



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

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.

Troop Site Sales

Troop Site Sales



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

Cheers

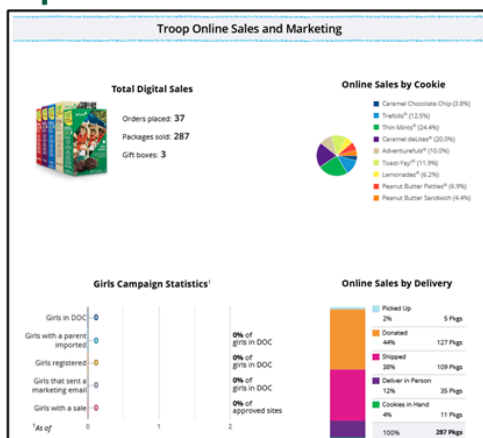
Cheers

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.

Troop Online Sales and Marketing



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

Reports

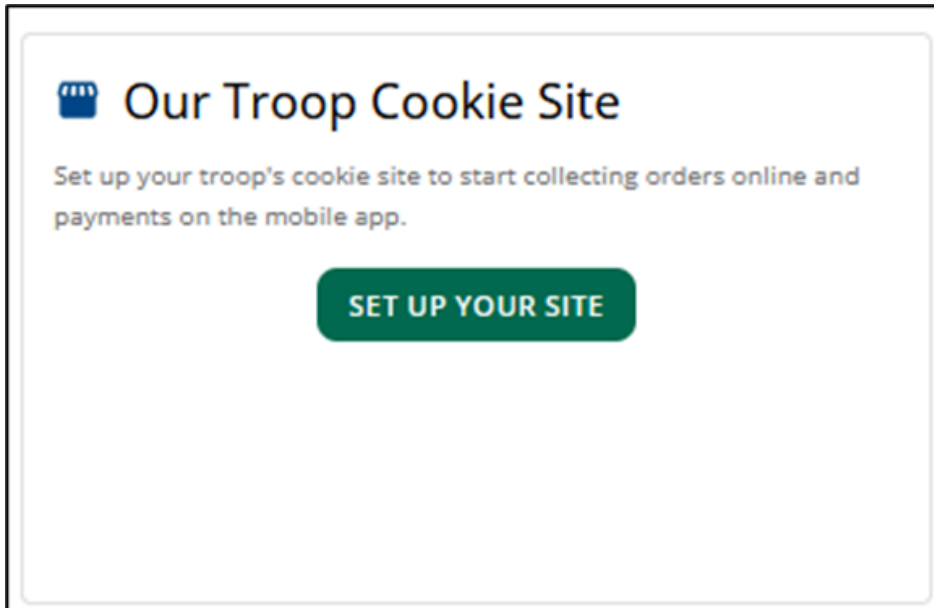
All report timestamps are in Central Time (CT).

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							
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	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

The screenshot shows the 'STEP 1 SET MY SALES TARGET REQUIRED' section. A pink star icon is next to the heading 'Your Goal Calculator'. Below it, a text input field contains 'Emily wants to sell', followed by a numeric input field with '500', and another text input field with '\$125'. To the right is a green 'Save' button. A yellow callout '1' points to the first text field, '2' points to the '\$125' field, and '3' points to the 'Save' button. Below the input fields is a line of text: 'The money you earn stays local, funding amazing experiences for you and your troop.' To the right of this text is a 'REWARDS' button with a star icon and a 'Learn more' link. At the bottom, there is a small asterisk note: '*When you sell cookies, it goes to your troop budget. Together, you can accomplish big things!'. A 'Step 1 help' link is at the bottom right.

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

The screenshot shows the 'STEP 2 WRITE MY COOKIE STORY REQUIRED' section. It has two text input areas. The left area is titled 'Tell your customers what you and your troop plan to do with the money you earn from selling cookies.' and contains the text 'My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park.' The right area is titled 'Tell your customers what you learned from selling cookies.' and contains the text 'I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people.' Below the left text area is a 'Required' label. Below the right text area is a 'Required' label and a character count '87 characters'. At the bottom are green 'SAVE' and 'CANCEL' buttons. A yellow callout '1' points to the left text area, '2' points to the right text area, and '3' points to the 'SAVE' button. At the bottom left, there is a small icon of two people and a note: '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

The screenshot shows a form titled "Make your cookie story even better" with the subtitle "Choose a photo or video (optional)". It offers four options: "camera-enhance", "Upload your own photo", "Choose from the photo gallery", "Upload your own video*", and "Use the Girl Scouts video". A note states "*Videos should be less than 10MB" and a link "How to make your video" is provided. A preview area shows a green Girl Scout trefoil logo with the text "actual image size" and a note: "If you decide not to select a photo or upload your own, your Digital Cookie page will show this photo." A "Step 2 help" button is visible at the bottom right.

Photo/Video Upload section

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

The screenshot shows the "STEP 3 SET ZIP CODE, REVIEW YOUR DIGITAL COOKIE PAGE AND" section. The "Troop Site Zip Code" field is set to "33133". A note states: "Your troop must set a **troop site zip code** if you want your cookie site to be visible to customers in the [Cookie Finder](#)". Below this is a section titled "Digital Cookie site update history" with the text "Site setup has no update history." To the right, a box titled "Our Troop Cookie Site" contains a QR code and three icons: a printer, a document, and a share icon.

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.

Lucy's Digital Cookie Site Preview

**PARENT
- OR -
GUARDIAN**

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

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

[Learn about approval](#)

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

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

[Click to edit](#)

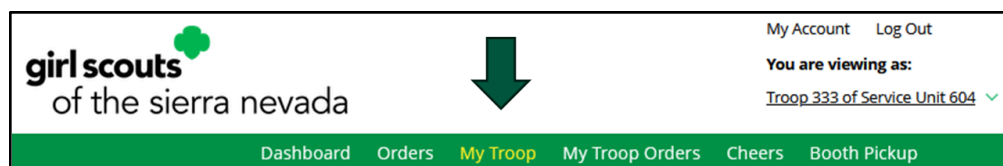
[Click to review and publish](#)

Once 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



Troop 2011

0 Girl Scouts with Orders Pending Approval

Last Updated: 10/16/25 9:00 PM EDT [View All Reports](#)

TROOP MEMBER ▼

GOAL PROGRESS ▲

ORDERS TO APPROVE ▲

Site Published (1)

Alma H.

2%

0

VIEW VARIETY DETAILS

Caregiver Information

Hanneli Perkins

dctesting+109130063@girlscouts.org

Packages Sold

Online: 10

Offline: 0

Total: 10

Credited: 10

In-Person Delivery

On

VIEW COOKIE SITE

Site Unpublished (9)

Amara G.

Caregiver Information

Alexandra Wright

dctesting+121004857@girlscouts.org

Aveline M.


Redesigned!

“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



My Account Log Out

You are viewing as:
[Troop 333 of Service Unit 604](#) ▼

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

Digital Cookie Orders to Pick Up

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

4 Orders to approve for pick up
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

☐ Select all in view Approve Order Decline Order Show 5 Items ▼

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

2 Orders to pick up
Click on a name to mark when the cookies were picked up. ⓘ

☐ Select all Order Picked Up Export Orders Show 5 Items ▼

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

Digital Cookie Orders to Deliver

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

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

☐ Select all in view Approve Order Decline Order Show 5 Items ▼

Order #	Cookie pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input type="checkbox"/> 05748274	9	Lilo Pelekai	Lilo Pelekai	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 Killgore	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	

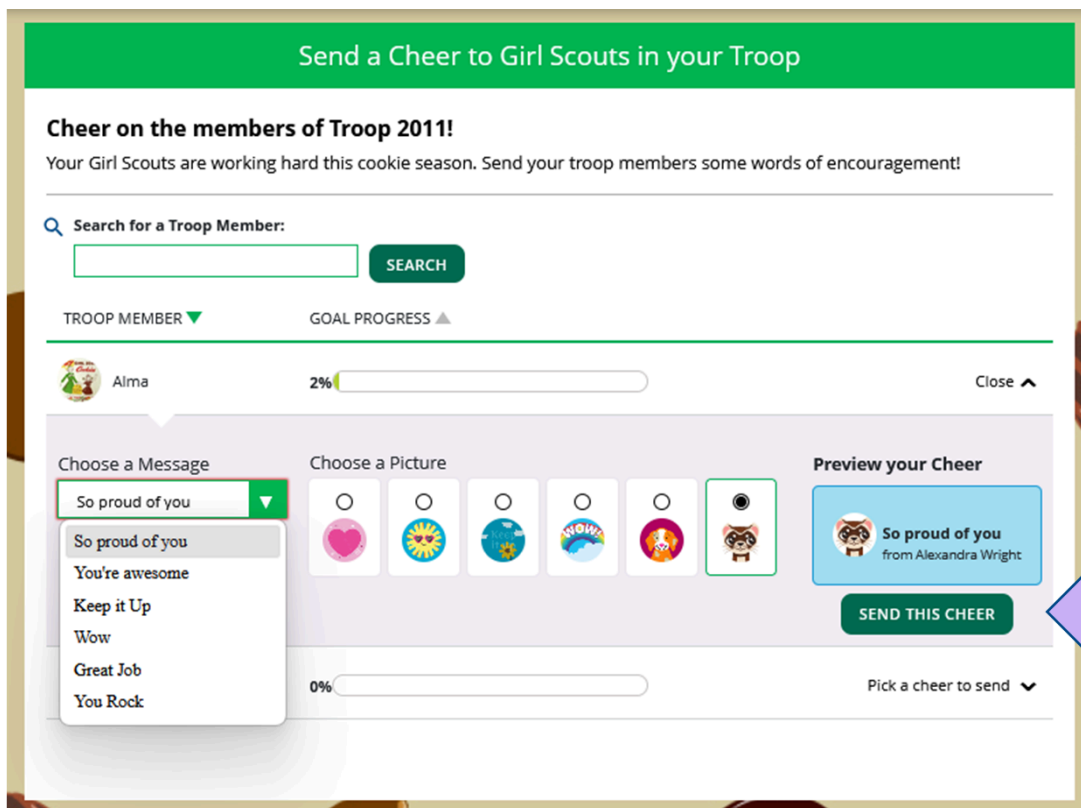
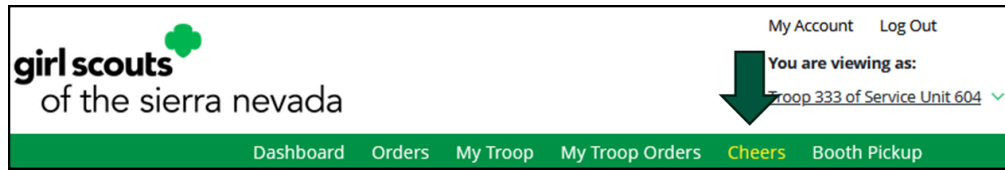
This page works the same as the Girl Scout orders page. You can approve/decline Girl Scout Troop delivery orders as well as pickup orders. When you approve a pickup order, it moves down to the “Orders to Pick Up” section.

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



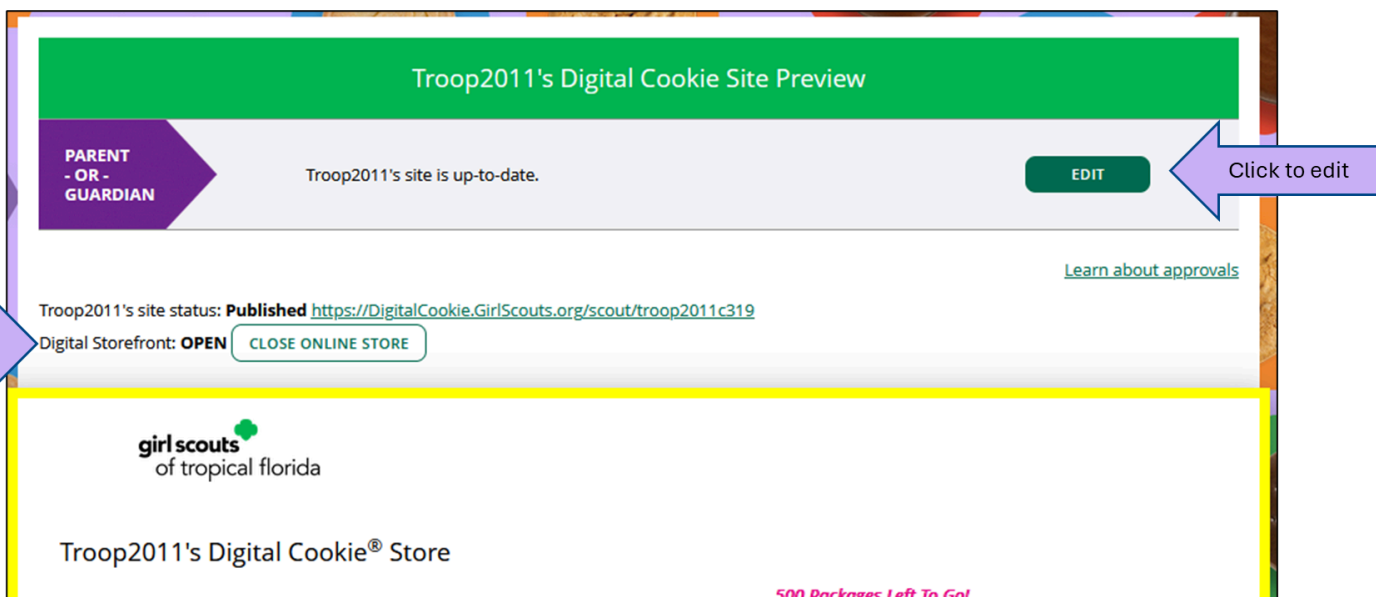
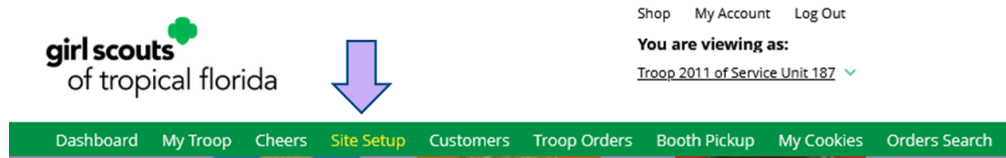
Troop Volunteers can send the Girl Scouts in their troop cheers the same way troop members can send them to each other. The difference is that Girl Scouts can't cheer back to volunteers.

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

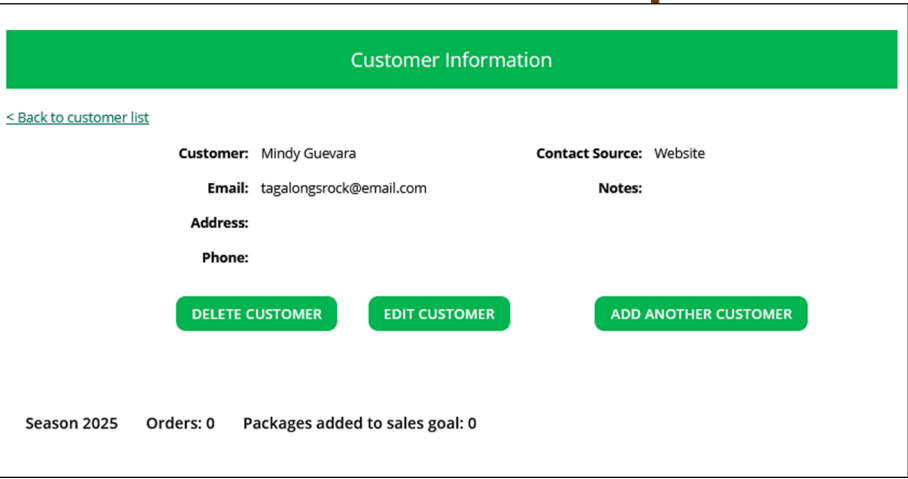
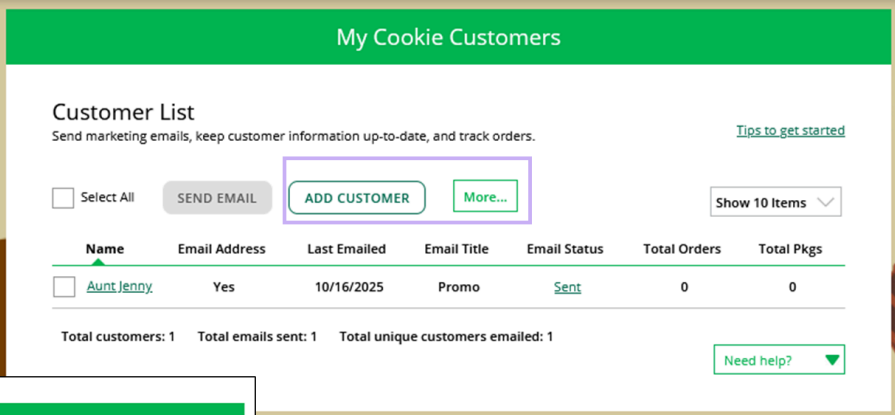


To edit the troop's cookie site you will use the Site Setup page. Here you can click EDIT to review the goal, story, picture/video, and zip code to make changes. You can also close the cookie site if you are done taking orders for the season, but clicking the CLOSE ONLINE STORE.

Customers Page



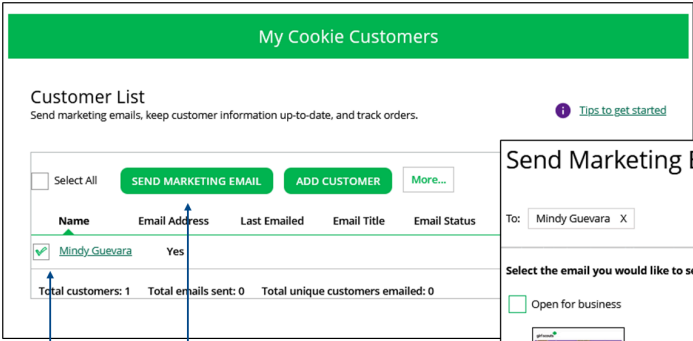
The Troop can add customers individually by clicking the Add Customer button, enter the customer details and click ADD CUSTOMER or Troops can import customers under the More button.



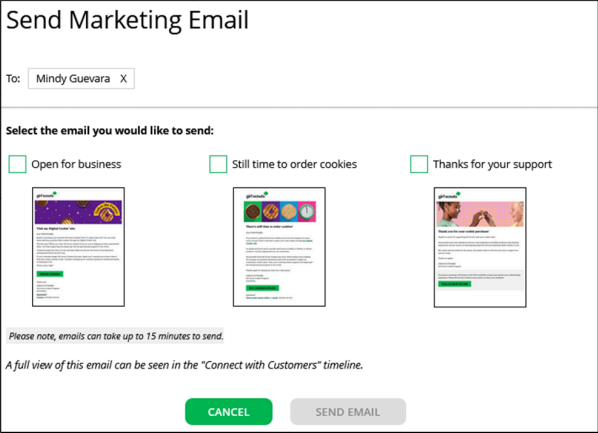
You can also view and edit their customer's information from the customer page by clicking on the customer's name. From here they can delete, edit, or add another customer. They can also see if the customer placed an order.

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.

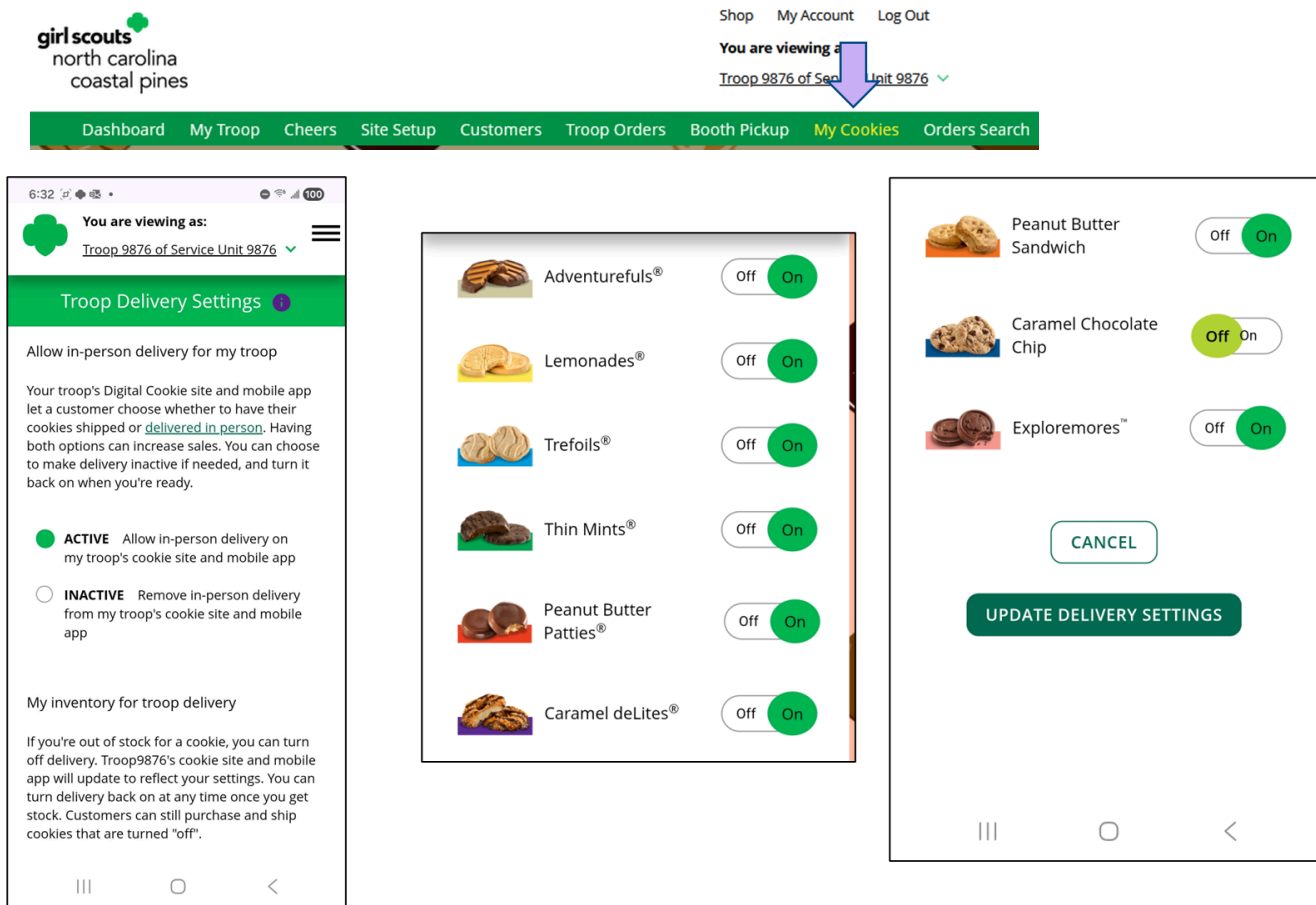
After clicking Send Email, a pop-up box will appear with three different emails to choose from. Open for Business, Still Time or Order Cookies, and Thanks for Your Support. If you do not see Open For Business, that is because your council has a shipping promotions going on and the shipping promotion email has taken its place. If you do not want to offer the shipping promotion email, use the Still time to order cookies email.



Then select which marketing email to send.



My Cookies Page



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



Booth Pick Up

Give customers an option to pick up cookies at a booth. [Virtual Booth Help](#)

Add pickup to an existing booth

Select from your troop's cookie booths, add a start and end date for customers to see this pickup option.

2 Available Booths

Sort by: Show:

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

Click "Add pick up option"



Add pick up to the booth

Girl Scout Council Office
4930 Cornell Rd

09/09/2023
04:00 PM - 06:00 PM

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.

Select Start Date: Select End Date:

Set date and times



Your list of pickup booth locations

1 Available Booths

Sort by: Show:

Girl Scout Council Office 4930 Cornell Rd cincinnati OH, 45242 Edit pick up dates	08/28/2023 - 09/17/2023 09:00 PM - 09:00 PM Delete booth pick up
---	--

Edit or delete if necessary



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



[Shop](#) [My Account](#) [Log Out](#)
You are viewing as:
[Troop 2011 of Services](#)

[Dashboard](#) [My Troop](#) [Cheers](#) [Site Setup](#) [Customers](#) [Troop Orders](#) [Booth Pickup](#) [My Cookies](#) [Orders Search](#)

Searching for Orders

Orders

Search for Orders

Order #

Date Range to

Order Status Choose an option

Payment Status Choose an option

Order Type Choose an option

Customer Information

First Name

Last Name

Phone

Email

Girl/Parent

Girl First Name

Girl Last Name

GSUSA ID

Site URL

Parent Email

Organization

Council Name

Council Code

SU Name

SU ID

Troop #

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

Order Number: 05780221

Order Date: 10/15/2025 9:02 PM EDT

Order Type: In-Person Delivery

Order Status: Processing

If Not Approved: Cancel Order

Payment Status: Payment Captured

Delivery Status: Not Delivered

Baker: ABC

Baker Status: Order Sent - 10/15/2025 9:52 PM EDT

IO Status: Not Added to IO

Parent Action

Status: Approved

Date Actioned: 10/15/2025 9:50 PM EDT

Actioned Via: Website

Delivery Confirmation

Confirmed By: ---

Date Delivered: ---

Confirmed V: ---

Customer Details

Order Paid By: Ruby Darling

Email: mgtags22@gmail.com

Billing Phone: 619-867-5309

Billing Address: Ruby Darling
1231 Upas St
San Diego, California 92103-5127

Delivery Information

Delivery Address: Ruby Darling
1231 Upas St
San Diego, California 92103-5127

Delivery Phone: 619-867-5309

Organization

Girl Name: Troop9876 Site

Parent Name:

Parent Email:

GSUSA ID: TRP9876C367

Site URL: troop9876c367

Council Name:

Council Code:

SU Name:

SU Number:

Troop Number:

Order Details

Order Number: 05780206

Order Date: 10/15/2025 6:37 PM EDT

Order Type: Shipped with Donation

Order Status: Completed

Order Location: Not Sold at a booth

Payment Status: Payment Captured

Delivery Status: Shipped

Baker: ABC

Baker Status: Order Sent - 10/15/2025 6:58 PM EDT

IO Status: N/A

Fulfillment Details

Provider Order #: 0005758398

Tracking #: [TRK0017001373](#)

Date Shipped: 10/15/2025

Confirmation Sent: 10/15/25 7:01 PM EDT

Organization

Girl Name: Troop9876 Site

Parent Name:

Parent Email:

GSUSA ID: TRP9876C367

Site URL: troop9876c367

Council Name: Girl Scouts North Carolina Coastal Pines Inc

Council Code: 367

SU Name: SecureIdeas SU

SU Number: 9876

Troop Number: 9876

Customer Details

Order Paid By: Ruby Darling

Email: mgtags22@gmail.com

Billing Phone: 619-867-5309

Billing Address: Ruby Darling
1231 Upas St
San Diego, California 92103-5127

Delivery Information

Delivery Address: Ruby Darling
1231 Upas St
San Diego, California 92103-5127

Delivery Phone: 619-867-5309

Address Confidence: 100

Recommended Address: Pending

Payment Information

User Name:

Checkout Type: CreditCard

Purchased Via: Website

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.

Site URL: [kaimzceem483737](#) Troop Number: 333

Products & Payment

Product	Unit Price	Qty	Price
Cookies			
Thin Mints®	\$6.00	5	\$30.00
Trefoils®	\$6.00	2	\$12.00
Donate Cookies	\$6.00	1	\$6.00
Total		8	\$48.00

Qty

Price

Purchased Packages: 7 \$42.00

Donated Packages: 1 \$6.00

Gift Box: 0 \$0.00

Subtotal: \$48.00

Delivery Cost: \$0.00

Order Total: \$48.00

Added to sales goal 8 Packages

Payment Transactions

Type	ID	Status	Amount	Date
AUTHORIZATION	mtm9e39r	ACCEPTED	\$48.00	9/10/24 5:55 PM CDT

Notes [Add Note](#)

Fulfillment Data Transfers

Type	Received At	Date
New Order	Provider	---
Order Received	DOC	---
Cancellation	Provider	---

System Emails

Type	Date Sent	Action
Order Conf.	9/10/24 5:55 PM CDT	Send
Capture Failure (C)	---	---
Capture Failure (P)	---	---

Products & Payment

Product	Unit Price	Qty	Price
Cookies			
Thin Mints®	\$5.00	2	\$10.00
Exploremores™	\$5.00	2	\$10.00
Total		4	\$20.00

Qty

Price

Purchased Packages: 4 \$20.00

Donated Packages: 0 \$0.00

Gift Box: 0 \$0.00

Subtotal: \$20.00

Delivery Cost: \$11.99

Order Total: \$31.99

Added to sales goal 4 Packages

Payment Transactions

Type	ID	Status	Amount	Date
AUTHORIZATION	0xdb1b5	ACCEPTED	\$31.99	10/14/25 9:47 PM EDT
CAPTURE	0xdb1b5	ACCEPTED	\$31.99	10/14/25 9:06 PM EDT

Notes [Add Note](#)

Fulfillment Data Transfers

Type	Received At	Date
New Order	Provider	10/14/25 7:56 PM CDT
Order Received	DOC	10/14/25 8:01 PM CDT
Ready To Ship	DOC	10/14/25 8:06 PM CDT
Payment Details	Provider	10/14/25 8:06 PM CDT
Tracking #	DOC	10/14/2025
Cancellation	Provider	---

System Emails

Type	Date Sent	Action
Order Conf.	10/14/25 9:47 PM EDT	Send
Shipping Conf.	10/14/25 10:11 PM EDT	Send
Capture Failure (C)	---	N/A
Capture Failure (P)	---	N/A
Shipping Delay	---	N/A

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

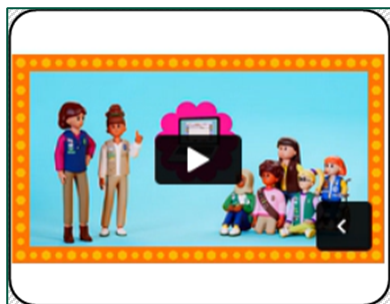
No Registration Email?

[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.

Approve Terms and Conditions and Safety Pledge

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

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

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

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**

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](#) ▾

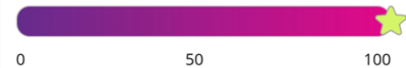
Note of encouragement from Girl Scouts of Silver Sage

NEW

My Sales Goal

My Sales Goal

Sales Goal 10061 sold / 100 Goal



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](#)

Cyra's Cookie Site



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

NEW

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](#)

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

NEW

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



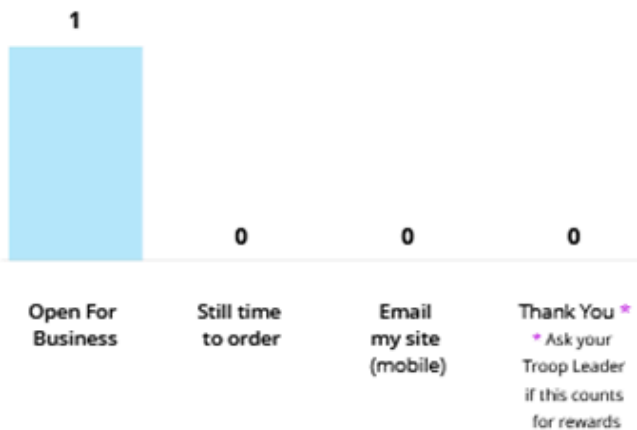
Adventurefuls®	(26.2%)
Caramel Chocolate Chip	(9.8%)
Caramel deLites®	(3.3%)
Lemonades®	(28.0%)
Peanut Butter Sandwich	(3.3%)
Thin Mints®	(9.8%)
Toast-Yay!®	(9.8%)
Trefoils®	(8.2%)
Peanut Butter Patties®	(1.6%)

Marketing Emails

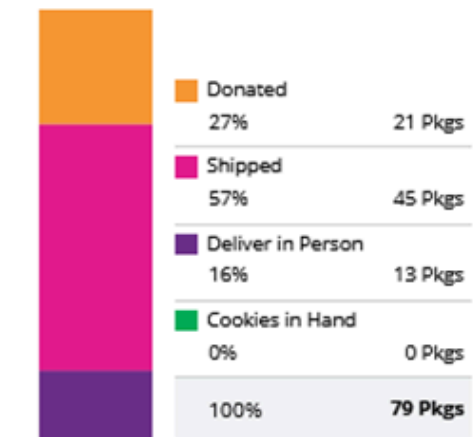


1 marketing emails sent to 1 customers

Send a
Marketing
Email



Online Sales by Delivery

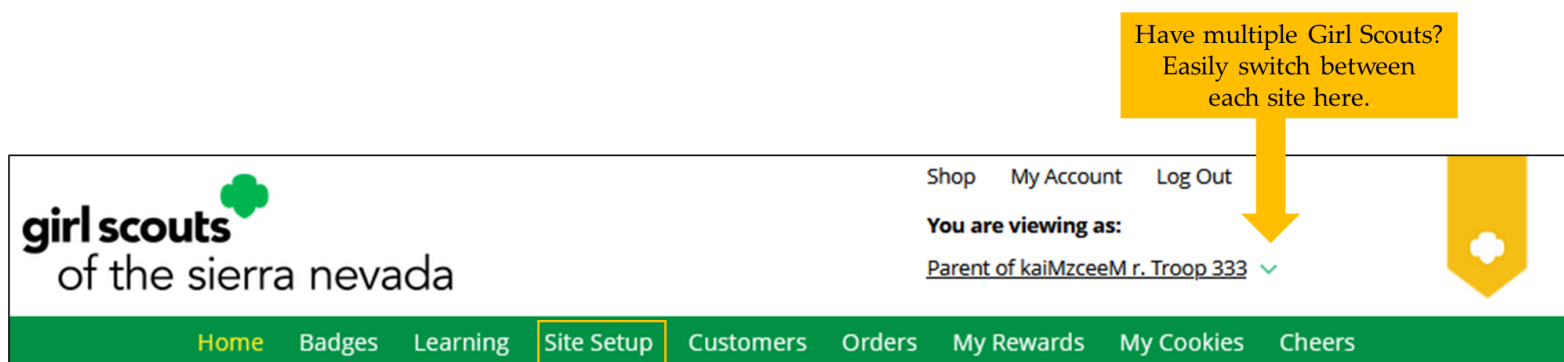


Emma, you're part of the largest girl-led entrepreneurial program in the world!

The Girl Scout Cookie Program

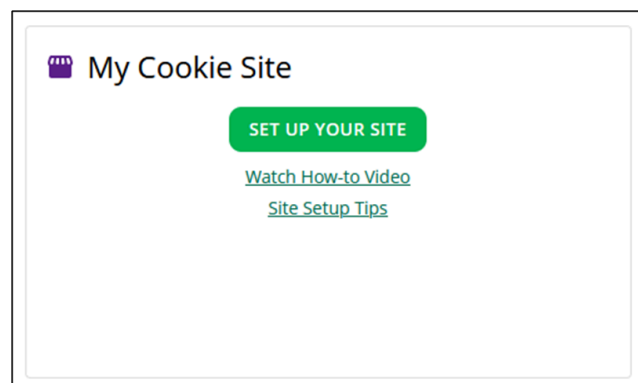
The Online Sales and Marketing section is where you can monitor your Girl Scout's cookie business by viewing the total sales as well as a breakdown of sales by cookies and delivery options. You can also see how many marketing emails have been sent to customers.

Setting up the Girl Site



To set up the Girl Scout's cookie site:

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



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


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

Setting up the Girl Scout Cookie Site

Step 1

1. Goal Setting: Set My Sales Target

STEP 1 **SET MY SALES TARGET** REQUIRED*


 **Your Goal Calculator**

Molly wants to sell packages which = about * to help her Troop and others.

1

2

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

 [Learn more](#)

3

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

[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

The screenshot shows the 'STEP 2 WRITE MY COOKIE STORY' section of the Girl Scout Cookie Site setup. It features two text input fields. The first field, labeled '1' with a yellow arrow, contains the text: 'My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park.' Below this field is a 'Required' label. The second field, labeled '2' with a yellow arrow, contains the text: 'I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people.' Below this field are 'Required' and '87 characters' labels. A yellow arrow labeled '3' points to the 'SAVE' button. A 'CANCEL' button is also visible. At the bottom, there is a purple icon of a globe and a message: '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!'.

STEP 2 **WRITE MY COOKIE STORY** REQUIRED

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

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

Required

Tell your customers what you learned from selling cookies.

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

2 ←

Required 87 characters

3 → **SAVE** **CANCEL**

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

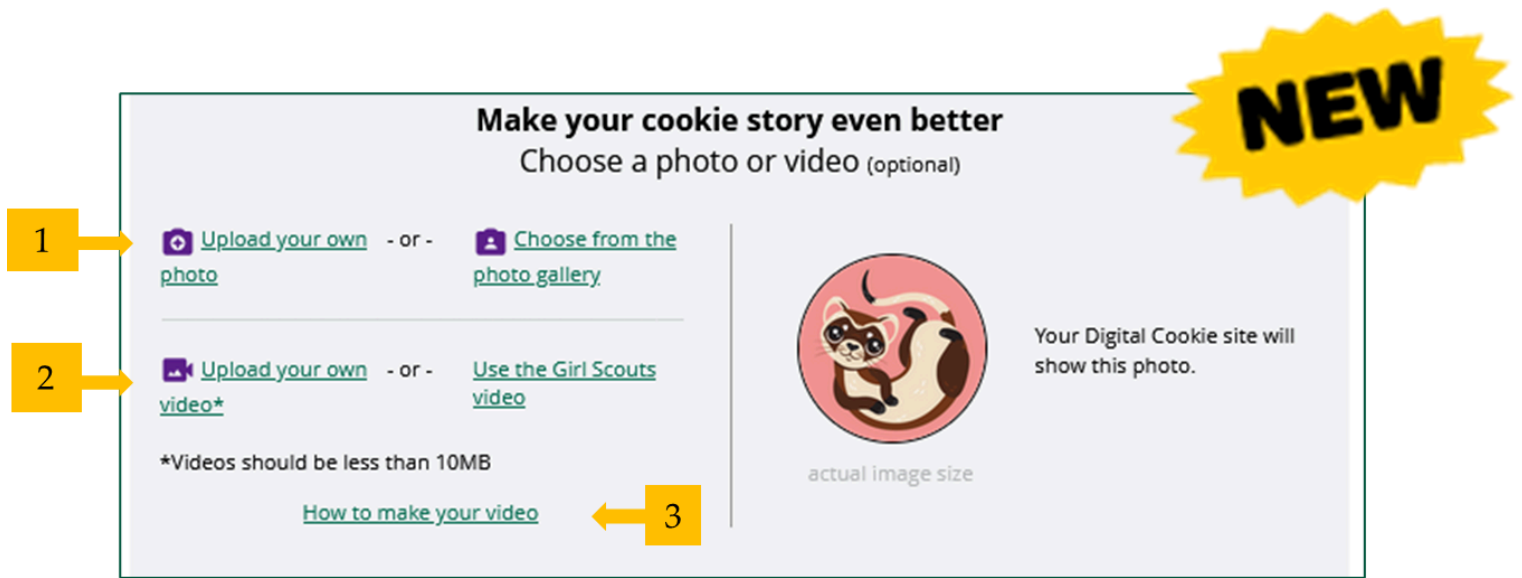
My Cookie Story section.

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

Setting up the Girl Scout Cookie Site

Step 3

3. Photo/Video Upload



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

PARENT - OR - GUARDIAN

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

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

[Learn about approval](#)

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

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

Click to edit (arrow pointing to EDIT button)

Click to review and publish (arrow pointing to APPROVE AND PUBLISH button)


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

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

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

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

Badges Page




[Shop](#) [My Account](#) [Log Out](#)


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

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

My Daisy Pin and Badges



Year 1

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


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

Steps to complete "Entrepreneur Pin"

✓ STEP 1 Set a goal


STEP 2 Decide how to reach your goal

✓ STEP 3 Practice with money



Year 2


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

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

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

Steps to complete "Entrepreneur Pin"

STEP 1 Set a goal



My First Cookie Business

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

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

Steps to complete "My First Cookie Business"


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


✓ STEP 1 Find out about Girl Scout Cookies

✓ STEP 2 Decide how to use your cookie money and set a goal

✓ STEP 3 Practice your sales pitch

Get full badge requirements

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



Cookie Goal Setter

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

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

Steps to complete "Cookie Goal Setter"


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

✓ STEP 1 Decide how you will use your money

✓ STEP 2 Set a package goal

✓ STEP 3 Share your goals with your customers

Get full badge requirements

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

The Badges page displays the Cookie Entrepreneur Family Pins, and the Cookie Business badges appropriate to your Girl Scout's level.


- For the badges, Girl Scouts can read an overview of the steps. Many troops choose to only earn one badge per year. Check with your Troop Leader on which badge your Girl Scout is earning this year.
 - Badges & Pins can be purchased at [the GSSSC store](#).
- For the Cookie Entrepreneur Family Pins, Girl Scouts can click on the instructions for each step.
- The instructions for each step of the pin will pop up. Girl Scout can click on the link to complete any activities in Digital Cookie, and once completed the Girl Scout will click the box next to each step to mark as complete.
- When the box for the last step in earning that pin is checked, a pop-up will appear asking to confirm the Girl Scout completed the last step. Once confirmed, she can't go back.
- Girl Scouts can mark the steps as completed even if they finished the badge earlier.
- If they want to do the steps again, Girl Scouts can—they are all great tools for their cookie sale. When all steps are completed, a star will appear at the end of the progress bar, and Girl Scouts will get a message of congratulations!
- Once the Girl Scout has completed the badge or pin, it will display in color on the home page.

Learning Page



[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


of the sierra nevada



Shop My Account Log Out
You are viewing as:
[Parent of eolioli o. Troop 282](#) ✓


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

Add or import customers

My Cookie Customers

Customer List

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

 [Tips to get started](#)

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

Show 10 Items ▼

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

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

Need help? ▼

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

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

Customers Page: Send Emails

My Cookie Customers

Customer List

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

Select All

SEND MARKETING EMAIL

ADD CUSTOMER

More...

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

Total customers: 1

Total emails sent: 0

Total unique customers emailed: 0

Then select which marketing email to send.

Send Marketing Email

To: Mindy Guevara X

Select the email you would like to send:

☐ Open for business

☐ Still time to order cookies

☐ Thanks for your support

girlscouts

What are Digital Cookie gifts?

...

girlscouts

There's still time to order cookies!

...

girlscouts

Thank you for your support!

...

Please note, emails can take up to 15 minutes to send.

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

CANCEL

SEND EMAIL

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

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

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

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

Customers Page: View or Edit

Customer Information

[< Back to customer list](#)

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

DELETE CUSTOMER

EDIT CUSTOMER

ADD ANOTHER CUSTOMER

Season 2025

Orders: 0

Packages added to sales goal: 0


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

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

They can also see if the customer placed an order.



Orders Page



Shop My Account Log Out

You are viewing as:

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

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

Digital Cookie Orders to Deliver

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

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

☐ Select all in view

Approve Order

Decline Order

Show 5 Items

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

Orders Need Help?

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

- In this section you will see a brief overview of the order.
- Orders must be approved or declined within 5 days, or the order will be automatically declined and revert to the customer's second option of cancel or donate. The order cannot be changed, and the customer will have to place another order.
- When determining whether to approve an order, consider:
 - Is the customer a known and trusted individual?
 - Are you willing and able to get the cookies to the customer's location before the end of the sale?AND
 - Do you have or will you have the inventory available?
- If you are unable or unwilling to fulfill the customer's order, click "Decline Order" and the order will default to whatever second option the customer has selected: "Cancel" or "Donate".
- If an order has not been approved by midnight, you will receive an email from email@email.girlscouts.org with the subject "Action required: you have an in-person delivery request!".

Orders Page

Approving/Declining Orders in Bulk

Check box

☐ Select all in view

Approve Order

Decline Order

Show 5 Items ▾

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

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

Approve Delivery for Cookie Orders

Orders selected: 2

Items to check before you approve order delivery for Jennifer:

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

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

CANCEL

Approve Order

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

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

Orders Page

Approving/Declining Orders Individually

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

The second way to
approve orders is
individually:

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

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

Order Detail **Approve for Delivery**

Order Number: 05758868

Deliver To: Trefoil Love

Delivery Address: 1231 Upas St
San Diego, California 92103-5127

Delivery Phone: 619-867-5309

Ordered From: My Cookie Website

Order Paid By: Trefoil Love
[Add to customer list](#)

Billing Email: mgtags22@gmail.com

Billing Phone: 619-867-5309

Order Status: Needs Approval

Order Type: In-Person Delivery with Donation

Order Date: 9/15/2024 6:16 PM CDT

Secondary Delivery Option: Cancel Order

Approved to Deliver: Pending Decision

Order Delivered:

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 kailMzceeM:**

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

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

[Decline Order](#)

[APPROVE ORDER](#)

Decline Delivery for Cookie Orders

Secondary options your customers selected if their order is declined:

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

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

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

[Cancel](#)

[Decline Order](#)

Orders Page

Orders to Deliver



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

Select all

OR

Select a customer

2 Orders to deliver

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

☐ Select all

Order Delivered

Export Orders

Show 5 Items ▾

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

After approving an order, the order will pop down to the next section “Orders to Deliver”. Once the order has been delivered, log back into Digital Cookie and mark those orders delivered.

- There are two ways to indicate you have delivered your order:
1. Check the “Select All” box to select all of the orders on the page; they will all be marked “Order Delivered”.
 2. Check the box in front of any orders you have delivered, and then click “Order Delivered.”

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

Orders Page

Completed Orders

Digital Cookie Online Orders

3 Completed Digital Cookie Online Orders

☐ Select all

Add to Customer List

Export

Show 10 Items

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

★

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

Need Help?

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 displays the 'Sam's Rewards' page. At the top, the Girl Scouts of the Sierra Nevada logo is on the left, and navigation links (Shop, My Account, Log Out) and user information (You are viewing as: Parent, Coli o. Troop 282) are on the right. A green navigation bar contains links: Home, Badges, Learning, Site Setup, Customers, Orders, My Rewards (highlighted), My Cookies, and Cheers.

Sam's Rewards section shows: 18 Packages Sold / Goal: 500. Below this, it states 'You have 482 packages to reach your next reward level.' and 'You can select rewards until 1/1/2024'. A note mentions 'Last Updated 8/20/23 12:47 AM CDT'.

Reward options are listed in a table:

Reward Level	Progress	Status
500+ Packages		Locked (Purple star icon)
Digital Cookie Rewards	277 Digital Packages Sold	
24+ Packages		Earned (Green checkmark)
250+ Packages		Earned (Green checkmark)

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

A reward selection menu for 'Reward 1' is shown, featuring a T-shirt icon and a 'Select size' dropdown menu with options: YS, YM, YL, AS, and AM.

A message box at the bottom right states: 'You've earned another rewards level!! Congratulations! Click on the reward level to see what reward(s) are now available to you. View Level'.


Annotations with yellow arrows point to specific elements:

- Purple star = Goal
- Earned Reward
- Select Size
- As Girl Scouts earn rewards they will see a message on their "My Rewards" tab letting them know they earned another reward.

- 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



ShopMy AccountLog Out





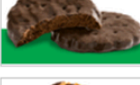

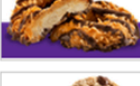



You are viewing as:

HomeBadgesLearningSite SetupCustomersOrdersMy RewardsMy CookiesCheers

leiecSe's Cookies

Enter Your Offline Initial Order:

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

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


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

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

CANCEL

SAVE UPDATES

Submit to Troop Volunteer

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

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

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

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



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

Cyra's Packages: 160

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

Cyra's Cookies Inventory (Packages)

1 Current Inventory 81▲

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

Variety	Available
Adventurefuls®	17▼
Lemonades®	12▼
Trefoils®	12▼
Thin Mints®	7▼
Peanut Butter Patties®	12▼
Caramel deLites®	17▼
Peanut Butter Sandwich	12▼
Caramel Chocolate Chip	5▼
Exploremores™	-13▲
RECEIVED:	
Initial Order	0
Additional Inventory	0
DELIVERED:	
Mobile App: Cash Sales	11
Mobile App: Other Payments	2
Delivered Online Sales	0
CURRENT INVENTORY	-13
Donate Cookies	0▼
TOTAL	81▼

2 Pending Delivery/To Approve 13▲

Variety	Pending
Adventurefuls®	1▼
Trefoils®	2▼
Thin Mints®	5▼
Exploremores™	5▲
Unapproved (Online Delivery)	3
Undelivered (Online Delivery)	2
CURRENT PENDING	5
TOTAL	13▼

3 Inventory Needed 18▲

Variety	Needed
Adventurefuls®	0▼
Lemonades®	0▼
Trefoils®	0▼
Thin Mints®	0▼
Peanut Butter Patties®	0▼
Caramel deLites®	0▼
Peanut Butter Sandwich	0▼
Caramel Chocolate Chip	0▼
Exploremores™	18▲
Current Inventory	-13
Pending	5
TOTAL NEEDED	18
Donate Cookies	0▼

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

- If you click the arrow next to any of the varieties, you will see more detail on how that number was calculated.
- The “Received” numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.
- The “Delivered” section will reflect the Offline Sales the Girl Scout has entered above, any sales the Girl Scout made on her Mobile app using the “Give Cookies to Customer Now” feature and any girl delivery orders that have been delivered and marked delivered to her customer on the orders tab.
- The next section will show how many cookies you need to fill girl delivery orders you have approved and girl delivery orders that you have yet to approve. Expanding each variety will show you how many orders are approved and how many are needing to be approved with how much inventory you need for each of those categories.
- The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders. Expanding any of the sections that show a number will show you how many you need and why. If you see a number for a variety in this column, be sure you can get the cookies you need before approving an order for a customer.






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

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

My Cookies Page

Financials

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

Quinn's Financials 			
Reflects cookies and payments entered by the troop cookie volunteer.		08/31/23 12:00 AM CDT	
Initial Cookies (Order Card)	61 	Payments	\$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 has entered.
- If this does not match your records, contact the troop cookie volunteer to help understand the differences.

4. Total Balance Due

- Total Money Owed: The amount you owed for the cookies received at initial pickup and additional cookies received. Note, if your council sells cookies at two different prices, that has been accounted for in your money owed.
- Total Money Paid: The total from the “Payments” section.
- Total Balance Due: The difference between the amount owed and the amount paid.

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

My Cookies Page

Delivery Settings

Girl Scout Delivery Settings

Allow my Girl Scout to deliver cookies










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

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

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

My inventory for Girl Scout delivery

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

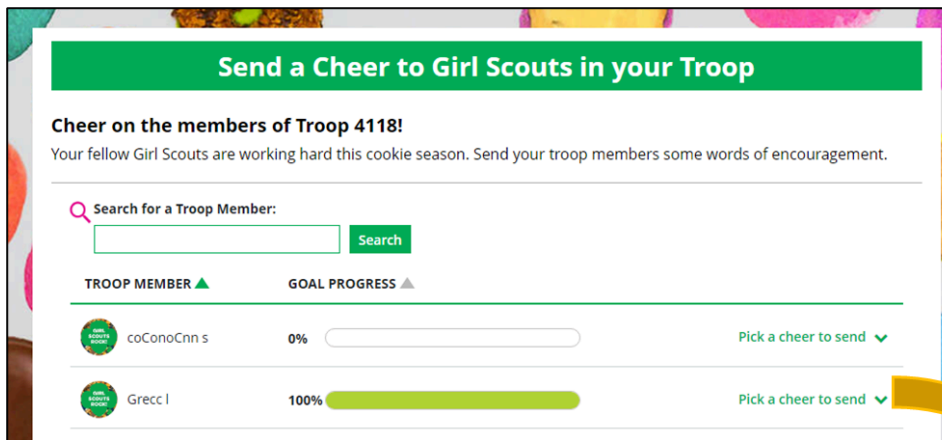
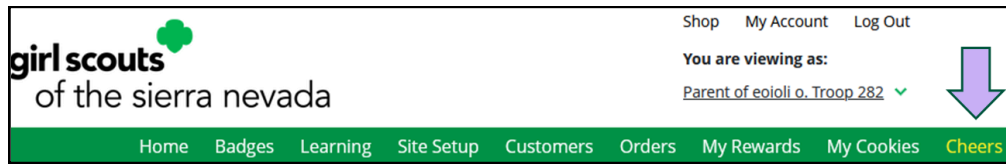
 Adventurefuls®	<input type="radio"/> Off <input checked="" type="radio"/> On	 Lemonades®	<input type="radio"/> Off <input checked="" type="radio"/> On
 Trefoils®	<input type="radio"/> Off <input checked="" type="radio"/> On	 Thin Mints®	<input type="radio"/> Off <input checked="" type="radio"/> On
 Peanut Butter Patties®	<input type="radio"/> Off <input checked="" type="radio"/> On	 Caramel deLites®	<input type="radio"/> Off <input checked="" type="radio"/> On
 Peanut Butter Sandwich	<input type="radio"/> Off <input checked="" type="radio"/> On	 Caramel Chocolate Chip	<input checked="" type="radio"/> Off <input type="radio"/> On
 Exploremores™	<input type="radio"/> Off <input checked="" type="radio"/> On		

CANCELUPDATE DELIVERY SETTINGS

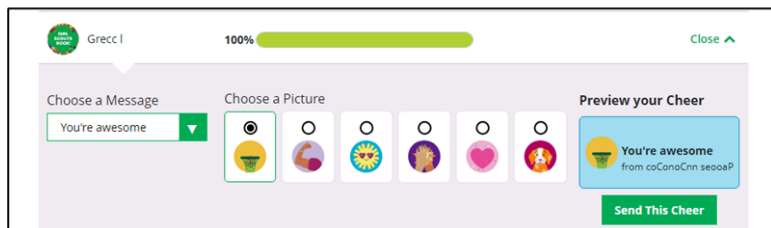
The Delivery Settings function gives you the opportunity to turn off Girl Scout delivery and off varieties of cookies. This might be useful if you run out of a cookie variety and can't get any more to fill customer orders or you are entirely out of cookies for delivering to customers or otherwise are 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.



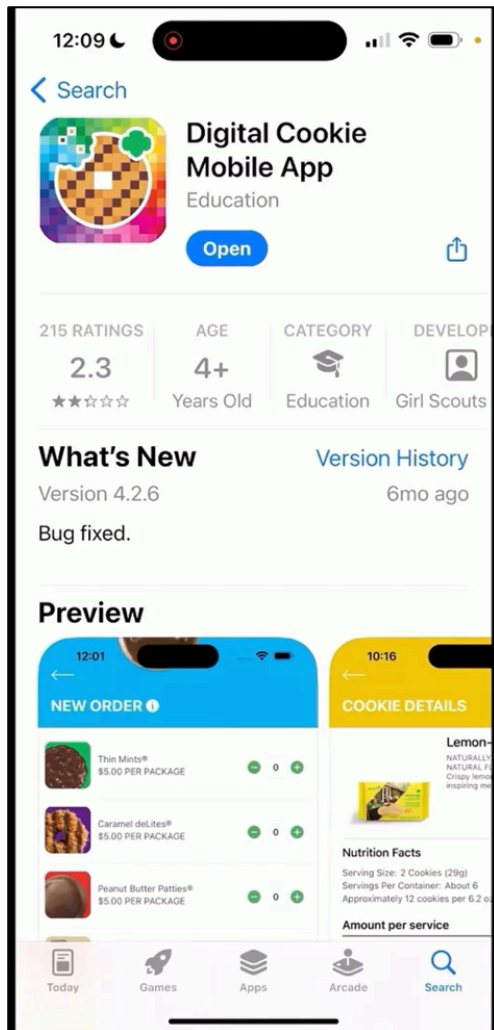
To send a Cheer, Girl Scouts can pick a cheer and send next to the Girl Scout they want to cheer.

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.

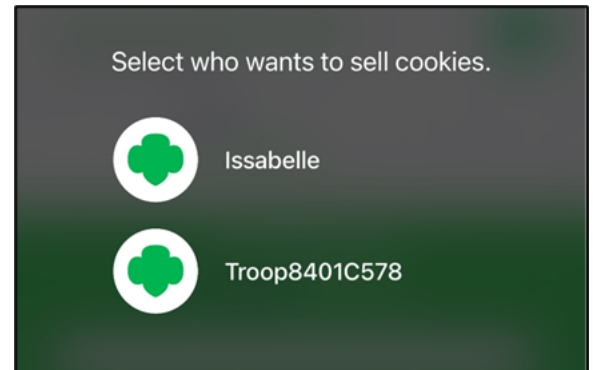
To log in to the mobile app:

- 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.

A screenshot of the Girl Scouts login page. At the top is the Girl Scouts logo. Below it is a "Log In" heading. There are two input fields: one for email (placeholder: "youremail@domain.com") and one for password (placeholder: "password"). Below the password field is a checkbox labeled "Keep me logged in for 12 hrs" with a green checkmark. There are two links: "Forgot my password" and "Set up your account". A large green "Log In" button is at the bottom. At the very bottom, there are links for "Privacy", "Terms and Conditions", and "Help". Below these links is a copyright notice: "© 2016–2023 Girl Scouts of the United States of America. A 501(c)(3) Organization. All rights reserved." The bottom of the page features a decorative border with colorful circles and a cookie.

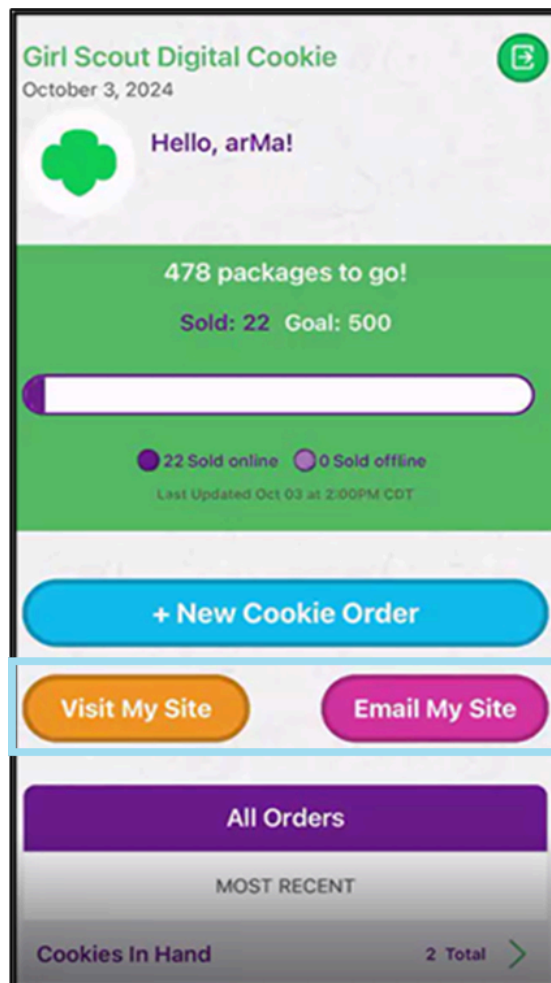
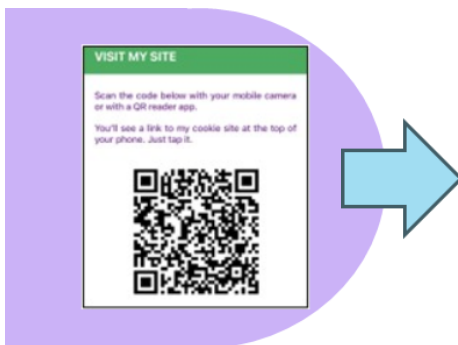
Home Screen

- 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.



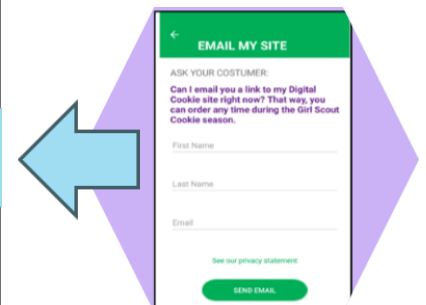
Visit My Site

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

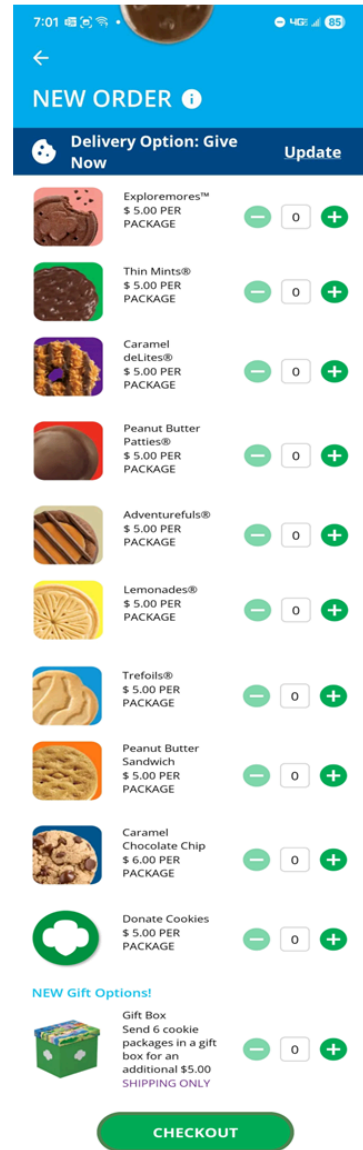
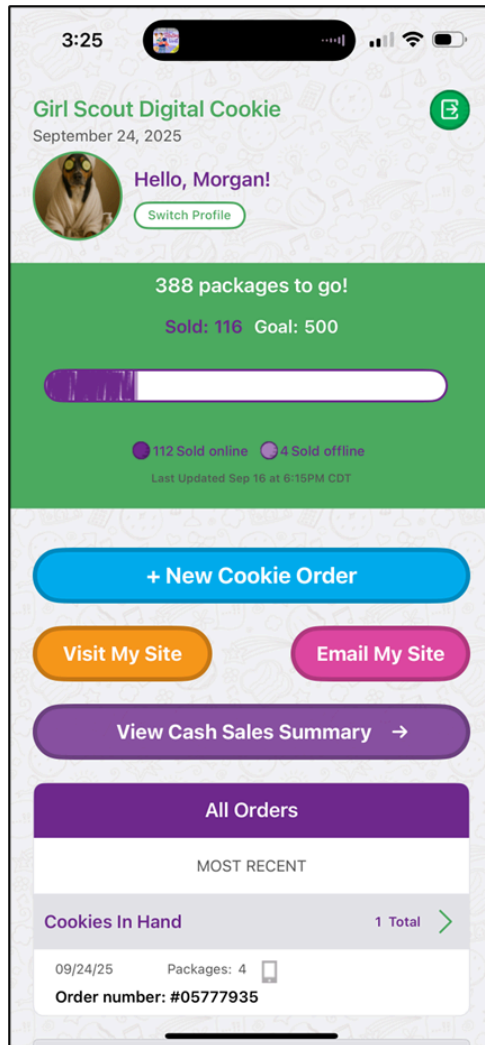
This button is used to send a marketing email to a customer who can then purchase from the Cookie Site at a later time.



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.

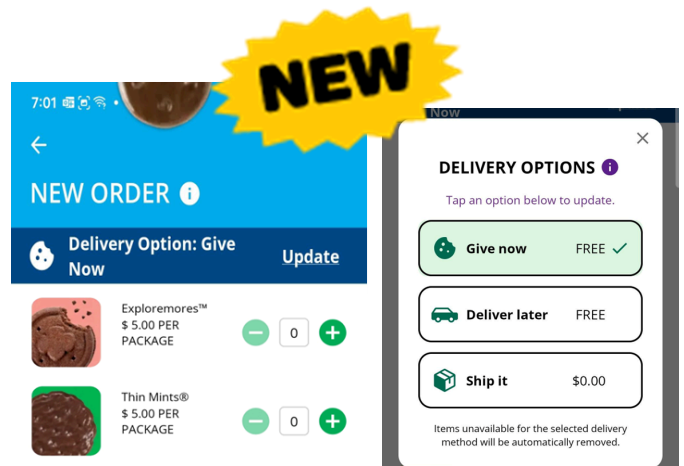


Update
Delivery Type

Select Cookie
Quantity

Click
CHECKOUT
button

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.



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.

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

Deliver in person later

CHECKOUT ⓘ \$20.00

Deliver in person later Edit

Delivery to ⓘ

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

Ship cookies to customer

CHECKOUT ⓘ \$20.00

Ship cookies to customer Edit

Ship to ⓘ

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

Visit My Site

Email My Site

Place an Order:

Payment - Venmo & PayPal (Girl & Troop)

New Cookie Order

The screenshot shows the 'REVIEW ORDER' screen in the Digital Cookie app. A yellow starburst with the word 'NEW' is overlaid on the top left. The order list includes 2 Exploremores™ (\$12.00), 1 Thin Mints® (\$5.00), and 1 Trefoils® (\$5.00). The subtotal is \$22.00, and there is a 'Give cookies to customer now' option for FREE. The total is \$22.00. A warning message states: 'Do not use public wi-fi to send your order. Do not hand your mobile device to the customer.' Under 'CHOOSE A WAY TO PAY:', the 'Cash' option is selected. A large blue arrow points from the 'Cash' option to the right-hand side of the screen. On the right, there is a 'REVIEW ORDER' header with a shopping cart icon and a \$22.00 total. Below this, the 'ENTER CASH RECEIVED:' section shows a calculator with 'Received' set to \$0.00, 'Total' set to \$22.00, and 'Change' set to \$--. The 'ASK YOUR CUSTOMER:' section asks 'Would you like a receipt?' and has three optional input fields for 'Customer Email', 'Customer First Name', and 'Customer Last Name'. At the bottom, there are two 'PLACE ORDER' buttons. The left button is greyed out, while the right button is active.

NEW

REVIEW ORDER

2 Exploremores™ \$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

All sales are final.

PLACE ORDER

REVIEW ORDER \$22.00

☒ 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

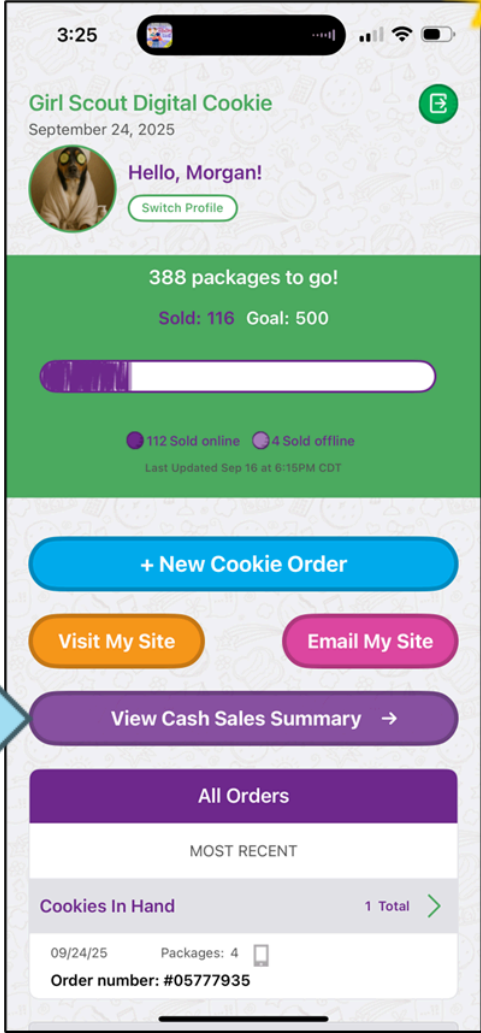

The cash payment type is only available for “Give Cookies to Customer Now” orders

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



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
Exploremores™	\$5.00	14	\$70.00
Donate Cookies	\$5.00	4	\$20.00
Total		24	\$120.00

NEW ORDER

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.

All orders for in-person delivery must be approved, even if placed through the mobile app

REVIEW ORDER  **\$20.00**


1 Girl Scout S'mores®	\$5.00
2 Lemon-Ups®	\$10.00
1 Toffee-tastic®	\$5.00


SUBTOTAL **\$20.00**

Give cookies to customer now **FREE**

Not sold at a booth

TOTAL **\$20.00**


 [Edit Order](#)





Do not use public wi-fi to send your order.

Do not hand your mobile device to the customer.

CHOOSE A WAY TO PAY:

☐  Credit Card

☒  PayPal

☐  Venmo

All sales are final.

PLACE ORDER

Now available
for all order
types!



Place an Order:

Payment - Credit Card (Girl & Troop)

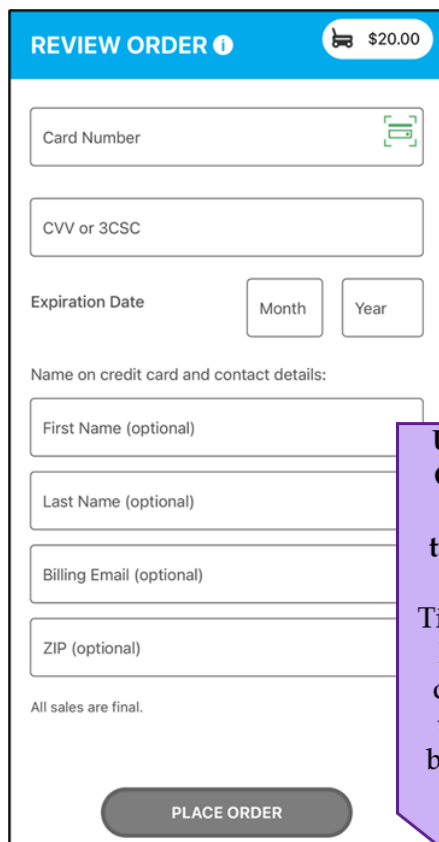
New Cookie Order


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 

CVV or 3CSC

Expiration Date Month Year

Name on credit card and contact details:

First Name (optional)

Last Name (optional)

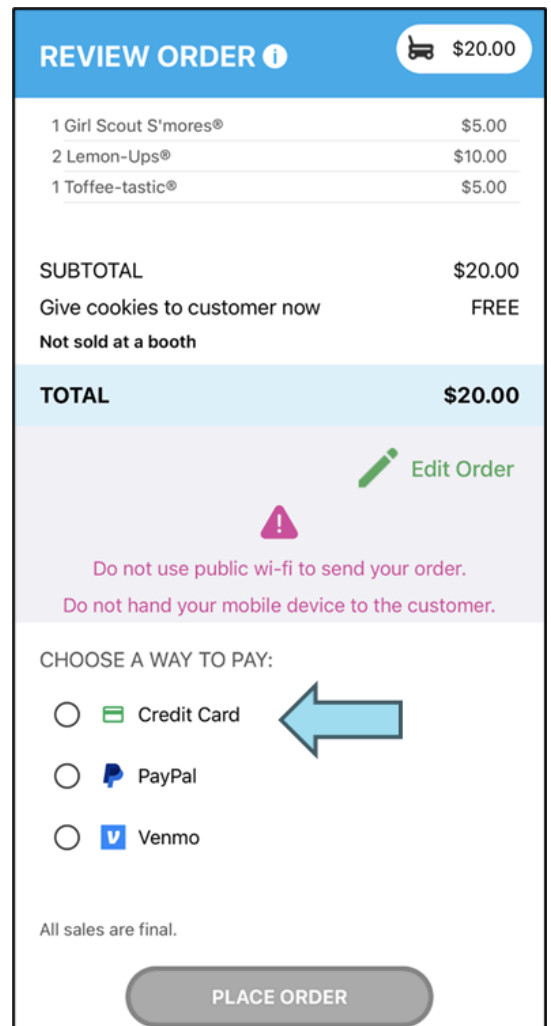
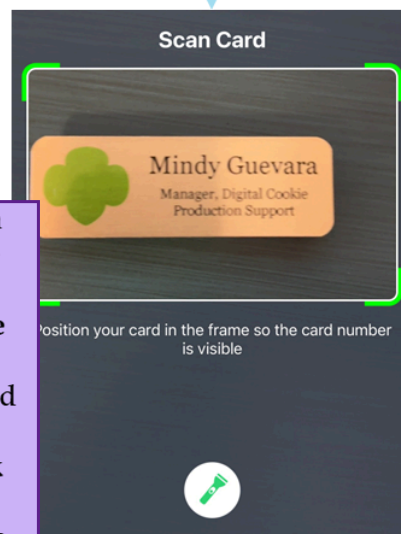
Billing Email (optional)


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.



REVIEW ORDER ⓘ  \$20.00


1 Girl Scout S'mores®	\$5.00
2 Lemon-Ups®	\$10.00
1 Toffee-tastic®	\$5.00


SUBTOTAL \$20.00

Give cookies to customer now **FREE**

Not sold at a booth

TOTAL **\$20.00**



 [Edit Order](#)





Do not use public wi-fi to send your order.

Do not hand your mobile device to the customer.

CHOOSE A WAY TO PAY:

☐  Credit Card 

☐  PayPal

☐  Venmo

All sales are final.

PLACE ORDER

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

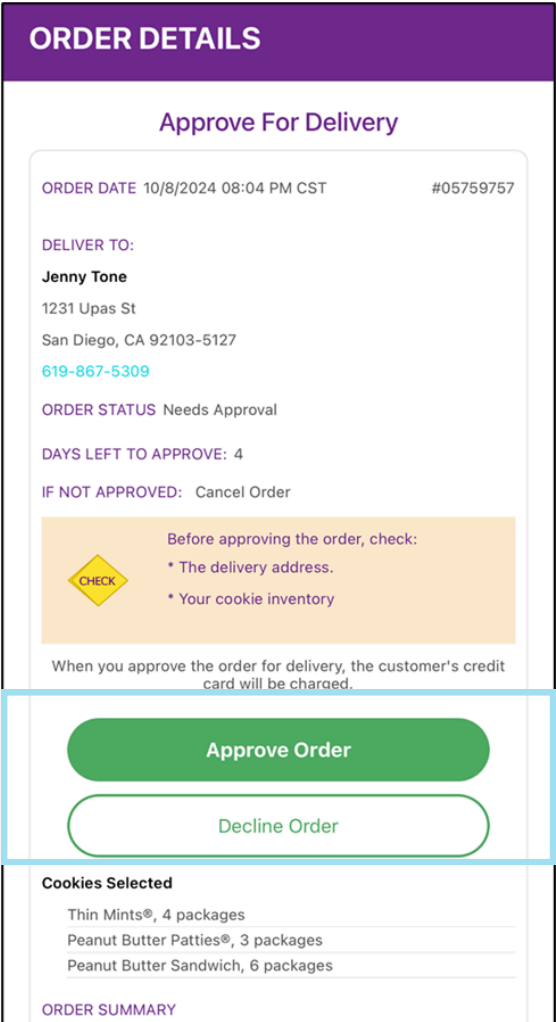
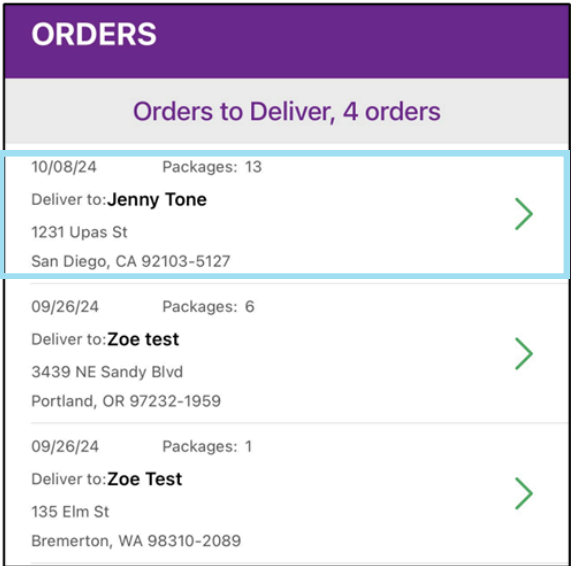
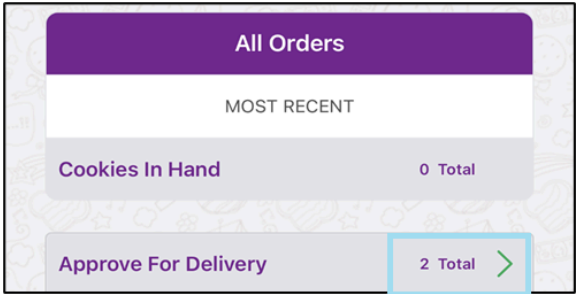
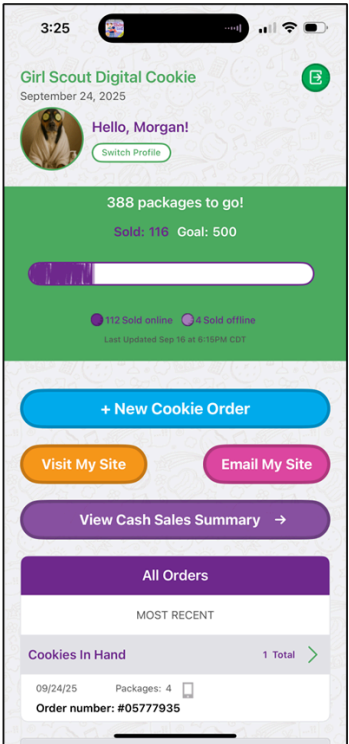
All Orders Page

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

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

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

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



Mobile App at Booths

1

Select who wants to sell cookies.



Issabelle



Troop8401C578

Select the troop role

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

2

Girl Scout Digital Cookie

October 10, 2023

Hello, Troop1193!

Switch Profile

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

3

NEW ORDER



Thin Mints®
\$6.00 PER PACKAGE

0



Caramel deLites®
\$6.00 PER PACKAGE
SHIPPING ONLY

0



Peanut Butter Patties®
\$6.00 PER PACKAGE
SHIPPING ONLY

0



Adventurefuls®
\$6.00 PER PACKAGE

0



Lemonades®
\$6.00 PER PACKAGE

0



Trefoils®
\$6.00 PER PACKAGE

0



Peanut Butter Sandwich
\$6.00 PER PACKAGE
SHIPPING ONLY

0



Toast-Yay!®
\$6.00 PER PACKAGE

0



Caramel Chocolate Chip
\$7.00 PER PACKAGE
SHIPPING ONLY

0



Donate Cookies
\$6.00 PER PACKAGE

0

New Gift Options!



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

0

CHECKOUT

Mobile App at Booths

4

ASK YOUR CUSTOMER:

How would you like to get your cookies?

Give cookies to customer now ⓘ FREE ☐

Deliver in person later ⓘ FREE ☐

* Subject to parent / guardian approval.

* Delivery will occur within a few weeks.

Ship cookies to customer ⓘ \$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 ⓘ \$20.00

ASK YOUR CUSTOMER:

How would you like to get your cookies?

Give cookies to customer now ⓘ FREE ☒

☐ NOT sold at a booth

☒ Sold at a booth:

Choose Booth

⚠ Select booth to continue

Deliver in person later ⓘ FREE ☐

* Subject to parent / guardian approval.

* Delivery will occur within a few weeks.

Ship cookies to customer ⓘ \$12.99 ☐

* Minimum order is 4 packages.

* Estimated arrival is 2-15 business days

CONTINUE

Give cookies to customer now ⓘ FREE ☒

☐ NOT sold at a booth

☒ Sold at a booth:

Choose Booth

⚠ Select booth to continue

Deliver in person later ⓘ FREE ☐

* Subject to parent / guardian approval.

* Delivery will occur within a few weeks.

Ship cookies to customer ⓘ \$12.99 ☐

* Minimum order is 4 packages.

Cancel List of Booth Done

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

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

CHECKOUT ⓘ \$20.00

ASK YOUR CUSTOMER:

How would you like to get your cookies?

Give cookies to customer now ⓘ 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 ⓘ FREE ☐

* Subject to parent / guardian approval.

* Delivery will occur within a few weeks.

Ship cookies to customer ⓘ \$12.99 ☐

* Minimum order is 4 packages.

* Estimated arrival is 2-15 business days

CONTINUE

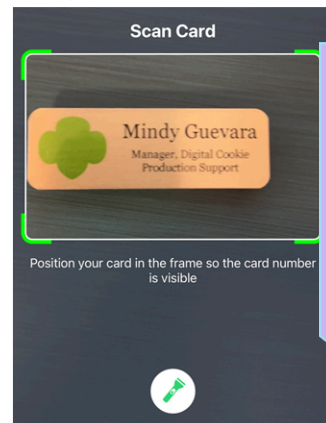
Mobile App at Booths

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.

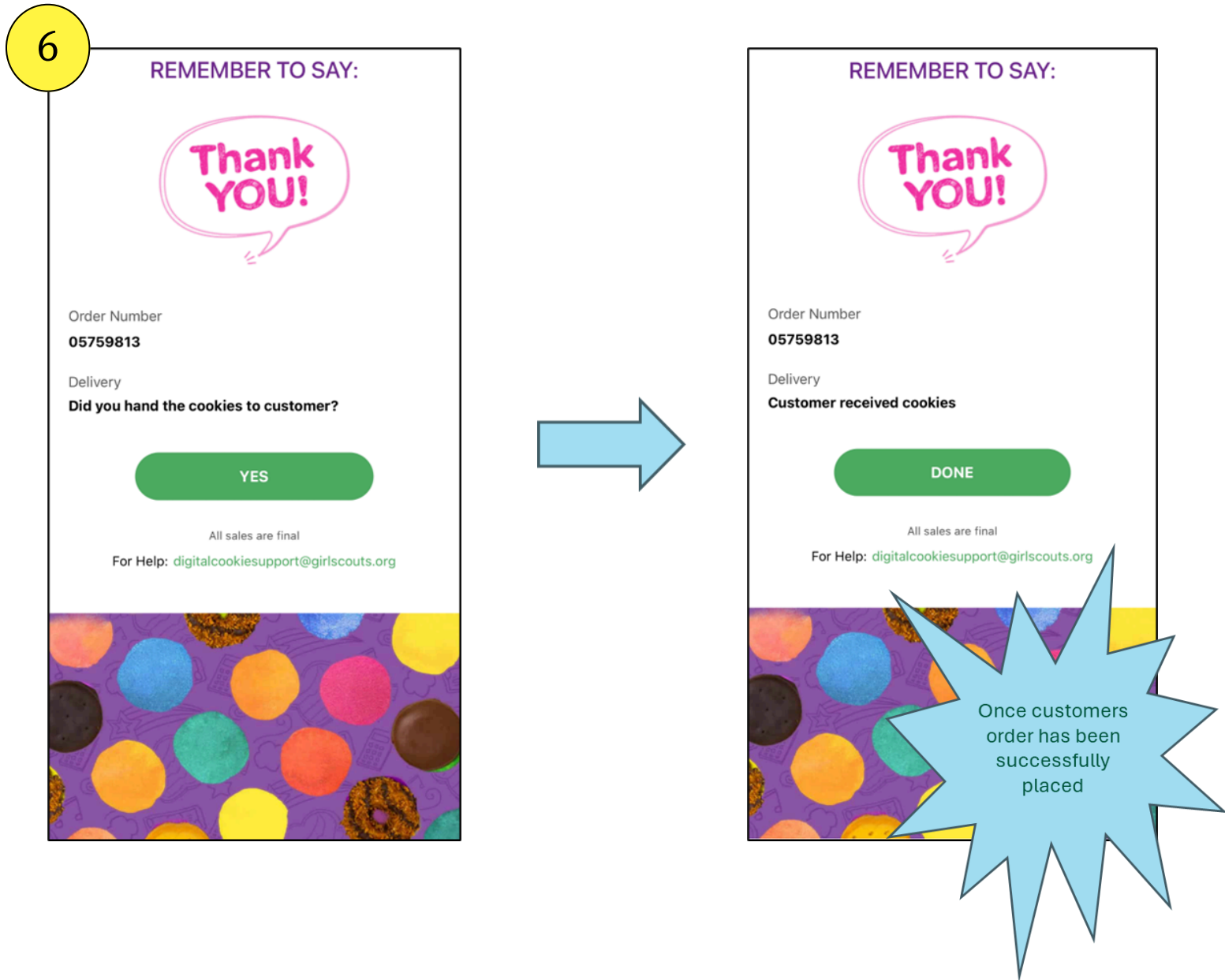
Contact Details are optional, but are helpful if there are any issues with the order.

5



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



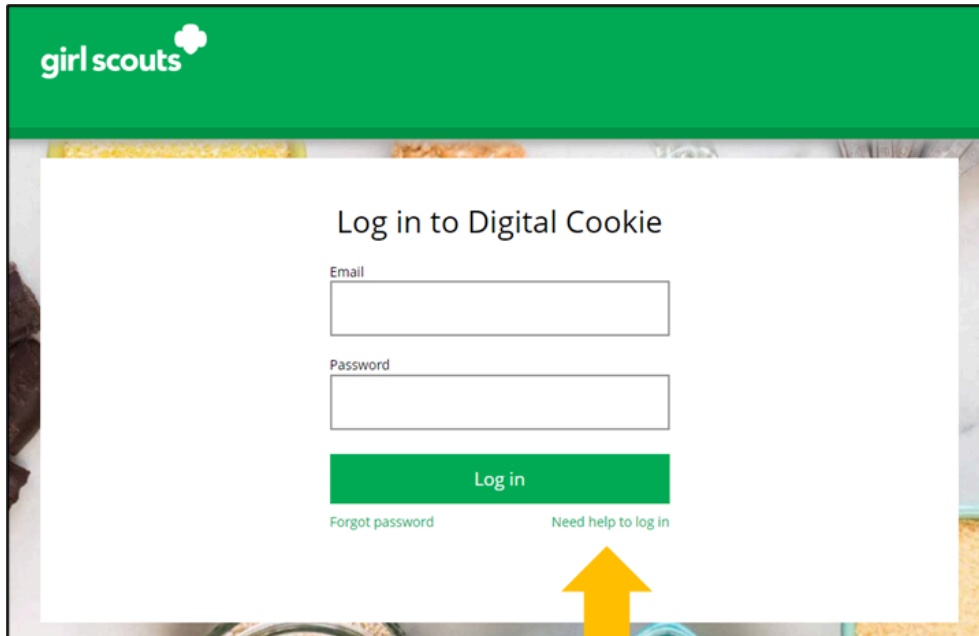
The Thank You screen will appear when the order was placed successfully.

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



The screenshot shows the 'Log in to Digital Cookie' page. It has a green header with the 'girlscouts' logo. Below the header, there's a white box containing the login form. The form has two input fields: 'Email' and 'Password'. Below these fields is a green 'Log in' button. At the bottom of the white box, there are two links: 'Forgot password' and 'Need help to log in'. A large yellow arrow points from a yellow box below to the 'Need help to log in' link.

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

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

Need Help to
Log In

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

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

Help with Log In

Registration email

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

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

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

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

Problems with email address

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

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

Problems with password / too many attempts, locked out

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

[> Forgot your password](#)

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

[> Go to login](#)

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

4

Digital Cookie Help

Videos and Other Support

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

For Troop Volunteers

[Troop Dashboard](#)

[Troop Site Setup/Links](#)

[Troop Pickup Orders](#)

[Mobile App](#)

For Caregivers/Girl Scouts

[Initial Login Site Registration](#)

[Site Setup](#)

[Photo/Video Upload](#)

[Marketing to Customers](#)

[My Cookies: Initial Order](#)

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

[My Cookies: Delivery Settings](#)

[My Cookies: Inventory by Variety](#)

[My Cookies: Financials](#)

[My Rewards](#)

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

[Mobile App: Booths](#)

Digital Cookie FAQs

[Direct Ship Customer FAQ](#)

[Volunteer FAQ](#)

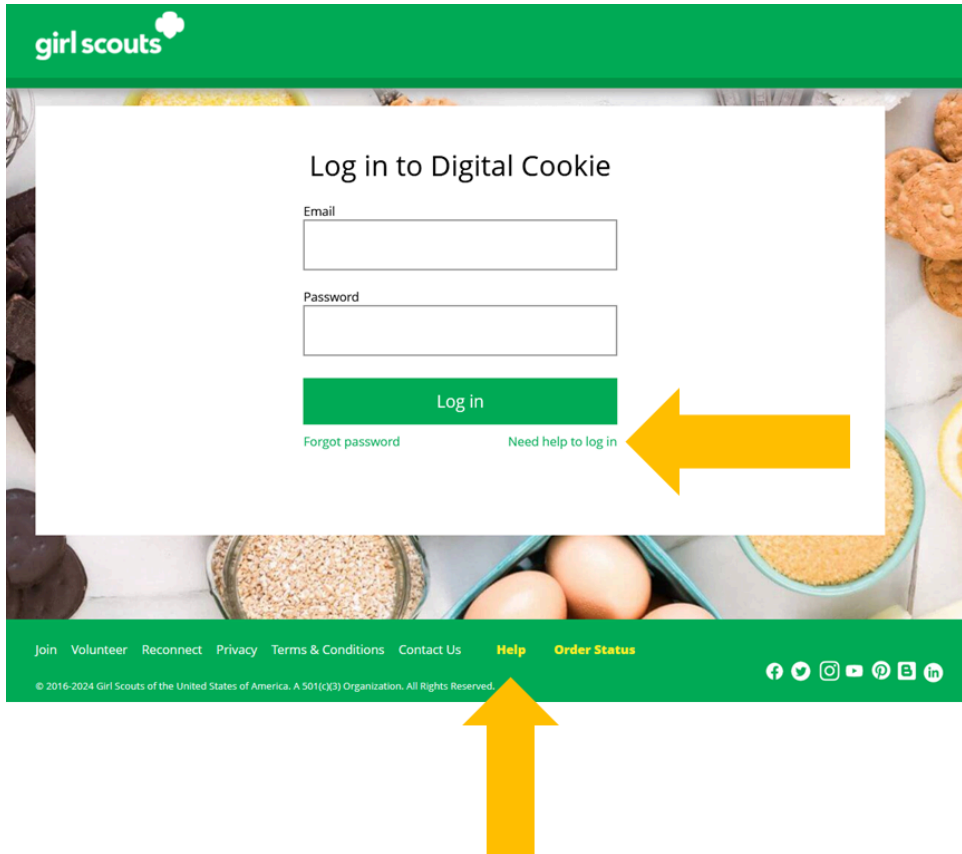
[Caregiver/Girl Scout FAQ](#)

Other

[GSSSC Customer Care](#)

[Smart Cookies Help](#)

Digital Cookie Help Center



girlscouts

Log in to Digital Cookie

Email

Password

Log in

[Forgot password](#) [Need help to log in](#)

Join Volunteer Reconnect Privacy Terms & Conditions Contact Us **Help** Order Status

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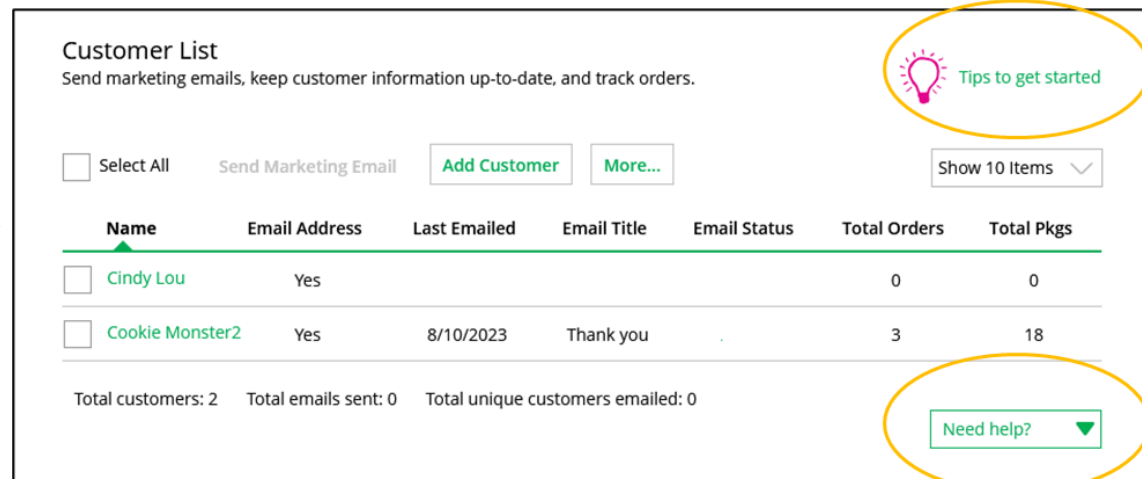
There are many places in Digital Cookie to receive support. There are FAQs, Tip Sheets, Videos, and links to contact customer support.

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.



Customer List

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

☐ Select All [Send Marketing Email](#) [Add Customer](#) [More...](#) [Show 10 Items](#)

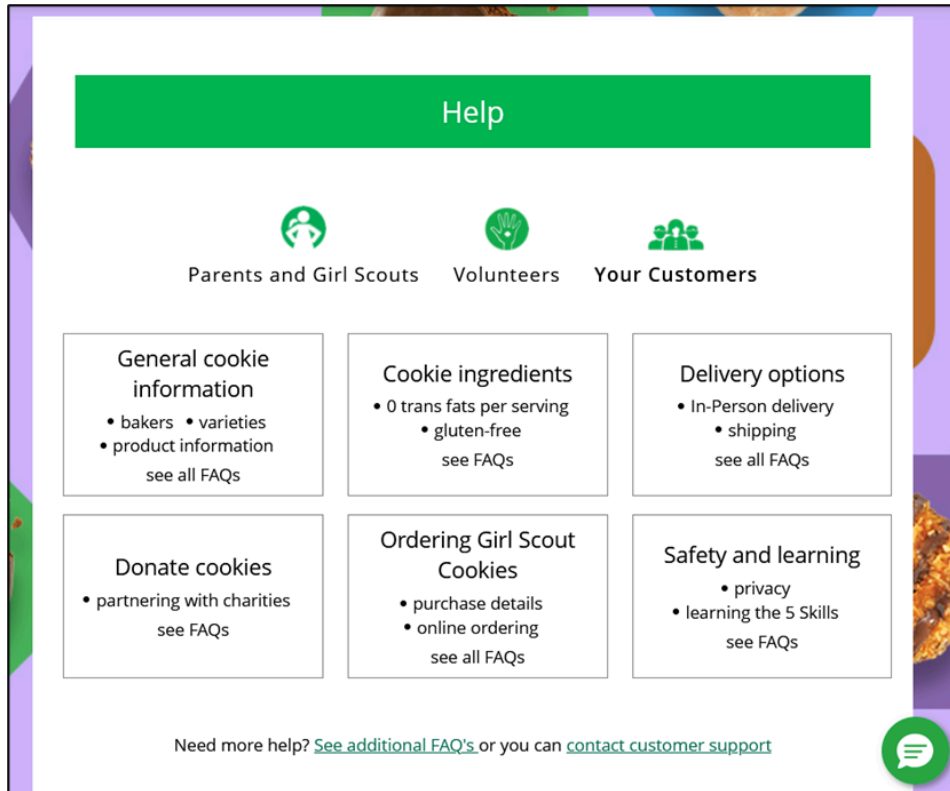
	Name	Email Address	Last Emailed	Email Title	Email Status	Total Orders	Total Pkgs
<input type="checkbox"/>	Cindy Lou	Yes				0	0
<input type="checkbox"/>	Cookie Monster2	Yes	8/10/2023	Thank you		3	18

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

[Tips to get started](#)

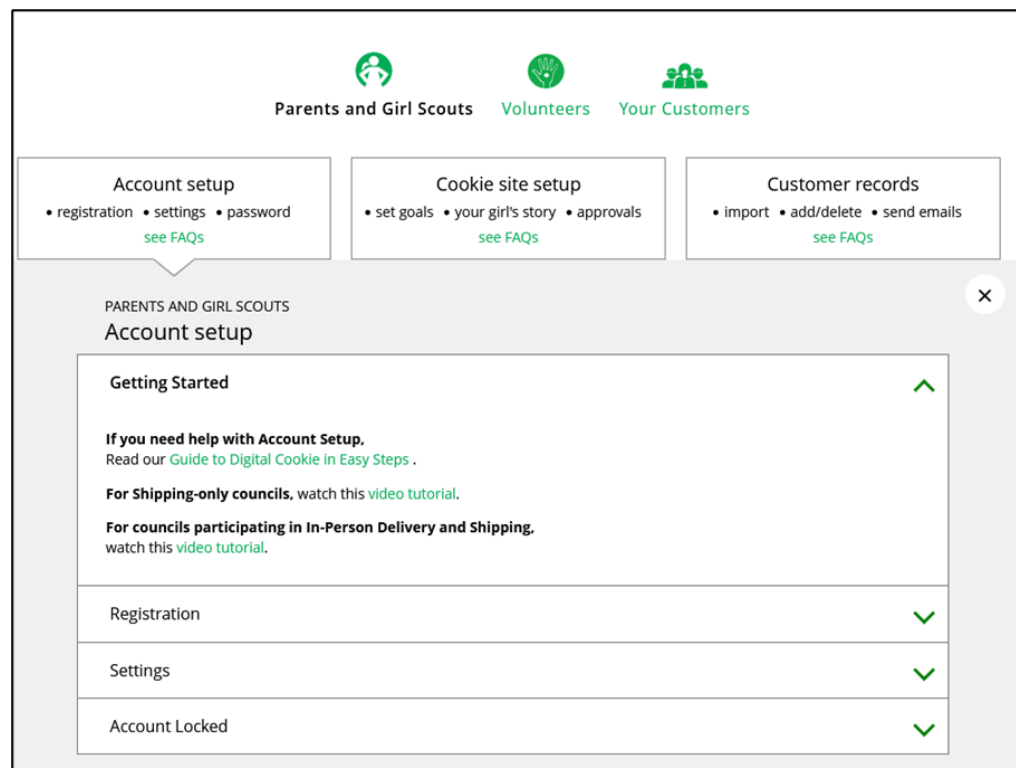
[Need help?](#)

Digital Cookie Help Center

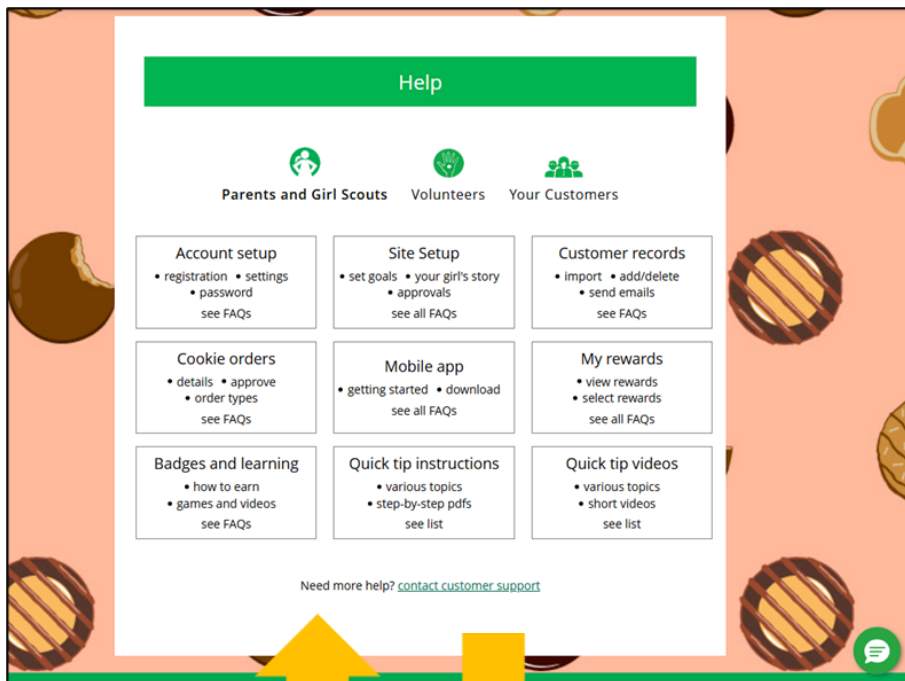


In the Digital Cookie Help page you can select the role you need support on and then select the category.

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



Digital Cookie Help Center



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

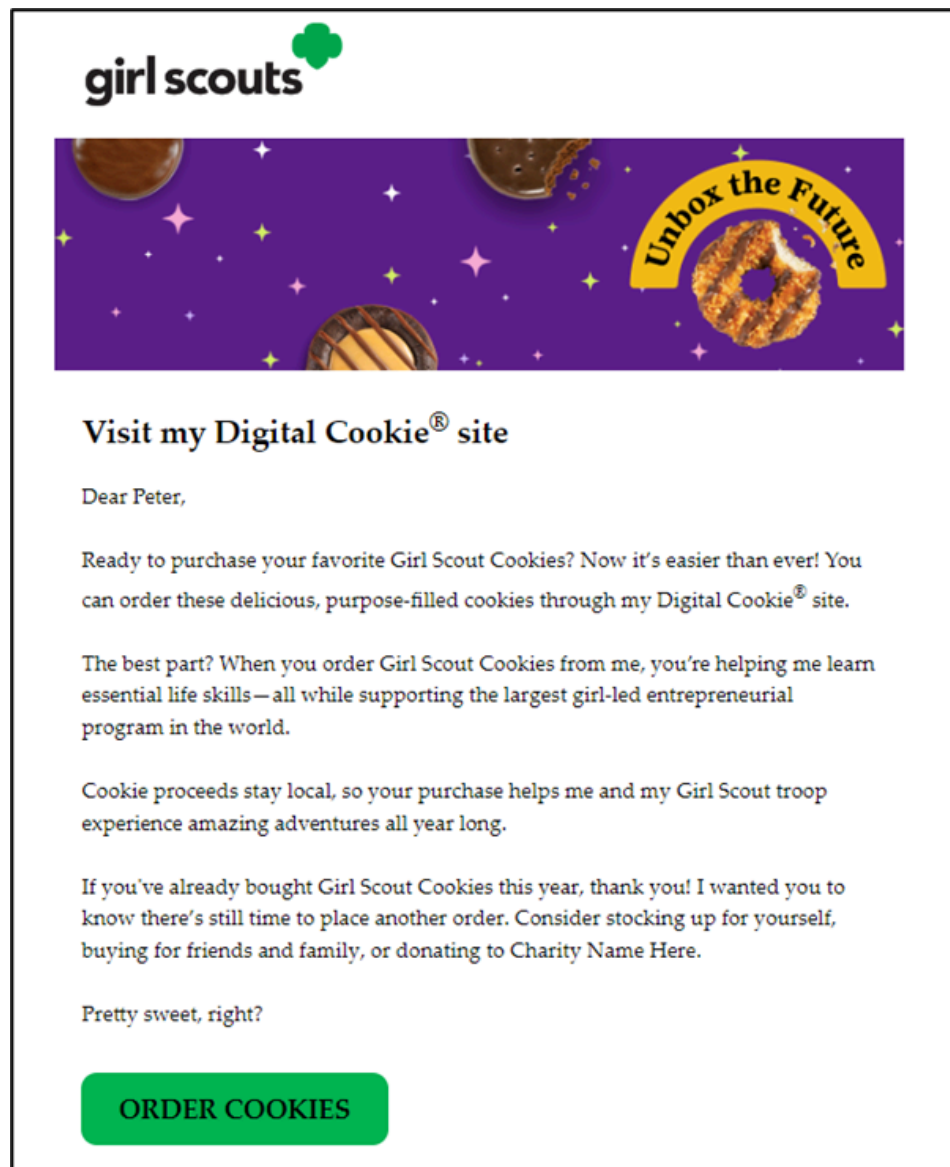
- Share ideas or feedback regarding the Digital Cookie Platform and Digital Cookie Mobile App

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



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

WATCH MY VIDEO

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

12 Packages Left To Go!

Help me reach my goal. Thanks for your support.

0 15 30 45 60 75 90 105 120 135 150

donate a few for 2X the benefit.

* Click on a cookie image to learn more!

	PRICE	QTY	AMOUNT
Thin Mints® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Caramel deLites®	\$5.00	<input type="text"/>	
Peanut Butter Patties® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Adventurefuls®	\$5.00	<input type="text"/>	
Lemonades®	\$5.00	<input type="text"/>	
Trefoils® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Peanut Butter Sandwich	\$5.00	<input type="text"/>	
Toast-Yay!® IN-PERSON DELIVERY ONLY	\$5.00	<input type="text"/>	
Caramel Chocolate Chip GLUTEN-FREE	\$6.00	<input type="text"/>	
Donate Cookies Your donation helps Girl Scouts in my community give cookies to local heroes. See details * Donations go to Feeding America. * No shipping cost. * If ordering cookies for yourself, donations do not count for shipping 4 pkg minimum.	\$5.00	<input type="text"/>	

Meet the Cookies

Toast-Yay!®
French Toast-inspired cookies dipped in icing

ORDER SUMMARY

QTY	AMOUNT
TOTAL \$0.00	

CHECKOUT

[FAQs on Cookie Orders](#)

Checkout

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

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

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

+ Add Gift Box

QUANTITY AMOUNT

CHOOSE YOUR DELIVERY METHOD

Delivery methods cannot be combined.

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

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

Select Delivery Method

Digital Cookie: The Customer's Side

Order Checkout

DELIVER TO

First Name Last Name

C/O or Company Name (optional)

Address 1

Address 2 (optional)

City State Zip Code

Phone Number

Billing Email (in case we need to reach you)

CONTINUE

ORDER PREFERENCES

CONNECT WITH GIRL SCOUTS (optional)

PAYMENT DETAILS

YOUR COOKIE ORDER [Edit](#)

	QTY	AMOUNT
Thin Mints®	4	\$24.00
Adventurefuls®	2	\$12.00
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.

Additional
Information from
Customers

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

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

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

Digital Cookie: The Customer's Side

Order Checkout

DELIVER TO [Edit](#) ✓

Amelia Gabble
1231 Upas St
San Diego, CA 92103-5127
619-867-5309
mgtags22@gmail.com






ORDER PREFERENCES [Edit](#) ✓

Getting your order delivered by Girl Scout Jan requires approval by her parent. If your order is not approved within 5 days, what would you like to do?
✓ Donate my order to: Cancer Society

CONNECT WITH GIRL SCOUTS (optional) [Edit](#) ✓

Connect with Girl Scouts
✓ I was a Girl Scout!

PAYMENT DETAILS

 Pay with card    

Cardholder Name

Card Number





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

[Choose another way to pay](#)

Billing Address
☒ Same as Delivery Address

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

YOUR COOKIE ORDER [Edit](#) /

	QTY	AMOUNT
 Thin Mints®	5	\$30.00
 Adventurefuls®	3	\$18.00
 Trefoils®	2	\$12.00
 Donate Cookies	3	\$18.00
Subtotal		\$78.00
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.

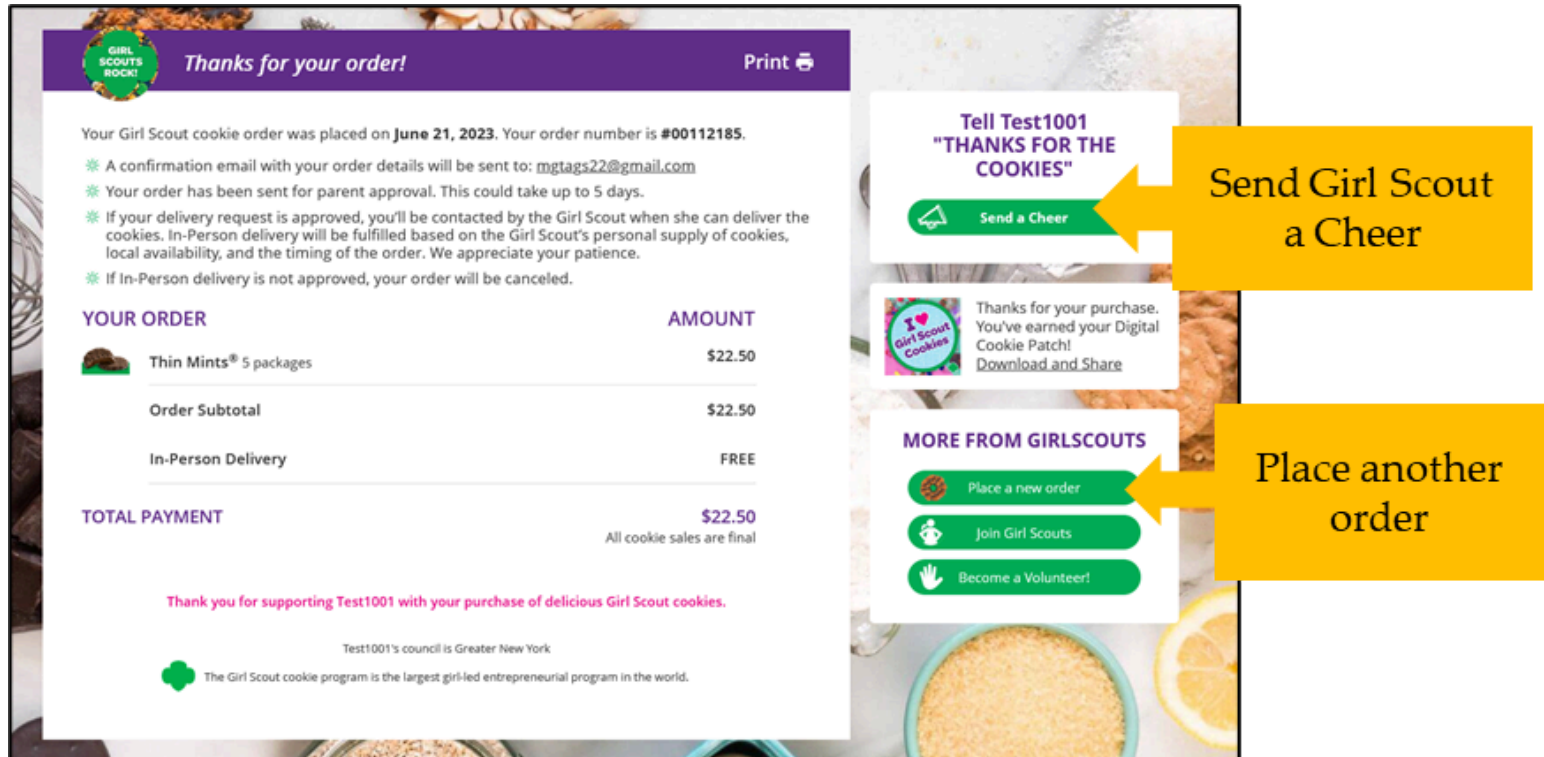
[PLACE ORDER](#)

※ 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



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