

2026 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 17, 2025

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

NEW Registration emails will expire after 5 days. Use the reset my password feature after day 5.

Volunteer Terms and Conditions

Read and Accept T&Cs

If you have a Girl Scout in your household, 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

NEW

Our Troop Cookie Site

Our Troop Cookie Site

Set up your troop's cookie site to start collecting orders online and payments on the mobile app.

[SET UP YOUR SITE](#)

Our Troop Cookie Site



- Set up troop cookie site
- Copy or share troop site link or view and print QR Code

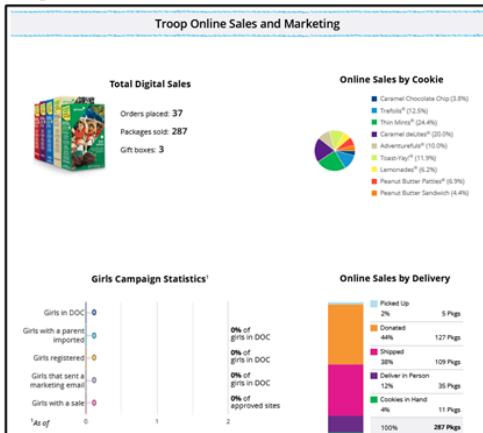
Troop Site Sales

Troop Site Sales



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

Troop Online Sales and Marketing



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

Pending Orders

Pending Orders

TROOP SITE GIRL SCOUTS

- 1 Pending Approval
0 Pending Fulfillment

[VIEW ORDERS](#)

Pending Orders

TROOP SITE GIRL SCOUTS

- 0 Pending Approval
3 Pending Delivery

[SEE DETAILS](#)

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.

Cheers

Cheers

Your Girl Scouts are working hard this cookie season. Send your troop members some words of encouragement!

[SEND A CHEER](#)

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

Reports

All report timestamps are in Central Time (CT).

All Order Data

For each girl see full order details including varieties, delivery type, etc.

[GET REPORT](#)

Troop Booth Sales Report

Track, filter and reconcile booth-specific sales, including cash and pickup orders

[GET REPORT](#)

Initial Order

8/5/25 Parent's due date
8/26/25 Troop due date

[GET REPORT](#)

Cookie Badges

See the steps girls completed for their cookie badges and entrepreneur pin.

[GET REPORT](#)

Rewards Selection

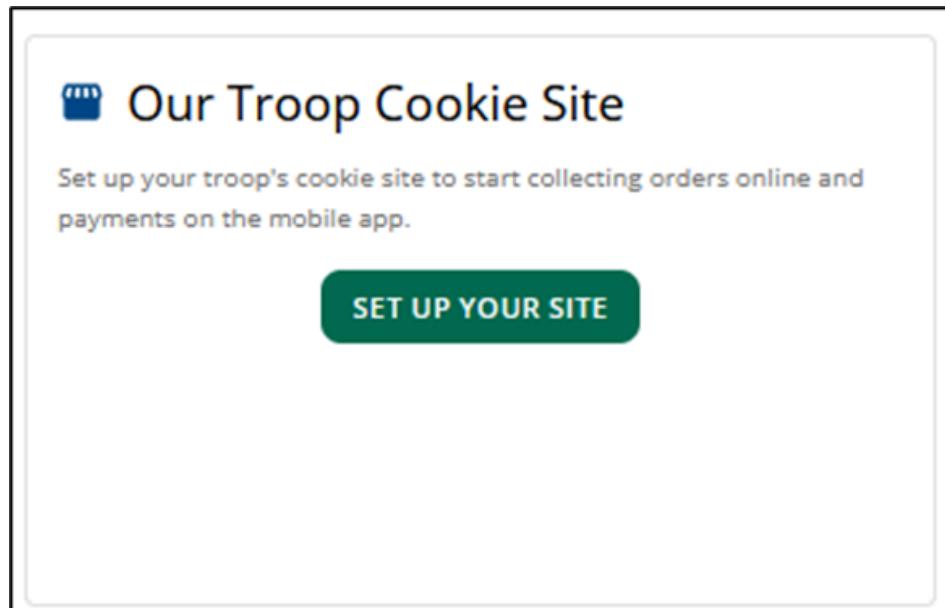
See which rewards girls have selected to enter in your baker software.

[GET REPORT](#)

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

Troop Site Setup

Step 1: Click Get Started



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

Step 2: Activate the Site

Digital Cookie Registration							
Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID:	Troop	Preferred First Name*	Girl Email Address	Action
ACTIVATE	Therese Bright	10/03/2015	121003466	2011	---	---	---
ACTIVATE	Amara Glasses	11/17/2017	121186129	2011	---	---	---
ACTIVATE	Troop2011 Site	08/19/2015	TRP2011C319	2011	---	---	---

[ACCESS SITE](#)

Step 2: 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

Steps 1 & 2

1. Goal Setting: Set My Sales Target

STEP 1 **SET MY SALES TARGET** REQUIRED

1  **Your Goal Calculator**

2  **Emily** wants to sell **500** packages which = about **\$125** to help her Troop and others.

3  **Save**  **Learn more** 

The money you earn stays local, funding amazing experiences for you and your troop.

*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. Troops 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. Click the Rewards button to see a copy of the Rewards Flyer

If you're ever stuck, you can find a Tip Sheet on every section!

2. Write My Cookie Story

STEP 2 **WRITE MY COOKIE STORY** REQUIRED

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

2  Tell your customers what you learned from selling cookies.

3  **Required** **SAVE** **CANCEL** **87 characters**

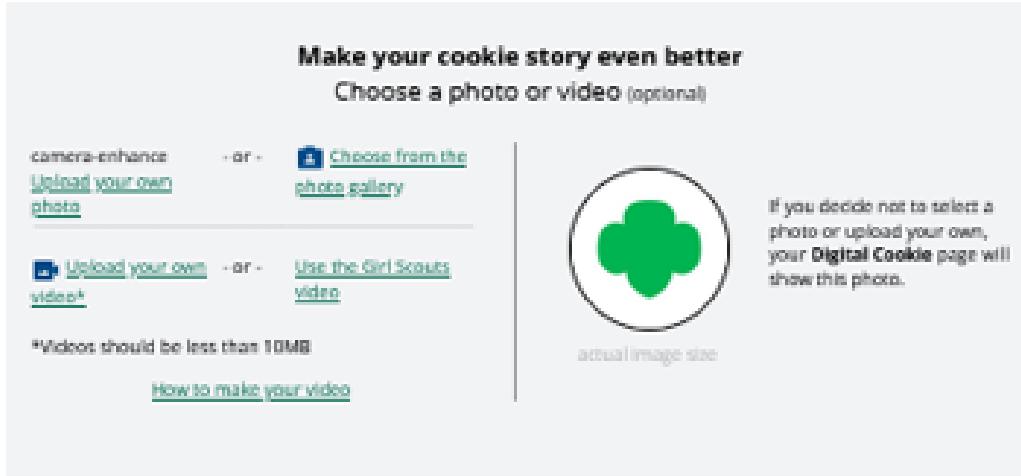
 Customers want to hear how you're using cookie money — the more you tell them, the more inspired they'll be to support your cookie sales efforts!

1. Troops tell their customers about a troop goal and why it's important.
2. Troops 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



Photo/Video Upload section

Step 3 help

1. Troops can choose to upload a photo or use a picture from the gallery.
2. Or, Troops can upload a video or use a GSUSA video.
3. Bonus! Tips on how to make a great video.

4. Add your Zip Code, Review & Publish

Troop Cookie Site QR Code and Link

STEP 3 → SET ZIP CODE, REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH

Troop Site Zip Code

Your troop must set a **troop site zip code** if you want your cookie site to be visible to customers in the [Cookie Finder](#)

Digital Cookie site update history

Site setup has no update history.

Our Troop Cookie Site



Print Share Save

1. Troops need to add their zip code so that they will appear (at random) to customers on the Cookie Finder for Direct Ship Orders.
2. Click on See Your Site to review your goal, story, photo, and/or video.
- 3. Approve and Publish!!**

Setting up the Troop Cookie Site

Step 4

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.

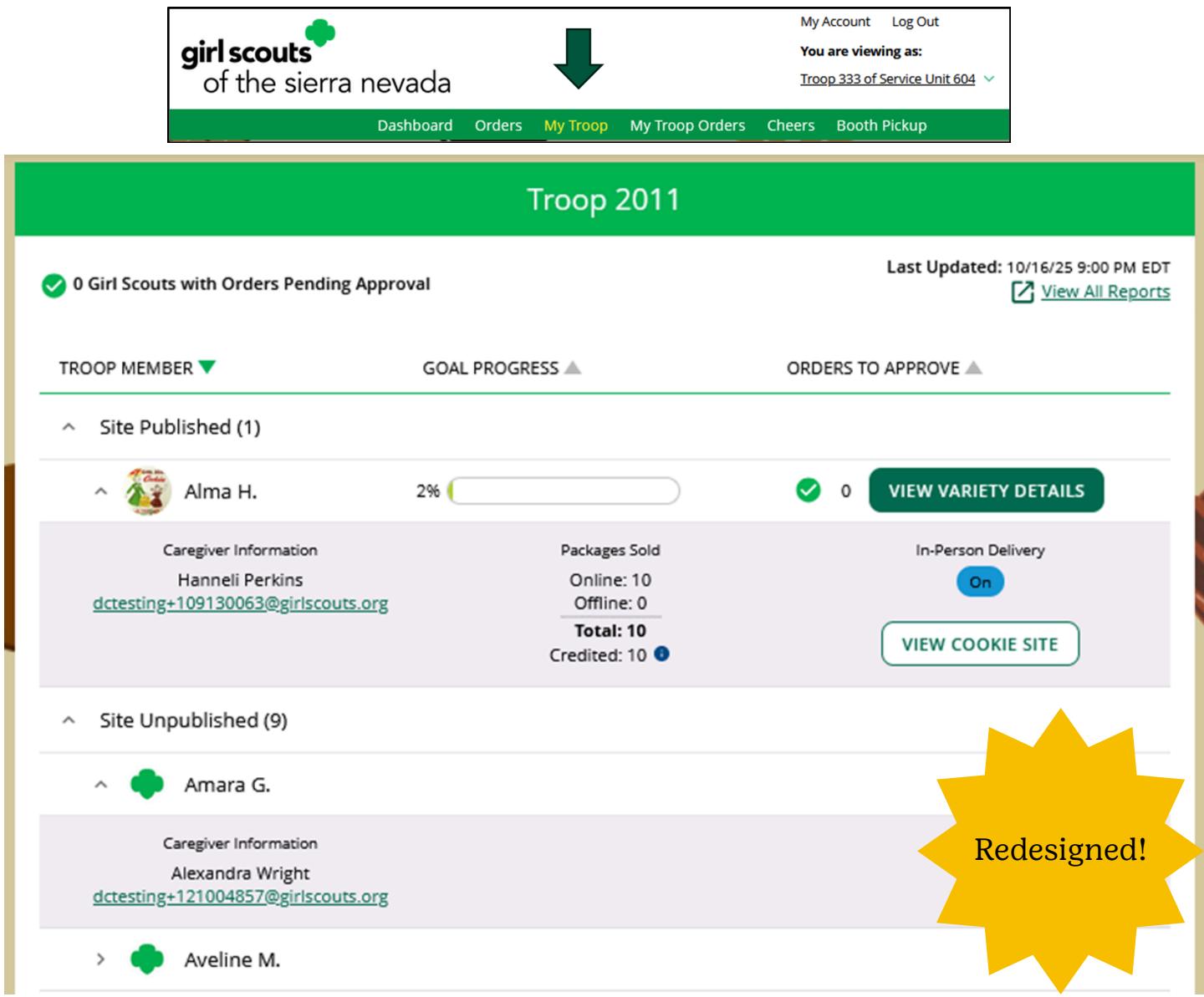
The screenshot shows a digital cookie site preview for Lucy. At the top, it says "Lucy's Digital Cookie Site Preview". Below that, a purple arrow on the left says "PARENT - OR - GUARDIAN". The main content area says "Lucy made Digital Cookie page updates that were submitted for your approval on 09/06/2022 01:15 PM CDT." It features two buttons: "EDIT" and "APPROVE AND PUBLISH". A yellow arrow points to the "APPROVE AND PUBLISH" button with the text "Click to edit". Another yellow arrow points to the "APPROVE AND PUBLISH" button with the text "Click to review and publish". At the bottom, it says "Lucy's site status: Published <https://DigitalCookie.GirlScouts.org/>" and "Digital Storefront: OPEN [CLOSE ONLINE STORE](#)".

Once all the details have been entered, 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.

My Troop Page



The screenshot shows the 'My Troop' page for Troop 2011. At the top, there is a navigation bar with the Girl Scouts of the Sierra Nevada logo, 'My Account' and 'Log Out' links, and a dropdown for 'Troop 333 of Service Unit 604'. Below the navigation bar, there is a green header bar with the text 'Troop 2011'. The main content area has three tabs: 'TROOP MEMBER ▼', 'GOAL PROGRESS ▲', and 'ORDERS TO APPROVE ▲'. The 'TROOP MEMBER' tab is active, showing a list of Girl Scouts. The first item in the list is 'Alma H.' with a 'Site Published (1)' status. Below her name is a small profile picture of a Girl Scout. To the right of her name are her goal progress details: a progress bar at 2%, '0' packages sold, and a 'VIEW VARIETY DETAILS' button. Below this, there is a box containing 'Caregiver Information' (Hanneli Perkins, email: dctesting+109130063@girlscouts.org), 'Packages Sold' (Online: 10, Offline: 0, Total: 10, Credited: 10), and an 'In-Person Delivery' button set to 'On'. The 'VIEW COOKIE SITE' button is also present. The second item in the list is 'Amara G.' with a 'Site Unpublished (9)' status. Below her name is a small profile picture of a Girl Scout. The third item in the list is 'Aveline M.' with a 'Site Unpublished (9)' status. Below her name is a small profile picture of a Girl Scout. To the right of the 'ORDERS TO APPROVE' tab, there is a yellow starburst badge with the text 'Redesigned!'. At the bottom of the page, there is a note: 'Last Updated: 10/16/25 9:00 PM EDT' and a 'View All Reports' link.

“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

The My Troop page has had a complete redesign. You can now easily see which Girl Scout in your troop has their site published or not. If their site has not been published, you can easily email the parent to remind them by clicking on the email link (the link will open in your default email program or app).

If the Girl Scout’s site is published you can now see how many packages she has sold, and if you click VIEW VARIETY DETAILS you can see how many packages, she has pending approval and if she has turned in-person delivery turned off for a specific variety.

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
05748520	14	Case Test2	Case Test2	3756 E Fry Blvd, Sierra Vista, AZ	8/24/2023	5
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. [\(i\)](#)

Select all [Order Picked Up](#) [Export Orders](#)

[Show 5 items](#)

Order #	Cookie pkgs	Deliver to	Delivery Address	Order Date
05318823	5	Test E Test	3756 E Fry Blvd, Sierra Vista, AZ	8/4/2023
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
05748274	9	Lilo Peleka	Lilo Peleka	1231 Upas St, San Diego, CA	8/23/2023	4

[Need Help?](#)

Digital Cookie Online Orders

10 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	05780859	2	10/22/2025	In Hand	
VIEW Maya Killigore	05780850	4	10/22/2025	Pick Up	
VIEW Mobile Customer	05780694	2	10/21/2025	In Hand	
VIEW Mobile Customer	05780691	2	10/21/2025	In Hand	

This page works the same as the Girl Scout orders page. You can approve/decline Girl Scout Troop 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.

After clicking on the customer's name, the order details are shown. You can review the order and customer details.

Cheers Page

The screenshot shows the Girl Scouts Cheers Page. At the top, there is a navigation bar with links for 'My Account' and 'Log Out'. Below this, a green banner reads 'Send a Cheer to Girl Scouts in your Troop'. The main content area is titled 'Cheer on the members of Troop 2011!' and encourages users to send words of encouragement to their troop members. A search bar is available to find a specific member. The interface shows a list of troop members, with 'Alma' currently selected. Alma's goal progress is at 2%. Below the member list, there are dropdown menus for 'Choose a Message' and 'Choose a Picture'. The 'Choose a Message' dropdown is open, showing options like 'So proud of you', 'You're awesome', 'Keep it Up', 'Wow', 'Great Job', and 'You Rock'. The 'Choose a Picture' section displays several small circular icons representing different themes. To the right, a 'Preview your Cheer' box shows a sample message: 'So proud of you from Alexandra Wright'. A large green button labeled 'SEND THIS CHEER' is at the bottom of this preview box. A purple arrow on the left points to the 'Choose message and picture' area, and another purple arrow on the right points to the 'send cheer' button.

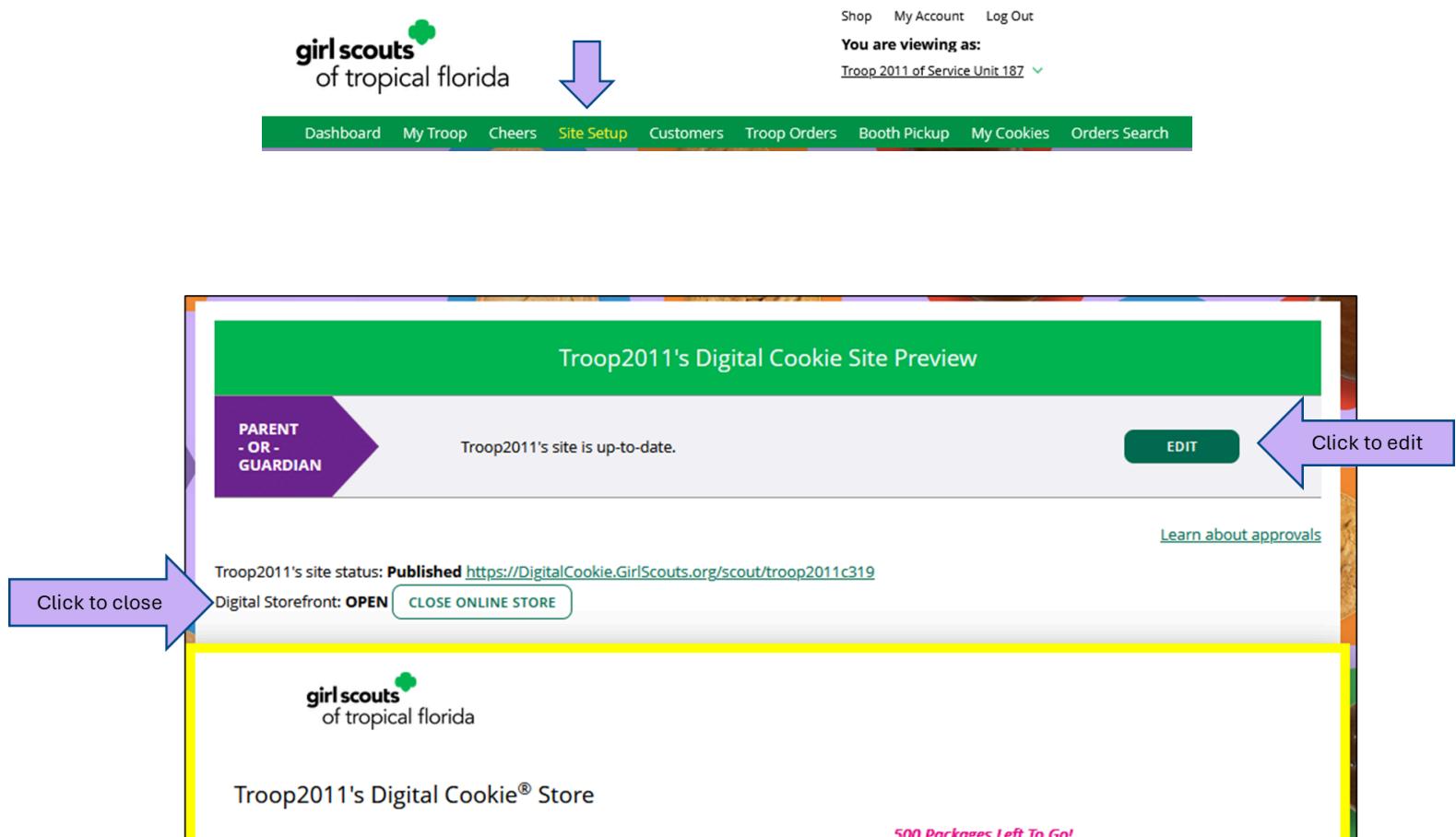
Troop Volunteers can send the Girl Scouts in their troop cheers the same way troop members can send them to each other. The difference is that Girl Scouts can't cheer back to volunteers.

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.

Site Setup Page



Shop My Account Log Out

You are viewing as:
Troop 2011 of Service Unit 187 ▾

Dashboard My Troop Cheers Site Setup Customers Troop Orders Booth Pickup My Cookies Orders Search

Troop2011's Digital Cookie Site Preview

PARENT - OR - GUARDIAN

Troop2011's site is up-to-date.

EDIT

Click to edit

Troop2011's site status: Published <https://DigitalCookie.GirlScouts.org/scout/troop2011c319>

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

Learn about approvals

Click to close

girl scouts of tropical florida

Troop2011's Digital Cookie® Store

500 Packages Left To Go!

To edit the troop's cookie site you will use the Site Setup page. Here you can click EDIT to review the goal, story, picture/video, and zip code to make changes. You can also close the cookie site if you are done taking orders for the season, but clicking the CLOSE ONLINE STORE.

Customers Page



Shop My Account Log Out

You are viewing as:

Troop 2011 of Service Unit 187

Dashboard My Troop Cheers Site Setup Customers Troop Orders Booth Pickup My Cookies Orders Search

The Troop can add customers individually by clicking the Add Customer button, enter the customer details and click ADD CUSTOMER or Troops can import customers under the More button.



My Cookie Customers

Customer List

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

[Tips to get started](#)

Select All

SEND EMAIL

ADD CUSTOMER

More...

Show 10 Items

Name	Email Address	Last Emailed	Email Title	Email Status	Total Orders	Total Pkgs
Aunt Jenny	Yes	10/16/2025	Promo	Sent	0	0

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

[Need help?](#)

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

You 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.

After the customer is added, Girl Scouts can send marketing emails. The marketing emails will have a link to the troop's cookie site. To send a marketing email, first check the box next to the customer's name or we recommend if this is the first time sending emails, check Select All. Then the Send Email button will be available. Remember Girl Scouts can only send emails once the council sales have begun.

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

Name	Email Address	Last Emailed	Email Title	Email Status
Mindy Guevara	Yes	10/16/2025	Promo	Sent

Then select which marketing email to send.

Send Marketing Email

To: [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](#)

After clicking Send 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 see Open For Business, that is because your council has a shipping promotions going on and the shipping promotion email has taken its place. If you do not want to offer the shipping promotion email, use the Still time to order cookies email.

My Cookies Page

1. Turn off Girl Scout Delivery

2. Turn off a variety

Variety	Delivery Option
Adventurefuls®	On
Lemonades®	On
Trefoils®	On
Thin Mints®	On
Peanut Butter Patties®	On
Caramel deLites®	On
Peanut Butter Sandwich	On
Caramel Chocolate Chip	On
Explorermores™	On

The Delivery Settings function gives you the opportunity to 1. turn off Girl Scout delivery and 2. turn 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.

- 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 your "My Cookies" page
- 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.

This is also a function on the parent/girl side too!

Booth Pickup Page

The image shows a screenshot of the Girl Scouts of the Sierra Nevada Booth Pickup Page. At the top, there is a navigation bar with links for 'My Account', 'Log Out', 'You are viewing as: Troop 3331 Service Unit 604', 'Dashboard', 'Orders', 'My Troop', 'My Troop Orders', 'Cheers', and 'Booth Pickup'. A green arrow points to the 'Booth Pickup' link.

The main content area has a green header bar with the text 'Booth Pick Up'. Below it, there is a sub-header 'Add pickup to an existing booth' with the text 'Select from your troop's cookie booths, add a start and end date for customers to see'. A yellow callout box with a downward arrow points to the 'Add pick up option' link in the '2 Available Booths' section.

The '2 Available Booths' section lists two booths:

- Girl Scout Council Office**
4930 Cornell Rd
cincinnati OH, 45242
09/18/2023
02:00 PM - 04:00 PM
[Already added](#)
- Girl Scout Council Office**
4930 Cornell Rd
cincinnati OH, 45242
04:00 PM
[Add pick up option](#)

On the right side, there is a callout box for 'Add pick up to the booth' with a yellow arrow pointing to the 'Select Start Date' and 'Select End Date' fields. The text in this box says: 'Set the start and end dates to determine when customers will see this pick up location as an option in your Troop Cookie Link checkout. Consider an ending date that will give you enough time to approve and gather all orders for pick up for this booth.'

At the bottom left, there is a callout box for 'Your list of pickup booth locations' with a yellow arrow pointing to the 'Edit pick up dates' link. The text in this box says: '1 Available Booths' and lists the same booth as above.

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.

Orders Search Page



Searching for Orders

Orders

Search for Orders i

Order # <input type="text" value="05758715"/>	Customer Information	Girl/Parent	Organization
Date Range <input type="text"/> to <input type="text"/>	First Name <input type="text"/>	Girl First Name <input type="text"/>	Council Name <input type="text" value="Girl Scouts of the Sierra Ne"/>
Order Status <input type="text" value="Choose an option"/>	Last Name <input type="text"/>	Girl Last Name <input type="text"/>	Council Code <input type="text" value="661"/>
Payment Status <input type="text" value="Choose an option"/>	Phone <input type="text"/>	GSUSA ID <input type="text"/>	SU Name <input type="text" value="SU604"/>
Order Type <input type="text" value="Choose an option"/>	Email <input type="text"/>	Site URL <input type="text"/>	SU ID <input type="text" value="604"/>
		Parent Email <input type="text"/>	Troop # <input type="text" value="333"/>

Orders Pending Validation [See List](#)

SEARCH

[Export to Excel](#)

Order #	Order Date	Order Type	Customer Name	Total	Order Status	Payment Status	Girl Name	Council Name	Troop #
05758715	09/10/24 17:55	In-Person Deliver...	Trefoil Love	\$48.00	New	Payment Authoriz...	kaiMzceeM rzzzra	Girl Scouts of the ...	333

Showing 1 to 1 of 1 entries First Previous 1 Next Last

The “Orders” page allows you to lookup orders that were placed for all the Girl Scout’s in your troop as well as refund in-person delivery, donation, booth and cookies-in-hand orders (orders placed on mobile app).

Once you are on the Orders page, you can look up the order a few different ways. The recommended lookup options are Customer Order #, Customer Email address, Parent Email Address, Girl Name (first and last), or Customer Name (first and last, min 2 letters). Using more than one can cause the results to not appear properly. You can also narrow down the orders by selecting the Order Status, Payment Status, or Order Type.

After entering the information and clicking Search, the order or orders will appear in the search. From here you can see some of the order details. On your phone you can scroll to the right to see more details. To see the specific order details, click the order number.

Orders Search Page

Order Details

Order Details				Customer Details			
Order Number:	05780221	Payment Status:	Payment Captured	REFUND			
Order Date:	10/15/2025 9:02 PM EDT	Delivery Status:	Not Delivered				
Order Type:	In-Person Delivery	Baker:	ABC				
Order Status:	Processing	Baker Status:	Order Sent - 10/15/2025 9:52 PM EDT				
If Not Approved:	Cancel Order	IO Status:	Not Added to IO				
Parent Action		Delivery Confirmation					
Status:	Approved	Confirmed By:	---				
Date Actioned:	10/15/2025 9:50 PM EDT	Date Delivered:	---				
Actioned Via:	Website	Confirmed V					
Organization				Delivery Information			
Girl Name:	Troop9876 Site	Council Name:		Delivery Address:	Ruby Darling	1231 Upas St	
Parent Name:		Council Code:				San Diego, California 92103-5127	
Parent Email:		SU Name:		Delivery Phone:	619-867-5309		
GSUSA ID:	TRP9876C367	SU Number:					
Site URL:	troop9876c367	Troop Numb					
Order Details							
Order Number:	05780206	Payment Status:	Payment Captured	Customer Details			
Order Date:	10/15/2025 6:37 PM EDT	Delivery Status:	Shipped	Order Paid By:	Ruby Darling		
Order Type:	Shipped with Donation	Baker:	ABC	Email:	mgtags22@gmail.com		
Order Status:	Completed	Baker Status:	Order Sent - 10/15/2025 6:58 PM EDT	Billing Phone:	619-867-5309		
Order Location:	Not Sold at a booth	IO Status:	N/A	Billing Address:	Ruby Darling	1231 Upas St	
						San Diego, California 92103-5127	
Fulfillment Details				Delivery Information			
Provider Order #:	0005758398	Date Shipped:	10/15/2025	Delivery Address:	Ruby Darling	1231 Upas St	
Tracking #:	TRK0017001373	Confirmation Sent:	10/15/25 7:01 PM EDT			San Diego, California 92103-5127	
Organization				Delivery Phone:	619-867-5309		
Girl Name:	Troop9876 Site	Council Name:	Girl Scouts North Carolina Coastal Pines Inc	Address Confidence:	100		
Parent Name:		Council Code:	367	Recommended	Pending		
Parent Email:		SU Name:	Secureideas SU	Address:			
GSUSA ID:	TRP9876C367	SU Number:	9876	Payment Information			
Site URL:	troop9876c367	Troop Number:	9876	User Name:			

The Order Details page has the full details of the order including order type, parent action, lists the variety of cookies and how much the customer paid, the payment status, and as you keep scrolling you will see the customer details. For shipped orders, at the top of the page under the order details you can see when the order was shipped and the tracking number.

The bottom half of the Orders Detail page lists the variety of cookies and how much the customer paid, payment status, and if it was a shipped order, you would see the fulfillment status.

<p>Site URL: kalmozzeem483737 Troop Number: 333</p> <p>Products & Payment</p> <table border="1"> <thead> <tr> <th>Product</th> <th>Unit Price</th> <th>Qty</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Cookies</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thin Mints®</td> <td>\$6.00</td> <td>5</td> <td>\$30.00</td> </tr> <tr> <td>Trefoils®</td> <td>\$6.00</td> <td>2</td> <td>\$12.00</td> </tr> <tr> <td>Donate Cookies</td> <td>\$6.00</td> <td>1</td> <td>\$6.00</td> </tr> <tr> <td>Total</td> <td></td> <td>8</td> <td>\$48.00</td> </tr> </tbody> </table> <p>Qty Price</p> <table border="1"> <tbody> <tr> <td>Purchased Packages:</td> <td>7</td> <td>\$42.00</td> </tr> <tr> <td>Donated Packages:</td> <td>1</td> <td>\$6.00</td> </tr> <tr> <td>Gift Box:</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Subtotal:</td> <td></td> <td>\$48.00</td> </tr> <tr> <td>Delivery Cost:</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Order Total:</td> <td></td> <td>\$48.00</td> </tr> <tr> <td>Added to 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Girl Scout and Caregiver Experience

Receive Email
December 22, 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

Activation Emails expire after 5 days! After that use the “Forgot My Password” feature to get started.



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.

You must accept the Terms & Conditions to Participate in Digital Cookie. REQUIRED

Digital Cookie
Terms and Conditions for Parents/Guardians of Girl Scouts
Effective July 30, 2014
Updated August 10, 2022

Welcome to the Digital Cookie® program! Parents/Guardians must agree and adhere to the below terms and conditions ("Parents/Guardians Terms & Conditions") in order for their Girl Scout to participate in the Digital Cookie program.

The Digital Cookie program is an opportunity for your Girl Scout to create her own Digital Cookie site where her customers can purchase Digital Cookies. Girls will also be able to download the Digital Cookie mobile application on purchase day. Every Girl Scout will access Digital Cookies through a computer or mobile device via a smartphone or tablet (the "Digital Cookie Mobile App"). Girl Scouts will also learn and practice the five business skills (goal setting, money management, people skills, decision making, and business ethics) in a modern digital setting.

In addition, because your Girl Scout will be involved with managing and entering information associated with the program online, please carefully review the Privacy Policy before agreeing to these Parents/Guardians Terms & Conditions.

Your agreement to these Parents/Guardians Terms & Conditions constitutes your consent to the [Privacy Policy](#) and consent that your Girl Scout may participate in the Digital Cookie program.

• I will keep my Girl Scout safe during her participation in the Digital Cookie program.

• I will review the [Girl Scouts Digital Cookie Pledge](#), [Computer Online Safety Activity Checksheet](#), and [Girl Scout](#)

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 Registration

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

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

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

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)

Sarah

Girl Email Address: (optional)

Cancel

Save

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

Hey there, Cookie Bosses, welcome to Digital Cookie! Let's kick off the fun by setting up and sharing your very own cookie site. Keep your eyes on this dashboard to see how you're rocking your cookie-selling goals and ca...

[View More](#) ▾

Note of encouragement from Girl Scouts of Silver Sage

NEW

My Sales Goal

My Sales Goal

Sales Goal 10061 sold / 100 Goal
0 50 100

Congratulations! You reached your goal!

[REPLAY CONGRATULATIONS](#)

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

My Cookie Site

Cyra's Cookie Site

[SET UP YOUR SITE](#)

[Watch How-to Video](#)
[Site Setup Tips](#)

NEW



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

Pending Orders

✓ 0 Pending Approval

⚠ 1 Pending Delivery

[VIEW ORDERS](#)

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

Cheers

No Cheers yet, but that's okay! Spread kindness by sending a Cheer to a fellow Girl Scout!



[SEND A CHEER](#)

Cheers

Send the other Girl Scouts in your troop a note of encouragement for their hard work this cookie season!



[SEND OR VIEW CHEERS](#)

NEW

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

Pins & Badges



Track your progress towards completing your Cookie Business Badges and Cookie Entrepreneur Family Pins.

[UPDATE](#)

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



Adventurefuls® (26.2%)
Caramel Chocolate Chip (9.8%)
Caramel deLites® (3.3%)
Lemonades® (28.0%)
Peanut Butter Sandwich (3.3%)
Thin Mints® (9.8%)
Toast-Yay!® (9.8%)
Trefoils® (8.2%)
Peanut Butter Patties® (1.6%)

Marketing Emails

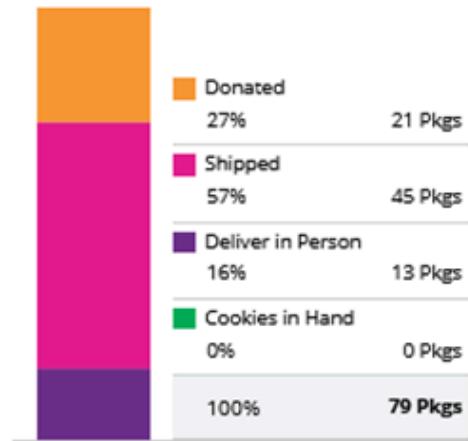
1 marketing emails sent to 1 customers

Send a
Marketing
Email



Open For Business Still time to order Email my site (mobile) Thank You *
* Ask your Troop Leader if this counts for rewards

Online Sales by Delivery

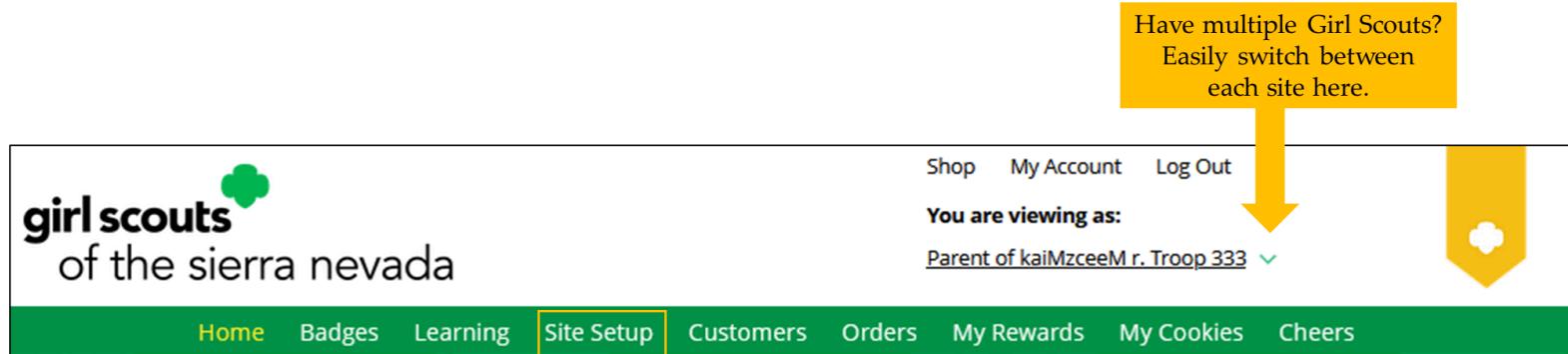


Emma, you're part of the largest girl-led entrepreneurial program in the world!

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



Have multiple Girl Scouts?
Easily switch between
each site here.

Shop My Account Log Out

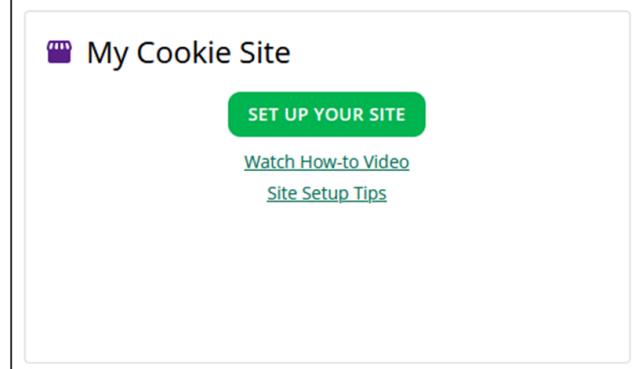
You are viewing as:
Parent of kaiMzceeM r. Troop 333 ▾

girl scouts of the sierra nevada

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

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



My Cookie Site

SET UP YOUR SITE

[Watch How-to Video](#)
[Site Setup Tips](#)

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

Molly wants to sell **500** packages which = about **\$300** to help her Troop and others. **SAVE**

1

2

3

The money you earn stays local, funding amazing experiences for you and your troop.

REWARDS

[Learn more](#)

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

[Step 1 help](#) ▼

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.

Setting up the Girl Scout Cookie Site

Step 2

2. Write My Cookie Story

STEP 2 **WRITE MY COOKIE STORY** REQUIRED

1 Required

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

2 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.

3 Required

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!

87 characters

SAVE CANCEL

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)

NEW

1  [Upload your own photo](#) - or -  [Choose from the photo gallery](#)

2  [Upload your own video*](#) - or -  [Use the Girl Scouts video](#)

*Videos should be less than 10MB

[How to make your video](#)

Your Digital Cookie site will show this photo.

actual image size

3 

Photo/Video Upload section

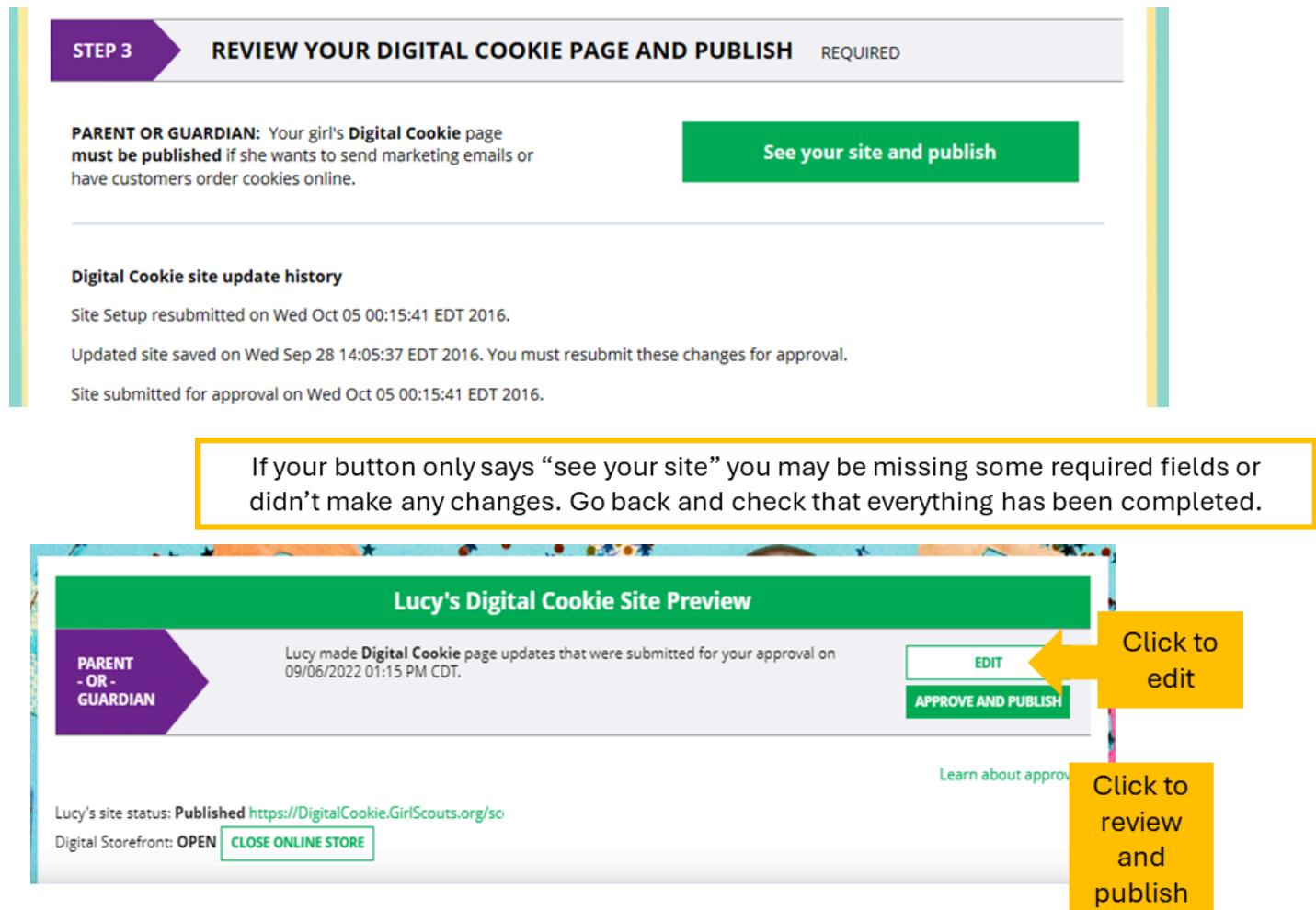
1. Girl Scouts can choose to upload a photo or use a picture from the gallery. The photos in the gallery have been updated to include the current mascot, new Exploremores, and other fun graphics.
2. Or, Girl Scouts can upload a video or use a GSUSA video.
3. Bonus! Girl Scouts can get tips on how to 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

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

PARENT - OR - GUARDIAN

EDIT APPROVE AND PUBLISH

Learn about approval

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

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

Click to edit

Click to review and publish

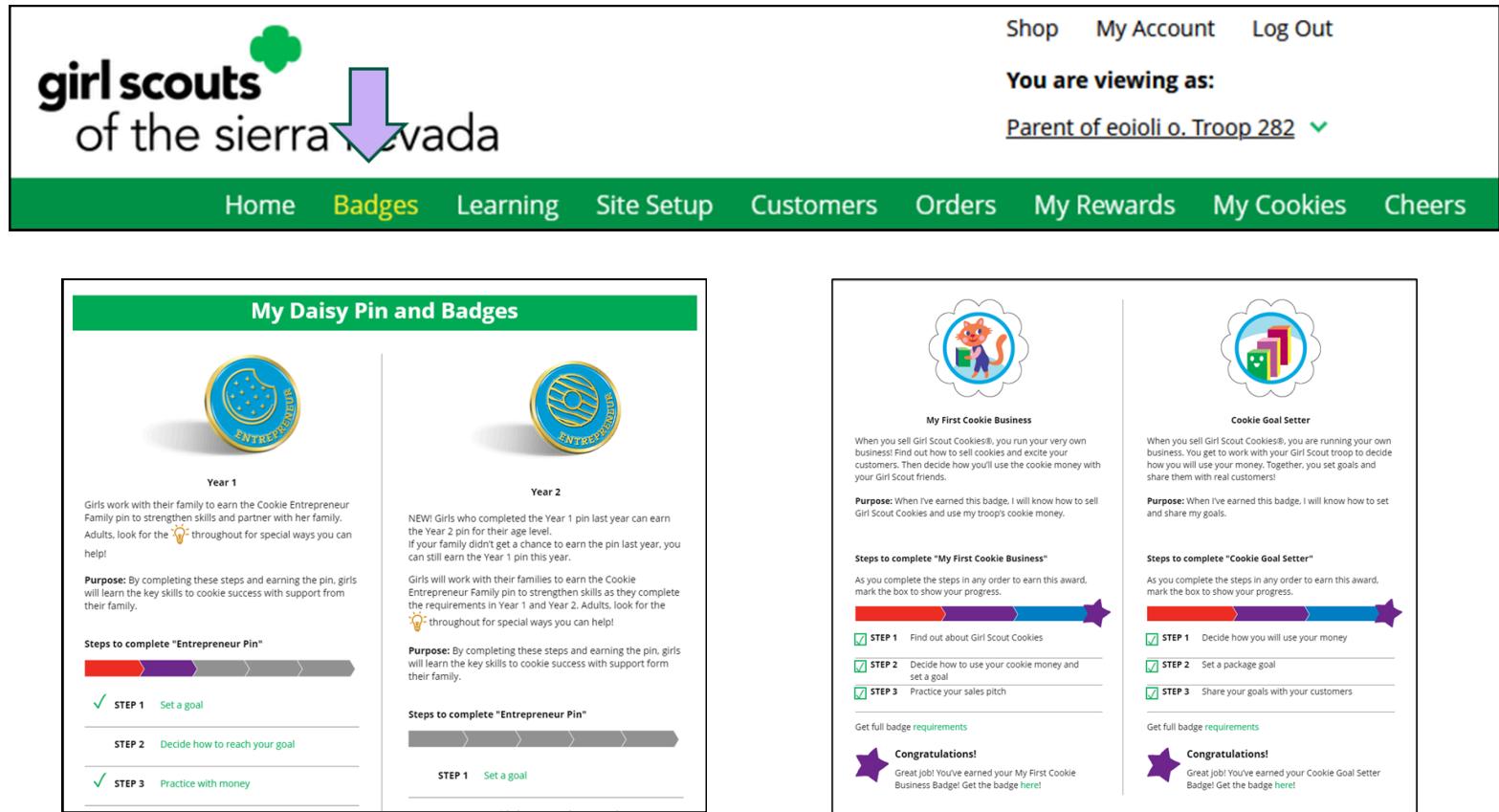
Once the Girl Scout has entered all the site details, they will click the See your Site and Publish button. They will see what the customer will see.

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"

Progress bar: Step 1 (Set a goal) is checked, Step 2 (Decide how to reach your goal) and Step 3 (Practice with money) are not checked.

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.

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"

Progress bar: Step 1 (Set a goal) is checked.

My First Cookie Business



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.

Progress bar: Step 1 (Find out about Girl Scout Cookies) is checked, Step 2 (Decide how to use your cookie money and set a goal) and Step 3 (Practice your sales pitch) are not checked.

Get full badge requirements

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

Cookie Goal Setter



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.

Progress bar: Step 1 (Decide how you will use your money) is checked, Step 2 (Set a package goal) and Step 3 (Share your goals with your customers) are not checked.

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



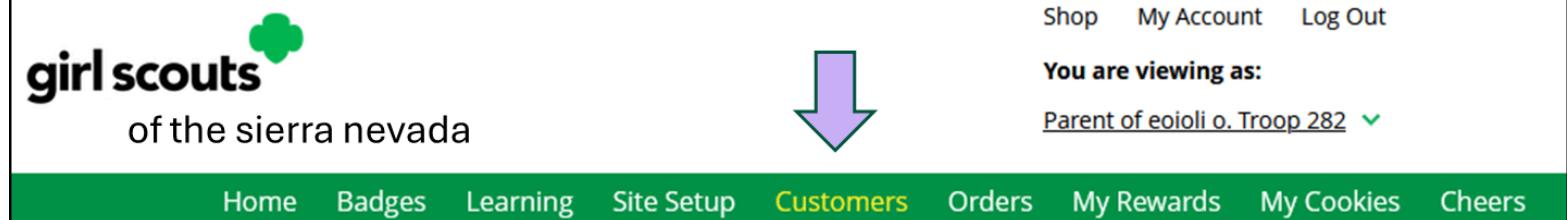
Set Your Sales Target



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](#)

<input type="checkbox"/> 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

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

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

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**

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

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

You are viewing as:

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.

<input type="checkbox"/> 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	

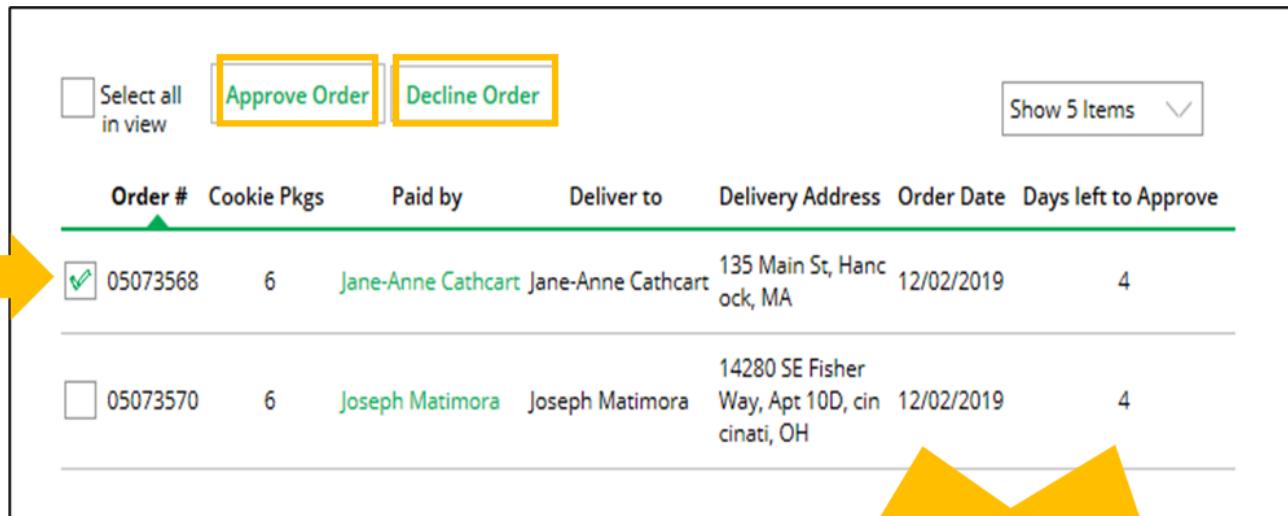
Orders Need Help?

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



<input type="checkbox"/> 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, Hanc ock, MA	12/02/2019	4
<input type="checkbox"/> 05073570	6	Joseph Matimora	Joseph Matimora	14280 SE Fisher Way, Apt 10D, cin cinati, OH	12/02/2019	4

Approve Delivery for Cookie Orders

Orders selected: 2

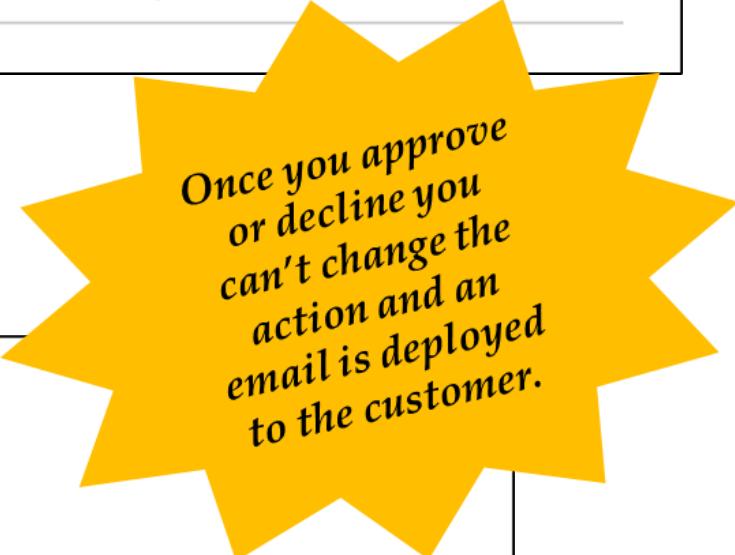
Items to check before you approve order delivery for Jennifer:

- 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



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

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 Add to customer list	Order Delivered:
Billing Email: mgtags22@gmail.com	
Billing Phone: 619-867-5309	

Cookies Selected

	Thin Mints®, 2 pkgs
	Adventurefuls®, 1 pkg
	Trefoils®, 2 pkgs
	Donate Cookies, 1 pkg

Order Summary

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

Approve or Decline Delivery

Items to review before you approve order delivery for kaiMzeeM:

- 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 kaiMzeeM 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.

2 Orders to deliver

Click on a name to mark when the cookies were delivered. [\(i\)](#)

Select all Order Delivered Export Orders Show 5 Items [\(i\)](#)

OR

Select a customer

Order #	Cookie pkgs	Deliver to	Delivery Address	Order Date	Initial Order (i)
<input type="checkbox"/> 05748406	8	Becky Harrigan	1231 Upas St, San Diego, CA	8/23/2023	<input checked="" type="checkbox"/>
<input type="checkbox"/> 05748438	9	joanne bertucci	15171 Bangy Rd, Lake Oswego, OR	8/23/2023	<input checked="" type="checkbox"/>

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

The screenshot shows the rewards page for two Girl Scouts, Sam and Emily. The top navigation bar includes links for Shop, My Account, Log Out, and a dropdown for account switching. The main content area displays reward levels and selection options.

Sam's Rewards:

- 18 Packages Sold / Goal: 500 (Info icon)
- 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

Rewards:

- 500+ Packages (Locked)
- Digital Cookie Rewards (277 Digital Packages Sold)
- 24+ Packages (Unlocked)
- 250+ Packages (Unlocked)

Reward Selection:

- Reward 1 (T-shirt): Select size (YS, YM, YL, AS, AM)

Emily's Rewards:

- 188 Packages Sold / Goal: 500 (Info icon)
- You have 12 packages to reach your next reward level.
- You can select rewards until 12/31/2022.
- Last Updated 8/20/23 12:47 AM CDT

Rewards:

- 24+ Packages (Unlocked)
- 250+ Packages (Unlocked)
- 300+ Packages (Unlocked)

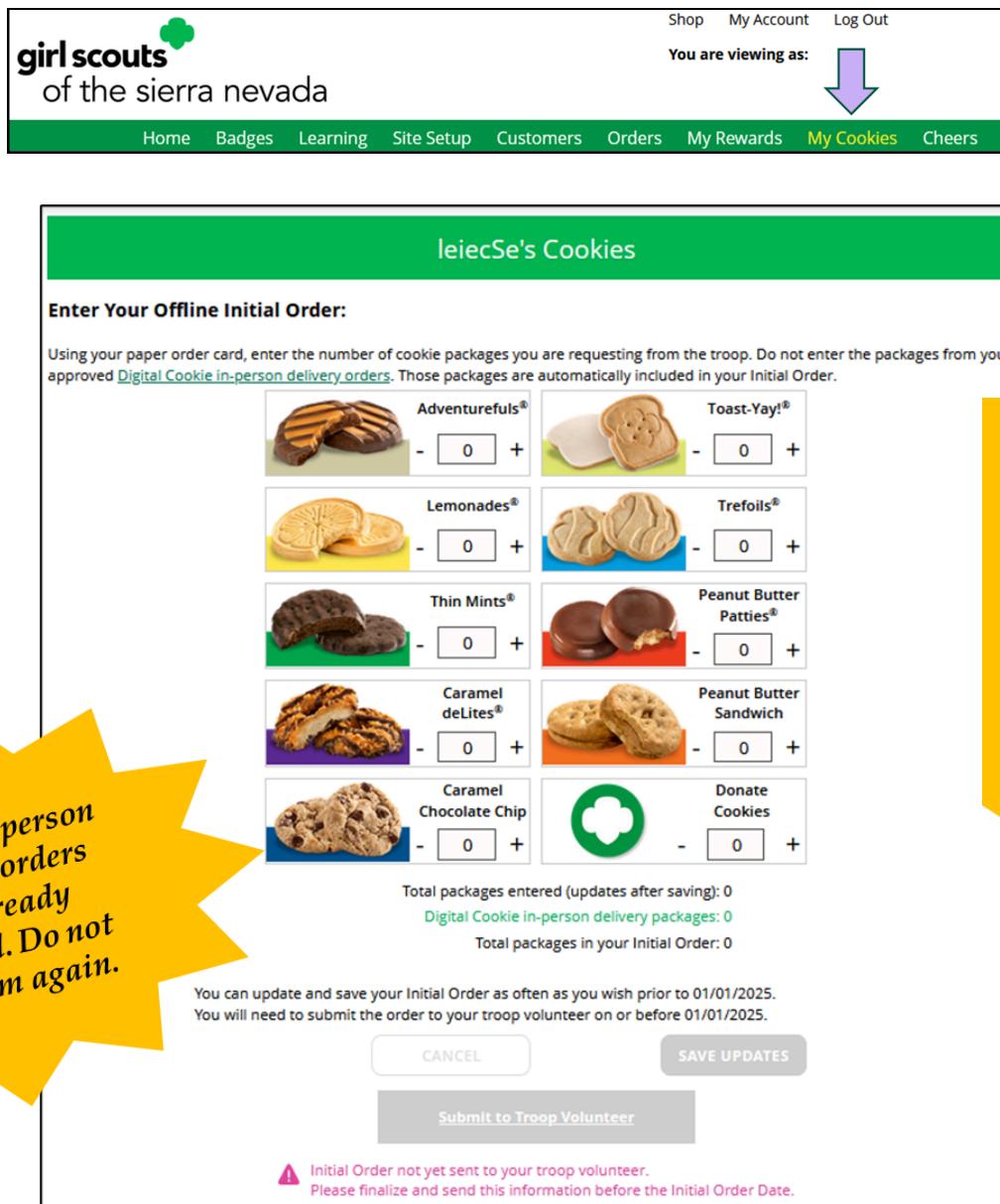
Annotations:

- A purple arrow points to the "Parent" link in the account dropdown, with the text "Purple star =Goal".
- A yellow arrow points to the "Earned Reward" section, with the text "Earned Reward".
- A yellow arrow points to the "Select Size" dropdown, with the text "Select Size".
- A large yellow arrow points to the "Emily's Rewards" section, with the text "As Girl Scouts earn rewards they will see a message on their 'My Rewards' tab letting them know they earned another reward."
- A yellow box in the "Emily's Rewards" section contains the text "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



The screenshot shows the 'My Cookies' page for a user named 'leiecSe'. The top navigation bar includes links for Shop, My Account, Log Out, and a status message 'You are viewing as: [purple arrow pointing down]'. Below the navigation is a green header bar with the text 'leiecSe's Cookies'. The main content area is titled 'Enter Your Offline Initial Order:' and includes a note: '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.' Below this note is a grid of 12 cookie options, each with a small image, a name, and a quantity input field set to 0. The options are: Adventurefuls®, Toast-Yay!, Lemonades®, Trefoils®, Thin Mints®, Peanut Butter Patties®, Caramel deLites®, Peanut Butter Sandwich, Caramel Chocolate Chip, and a 'Donate Cookies' option represented by a green clover icon. Below the grid, the text 'Total packages entered (updates after saving): 0' is displayed, followed by 'Digital Cookie in-person delivery packages: 0' and 'Total packages in your Initial Order: 0'. A note at the bottom left states: 'Online in-person delivery orders are already included. Do not add them again.' A note at the bottom right says: 'Once submitted, the order will flow to the baker's ordering system.' At the bottom are buttons for 'CANCEL', 'SAVE UPDATES', and 'Submit to Troop Volunteer'. A warning message in a red box at the bottom left says: '⚠ Initial Order not yet sent to your troop volunteer. Please finalize and send this information before the Initial Order Date.'

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.

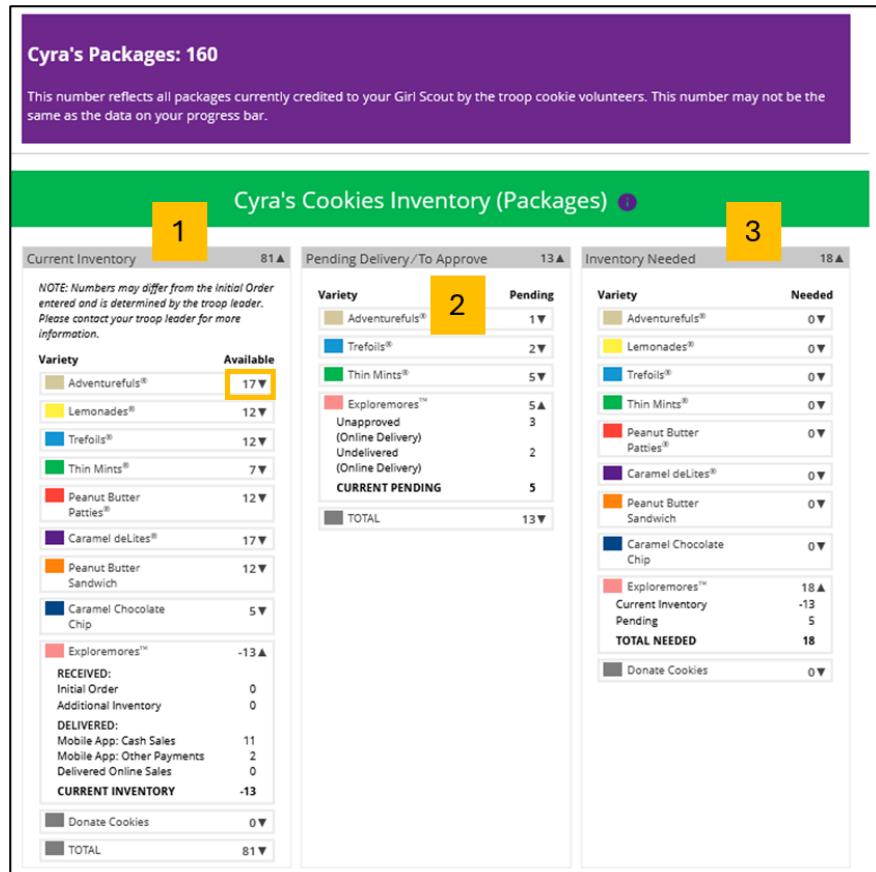
Once the initial order has been submitted to the troop volunteer, the order will transmit to the baker's ordering entry system. The order cannot be unsubmitted to make changes, contact your troop cookie volunteer for support.

My Cookies Page

Inventory by Variety

NEW

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



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 i

Reflects cookies and payments entered by the troop cookie volunteer.

08/31/23 12:00 AM CDT

Initial Cookies (Order Card)	61 ▲	Payments	\$392.00 ▲
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	\$42.00 ▲
Cookie Packages (\$5.00)	13	Total Money Owed	\$434.00
Specialty Packages (\$6.00)	16	Total Money Paid	\$392.00
PACKAGES	37	TOTAL BALANCE DUE	\$42.00

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.
- 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 have 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. Cyra'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®	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On	 Lemonades®	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On
 Trefoils®	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On	 Thin Mints®	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On
 Peanut Butter Patties®	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On	 Caramel deLites®	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On
 Peanut Butter Sandwich	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On	 Caramel Chocolate Chip	<input checked="" type="checkbox"/> Off <input type="checkbox"/> On
 Explorermores™	<input checked="" type="checkbox"/> Off <input type="checkbox"/> 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.

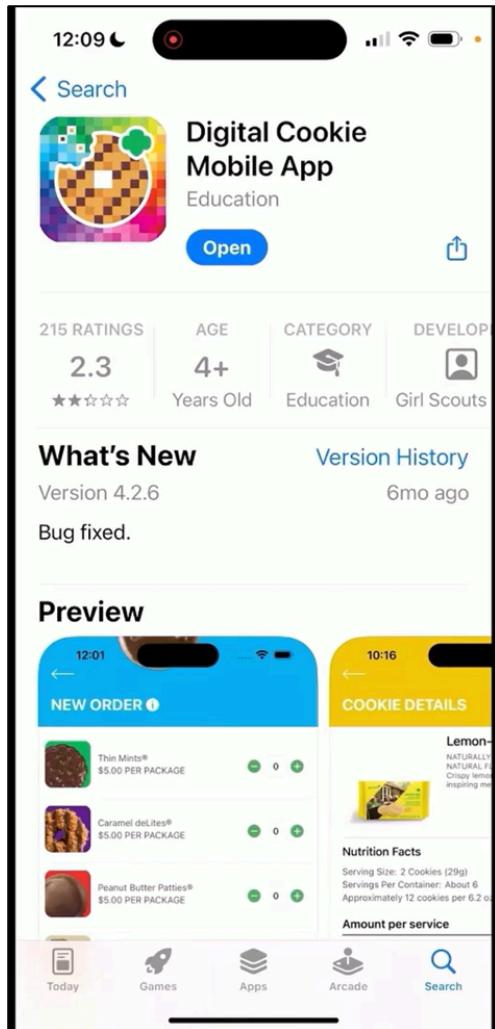
To send a Cheer, Girl Scouts can pick a cheer and send next to the Girl Scout they want to cheer.

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



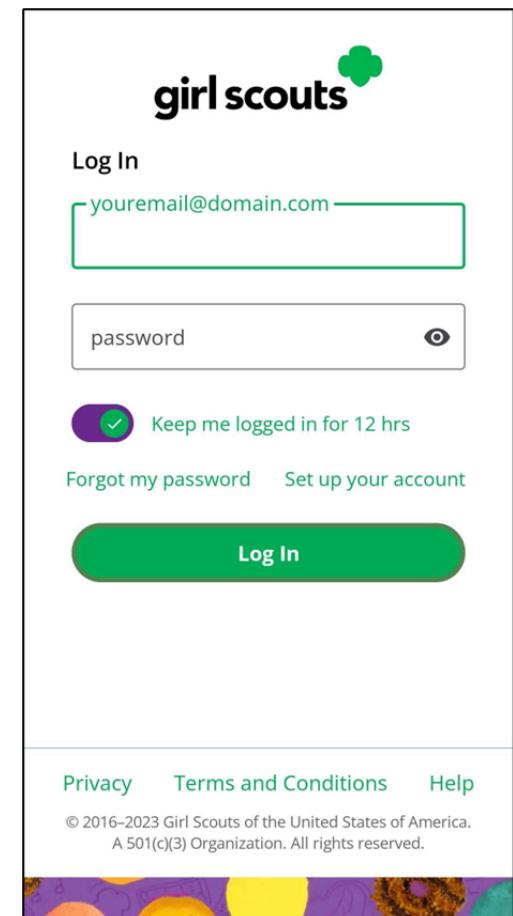
- Download a new version of the mobile app each year!
- Mobile app found in iTunes or Google Play stores.

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.

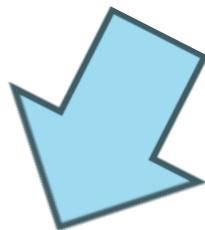
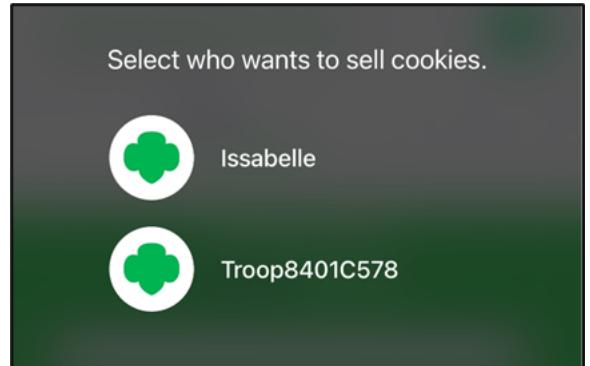
To log in to the mobile app:

- 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.



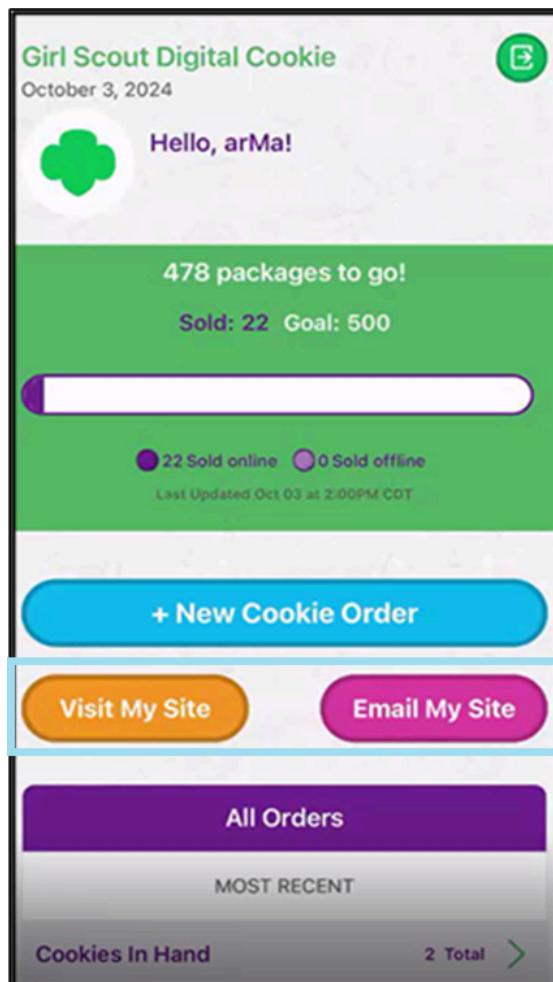
Home Screen

- 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.



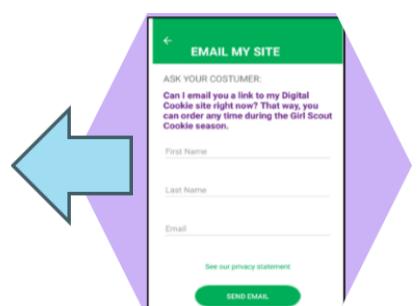
Visit My Site

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

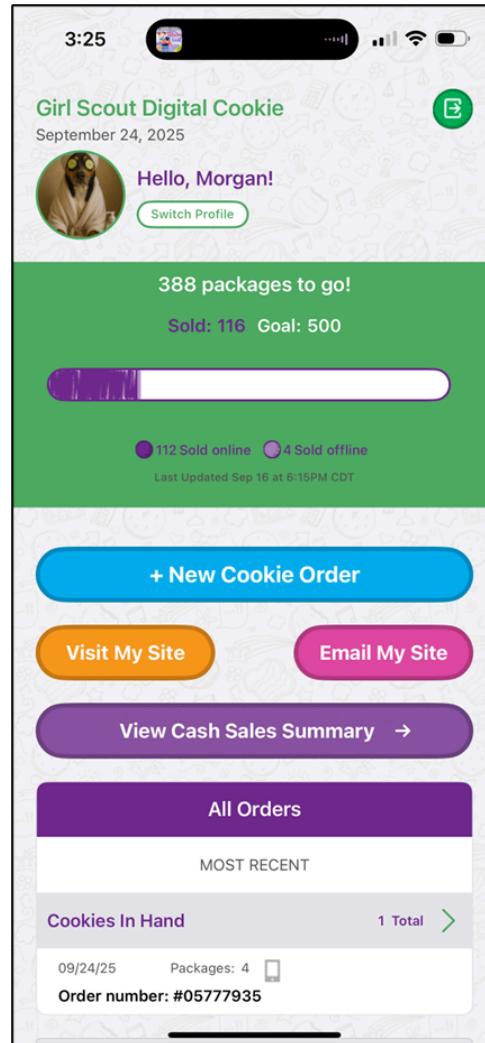
This button is used to send a marketing email to a customer who can then purchase from the Cookie Site at a later time.



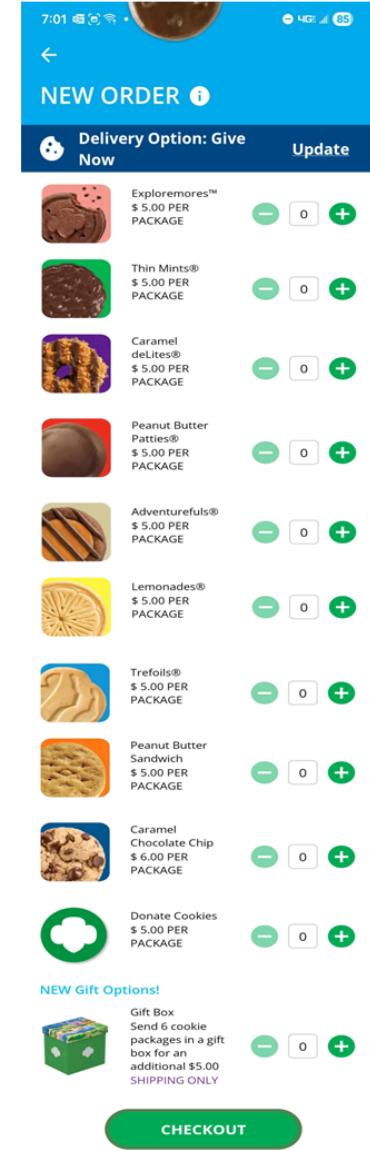
Place an Order: (Girl and Troop)

New Cookie Order

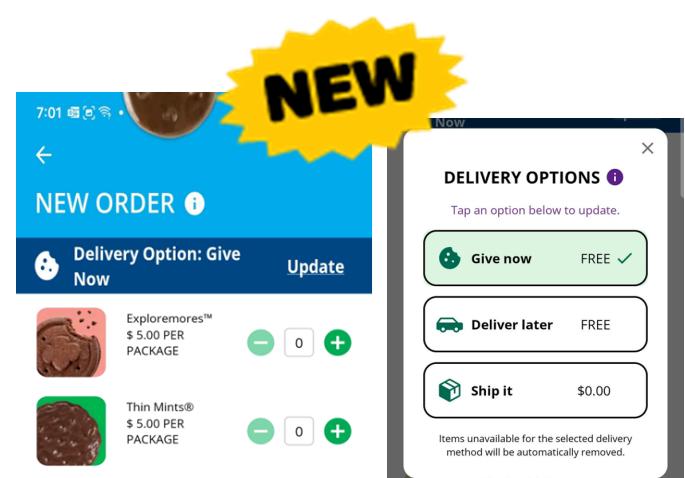
To place a cookie order using the mobile app, the Girl Scout will select New Cookie Order, then enter the varieties the customer would like to purchase by using the plus and minus signs next to each cookie variety and click Checkout.



The Dark blue bar at the top will indicate what type of purchase the customer is making. Most of your transactions will be "Give Now" for selling cookies directly to a customer and giving them the cookies at that time. If you need to switch that to a girl delivered sale or a shipped sale, click the "Update" button. The app will save whatever delivery type was last updated until it's changed again.



Update
Delivery Type



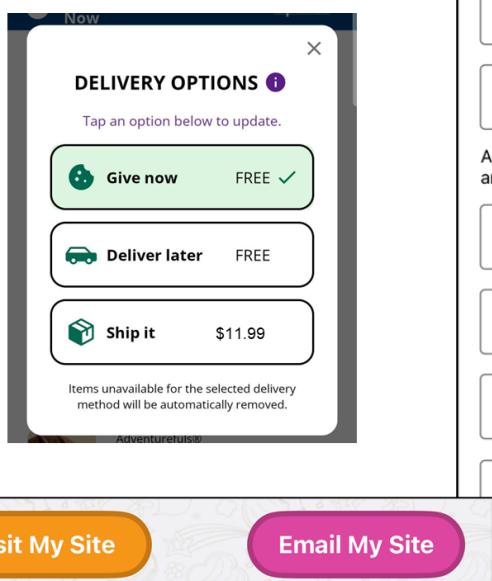
Click
CHECKOUT
button

Place an Order: Delivery Method (Girl)

New Cookie Order

- 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.

If the Girl Scout, does not have the cookie varieties the customer would like or is taking pre-orders, she can select Deliver in person later, or if the customer would like to order cookies to ship to someone, she can select that option as well. It is recommended to use the QR code or “Email My Site” feature on the home screen for these types of orders since it will require the Girl Scout to enter in the customer’s delivery or shipped details.



Deliver in person later

CHECKOUT  \$20.00

Deliver in person later [Edit](#)

Delivery to 

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  \$20.00

Ship cookies to customer [Edit](#)

Ship to 

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

REVIEW ORDER

NEW

2 Explorermores™ \$12.00
1 Thin Mints® \$5.00
1 Trefoils® \$5.00

SUBTOTAL \$22.00
Give cookies to customer now FREE
Not sold at a booth

TOTAL \$22.00

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

CHOOSE A WAY TO PAY:

Cash
 Credit Card
 PayPal
 Venmo

PLACE ORDER

REVIEW ORDER

Cash
 Credit Card
 PayPal
 Venmo

ENTER CASH RECEIVED:

\$ 0.00 - \$ 22.00 = \$ --

Received Total Change

ASK YOUR CUSTOMER:
Would you like a receipt?

Customer Email(Optional)
Customer First Name(Optional)
Customer Last Name(Optional)

All sales are final.

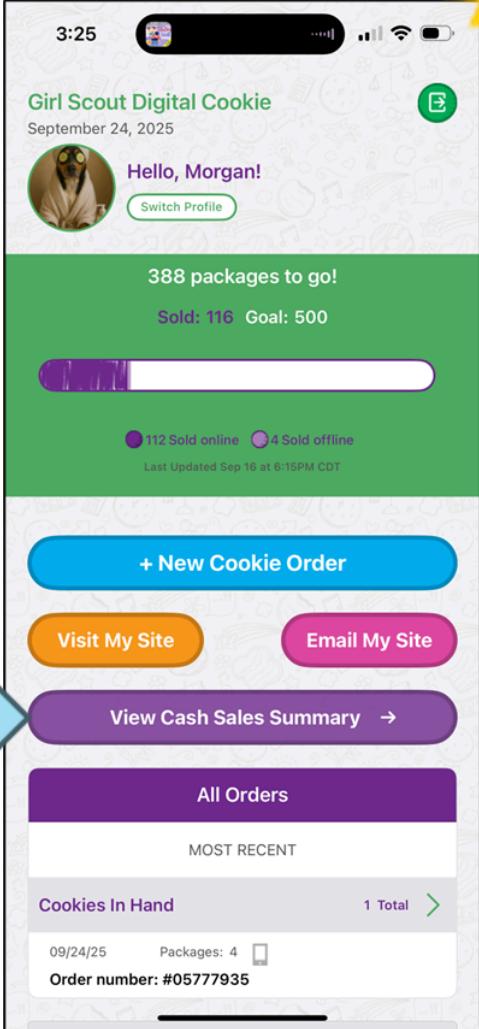
PLACE ORDER

The cash payment type is only available for “Give Cookies to Customer Now” orders

New this year, Girl Scouts can use the Digital Cookie app when a customer wants to pay cash. When Cash is selected a calculator will appear and tell the Girl Scout how much the customer owes. The Girl Scout has to enter how much cash the customer gave before being able to place the order. The customer's email and name are optional, but great if the Girl Scout wants to add the customer to her list for future sales. The Cash option is only available in the Give cookies to customer now order.

Place an Order: Payment - Venmo & PayPal (Girl & Troop)

New Cookie Order



A yellow starburst graphic with the word "NEW" in bold, black, outlined letters is positioned above the cash sales summary screen.

CASH SALES SUMMARY

Total Cash	\$120.00		
Total Packages Sold	24		
Cookie Varieties	Price	Qty	Cash
Adventurefuls®	\$5.00	0	\$0.00
Lemonades®	\$5.00	0	\$0.00
Trefoils®	\$5.00	2	\$10.00
Thin Mints®	\$5.00	4	\$20.00
Peanut Butter	\$5.00	0	\$0.00
Caramel deLites®	\$5.00	0	\$0.00
Peanut Butter	\$5.00	0	\$0.00
Caramel	\$6.00	0	\$0.00
Explorermores™	\$5.00	14	\$70.00
Donate Cookies	\$5.00	4	\$20.00
Total		24	\$120.00

NEW ORDER

A large blue arrow points from the "View Cash Sales Summary" button on the left screen to the "View Cash Sales Summary" button on the right screen.

Girls & Parents can view a snapshot of the amount of cash that has been collected.

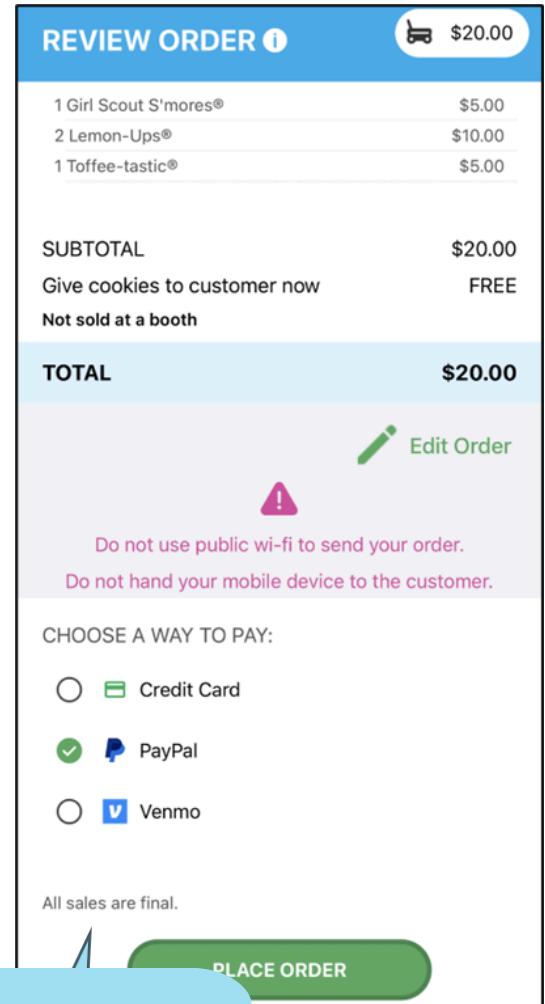
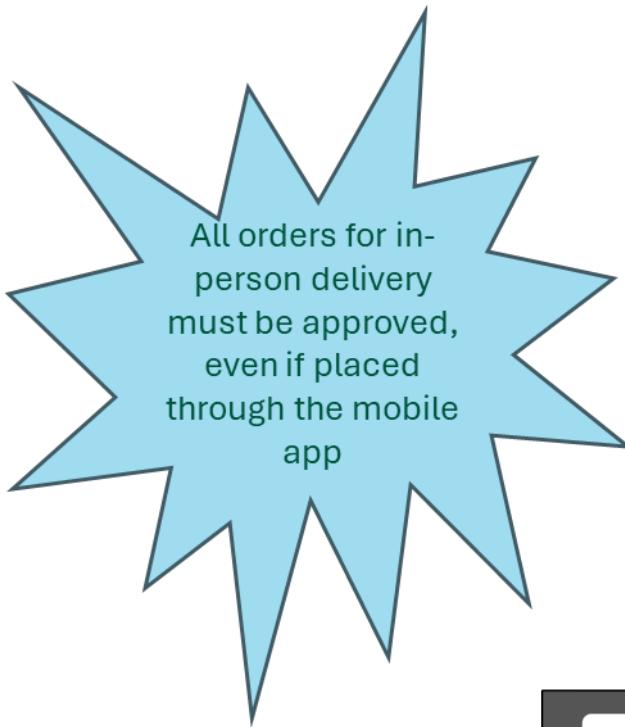
From the main page of the mobile app, there is a new button called View Cash Sales Summary. Girl Scout's and their Family can click on the button to view how much cash they have collected and how many packages they have sold for cash for the current cookie program.

Place an Order: Payment - Venmo & PayPal (Girl & Troop)

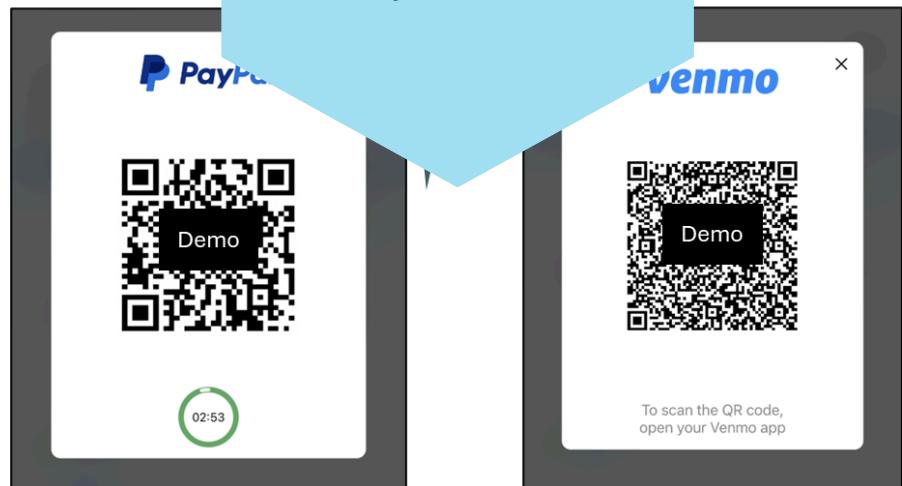
New Cookie Order

The customer could choose to pay by Credit Card, PayPal, or Venmo.

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.



Now available
for all order
types!



Place an Order: Payment - Credit Card (Girl & Troop)

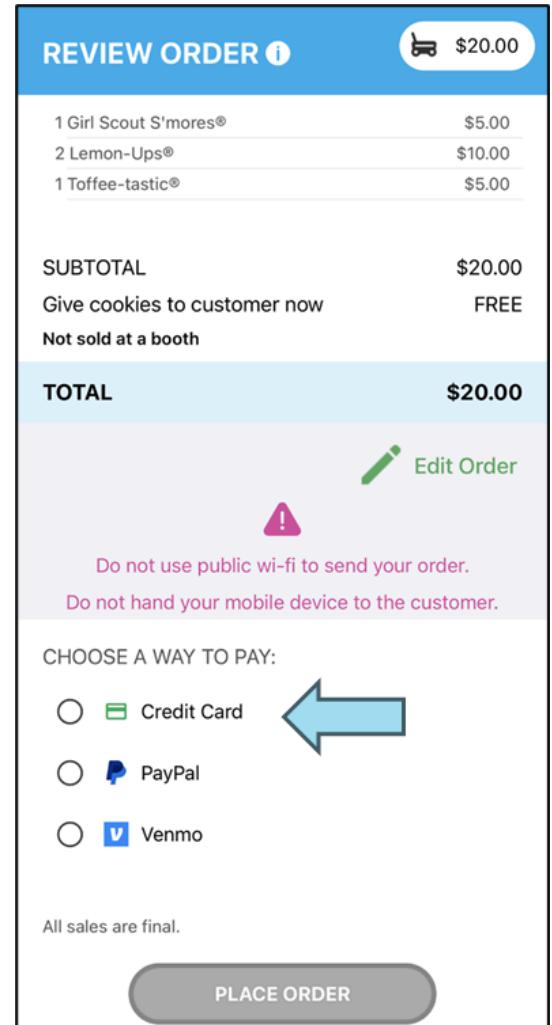
New Cookie Order

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.



REVIEW ORDER \$20.00

Card Number [Scan icon]

CVV or 3CSC

Expiration Date Month Year

Name on credit card and contact details:

First Name (optional)

Last Name (optional)

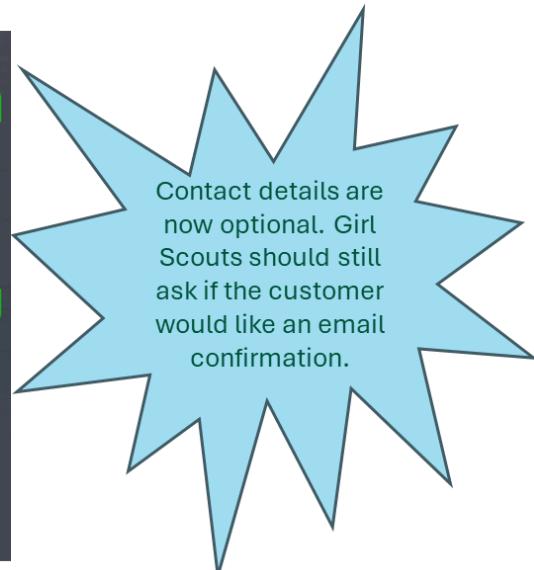
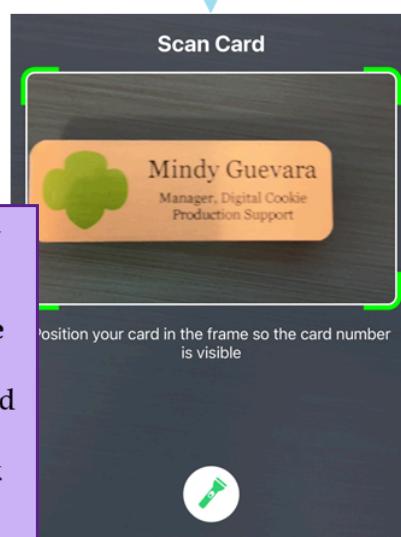
Billing Email (optional)

ZIP (optional)

All sales are final.

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.



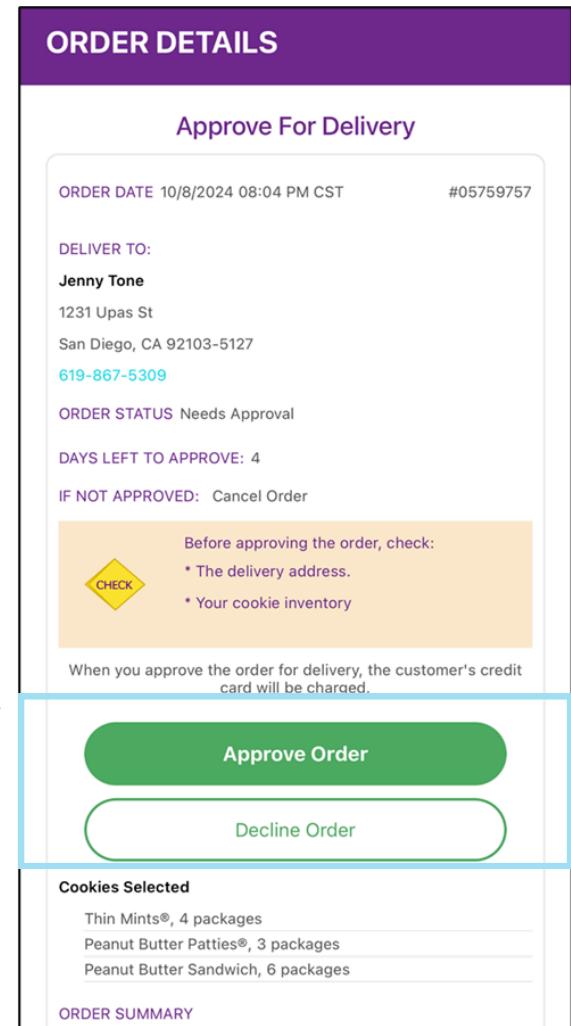
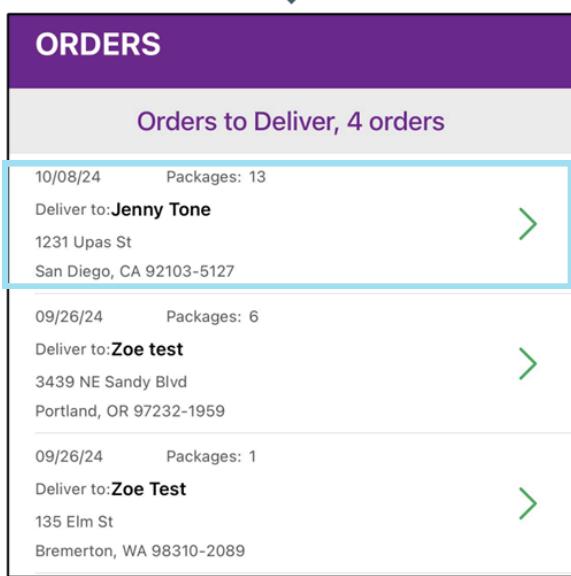
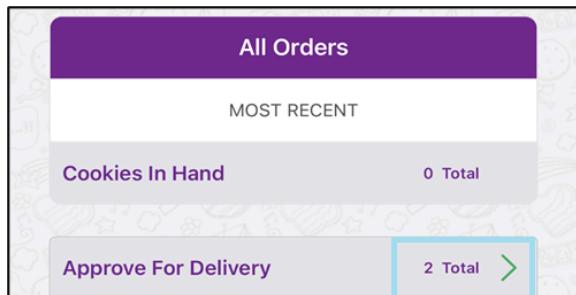
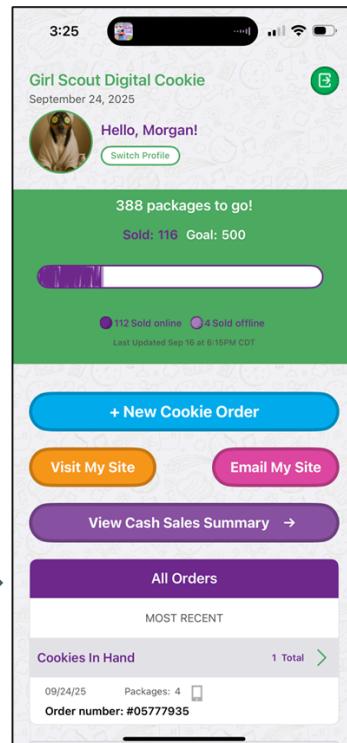
All Orders Page

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.



Mobile App at Booths

1

Select who wants to sell cookies.



Issabelle

Troop8401C578

Select the troop role



2

Girl Scout Digital Cookie

October 10, 2023



Hello, Troop1193!



9543 packages to go!

Sold: 457 Goal: 10000

7 Sold online 450 Sold offline

Last updated Oct 10 at 11:45PM CDT

+ New Cookie Order

Visit My Site

Email My Site

All Orders

MOST RECENT

Cookies in Hand

1 Total >

10/03/23 Packages: 2

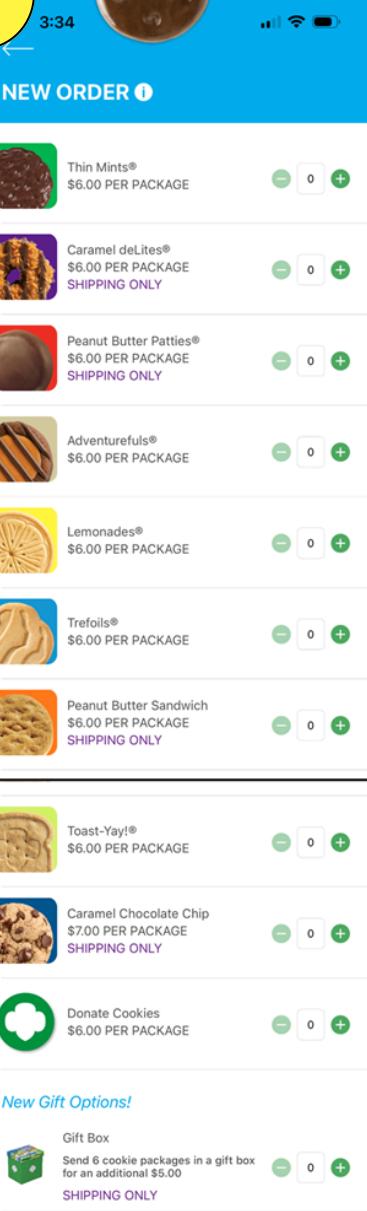
Julie low



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.
Estimated arrival is 2-15 business days

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



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

CHOOSE A WAY TO PAY:

Credit Card
 PayPal
 Venmo

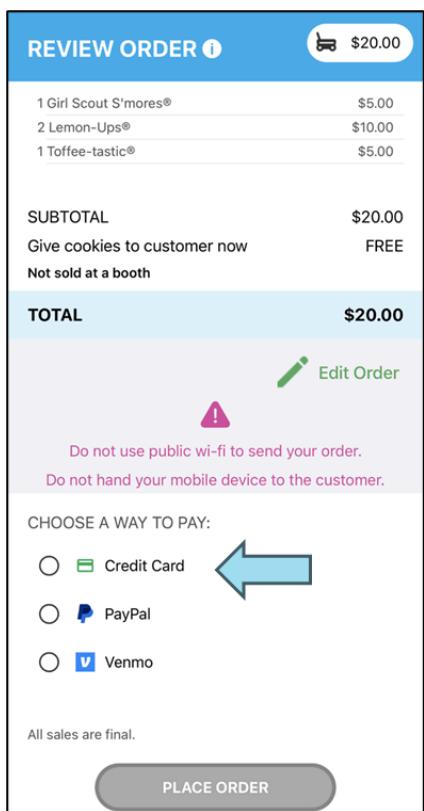
⚠ Do not use public wi-fi to send your order.
Do not hand your mobile device to the customer.

All sales are final.

PLACE ORDER

PayPal QR code with 'Demo' and timestamp '02:53'.

venmo QR code with 'Demo'.



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

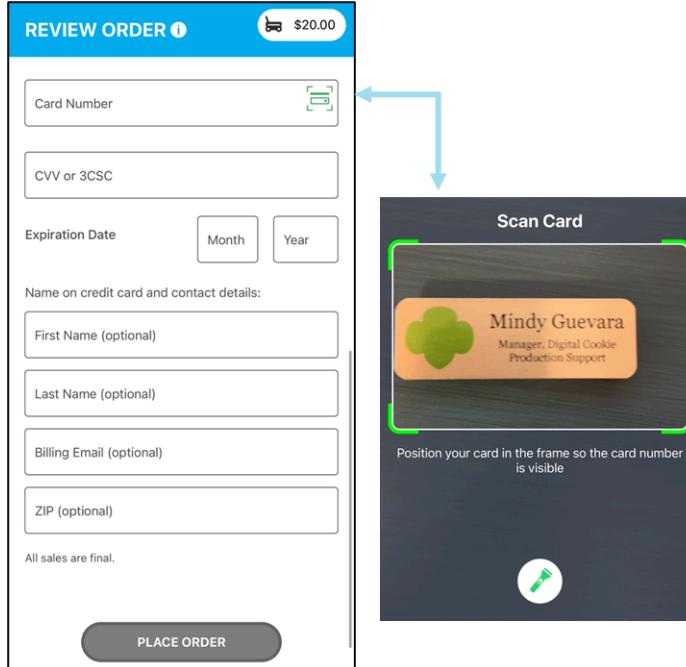
CHOOSE A WAY TO PAY:

Credit Card
 PayPal
 Venmo

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

All sales are final.

PLACE ORDER



REVIEW ORDER \$20.00

Card Number

CVV or 3CSC

Expiration Date Month Year

Name on credit card and contact details:

First Name (optional)

Last Name (optional)

Billing Email (optional)

ZIP (optional)

All sales are final.

PLACE ORDER

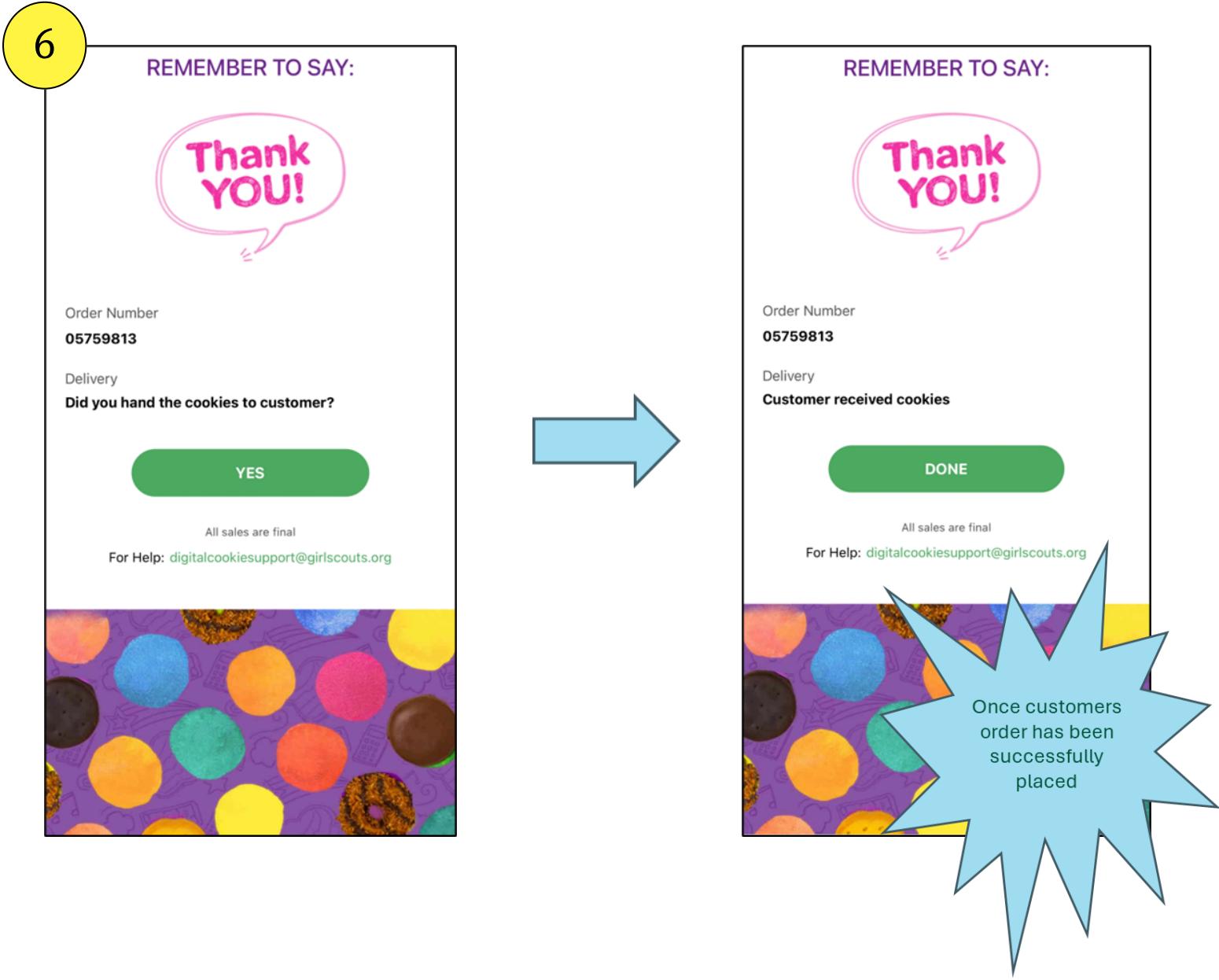
Scan Card

Mindy Guevara
Manager, Digital Cookie Production Support

Position your card in the frame so the card number is visible

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



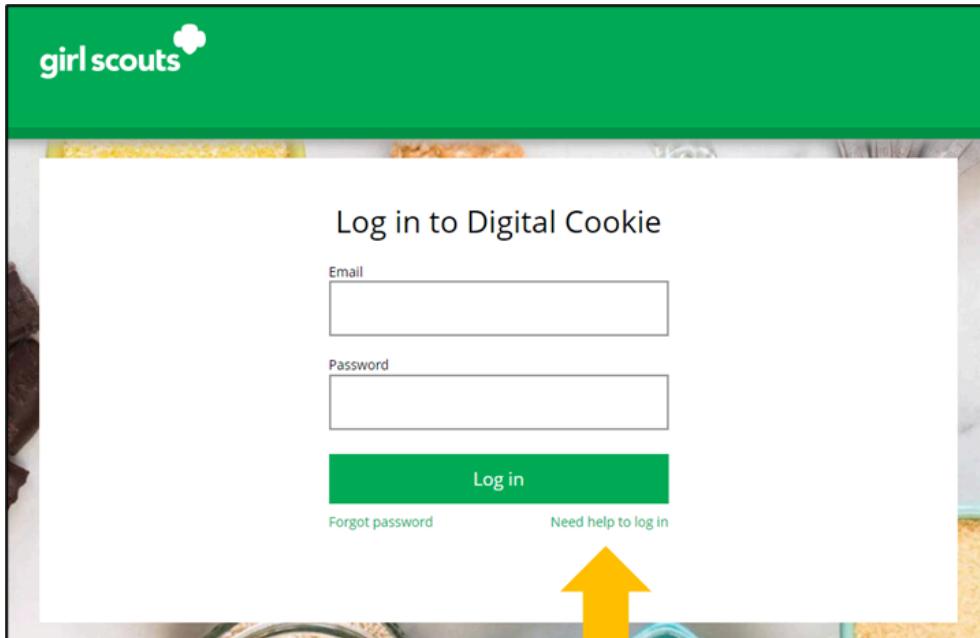
The Thank You screen will appear when the order was placed successfully.

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



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

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](#) [PDF](#) [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](#)

Digital Cookie Help

Videos and Other Support

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

For Troop Volunteers



For Caregivers/Girl Scouts



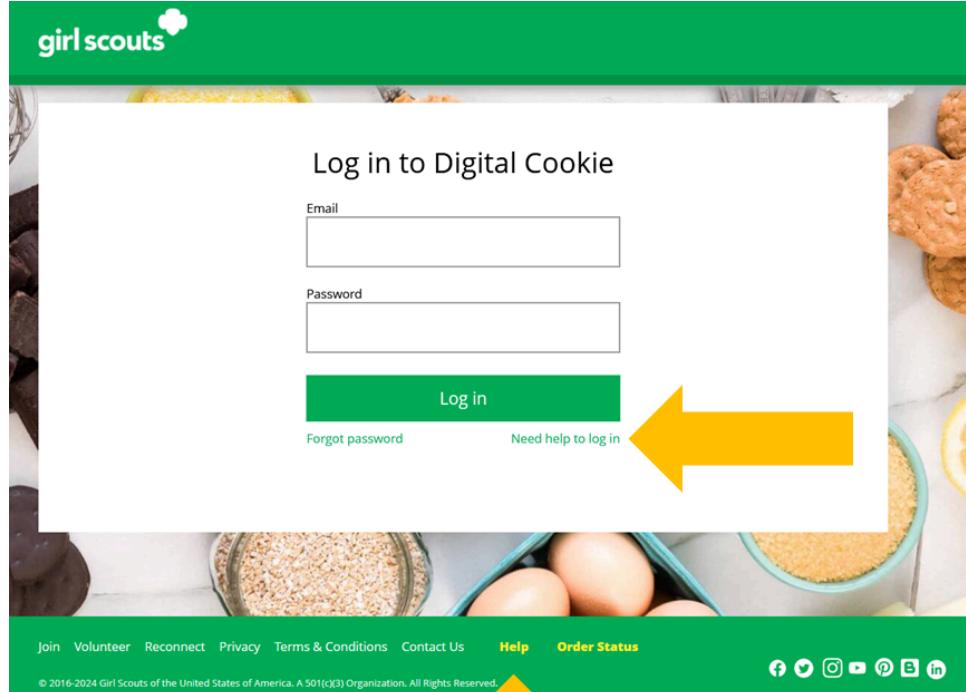
Digital Cookie FAQs



Other



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.

Name	Email Address	Last Emailed	Email Title	Email Status	Total Orders	Total Pkgs
Cindy Lou	Yes				0	0
Cookie Monster2	Yes	8/10/2023	Thank you		3	18

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

Need help? ▾

Digital Cookie Help Center

Help

Parents and Girl Scouts Volunteers Your Customers

General cookie information
• bakers • varieties
• product information
see all FAQs

Cookie ingredients
• 0 trans fats per serving
• gluten-free
see FAQs

Delivery options
• In-Person delivery
• shipping
see all FAQs

Donate cookies
• partnering with charities
see FAQs

Ordering Girl Scout Cookies
• purchase details
• online ordering
see all FAQs

Safety and learning
• privacy
• learning the 5 Skills
see FAQs

Need more help? [See additional FAQ's](#) or you can [contact customer support](#)

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.

Parents and Girl Scouts Volunteers Your Customers

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

PARENTS AND GIRL SCOUTS
Account setup

Getting Started

If you need help with Account Setup, Read our [Guide to Digital Cookie in Easy Steps](#).

For Shipping-only councils, watch this [video tutorial](#).

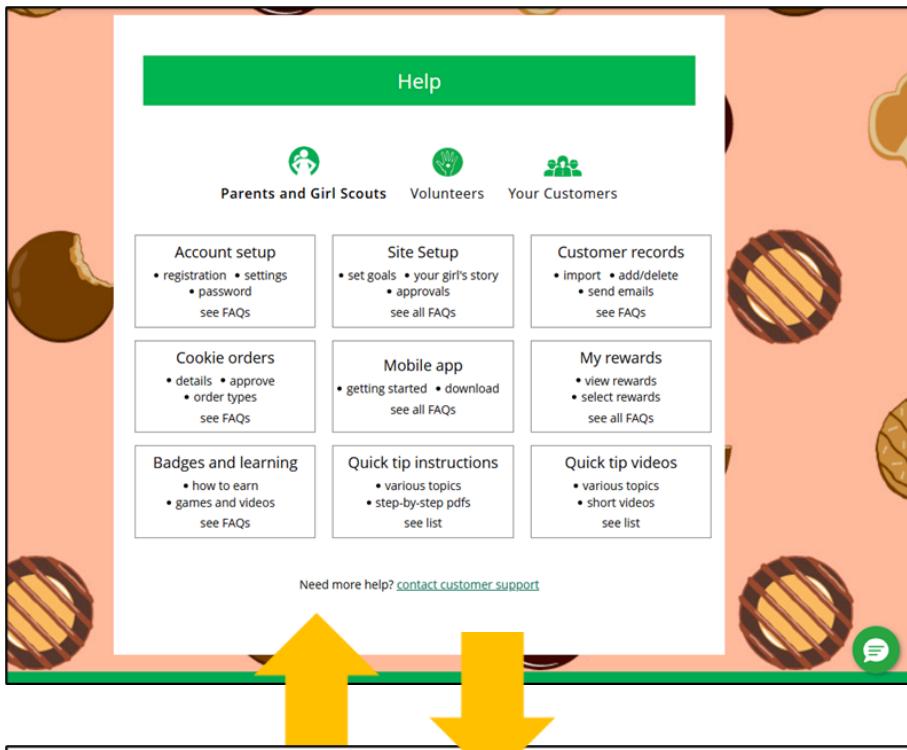
For councils participating in In-Person Delivery and Shipping, watch this [video tutorial](#).

Registration

Settings

Account Locked

Digital Cookie Help Center



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



Digital Cookie Customer Support

Need help with Digital Cookie? View our [FAQs](#) or contact us using one of the forms below.

Registration Issues Form

- Did not receive registration email
- Other registration concerns

Account Issues Form

- Your account is locked
- Incorrect account information
- Password inquiries

Other Questions or Issues Form

- Need help with cookie site setup
- Questions about customer list
- How to send emails
- Sharing my cookie links
- Issues with the mobile App

Order Issues Form

- Order hasn't been received
- Order Status
- Unable to place order
- Cookie taste/quality concerns
- Damaged/incorrect cookies

System Issues Form

- Mobile App not working
- Unable to place an order
- Digital Cookie not working

Feedback Form

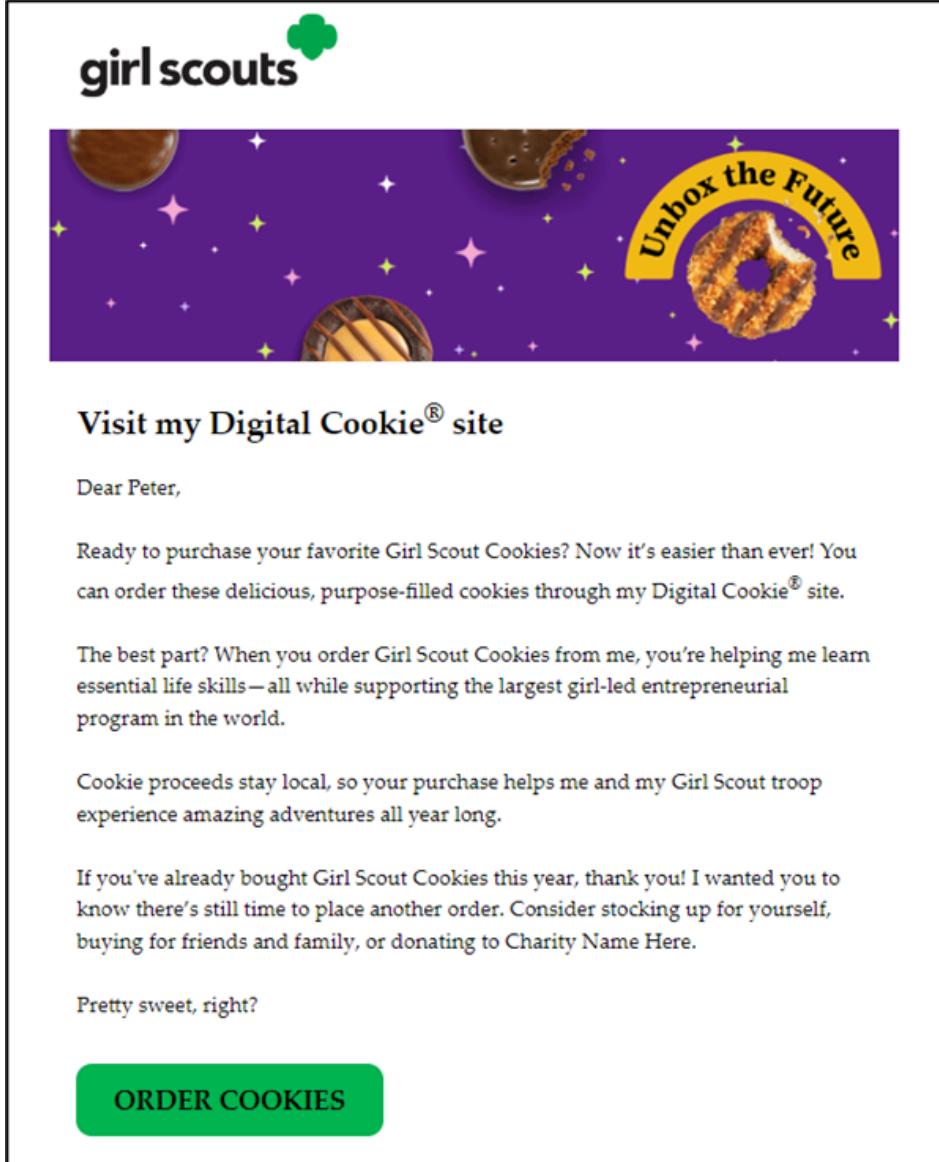
- Share ideas or feedback regarding the Digital Cookie Platform and Digital Cookie Mobile App

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



The image shows a screenshot of an email from the Girl Scouts. The header features the 'girl scouts' logo with a green trefoil. Below the logo is a purple banner with a starry background, featuring a cookie and the text 'Unbox the Future'. The main content of the email is as follows:

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

WATCH MY VIDEO

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

Customer enters package quantity

PRICE QTY AMOUNT

Thin Mints® IN-PERSON DELIVERY ONLY

Caramel deLites®

Peanut Butter Patties® IN-PERSON DELIVERY ONLY

Adventurefuls®

Lemonades®

Trefoils® IN-PERSON DELIVERY ONLY

Peanut Butter Sandwich

Toast-Yay!® IN-PERSON DELIVERY ONLY

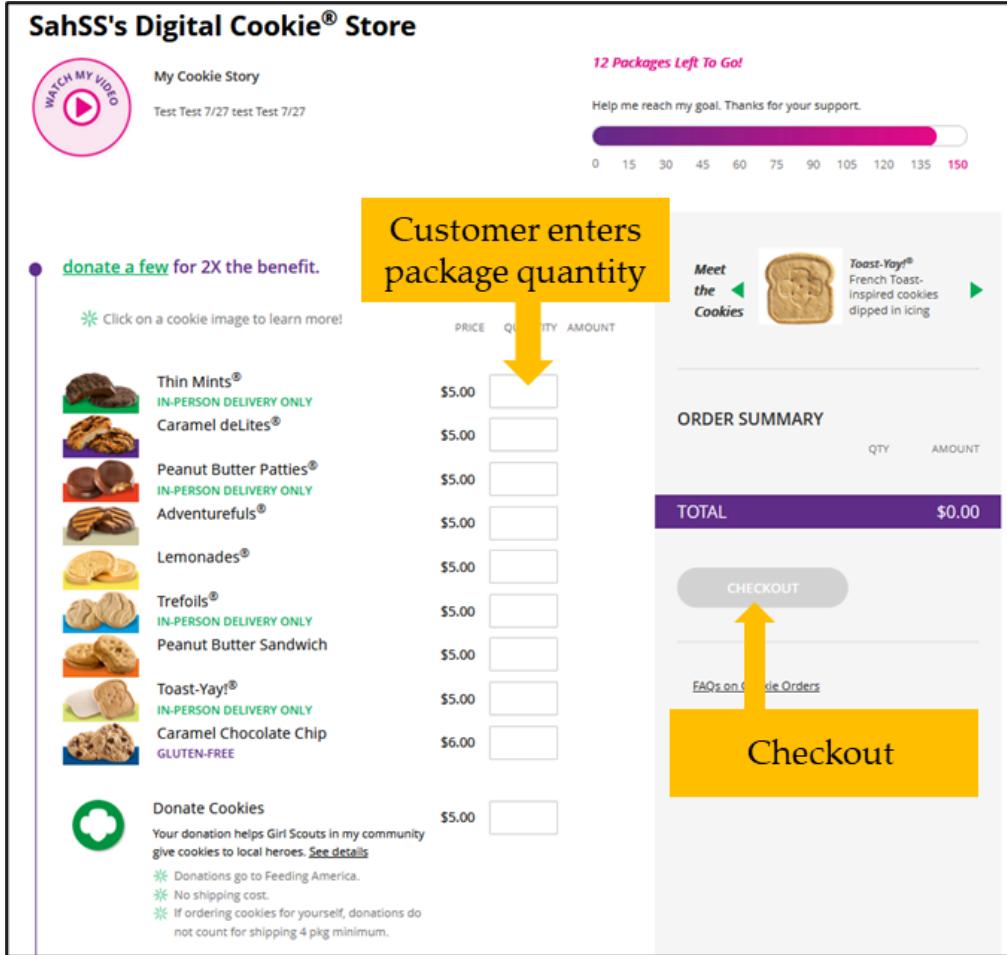
Caramel Chocolate Chip GLUTEN-FREE

Donate Cookies

Your donation helps Girl Scouts in my community give cookies to local heroes. [See details](#)

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.

QUANTITY AMOUNT

+ Add Gift Box

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

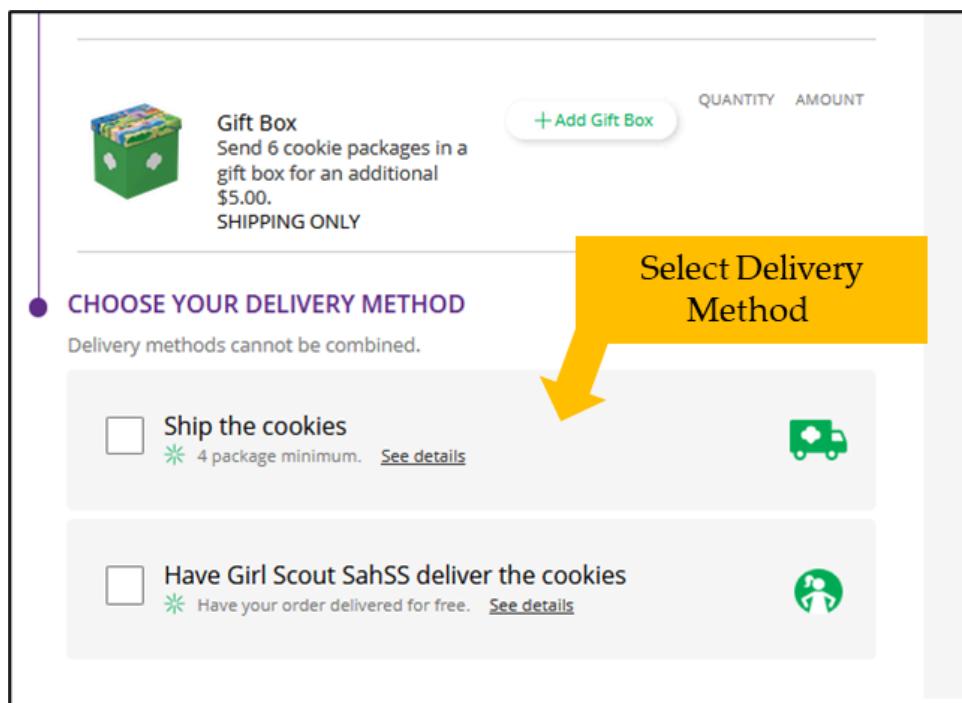
CHOOSE YOUR DELIVERY METHOD

Delivery methods cannot be combined.

Select Delivery Method

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

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



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

Thin Mints® 4 \$24.00

Adventurefuls® 2 \$12.00

Trefoils® 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.

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
<hr/>		
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.

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 image shows a digital order confirmation page for a Girl Scout cookie purchase. The page includes a 'GIRL SCOUTS ROCK!' logo, a 'Thanks for your order!' message, and a 'Print' button. It details the order placement date (June 21, 2023), order number (#00112185), and delivery instructions. The order summary table shows:

YOUR ORDER	AMOUNT
Thin Mints® 5 packages	\$22.50
Order Subtotal	\$22.50
In-Person Delivery	FREE
TOTAL PAYMENT	\$22.50

All cookie sales are final.

Below the table, a message says 'Thank you for supporting Test1001 with your purchase of delicious Girl Scout cookies.' and notes that Test1001's council is Greater New York. A small note also states that the Girl Scout cookie program is the largest girl-led entrepreneurial program in the world.

On the right side of the image, there is a digital card titled 'Tell Test1001 "THANKS FOR THE COOKIES"' with a 'Send a Cheer' button. This card is highlighted with a yellow box and an arrow pointing to the text 'Send Girl Scout a Cheer'.

Below the card, there is a section titled 'MORE FROM GIRLSCOUTS' with three buttons: 'Place a new order', 'Join Girl Scouts', and 'Become a Volunteer!'. This section is also highlighted with a yellow box and an arrow pointing to the text '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