

# Digital Cookie Mobile App

## Processing Credit Cards at Booth Sales

In order for you to log into the Digital Cookie Mobile App, you will first need to have a valid login with Digital Cookie. Once you have confirmed your login with the Digital Cookie site, setup your troop site, and downloaded the mobile app, you can then process credit cards at booth sales.

First, you will need to log into the Digital Cookie desktop site to setup your troop site, which then creates a “troop girl” you can use to take troop-level cookie orders at booth sales. Once you are logged in with the “Site Lead” role, on the dashboard there is a box titled, “My Cookie Site: Set up your site”, where you can click on a link, or you can go directly to the Site Setup from the green navigation bar:



### My Cookie Site: Set up your site

Set up your cookie site, get published and start getting orders.

[Site Setup Video](#)

[Site Setup Quick Tip Sheet](#)

OR

[Home](#) [Badges](#) [Learning](#) [Site Setup](#) [Customers](#) [Orders](#) [My Cookies](#)

There are three steps to setting up your site: 1) Sales Target, 2) My Cookie Story, and 3) Published.

Step 1 will have you enter a package sales goal in the left field that currently shows a ‘0’:

STEP 1

SET MY SALES TARGET

REQUIRED

### Your Goal Calculator

Troop10004117 wants to sell  packages which = about \*  to help her Troop and others.

Save

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



[Learn more](#)

Once a number is entered, be sure to click the green “Save” button to move on to the next step.

Step 2 will have you Write a Cookie Story to tell customers what you plan to do with your troop's funds and what you expect to learn from selling:

**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.

Type your troop plans here...

Required

Tell your customers what you learn from selling cookies.

Type what you learn here...

Required

At this point, you can just enter a letter, as it is required to put something in each of the boxes. A "Save" button will appear once information has been entered. Be sure to click this to move on to Step 3.

Step 3 will let you preview your site and then move to the publishing phase, which essentially creates the "troop girl" used when logging into the Digital Cookie mobile app:

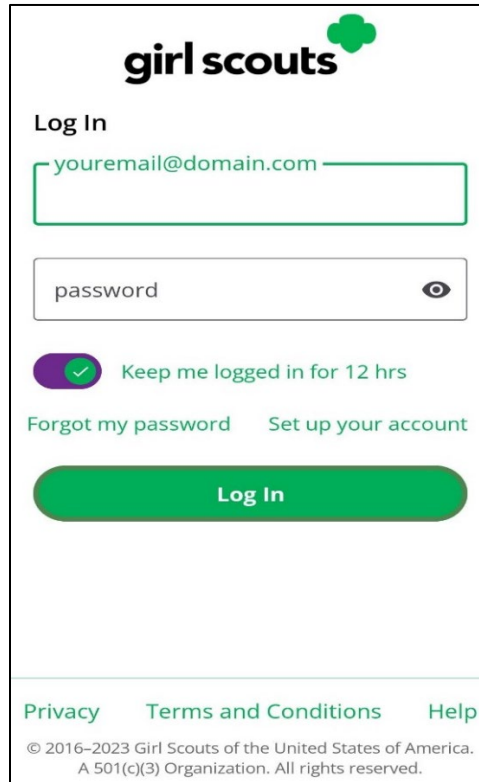
**STEP 3** **REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH** REQUIRED

**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.

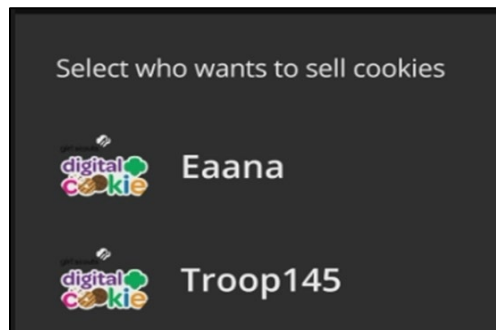
[See your site and publish](#)

Click the green "See your site and publish" button to preview the site to make sure it looks good, and then at the top of the page, click the green "APPROVE AND PUBLISH" button to complete the process.

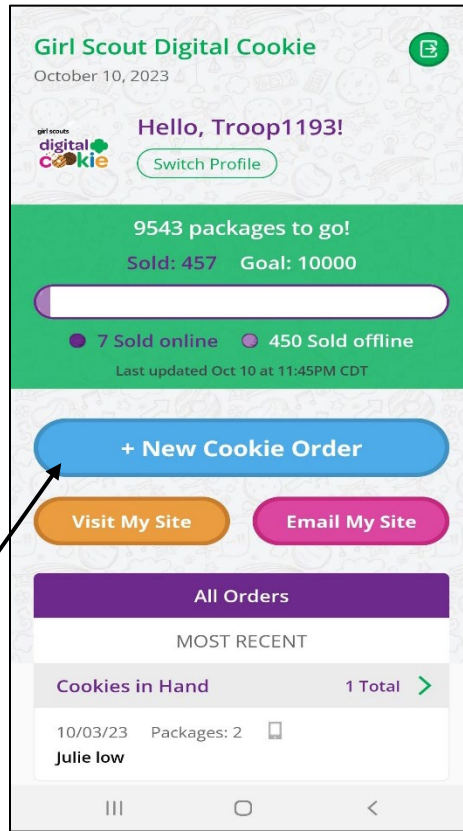
To get started, open the Digital Cookie Mobile App and enter the email address and password associated with your account:



Once you have logged in, you may be prompted to select a user (if you have multiple troops and/or Girl Scouts associated with your account):



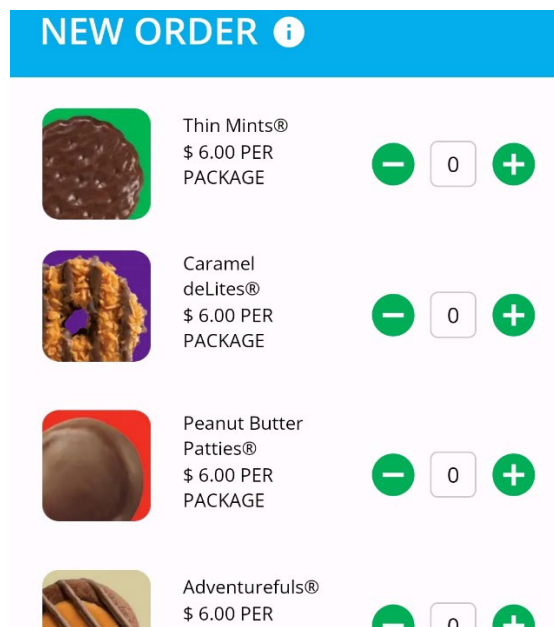
Select the Troop user to be able to take booth credit card payments at the troop level and you will be on the app's dashboard:




Individual Girl Scouts will also have the option to take orders, but it will be done at their level and attributed to that individual Girl Scout. Also, there may be additional steps for the order to be processed successfully.

Click the “+ New Cookie Order” button to start the process of taking the order and processing a credit card payment at a booth.

Enter the order details on the next page:



Once you have entered the quantities for each cookie type, you can then move onto the delivery types page:

**CHECKOUT** ⓘ  \$12.00

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

Give cookies to customer now ⓘ FREE

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Deliver in person later ⓘ FREE

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

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Ship cookies to customer ⓘ \$12.99

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

**CONTINUE**


On this page, there are three types of delivery options:

- **Give cookies to customer now** – this would be the option to use for the booth sale, however, it is dependent on two things to be available to select: 1) the Troop must have inventory in Smart Cookies from a Planned Order and 2) it must be the day of the booth sale
- **Deliver in person later** – this is your typical girl-delivery order that implies you do not have the physical inventory on-hand to deliver now
- **Ship cookies to customer** – this is your typical direct ship order that implies the customer would like them delivered directly to their address with a shipping fee included

Since we are only concerned with the booth process, our focus will be on the first option: “Give cookies to customer now”. Make note of the two requirements for this choice to be available.

Tap the checkbox next to “Give cookies to customer now” to show more options:


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


Give cookies to customer  FREE

now


NOT sold at a booth

Sold at a booth:

Choose Booth 

 Choose if you are selling cookies at a booth or not.

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Deliver in person later  FREE


If it is a donation-only order, selecting this option will default to “NOT sold at a booth” and you would then continue on with processing the order, otherwise, if standard varieties are included, you can attribute the order to a booth.

By selecting “NOT sold at a booth”, this would not be attributed to the booth when processing the payment and therefore not show in any reports related to booth credit card payments. The order can still be processed, and additional information may be required to complete.

By selecting “Sold at a booth”, that would then activate the drop-down box and the approved booth(s) in Smart Cookies for that day will appear:

Booth sale MUST be approved in Smart Cookies for it to appear in the drop-down box.


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

Give cookies to customer  FREE

now


NOT sold at a booth

Sold at a booth:

Choose Booth 

Test:  
12:00 PM-04:00 PM

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Deliver in person later  FREE

Once the booth sale is selected, you can then continue on to the payment processing page:

ASK YOUR CUSTOMER:

Which credit card would you like to use?

(Visa, Mastercard, Discover, American Express)

Card Number

Scan Card 

Scanning the card is reportedly inconsistent

Enter the card number, CVV, and expiration month and year

CVV or 3CSC

Expiration

Month

Year

Name on credit card and contact details:

First

Enter the customer's first and last name, email, and zip code.

Last

Billing Email

ZIP

All sales are final.

PLACE ORDER

Click the “Place Order” button to complete the order and process the credit card payment. The app will confirm you have handed over the cookies and you can confirm being done with the order.

Next steps:

- View the Booth Credit Card Transactions (in Smart Cookies) associated with the booth sale:
  - Under Booth -> View Booth Credit Card Payments – page will have a list of all credit card transactions time-stamped for the appropriate booth
  - Under Reports -> Current, run the “Booth Sales Credit Card Transactions Export” – report in Excel that will allow you to view booth credit card payments and sort by date for the appropriate booth
- Transfer Packages to Girl Scouts who sold at the booth sale (Troop to Girl Transfers or using the Smart Booth Divider)
- For any donations received, put in a Virtual Cookie Share order to credit the Girl Scouts
  - If donating locally, you can put aside physical packages and handle them yourself