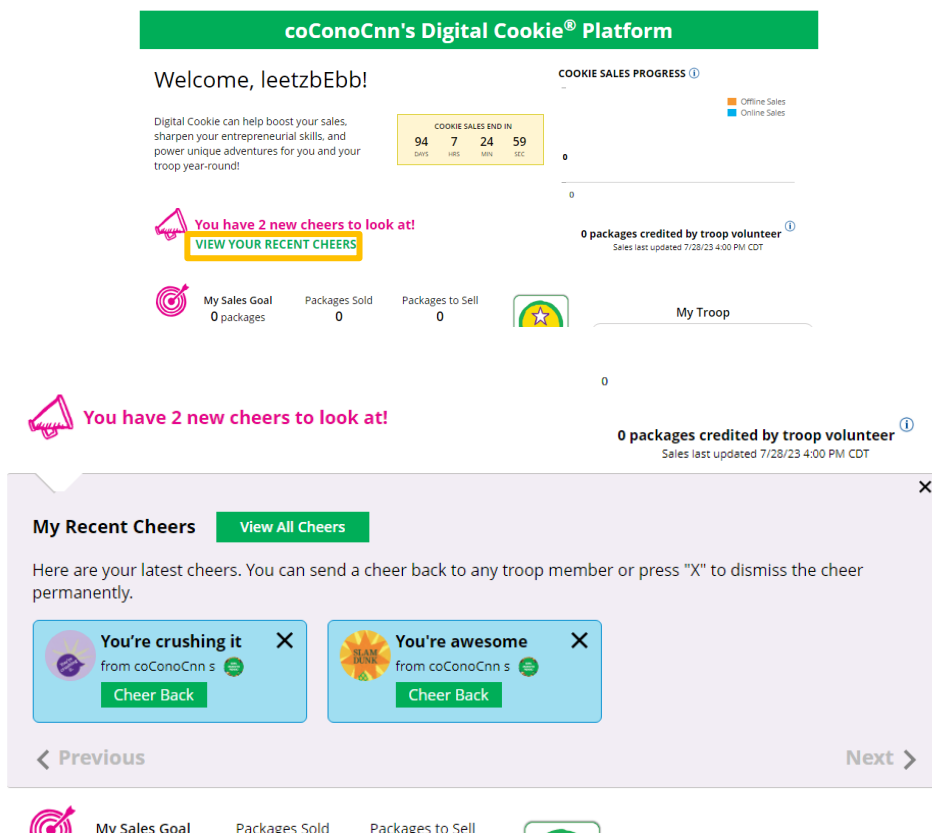


Digital Cookie®

Step 3: Girl Scouts will see a choice of .gif images and short messages they can send. As they select the message and image they will see a preview of the cheer and then can click “Send this Cheer”

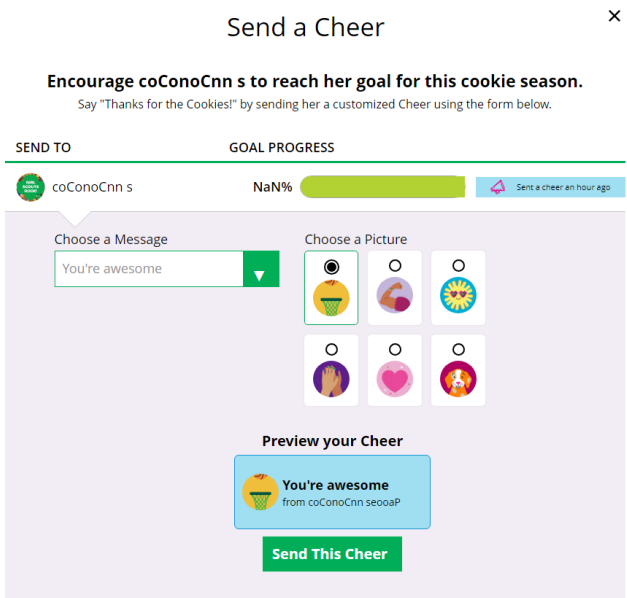


Step 4: When Girl Scouts have cheers that have been sent to them, they can see how many cheers on their dashboard and from there, they can click to view their cheers.



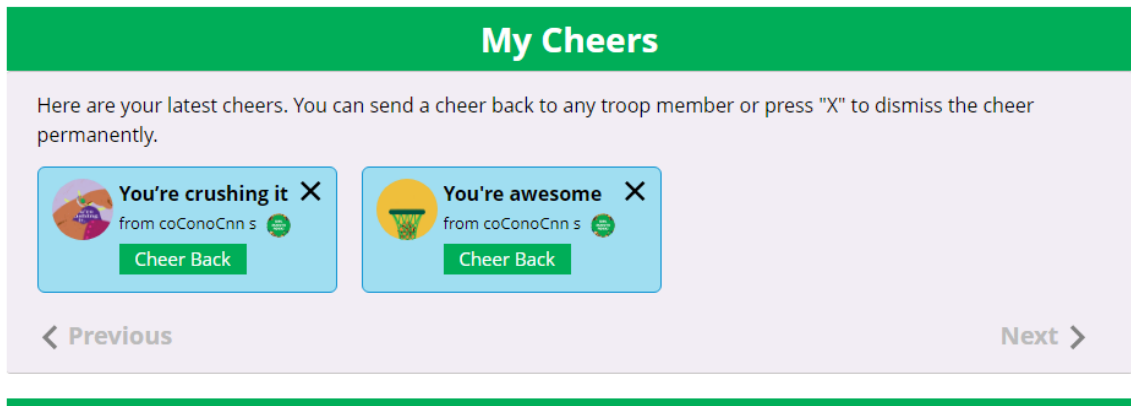
Digital Cookie®

Step 5: If the cheer is from another Girl Scout in their troop they can “Cheer Back”, which will take them to a quick screen to return the cheer.



If they do not see “Cheer Back” as an option, the cheer is from a troop volunteer or customer and they can’t send a cheer back to those supporters.

Step 6: When they are viewing cheers on their dashboard, they can also choose to “View All Cheers” which will take them to the Cheers tab. From there, they can view all cheers and dismiss old ones if they wish.



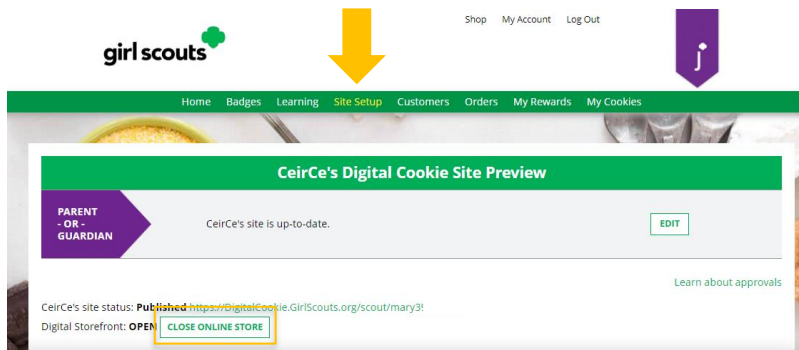
Digital Cookie®

Closing Your Site (In Season)

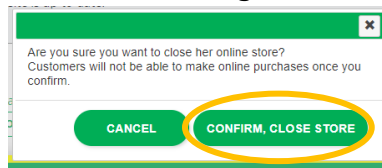
If you aren't actively promoting your site, chances are that you won't get sales, but, if you need to be sure that no one can access your store and purchase more cookies, you do have the ability to turn the site off to customers.

Step 1: Navigate to the Site Setup tab

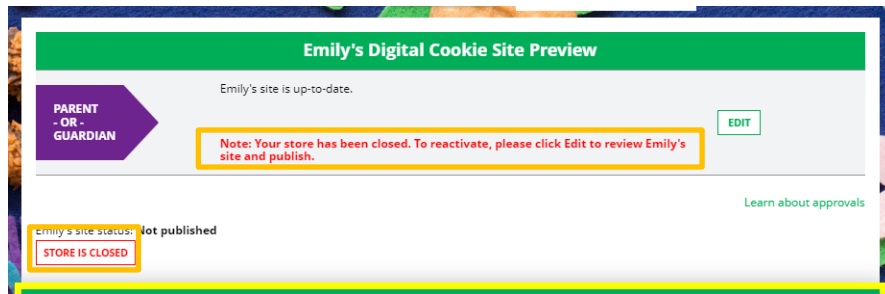
Then click on the "Close Online Store"



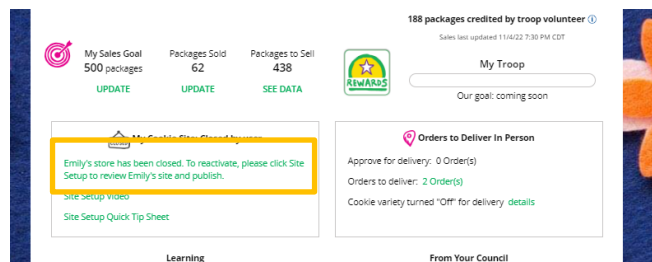
Confirm that you want to close the Girl Scout's Digital Cookie Store.



Step 2: The site will show as closed on both the Site Setup page

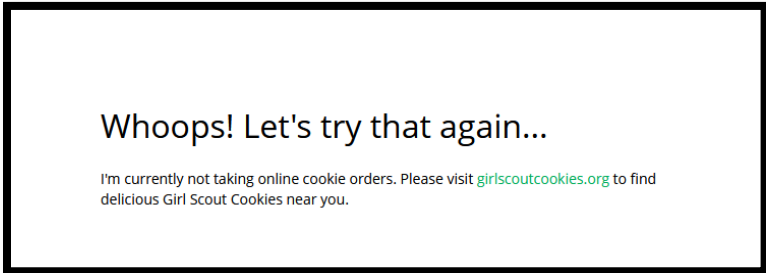


And the dashboard on the Home page will also indicate her store is closed.

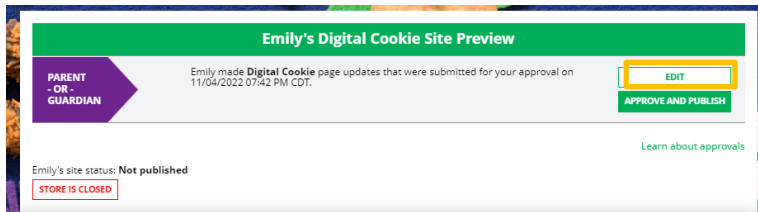


Digital Cookie®

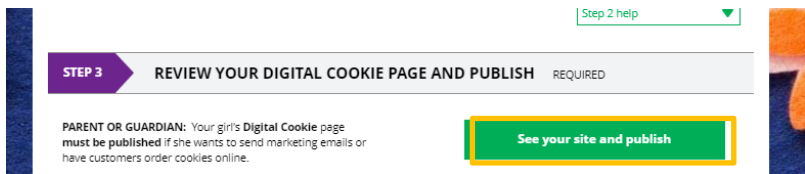
Step 3: If a customer were to arrive on the Girl Scout’s website when it is closed, they will see a message that the Girl Scout is not currently taking orders.



Step 4: If you need to reactivate the Girl Scout’s Site, simply navigate back to the Site Setup tab, and click “Edit”



Then scroll down to the bottom of the Girl Scout’s Site Setup page to click the green “See your site and publish” button to review her site and publish it. It will be active for customers again in minutes.



Digital Cookie®

Cookie Entrepreneur Pins/Badges

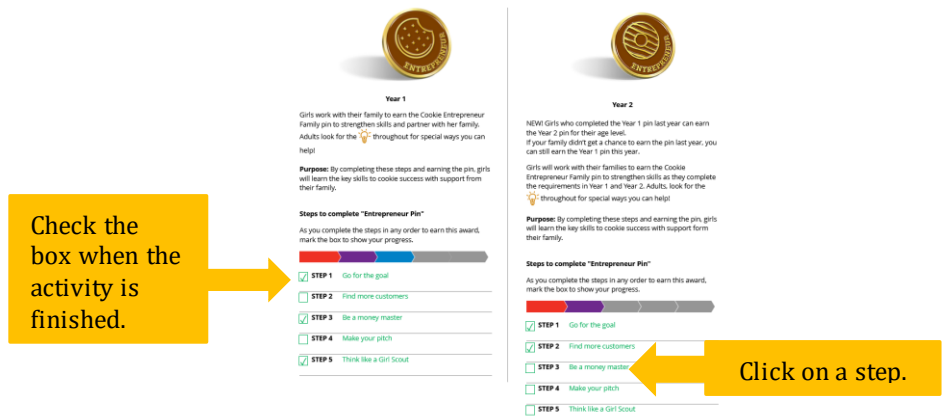
Step 1: While you are logged in to Digital Cookie, click the link for “Badges” to be taken to the Cookie Entrepreneur Family Pins and Cookie Business badges that your Girl Scout can view and complete.



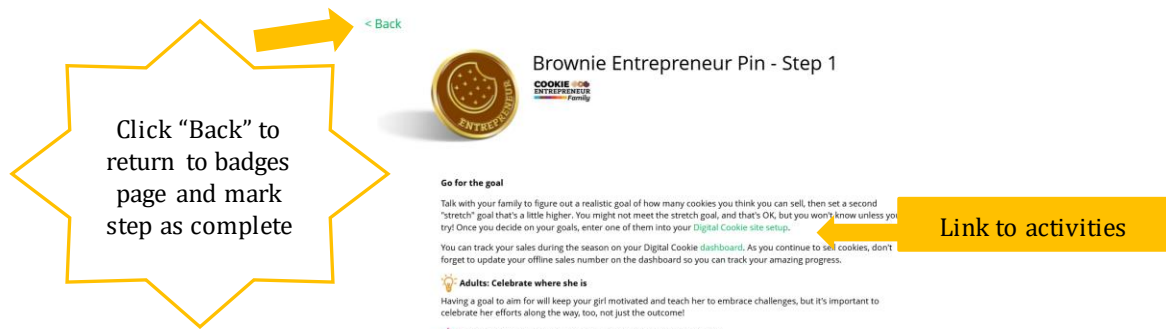
Step 2: You’ll be taken to a page that displays the Cookie Entrepreneur Family Pins and the Cookie Business badges appropriate to your Girl Scout’s level.

For the badges, Girl Scouts can read an overview of the steps. For full details, she can check with the troop volunteer or purchase the online requirements using the shop link or from your local council store.

For the Cookie Entrepreneur Family Pins, Girl Scouts can click on the instructions for each step:

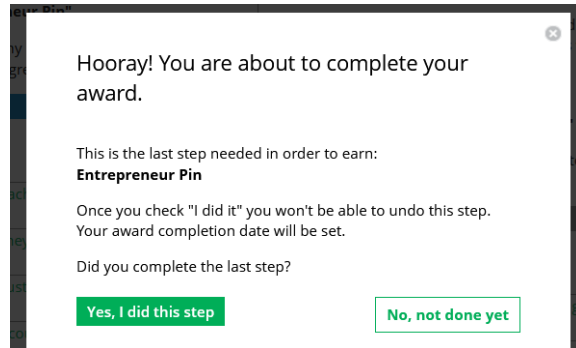


Step 3: The instructions for that step of the pin will pop up. She can click on the link to complete any activities in Digital Cookie, and once completed the Girl Scout will click the box next to each step.




Digital Cookie®

When the box for the last step in earning that pin is checked, a pop-up will appear asking to confirm the Girl Scout completed the last step. Once confirmed, she can't go back.



Step 4: Girl Scouts can mark the steps as completed even if they finished the badge earlier.

If she wants to do the steps again, she can—they are all great tools for her cookie sale. When she has completed all the steps, a star will appear at the end of her progress bar and she will get a message of congratulations!



My Cookie Customers

Part of your cookie business is meeting customers. Find out how to get new customers and keep them coming back!

Purpose: When I've earned this badge, I will know how to find new customers and talk to them about my cookie business.


Steps to complete "My Cookie Customers"

As you complete the steps in any order to earn this award, mark the box to show your progress.

- STEP 1 Learn about Girl Scout Cookies®
- STEP 2 Decide how to use your cookie money
- STEP 3 Find customers
- STEP 4 Handle money and make change
- STEP 5 Connect with customers

Get full badge requirements

Congratulations!
Great job! You've earned your My Cookie Customers Badge! Get the badge [here!](#)



Cookie Decision Maker

Being a decision maker is one of the ways you learn to think like an entrepreneur! To make a decision, you find out what your options are, learn about them, and work with your team to choose what to do. Then you make it happen!

Purpose: When I've earned this badge, I will know how to make decisions that help my cookie business succeed.

Steps to complete "Cookie Decision Maker"

As you complete the steps in any order to earn this award, mark the box to show your progress.

- STEP 1 Get to know your Girl Scout Cookie® business
- STEP 2 Decide on your giving goal
- STEP 3 Build your team
- STEP 4 Practice handling money and tracking sales
- STEP 5 Show your cookie spirit!

Get full badge requirements

Girl Scouts should let their leaders know when they complete the badge or pin.

Activity Completed-✓

Step 5: Once the Girl Scout has completed her badge or pin, it will display in color on her home page.

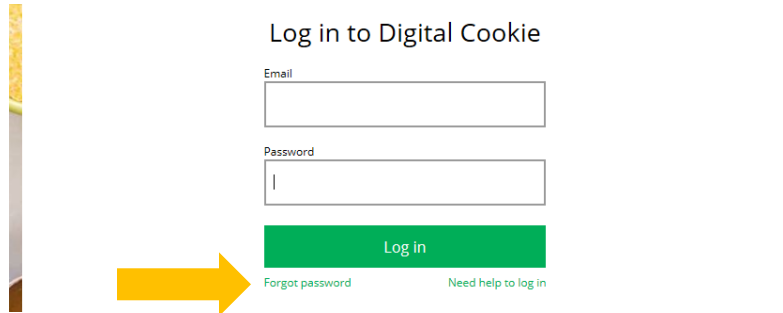
Learning



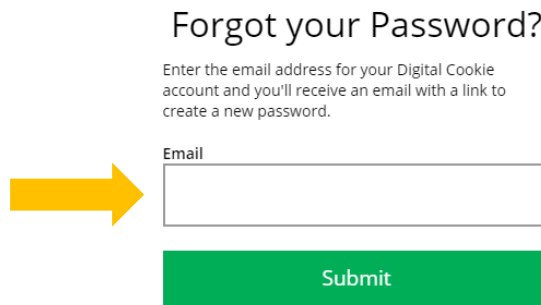
Digital Cookie®

Forgot Password/Reset Password

Step 1: Go to digitalcookie.girlscouts.org and click the “Forgot password” link.



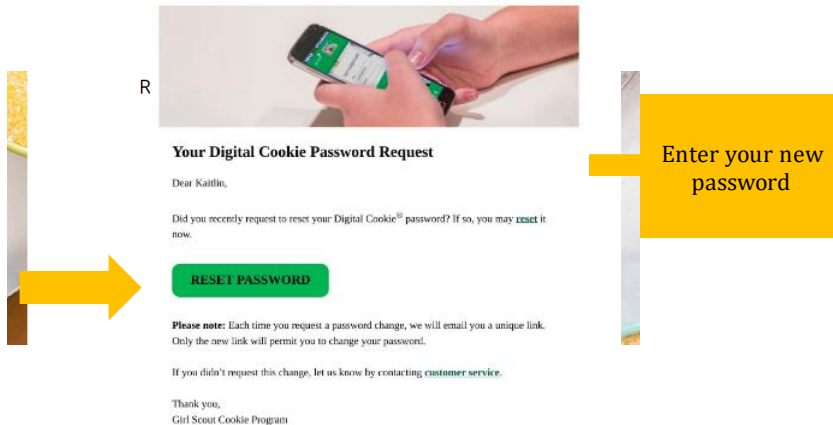
Step 2: Enter the email address associated with your Girl Scout’s Digital Cookie registration.



Step 3: You will be sent an email with the subject: “Your Digital Cookie password reset request” from “Girl Scout Cookies” (email@email.girlscouts.org) in about 15 minutes. Check your junk/spam/promotions folders if you don’t receive it and be sure to add email@email.girlscouts.org to your “safe sender” list.

Click on the most recent email you received if you have requested multiples.

Open the email and click on the “Reset Password” link.



Step 4: You will be taken to a page to reset your password.

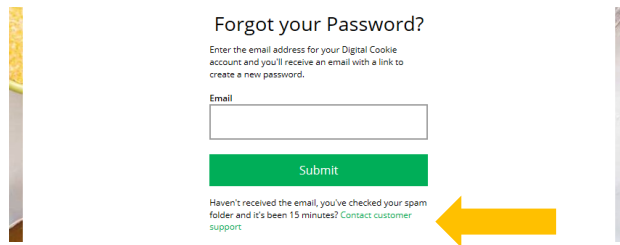
Digital Cookie 2024: Forgot Password/Password Reset

Distributed by GSUSA – 06/30/2023

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Digital Cookie®

Step 5: If you do not receive an email to reset your password in 15 minutes, return to the login page in step 1 again, click “Forgot password” and this time select “contact customer support” to be taken to a customer service form.



Step 6: Select “Password Reset” then complete the online form for customer support.

Contact Us	Tutorials	
<p>Account Management</p> <ul style="list-style-type: none"> • Registration • Locked account / Password reset • Incorrect account information <p>Cookie Page Setup</p> <ul style="list-style-type: none"> • Cookie page setup <p>My Cookie Customers</p> <ul style="list-style-type: none"> • Customer list • Marketing emails <p>My Cookie Orders</p> <ul style="list-style-type: none"> • Order details • Order issues • Mobile app 	<p>FAQs</p> <ul style="list-style-type: none"> • FAQs on all topics <p>Additional Topics</p> <ul style="list-style-type: none"> • eBuddle™ • System errors • Other questions or issues <p>How are we doing?</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>Share ideas & feedback</p> </div>	<div style="background-color: #00a651; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> 4 EASY STEPS <i>to Get Started with Digital Cookie</i> </div> <div style="background-color: #00a651; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> <p>Learn About Cookie Orders</p> </div> <div style="background-color: #00a651; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> <p>How to Use Your Troop Dashboard</p> </div> <div style="background-color: #00a651; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> <p>Tip sheets</p> </div> <div style="text-align: center;"> </div>

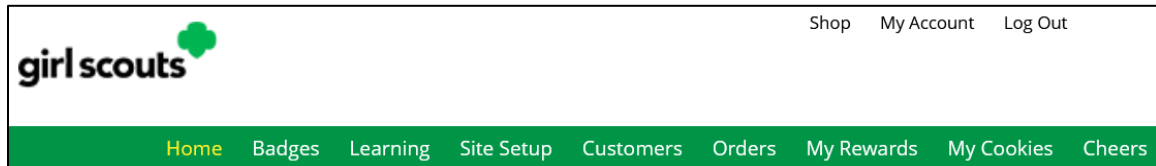
Next Steps: Site Registration
Site Setup

Digital Cookie[®]

Girl Scout and Caregiver Dashboard

Your Digital Cookie Dashboard has information that helps you support your Girl Scouts in her Digital Cookie sales.

There may be up to nine tabs on your dashboard.



[Home](#)

[Badges](#)

[Learning](#)

[Site Setup](#)

[Customers](#)

[Orders](#)

[My Rewards](#)

[My Cookies](#)

[Cheers](#)

Home

The dashboard has seven sections.

1. [Cookie Sales Progress and Cheers](#)
2. [My Cookie Site](#)
3. [Orders to Deliver In Person](#)
4. [Learning](#)
5. [From your Council](#)
6. [Online Sales and Marketing](#)

Digital Cookie®

1. Cookie Sales Progress and Cheers

KitKK's Digital Cookie® Platform

Welcome, heieihan!

Digital Cookie can help boost your sales, sharpen your entrepreneurial skills, and power unique adventures for you and your troop year-round!

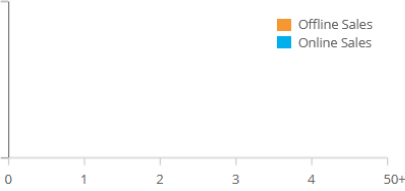
COOKIE SALES END IN


88 DAYS **9** HRS **53** MIN **20** SEC

0 packages credited by troop volunteer ⓘ

Sales last updated 8/4/23 2:00 PM CDT

COOKIE SALES PROGRESS ⓘ



 **You don't have any new cheers.**

But you can still inspire your troop members! [Send a Cheer](#)

My Sales Goal
50 packages


UPDATE

Packages Sold
0

UPDATE

Packages to Sell
50

SEE DATA


 **My Troop**

Our goal: coming soon

Track your cookie sales and how your troop is doing towards their goal. You can update your goal and enter offline sales all from your dashboard.

You will also be notified from your dashboard if you have a new Cheer or easily send a Cheer to another Girl Scout in your troop right from your dashboard.

2. My Cookie Site

 **My Cookie Site: Open for Business**

Sam's cookie site url:
<https://DigitalCookie.GirlScouts.org/scout/laeaaladd34999965>

Copy Link
View QR Code

Site setup approved: 08/09/2023 01:20 AM CDT


[Site Setup Video](#)

[Site Setup Quick Tip Sheet](#)

Once your site is set up, you can copy your site's URL or download a QR code to share with customers. If you have not set up your site, you can use the link to help you. You can also view the Site Setup Tip Sheet for support.

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3. Orders to Deliver In Person

 **Orders to Deliver In Person**

Approve for delivery: 1 Order(s)

- You have 5 days from the order date to approve.

Orders to deliver: 0 Order(s)

In this section you can see if you have orders to be approved or delivered.

4. Learning

Learning



- Cookie Pin & Badges
- Cookie Planning
- Cookie Sales

Learning



- Cookie Pin & Badges
- Cookie Planning
- Cookie Sales

This section will let you know when you have completed a cookie pin or badge. Once you have completed the steps on the Badges page, the pin or badge you have completed will be colored in, as show on the right.

5. From Your Council

From Your Council

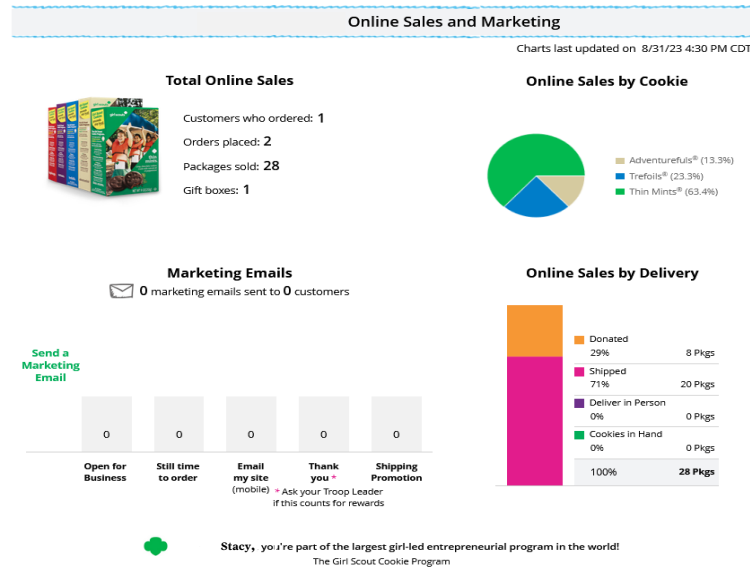
Own Your Magic!

Your council may choose to write a note of encouragement that you will be able to read here.

Digital Cookie®

6. Online Sales and Marketing

Monitor your cookie business by viewing your total sales as well as a breakdown of sales by cookies and delivery options. You can also see how many marketing emails you have sent to customers.



Badges

This page displays the Cookie Entrepreneur Family Pins, and the Cookie Business badges appropriate to your Girl Scout's level. For more information see the "Cookie Entrepreneur Pins/Badges" tip sheet.

Learning

This page has games, videos, and other cookie program exercises tailored to the Girl Scout's age level.

Site Setup

Use this page to set up your cookie site. For support on how to set it up, view the "Site Setup" tip sheet.

Customers

Connect with customers on this page by adding new friends and family, send emails, and monitor their orders.

Orders

View all orders placed on your cookies site. For details on the delivered orders section, view the "Order Received In-person Delivery" tip sheet.

Digital Cookie[®]

My Rewards

If your council has this functionality, Girl Scouts will be able to see the rewards they can earn and make selections once they get to that level. For details on how to make the selections, view the My Rewards tip sheet.

My Cookies

This page has three different sections depending on your council's type of sale and selections.

- **Initial Order:** place your cookie order directly in Digital Cookie to send automatically to the baker's system that your troop cookie volunteer uses to manage the sale.
- **Cookie Inventory:** monitor your cookie inventory throughout the sale, to keep track when you need to order additional cookies for orders from your troop cookie volunteer.
- **Financials:** monitor the financial piece of the cookie business to see if any money is due to the troop cookie volunteer.
- **Delivery Settings:** this section you can turn off/on cookie varieties as well as the in-person delivery option for customers.

For more details, view the relevant My Cookies tip sheets.

Cheers

Send words of encouragement to other Girl Scouts in your troop and view any Cheers you may have received from customers, your troop volunteer, or other Girl Scouts from your troop.

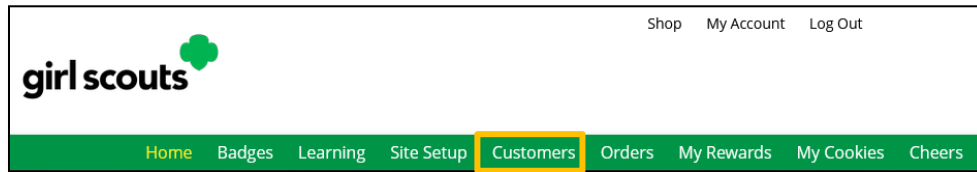
Digital Cookie[®]

Marketing to Customers

A Digital Cookie site isn't any good without customers! Learn how you can:

- Enter customer information
- Send marketing emails

Step 1: On the Digital Cookie dashboard, click the Customers tab.

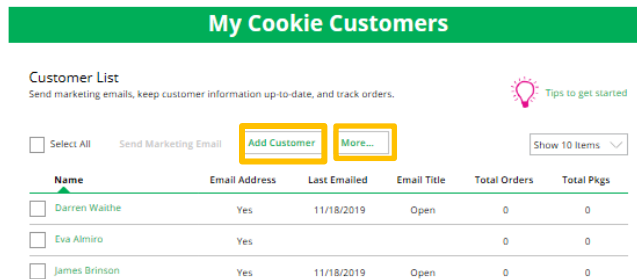


Step 2: The Customers page is broken into two sections

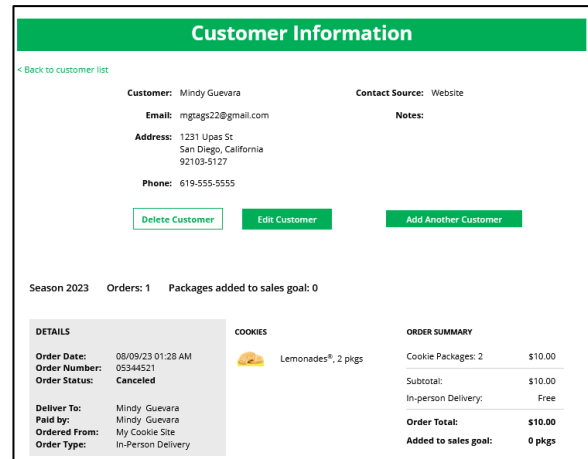
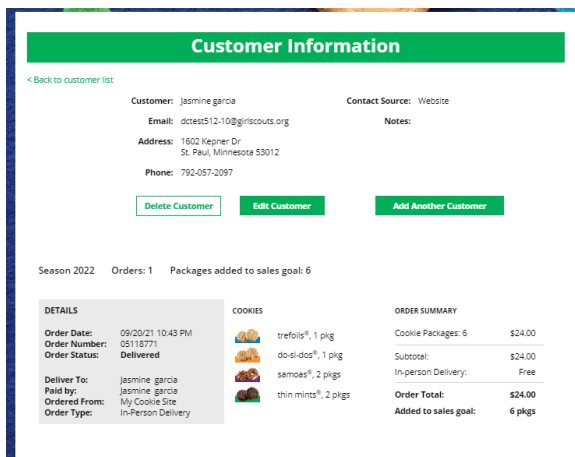
- My Cookie Customers, for managing your customers
- Connect with Customers, to learn more about marketing to customers

Step 3: My Cookie Customers

Girl Scouts can add or import customers they want to send marketing emails to - and keep all of their customers in Digital Cookie for referencing in future cookie seasons.



Clicking on a customer's name brings up more information about the customer, including details about any orders.



Digital Cookie[®]

Step 3a: Send Marketing Emails

To send emails to your customers, simply check the box in front of all the customers you want to reach, then click “Send Marketing Emails.” Next, select which of the three emails you would like to send at this time:

My Cookie Customers

Customer List
Send marketing emails, keep customer information up-to-date, and track orders. [Tips to get started](#)

Select All Send Marketing Email

Name	Email Address	Last Emailed	Email Title	Total Orders	Total Pkgs
<input type="checkbox"/> Darren Waiche	Yes	11/18/2019	Open	0	0
<input checked="" type="checkbox"/> Eva Almiro	Yes			0	0
<input type="checkbox"/> James Brinson	Yes	11/18/2019	Open	0	0
<input checked="" type="checkbox"/> Jasmin Williams	Yes			0	0
<input checked="" type="checkbox"/> Jasmin Winters	Yes			1	4
<input type="checkbox"/> Jorge Ruiz	Yes	11/18/2019	Open	0	0
<input checked="" type="checkbox"/> Joy Johnson	Yes			0	0
<input checked="" type="checkbox"/> Joy Odufu	Yes			0	0
<input type="checkbox"/> Katja Mandivi	Yes	11/18/2019	Open	0	0
<input checked="" type="checkbox"/> Maricela Lopez-Perez	Yes			0	0

Total customers: 10 Total emails sent: 4 Total unique customers emailed: 4

[Need help?](#)

“Open for business,” “There’s still time to order cookies,” or “Thanks for your support.”

To find out more about each of those emails and see a preview, go to the “Connect with Customers” section.

You can select different customers and send different emails to them or send the same email to all your customers at the same time.

Send Marketing Email

To: Brenda Wolinski X JayAnne Ruiz X Sarah Shepherd X Scott Jameson X
Stephanie Cerotious X Todd Worthington X

Select the email you would like to send:

Open for business Still time to order cookies! Thanks for your support

Open for business

[Cancel](#) [Send Email](#)

A full view of this email can be seen in the “Connect with Customers” timeline.

When you have made your selection, check the box next to the email you are going to send and then click “Send Email” at the bottom.

Digital Cookie[®]

Step 3b: Add Customer

To add customers manually (instead of importing), click the “Add Customers” button and you will get a screen for entering information.

Add Customer

[< Back to customer list](#)

required *

First Name:

Last Name:

Nickname: Add a personal hello to your marketing emails, e.g. Grandma, Uncle Mike.

Email:

Address:

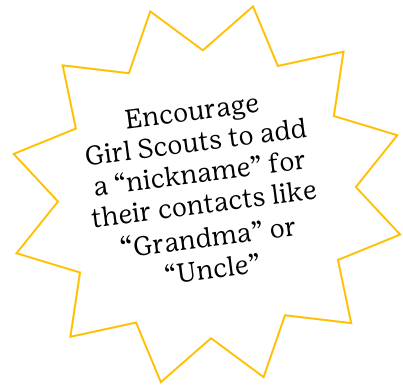
City:

State:

Zip Code:

Phone:

Notes:



The only required field is name. However, to maximize your marketing, you should complete as many of the fields as possible. If you enter data in the “Nickname” field, the customer will receive their email addressed to the nickname instead of their first name.

When you are finished entering information, click “Add Customer”. The customer information will be stored.

If a Girl Scout attempts to add a customer that already has an email address in her customer list, the system will alert her that it is a potential duplicate and ask her what information should be maintained between the two records.

Add Customer

The email you entered is already in your customer list. Since an email address can only be used once, you will need to choose the customer information you would like to keep and merge these records for email: dctest664-22@girlscouts.org

	YOU ENTERED	ON FILE
Name	<input checked="" type="radio"/> Jane Dow	<input type="radio"/> Suzie Greenburg
Address	<input checked="" type="radio"/> 43215	<input type="radio"/> ---
Phone	<input checked="" type="radio"/> 325-235-0273 [®]	<input type="radio"/> ---
Notes	<input checked="" type="radio"/> ---	<input type="radio"/> ---

You can also add customers who have made a purchase and aren't in your customer list. See the Parent Orders Tip Sheet for details.

Digital Cookie[®]

Step 3c: Delete Customer

We recommend keeping customer lists from year to year, but there may be times when you will need to delete one or more. To do that, select the box in front of the customer(s) you want to delete, then click on the “More” dropdown menu and select “Delete Customer”.

You will get a pop-up warning that deletion is permanent and confirming how many customers you are attempting to delete. To continue with deletion, click “yes”

Delete Customer

You want to delete 1 name from your customer list.
If deleted, this cannot be undone.

Cancel
Yes

Step 3d: Import

Clicking on the “More” dropdown menu gives you the option to import a customer list.

The screen has instructions on how to import contacts. It also includes the template that you will need for importing. The template is on the second tab in the spreadsheet, titled “Import_Customer.”

A	B	C	D	E	F	G	H	I	J	K
First Name	Last Name	Nickname	Street Address	City	State	Zipcode	Phone Number	Email Address	Notes	
Jane	Dow	Aunt Jane	123 Main St	Rolling Hills	OK	23902		dctest664-14@girlscouts.org		

Import a List of Customer Names

You can take a copy of information you have in one program and use it in another program. When you do this, you are importing a file from one place to another.

Steps to import a customer list into Digital Cookie

1. Download our [Cookie Customers Template](#). There are helpful instructions in the file.
2. Type the names of customers who would like cookies into the file. Include their email addresses so you can send them a cookie marketing email. Remember to save the file.
3. When you have finished putting in the names of your customers, select "Import file."

Choose File

Cancel
Import file

When the list is prepared and saved, use the “Choose File” button to select your file from where you saved it. Then click the green “Import File” button at the bottom. When it has successfully imported you can send marketing emails to those customers.

Digital Cookie[®]

Step 3e: Export

The “More” drop down menu also gives you the option to export your customer list. When you choose “Export” a screen will pop up with instructions on how to export your customer list and save it to your computer.

Simply click the green “Export File” button and you will be asked where you want to save the file on your computer.

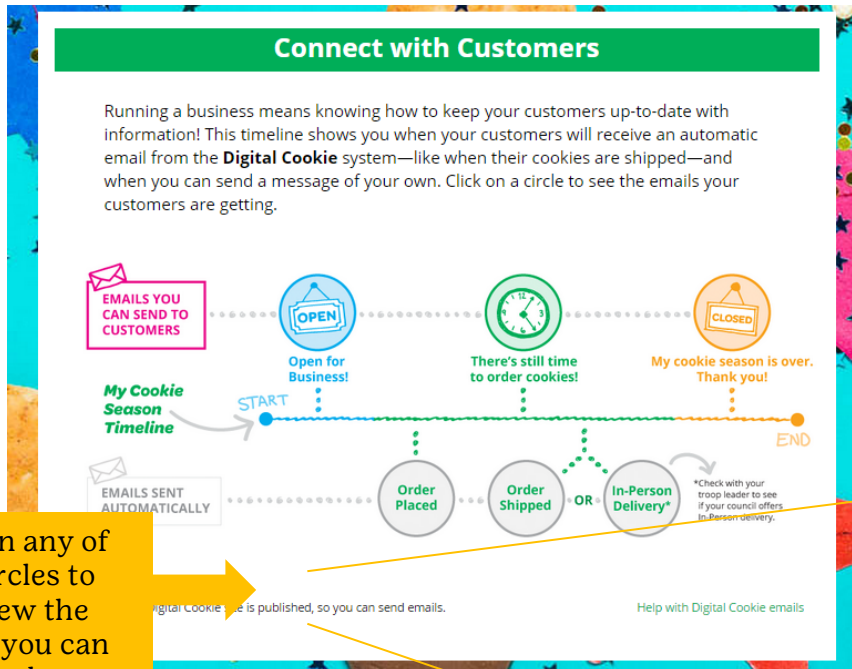
Export Your Customer List

Saving a copy of your customer list is easy. When you select the “Export file” button, a file will download to your computer with the name “DigitalCookieCustomers”. You can rename the file, if you wish, and save it on your computer.



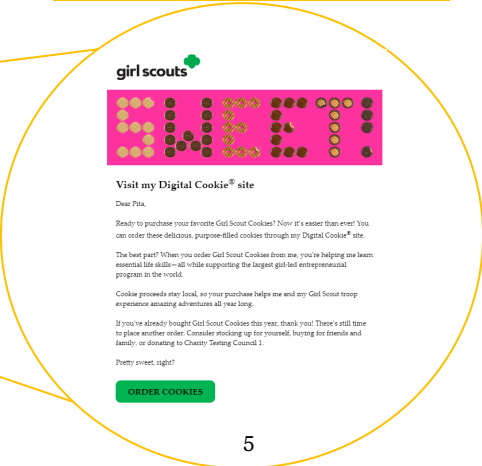
Step 4: Connect with Customers

Learning about marketing to your cookie customers is a great skill that can increase cookie sales. In this section you can see the three different emails to send to your customers - and get suggestions for when to use them.



Click on any of the circles to preview the emails you can send.

Preview of “Open for Business” email



Digital Cookie®

Step 5: You can also send customers a link to your Digital Cookie website OR generate a QR code for them to use directly from your home page.

Customers who purchase directly from a link won't be reflected as an email sent in your totals. But their orders are treated the same no matter how they reached your website.

INAAA's Digital Cookie® Platform

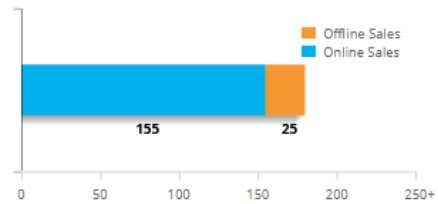
Welcome, AAATA!

Digital Cookie can help boost your sales, sharpen your entrepreneurial skills, and power unique adventures for you and your troop year-round!

COOKIE SALES END IN

132	9	32	55
DAYS	HRS	MIN	SEC

COOKIE SALES PROGRESS ⓘ



You have 1 new cheer to look at!
VIEW YOUR RECENT CHEERS

170 packages credited by troop volunteer ⓘ
Sales last updated 8/25/23 3:15 PM CDT



My Sales Goal
250 packages
UPDATE

Packages Sold
180
UPDATE

Packages to Sell
70
SEE DATA



My Troop
Our goal: coming soon



My Cookie Site: Open for Business

INAAA's cookie site url:
<https://DigitalCookie.GirlScouts.org/scout/inaaa34999965>

Copy Link View QR Code



Orders to Deliver In Person

Approve for delivery: 1 Order(s)
• You have 5 days from the order date to approve.

Orders to deliver: 5 Order(s)

Digital Cookie[®]

My Account Tab

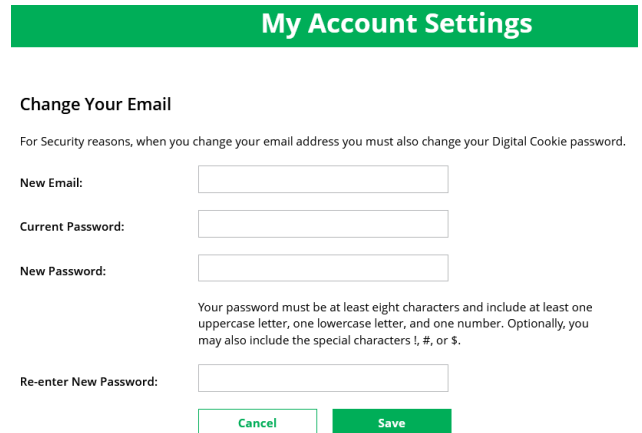
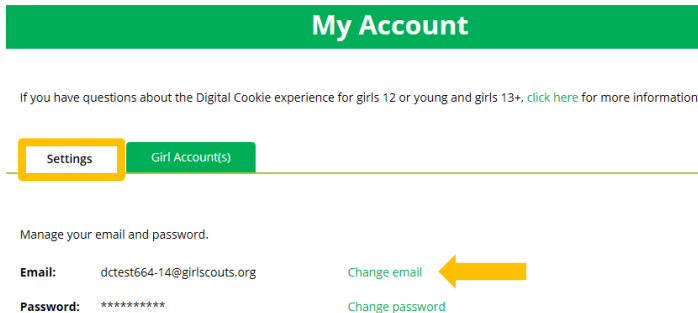
Use this tab to update your email address or password, or girl information.

Step 1: While logged into Digital Cookie, click on the “My Account” at the top of the page.



Step 2: You can either change your email or password OR click on the “Girl Account(s)” to change the Girl Scout’s name or email address (if she is 13 or over)

Step 3: Clicking on the “Change email” link will give you a screen to update your email address.



Step 4: If you are also a troop or service unit volunteer, you cannot change your email address here. You will need to update your email address in your baker software instead.

Step 5: Clicking on the “Change Password” will give you the opportunity to update your password

Digital Cookie[®]

Step 6: Clicking on the “Girl Account(s)” tab will allow you to update the preferred first name and email address if the Girl Scout is 13 or over.

My Account

If you have questions about the Digital Cookie experience for girls 12 or younger and girls 13+, [click here](#) for more information.

Settings

Girl Account(s)

Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.

Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID	Troop	Preferred First Name*	Girl Email Address	Action
Registered	Alicia Martinez	07/01/2006	9999998985	12362	Alicia	---	Edit

NOTE: Updating your email in Digital Cookie does not mean it will be updated in your council membership system. Please login to MyGS to update your email there as well.

Digital Cookie®

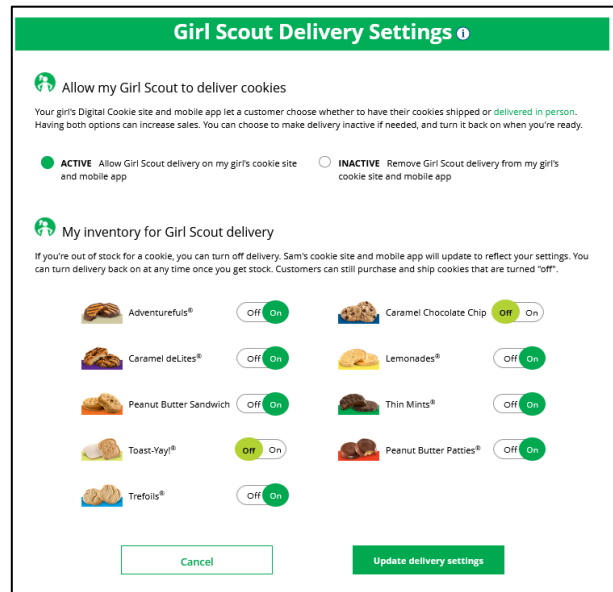
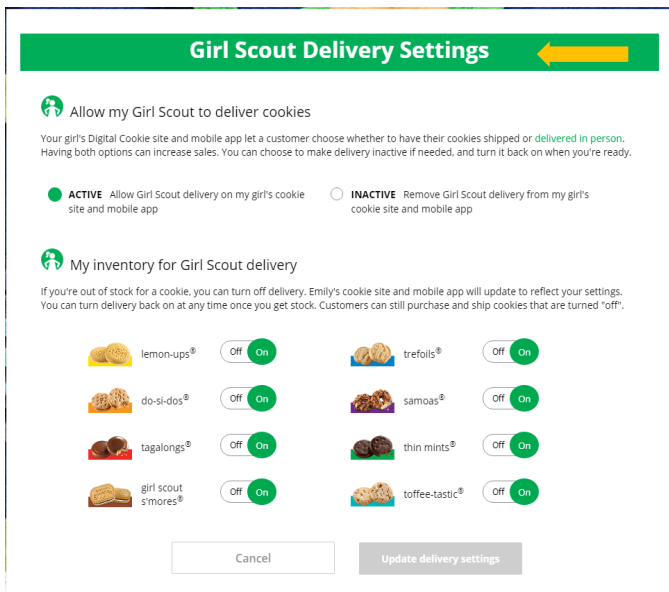
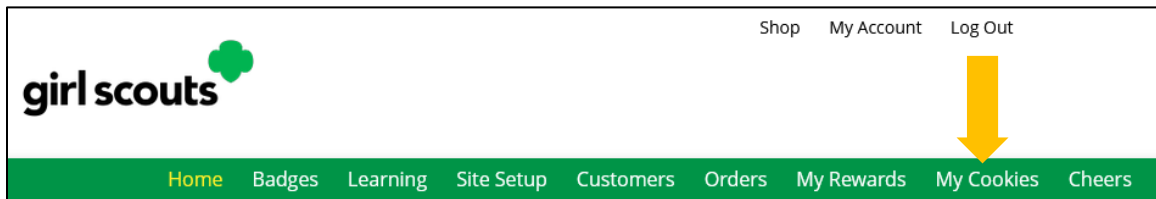
My Cookies: Delivery Settings

The “My Cookies” tab contains a number of different functions for parents. This sheet explains the “Delivery Settings” portion.

If enabled by your council, the Delivery Settings function gives you the opportunity to turn off Girl Scout delivery and off varieties of cookies. This might be useful if you run out of a cookie variety and can’t get any more to fill customer orders or you are entirely out of cookies for delivering to customers or otherwise are unable to deliver cookies to customers.

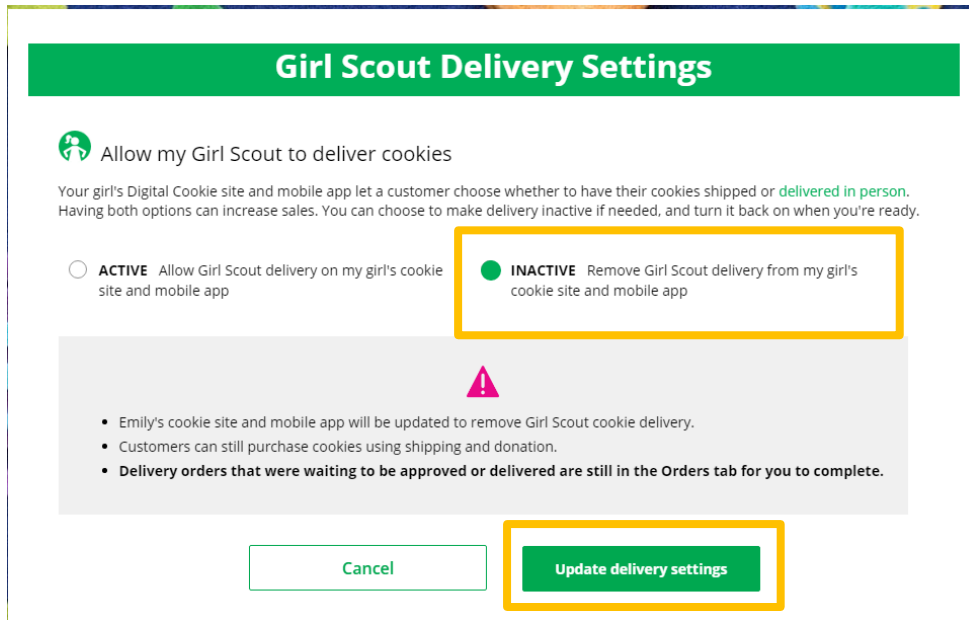
If you are worried about your inventory, always check with your troop cookie volunteer first to see if you can get more cookies before turning off a variety. Turning it off means a customer doesn’t have the option to purchase it for delivery so you don’t have to decline their order and disappoint them if they can’t get the variety they ordered.

Step 1: When you know you need to turn off delivery or a variety(ies), go to the bottom of your “My Cookies” tab and find the Girl Scout Delivery Settings section.



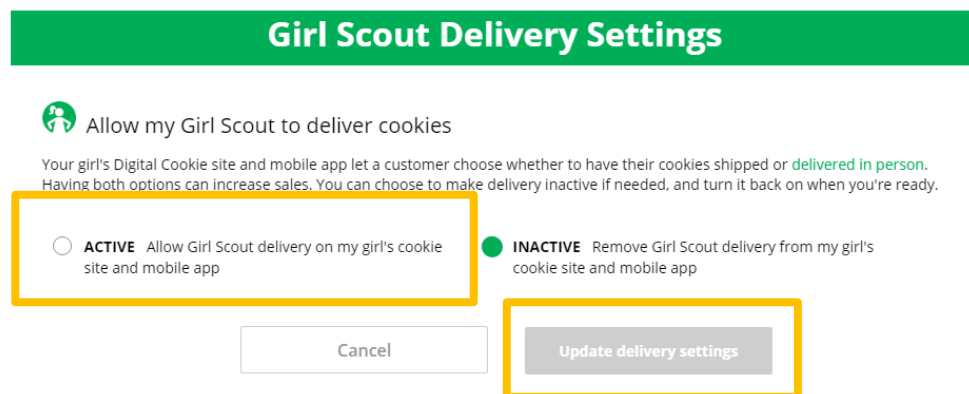
Digital Cookie[®]

Step 2: When you select “inactive” to turn off the Girl Scout delivery option for your customer, you will get a warning message. If you want to turn delivery off, click “Update delivery settings”.



Once you have turned it to inactive, the varieties section will be removed and is superseded by the active/inactive setting. You do not need to turn off each of the varieties individually if you set it to inactive.

Should you wish to turn delivery back on, simply click “active” and your customers will see delivery as an option again. Make sure you click “Update delivery settings”.



Digital Cookie®









Step 3: If you wish to offer delivery but are out of a cookie variety and can't get more inventory, you can turn off just that variety of cookie for delivery and customers can only purchase those for shipping and not delivery.

To do that, simply click the “off” button then click the Update delivery settings button, and it will remove that variety from the Girl Scout delivery option. If you are able to offer that to customers again, return to this section and click the “on” slider to turn that variety back on.



My inventory for Girl Scout delivery

If you're out of stock for a cookie, you can turn off delivery. Emily's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".

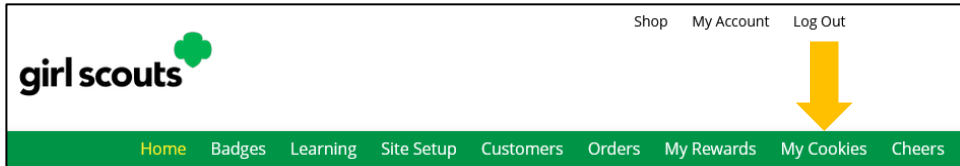
 lemon-ups®	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On	 trefoils®	<input type="checkbox"/> Off <input checked="" type="checkbox"/> On
 do-si-dos®	<input type="checkbox"/> Off <input checked="" type="checkbox"/> On	 samoas®	<input type="checkbox"/> Off <input checked="" type="checkbox"/> On
 tagalongs®	<input type="checkbox"/> Off <input checked="" type="checkbox"/> On	 thin mints®	<input type="checkbox"/> Off <input checked="" type="checkbox"/> On
 girl scout s'mores®	<input type="checkbox"/> Off <input checked="" type="checkbox"/> On	 toffee-tastic®	<input type="checkbox"/> Off <input checked="" type="checkbox"/> On

Digital Cookie®

My Cookies: Financials

The Financials section is a valuable tool to help you understand the amount due for the cookie sale and how the troop is calculating the amount.

To access the financials section, you will click on the tab labeled “My Cookies” on your Digital Cookie Dashboard.



In that tab, there is a section for “Financials”.

Cecilia's Financials ⓘ

Reflects cookies and payments entered by the troop cookie volunteer.

08/09/23 12:00 AM CDT

Initial Cookies (Order Card)	90 ▼	Payments	\$0.00 ▼
Additional Cookies Received	0 ▼	Total Balance Due	\$480.00 ▼

Using the “at a glance” view is a great way to see the overall amounts paid and due. If you need more detail, you can expand any of the sections to find out more.

There are four sections to your financials that you can expand to get details.

- [Initial Cookies \(Order Card\)](#)
- [Additional Cookies Received](#)
- [Payments](#)
- [Total Balance Due](#)

Initial Cookies (Order Card)

This section may not apply to you based on your council’s sale type.

If you expand this section with the arrow, you will find information on the initial packages you received at pickup, minus any packages you received for in-person delivery orders because those were pre-paid and you do not owe for those.

Initial Cookies (Order Card)	90 ▲
Council Charity (\$6.00)	10
Troop Charity (\$6.00)	0
Cookie Packages (\$6.00)	70
Specialty Packages (\$6.00)	10
PACKAGES	90

You will also see any Council or Troop Charity (Cookie Share or Gift of Caring) packages that you had orders for.

NOTE: Cookie and Specialty packages may apply if your council sells cookies at two different pricing tiers. Contact your Troop Cookie Volunteer for additional information.

Digital Cookie®

Additional Cookies Received

The categories are the same as the Initial Cookies but reflect packages transferred to you from the troop. For any questions about this or if this figure does not reflect the packages you picked up, please contact your troop volunteer.

Additional Cookies Received	0 ▲
Council Charity (\$6.00)	0
Troop Charity (\$6.00)	0
Cookie Packages (\$6.00)	0
Specialty Packages (\$6.00)	0
PACKAGES	0

Payments

Online Paid: This reflects any online payments you received for In-Person Delivery, Donation or Cookies in Hand orders.

Offline Paid: This amount is any payments for cookies received offline, generally cash or check, that you have given to your troop volunteer that they have entered.

Payments	\$0.00 ▲
Online Paid	\$0.00
Offline Paid	\$0.00
TOTAL PAID	\$0.00

If this does not match your records, contact the troop cookie volunteer to help understand the differences.

Total Balance Due

Total Money Owed: The amount you owed for the cookies received at initial pickup and additional cookies received. Note, if your council sells cookies at two different prices, that has been accounted for in your money owed.

Total Money Paid: The total from the “Payments” section.

Total Balance Due: The difference between the amount owed and the amount paid.

Total Balance Due	\$480.00 ▲
Total Money Owed	\$480.00
Total Money Paid	\$0.00
TOTAL BALANCE DUE	\$480.00

If you think any of the figures in this section are incorrect, contact your troop cookie volunteer to compare the information she has on file for you from what you think this should be.

Digital Cookie[®]

My Cookies: Initial Order

A tab labeled “My Cookies” exists on your Digital Cookie Dashboard.



On that tab, your council may be offering the ability for you to enter your Girl Scout’s **Initial Cookie Order** if you are accessing the tab prior to the initial order deadline.

Step 1: When you select the “My Cookies” tab, your screen will display a place to enter your Girl Scout’s Initial Order. Simply enter the cookies your Girl Scout needs to fill the orders from her paper order card (and any extras you may want). Do NOT include any in-person delivery orders received online prior to the initial order, those are already ordered for you.

< Back to Dashboard
My Cookies help ▼

Grecc's Cookies

Enter Your Offline Initial Order:
VIEW SAVED INITIAL ORDER

Using your paper order card, enter the number of cookie packages you are requesting from the troop. Do not enter the packages from your approved [Digital Cookie in-person delivery orders](#). Those packages are automatically included in your Initial Order.

<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="text-align: center;"> <p>Cookie Share</p> <p>- <input type="text" value="20"/> +</p> </div> <div style="text-align: center;"> <p>Adventurefuls[®]</p> <p>- <input type="text" value="5"/> +</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="text-align: center;"> <p>Caramel Chocolate Chip</p> <p>- <input type="text" value="5"/> +</p> </div> <div style="text-align: center;"> <p>Caramel deLites[®]</p> <p>- <input type="text" value="5"/> +</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="text-align: center;"> <p>Lemonades[®]</p> <p>- <input type="text" value="10"/> +</p> </div> <div style="text-align: center;"> <p>Peanut Butter Sandwich</p> <p>- <input type="text" value="10"/> +</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="text-align: center;"> <p>Thin Mints[®]</p> <p>- <input type="text" value="20"/> +</p> </div> <div style="text-align: center;"> <p>Toast-Yay![®]</p> <p>- <input type="text" value="5"/> +</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Peanut Butter Patties[®]</p> <p>- <input type="text" value="15"/> +</p> </div> <div style="text-align: center;"> <p>Trefoils[®]</p> <p>- <input type="text" value="10"/> +</p> </div> </div>	<p>Total packages entered (updates after saving): 105</p> <p style="color: #008000;">Digital Cookie in-person delivery packages: 0</p> <p>Total packages in your Initial Order: 105</p> <div style="border: 1px solid orange; padding: 5px; margin: 10px 0; font-size: 0.8em;"> <p>You can update and save your Initial Order as often as you wish prior to 09/26/2023. You will need to submit the order to your troop volunteer on or before 09/26/2023.</p> </div> <div style="display: flex; justify-content: center; gap: 20px; margin-bottom: 10px;"> Cancel Save Updates </div> <div style="text-align: center; margin-bottom: 10px;"> Submit to Troop Volunteer </div> <p style="font-size: 0.7em; color: #e91e63;">⚠ Initial Order not yet sent to your troop volunteer. Please finalize and send this information before the Initial Order Date.</p>
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Girl delivery orders already included

Date Initial Order needs to be submitted by.

Digital Cookie 2024: My Cookies – Initial Order

Distributed by GSUSA – 09/01/23

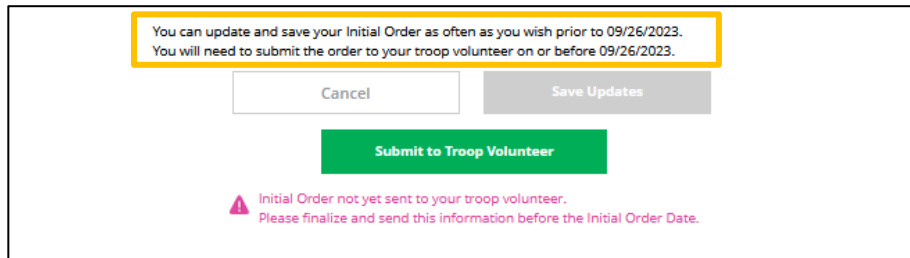
© 2023 Girl Scouts of the United States of America. All Rights Reserved.

1

Digital Cookie®

Once you are satisfied with the amount of cookies you are ordering, click the “Submit to Troop Volunteer” button to send the offline order to your troop volunteer to be included in the baker’s order entry system. Those cookies, along with any cookies ordered online for girl delivery by customers prior to the initial order date will be ordered by your troop for your Girl Scout.

If you find you need to make a change after you have submitted your order, please contact your troop cookie volunteer to see if changes can be made. You will need to submit your order prior to the due date noted above the “Save Updates” button.



After the due date, you can’t make edits to the numbers on this section, and it will only appear at the top of your “My Cookies” dashboard to view.



If you approved a digital order near the end of the initial order period and want to be sure it was included in the cookies you will be receiving on your initial order pickup, you can navigate to the “Orders” tab and check the Initial Order column for orders that need to be delivered.

1 Orders to deliver
Click on a name to mark when the cookies were delivered. ⓘ

Select all Order Delivered Export Orders Show 5 Items ▾

Order #	Cookie pkgs	Deliver to	Delivery Address	Order Date	Initial Order ⓘ
<input type="checkbox"/> 05344423	5	Mindy Guevara	1231 Upas St, San Diego, CA	8/8/2023	

No checkmark means it was not included in your initial order and you will need to be sure to get the cookies to fill that customer’s order.

Digital Cookie®

My Cookies: Inventory by Category

Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your records of cookies received agrees with what your Troop Cookie Volunteer has given your Girl Scout.

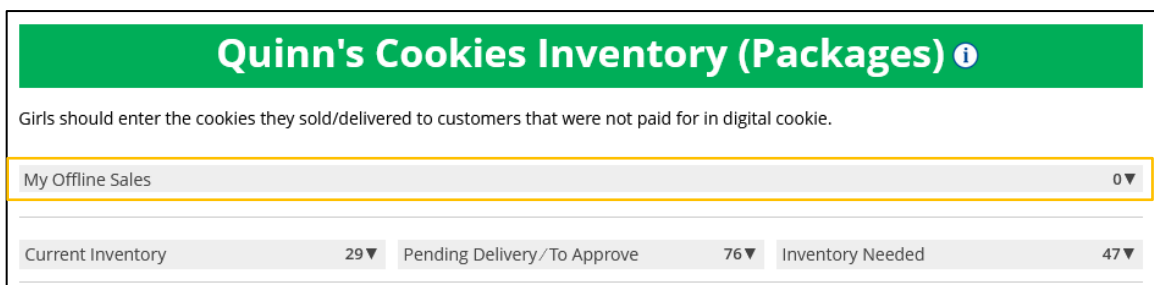
To learn more, go to your “My Cookies” tab.



NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the Troop Cookie Volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are personally responsible for.



Step 1: The inventory section gives you a quick view of how many cookies you should still have available and how many you may need to fill your in-person



orders.

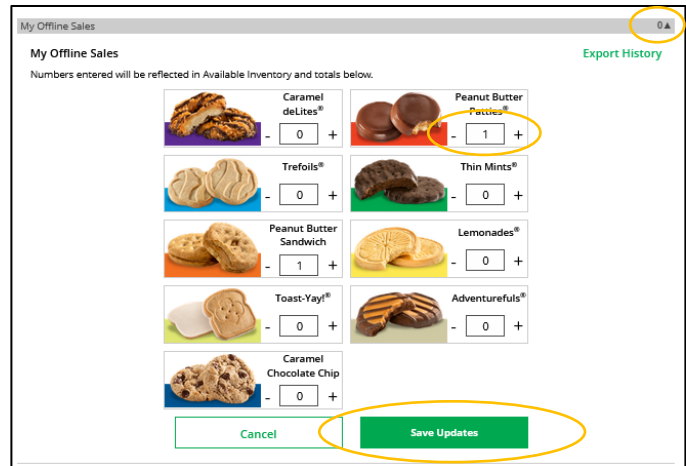
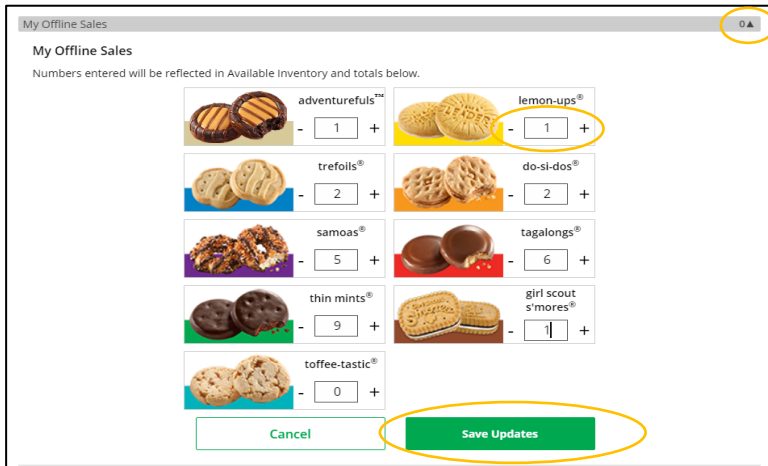
The first thing to note is “My Offline Sales”

Digital Cookie[®]

This is something that needs to be updated by the Girl Scout/her caregiver when she delivers cookies and receives a cash or check payment for them. If they are not entered in this section, they will not be removed from her inventory and this section will not be correct.

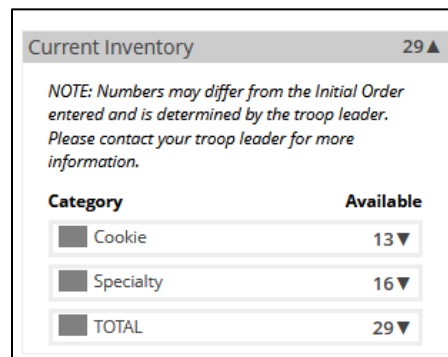
To enter offline sales, click the down arrow by the number of packages on the left side and open a screen to enter those sales.

Use the plus and minus buttons to enter the totals. When those are entered, click “Save Updates”



Step 2: There are three other sections that calculate your inventory. The first is “Current Inventory”.

Clicking the arrow next to the total number of packages will show you this information by type of cookie. In general, if you see “Specialty” and “Specialty 2”, those are cookies that are at a higher price than the rest of the cookies. Check with your Troop Cookie Volunteer for more information on what varieties are considered Specialty or Specialty 2.



Digital Cookie®

If you click the arrow next to any of the categories, you will see more detail on how that number was calculated.

Current Inventory 29 ▲	
<i>NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.</i>	
Category	Available
Cookie	13 ▼
Specialty	16 ▼
TOTAL	29 ▲
RECEIVED:	
Initial Order	51
Additional Inventory	29
DELIVERED:	
Offline Sales	0
"In Hand" App Sales	0
Delivered Online Sales	51
CURRENT INVENTORY	29

The “Received” numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.

The “Delivered” section will reflect the Offline Sales the girl has entered above, any sales the Girl Scout made on her Mobile app using the “Give Cookies to Customer Now” feature and any girl delivery orders that have been delivered and marked delivered to her customer on the orders tab.

Step 3: The next section will show how many cookies you need to fill girl delivery orders you have approved and girl delivery orders that you have yet to approve.

Expanding each category will show you how many orders are approved and how many need to be approved with how much inventory you need for each of those categories.

Pending Delivery/ To Approve 76 ▲	
Category	Pending
Cookie	46 ▲
Unapproved (Online Delivery)	34
Undelivered (Online Delivery)	12
CURRENT PENDING	46
Specialty	30 ▼
TOTAL	76 ▼

Digital Cookie®

Step 4: The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders.

Expanding any of the sections that show a negative number will show you how many you need and why. To know what varieties are needed, you will have to review your orders tab and then work to secure more cookies to fill those orders.

Inventory Needed		47 ▲
Category	Available	
■ Cookie	33 ▲	
Current Inventory	13	
Pending	46	
TOTAL NEEDED	33	
■ Specialty	14 ▲	
Current Inventory	16	
Pending	30	
TOTAL NEEDED	14	

If you have questions about any of the numbers of received orders in your Current Inventory section, ask your Troop Cookie Volunteer for more information.

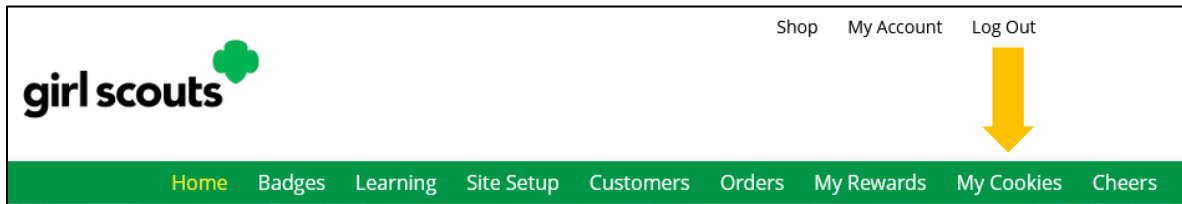
Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.

Digital Cookie®

My Cookies: Inventory by Variety

Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your record of cookies received agrees with what your troop cookie volunteer has given your Girl Scout.

To learn more, go to your “My Cookies” tab.



NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the troop cookie volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are financially responsible for.

Alicia's Cookies

[Go to Delivery Settings](#)
[View entered Initial Inventory](#)

Alicia's Packages: 22 ←

This number reflects all packages currently credited to your Girl Scout by the troop cookie volunteers. This number may not be the same as the data on your progress bar.

Step 1: The inventory section gives you a quick view of how many cookies you should still have undelivered and how many you may need to fill your in-person orders.

Isabel's Cookies Inventory (Packages) ⓘ

Girls should enter the cookies they sold/delivered to customers that were not paid for in digital cookie.

My Offline Sales
0 ▼

[Need help? View Tutorials](#)

Current Inventory
49 ▼

Pending Delivery / To Approve
0 ▼

Inventory Needed
49 ▼

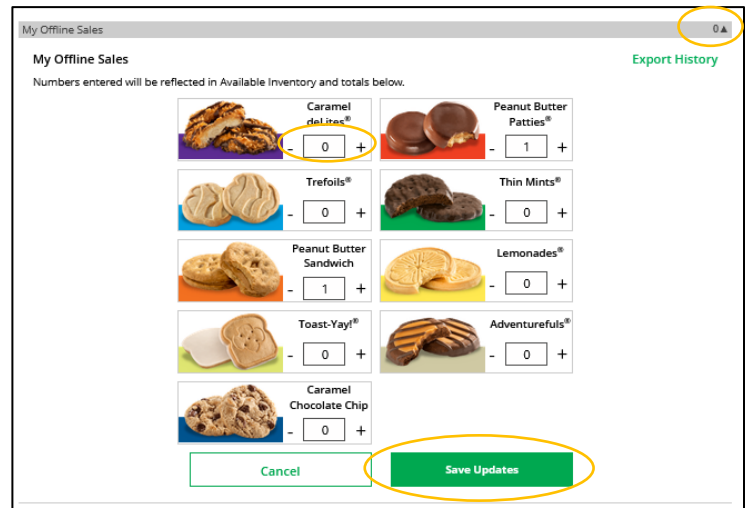
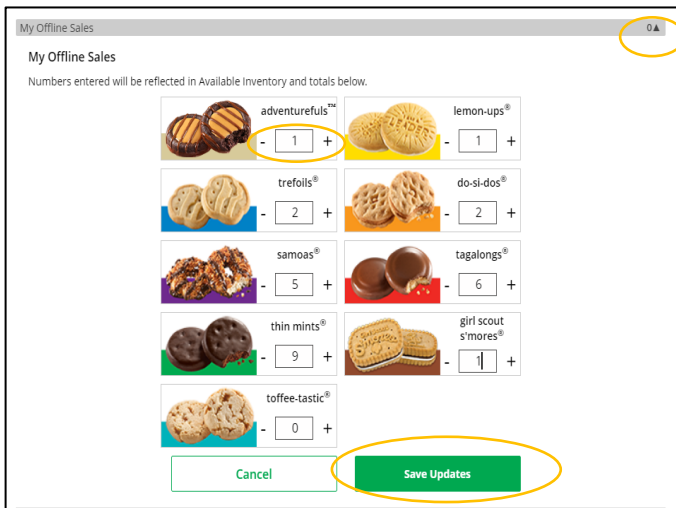
The first thing to note is “My Offline Sales”

Digital Cookie®

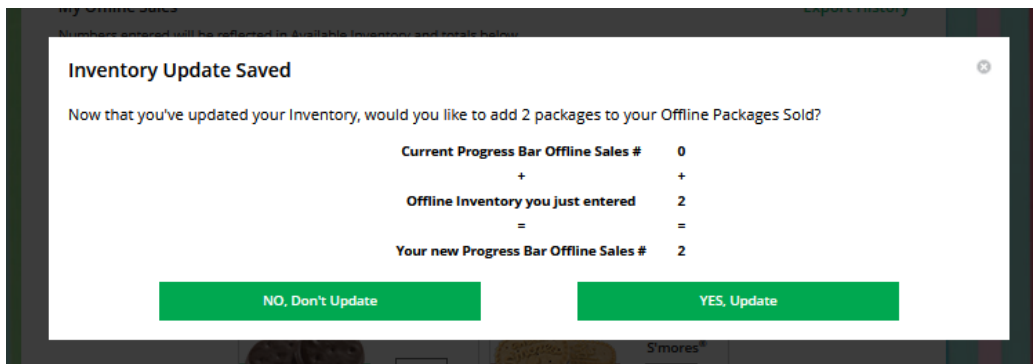
This is something that needs to be updated by the Girl Scout/her caregiver when she delivers cookies and receives a cash or check payment for them. If they are not entered in this section, they will not be removed from her inventory and this section will not be correct.

To enter offline sales, click the down arrow by the number of packages on the left side and open a screen to enter those sales.

When those are entered, click “Save Updates”



Once you click Save Updates, you will be asked to confirm you want to update the inventory.



Digital Cookie®

Step 2: There are three other sections that calculate your inventory. The first is “Current Inventory”. Clicking the arrow next to the total number of packages will show you this information by variety.

If you click the arrow next to any of the varieties, you will see more detail on how that number was calculated.

Current Inventory		234 ▲
<i>NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.</i>		
Variety	Available	
Peanut Butter Sandwich	0 ▼	
Peanut Butter Patties®	0 ▼	
Adventurefuls®	80 ▲	
RECEIVED:		
Initial Order	82	
Additional Inventory	0	
DELIVERED:		
Offline Sales	0	
In Hand App Sales	0	
Delivered Online Sales	2	
CURRENT INVENTORY	80	
Caramel Chocolate Chip	0 ▼	
Trefoils®	0 ▼	
Toast-Yay!®	78 ▼	
Lemonades®	76 ▼	
Cookie Share	0 ▼	
Thin Mints®	0 ▼	
Caramel deLites®	0 ▼	
TOTAL	234 ▼	


Current Inventory		6 ▲
<i>NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.</i>		
Variety	Available	
Thin Mints®	4 ▲	
RECEIVED:		
Initial Order	4	
Additional Inventory	0	
DELIVERED:		
Offline Sales	0	
In Hand App Sales	0	
Delivered Online Sales	0	
CURRENT INVENTORY	4	
Trefoils®	0 ▼	
Samoas®	0 ▼	
Do-si-dos®	0 ▼	
Tagalongs®	2 ▼	
Toffee-tastic®	0 ▼	
Girl Scout S'mores®	0 ▼	
Lemon-Ups®	0 ▼	
Adventurefuls®	0 ▼	
TOTAL	6 ▼	

The “Received” numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.










The “Delivered” section will reflect the Offline Sales the Girl Scout has entered above, any sales the Girl Scout made on her Mobile app using the “Give Cookies to Customer Now” feature and any girl delivery orders that have been delivered and marked delivered to her customer on the orders tab.






Digital Cookie®

Step 3: The next section will show how many cookies you need to fill girl delivery orders you have approved and girl delivery orders that you have yet to approve. Expanding each variety will show you how many orders are approved and how many are needing to be approved with how much inventory you need for each of those categories.

Pending Delivery / To Approve 19▲	
Variety	Pending
 Thin Mints®	10▼
 Trefoils®	4▼
 Adventurefuls®	5▼
TOTAL	19▼

Step 4: The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders.

Inventory Needed 9▲	
Variety	Available
 Thin Mints®	5▲
Current Inventory	5
Pending	10
TOTAL NEEDED	5
 Trefoils®	2▼
 Samoas®	0▼
 Do-si-dos®	0▼
 Tagalongs®	0▼
 Toffee-tastic®	0▼
 Girl Scout S'mores®	0▼
 Lemon-Ups®	0▼
 Adventurefuls®	2▼

Inventory Needed 25▲	
Variety	Available
 Peanut Butter Patties®	6▼
 Adventurefuls®	2▼
 Caramel Chocolate Chip	1▼
 Thin Mints®	14▼
 Caramel deLites®	2▼

Expanding any of the sections that show a number will show you how many you need and why. If you see a number for a variety in this column, be sure you can get the cookies you need before approving an order for a customer.

If you have questions about any of the numbers of received orders listed in your Current Inventory, ask your Troop Cookie Volunteer for more information.

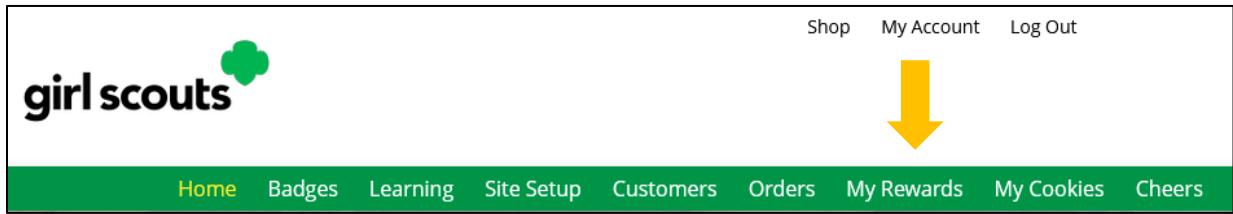
Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.

Digital Cookie[®]

My Rewards

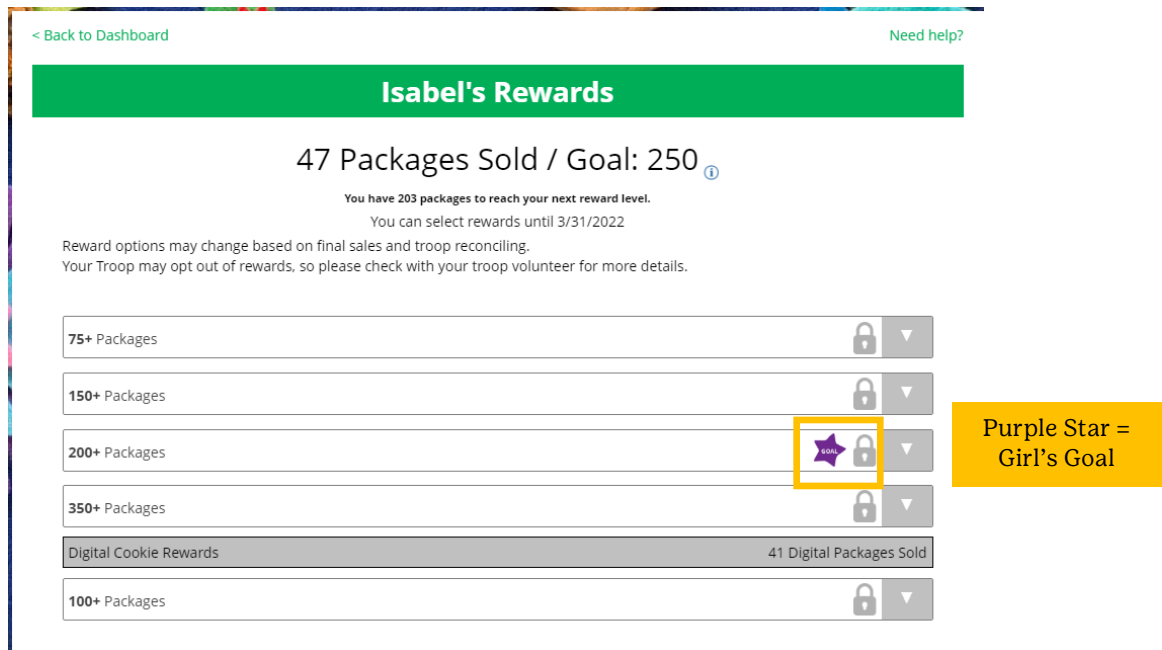
Girl Scouts can see the rewards they can earn for selling cookie packages, get more details about each reward, and select which ones they want when they unlock a new reward level through sales.

Step 1: To access the information and see what rewards are available, click the “My Rewards” tab in Digital Cookie.



Girl Scouts can see what rewards are available at various packages sold levels AND if the council offers other types of rewards from Digital Cookie sales or emails, they would be displayed here also.

Girl Scouts can also see where their cookie goal is in relation to the rewards!



Digital Cookie®

Girl Scouts can see all the rewards they can earn by clicking on the down arrow on the right side. It may still be locked, which means the Girl Scout hasn't yet sold enough packages to earn the reward, but they can still see the rewards and get more details by clicking on them.

150+ Packages 🔒 ⬆️

Once this level is unlocked, you can select one reward/group (if there are more than one) from the list of options. You may adjust your option at any time before the deadline.

<p>Reward 1</p> <div style="display: flex; align-items: center;"> <p>UAT Test Council 7</p> </div> <p style="text-align: right; color: green; font-size: small;">View Item</p>	<p>Reward 2</p> <div style="display: flex; align-items: center;"> <p>UAT Test Council 6</p> </div> <p style="text-align: right; color: green; font-size: small;">View Item</p>	<p>Reward 3</p> <div style="display: flex; align-items: center;"> <p>UAT Test Council 5</p> </div> <p style="text-align: right; color: green; font-size: small;">View Item</p>
---	---	---

Details on the reward



UAT Test Council 6

The book description is the pitch to the reader about why they should buy your book. It is sales copy to get them to see that the book is for them (or not), and then make the purchase. ... In many cases, the description is the factor that solidifies in the reader's mind whether the book is for them

Step 2: As Girl Scouts earns a reward, they will see a message on their “My Rewards” tab letting them know they earned another reward.

You've earned another rewards level!

Congratulations! Click on the reward level to see what reward(s) are now available to you.

View Level

Digital Cookie[®]

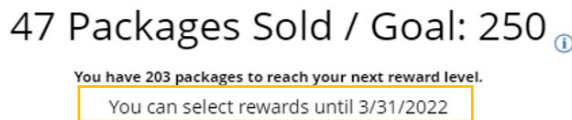
The data for what rewards the Girl Scout has earned comes from the amount of cookies the troop volunteer has in their records for the Girl Scout. Check with the troop volunteer if you believe the information is incorrect.



Step 3: When Girl Scouts earn a new reward, they can select if there is more than one choice at that level. They can also indicate the size they want if the item has size options.

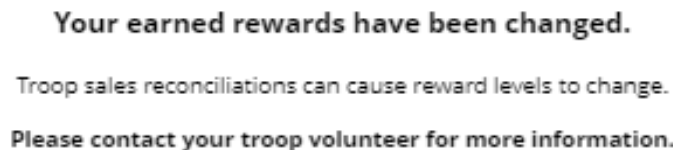


To change a reward selection, the Girl Scout simply needs to check the box for her new selection at any point prior to the rewards due date. That date can be found at the top of the screen.



Step 4: If the troop volunteer needs to adjust the record of sales, it could impact the Girl Scout’s rewards. Should that happen, the Girl Scout would see a message letting them know that rewards had changed.

After the rewards due date, Girl Scouts can still see the rewards that they earned but can’t make any more selections. The troop volunteer will have pulled the rewards selections from Digital Cookie and placed the order for them, so they can’t be changed.



Digital Cookie®

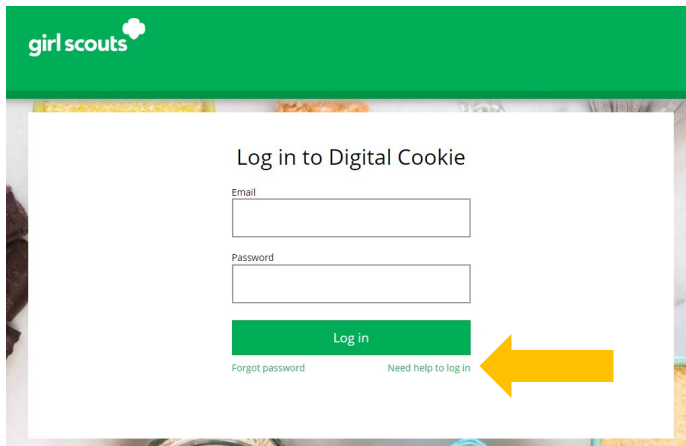
No Registration Email Received

In order to receive a Digital Cookie registration, a Girl Scout must be registered for the current membership year and the Girl Scout council will need to have the correct email address on file for her primary caregiver. If you have opted out of receiving emails from the council, skip to Step 4.

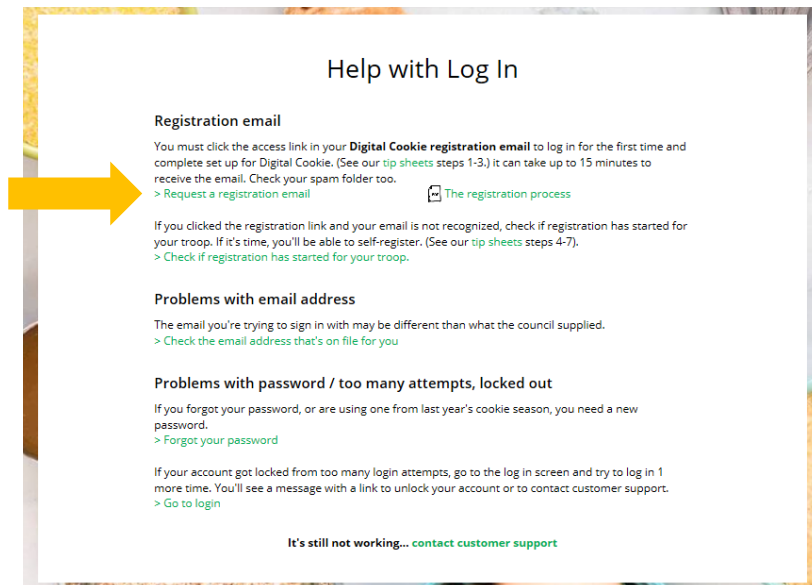
Step 1: Check your junk/spam/promotions inbox one more time for an email from “Girl Scout Cookies” (email@email.girlscouts.org) with the subject “It’s time to register your Girl Scout for Digital Cookie!”. If you do not see the email, follow these steps to get registered for Digital Cookie.

Step 2: Go to digitalcookie.girlscouts.org and click the “Need help to log in” link.

(For best results, use the most up to date web browsers)



You will get a screen of steps you can use to try and get registered for Digital Cookie.



Digital Cookie®

Step 3: Start by clicking on the “Request a Registration Email” and enter the email address that you used to register your Girl Scout.

Request a Digital Cookie Registration Email

Enter the email address you have on file at Girl Scouts and we'll send you a Digital Cookie registration email. It can take up to 15 minutes to receive the email.

Email

Be sure to add email@email.girlscouts.org to your address book so you get your email!

Your reset email should be delivered within 15 minutes, but some email providers may take a few hours. If you have checked your spam folder and still don't have your email, [Contact customer support](#)

Step 4: If your email is in the system, you will get a message letting you know that you have been sent a registration email and you will receive it within 15 minutes.

If you get a red message:

Email

testdc512@girlscouts.org

The email you entered is not recognized. Parents, [check the email address that's on file for you](#). For others, [click here for help](#).



and you think your Girl Scout is a registered Girl Scout member with your local council, you can choose “check the email address that’s on file for you”

Step 5: You will select your Girl Scout Council

Verify your Digital Cookie Information

Cookie season timelines vary by council. Check to see if Digital Cookie registration is open. The list below shows councils that are currently getting set-up for Digital Cookie.

What council is your Girl Scout's troop assigned to?

[I don't see my council listed](#)

[Contact Customer Support](#)

Digital Cookie®

Step 6: Then enter your Girl Scout’s first name, last name, and troop number.

Verify your Digital Cookie Information

Look up the parent contact information that's on file for your Girl Scout. If you don't know the troop number, please contact your Troop Leader or council for assistance.

All fields required

What council is your Girl Scout's troop assigned to: Louisiana East

Girl Scout First Name:

Girl Scout Last Name:

Girl Scout Troop Number:

Contact Customer Support

If your Girl Scout’s information is not in the system or not in the system the way you entered it, you will get a message letting you know you will need to contact your council, Troop Leader, or Customer Support for assistance.

The information you entered could not be matched in the Council's Digital Cookie records. Please check the data and try again.

If the problem continues, contact your council, Troop Leader or customer support for assistance.

[Close](#)

Step 7: If your Girl Scout and her primary caregiver information are loaded into the Digital Cookie system, you will see the information in order to verify that it’s correct.

If the information is correct, you can send yourself a registration email knowing what email address you should use to look for the email.

Verify your Digital Cookie Information

Here's the Digital Cookie contact information that's on file for your Girl Scout.

Girl Scout First Name: Joanne

Girl Scout Last Name: Smith

Girl Scout Troop: 12352

Parent First Name: Crystal

Parent Last Name: Smith

Parent Email: dc_***@girlscouts.org



If the primary caregiver information is incorrect, click on the “Update Details” button. NOTE: if you are also a cookie volunteer you will need to update your email address in the baker software.

Digital Cookie®

Step 8: To update your information, you will need to enter your Girl Scout's Date of Birth as a security measure, then you can update your name and/or email address.

Update Your Digital Cookie Information

Any updates to parent information will be reviewed by the council as a security step. You will receive an email confirming the status of your update and if you change your email, a registration email will also be sent.

Girl Scout First Name: Isabel All fields required

Girl Scout Last Name: Garcia

Girl Scout Troop: 12359

Girl Scout Date of Birth:

Parent First Name:

Parent Last Name:

Parent Email: ✕

[Contact Customer Support](#)

You will get a success message once you submit your changes.

Your updates have been submitted to the council and will be reviewed as a security step.
 You'll receive an email confirming the status of your update and if you changed your email, a registration email will also be sent.

Your council will then review the updates and approve or reject the updates. You will receive an email notification when they have completed that step.

Step 9: If the Girl Scout is imported but her caregiver information is not on file, you can add the caregiver information.

Add Parent Contact Information

There is no parent information available for this Girl Scout. Please add your information which will be reviewed by the council as a security step. An email confirming your entry and a registration email will be sent to you.

Girl Scout First Name: Amanda All fields required

Girl Scout Last Name: Green

Girl Scout Troop: 12350

Girl Scout Date of Birth (for security reasons):

Parent First Name:

Parent Last Name:

Parent Email:

As in Step 8, the information will need to be reviewed by the council before your Digital Cookie account will be activated. Once approved, you will receive a registration email and can begin accessing Digital Cookie

Digital Cookie®

Order Received (In-Person Delivery)

Congratulations! Your Girl Scout received an order and the customer requested she deliver the cookies in person. Below we will walk you through the steps that need to be taken prior to delivering the cookies.

Step 1: If you receive an In-Person Delivery order that you need to approve and you have not approved the order by midnight, you will receive an email from email@email.girlscouts.org with the subject “Action required: you have an in-person delivery request!” letting you know your Girl Scout has received an order for delivery. Hooray!

Step 2: Click the button “Log In Now” in the email. That will take you to Digital Cookie where you can log in or go to digitalcookie.girlscouts.org and log in.



You have an order waiting to be approved for delivery!

Dear Emily,

Good news! Ayla has new cookie orders pending approval for in-person delivery. Can you please review the request?

Here's what comes next:

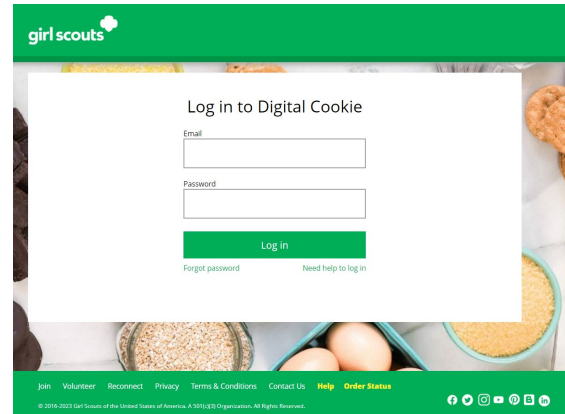
- You have five days to approve each order, or it will automatically switch to either a donation or a cancellation, depending on what the customer specified as the secondary option when placing the order.

Before you approve the order, please:

- Make sure the person you're delivering to is a trusted contact.
- Confirm that you and your Girl Scout can safely deliver to the required location.
- Make sure you and your Girl Scout have the correct amount and type of cookies the customer ordered, or that you can get them in time to fulfill the delivery. If you have any questions about inventory, your family should contact your troop cookie manager.

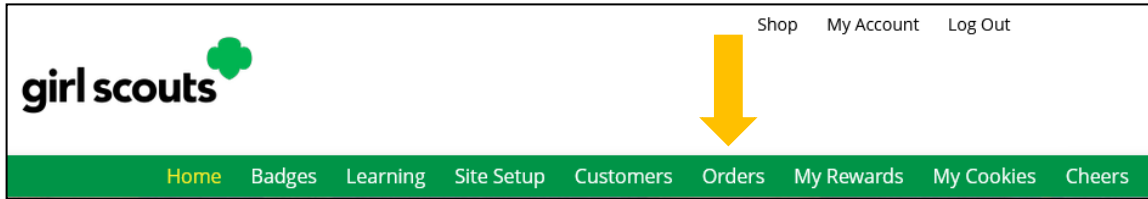
Thank you,

Girl Scout Cookie Program
Girl Scouts Heart of Pennsylvania



Digital Cookie[®]

Step 3: Click on the “Orders” tab and see what orders are pending your approval.



Step 4: You will see a list of all orders needing approval, including the customer order number, number of packages in each order, the customer’s address, when the customer placed the order, and the number of days you have to approve it until it reverts to the customer’s second choice option.

Digital Cookie Orders to Deliver

Running a Good Business
Keep track of what's been ordered, when it's approved, and when it's delivered.

2 Orders to approve for delivery in person
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

Select all in view
Approve Order Decline Order
Show 5 Items v

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input type="checkbox"/> 05073568	6	Jane-Anne Cathcart	Jane-Anne Cathcart	135 Main St, Hancock, MA	12/02/2019	4
<input type="checkbox"/> 05073570	6	Joseph Matimora	Joseph Matimora	14280 SE Fisher Way, Apt 10D, Cincinnati, OH	12/02/2019	4

TIPS!

- *The customer’s second choice could be “Cancel” or “Donate.” Don’t risk a lost sale and a disappointed customer—approve or decline orders within five days.*
- *Be sure to approve the order before delivering it to make sure the customer’s payment is accepted.*

Digital Cookie®

Step 5: When determining whether to approve or decline the order, consider:

- Is the customer a known and trusted individual?
- Are you willing and able to get the cookies to the customer’s location before the end of the sale.

AND

- Do you have or will you have the inventory available?

If so, “**Approve Order.**”

If you are unable or unwilling to fulfill the customer’s order, click “Decline Order” and the order will default to whatever second option the customer has selected: “Cancel” or “Donate”.



Step 6: There are multiple ways to approve and decline orders for delivery.

1. Check the boxes in front of the orders you want to approve or decline and then click “Approve Order” or “Decline Order”

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input checked="" type="checkbox"/> 05073568	6	Jane-Anne Cathcart	Jane-Anne Cathcart	135 Main St, Hancock, MA	12/02/2019	4
<input checked="" type="checkbox"/> 05073570	6	Joseph Matimora	Joseph Matimora	14280 SE Fisher Way, Apt 10D, Cincinnati, OH	12/02/2019	4

You will get a pop-up message confirming you want to approve all of the orders you selected and can deliver them to the customer:



Approve Delivery for Cookie Orders

Orders selected: 2

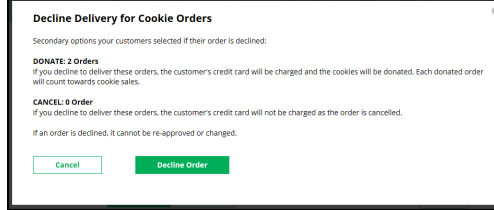
Items to check before you approve order delivery for Jennifer:

- You have all the cookies on hand or can obtain them from your troop.
- You are willing and able to travel to the delivery address.
- You will contact the customer to arrange a delivery date and time.

When you approve delivery of these orders, the customer's credit card will be charged for the cookies and Jennifer will be able to see all order details including the customer's name and contact information. Don't forget it's important to mark when she's delivered the cookies!

Digital Cookie[®]

Or that you want to decline all of the orders you selected and understand if the orders are being cancelled or donated:



2. Click the “Select All” box, which will select all of the orders on that page that need approval, then click “Approve Order” or “Decline Order”.



You will also get a pop-up message confirming your batch approval or declining of the orders selected, as above in option 1.

3. Click on the individual customer to bring up that person’s order details and click “Approve Order” or “Decline Order” at the bottom.

Digital Cookie Order

< Back to cookie order list

ACTION ITEM: Check your cookie inventory and delivery address before you approve delivery. Approve Now

Order Detail Approve for Delivery

<p>Order Number: 05749189</p> <p>Deliver To: Cookie Monster</p> <p>Delivery Address: 1231 Upas St San Diego, California 92103-5127</p> <p>Delivery Phone: 619-867-5309</p> <p>Ordered From: My Cookie Website</p> <p>Order Paid By: Cookie Monster</p> <p>Billing Email: mtrags22@gmail.com</p> <p>Billing Phone: 619-867-5309</p>	<p>Order Status: Needs Approval</p> <p>Order Type: In-Person Delivery</p> <p>Order Date: 9/1/2023 7:57 PM CDT</p> <p>Secondary Delivery Option: Cancel Order</p> <p>Approved to Deliver: Pending Decision</p> <p>Order Delivered:</p>
--	---

Cookies Selected

- Thin Mints[®], 2 pkgs
- AdventureFuls[®], 2 pkgs
- Trefoils[®], 2 pkgs

Order Summary

Purchased Packages: 6	\$30.00
Subtotal:	\$30.00
In-person Delivery:	Free
Order Total:	\$30.00
Added to sales goal:	6 pkgs

Approve or Decline Delivery

Items to review before you approve order delivery for Sam:

- You have all the cookies on hand or can obtain them from your troop.
- You are willing and able to travel to the delivery address.
- You will contact the customer to arrange a delivery date and time.

When you approve this order, the customer's credit card will be charged and Sam can see all order details including the customer's name and contact information. Don't forget it's important to mark when she's delivered the cookies!

Decline Order

Approve Order

Digital Cookie®

Step 7: If you have approved the order, it will move down to the section “Orders to Deliver”, below the “Approve” section.

2 Orders to deliver
Click on a name to mark when the cookies were delivered. ⓘ

Select all Order Delivered Export Orders Show 5 Items ▾

Order #	Cookie Pkgs	Deliver to	Delivery Address	Order Date
<input type="checkbox"/> 05073376	4	Jasmin Winter	PO Box 2347, New York, NY	11/18/2019

When you approve the order, the customer will be charged.

Make sure the Girl Scout follows through and delivers those cookies.

Step 8: Once you have delivered the cookies, log back into Digital Cookie and mark those orders delivered. There are two ways to indicate you have delivered your order:

1. Check the “Select All” box to select all of the orders on the page; they will all be marked “Order Delivered”.
2. Check the box in front of any orders you have delivered, and then click “Order Delivered.”

2 Orders to deliver
Click on a name to mark when the cookies were delivered. ⓘ

Select all Order Delivered Export Orders Show 5 Items ▾

OR

Order #	Cookie Pkgs	Deliver to	Delivery Address	Order Date
<input type="checkbox"/> 05073376	4	Jasmin Winter	PO Box 2347, New York, NY	11/18/2019
<input type="checkbox"/> 05073568	6	Jane-Anne Cathcart	135 Main St, Hancock, MA	12/02/2019

Select all → Select all

Select a customer → 05073376



When they are marked as delivered, they will move down into the third section on the page as a completed order.



Digital Cookie®

Step 9: If the customer is not in her Digital Cookie contact list, your Girl Scout can check the box in front of the customer’s name and click “Add to Customers tab.” Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business.

Digital Cookie Online Orders

3 Completed Digital Cookie Online Orders

Select all
 [Add to Customer List](#)
 [Export](#) 
 [Show 10 Items](#) 

		Paid by	Order #	Cookie pkgs	Order Date	 Order Type	In Customer List
<input checked="" type="checkbox"/>	View	Nina Smith	00112249	10	6/26/2023	Shipped	
	View	Jasmin Winter	00112247	7	6/26/2023	In Person	<input checked="" type="checkbox"/> 
	View	Jane-Anne Cathcart	00112245	5	6/26/2023	Shipped	<input checked="" type="checkbox"/>



Grow your customer list! Select checkboxes for the names you want to add.

[Need Help?](#)

The troop volunteer will see the financial transaction as a credit to your Girl Scout in the baker software after you have approved delivering the order.

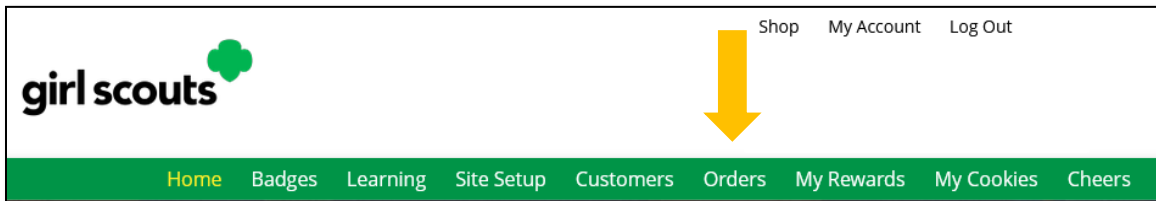
While in the site checking on orders, girls can add customers, send follow-up emails, complete badge work, or explore the great tools on the website. Along the way, your Girl Scout will pick up some good cookie program tips!

Digital Cookie®

Order Received (Shipped/Donated)

Congratulations! Your Girl Scout received an order that is being shipped directly to the customer and/or donated. There isn't anything you need to do (except remind your Girl Scout to send a Thank-You email), but here are things you will want to know.

Step 1: Once you are in the Digital Cookie site, click the "Orders" tab to see what orders you received.



Step 2: On the cookie orders page, you can see all of the orders that have been received. Girl Scouts can see who purchased the cookies, how many, when, and if they had them shipped or donated.

Digital Cookie Online Orders

3 Completed Digital Cookie Online Orders

Select all
 [Add to Customer List](#)
[Export](#)
Show 10 Items

	Paid by	Order #	Cookie pkgs	Order Date	Order Type	In Customer List
<input checked="" type="checkbox"/> View	Nina Smith	00112249	10	6/26/2023	Shipped	
View	Jasmin Winter	00112247	7	6/26/2023	In Person	<input checked="" type="checkbox"/>
View	Jane-Anne Cathcart	00112245	5	6/26/2023	Shipped	<input checked="" type="checkbox"/>



Grow your customer list! Select checkboxes for the names you want to add.

[Need Help?](#)

While you're in the site checking on sales, it's a great time for your Girl Scout to add customers, send follow-up emails, complete badge work, or explore the great tools on the website. Your Girl Scout will probably pick up some good cookie program tips along the way!

Digital Cookie®

Step 3: Clicking on the customer’s name for any of the orders will bring up details about what that customer ordered, including any donated boxes.

Digital Cookie Order

[← Back to cookie order list](#)

Order Detail

Order Number: 05749191	Order Status: Shipment Pending
Ship To: Cookie Monster	Order Type: Shipped
Shipping Address: 1231 Upas St San Diego, California 92103-5127	Order Date: 9/1/2023 8:05 PM CDT
Shipping Phone: 619-867-5309	Shipped Date:
Ordered From: My Cookie Website	Tracking #:
Order Paid By: Cookie Monster	
Billing Email: mgtag22@gmail.com	
Billing Phone: 619-867-5309	

Your troop volunteer has instructions on how these sales get credited to the Girl Scout’s account automatically. But rest assured it is an automatic process and she gets credit for digital sales the same as any other cookie sale.

Cookies Selected

- Thin Mints®, 2 pkgs
- Adventurefuls®, 2 pkgs
- Trefoils®, 2 pkgs

Order Summary

Purchased Packages: 6	\$30.00
Subtotal:	\$30.00
Shipping & Handling:	\$12.99
Order Total:	\$42.99
Added to sales goal:	6 pkgs

Don’t forget to have your Girl Scout send thank-you messages to make sure the customer becomes a repeat customer!

Step 4: If the customer is not in her Digital Cookie contact list, your Girl Scout can check the box in front of the customer’s name and click “Add to Customer List.” Then, the customer will be in her records for sending thank-you emails this year and marketing emails next year for repeat business.

Digital Cookie Online Orders

3 Completed Digital Cookie Online Orders

Select all
 [Add to Customer List](#)
[Export](#)
[Show 10 Items](#)

	Paid by	Order #	Cookie pkgs	Order Date	Order Type	In Customer List
<input checked="" type="checkbox"/> View	Nina Smith	00112249	10	6/26/2023	Shipped	
<input type="checkbox"/> View	Jasmin Winter	00112247	7	6/26/2023	In Person	<input checked="" type="checkbox"/>
<input type="checkbox"/> View	Jane-Anne Cathcart	00112245	5	6/26/2023	Shipped	<input checked="" type="checkbox"/>

Grow your customer list! Select checkboxes for the names you want to add.

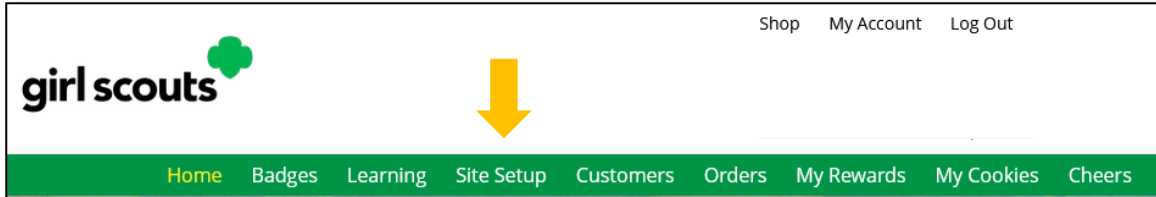
[Need Help?](#)

Digital Cookie[®]

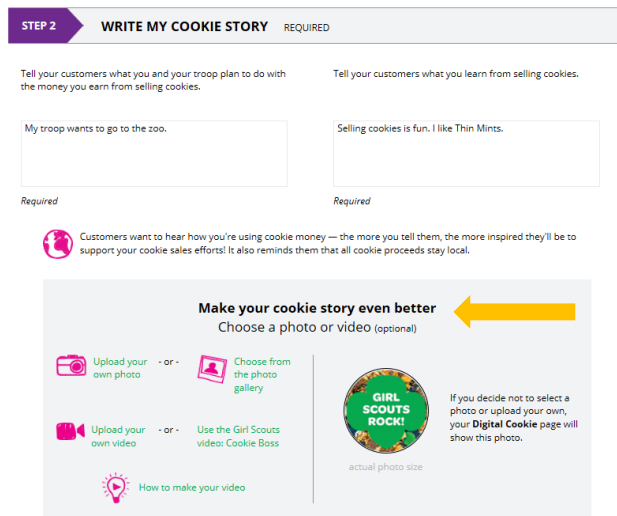
Photo/Video Upload

Want to double or triple your sales? Let your customers see YOU!

Step 1: Caregivers and Girl Scouts can go to the Site Setup tab in their navigation bar. If they have already set up the site and published it, they will need to click on the Edit button at the top of the page.



Step 2: From there, scroll down to Step 2: “Write My Cookie Story.” The bottom half of that section, “Make your cookie story even better” is where Girl Scouts can show their cookie colors to their customers by uploading a photo or video.

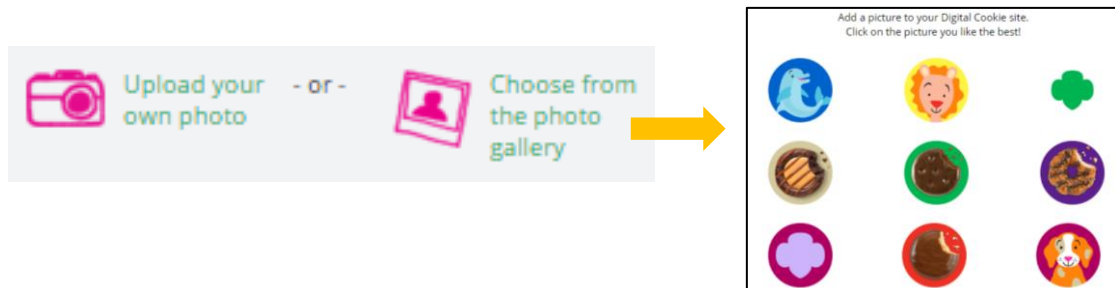


On average, Girl Scouts who uploaded a photo sold almost twice as many cookies and those who uploaded a video three times as many packages as Girl Scouts who didn't upload anything!

To choose a photo

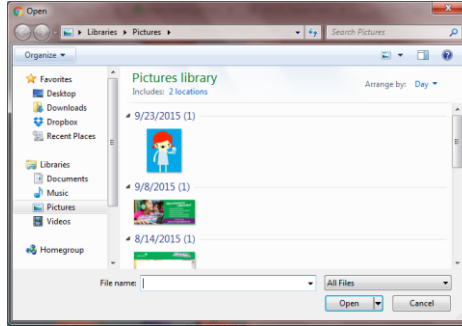
Step 3: Girl Scouts can choose to use a photo from the gallery already in Digital Cookie by clicking on “Choose from the photo gallery.”

Clicking on that gives them some images they can use.

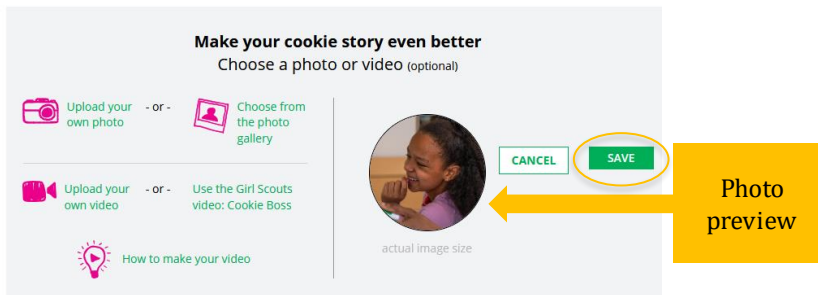


Digital Cookie[®]

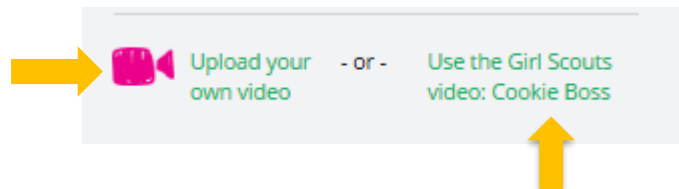
Or they can click “Upload your own photo” and search their own computer files for the photo they want to upload.



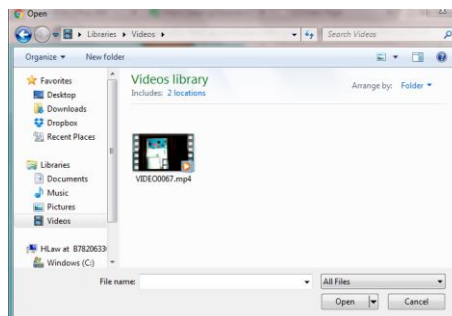
The photo will appear in the preview pane. You can choose to either “Save” and use it on your site, or “Delete” and start over with a new upload.



To upload video

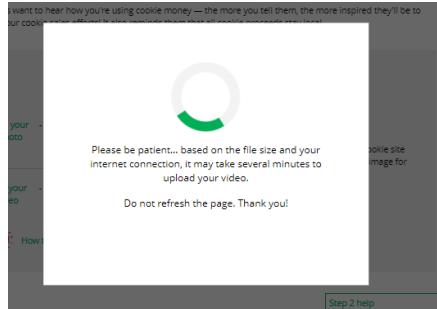


Step 4: Girl Scouts can use the *Cookie Boss* video already in Digital Cookie or they can upload their own video by clicking the “Upload your own video” link. Clicking the link will take them to their computer files to browse for the video they want to upload.



Digital Cookie®

A spinner will appear while the video uploads



When it uploads, they will see a “Watch My Video” icon. Users can also click the graphic to see a preview of the video in a pop-up video window.

When Girl Scouts are satisfied with the video, they can click “Save.” If they don’t like it, they can click “Delete” which will remove it; they will need to re-upload using the “Upload your own video” link again.

Make your cookie story even better
Choose a photo or video (optional)

Upload your own photo - or - Choose from the photo gallery

Upload your own video - or - Use the Girl Scouts video: Cookie Boss

How to make your video

You video was uploaded Successfully ! Please click on Save to update your site.

actual photo size

WATCH MY VIDEO

Click to see preview of the video.

SAVE DELETE

Check out the “How to make your video” link for tips about creating a video that everyone will love to watch!

Once Girl Scouts have saved their video, they can click the green “Download” button to see it in a full page format.

Make your cookie story even better
Choose a photo or video (optional)

Upload your own photo - or - Choose from the photo gallery

Upload your own video - or - Use the Girl Scouts video: Cookie Boss

How to make your video

Your **Digital Cookie** page will show this graphic for your video.

actual photo size

WATCH MY VIDEO

Download Delete

Your Digital Cookie page will show this graphic for your video.

Check out the “How to make your video” link for tips about creating a video that everyone will love to watch!

Digital Cookie®

When Girl Scouts 13 and under are satisfied with the photo or video, caregivers will click “See your site and publish.”

When Girl Scouts 13 or over are satisfied with the photo or video, they can click the “See your cookie page and submit for approval” button.

Make your cookie story even better
Choose a photo or video (optional)

Upload your own photo - or - Choose from the photo gallery

Upload your own video - or - Use the Girl Scouts video: Cookie Boss

How to make your video

WATCH MY VIDEO
actual photo size

Download Delete

Step 2 help

STEP 3 REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH REQUIRED

PARENT OR GUARDIAN: Your girl's Digital Cookie page **must be published** if she wants to send marketing emails or have customers order cookies online.

See your site and publish

If Girl Scouts want to see the video again, they can click on it in their site preview.

Select a Role parent

Emily's Digital Cookie Site Preview

PARENT - OR - GUARDIAN

Emily made Digital Cookie page updates that were submitted for your approval on 11/10/2022 04:23 PM CST.

EDIT APPROVE AND PUBLISH

Learn about approvals

Emily's site status: **Published** <https://DigitalCookie.GirlScouts.org/scout/emily379909>

Digital Storefront: **OPEN** CLOSE ONLINE STORE

girl scouts of colorado

Emily's Digital Cookie® Store

My Cookie Story

Test: Happy Testing Team!

438 Packages Left To Go!

Help me reach my goal. Thanks for your support.

0 50 100 150 200 250 300 350 400 450 500

WATCH MY VIDEO

Digital Cookie[®]

Site Registration – Girl Scout 13 and Older

Previous Steps: [Site Registration](#)

Step 1: After agreeing to Terms and Conditions, you will be prompted to register all Girl Scouts associated with your email address. Enter their preferred first names.

If your Girl Scout is over 13, you have the option to also enter an email address for her so she can manage most of her Digital Cookie site. Girl Scouts 13+ still need an adult to approve the Girl Scout’s site and Girl Scouts 13+ need an adult to approve orders.

If your Girl Scout over 13 doesn’t have her own email address, she can work with you and use your login to set up her site.

Digital Cookie Registration

Register your Girl Scout to participate in Digital Cookie. She'll get access to the Digital Cookie Platform where each Girl Scout can set up her cookie site and goals, manage orders and learn marketing business skills.

Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.

Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID	Troop	Preferred First Name*	Girl Email Address	Action
Active	Nadda	05/20/2012	1088	4010	---	---	---

[ACCESS SITE](#)

Click to Activate

Girl Account

Victoria Roy

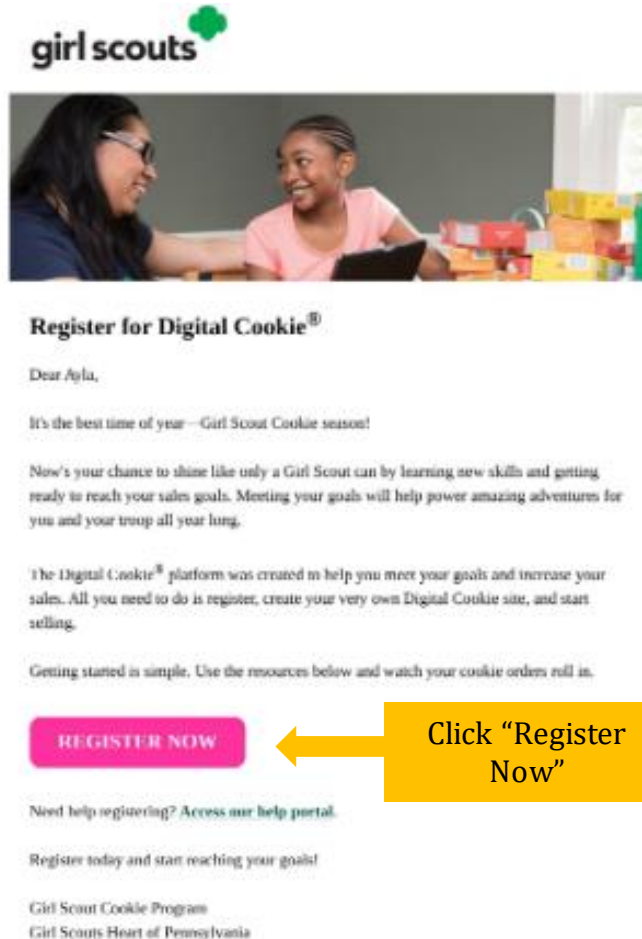
Preferred First Name:*
(or use a nickname)

Girl Email Address:
(optional)

Enter Girl Scout's Email Address (optional)

Digital Cookie®

Step 2: The Girl Scout will then need to check their email inbox for an email from “Girl Scout Cookies”. Girl Scouts should be sure to add email@email.girlscouts.org to their “safe senders” list so that this email goes to their inboxes and not to junk/spam/promotions email folders.

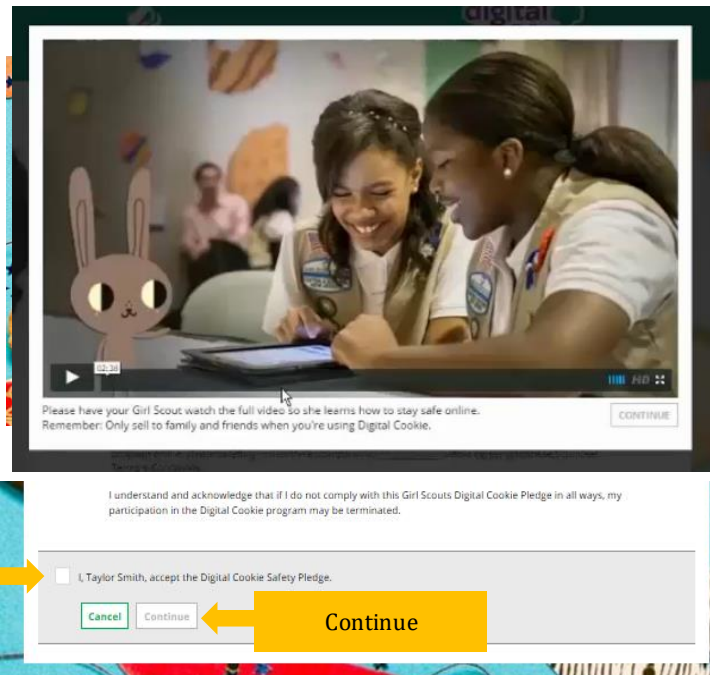


When she gets the email, she simply clicks on the pink button to be sent to the Digital Cookie website where she will be able to set her password.

If she does not get the registration email within 15 minutes of you adding her email address, Girl Scouts can follow the steps on the [“No Registration Email”](#) Tip Sheet.

Digital Cookie®

Step 3: The Girl Scout will need to complete the same steps to set up a password as all other users. Once she has set her password, she will be taken to the *Safe Selling for Smart Cookies* video. She can't proceed further until the full video has been viewed.



Step 4: Then, read the “Girl Scout Safety Pledge.”

After she has read the pledge, she can click the box to accept it and then click “Continue” be taken to the home page of her site to set it up.

Next steps: [Girl Scout Site Setup - 13 and Older Marketing to Customers](#)

Digital Cookie[®]

Registering for Digital Cookie Caregivers/Girl Scouts Under 13

Step 1: Watch for your registration email* from “Girl Scout Cookies” (email@email.girlscouts.org) with the subject “It’s time to register your Girl Scout for Digital Cookie!”. Your council will let you know the approximate date you can expect to see that email. Search your “Promotions/Clutter/Spam” folder too.

*If you did not receive a registration email, see the [No Registration Email Tip Sheet](#).

girl scouts

Register for Digital Cookie[®]

Dear Emily,

Another awesome Girl Scout Cookie season is on the horizon!

It's time for you to help Ayla have the best cookie season yet by adding the Digital Cookie[®] platform to her selling tools.

[Register to use Digital Cookie today](#) and help your Girl Scout create her very own cookie selling website. Registration is required for participation.

The Digital Cookie platform was created to help your Girl Scout increase her sales and reach her goals. Adding this digital sales tool will help your Girl Scout reach customers near and far—making it easier to sell more cookies.

Are you ready to help her meet her goals and take her cookie business to the next level this season? Get started today.

[REGISTER NOW](#) ← Click: “Register Now”

Need help registering? [Access our help portal](#).

Thank you,

Girl Scout Cookie Program
Girl Scouts Heart of Pennsylvania

Step 2: In the email is a pink button to take you to the Digital Cookie registration site. Simply click that button!

(For best results, use the most recent version of your web browser)

Step 3: Once you click the link you’ll be on the Digital Cookie platform. You’ll need to create a password.

Digital Cookie®

Step 4: Use your new password to log in. Remember to use the same email address where you received your registration email—that’s the one your Girl Scout Council has on file for you.

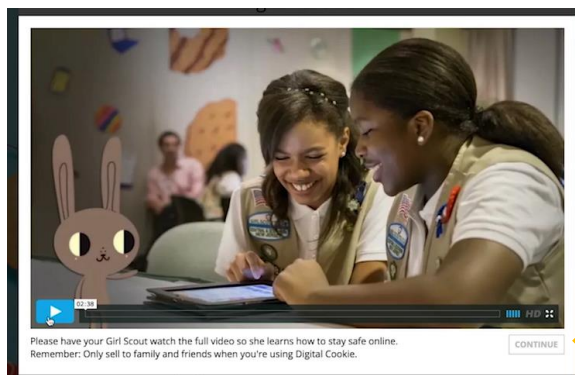
Create Your Digital Cookie Password

When you create your password, a confirmation email will be sent.

Passwords must be 8-16 characters. Include 1 number, capital letter and lowercase letter, with optional special characters !, #, \$.

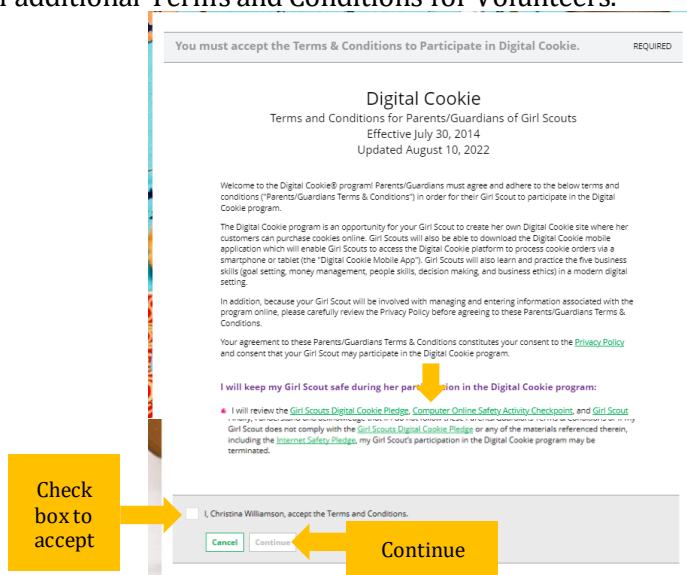
Submit

Step 5: When you first log in, you will have the “*Safe Selling for Smart Cookies*” safety video pop-up to watch and review with your Girl Scout(s). You can’t proceed any further until the full video has been viewed.



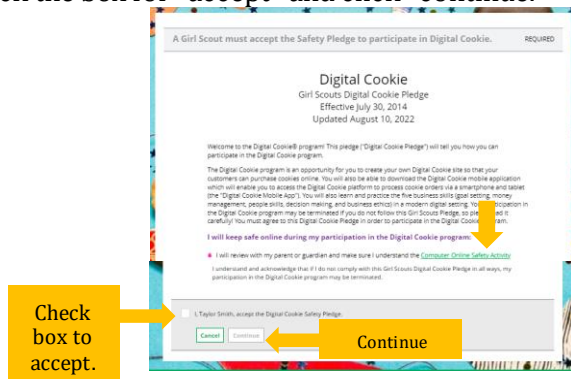
Continue button will turn green after video

Step 6: Read and accept the Terms and Conditions agreement. Note, if you are a volunteer, you will first see an additional Terms and Conditions for Volunteers.

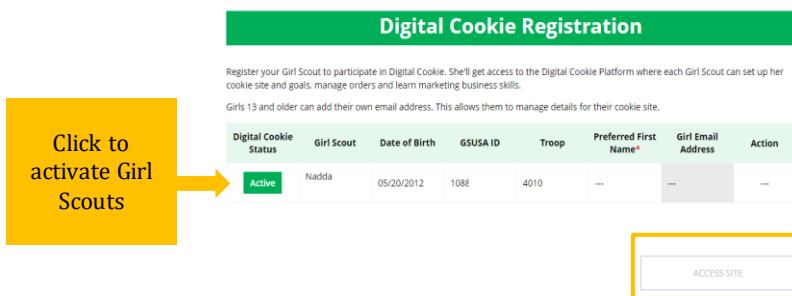


Digital Cookie®

Step 7: Next, the “Girl Scout Safety Pledge” will appear. Be sure to read it to/with your Girl Scout(s). Then check the box for “accept” and click “continue.”



You will then be taken to a screen to activate your Girl Scout(s) for the Digital Cookie program and update their preferred name if desired.



If the Girl Scout you are activating is 13 or older, you have the option to enter her email address and she will complete her own registration process. (See “[Site Registration-Girl Scout 13 and Older](#)” Tip Sheet for instructions.) Girl Scouts under 13 will login in partnership with their caregiver and do not need a separate email address.

Preferred First Name:*
(or use a nickname)

Girl Email Address:
(optional)

After activating all of your Girl Scouts (if you have multiple), you will click the “Access Site” button to be taken to the first Girl Scout’s home page.

Step 8: Once you have registered, watch your inbox for a registration confirmation email and save this email where you can find it during cookie season!

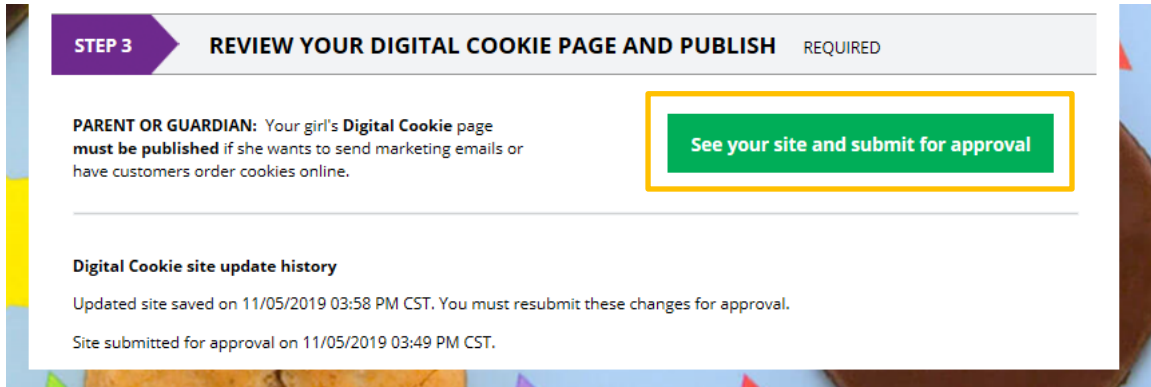
Next Steps: [Site Setup](#)
[Marketing to Customers](#)

Digital Cookie[®]

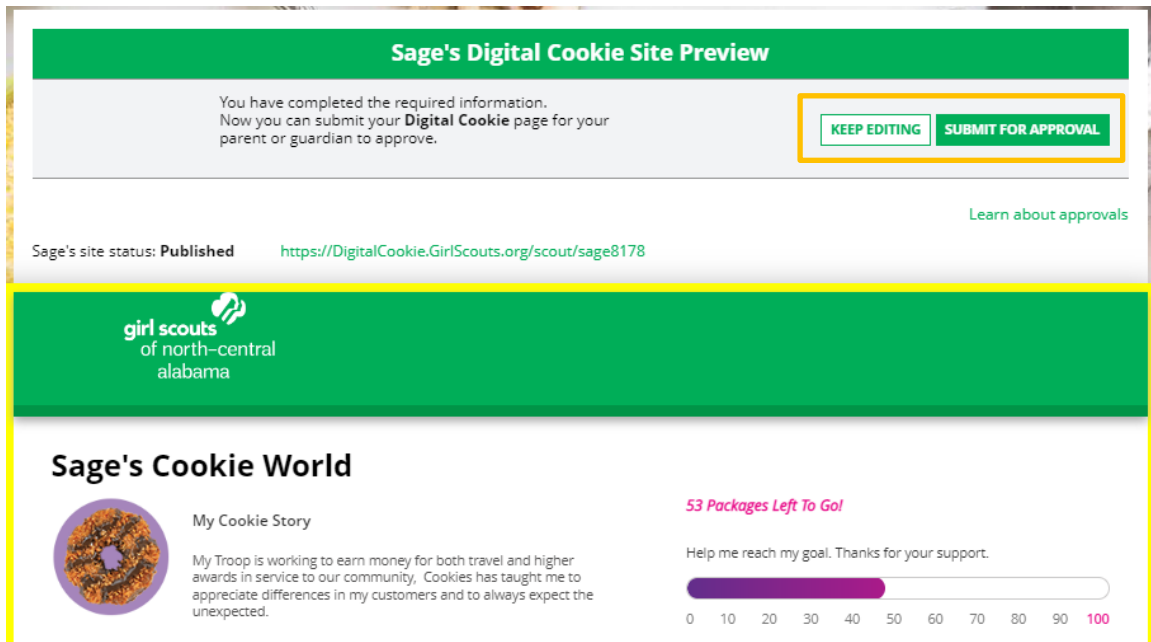
Site Setup – Girl Scout 13 or Older

Previous steps: [Site Registration Girl Scout 13 and over](#)

Step 1: Once in the Digital Cookie site, the setup functions just like the [Site Setup Girl Scout Under 13](#). The difference is that Step 3 will have a button at the bottom of the page instructing the Girl Scout to: “See your site and submit for approval.”



Step 2: A preview of her site will display and she can either make additional edits or submit it for caregiver approval.



Digital Cookie®

Step 3: Once she has submitted the site for approval, you will receive an email that your Girl Scout's site needs approving.

Step 4: When you click the pink "Review Site" button in the email, you will login and be sent to your Girl Scout's site preview.



Please review and approve her site

Dear Annabelle,

Zoe updated their Digital Cookie® site. Please take a moment to approve the updates.

It's simple and quick! Log in to your Digital Cookie account and navigate to the "Site Setup" tab and then review the following:

- Make sure your Girl Scout's site doesn't include their last name, school name, home address, email address, phone number, or any other identifiable information. This applies to your Girl Scout's cookie video as well.
- Review any photos or videos your Girl Scout has uploaded to their site and make sure you are comfortable with the content.
- Review your Girl Scout's cookie story to ensure they share their plans for their cookie proceeds. Research shows it's a key driver for customers as they decide to purchase.
- If you need to change something, you can edit the information. Be sure to tell your Girl Scout if you made changes.

If everything looks good, simply approve the site, and it will be ready for her to reach out to customers.

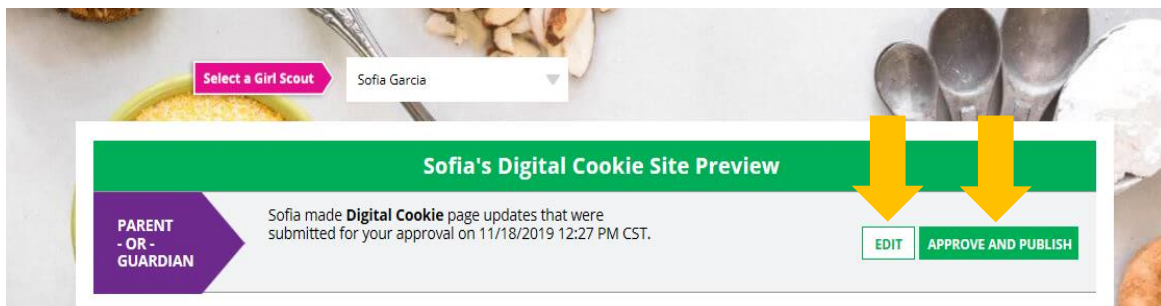
REVIEW SITE



From there you can review it and either "Approve and Publish" to have her site go live, or click the "Edit" button to make changes.

If you make changes, when they are complete, click "Approve and Publish". Make sure to let your Girl Scout know you made changes.

Step 5: The Girl Scout will receive an email confirmation that her caregiver has approved her site. Now she is ready to send marketing emails to customers once the council's Digital Cookie sale is open.



Next Steps: Marketing to Customers

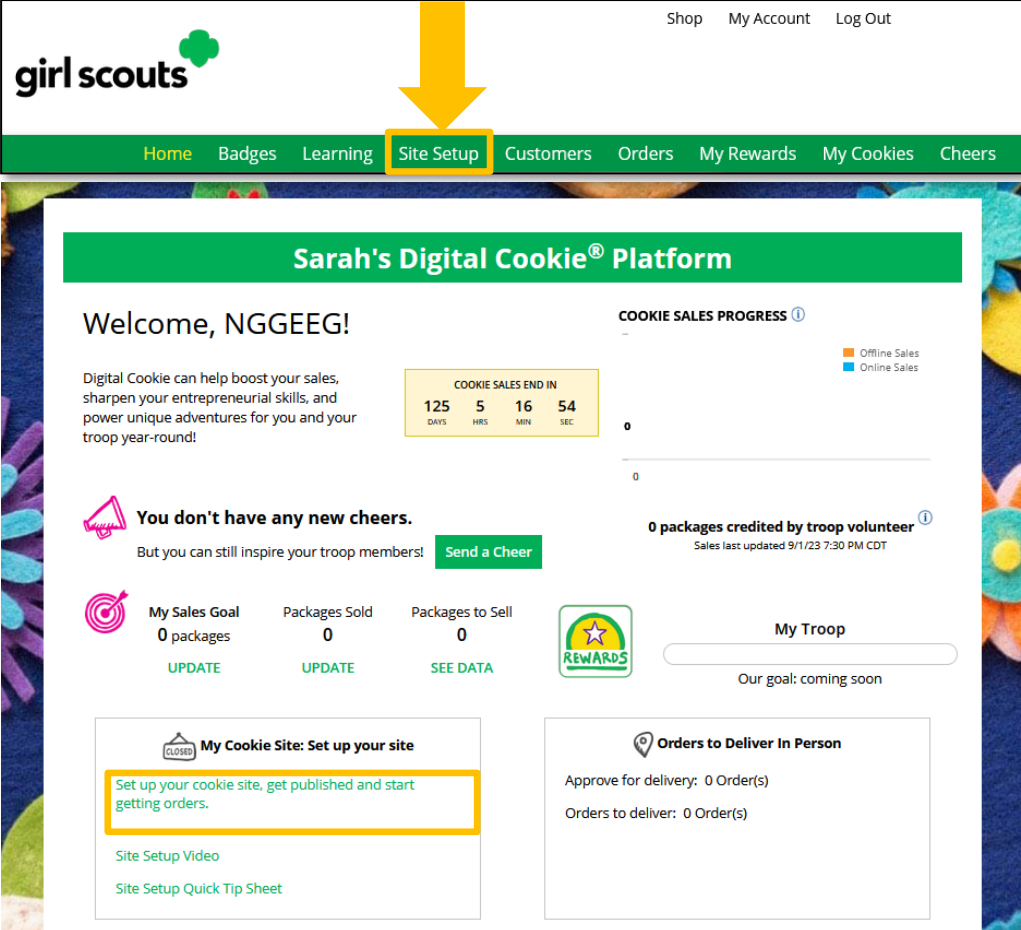
Digital Cookie®

Site Setup – Girl Scout Under 13

Previous Steps: [Site Registration](#)

Step 1: Log in to digitalcookie.girlscouts.org

To help your Girl Scout set up her business for customers, click on the “Set up your Digital Cookie site...” link in the “My Cookie Site” section, or the “Site Setup” at the top.



Step 2: There are several different sections to her home page. Click on the headings to be taken to the instructions for that section.

- [Goal Setting: “Set My Sales Target”](#)
- [“My Cookie Story”](#)
- [Photo/Video Upload](#)
- [Preview and Publish Your Site](#)

Digital Cookie[®]

Goal Setting: Set My Sales Target

1. Girl Scouts enter how many packages of cookies they are working to sell this year through online and offline sales.
2. When the information is entered, the calculator will show how much money the troop will get from her hard work.
3. Clicking on “Rewards” will take you to your council’s rewards tab (if available) to see what rewards the Girl Scout might want to work towards.
4. Girl Scouts can enter any offline packages they have sold so their customers will see their total sales, not just their digital sales.

Don't forget to save your goal before moving on.

STEP 1 SET MY SALES TARGET REQUIRED

1 Your Goal Calculator

2

3

4

SO FAR EMILY HAS SOLD:

0 Offline Sales

0 Online Sales

0 Total Boxes Sold

Emily's Total Sale Progress

0 Offline Sales

0 Online Sales

My Cookie Story

1. Girl Scouts tell their customers about a troop goal and why it's important.
2. Girl Scouts share what they've learned from the cookie program.
3. Save their story. They can make edits to it at any time.

STEP 2 WRITE MY COOKIE STORY REQUIRED

1

2

3

Tell your customers what you and your troop plan to do with the money you earn from selling cookies.

Tell your customers what you learned from selling cookies.

My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park.

I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people.

Required

Required 87 characters

SAVE

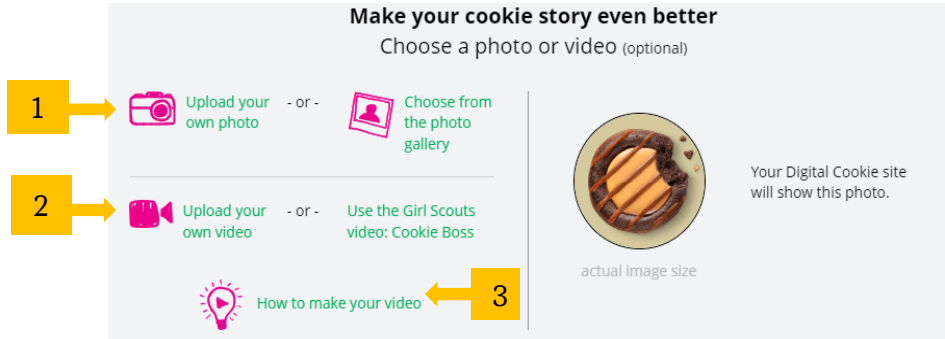
CANCEL

Customers want to hear how you're using cookie money — the more you tell them, the more inspired they'll be to support your cookie sales efforts!

Digital Cookie[®]

Photo/Video Upload

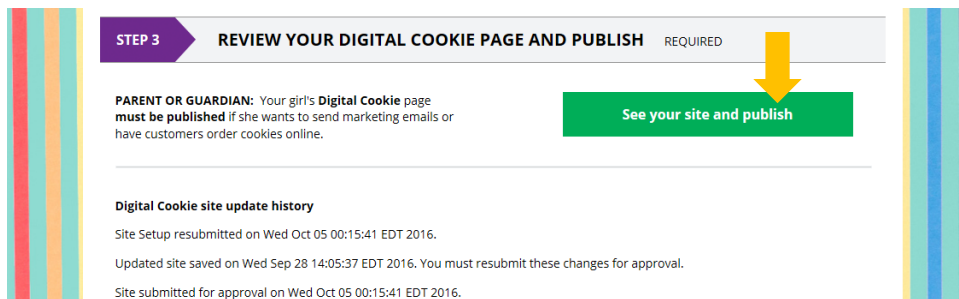
1. Girl Scouts can choose to upload a photo or use a picture from the gallery.
2. Or, Girl Scouts can upload a video or use the “Cookie Boss” video.
3. Bonus! Girl Scouts can get tips on how to make a great video.



Girl Scouts who uploaded a photo or video of themselves sold more than double the boxes on average than those who did not.

See Your Cookie Site and Publish

Almost there! Simply click the button to see how the site appears to customers and publish.

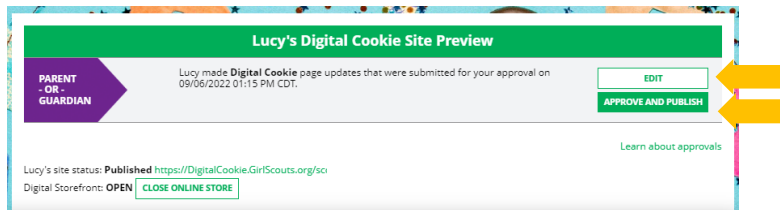


If your button only says “see your site” you may be missing some required fields or didn’t make any changes. Go back and check that everything has been completed.

You will see what the customer will see. Some things to check:

- Is the spelling and grammar correct and does it tell a story?
- Make sure the photo or video are displaying correctly.
- Are the goals accurate?
- If you need to change anything, click *Edit* and make changes, then go back to Step 2a.
- If it looks good, *approve and publish it*.

Your Girl Scout’s cookie store now has its own website! If your council’s digital cookie sale hasn’t started, the link will not be active yet.



Next Steps: Marketing to Customers Accessing the Games and Videos

Digital Cookie®

Unlock Account

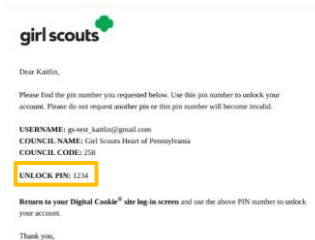
Step 1: If you have attempted multiple times to login at digitalcookie.girlscouts.org and did not successfully input your password, you may find you locked yourself out. You can contact customer support or unlock your account.

Step 2: If you click the “unlock your account” link, you will be asked to validate the email address you use for Digital Cookie, then click the “Send Email” button



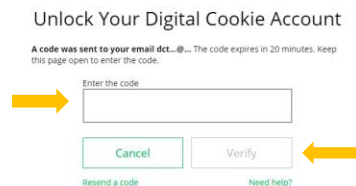
Step 3: You will be sent an email with the subject: “Your requested pin number” from “Girl Scout Cookies” (email@email.girlscouts.org). Check your junk/spam/promotions folders if you don’t receive it and be sure to add email@email.girlscouts.org to your “safe sender” list.

You will have a pin number in the email.



Step 4: Enter the pin code back in Digital Cookie on the unlock screen, then click on “Verify”.

Step 5: You will be taken back to the Digital Cookie login screen with your account unlocked



and ready for you to attempt to login again. If you are unsuccessful logging in, consider resetting your password using the “Forgot password” link. Otherwise, login and get started with your Digital Cookie experience.