



2025 Digital Cookie

Guide for Troop Cookie Managers

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DIGITAL COOKIE FOR THE CUSTOMER

About Digital Cookie

What is Digital Cookie?

Digital Cookie is a unified online selling platform for all Girl Scouts across the country and by both Girl Scout Cookie Bakers.

It has easy -to-use tools and provides multiple ways for Girl Scouts to enhance their entrepreneurial skills.

eCommerce has grown over the years and this platform gives girls the opportunity to supercharge their cookie business.

Who can use Digital Cookie?

Girl Scouts and Caregivers

Troop Cookie Managers

Create their own site

Send emails to customers

Manage their online sales, inventory, and financials

Support girls and families with visibility to their online activities

Set up and manage sales for their Troop Site

Troop Cookie Manager Experience

Receive Email DECEMBER 20, 2024

Sender: "Girl Scout Cookies"
email@email.girlscouts.org

Subject: Cookie season is almost here! Help your troop reach their goals with Digital Cookie

Registration Tips

- Make sure your myGS account is updated with the correct email address
- Add the sender's email to your contacts list to avoid it going to Spam or Junk folders
- Check your Promotions, Junk, and Spam folders
- Tip Sheet for any other issues: [No Registration Email](#)

Click "Register Now" From Email

Create Password and Login

All users must register through their Digital Cookie registration email every year

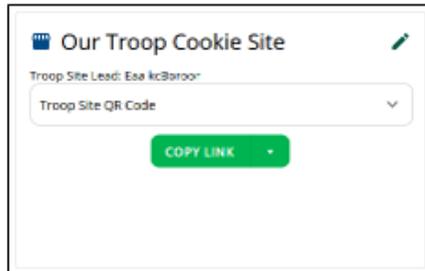
Volunteer Terms and Conditions

Read and Accept T&Cs

If you have a Girl Scout in your household and access for parents/caregivers has opened, you will need to watch a safety video with your Girl Scout, accept the parent T&Cs and read and accept the Girl Scout Safety Pledge with your Girl Scout.

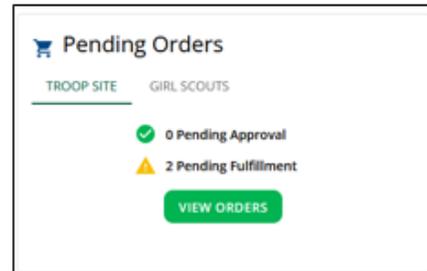
Troop Dashboard

Troop Cookie Site



- Assign troop site lead
- Set up troop cookie site
- Copy troop site link or view QR Code

Pending Orders



At a glance, see if:

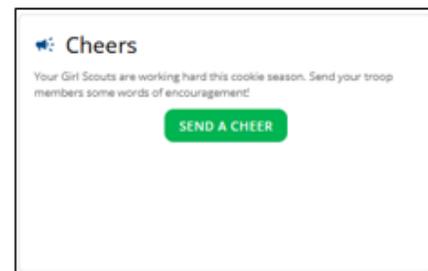
- The troop site has any pending orders to approve or deliver.
- Girl Scouts in their troop have any pending orders to approve or deliver.
- Quick access button to view orders.

Troop Site Sales



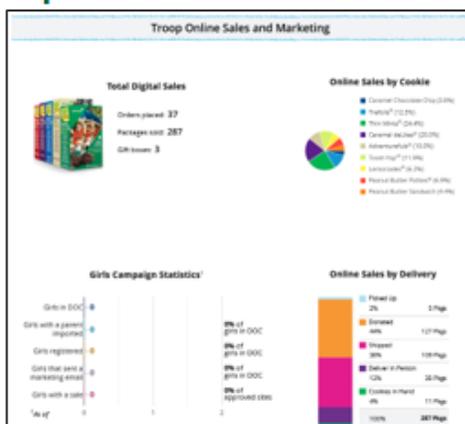
- View the troop site's progress towards their goal.

Cheers



Quick access button to send a Cheer to a Girl Scout in their troop.

Troop Online Sales and Marketing



Monitor their troop's sales and Girl Scouts' Digital Cookie progress.

Reports

All Order Data	For each girl see full order details including varieties, delivery type, etc.	Get Report
Initial Order	8/24/22 Parents due date 8/24/22 Troop due date	Get Report
Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report
Rewards Selection	See which rewards girls have selected to enter in your baker software.	Get Report

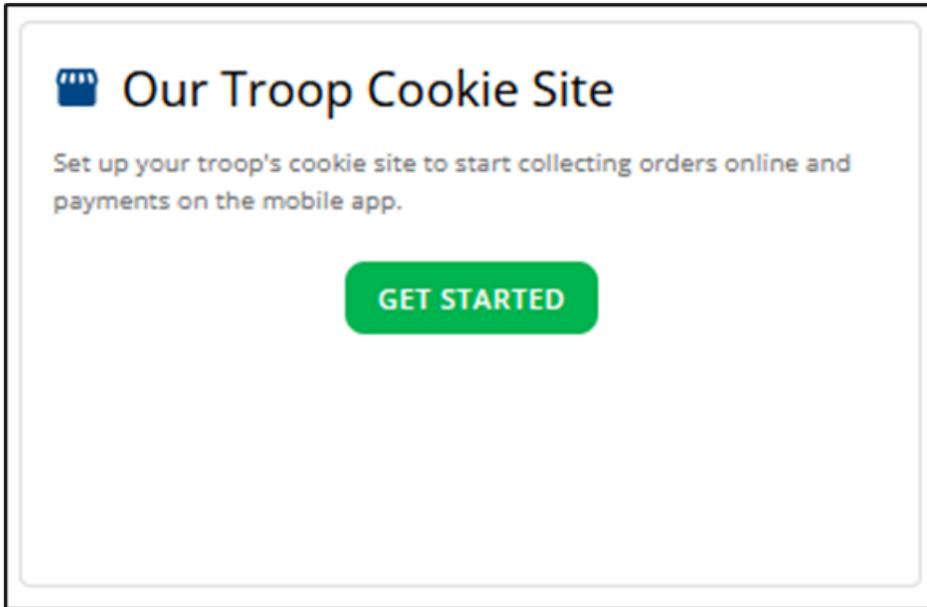
The following reports are available for download:

- All Order Data
- Initial Order (If applicable)
- Cookie Badges
- Rewards Selection

Troop Site Setup

Step 1 & 2

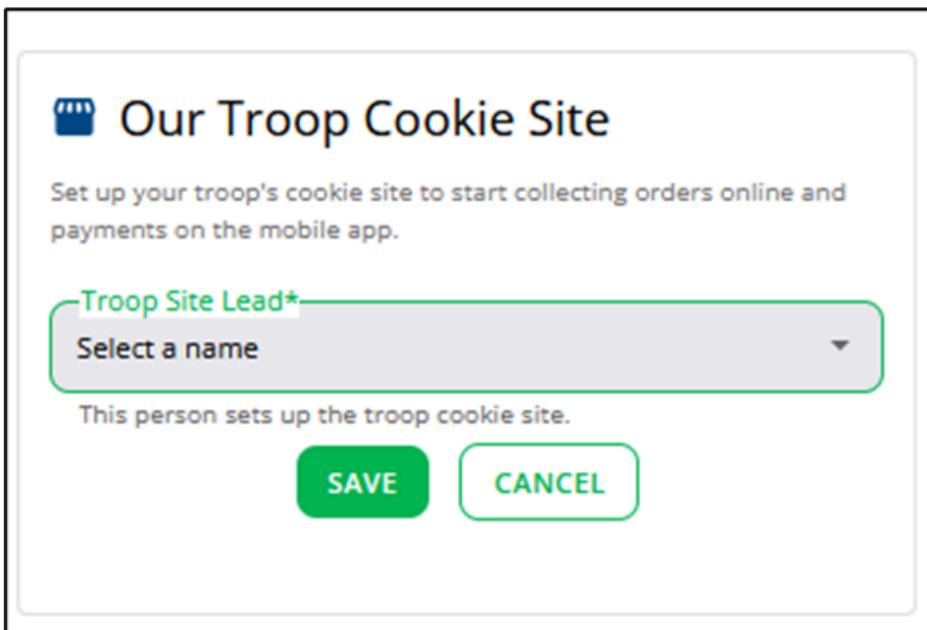
Step 1: Click Get Started



The screenshot shows a white card with a blue header icon and the title "Our Troop Cookie Site". Below the title is a subtitle: "Set up your troop's cookie site to start collecting orders online and payments on the mobile app." In the center of the card is a prominent green button with the text "GET STARTED" in white capital letters.

Step 1: Click the Get Started button. This button is only on the dashboard prior to the site being activated.

Step 2: Select a Troop Site Lead



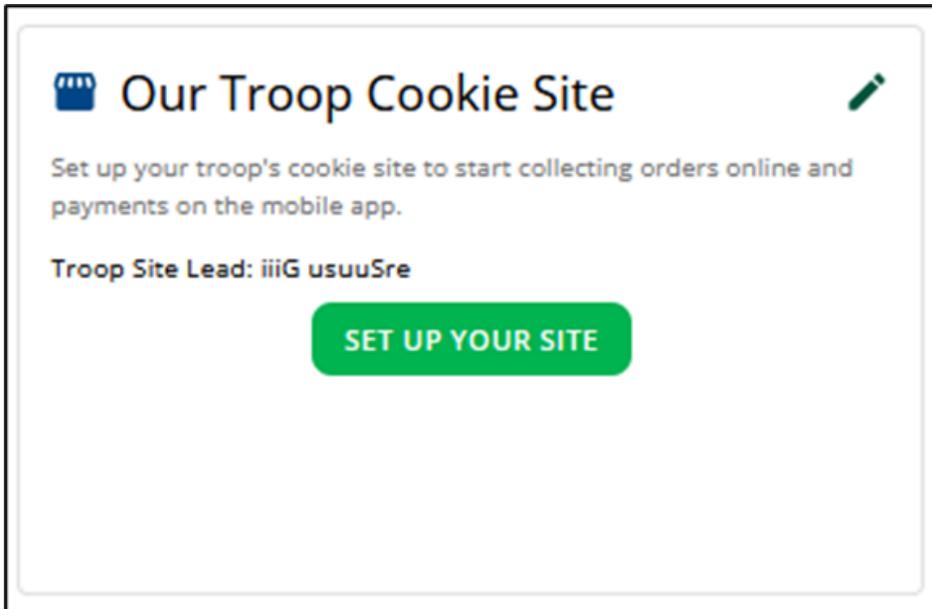
The screenshot shows the same "Our Troop Cookie Site" setup screen as in Step 1. Below the subtitle, there is a dropdown menu labeled "Troop Site Lead*" with a green border. The dropdown menu is currently open, showing the text "Select a name" and a small downward arrow on the right. Below the dropdown menu is a subtitle: "This person sets up the troop cookie site." At the bottom of the card are two buttons: a green "SAVE" button and a white "CANCEL" button with a green border.

Step 2: Select a Troop Site Lead, if your troop has multiple volunteers, you will select which volunteer will be the “site lead” from the drop down. The Troop site lead will be responsible for working with the Girl Scouts in the troop to set up the troop site and will have access to the troop site’s home page similar to a Girl Scout’s home page.

Troop Site Setup

Step 3

Step 3: Click Set Up Your Site



Step 3: Once you save the troop site lead, if you choose yourself, you will see the Set Up Your Site button on the dashboard. If you assigned a different volunteer to be the site lead, the next time they log into Digital Cookie they will see the Set Up Your Site button on the troop dashboard.

Step 4: Activate the Site



Step 4: After clicking the Set Up Your Site button, you will be taken to the Registration page where you can Activate the troop site. If you have Girl Scouts in your household, you will see the here too. After Clicking the Activate button, you will be able to click the Access Site button. This will take you to the troop site and you will be ready to set up the site just like you would do for a girl's page.

Setting up the Troop Cookie Site

Step 1

1. Goal Setting: Set My Sales Target

The screenshot shows a web form titled "STEP 1 SET MY SALES TARGET REQUIRED". A pink star icon is next to the heading "Your Goal Calculator".

Callout 1 points to the input field where "Emily" wants to sell packages which = about * to help her Troop and others. A green "Save" button is to the right.

Callout 2 points to the "\$125" result.

Callout 3 points to a "REWARDS" icon and a "Learn more" link.

Callout 4 points to the "SO FAR EMILY HAS SOLD:" section, which includes:

- Offline Sales
- Online Sales
- Total Boxes Sold

A legend indicates Offline Sales is represented by an orange square and Online Sales by a blue square. A progress bar for "Emily's Total Sale Progress" is shown below the legend.

*When you sell cookies, it goes to your troop budget. Together, you can accomplish big things!

In the Goal Setting: Set My Sales Target section

1. Girl Scouts will 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 the hard work.
3. Clicking on "Rewards" will take the Girl Scout to the rewards page to see what rewards the Girl Scout might want to work towards. If the council is not using the function, there will be a link to the rewards flyer.
4. Girl Scouts can enter any offline packages they have sold so their customers will see their total sales, not just their digital sales.

Setting up the Troop Cookie Site

Step 2

2. Write My Cookie Story

STEP 2 **WRITE MY COOKIE STORY** REQUIRED

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.

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

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. ← 2

Required 87 characters

3 → **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!

My Cookie Story section.

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.

Setting up the Troop Cookie Site

Step 3

3. Photo/Video Upload

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

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

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

How to make your video 3

Your Digital Cookie site will show this photo.

actual image size

Photo/Video Upload section

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 a GSUSA 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.

Setting up the Troop Cookie Site

Step 4

4. Approve and Publish

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](#)

Digital Cookie site update history

Site Setup resubmitted on Wed Oct 05 00:15:41 EDT 2016.

Updated site saved on Wed Sep 28 14:05:37 EDT 2016. You must resubmit these changes for approval.

Site submitted for approval on Wed Oct 05 00:15:41 EDT 2016.

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.

Lucy's Digital Cookie Site Preview

PARENT - OR - GUARDIAN

Lucy made Digital Cookie page updates that were submitted for your approval on 09/06/2022 01:15 PM CDT.

[EDIT](#)

[APPROVE AND PUBLISH](#)

Learn about approval

Lucy's site status: **Published** <https://DigitalCookie.GirlScouts.org/sc>

Digital Storefront: **OPEN** [CLOSE ONLINE STORE](#)

Click to edit

Click to review and publish

Once the Girl Scout has entered all the site details, they will click the See your Site and Publish button. They will see what the customer will see.

There are a few things you should check prior to publishing the site:

- 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
- If it looks good, approve and publish the site.

Girl Scout’s 13+ will have a button that says, “see your site and submit for approval”. They can see the preview and edit. Parent is sent an email to approve the site.

My Troop Page

girl scouts of the sierra nevada

My Account Log Out

You are viewing as: Troop 333 of Service Unit 604

Dashboard Orders My Troop My Troop Orders Cheers Booth Pickup

Troop 333

Troop Cookie Sales
Last Updated: 10/21/24 12:00 PM CDT

Troop goal not set
8 sold / 0 troop goal not set

8 packages sold

Quick Links
INITIAL ORDER REPORT

The troop sales goal is set in your baker software

	PACKAGES SOLD / GOAL	COOKIE SITE	ORDERS TO APPROVE	
kaiMzceeM rzzzra	8 / 100	Yes, Published	1 orders	see details v
oiSoS GnGiaiaifti	0 / 0	No, Not Published	0 orders	see details v
aaadv lloel	0 / 0	No, Not Published	0 orders	see details v
AleeA lJjol	0 / 0	No, Not Published	0 orders	see details v
Lcuy gghh	0 / 0	No, Not Published	0 orders	see details v
Total: Girl sales	8 / 100			
Troop 333	0 / 500	Yes, Published	0 orders	see details v
Total: All sales	8 / 600			

5 →

“My Troop” tab allows you to see how each Girl Scout in the troop and the troop site is doing in their Digital Cookie Sales

1. Troop Goal: This pulls the troop goal set in the baker software and measures the troop’s progress towards that goal. If the goal has not been set yet, it shows the total troop’s sales to date.
2. Cookie Site: If the Girl Scout’s site is published, click the link to be taken to their customer facing site. If it shows as Not Published, offer to help the family to get started
3. Orders to Approve: If your council has In-Person Delivery available, this will indicate if the family has any orders that need approval.
4. See Details: Clicking “See Details” will bring up additional details for each Girl Scout
5. If your troop link has been published you will see what the goal is for the Troop site, you can click the link to go to the troop site and you can see any sales that have come in for the troop link.

My Troop Orders Page

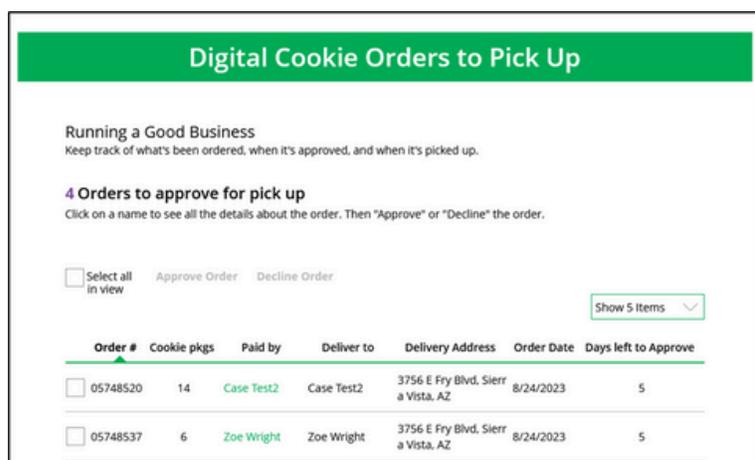


girl scouts of the sierra nevada

My Account Log Out

You are viewing as:
Troop 333 of Service Unit 604

Dashboard Orders My Troop **My Troop Orders** Cheers Booth Pickup



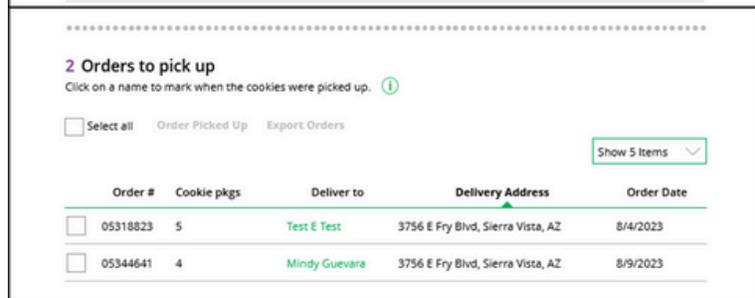
Digital Cookie Orders to Pick Up

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

4 Orders to approve for pick up
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

Order #	Cookie pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input type="checkbox"/> 05748520	14	Case Test2	Case Test2	3756 E Fry Blvd, Sierra Vista, AZ	8/24/2023	5
<input type="checkbox"/> 05748537	6	Zoe Wright	Zoe Wright	3756 E Fry Blvd, Sierra Vista, AZ	8/24/2023	5

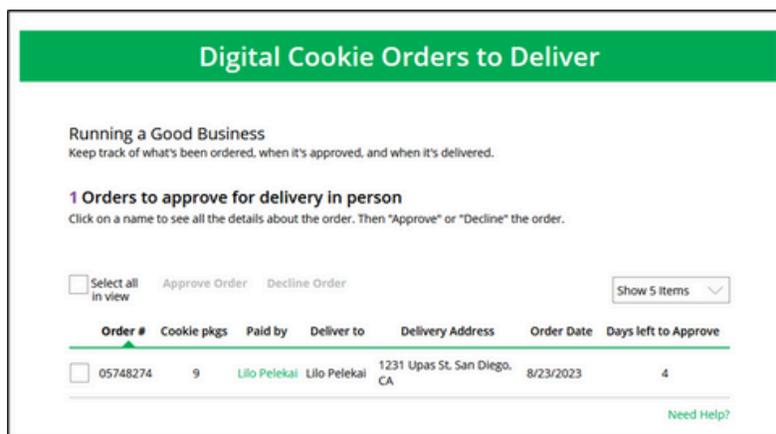


2 Orders to pick up

Click on a name to mark when the cookies were picked up.

Select all Order Picked Up Export Orders Show 5 Items

Order #	Cookie pkgs	Deliver to	Delivery Address	Order Date
<input type="checkbox"/> 05318823	5	Test E Test	3756 E Fry Blvd, Sierra Vista, AZ	8/4/2023
<input type="checkbox"/> 05344641	4	Mindy Guevara	3756 E Fry Blvd, Sierra Vista, AZ	8/9/2023



Digital Cookie Orders to Deliver

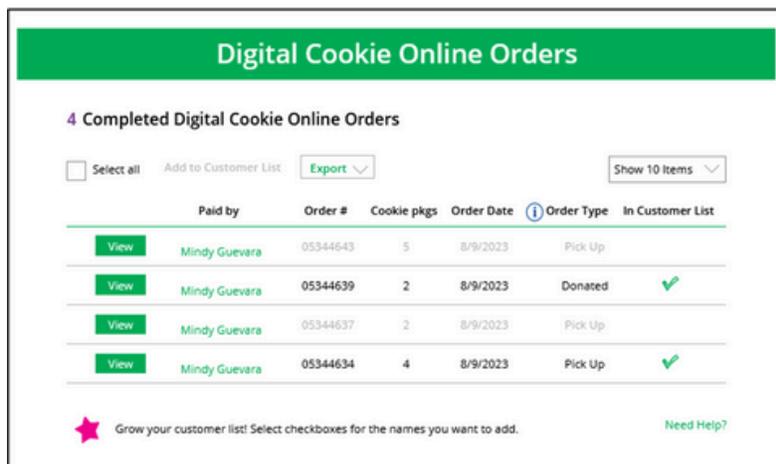
Running a Good Business
Keep track of what's been ordered, when it's approved, and when it's delivered.

1 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

Order #	Cookie pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input type="checkbox"/> 05748274	9	Lilo Pelekal	Lilo Pelekal	1231 Upas St. San Diego, CA	8/23/2023	4

[Need Help?](#)



Digital Cookie Online Orders

4 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
View	Mindy Guevara	05344643	5	8/9/2023	Pick Up	
View	Mindy Guevara	05344639	2	8/9/2023	Donated	✓
View	Mindy Guevara	05344637	2	8/9/2023	Pick Up	
View	Mindy Guevara	05344634	4	8/9/2023	Pick Up	✓

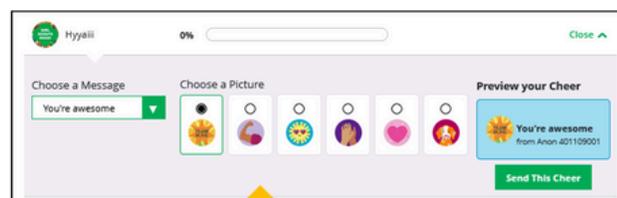
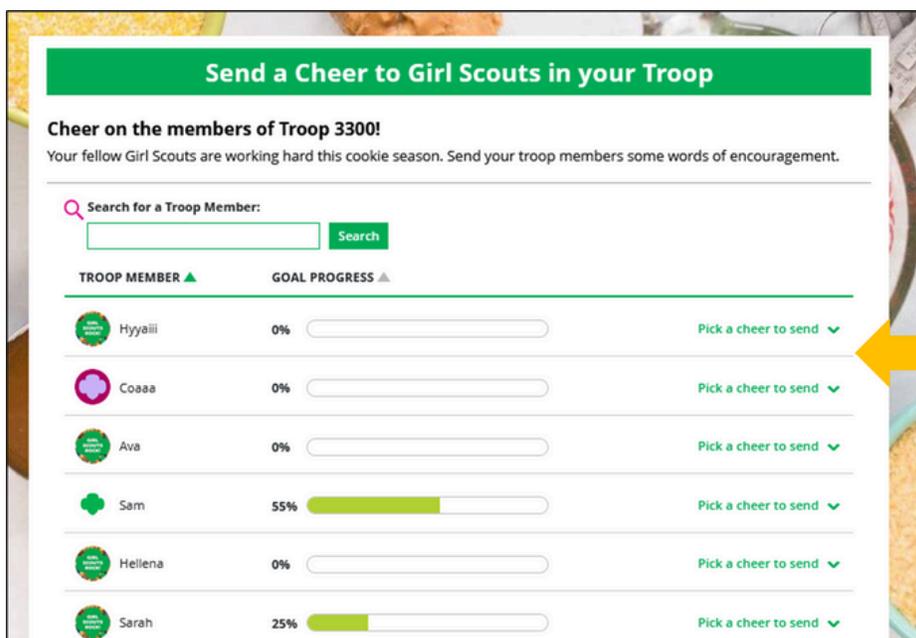
★ Grow your customer list! Select checkboxes for the names you want to add. [Need Help?](#)

This page works the same as the Girl Scout orders page. You can approve/decline Girl Scout delivery orders as well as pickup orders. When you approve a pickup order, it moves down to the Orders to pick up section.

Here you can export a list or find additional details on each order to prepare them for pick up. Once they are picked up, you can mark them as such in this section as well.

Once the order is complete it moves down to the bottom "completed" section, where you will find shipped and donation only orders placed for your troop. The greyed-out orders are canceled/declined orders.

Cheers Page



Click the drop down next to the Girl Scout to view the message and picture options, then preview and send your Cheer to that Girl Scout.

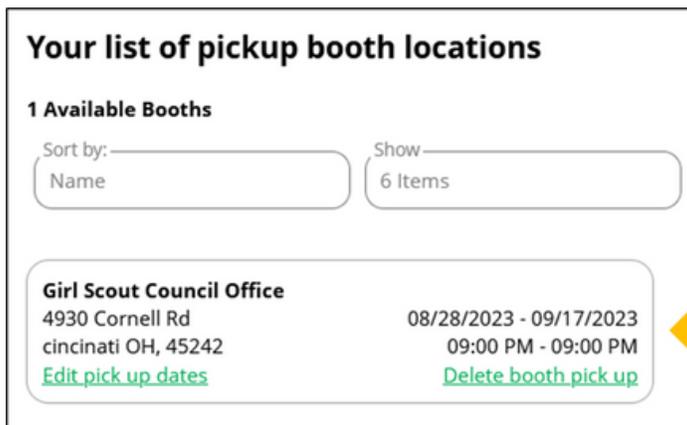
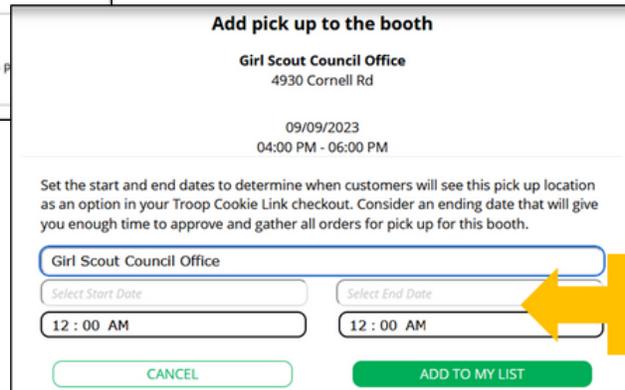
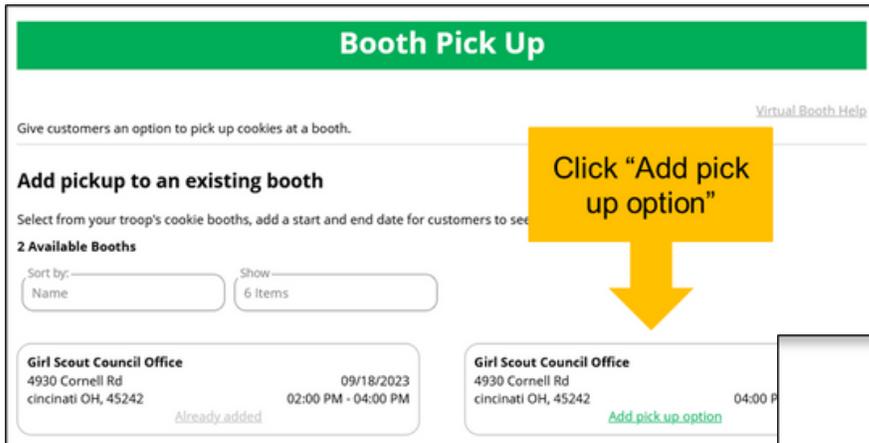
Troop Volunteers can send the Girl Scouts in their troop cheers the same way troop members can send them to each other. The difference is that Girl Scouts can't cheer back to volunteers.

On the Cheer's page, you can see the Girl Scouts in your troop and the percentage of sales towards their goal. You can click the "Pick a cheer to send" drop down next to the name of the Girl Scout you wish to cheer.

Then you will see a choice of .gif images and short messages to send. As you select the message and image you will see a preview of the cheer and then can click "Send this Cheer."

The Girl Scout will get a notification the next time she logs in on her Dashboard that she received a cheer. Don't forget Girl Scouts are unable to send a Cheer back to volunteers or customers.

Booth Pickup Page



Your Booth Pickup page where you can add the option for customers to place an order online and pick it up at your troop's upcoming cookie booth.

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

Start by selecting an existing cookie booth from your list by clicking on "Add pick up option"

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

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

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

Important! If you cancel a booth in the baker's system, you must delete the booth from here so customers can no longer select it as a pick-up option.

Check your orders tab for any orders that were scheduled to be picked up and make alternate arrangements or cancel and refund them.

Girl Scout and Caregiver Experience

Receive Email
JANUARY 2, 2024

Sender: "Girl Scout Cookies"
email@email.girlscouts.org

Subject: It's time to register for your Girl Scout for Digital Cookie!

Click "Register Now" From Email

Create Password and Login

All users must register through their Digital Cookie registration email every year

No Registration Email?

[View the "No Registration Email" Tip Sheet](#)

- Check your Promotions, Junk, and Spam folders
- Make sure your myGS account is updated with the correct email address
- Add the sender's email to your contacts list to avoid it going to Spam or Junk folders
- If you have multiple Girl Scouts, you may only receive one email, but you can register them all under your one email address.

Activation Steps



Watch Safety Video with your Girl Scout

At the end of the video, you will need to click the green continue button. You cannot continue until it has been viewed.



Approve Terms and Conditions and Safety Pledge

Be sure to read the safety pledge with your Girl Scout and check the box to accept both documents.

If you are both a Troop Lead and a parent, you will only see the Terms & Conditions once.

Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID	Troop	Preferred First Name*	Girl Email Address	Action
Activate	UG_AGCI_ICN IIRCOIOIORANTO	04/03/2012	110182156	44	---	---	---

ACCESS SITE

Activate your Girl Scout(s)

After clicking the Activate button you will be able to update your Girl Scout's preferred name.

This name will be on the storefront and in the customer's emails

Girl Account

UG_AGCI_ICN IIRCOIOIORANTO

Preferred First Name:*
(or use a nickname)

Girl Email Address:
(optional)

Girl Scouts 13 or older

You will also have the option to add your Girl Scout's email if she is 13 or older. Do not add the email address you used to log into Digital Cookie.

This is optional, skip this box if you do not want to add an email

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

Parent Dashboard

Message from Council



Note of encouragement from Girl Scouts of Silver Sage

My Sales Goal



Digital sales progress bar and number of packages credited by troop volunteer

My Cookie Site



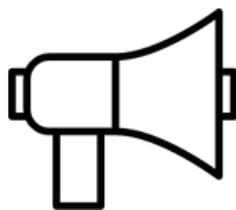
Set up cookie site and then copy cookie site link or view QR Code.

Pending Orders



At a glance, see if your Girl Scout has any orders that need to be approved or marked as delivered.

Cheers



Quick access button to “Send a Cheer” to a Girl Scout in your troop.

Pins & Badges



Track the progress toward completing the Cookie Business Badges and Cookie Entrepreneur Family Pins

Online Sales & Marketing

Emma's Online Sales and Marketing

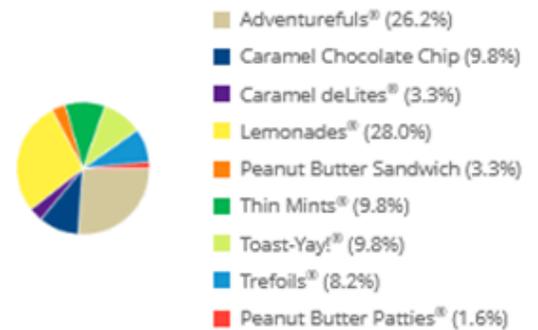
Charts last updated on 8/25/23 3:30 PM CDT

Total Online Sales



Customers who ordered: **1**
Orders placed: **13**
Packages sold: **79**
Gift boxes: **4**

Online Sales by Cookie



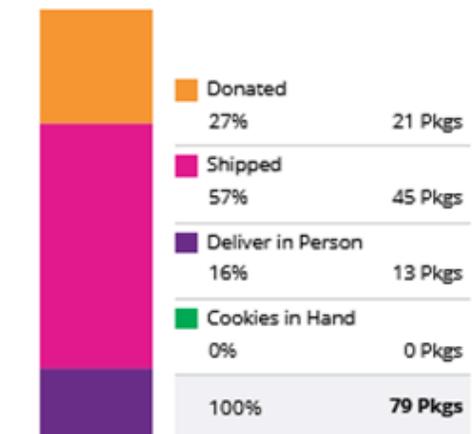
Marketing Emails

1 marketing emails sent to 1 customers

Send a Marketing Email



Online Sales by Delivery

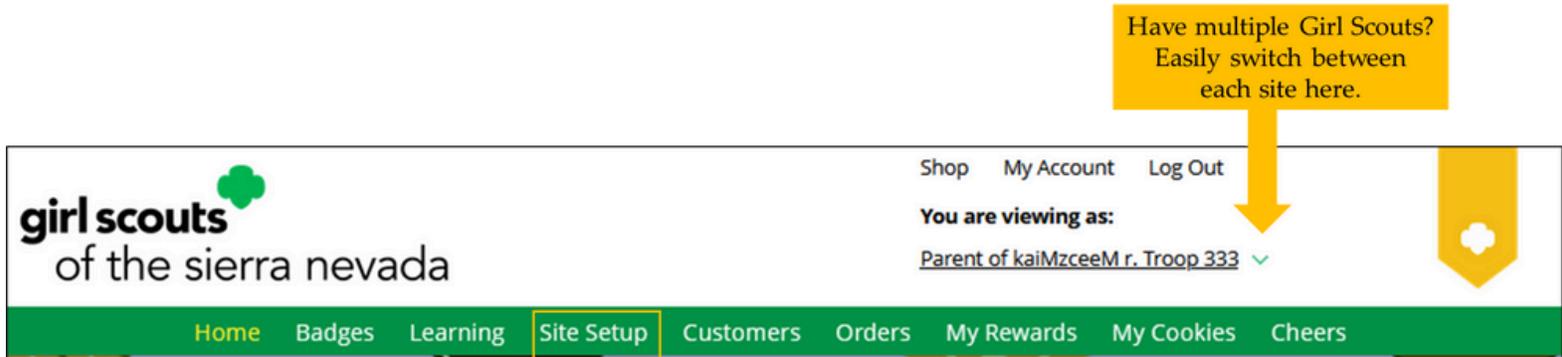


Emma, you're part of the largest girl-led entrepreneurial program in the world!

The Girl Scout Cookie Program

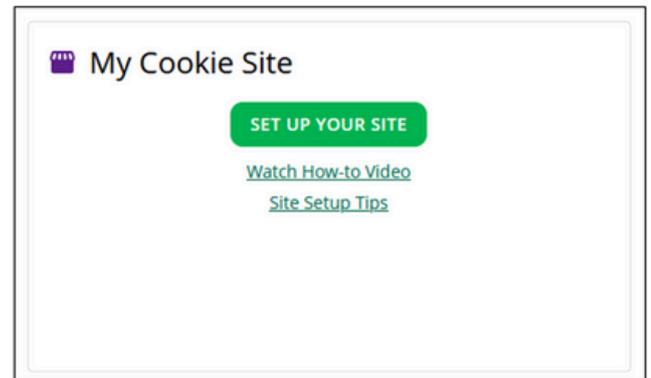
The Online Sales and Marketing section is where you can monitor your Girl Scout's cookie business by viewing the total sales as well as a breakdown of sales by cookies and delivery options. You can also see how many marketing emails have been sent to customers.

Setting up the Girl Site



To set up the Girl Scout's cookie site:

- Click the "Site Setup" link on the menu bar.
- Or click the "Set Up Your Site" button from the home page



There are four sections to the site setup. This is the same process that is used to set up the Troop Site.

1. Goal Setting: Set My Sales Target
2. My Cookie Story
3. Photo/Video Upload
4. Preview and Publish Your Site

Setting up the Girl Scout Cookie Site

Step 1

1. Goal Setting: Set My Sales Target

STEP 1 SET MY SALES TARGET REQUIRED

Your Goal Calculator

1 Emily wants to sell packages which = about * to help her Troop and others. [Save](#)

The money you earn stays local, funding amazing experiences for you and your troop.  [Learn more](#) 3

*When you sell cookies, it goes to your troop budget. Together, you can accomplish big things!

SO FAR EMILY HAS SOLD: Emily's Total Sale Progress

4 Offline Sales

Online Sales

Total Boxes Sold

Legend: Offline Sales (orange square), Online Sales (blue square)

In the Goal Setting: Set My Sales Target section

1. Girl Scouts will 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 the hard work.
3. Clicking on “Rewards” will take the Girl Scout to the rewards page to see what rewards the Girl Scout might want to work towards. If the council is not using the function, there will be a link to the rewards flyer.
4. Girl Scouts can enter any offline packages they have sold so their customers will see their total sales, not just their digital sales.

Setting up the Girl Scout Cookie Site

Step 2

2. Write My Cookie Story

The screenshot shows a web form titled "STEP 2 WRITE MY COOKIE STORY REQUIRED". It has two text input fields. The first field is labeled "Tell your customers what you and your troop plan to do with the money you earn from selling cookies." and contains the text "My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park." A yellow callout box with the number "1" and an arrow points to this field. The second field is labeled "Tell your customers what you learned from selling cookies." and contains the text "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." A yellow callout box with the number "2" and an arrow points to this field. Below the second field, it says "Required" and "87 characters". A yellow callout box with the number "3" and an arrow points to a green "SAVE" button. To the right of the "SAVE" button is a "CANCEL" button. At the bottom left, there is a globe icon and the text "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!"

My Cookie Story section.

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.

Setting up the Girl Scout Cookie Site

Step 3

3. Photo/Video Upload

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

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

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

3 How to make your video

Your Digital Cookie site will show this photo.

actual image size

Photo/Video Upload section

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 a GSUSA 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.

Setting up the Girl Scout Cookie Site

Step 4

4. Approve and Publish

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](#)

Digital Cookie site update history

Site Setup resubmitted on Wed Oct 05 00:15:41 EDT 2016.

Updated site saved on Wed Sep 28 14:05:37 EDT 2016. You must resubmit these changes for approval.

Site submitted for approval on Wed Oct 05 00:15:41 EDT 2016.

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.

Lucy's Digital Cookie Site Preview

PARENT - OR - GUARDIAN

Lucy made Digital Cookie page updates that were submitted for your approval on 09/06/2022 01:15 PM CDT.

[EDIT](#) [APPROVE AND PUBLISH](#)

Learn about approval

Lucy's site status: **Published** <https://DigitalCookie.GirlScouts.org/sc>

Digital Storefront: **OPEN** [CLOSE ONLINE STORE](#)

Click to edit

Click to review and publish

Once the Girl Scout has entered all the site details, they will click the See your Site and Publish button. They will see what the customer will see.

There are a few things you should check prior to publishing the site:

- 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
- If it looks good, approve and publish the site.

Girl Scout’s 13+ will have a button that says, “see your site and submit for approval”. They can see the preview and edit. Parent is sent an email to approve the site.

Badges Page

Shop My Account Log Out

You are viewing as:
[Parent of eoioli o. Troop 282](#) ✓

Home Badges Learning Site Setup Customers Orders My Rewards My Cookies Cheers

My Daisy Pin and Badges

Year 1

Girls work with their family to earn the Cookie Entrepreneur Family pin to strengthen skills and partner with her family. Adults, look for the throughout for special ways you can help!

Purpose: By completing these steps and earning the pin, girls will learn the key skills to cookie success with support from their family.

Steps to complete "Entrepreneur Pin"

- ✓ STEP 1 Set a goal
- STEP 2 Decide how to reach your goal
- ✓ STEP 3 Practice with money

Year 2

NEW! Girls who completed the Year 1 pin last year can earn the Year 2 pin for their age level. If your family didn't get a chance to earn the pin last year, you can still earn the Year 1 pin this year.

Girls will work with their families to earn the Cookie Entrepreneur Family pin to strengthen skills as they complete the requirements in Year 1 and Year 2. Adults, look for the throughout for special ways you can help!

Purpose: By completing these steps and earning the pin, girls will learn the key skills to cookie success with support from their family.

Steps to complete "Entrepreneur Pin"

- STEP 1 Set a goal

My First Cookie Business

When you sell Girl Scout Cookies®, you run your very own business! Find out how to sell cookies and excite your customers. Then decide how you'll use the cookie money with your Girl Scout friends.

Purpose: When I've earned this badge, I will know how to sell Girl Scout Cookies and use my troop's cookie money.

Steps to complete "My First Cookie Business"

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

- ✓ STEP 1 Find out about Girl Scout Cookies
- ✓ STEP 2 Decide how to use your cookie money and set a goal
- ✓ STEP 3 Practice your sales pitch

Get full badge requirements

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

Cookie Goal Setter

When you sell Girl Scout Cookies®, you are running your own business. You get to work with your Girl Scout troop to decide how you will use your money. Together, you set goals and share them with real customers!

Purpose: When I've earned this badge, I will know how to set and share my goals.

Steps to complete "Cookie Goal Setter"

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

- ✓ STEP 1 Decide how you will use your money
- ✓ STEP 2 Set a package goal
- ✓ STEP 3 Share your goals with your customers

Get full badge requirements

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

The Badges page 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. Many troops choose to only earn one badge per year. Check with your Troop Leader on which badge your Girl Scout is earning this year.
 - Badges & Pins can be purchased at [the GSSSC store](#).
- For the Cookie Entrepreneur Family Pins, Girl Scouts can click on the instructions for each step.
- The instructions for each step of the pin will pop up. Girl Scout 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 to mark as complete.
- 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.
- Girl Scouts can mark the steps as completed even if they finished the badge earlier.
- If they want to do the steps again, Girl Scouts can—they are all great tools for their cookie sale. When all steps are completed, a star will appear at the end of the progress bar, and Girl Scouts will get a message of congratulations!
- Once the Girl Scout has completed the badge or pin, it will display in color on the home page.

Learning Page

girl scouts of the sierra nevada 

Shop My Account Log Out

You are viewing as:
Parent of eoioli o. Troop 282 ▾

Home Badges **Learning** Site Setup Customers Orders My Rewards My Cookies Cheers

Games and Videos

All the fun in one place! Games, videos, and a whole lot more.



Cookie Booth Bounce



Travel Video: Girl Scouts of Maine



Take Action Video: Girl Scouts of Central Texas



My Take Action Planner



Our Troop Budget: My Ideas



How to Make a Digital Cookie Video

The Learning page has different activities, videos, and printables.

The offerings vary by age.

Cookie Program Learning

Learning to Be an Entrepreneur

Everything you do on the **Digital Cookie** site-whether you're playing a game, taking a quiz, or checking your sales progress-helps you learn how to run a business. That makes you an entrepreneur!

Click on each circle to see how to build your business skills.

Cookie Page Setup



Stay Safe and Treat People Fairly



Set Your Sales Target



Come Up with a Troop Goal

Cookie Planning

Customers Page: Add Customers

girl scouts of the sierra nevada

Shop My Account Log Out

You are viewing as:
Parent of eoioli o. Troop 282

Home Badges Learning Site Setup Customers Orders My Rewards My Cookies Cheers

Add or import customers

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 ADD CUSTOMER More... Show 10 Items

Name	Email Address	Last Emailed	Email Title	Email Status	Total Orders	Total Pkgs
<input type="checkbox"/> Mindy Guevara	Yes				0	0

Total customers: 1 Total emails sent: 0 Total unique customers emailed: 0

Need help?

The customer's page is where Girl Scouts can add customer information to their list and send emails.

Girl Scouts can add customer individually by clicking the Add Customer button or import customers under the More button. At the end of the cookie season, don't forget to export the customer list from the More button also.

Customers Page: Send Emails

The image shows two overlapping screenshots from a web application. The top-left screenshot is titled 'My Cookie Customers' and displays a 'Customer List' table. The table has columns for Name, Email Address, Last Emailed, Email Title, and Email Status. One customer, Mindy Guevara, is listed with a checked box next to her name. Below the table, there are statistics: 'Total customers: 1', 'Total emails sent: 0', and 'Total unique customers emailed: 0'. A yellow callout box points to the 'SEND MARKETING EMAIL' button and the 'Email Address' column. The top-right screenshot is a 'Send Marketing Email' modal. It shows the recipient 'Mindy Guevara' and three email options: 'Open for business', 'Still time to order cookies', and 'Thanks for your support'. A yellow callout box points to the 'Then select which marketing email to send.' instruction. At the bottom of the modal are 'CANCEL' and 'SEND EMAIL' buttons.

My Cookie Customers

Customer List
Send marketing emails, keep customer information up-to-date, and track orders.

Select All **SEND MARKETING EMAIL** **ADD CUSTOMER** More...

Name	Email Address	Last Emailed	Email Title	Email Status
<input checked="" type="checkbox"/> Mindy Guevara	Yes			

Total customers: 1 Total emails sent: 0 Total unique customers emailed: 0

Then select which marketing email to send.

Send Marketing Email

To: Mindy Guevara X

Select the email you would like to send:

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

Please note, emails can take up to 15 minutes to send.
A full view of this email can be seen in the "Connect with Customers" timeline.

CANCEL SEND EMAIL

To Send email, first check box, then click Send Marketing Email Button.

After the customer is added, Girl Scouts can send marketing emails.

To send a marketing email first check the box next to the customer's name or if this is the first time check Select All. Then the Send Marketing Email button will be available. Remember Girl Scouts can only send emails once the council sales have begun.

After clicking Send Marketing Email, a pop-up box will appear with three different emails to choose from. Open for Business, Still Time or Order Cookies, and Thanks for Your Support. If you do not want to offer the shipping promotion email, use the Still time to order cookies email.

Customers Page: View or Edit

Customer Information

[< Back to customer list](#)

Customer: Mindy Guevara	Contact Source: Website
Email: tagalongsrock@email.com	Notes:
Address:	
Phone:	

[DELETE CUSTOMER](#) [EDIT CUSTOMER](#) [ADD ANOTHER CUSTOMER](#)

Season 2025 Orders: 0 Packages added to sales goal: 0

Girl Scouts can also view and edit their customer's information from the customer page by clicking on the customer's name.

From here they can delete, edit, or add another customer.

They can also see if the customer placed an order.



Orders Page

girlscouts
of the sierra nevada

Shop My Account Log Out

You are viewing as:

Home Badges Learning Site Setup Customers **Orders** My Rewards My Cookies Cheers

Click on the
“Paid by”
name to
review
customer and
order details

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

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input type="checkbox"/> 05089908	7	Grayson Shaw	Grayson Shaw	123 E Main St, Oklahoma City, OK	10/16/2020	5
<input type="checkbox"/> 05089911	11	Jessica Lawson	Jessica Lawson	135 SE Main St, Portland, OR	10/16/2020	5

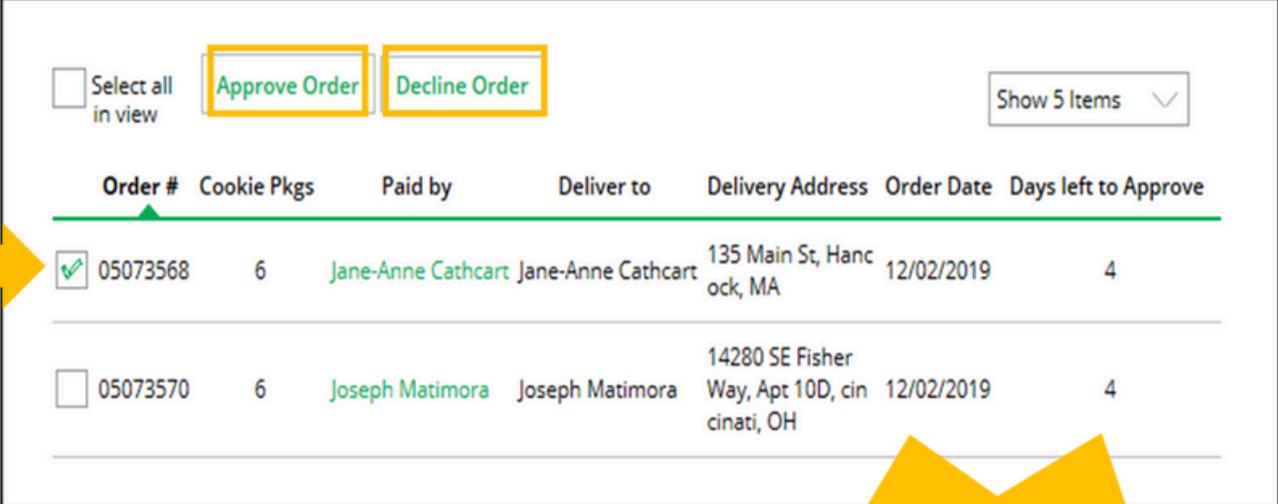
[Orders Need Help?](#)

The top of the orders page is a list of any In-person delivery orders that need to be approved.

- In this section you will see a brief overview of the order.
- Orders must be approved or declined within 5 days, or the order will be automatically declined and revert to the customer's second option of cancel or donate. The order cannot be changed, and the customer will have to place another order.
- When determining whether to approve an 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 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".
- If an order has not been approved by midnight, you will receive an email from email@email.girlscouts.org with the subject "Action required: you have an in-person delivery request!".

Orders Page

Approving/Declining Orders in Bulk



Check box

Select all in view **Approve Order** **Decline Order** Show 5 Items ▾

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 type="checkbox"/> 05073570	6	Joseph Matimora	Joseph Matimora	14280 SE Fisher Way, Apt 10D, Cincinnati, OH	12/02/2019	4

Once you approve or decline you can't change the action and an email is deployed 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!

CANCEL **Approve Order**

There are multiple ways to approve and decline orders for delivery. The first way is to approve orders in bulk. You can do that by checking the boxes in front of the orders you want to approve or decline and then click “Approve Order” or “Decline Order”

A pop-up message will appear asking you to confirm the action you have selected.

Orders Page

Approving/Declining Orders Individually

*Once approved:
customers receive
an email to expect
their cookies
within two weeks
of when you have
them.*

The second way to approve orders is individually:

- Click on the customer's name to bring up the order details and click “Decline Order” or “Approve Order” at the bottom.
- If you decline the order, you will get a pop-up message confirming you want to decline the order and understand if the order is being cancelled or donated.

ACTION ITEM: Check your cookie inventory and delivery address before you approve delivery. [Approve Now](#)

Order Detail **Approve for Delivery**

Order Number: 05758868 **Order Status:** Needs Approval

Deliver To: Trefoil Love **Order Type:** In-Person Delivery with Donation

Delivery Address: 1231 Upas St
San Diego, California 92103-5127 **Order Date:** 9/15/2024 6:16 PM CDT

Delivery Phone: 619-867-5309 **Secondary Delivery Option:** Cancel Order

Ordered From: My Cookie Website **Approved to Deliver:** Pending Decision

Order Paid By: Trefoil Love **Order Delivered:**

[Add to customer list](#)

Billing Email: mgtags22@gmail.com

Billing Phone: 619-867-5309

Cookies Selected

- Thin Mins®, 2 pkgs
- Adventurefuls®, 1 pkg
- Trefoils®, 2 pkgs
- Donate Cookies, 1 pkg

Order Summary

Purchased Packages: 5	\$30.00
Donated Packages: 1	\$6.00
<hr/>	
Subtotal:	\$36.00
In-person Delivery:	Free
<hr/>	
Order Total:	\$36.00
Added to sales goal:	6 pkgs

Approve or Decline Delivery

Items to review before you approve order delivery for kailMzceeM:

- 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 kailMzceeM 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](#)

Decline Delivery for Cookie Orders

Secondary options your customers selected if their order is declined:

DONATE: 2 Orders
If you decline to deliver these orders, the customer's credit card will be charged and the cookies will be donated. Each donated order will count towards cookie sales.

CANCEL: 0 Order
If you decline to deliver these orders, the customer's credit card will not be charged as the order is cancelled.

If an order is declined, it cannot be re-approved or changed.

[Cancel](#) [Decline Order](#)

Orders Page

Orders to Deliver



Orders must be marked as delivered to update cookie inventory correctly.

Select all

OR

Select a customer

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	Initial Order ⓘ
<input type="checkbox"/> 05748406	8	Becky Harrigan	1231 Upas St, San Diego, CA	8/23/2023	✓
<input type="checkbox"/> 05748438	9	joanne bertucci	15171 Bangy Rd, Lake Oswego, OR	8/23/2023	✓

After approving an order, the order will pop down to the next section “Orders to Deliver”. Once the order has been delivered, 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.”

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

Orders Page

Completed Orders

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?](#)

In the completed orders section, Girl Scouts can see all orders including shipped and donated orders.

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.

Customers not added to the customers list will not roll over to the following year.

Rewards Page

girl scouts of the sierra nevada

Shop My Account Log Out

You are viewing as:
Parent of Troop 282

Home Badges Learning Site Setup Customers Orders My Rewards My Cookies Cheers

< Back to Dashboard Need help?

Sam's Rewards

18 Packages Sold / Goal: 500 ⓘ

You have 482 packages to reach your next reward level.
You can select rewards until 1/1/2024
Last Updated 8/20/23 12:47 AM CDT

View ALL council rewards

Reward options may change based on final sales and troop reconciling.
Your Troop may opt out of rewards, so please check with your troop volunteer for more details.

500+ Packages	
Digital Cookie Rewards	277 Digital Packages Sold
24+ Packages	
250+ 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.

Reward 1

 T-shirt

Select size

- YS
- YM
- YL
- AS
- AM

Purple star = Goal

Earned Reward

Select Size

As Girl Scouts earn rewards they will see a message on their "My Rewards" tab letting them know they earned another reward.

Emily's Rewards

188 Packages Sold / Goal: 500 ⓘ

You have 12 packages to reach your next reward level.
You can select rewards until 12/31/2022.

You've earned another rewards level!
Congratulations! Click on the reward level to see what reward(s) are now available to you.

[View Level](#)

- Girl Scouts can see the rewards they can earn for selling cookie packages, they can get more details about each reward and select which ones they choose when they unlock a new reward level through sales.
- Girl Scouts can also see where their cookie goal is in relation to the rewards!
- 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 reward(s) and get more details by clicking on them.
- The data for what rewards the Girl Scout has earned comes from the number of cookies the troop cookie volunteer has in their records for the Girl Scout. Check with the troop cookie volunteer if you believe the information is incorrect.
- Not all rewards are represented here.
- Girl Scout selections do not feed directly to the baker system. Troop Site Leads will need to pull the report from Digital Cookie but having Girl Scouts select choices and sizes in Digital Cookie cuts down on the amount of work the volunteer does at the end of the sale.

My Cookies Page

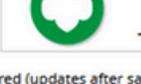
Initial Order Entry



leiecSe's Cookies

Enter Your Offline 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.

 Adventurefuls®	<input type="text" value="0"/>	 Toast-Yay!®	<input type="text" value="0"/>
 Lemonades®	<input type="text" value="0"/>	 Trefoils®	<input type="text" value="0"/>
 Thin Mints®	<input type="text" value="0"/>	 Peanut Butter Patties®	<input type="text" value="0"/>
 Caramel deLites®	<input type="text" value="0"/>	 Peanut Butter Sandwich	<input type="text" value="0"/>
 Caramel Chocolate Chip	<input type="text" value="0"/>	 Donate Cookies	<input type="text" value="0"/>

Total packages entered (updates after saving): 0
Digital Cookie in-person delivery packages: 0
Total packages in your Initial Order: 0

You can update and save your Initial Order as often as you wish prior to 01/01/2025. You will need to submit the order to your troop volunteer on or before 01/01/2025.

 Initial Order not yet sent to your troop volunteer. Please finalize and send this information before the Initial Order Date.

Once submitted, the order will flow to the baker's ordering system.

Online in-person delivery orders are already included. Do not add them again.

During the initial order period the top part of the My Cookies page is where parents/caregivers can enter the cookies their Girl Scout needs to fill the orders from the 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.

This will need to be completed 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.

Once the initial order has been submitted to the troop volunteer, the order will transmit to the baker's ordering entry system. The order cannot be unsubmitted to make changes, contact your troop cookie volunteer for support.

My Cookies Page

Offline Sales Entry

What is an offline sale?

1. The total number of packages that have been allocated to your Girl Scout from the TCM
2. Offline sales need to be updated by the Girl Scout/Caregiver when the Girl Scout delivers cookies not ordered/paid for through Digital Cookie.

The screenshot shows the 'Dianne's Cookies' interface. At the top, there's a green header with the name 'Dianne's Cookies'. Below it, a purple bar displays 'Dianne's Packages: 246' with a yellow box around the number '1'. A note below states: '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.' Below this is a green bar for 'Dianne's Cookies Inventory (Packages) 0'. A grey bar for 'My Offline Sales' has a yellow box around the number '2' and a small '0' with a down arrow on the right. Below the 'My Offline Sales' bar, there's a grid of cookie types with quantity input fields. A green circle with a white border contains the text: 'Note: Cookies will be in order card order'. At the bottom, there are 'Cancel' and 'Save Updates' buttons.

Cookie Type	Quantity
Caramel deLites®	0
Peanut Butter Patties®	1
Trefoils®	0
Thin Mints®	0
Peanut Butter Sandwich	1
Lemonades®	0
Toast-Yay!®	0
Adventurefuls®	0
Caramel Chocolate Chip	0

Note:
Cookies will
be in order
card order

- 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.
- The top part of your My Cookies page 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.
- 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.
- “My Offline Sales” 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.

My Cookies Page

Inventory by Variety

1. Current Inventory
2. Pending Delivery/To Approve
3. Inventory Needed

Dianne's Cookies

Go to Delivery Settings View entered Initial Inventory

Dianne's Packages: 246

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.

Dianne'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 **1** 0 ▼

Current Inventory **234 ▲** **Pending Delivery/To Approve** **10 ▲** **Inventory Needed** **10 ▲**

NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.

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	0 ▼

Variety	Pending
Thin Mints®	10 ▲
Unapproved (Online Delivery)	10
Undelivered (Online Delivery)	0
CURRENT PENDING	10
TOTAL	10 ▼

Variety	Available
Peanut Butter Sandwich	0 ▼
Peanut Butter Patties®	0 ▼
Adventurefuls®	0 ▼
Caramel Chocolate Chip	0 ▼
Trefoils®	0 ▼
Toast-Yay!®	0 ▼
Lemonades®	0 ▼
Cookie Share	0 ▼
Thin Mints®	10 ▼
Caramel deLites®	0 ▼

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.
- 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.
- 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.
- 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 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.

My Cookies Page

Financials

See how much money is owed for cookies and how that has been calculated.

Quinn's Financials 			
Reflects cookies and payments entered by the troop cookie volunteer.		08/31/23 12:00 AM CDT	
Initial Cookies (Order Card)		61 ▲	Payments
Council Charity (\$5.00)	10	Online Paid	\$387.00
Cookie Packages (\$5.00)	33	Offline Paid	\$5.00
Specialty Packages (\$6.00)	18	TOTAL PAID	\$392.00
PACKAGES	61		
Additional Cookies Received		37 ▲	Total Balance Due
Council Charity (\$5.00)	8	Total Money Owed	\$434.00
Cookie Packages (\$5.00)	13	Total Money Paid	\$392.00
Specialty Packages (\$6.00)	16	TOTAL BALANCE DUE	\$42.00
PACKAGES	37		

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.

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.

1. Initial Cookies (Order Card)

- This section may not apply if the council does not do initial order.
- 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.
- 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.

2. 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.

3. Payments

- Online Paid: This reflects any online payments you received for In-Person Delivery 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 has entered.
- If this does not match your records, contact the troop cookie volunteer to help understand the differences.

4. 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.

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.

My Cookies Page

Delivery Settings

Girl Scout Delivery Settings

Allow my Girl Scout to deliver cookies

Your girl's Digital Cookie site and mobile app let a customer choose whether to have their cookies shipped or **delivered in person**. Having both options can increase sales. You can choose to make delivery inactive if needed, and turn it back on when you're ready.

ACTIVE Allow Girl Scout delivery on my girl's cookie site and mobile app

INACTIVE Remove Girl Scout delivery from my girl's cookie site and mobile app

My inventory for Girl Scout delivery

If you're out of stock for a cookie, you can turn off delivery. Lana'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".

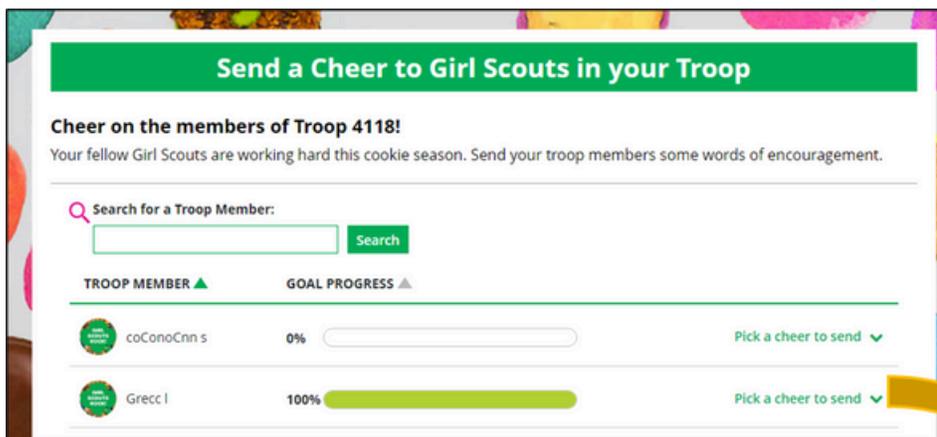
Adventurefuls®	Off On	Caramel Chocolate Chip	Off On
Caramel deLites®	Off On	Lemonades®	Off On
Peanut Butter Sandwich	Off On	Thin Mints®	Off On
Toast-Yay!®	Off On	Peanut Butter Patties®	Off On
Trefoils®	Off On		

Cancel Update delivery settings

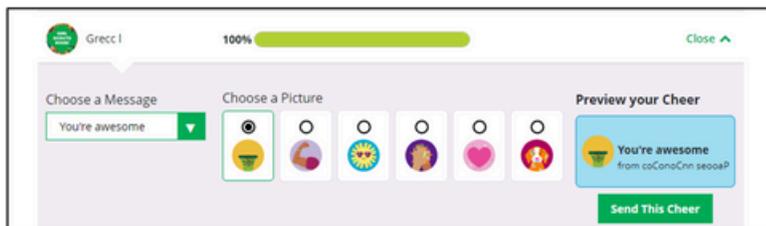
The Delivery Settings function gives you the opportunity to turn off Girl Scout delivery and off varieties of cookies. This might be useful if you run out of a cookie variety and can't get any more to fill customer orders or you are entirely out of cookies for delivering to customers or otherwise are 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.
- 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.
- 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 a message. You can turn the site back on at anytime during your council sale dates.
- 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.

Cheers



Girl Scouts can only send to other girls in their troop but can receive Cheers from customers and leaders, and other girls in their troop.



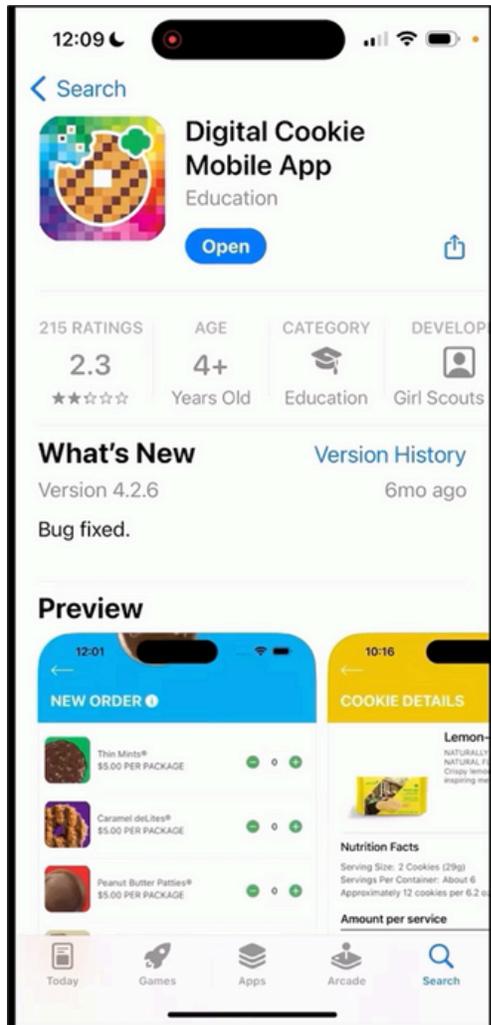
To send a Cheer, Girl Scouts can pick a cheer and send next to the Girl Scout they want to cheer.

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.

- 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.
- 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”
- 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.
- 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.

Note: some of the Cheers pictures will be different once Girl Scouts are in the system.

Mobile App



- Download a new version of the mobile app each year
- Mobile app found in iTunes or Google Play stores.

Troop volunteers can use the Digital Cookie Mobile App to help Girl Scouts process and review orders placed through the troop's digital site.

Girl Scouts can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site.

To log in to the mobile app:

- Use the same email and password that was used to log into Digital Cookie on the browser site.
- In order to log in on the mobile app...
 - For a girl - the girl site must be published
 - For a troop - the troop site must be published
- All volunteers with Digital Cookie access can use the mobile app.

girl scouts

Log In

youremail@domain.com

password

Keep me logged in for 12 hrs

[Forgot my password](#) [Set up your account](#)

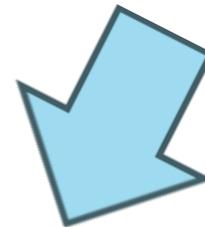
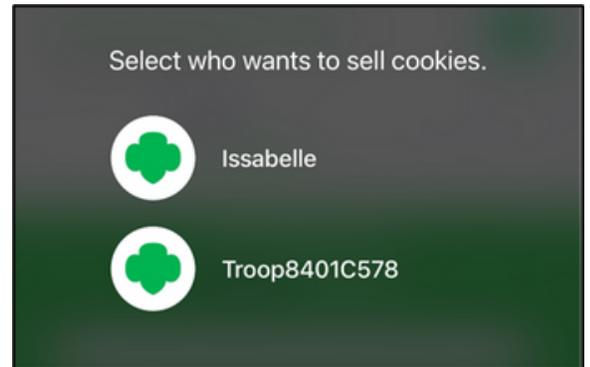
Log In

[Privacy](#) [Terms and Conditions](#) [Help](#)

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A 501(c)(3) Organization. All rights reserved.

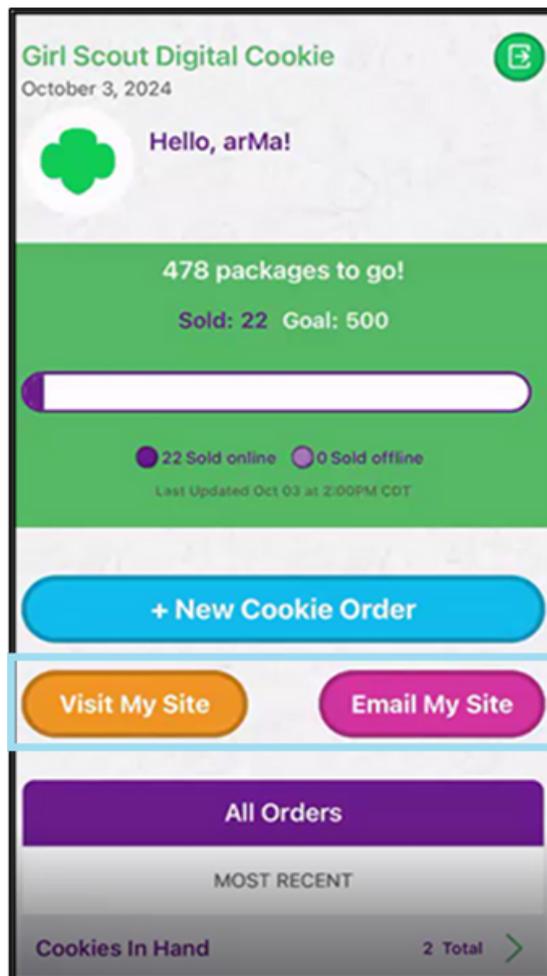
Home Screen

- When you first log into Digital Cookie, you might see multiple roles.
 - If you are at a Troop Cookie Booth you will select the Troop.
 - If you are trying to see your Girl Scout's page or make a sale for your individual girl (like during a walk-a-bout or door-to-door) you will select the girl's name.
- The processes will be the same for the Troop site as the Girl site.
- Select the role to be taken to her home screen. From here you can place a new cookie order, share the site with customers, or view all orders.



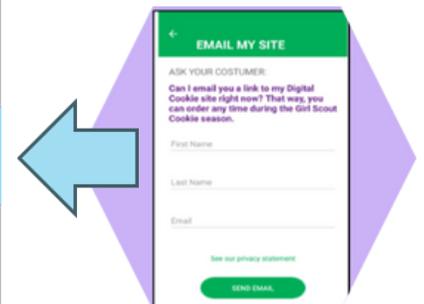
Visit My Site

This will take the Girl Scout to a QR code, they can then turn the phone around and allow the customer to scan the QR code to make a purchase from her Cookie Site.



Email My Site

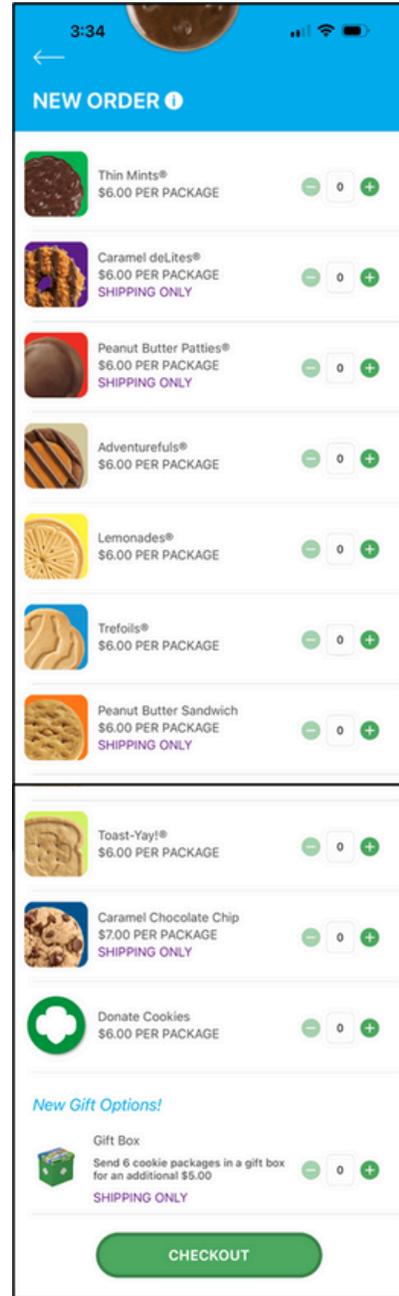
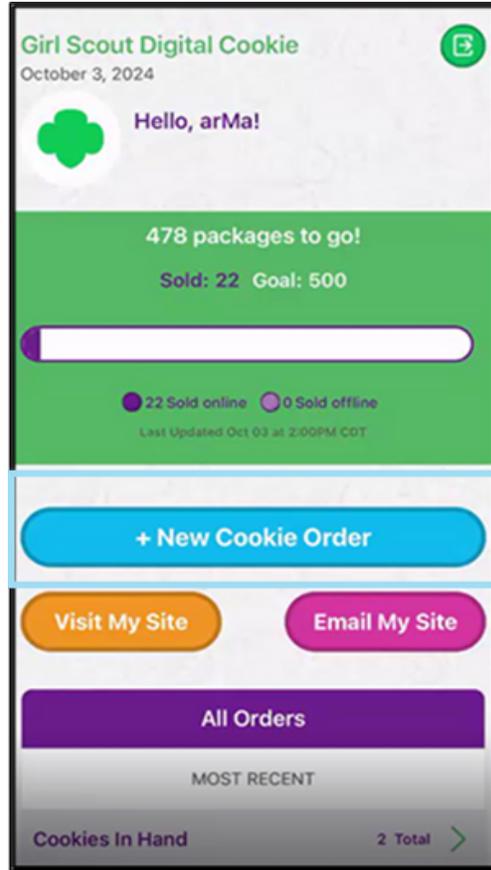
This button is used to send a marketing email to a customer who can then purchase from the Cookie Site at a later time.



Place an Order: (Girl and Troop)

New Cookie Order

Step 1:
To place a cookie order using the mobile app, the Girl Scout will select New Cookie Order, then enter the varieties the customer would like to purchase by using the plus and minus signs next to each cookie variety and click Checkout.



Place an Order: Delivery Method (Girl)

New Cookie Order

Step 2:

Select how the customer would like to get their cookies.

- Give cookies to customer now would be if the girl has cookies-in-hand, like on a walk-a-bout.
 - You will then have to select if you are selling at a booth or not.
- Deliver in person later would be for any pre-orders or if they do not have the inventory currently.
 - Customers will still need to choose if an order should be cancelled or donated if not approved in 5 days.
- A customer can opt to have cookies shipped to them (like if Grandma wants to give you all her information over the phone because she's not good with a computer).
 - It is recommended if a customer wants cookies direct-shipped to have them order using the QR code or emailing them a cookie link. Since it requires additional steps.
- After filling in the delivery/shipping address you will move on to the payment screen.

ASK YOUR CUSTOMER:

How would you like to get your cookies?

Give cookies to customer now ¹ FREE

Deliver in person later ¹ FREE

Subject to parent / guardian approval.

Delivery will occur within a few weeks.

Ship cookies to customer ¹ \$12.99

Minimum order is 4 packages.

Estimated arrival is 2-15 business days.

CONTINUE

CHECKOUT ¹ \$20.00

ASK YOUR CUSTOMER:

How would you like to get your cookies?

Give cookies to customer now ¹ FREE

Deliver in person later ¹ FREE

What would your customer like to do if their order is not approved within 5 days?

Donate their cookies

Cancel their order

Subject to parent / guardian approval.

Delivery will occur within a few weeks.

Ship cookies to customer ¹ \$12.99

Minimum order is 4 packages.

Estimated arrival is 2-15 business days.

CONTINUE

Orders placed on the app still need to be approved for delivery!

Deliver in person later

CHECKOUT ¹ \$20.00

Deliver in person later Edit

Delivery to ¹

First Name

Last Name

Phone

Are you sending the Cookies in "care of" another person or to a company?

Address 1

Address 2 (Optional)

City

State ZIP

Ship cookies to customer

CHECKOUT ¹ \$20.00

Ship cookies to customer Edit

Ship to ¹

First Name

Last Name

Phone

Are you sending the Cookies in "care of" another person or to a company?

Address 1

Address 2 (Optional)

City

State ZIP

Place an Order:

Payment - Venmo & PayPal (Girl & Troop)

New Cookie Order

Step 3:

Next the Girl Scout will ask the customer how they would like to pay for their order.

The customer can choose Credit Card, PayPal or Venmo.

The PayPal/Venmo options are only available through the mobile app when the Give Cookies to Customer Now option has been selected.

If the customer chooses PayPal or Venmo and the Girl Scout has selected that option and clicked Place Order a QR Code will appear, the Girl Scout can turn the phone around and the customer can scan the QR code with their phone to pay with their PayPal/Venmo account.

REVIEW ORDER ⓘ		🛒 \$20.00
1 Girl Scout S'mores®	\$5.00	
2 Lemon-Ups®	\$10.00	
1 Toffee-tastic®	\$5.00	
SUBTOTAL		\$20.00
Give cookies to customer now		FREE
Not sold at a booth		
TOTAL		\$20.00

[Edit Order](#)

⚠️ Do not use public wi-fi to send your order.
Do not hand your mobile device to the customer.

CHOOSE A WAY TO PAY:

Credit Card

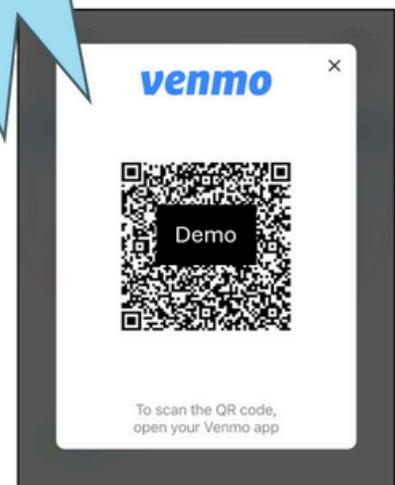
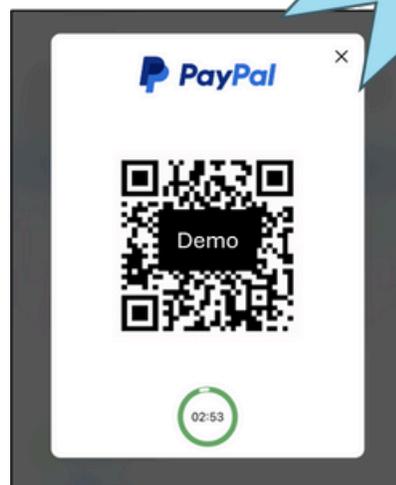
PayPal

Venmo

All sales are final.

[PLACE ORDER](#)

Only available
for Cookies
In-hand orders



Place an Order:

Payment - Credit Card (Girl & Troop)

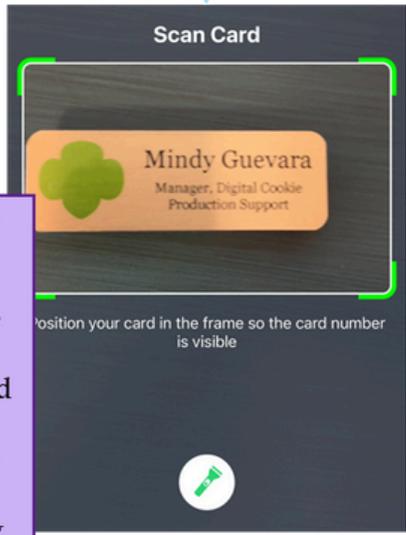
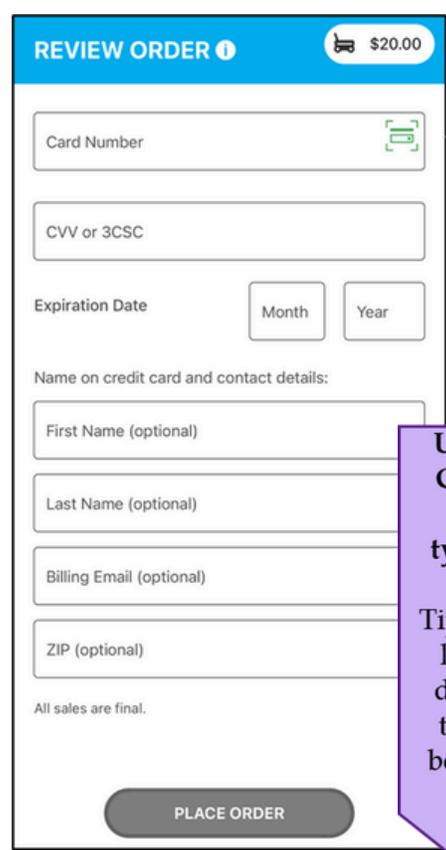
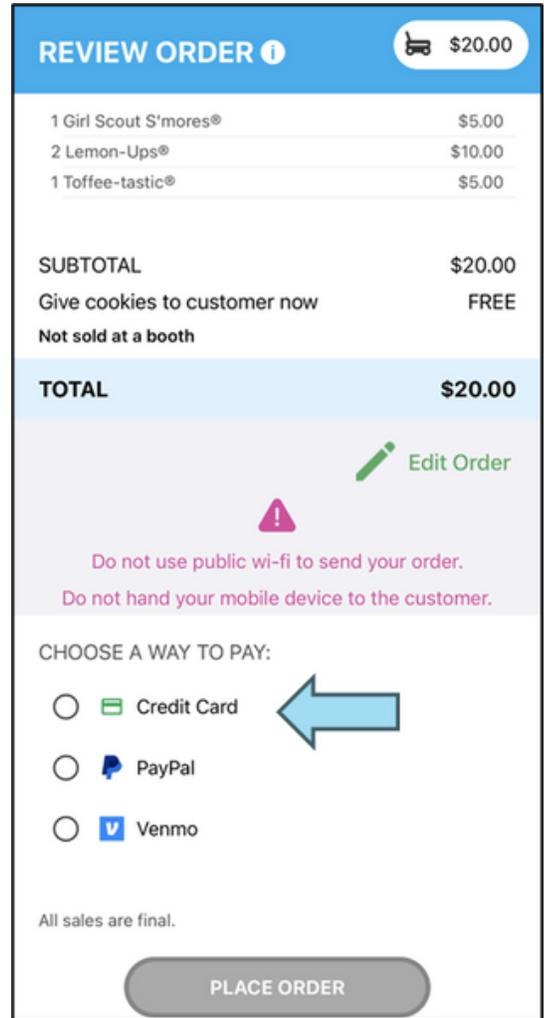
New Cookie Order

If the customer choose to pay by Credit Card, the Girl Scout will scroll down on the phone to enter the payment details.

Use the Scan Card feature instead of typing all the numbers. Make sure to have good lighting when using this feature.

Once the payment details have been entered, the Girl Scout can ask the customer if they would like to receive an email confirmation.

While the customer details are optional now it is always good to ask and handy to have in case of any issues with the order.



Use the Scan Card feature instead of typing all the numbers.
Tip: Have good lighting and double-check the numbers before placing the order.

Contact details are now optional. Girl Scouts should still ask if the customer would like an email confirmation.

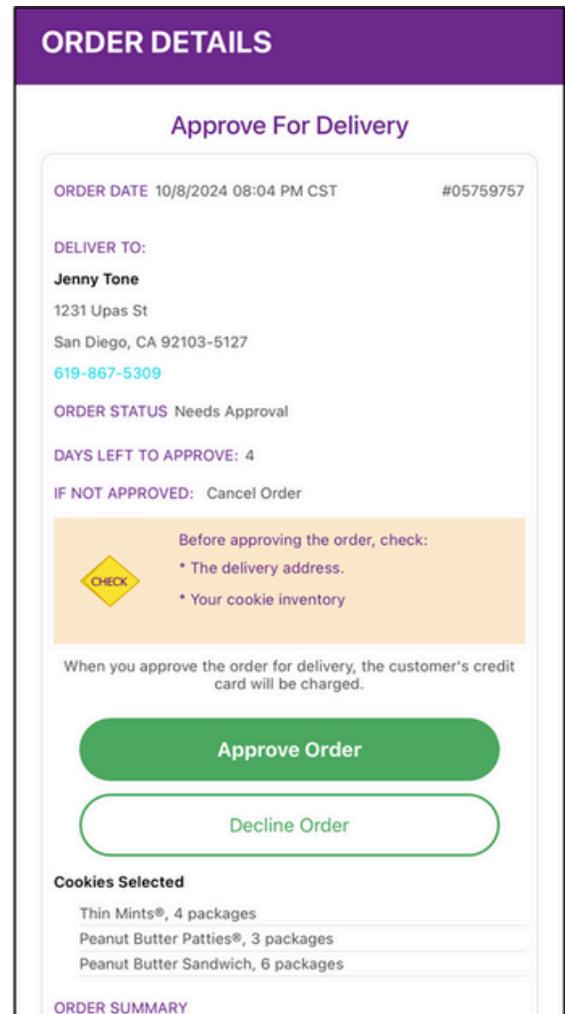
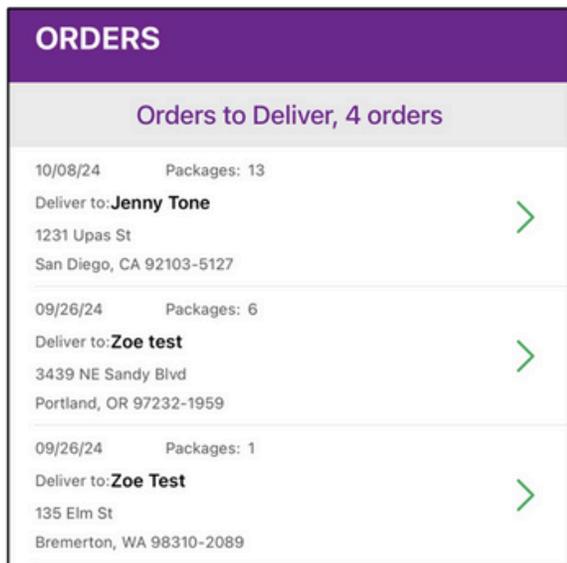
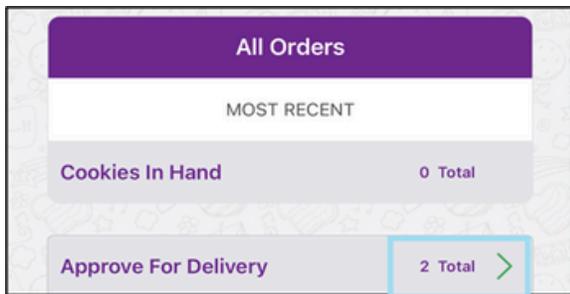
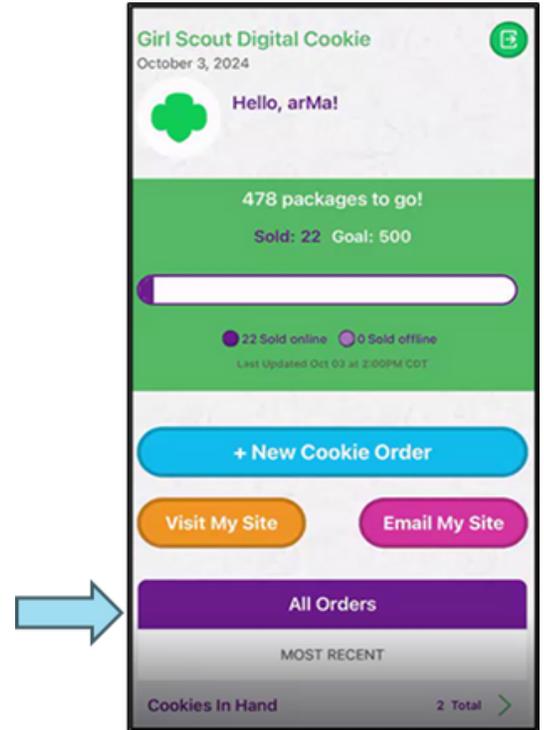
All Orders Page

Once an order has been placed, the Girl Scout can view all orders placed through the app and on the Digital Cookie site under the All Orders section from the home screen.

To view orders in a specific category, click on the green arrow to the right to bring up all the orders.

Then click on the order you want to view. If the order is an in-person deliver order, users can approve or decline the order from the app.

If the Girl Scout has selected Deliver in person later, she will still need to work with her caregiver to approve or decline the order.



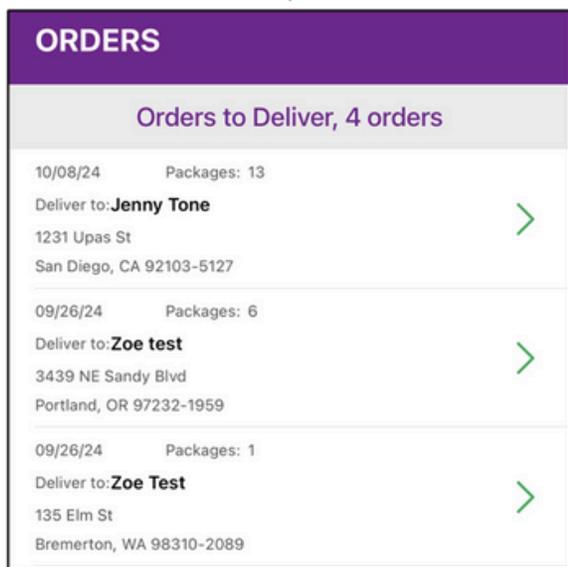
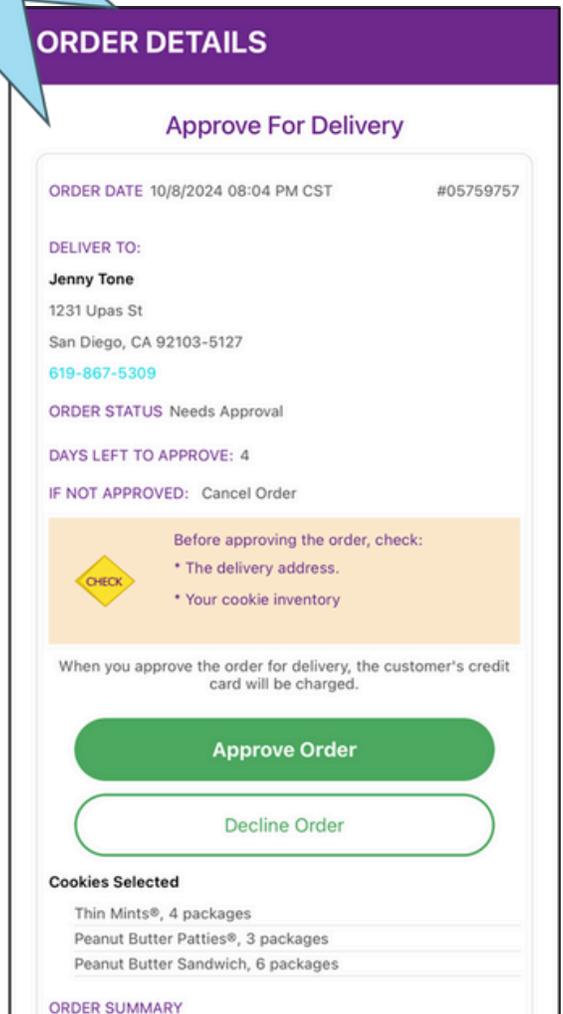
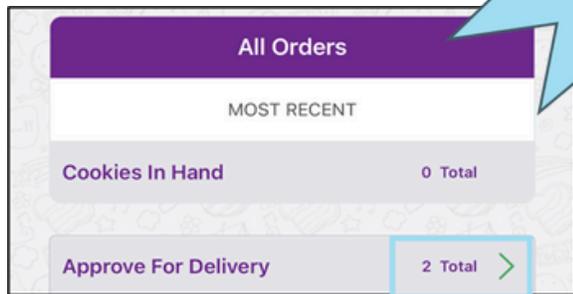
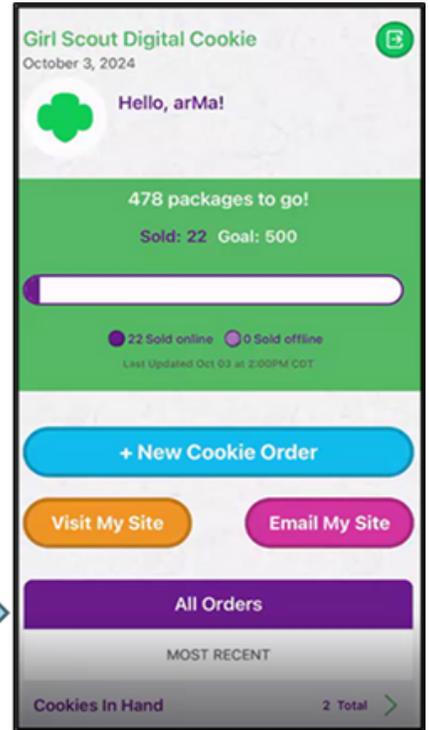
Troop Girl-Delivery App Orders

The biggest difference between a Girl Sale Order and a Troop Sale Order is that all girls in a troop have access to the troop site.

All users (girls/caregivers and Troop Site Leads) have access to approve an in-person Troop Site Order.

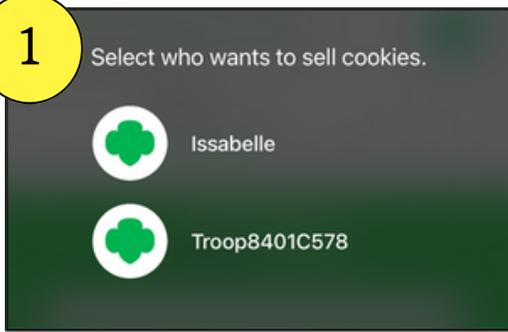
TCMs and Leaders should have a conversation with their families regarding the process of approving orders placed on the Troop Site since it will be available to all users.

All Troop users have access to approve Troop Site orders through the mobile app

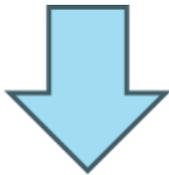


Mobile App at Booths

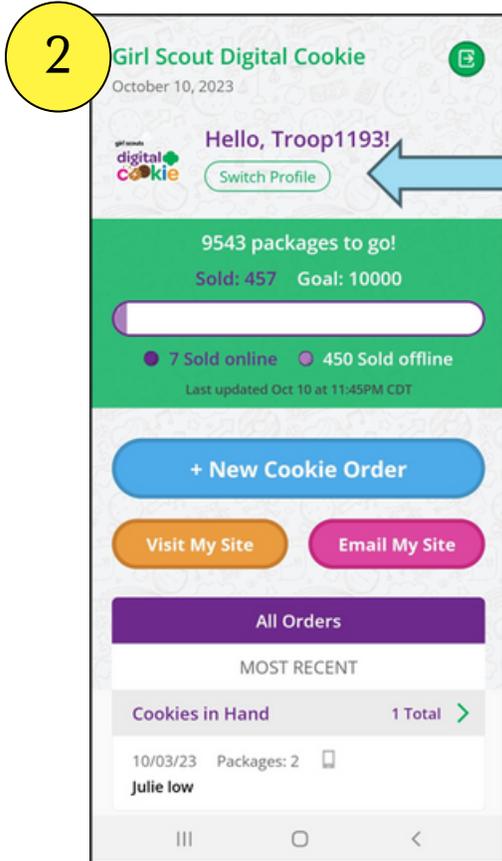
1 Select who wants to sell cookies.



Select the troop role



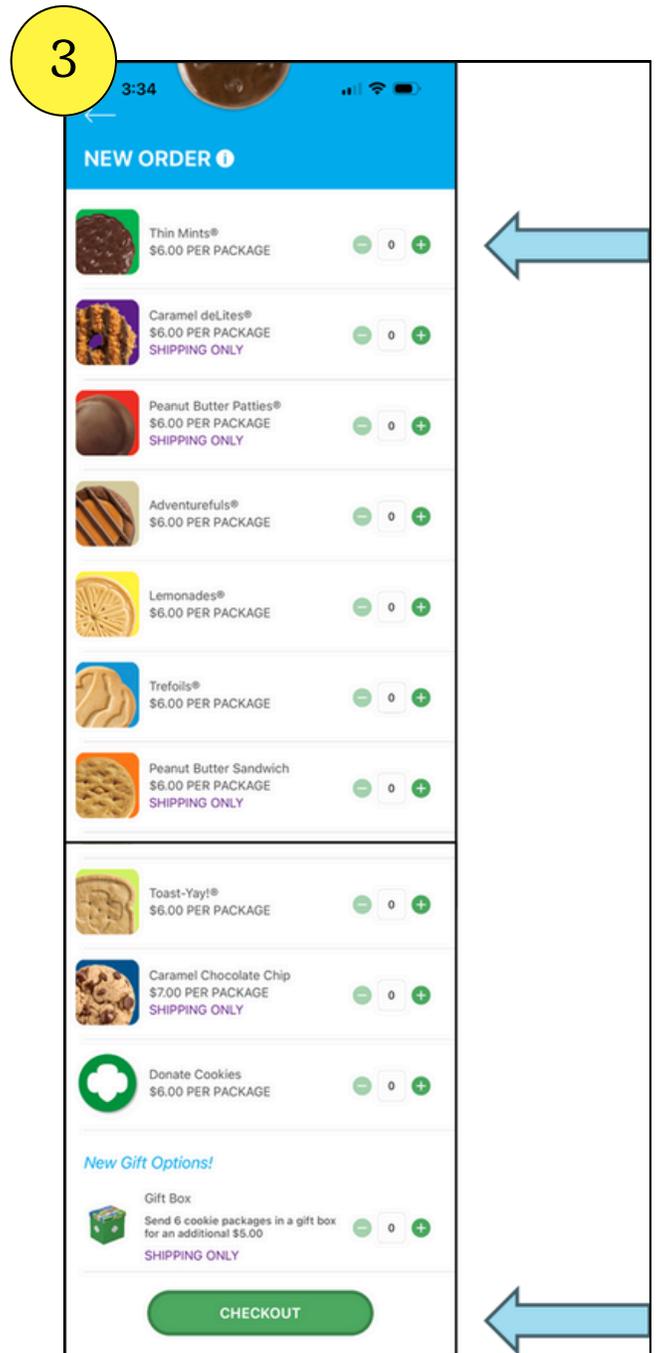
2 Girl Scout Digital Cookie



Switch between Girl & Troop

The process will be similar to placing an order on the Girl Side.

3



Mobile App at Booths

4

ASK YOUR CUSTOMER:
How would you like to get your cookies?

Give cookies to customer now ⁱ FREE

Deliver in person later ⁱ FREE

Subject to parent / guardian approval.
Delivery will occur within a few weeks.

Ship cookies to customer ⁱ \$12.99

Minimum order is 4 packages.
Estimated arrival is 2-15 business days

CONTINUE

Since this is at a Cookie Booth, “Give cookies to customers now” will be selected.

It will then ask if cookies are being sold at a booth or not at a booth.

When “Sold at a booth” is selected a drop-down with all the troop’s cookie booths for that day will show.

Select the correct booth from the list.

Finally, click on the Continue button.

CHECKOUT ⁱ \$20.00

ASK YOUR CUSTOMER:
How would you like to get your cookies?

Give cookies to customer now ⁱ FREE

NOT sold at a booth
 Sold at a booth:
Choose Booth

Select booth to continue

Deliver in person later ⁱ FREE

Subject to parent / guardian approval.
Delivery will occur within a few weeks.

Ship cookies to customer ⁱ \$12.99

Minimum order is 4 packages.
Estimated arrival is 2-15 business days

CONTINUE

Give cookies to customer now ⁱ FREE

NOT sold at a booth
 Sold at a booth:
Choose Booth

Select booth to continue

Deliver in person later ⁱ FREE

Subject to parent / guardian approval.
Delivery will occur within a few weeks.

Ship cookies to customer ⁱ \$12.99

Minimum order is 4 packages

Cancel List of Booth Done

Lowe's Home Improvement/Skibo Road : 03:30 PM -
Lowe's Home Improvement/Skibo Road : 04:00 PM -

CHECKOUT ⁱ \$20.00

ASK YOUR CUSTOMER:
How would you like to get your cookies?

Give cookies to customer now ⁱ FREE

NOT sold at a booth
 Sold at a booth:
Lowe's Home Improvement/Skibo Road :
04:00 PM - 04:30 PM ET

Deliver in person later ⁱ FREE

Subject to parent / guardian approval.
Delivery will occur within a few weeks.

Ship cookies to customer ⁱ \$12.99

Minimum order is 4 packages.
Estimated arrival is 2-15 business days

CONTINUE

Mobile App at Booths

Customers can now choose to pay by Credit Card, PayPal, or Venmo when in person at a Cookie Booth

When PayPal or Venmo are chosen, a QR code appears and the customer can scan it to finish the process through that method.

Contact Details are optional, but are helpful if there are any issues with the order.

5

Item	Price
1 Girl Scout S'mores®	\$5.00
2 Lemon-Ups®	\$10.00
1 Toffee-tastic®	\$5.00
SUBTOTAL	\$20.00
Give cookies to customer now	FREE
Not sold at a booth	
TOTAL	\$20.00

CHOOSE A WAY TO PAY:

- Credit Card
- PayPal
- Venmo

PLACE ORDER



CHOOSE A WAY TO PAY:

- Credit Card
- PayPal
- Venmo

PLACE ORDER

Card Number

CVV or 3CSC

Expiration Date

Name on credit card and contact details:

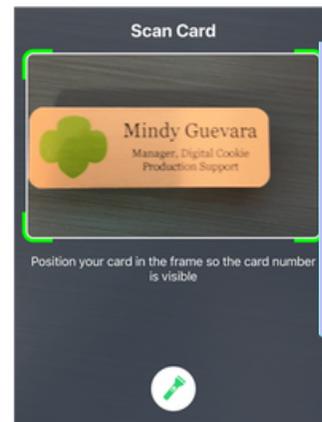
First Name (optional)

Last Name (optional)

Billing Email (optional)

ZIP (optional)

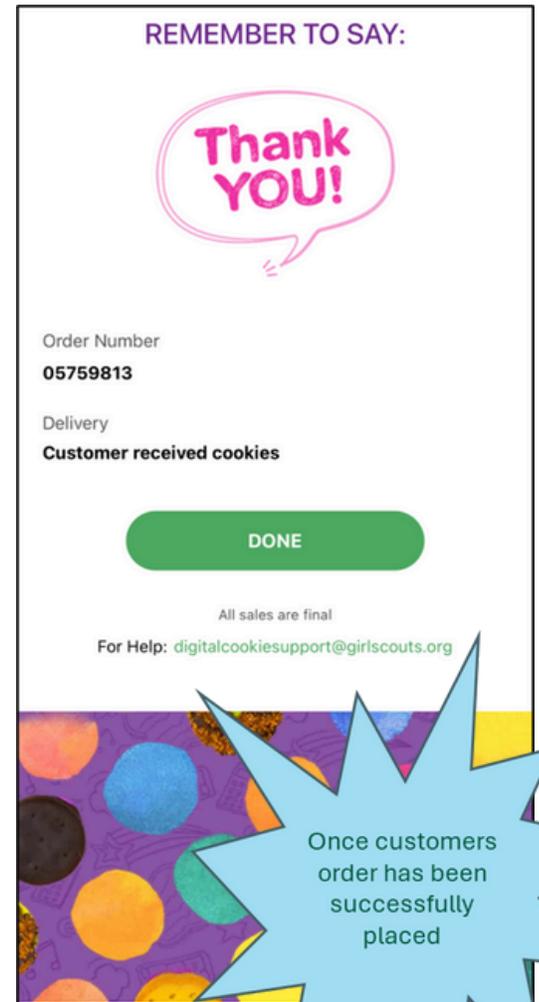
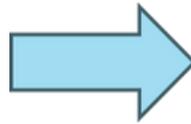
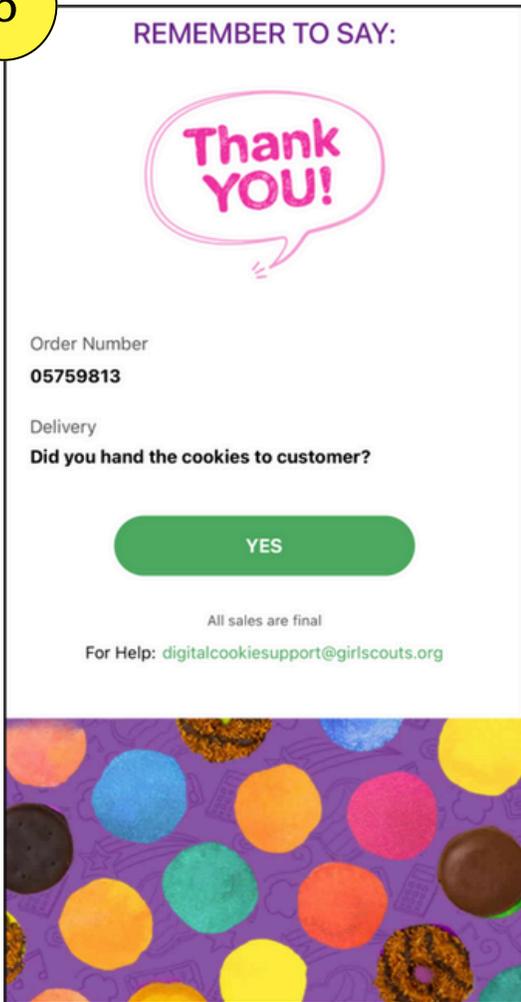
PLACE ORDER



Use the Scan Card feature instead of typing all the numbers. Tip: Have good lighting and double-check the numbers before placing the order.

Mobile App at Booths

6



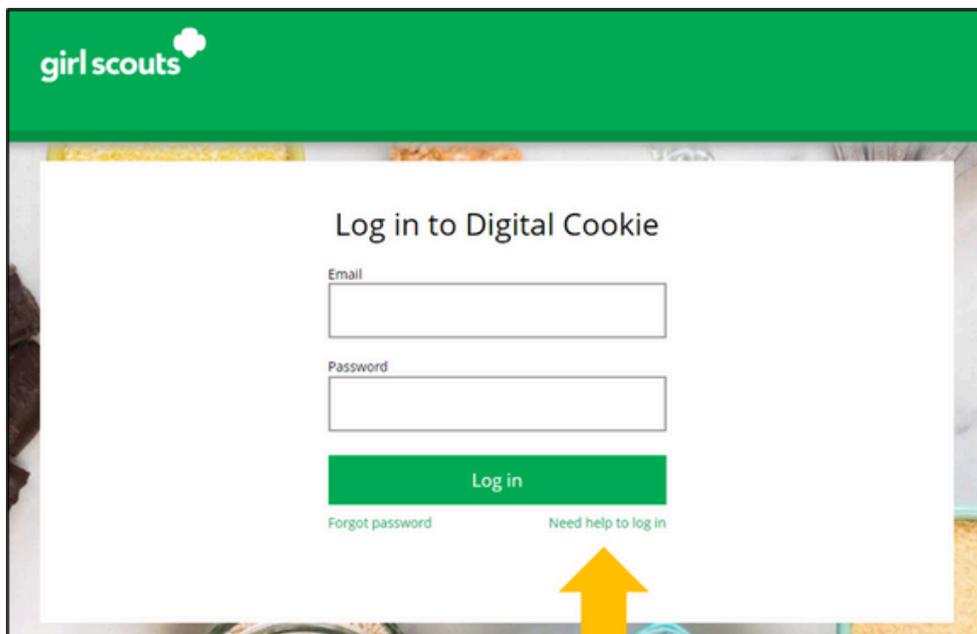
The Thank You screen will appear when the order was placed successfully.

It will remind the Girl Scouts to hand the cookies to their customer, select done.

Remember to say “Thank You!” to your customers.

Digital Cookie Help

Registration Self-Help Steps



Need Help to
Log In

If you did not receive your Digital Cookie registration email, there are a few steps you can try before reaching out to customer support for help.

Click on the “Need Help to Log In” link on the Digital Cookie home page.
[Digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org)

The Help With Log In page will appear. From here you can:

1. Request a registration email.
2. Check the email address that’s on file for you.
3. Reset your password.
4. Contact Customer Support.

Help with Log In

Registration email

You must click the access link in your **Digital Cookie registration email** to log in for the first time and complete set up for Digital Cookie. (See our [tip sheets](#) steps 1-3.) it can take up to 15 minutes to receive the email. Check your spam folder too.

> [Request a registration email](#) [The registration process](#)

If you clicked the registration link and your email is not recognized, check if registration has started for your troop. If it's time, you'll be able to self-register. (See our [tip sheets](#) steps 4-7).

> [Check if registration has started for your troop.](#)

Problems with email address

The email you're trying to sign in with may be different than what the council supplied.

> [Check the email address that's on file for you](#)

Problems with password / too many attempts, locked out

If you forgot your password, or are using one from last year's cookie season, you need a new password.

> [Forgot your password](#)

If your account got locked from too many login attempts, go to the log in screen and try to log in 1 more time. You'll see a message with a link to unlock your account or to contact customer support.

> [Go to login](#)

It's still not working... [contact customer support](#)

4

Digital Cookie Help

Videos and Other Support

These videos were put together by the GSUSA Digital Cookie Team.

For Troop Volunteers

[Troop Dashboard](#)

[Troop Site Setup/Links](#)

[Troop Pickup Orders](#)

[Mobile App](#)

For Caregivers/Girl Scouts

[Initial Login Site Registration](#)

[Site Setup](#)

[Photo/Video Upload](#)

[Marketing to Customers](#)

[My Cookies: Initial Order](#)

[Order Received: In-Person Delivery](#)

[My Cookies: Delivery Settings](#)

[My Cookies: Inventory by Variety](#)

[My Cookies: Financials](#)

[My Rewards](#)

[Mobile App: Caregiver/Girl Scout View](#)

[Mobile App: Booths](#)

Digital Cookie FAQs

[Direct Ship Customer FAQ](#)

[Volunteer FAQ](#)

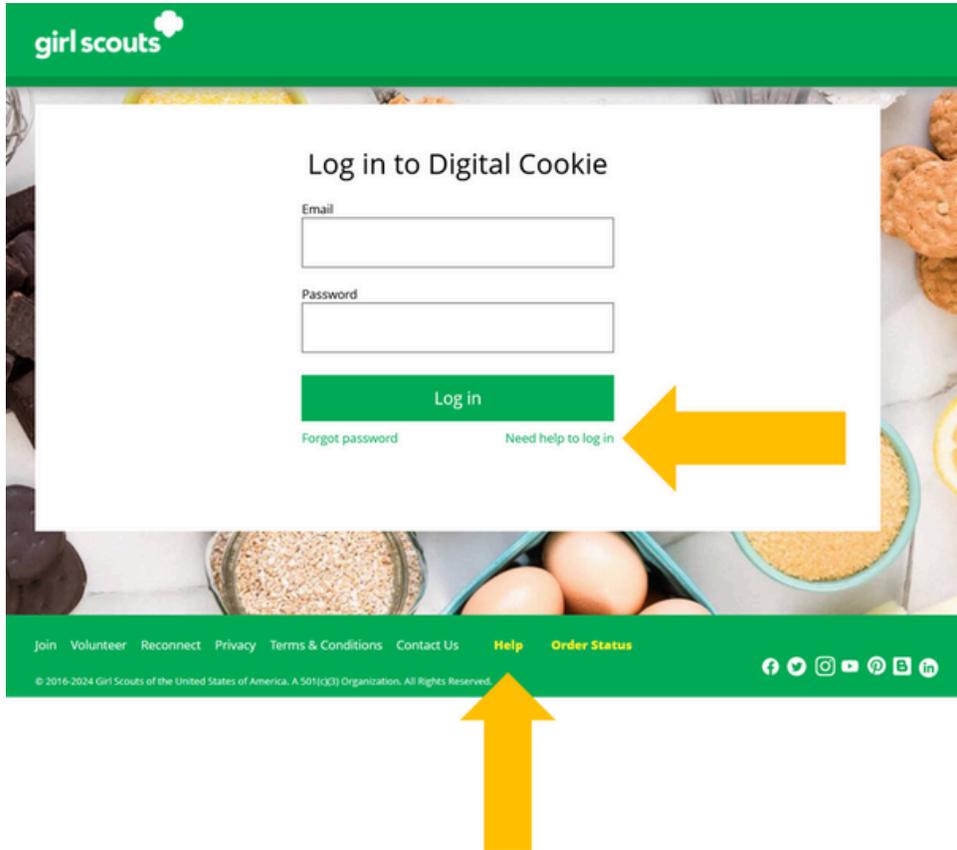
[Caregiver/Girl Scout FAQ](#)

Other

[GSSSC Customer Care](#)

[Smart Cookies Help](#)

Digital Cookie Help Center



There are many places in Digital Cookie to receive support. There are FAQs, Tip Sheets, Videos, and links to contact customer support.

Click Need help to log in:

- If you didn't receive your registration email and you want to check which email address is on file.
- Forgot your password

Click Help at the bottom of the page to go to the Help Center for FAQs, Tip Sheets, and more.

There are also help sections built into the site.

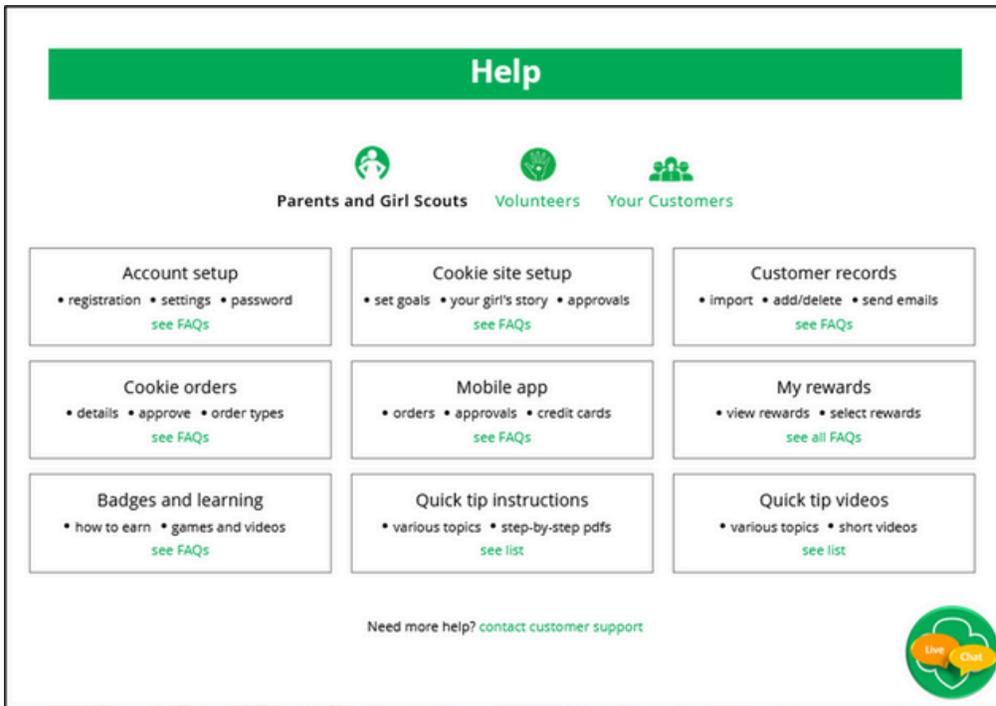


The image shows the 'Customer List' page. It includes a title, a description, and a table of customer information. A yellow circle highlights a 'Tips to get started' link with a lightbulb icon in the top right. Another yellow circle highlights a 'Need help?' button with a dropdown arrow in the bottom right. The table has columns for Name, Email Address, Last Emailed, Email Title, Email Status, Total Orders, and Total Pkgs. Summary statistics are shown at the bottom.

Name	Email Address	Last Emailed	Email Title	Email Status	Total Orders	Total Pkgs
<input type="checkbox"/> Cindy Lou	Yes				0	0
<input type="checkbox"/> Cookie Monster2	Yes	8/10/2023	Thank you		3	18

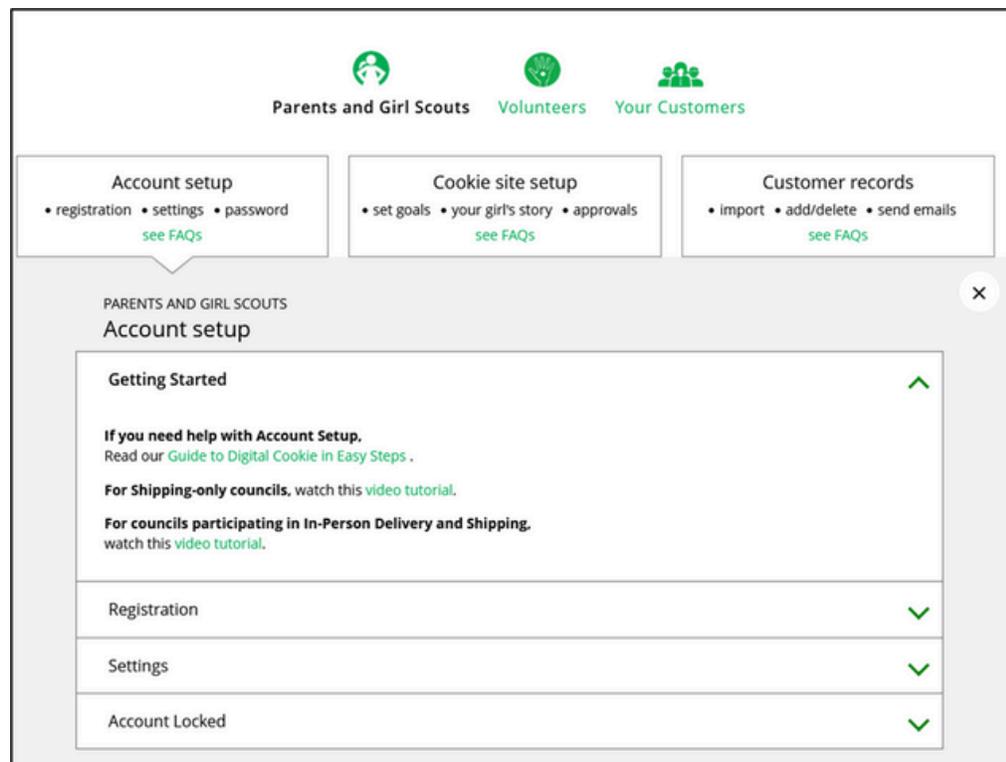
Total customers: 2 Total emails sent: 0 Total unique customers emailed: 0

Digital Cookie Help Center



In the Digital Cookie Help page you can select the role you need support on and then select the category.

Inside each category there are detailed instructions, links to tip sheets, or even video tutorials to help you.



Digital Cookie Help Center

The screenshot shows the 'Help' section of the Digital Cookie Help Center. At the top is a green header with the word 'Help'. Below it are three navigation icons: 'Parents and Girl Scouts', 'Volunteers', and 'Your Customers'. The main content area is a grid of nine boxes, each containing a topic and sub-topics. At the bottom right is a 'Live Chat' button.

Topic	Sub-topics
Account setup	• registration • settings • password see FAQs
Cookie site setup	• set goals • your girl's story • approvals see FAQs
Customer records	• import • add/delete • send emails see FAQs
Cookie orders	• details • approve • order types see FAQs
Mobile app	• orders • approvals • credit cards see FAQs
My rewards	• view rewards • select rewards see all FAQs
Badges and learning	• how to earn • games and videos see FAQs
Quick tip instructions	• various topics • step-by-step pdfs see list
Quick tip videos	• various topics • short videos see list

Need more help? [contact customer support](#)

[Live Chat](#)

Still need help? Click on the Contact Customer Support link or the live chat button for a support agent during business hours.



The screenshot shows the 'Contact Us' and 'Tutorials' sections of the Digital Cookie Help Center. The 'Contact Us' section is on the left and includes links for Account Management, Cookie Page Setup, My Cookie Customers, and My Cookie Orders. The 'Tutorials' section is on the right and includes links for 4 Easy Steps to Get Started with Digital Cookie, Learn About Cookie Orders, How to Use Your Troop Dashboard, and Tip sheets. At the bottom right is a 'Live Chat' button.

Section	Topic	Sub-topics
Contact Us	Account Management	• Registration • Locked account / Password reset • Incorrect account information
	Cookie Page Setup	• Cookie page setup
	My Cookie Customers	• Customer list • Marketing emails
	My Cookie Orders	• Order details • Order issues • Mobile app
Tutorials	4 EASY STEPS to Get Started with Digital Cookie	
	Learn About Cookie Orders	
	How to Use Your Troop Dashboard	
	Tip sheets	

[Share ideas & feedback](#)

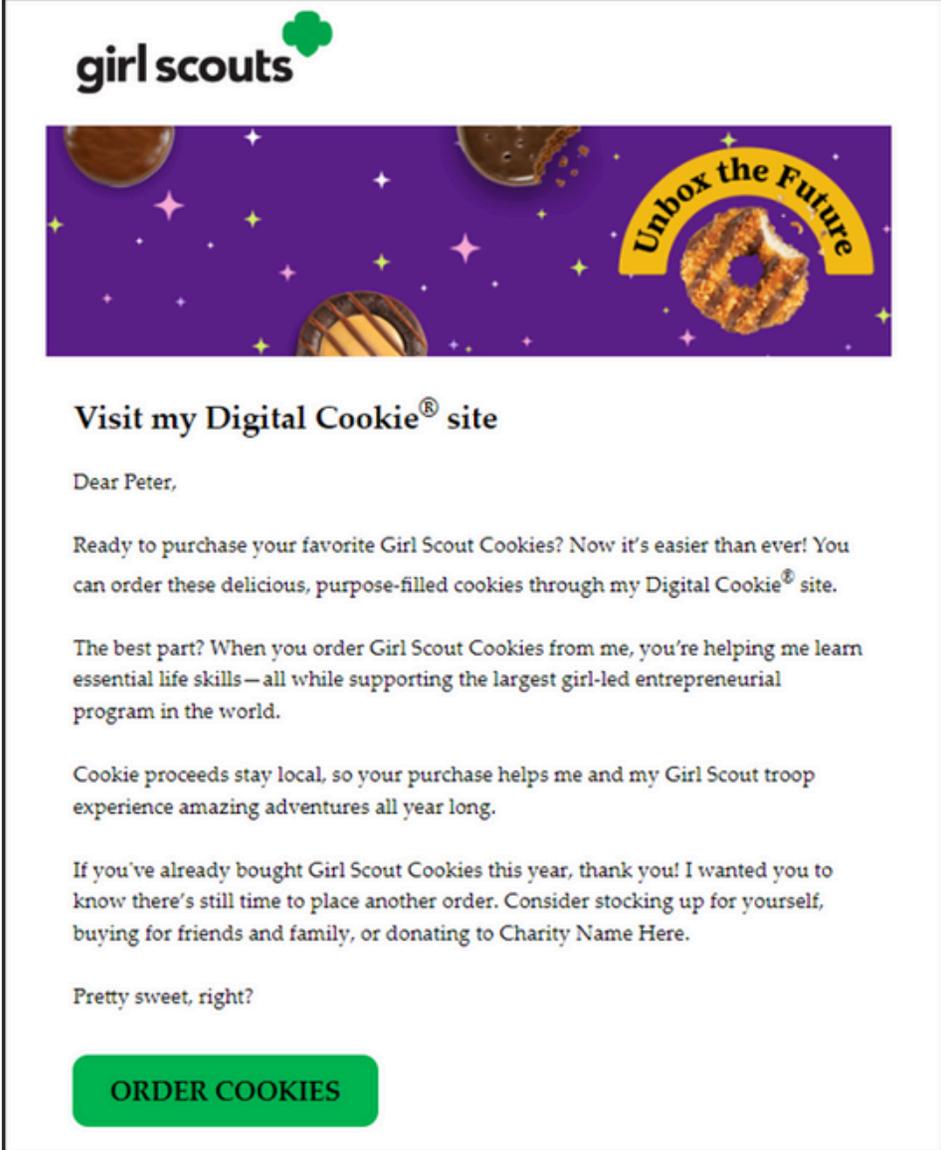
[Live Chat](#)

Click on the topic you need help with and complete the form for more assistance.

Digital Cookie: The Customer's Side

This is a copy of what the email that customers receive.

Order Cookies Link



girl scouts

Unbox the Future

Visit my Digital Cookie® site

Dear Peter,

Ready to purchase your favorite Girl Scout Cookies? Now it's easier than ever! You can order these delicious, purpose-filled cookies through my Digital Cookie® site.

The best part? When you order Girl Scout Cookies from me, you're helping me learn essential life skills—all while supporting the largest girl-led entrepreneurial program in the world.

Cookie proceeds stay local, so your purchase helps me and my Girl Scout troop experience amazing adventures all year long.

If you've already bought Girl Scout Cookies this year, thank you! I wanted you to know there's still time to place another order. Consider stocking up for yourself, buying for friends and family, or donating to Charity Name Here.

Pretty sweet, right?

ORDER COOKIES

Customers either receive a link to a Girl Scout's site from a mutual connection or receive a Girl Scout's email announcing that cookie season is open.

Customers will click the "Order Cookies" link in the email and be taken to the Girl Scout's Digital Cookie site.

Digital Cookie: The Customer's Side

SahSS's Digital Cookie® Store

My Cookie Story
Test Test 7/27 test Test 7/27

12 Packages Left To Go!

Help me reach my goal. Thanks for your support.

0 15 30 45 60 75 90 105 120 135 150

donate a few for 2X the benefit.

Click on a cookie image to learn more!

	PRICE	QTY	AMOUNT
Thin Mints® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Caramel deLites®	\$5.00	<input type="text"/>	
Peanut Butter Patties® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Adventurefuls®	\$5.00	<input type="text"/>	
Lemonades®	\$5.00	<input type="text"/>	
Trefoils® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Peanut Butter Sandwich	\$5.00	<input type="text"/>	
Toast-Yay!® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Caramel Chocolate Chip GLUTEN-FREE	\$6.00	<input type="text"/>	
Donate Cookies	\$5.00	<input type="text"/>	

Meet the Cookies

Toast-Yay!®
French Toast. Inspired cookies dipped in icing

ORDER SUMMARY

	QTY	AMOUNT
TOTAL		\$0.00

CHECKOUT

FAQs on Cookie Orders

Checkout

When a customer lands on the Girl Scout's cookie site, they can see the cookie varieties, read the Girl Scout's cookie story and see the progress to the Girl Scout's goal.

- As customers order packages, the total amount updates.
- After selecting the cookies, customers will select the delivery method
- Once customers are satisfied with their order, they will simply click the "Checkout" button.

Gift Box
Send 6 cookie packages in a gift box for an additional \$5.00. SHIPPING ONLY

+ Add Gift Box

QUANTITY AMOUNT

CHOOSE YOUR DELIVERY METHOD

Delivery methods cannot be combined.

Ship the cookies
* 4 package minimum. [See details](#)

Have Girl Scout SahSS deliver the cookies
* Have your order delivered for free. [See details](#)

Select Delivery Method

Digital Cookie: The Customer's Side

Order Checkout

DELIVER TO

First Name Last Name

C/O or Company Name (optional)

Address 1

Address 2 (optional)

City State Zip Code

Phone Number

Billing Email (in case we need to reach you)

CONTINUE

ORDER PREFERENCES

CONNECT WITH GIRL SCOUTS (optional)

PAYMENT DETAILS

YOUR COOKIE ORDER [Edit](#)

	QTY	AMOUNT
Thin Mints®	4	\$24.00
Adventurefuls®	2	\$12.00
Trefolls®	2	\$12.00
Donate Cookies	5	\$30.00

Subtotal \$78.00

[In-Person Delivery](#) FREE

TOTAL \$78.00

* If your In-Person delivery order is approved within 5 days, you'll be contacted by Girl Scout Jan and her caregiver to arrange delivery. Thanks for your patience. All sales are final.

PLACE ORDER

* By clicking the PLACE ORDER button, I agree to be bound by the [Terms of Use](#) and [Privacy Notice](#).

I have read, understand, and accept that all sales are final and cannot be changed or cancelled once placed. Please verify all billing, delivery address information, and items selected for purchase are correct before submitting your order.

Additional
Information from
Customers

Customers are then taken to a checkout screen to complete basic delivery and billing information.

The next screens (Order Preferences, Connect with Girl Scouts, and Payment Details) ask customers to:

- Choose a second option if Girl Scout delivery is not approved.
- Indicate if they want membership or volunteer information (optional).
- Share if they were Girl Scouts (optional).
- Complete credit card information.

Digital Cookie: The Customer's Side

Order Checkout

- DELIVER TO** [Edit](#) ✓
Amelia Gabble
1231 Upas St
San Diego, CA 92103-5127
619-867-5309
mgtags22@gmail.com
- ORDER PREFERENCES** [Edit](#) ✓
Getting your order delivered by Girl Scout Jan requires approval by her parent. If your order is not approved within 5 days, what would you like to do?
 Donate my order to: Cancer Society
- CONNECT WITH GIRL SCOUTS** (optional) [Edit](#) ✓
Connect with Girl Scouts
 I was a Girl Scout!
- PAYMENT DETAILS**

 Pay with card    

Cardholder Name

Card Number

Expiration Date (MM/YY) CVV (3 digits)

[Choose another way to pay](#)

Billing Address
 Same as Delivery Address

Please review your cookie order and select "Place Order".

YOUR COOKIE ORDER

[Edit](#) /

	QTY	AMOUNT
 Thin Mints®	5	\$30.00
 Adventurefuls®	3	\$18.00
 Trefoils®	2	\$12.00
 Donate Cookies	3	\$18.00
Subtotal		\$78.00
<u>In-Person Delivery</u>		FREE
TOTAL		\$78.00

* If your In-Person delivery order is approved within 5 days, you'll be contacted by Girl Scout Jan and her caregiver to arrange delivery. Thanks for your patience. All sales are final.

PLACE ORDER 

* By clicking the PLACE ORDER button, I agree to be bound by the [Terms of Use](#) and [Privacy Notice](#).

I have read, understand, and accept that all sales are final and cannot be changed or cancelled once placed. Please verify all billing, delivery address information, and items selected for purchase are correct before submitting your order.

Once customers have completed the information and clicked continue at each step, they will click the “Place Order” button

Digital Cookie: The Customer's Side

The screenshot shows a digital order confirmation screen for Girl Scout cookies. The header is purple with the Girl Scout logo and the text "Thanks for your order!". Below the header, there is a "Print" icon and a message: "Your Girl Scout cookie order was placed on June 21, 2023. Your order number is #00112185." Three bullet points provide details: a confirmation email will be sent to mgtags22@gmail.com, the order has been sent for parent approval (up to 5 days), and delivery details (in-person or canceled). A table lists the order items: Thin Mints® 5 packages for \$22.50, Order Subtotal for \$22.50, and In-Person Delivery for FREE. The total payment is \$22.50. A thank you message and the council name (Greater New York) are at the bottom. On the right, there are three promotional boxes: "Tell Test1001 'THANKS FOR THE COOKIES'" with a "Send a Cheer" button, "Thanks for your purchase. You've earned your Digital Cookie Patch! Download and Share", and "MORE FROM GIRLSCOUTS" with buttons for "Place a new order", "Join Girl Scouts", and "Become a Volunteer!". Two yellow callout boxes with arrows point to the "Send a Cheer" and "Place a new order" buttons.

Send Girl Scout a Cheer

Place another order

Customers then see an order confirmation screen that includes the option of placing a new order in case they want to send some to a friend!

Customers will then receive a series of emails depending on their order delivery method.

- See Customer Experience tip-sheets for more details on the emails customers receive