

Forgot Password/Reset Password

Step 1: Go to <u>digitalcookie.girlscouts.org</u> and click the "Forgot password" link.

	Log in to Digita	al Cookie	
	Email		
	Password		
	Log in Forgot password	Need help to log in	
	rorger password	Need help to log in	



Forgot your Password?
Enter the email address for your Digital Cookie account and you'll receive an email with a link to create a new password.
Email
Submit

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

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

Open the email and click on the "Reset Password" link.

	R		7	
		Your Digital Cookie Password Request		Enter your new
		Dear Kaitlin,		password
		Did you recently request to reset your Digital Cookie ¹⁰ password? If so, you may <u>reset</u> it now.		
		RESET PASSWORD		
and a		Please note: Each time you request a password change, we will email you a unique link.	-	
		Only the new link will permit you to change your password,	100	
		If you didn't request this change, let us know by contacting customer service.		
		Thank you,		
		Girl Scout Cookie Program		

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

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

Forgot your Password?	
Enter the email address for your Digital Cookie account and you'll receive an email with a link to create a new password.	
Email	
Submit	
Haven't received the email, you've checked your spam folder and it's been 15 minutes? Contact customer support	

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

Con	itact Us	Tutorials
Account Management	FAQs	4 EASY STEPS to Get Started with Digital Cookie
Locked account / Password reset Incorrect account information	Additional Topics	Learn About Cookie Orders
• Cookie Page Setup	 eBudde™ System errors Other questions or issues 	How to Use Your
 My Cookie Customers Customer list 	How are we doing?	Troop Dashbourd
Marketing emails	Share ideas	Tip sheets
Order details Order issues		Live Chat
• Mobile app		
l ext Steps : Site Regist	ration	
Site Setu	p	



Mobile App

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

Users will start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app." Users should download a new version of the app every year.

The same email and password used to access Digital Cookie is the same to log into the mobile app. Note: The app will only work if the Girl Scout/Troop's Digital Cookie website is set up and approved, and the council mobile app access date has started.

•			
	O	d	assword
unt	Keep me logged in for 12 hrs Forgot my password Set up your account		
		Log In	

Once a user is logged into the app they see the different accounts available. The user will select which account they want to use. The <u>Girl Scout view</u> is used to take sales on behalf of a specific Girl Scouts. The <u>Troop view</u> is used to take sales on behalf of the troop and not an individual, for example at a troop booth.





Logged in as Girl Scout

From the home page, the user can select "New Cookie Order", "Visit My Site," "Email My Site," or "All Orders."



Email My Site is used to send their cookie link to a potential customer who doesn't want to continue the transaction at the immediate time. The Girl Scout will ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

← EMAIL MY SITE
ASK YOUR COSTUMER:
Can I email you a link to my Digital Cookie site right now? That way, you can order any time during the Girl Scout Cookie season.
First Name
Last Name
Email
See our privacy statement
SEND EMAIL



The customer's information will populate into the Girl Scout's Customer tab in Digital Cookie under the Mobile App section. The Girl Scout will need to add the customer to their list prior to sending additional emails or to keep the customer for future seasons.

🥘 Mobile App: Name			
Select All Add	to Customer List Delete Name		Show 5 Items \sim
Name	Email Address	Last Emailed	
Jillian loowhit	dctest512-4@girlscouts.org	10/10/2023	
Total names to add: 1			



Visit My Site is used to see the Girl Scout's QR code. Girl Scouts can then show the customer their phone for the customer to scan the QR code which will take them directly to the Girl Scout's site to make a purchase.

← VISIT MY SITE
Scan the code below with your mobile camera or with a QR reader app.
You'll see a link to my cookie site at the top of your phone. Just tap it

New Cookie Order is used to take cookie orders directly through the app.

Step 1: Click the New Cookie Order button to be taken to the order screen to enter which cookies the customer wants to order by using the "+" and " – " buttons.

EW ORDER [®]	CANCEL	← NEW OI	RDER 0
Thin Mints® \$ 5.00 PER PACKAGE	010		Thin Mints® \$ 6.00 PER PACKAGE
Samoas® \$ 5.00 PER PACKAGE			Caramel deLites® \$ 6.00 PER PACKAGE
Tagalongs® \$ 5.00 PER PACKAGE	•••		Peanut Butter Patties® \$ 6.00 PER PACKAGE
Adventurefuls™ \$ 5.00 PER PACKAGE	•••		Adventurefuls® \$ 6.00 PER PACKAGE
Do-si-dos® \$ 5.00 PER PACKAGE			Lemonades® \$ 6.00 PER PACKAGE
Trefoils® \$ 5.00 PER PACKAGE	•••	2))	Trefolis® \$ 6.00 PER PACKAGE
Lemon-Ups® \$ 5.00 PER PACKAGE			Peanut Butter Sandwich \$ 6.00 PER PACKAGE
Girl Scout S'mores®			Toast-Yayl® 5.6.00 PEP PACKAGE

Once the correct number of cookies have been selected the Girl Scout will click the "CHECKOUT" button.



 Toast Yayib
 ●
 0
 ●

 Source Per Package
 ●
 0
 ●

 Caramel Chocolate
 ●
 0
 ●

 Color Per Package
 ●
 0
 ●

 Donate Cookies
 ●
 0
 ●

 Donate Cookies
 ●
 0
 ●

 CHECKOUT
 CHECKOUT
 CHECKOUT

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Step 2: Select how the customer would like to receive their cookies. Options may vary based on what the council is making available. After marking the selection, click continue.



If deliver in person later is selected, the Girl Scout will need to ask the customer what they would like to do if their order can't be approved by the parent within five days, the same as all delivery customers are asked at checkout. Once the selection is made, she can continue with the checkout process.





Step 3: Review order and enter customer and payment details. Girl Scout's can review the order with the customer and gather the customer's information including payment details.

If the order is shipped or delivery, the Girl Scout will then complete the customer information for where the cookies will be shipped/delivered to.

HECKOU	IT 🕕	\$15.00
First		
Last		
Phone		
	the Construction in the	
re you sending t nother person o Address 1	the Cookies in ' rr to a company	'care of'
re you sending t nother person o Address 1 Address 2 (O	the Cookies in ' or to a company ptional)	care of C
e you sending t nother person o Address 1 Address 2 (O City	the Cookies in ' ir to a company ptional)	care of C

For in hand orders (give cookies to customer now), an address is not required, only the customer's name, email address, and billing Zip Code.

REVIEW ORDER 0	CANCEL	← CANCEL REVIEW ORDER ^①	
Thin Mints® Adventurefuls® Trefoils®	\$5.00 \$5.00 \$5.00	Expiration	n Caro nsteac all the
SUBTOTAL	\$15.00		s.
Give cookles to customer now NOT sold at a booth	FREE	Name on credit card and contact details:	
TOTAL	\$15.00	First	
Do not use public wi-fi to send you Do not hand your mobile device to th	Edit Order ur order te customer	Last jones Billing Email	
ASK YOUR CUSTOMER:		anythin@testmail.com	
Which credit card would you lik (Visa, Mastercard, Discover, America	te to use? In Express)	ZIP Carl' take screenshot due to security 12345	
Card Number S	Scan Card 🗐	All sales are final.	
		PLACE ORDER	

After completing the required info, click review or place order depending on the order type.



Digital Cookie[®]

Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!



All Orders is used to view all of the orders visible by delivery method.

Step 1: Click the green arrow to view all orders under that specific delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.

#05749873





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Logged in as Troop

When users are logged in as the troop, they will see the same dashboard as if they were a Girl Scout and have the same choices "New Cookie Order", "Visit My Site," "Email My Site," or "All Orders." Many of the steps taken as a Girl Scout are the same as a troop. This section will focus on the different functionality.



New Cookie Order: When processing a new order, during the checkout steps, if the selection "Give cookies to customer now" is selected the user will see additional options. Depending on the council's settings, once a user has selected "Sold at a booth" they may be able to select that specific booth. When reviewing the order users can see which booth was selected.

← CHE	CKOUT ®	CANCEL
ASK Y	OUR CUSTOMER: would you like to get you	r cookies?
Give o	cookies to customer now	🚯 FREE 🔽
	OT sold at a booth old at a booth:	
(Choose Booth	^
Delive	Girl Scout Office Pop-up: 06:00 PM-08:00 PM	FREE
* Deliv	very will occur within a few w	veeks.
Ship c * Mini * Estir	cookies to customer () imum order is 4 packages mated arrival is 2–15 busines	\$12.99 🔲 s days.
	CONTINUE	

Approving orders: all users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can above. Troop volunteers should discuss with family members how they want the troop orders to be handled prior to using the app.



My Account Tab

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

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

girl scouts				Shop My Account Log Out
Home	Badges	Learning	Site Setup	Customers Cheers

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

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

My Account	My Account Settings		
If you have questions about the Digital Cookie experience for girls 12 or young and girls 13+, click here for more information.	Change Your Email		
Settings Girl Account(s)	For Security reasons, when you change your email address you must also change your Digital Cookie password.		
	New Email:		
Manage your email and password.	Current Password:		
Email: dctest664-14@girlscouts.org Change email	New Password:		
Password: ******** Change password	Your password must be at least eight characters and include at least one uppercase letter, one lowercase letter, and one number. Optionally, you may also include the special characters 1, #, or \$.		
	Re-enter New Password:		
	Cancel Save		

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

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



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

My Account							
If you have questions about the Digital Cookie experience for girls 12 or younger and girls 13+, click here for more information.							
Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.							
Digital Cookie Girl Scout Date of Birth GSUSA ID Troop Preferred First Girl Email Action Status Name* Address						Action	
Registered	Alicia Martinez	07/01/2006	9999998985	12362	Alicia		Edit

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



No Registration Email Received

In order to receive a Digital Cookie registration, a Girl Scout must be registered for the current membership year and the Girl Scout council will need to have the correct email address on file for her primary caregiver.

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

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

girl scouts			
	and the second second		N. Holepher (
	Log in to Digit	al Cookie	
	Email		
	Password		
			1
1	Log in		
	Forgot password	Need help to log in	

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

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



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

Request a Digital Cookie Registration Email

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

 Email
 Cancel
 Submit

 Your reset email should be delivered within 15
 Submit

minutes, but some email providers may take a few hours. If you have checked your spam folder and still don't have your email, Contact customer support Be sure to add email@email.girlscouts.org to your address book so you get your email!

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

If you get a red message:

Email				
testdc512@girlscouts.org				
The email you entered is not recognized.				
Parents, check the email address that's on file for				
<u>you</u> .				
For others, <u>click here for help</u> .				

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

Step 5: You will select your Girl Scout Council

			12200	
Ve	erify your Digital Co	ookie Information		
Coo The	okie season timelines vary e list below shows councils	by council. Check to see if Digital that are currently getting set-up	Cookie registration is open. for Digital Cookie.	
Wh	at council is your Girl out's troop assigned to?			
	Submit	I don't see my council listed		
Cor	ntact Customer Support			

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

Verify your Digital Cookie Information

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

J		
Cancel	Search	
Girl Scout Troop Number	12352	>
Girl Scout Last Name	Smith	
Girl Scout First Name	Joanne	
What council is your Girl Scout's troop assigned to:	Louisiana East	

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

The information you entered could not be ma and try again.	atched in the Council's Dig	gital Cookie records. Please check the data			
If the problem continues, contact your council, Troop Leader or customer support for assistance.					
		_			
	Close				

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

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

	Verify your Digital Cookie Information					
	Here's the Digital Cookie c	Here's the Digital Cookie contact information that's on file for your Girl Scout.				
	Girl Scout First Name:	Joanne				
	Girl Scout Last Name:	Smith				
	Girl Scout Troop:	12352				
	Parent First Name:	Crystal	1 (A)			
	Parent Last Name:	Smith				
	Parent Email:	dc_***@girlscouts.org				
Send Registration Email	Send Registration Em	ail Update Details	Update Details			

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

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

Update Your Digital Cookie Information

Any updates to parent information will be reviewed by the council as a security step. You will receive an email confirming the status of your update and if you change your email, a registration email will also be sent.				
Girl Scout First Name:	Isabel	All fields required		
Girl Scout Last Name:	Garcia			
Girl Scout Troop:	12359			
Girl Scout Date of Birth	07/11/2011			
Parent First Name	Jessica			
Parent Last Name	Garcia			
Parent Email	dctest512-1@girlscouts.org	×		
Cancel	Submit			

Contact Customer Support

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

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

Close

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

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

		1997 A.	
Add Parent Conta	ct Information		
There is no parent infor which will be reviewed by a registration email will b	mation available for this Girl Scout. the council as a security step. An emai e sent to you.	Please add your information I confirming your entry and	
Girl Scout First Name:	Amanda	All fields required	
Girl Scout Last Name:	Green		
Girl Scout Troop:	12350		
Girl Scout Date of Birth (for security reasons)	mm/dd/yyyy		
Parent First Name			
Parent Last Name			
Parent Email			
Cancel	Submit		
<u></u>			
A DESCRIPTION OF THE OWNER OF THE			

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



Service Unit Volunteer Access

Service unit volunteers can use Digital Cookie to monitor their service unit's digital sales, as well as run Order Data reports for troops and can even check if a Girl Scout has registered to use Digital Cookie and set up their site.

To get started

Use the link in the registration email (see the Volunteer Login tip sheet).

Once logged in, volunteers will see their Dashboard.



Dashboard

The dashboard has five sections.

1. Online Sales and Marketing

The online sales and marketing section represents a rollup of data from the troops in your service unit. It is a great way to see how troops are progressing through the season.



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2. Troop Reports

Volunteers can pull a report of orders by troop in this section.

Repo	rts				
Report Typ	e: Order Data				
Council	Orange County - UAT 🔻	Service Unit	SU216	▼ Тгоор	Choose an Option
					View Report

The Order Data report consist of the following details and more:

- Troop Number
- Girl Scout first and last name •
- Order details •
 - Order number
 - Order date

 - Gift box qty
- Each cookie variety qty
- Donation gty
- Order type
 Billing name
 Shipping name
 Refunded packages
 - Shipping cost

- Order status
- Date order approved
- Date order rejected
 - Customer's second choice

3. Girl Scouts

Search for all Girl Scouts in a troop OR a specific Girl Scout in your service unit to see if they have set up their site, to view their Digital Cookie link, and to see if the Girl Scout has emailed customers or has any packages sold or orders that need to be approved.

Girl Search									
To see troo	op information on	girls, click "S	ee Details"						
Council	Orange County	- UAT 🔻	Service Unit	SU216		▼ Troop	1073		V
Girl Scout							Reset	See Details	i
Girl Sco	uts								
🔺 Girl Name	🔷 gsusa id	♦ Parent Name	🔷 Parent Email	🔷 DOB	Site Live (Y/N)	🔷 Customer (Link)	Customers Emailed	♦ ^{# of} Pkgs	Orders Pending Approval
ccGrG atahLhkc	106433924	hhlhhh arkohLoh	7lohph7r6y4apo@ll- lal.ccc	04/02/2011	Y	ccgrg46999953	0	8	0



Troop Cheers

You can help inspire Girl Scouts in your troop by sending a cheer to celebrate their acheivements or encourage them to keep reaching for their goals.

Step 1: Troop volunteers can "Send a Cheer" from the button on your homepage or the "Cheers" tab.

	Troop Sales Troop goal not set 100 sold / 0 troop goal not set 0 sold online, 100 sold offline
	Inspire someone in your Troop! Send a Cheer Troop's Virtual Booth Sales Cookie Goal 1000 My Progress 1,000 packages to go!
girl scouts	My Account Log Out You are viewing as: Troop 3300 of Service Unit 601
	Dashboard Orders My Troop My Troop Orders Cheers Virtual Booths

Step 2: In the Cheers module, you can see the Girl Scouts in your troop and the percentage of their sales towards their goal.

You can then select the "Pick a cheer to send" drop down next to the name of the Girl Scout you wish to cheer.

neer on the membe	ers of Troop 4118!	
ur fellow Girl Scouts are v	vorking hard this cookie season. Send your troop members some word	s of encouragement
Q Search for a Troop Men	Search	
C Search for a Troop Men	GOAL PROGRESS	

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Step 3: Volunteers will see a choice of .gif images and short messages you can 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 then be able to see the Cheer on her dashboard. Girl Scouts are unable to send a Cheer back to volunteers or customers.

Grecc I	100%					Close 🔨
Choose a Message You're awesome	Choose a Pictur	e O O	0	0	0	Preview your Cheer You're awesome from coConoCnn secoaP Send This Cheer



Troop Dashboard

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

All appointed Troop Leaders and Cookie Volunteers for the troop should have access to this Dashboard when they login to Digital Cookie.

There may be up to six tabs on your troop dashboard.



Dashboard Orders My Troop My Troop Orders Troop Cheers Virtual Booths

Dashboard

The dashboard has five sections. <u>Troop Virtual Booth Info</u> <u>Pending Virtual Booth Orders</u> <u>Troop Rewards Deadline</u> <u>Troop Online Sales and Marketing + Troop Goal Progress</u> <u>Reports</u>

1. Troop Virtual Booth Info



For more details about this section and setting up your Troop Cookie Link, please see the "Troop Virtual Booth Link" tip sheet.



2. Pending Virtual Booth Orders



This section will let you know if your Virtual Booth Link OR any Girl Scouts in your troop have an order that needs to be approved or delivered.

It will also let you know if any parents have turned off a cookie variety or inperson delivery in their site. For details on that function for parents, view the "My Cookies-Delivery Settings" tip sheet.

3. Troop Rewards Deadline

Troop Rewards	
Troop Reward End [Date
12/31/2022	(i)
Save	

If you have a need for your girls/parents to submit their rewards choices to you earlier than the date the council has set, you can change this date.

4. Troop Online Sales and Marketing



These two sections will show you the sales for the girls in your troop at a glance. It's a great way to make sure they are actively participating in reaching their customers. You can also send Cheers to the girls from here.



5. Reports

Repo	orts: Troop 12359		
98V	All Order Data	For each girl see full order details including varieties, delivery type, etc.	Get Report
ŕ	Initial Order	8/24/22 Parent's due date 8/24/22 Troop due date	Get Report
(;;;)	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report
ľ	Rewards Selection	See which rewards girls have selected to enter in your baker software.	Get Report

You have four reports to view that can help you manage your girl's Digital Cookie activity.

- *All Order Data* will show you details on every order for every girl.
- *Initial Order* (If applicable) will show you the initial paper order card entry by the parents to allow you to compare what is in the baker software if desired.
- *Cookie Badges* will let you know if girls are completing any of the Cookie Business badges and/or the Family Entrepreneur Pins. Encourage them to complete these with their families to increase their cookie program learnings!
- *Rewards Selection* will be helpful if your council enabled girls to select their rewards in Digital Cookie. You simply pull this report and enter their choices in to the baker software without needing to track down each choice for each girl in the troop.

Orders

If this tab is greyed out, this functionality is not currently offered by your council. Please contact your council if you need to refund an order.

If the tab is available to you, you will see the information you need to look up order details for any order in your troop. You can then refund an order if necessary. For more information, please see the "Troop Refunding Orders" tip sheet.

earch for 🛛 📒	Orders (1	Customer Information	Gir	1/Parent	Organization
Order #		First Name	Gir	rl First Name	Council Name	Colorado
Date Range	to	Last Name	Gi	rl Last Name	Council Code	512
Order Status	Choose an option 🛛 🔍	Phone		GSUSA ID	SU Name	UAT 16#8799500948001
Payment Status	Choose an option 🛛 🔍	Email		Site URL	SU IE	1016
				Parent Email	Troop #	12359



My Troop

Use this tab to see many sale details for each girl in the troop.

	34	100.00	- LP	2	
		Troop	2359		
Troop Cookie Sa Last Updated: 11/20/	2	Troop g 266 sold / 0 t	oal not set roop goal not set	3	^{r.R.}
GIRL NAME	PACKAGES SOLD / GOAL	COOKIE SITE	ORDERS TO APPROVE	ľ	T.
Adrianna	35 / 400	Yes, Published	0 orders	see details 🐱	
Isabel	90 / 300	Yes, Published	0 orders	see details 🐱	Delivery change
Georgia	0/0	No, Not Published	0 orders	see details 🐱	
Sienna	0/0	No. Not Published	0 orders	see details 🐱	
Olivia	0/0	No, Not Published	0 orders	see details 🐱	
Emily	141 / 300	Yes. Published	0 orders	see details 🐱	Delivery change
	266 / 1000				

1. Troop Goal

This pulls the troop goal set in the baker software and measures the troop's progress towards that goal. If the goal has not been set yet, it shows total troop's sales to date.

2. Cookie Site

If the Girl Scout's site is published, click on the link to be taken to their customer facing site. If it shows as Not Published, offer to help the family to get started and see sales roll in.

- 3. Orders to Approve If your council has In-Person Delivery available, this will indicate if the family has any orders that need approving.
- 4. See Details/Delivery Change

Clicking "See Details" will bring up details on the girl, her orders, her email marketing to customers and if her parent has turned off delivery or any varieties (if available in your council).

GIRL NAME	PACKAGES SOLD / GOAL	COOKIE SITE	ORDERS TO APPROVE				
Adrianna	35 / 400	Yes, Published	0 orders	see details	~		
Isabel	90 / 300	Yes, Published	0 orders	see details	^	Delivery change	
COOKIES SOLD	PARENT	/ GUARDIAN	DELIVERY SETTINGS	CUSTO	MERS	[) EMAILED	X]
Online: 23	Jessica (Garcia	Girl Scout delivery: Inactive	Marke	ting en	nails: 0	
Offline: 67	dctest5	12-1@girlscouts.org	Cookie varieties: Off				
Total: 90							

5. If your troop link has been published you will see what the goal is for the Troop ##### "girl", you can click the link to go to the troop site and you can see any sales that have come in for the troop link.



My Troop Orders

For details on the delivered orders section, view the girl delivery tip sheet. For details on the pickup orders section, view the Troop Pick Up orders tip sheet.

Orders to approve for delivery in person Cito on a name to set all the detaile about the order. Then "Approve" or "Destine" the order. Tere or no orders to approve at this time. I order sto deliver Order sto	Running a Good Bu Keep track of what's been o	siness rdered, when it's approved	, and when it's delivered.		
Order # Costise Reg: Pail by Deliver to Delivery Address Order Date Days left to Appro Tere are no orders to approve at this time.	0 Orders to approv Click on a name to see all th	e for delivery in pe e details about the order. T	erson Then "Approve" or "Decline"	the order.	
There are no orders to approve at this time. Need H Orders to deliver Cit on a name to mark when the cookies were delivered. Sector al Order Deliver of Export Onders Sector al Order Deliver of Deliver of Deliver Address Order Date Initial Order Order al Cookie Pags Deliver to Delivery Address Order Date Initial Order Of 5119512 2 Jasmine garcia 1602 Kepner Dr. Anchorage, AK 10/20/2021 Digritical Cookie Order Order to Delivery to Deliver to Delivery Address Order Date Digritical Cookie Order Order to Delivery to Deliver to Delivery Address Order Date Digritical Cookie Order Order to Delivery to Deliver to Delivery Address Order Date	Order # Cookie Pkg	s Paid by Deliver to	Delivery Address	Order Date	Days left to Approv
	There are no orders to appr	ove at this time.			
1 Orders to deliver Cick on a name to mark when the cooles were delivered.					Need H
Orders to deliver Cick on a name to mark when the cookies were delivered. Order 3 Cookie Pags Deliver to Delivery Address Order Date Initial Order Off 519512 2 Jasmine garca 1602 Kepner Dr. Anthorage, AK 10202021					
Coder # Coder Page Coder # Coder Page Coder # Coder Page Delivered Export Orders Show 5 Items Order # Coder Page Deliver to Delivery Address Order # Coder Page Deliver 1602 Report D. Anchorage, AK 10/20/2021 Dignifical Cooplying Optionary to Pilory Page Deliver to Delivery Address Dignifical Cooplying Optionary to Pilory Page Deliver to Delivery Address Dignifical Cooplying Optionary to Pilory Page Dignifical Cooplying Optionary to Pilory to Pilor					
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OS119512 2 jusmine gardia 1602 Kepner Dr. Androrage, AK 10202021	1 Orders to deliver Click on a name to mark wh	en the cookies were delive Ivered Export Orders	red. (j)		Show 5 Items
Digital Caskis Orders to Bickup	Orders to deliver Click on a name to mark wh Select all Order Del Order # Cookie Pi	en the cookies were delive Ivered Export Orders igs Deliver to	red. (j) Delivery Address	Order Date	Show 5 Items
Digital Cookie Orders to Dickup	Orders to deliver Click on a name to mark wh Select all Order Del Order # Cookie Ps O5119512 2	en the cookies were delive Ivered Export Orders 2gs Deliver to Jasmine garcia 160	red. (1) Delivery Address 12 Kepner Dr, Anchorage, Al	Order Date	Show 5 Items
Digital Cookie Orders to Pickup	Orders to deliver Clickon a name to mark wh Select all Order Del Order # Cookie Pk 05119512 2	en the cookies were delive ivered Export Orders gs Deliver to Jasmine garcia 160	red. () Delivery Address 12 Kepner Dr, Anchorage, Al	Order Date	Show S Items
Digital Cookie Orders to Bickup	Orders to deliver Clickon a name to mark wh Select all Order Del Order # Cookie Pk O5119512 2	en the cookies were delive Ivered Export Orders gs Deliver to Jasmine garcia 160	red. () Dellvery Address 1/2 Kepner Dr, Ancharage, Al	Order Date < 10/20/2021	Show 5 Items Initial Order
Digital Cookie Orders to Fickup	Orders to deliver Clickon a name to mark wh Select all Order Del Order # Cookie PM O5119512 2	en the cookies were delive ivered Export Orders gg Deliver to Jasmine garcia 160	red. 1 Delivery Address 12 Kepner Dr, Ånchorage, Ad	Order Date < 10/20/2021	Show 5 Items
Ŭ Î	Orders to deliver Cicico a name to mark with Select ell Order Del Order # Cookie Pi O5119512 2	en the cookies were delive ivered Export Orders gs Deliver to jasmine garcia 160 igital Cooki	red. () Delivery Address 12 Kepner Dr. Anchorage, Ak	Order Date	Show 5 Items
	1 Orders to deliver. Clocon a name to markwing Select all Order Pal Order # Cookie Pa 0 05119512 2 D	en the cookies were delive hvered Export Orders gs Deliver to Jasmine garcia 160 igital Cooki	red. ① Delivery Address 12 Report Dr. Anchorage, Al e Orders to	Order Date	Show 5 Items

Troop Cheers

Troop Volunteers can send the Girl Scouts in their troop cheers the same way the troop members can send them to each other. The difference is that girls can't cheer back to volunteers. For more details on how Cheers works, see the Cheers Tip Sheet.

Send a Cheer to Girl Scouts in your Troop

Cheer on the members of Troop 3300!

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

Q Search for a Troop Merr	iber: Search	
TROOP MEMBER 🔺	GOAL PROGRESS	
Coaaa n	0%	Pick a cheer to send 🗸
eeaiZn a	0%	Pick a cheer to send 🗸



Virtual Booths

This is your Pick Up Order section. For details on this, please view the Troop Pick Up Orders Tip Sheet.

	Booth	Pick Up	
			Matural Density 11
ive customers an option to pick up c	ookies at a booth.		<u>virtual booth He</u>
dd pickup to an existir	ng booth		
elect from your troop's cookie booth	s, add a start and end date for cu	stomers to see the pickup option.	
Available Booths			
Sort by:	show		
Name	6 Items		
Chautauqua Mall		Cub Duluth	
Fairmount Ave Lakewood NY,	11/25/2021	615 West Central Entrance	12/30/2021
14750 Add pick up o	12:00 AM - 12:00 AM	Duluth MN, 55811 Add pick up or	12:00 AM - 12:00 AM
		Food City - Pikeville	
Family Video N Main St Mish			12/15/2021
Family Video N Main St Mish	12/30/2021	215 Cassidy Blvd Pikeville KY,	12/13/2021
Family Video N Main St Mish 5714 North Main Street Mishawaka IN, 46545	12/30/2021 12:00 AM - 12:00 AM	215 Cassidy Blvd Pikeville KY, 41501	12:00 AM - 12:00 AM
Family Video N Main St Mish 5714 North Main Street Mishawaka IN, 46545 <u>Add pick up o</u>	12/30/2021 12:00 AM - 12:00 AM	215 Cassidy Blvd Pikeville KY, 41501 <u>Add pick up or</u>	12:00 AM - 12:00 AM
Family Video N Main St Mish 5714 North Main Street Mishawaka IN, 46545 <u>Add pick up o</u> Kroger - Bellevue	12/30/2021 12:00 AM - 12:00 AM	215 Cassidy Blvd Pikeville KY, 41501 Kroger - Burlington	12:00 AM - 12:00 AM
Family Video N Main St Mish 5714 North Main Street Misheweika IN, 46545 <u>Add pick up o</u> Kroger - Bellevue 53 Daggergergewer Drive	12/30/2021 12:00 AM - 12:00 AM	215 Cassidy Bivd Pikeville KY, 41501 Add pick up of Kroger - Burlington 1751 Patrick Drive Burlington	12:00 AM - 12:00 AI
Family Video N Main St Mish 5714 North Main Street Mishawaka IN, 46545 <u>Add pick up o</u> Kroger - Bellevue 53 Donnermeyer Drive	12/30/2021 12:00 AM - 12:00 AM ption 11/15/2021	215 Cassidy Bivd Pikeville KY, 41501 Add pick up of Kroger - Burlington 1751 Patrick Drive Burlington	12:00 AM - 12:00 ation 12/20/2



Troop Booth Pickup Orders

The ability for customers to purchase from your troop can happen at a booth, or virtually using Digital Cookie. One great feature your troop can offer customers is the option to pre-pay for an order for pickup at a cookie booth your troop has scheduled. Let customers know that if they choose that option, you are sure to have the cookies they want and it speeds up their cookie buying process-no waiting outside in the cold and rain to make an order.

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

<u>Setup</u> <u>Customer View</u> <u>Orders</u>

Setup

Step 1: Start by navigating to the "Virtual Booths" tab on your troop dashboard.



Start by selecting an existing cookie booth from your list by clicking on "Add Pick-Up Option"





Step 2: 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.

Add pick u	p to the booth	
2.5 Phy. B 9999	ooth 80219_6 S Wolff St	
12/ 08:00 A	31/2022 4 - 04:30 PM	
et the start and end dates to determine whei ption in your Troop Cookie Link checkout. Co me to approve and gather all orders for pick	n customers will see this pick up location as an nsider an ending date that will give you enough up for this booth.	
et the start and end dates to determine when ption in your Troop Cookie Link checkout. Co me to approve and gather all orders for pick Grocery Store	n customers will see this pick up location as an nsider an ending date that will give you enough up for this booth.	
et the start and end dates to determine when ption in your Troop Cookie Link checkout. Co me to approve and gather all orders for pick Grocery Store 10/05/2022	n customers will see this pick up location as an nsider an ending date that will give you enough up for this booth.	
et the start and end dates to determine when ption in your Troop Cookle Link checkout. Co me to approve and gather all orders for pick Grocery Store 10/05/2022 12 : 00 AM	n customers will see this pick up location as an insider an ending date that will give you enough up for this booth.	

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.

Step 3: If you need to edit or delete your pickup locations, you can view your list of pickup locations and edit or delete them.

Available Booths			
Available bootins			
Sort by:	Show		
Name	6 Items		
Grocery Store		Pharmacy	
Grocery Store 9999 S Wolff St	10/05/2022 - 12/29/2022	Pharmacy 9999 S Wolff St	10/05/2022 - 12/29/2022
Grocery Store 9999 S Wolff St Denver CO, 80219	10/05/2022 - 12/29/2022 12:00 AM - 12:00 AM	Pharmacy 9999 S Wolff St Denver CO, 80219	10/05/2022 - 12/29/2022 12:00 AM - 12:00 AM

Important! If you cancel a booth in the bakers 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



Customer View

When the customer gets your troop link and wishes to make a pickup order, here is what it will look like for them.

Step 1: They select "I'll pick up the cookies" as an option at checkout

•	CHOOSE YOUR DELIVERY METHOD Delivery methods cannot be combined.		
	Ship the cookies * 4 package minimum. <u>See details</u>	F	
	Have Girl Scout Troop12359 deliver the cookies * Have your order delivered for free. See details	(?)	
	I'll pick up the cookies * Select a local place, date and time to pickup your order. * This method might be affected by COVID-19 restrictions.	•	

Step 2: They will be asked for a zip code and see your booths with pick up options closest to that zip code. They will select with booth location and date/time they want to pick up those cookies.

Pick Up Y	'our Order 🛛 🔊
Find a location where this troop will have your or	der ready to pickup on the date and time indicated.
ZIP Code: 80226	Sort By: Distance 🔍
SEARCH	
Test Booth 1 440 Wadsworth Lakewood, CO 80226 1.37 Miles Monday, November 15 1:00:00 AM - 1:00:00 AM	Test Booth 1 7455 W Colfax lakewood, co 80214 2.06 Miles Saturday, November 6 2:00:00 AM - 2:00:00 AM
	Cantel

Digital Cookie 2024: Troop Booth Pick-up Orders Distributed by GSUSA – 08/21/2023 © 2023 Girl Scouts of the United States of America. All Rights Reserved.



Step 3: The checkout screen will automatically populate the address as the pickup location.

First Name			Last Name		
C/O or Company Name (optional) Test Booth 1					
Address 1 7455 W Colfax					
Address 2 (optional)					
_{Gty} lakewood	State Color	rado		•	Zip Code 80214
Phone Number					
Billing Email		(in case	we need to	reach you)	

Customers will receive an email letting them know their order needs to be approved and letting them know if it was approved or not after you review it. If it was approved, it will also remind them of when/where they are picking up their cookies.

Orders

As customers order cookies to be picked up at your cookie booth, those orders will need to be reviewed and approved within 5 days of the order being placed.

Step 1: To review the orders navigate to your "My Troop Orders"





Digital Cookie[®]

Step 2: Scroll down until you see the pickup orders section, below the delivery section.

		Digital	Cookie Orders to P	lickup	
	Running a Keep track of w	Good Business hat's been ordered, when i	t's approved, and when it's delivered.		
	Click on a name	to see all the details about	the order. Then "Approve" or "Decline" the	e order.	
	Select all in view	Approve Order Decli	ne Order	4	Show 5 Items 🗸
	Order #	Cookie Pkgs Paid by	Deliver to Delivery Address	Order Date Da	iys left to Approve
	✔ 05119495	6 Jasmine gar	cia Jasmine garcia ewood, NY	10/15/2021	5
4 Orders t Click on a name	o Pickup	en the cookies were p	ickedup. (j		
Select all	Order Pic	kedup Export Ord	lers		Show 5 Items 🗸 🗸
Order #	Cookie Pkg	s Deliver to	Delivery Address	Order Da	te Initial Order 🧻
05119495	6	Jasmine garcia	Chautauqua Mall, Lakewood, NY	10/15/202	1
05119045	8	Leslie Thomas	Chautauqua Mall, Lakewood, NY	10/7/2021	

You can check the box in front of the customer order to approve or decline it. If you approve it, it will move into the "orders to pickup" section. In the orders to pickup you can click on any of the column headers to sort the orders. You can also check the boxes in front of the orders to select some or all of the orders to export to get a list of orders to prepare for your booth sale,

When the customer has picked up their order, be sure to mark the order as "Order Picked Up" so that it will clear out of your list of orders that need attention.



Troop Refunding Orders

If your council has enabled this function, as a troop volunteer you will have the ability to refund in-person delivery, pickup and donation orders to customers.

Step 1: Start by navigating to the "Orders" tab on your troop dashboard. If it is a lighter color or you can't click on it, your council has not enabled it and you will need to consult your council to make any customer refunds.



Step 2: On the Order tab you can look up orders a few different ways. Select one of the lookup options, selecting more than one can cause the results to not appear properly. The recommended lookup options are:

- Customer Order #
- Customer Email address
- Parent Email Address
- Girl Name (first and last)
- Customer Name (first and last, min 2 letters)

Order # First Name ros Girl First Name Council Name Colorado Date Range to Last Name ruiz Girl Last Name Council Code 512 Order status Choose an option Phone GSUSA ID SU Name UAT 16#879995 Payment Choose an option Email Site URL SU UD 1016	earch for 🛛 🔵	Orders	(i)	Customer Information	Girl/Parent		Organization
Date Range to Last Name Girl Last Name Council Code 512 Order Status Choose an option Phone GSUSA ID SU Name UAT 16#87999 Payment Status Choose an option Email Site URL SU ID 1016	Order #		First Name	ros Girl First	Name	Council Name	Colorado
Order Status Choose an option Phone GSUSA ID SU Name UAT 16#87999 Payment Status Choose an option Email Site URL SU ID 1016	Date Range	to	Last Name	ruiz Girl Last	Name	Council Code	512
Payment Choose an option Email Site URL SU ID 1016	Order Status	Choose an option	Phone	GS	JSA ID	SU Name	UAT 16#87995009480
	Payment Status	Choose an option	Email	Si	te URL	SU ID	1016
Parent Email Troop # 12359				Parent	Email	Troop #	12359

When you click "search" the results will come up if any match

			Sea	arch						
								E	Export t	to Excel
Order # 💧	Order Type 🌲	Customer Name 💧	Total 🍦	Order Status 🍦	Payment Status	🍦 Girl Name	\$	Council Name	Tro	op # 🔶
05119734	Pick Up	Rosario Ruiz	\$16.00	Processing	Payment Captured	Troop12359 Site	2	Colorado	123	159
						Fi	rst	Previous 1	Next	Last
	Order # 🔶 05119734	Order # 🔷 Order Type 🏶 05119734 Pick Up	Order # 🔮 Order Type 🗘 Customer Name 🍣 05119734 Pick Up Rosario Ruiz	Order # 🔮 Order Type 🗘 Customer Name 🏶 Total 🔅 05119734 Pick Up Rosario Ruiz \$16.00	Order # 🔮 Order Type 🖗 Customer Name 🌒 Total 🔮 Order Status 🖗 05119734 Pick Up Rosario Ruiz \$16.00 Processing	Order # Order Type Customer Name Total Order Status Payment Status S16:00 Processing Payment Captured Payment	Order # Order Type Customer Name Total Order Status Payment Status Girl Name Sti19734 Pick Up Rosario Ruiz Sti6.00 Processing Payment Captured Troop12359 Stie Fi	Order # Order Type Customer Name Total Order Status Payment Status Girl Name Status First Conder Status Conder Status Conder Status Conder Status Conder Status Conder Status Conder Status Conder Status Conder Status Conder Status Conder Status Conder Status	Porder # Order Type Customer Name Total Order Status Payment Status Girl Name Council Name Status Colorado First Previous 1	Export i Order # © Order Type © Customer Name © Total © Order Status © Payment Status © Girl Name © Council Name © Tro 05119734 Pick Up Rosario Ruiz \$16.00 Processing Payment Captured Troop12359 Site Colorado 123 First Previous 1 Next

Click on the green order # to bring up the order details to begin processing a refund.



Step 3: The Order details page include all order information including customer details. At the top, next to payment status will be a Refund button.

		•	Orders			
search						
	Orde	r Details			C	ustomer Details
Order Number:	05119734	Payment Status:	Payment Captured Refund]	Order Paid By:	Rosario Ruiz
Order Date:	11/3/2021 10:34 PM CDT	Delivery Status:	Not Picked up	- 1	Email:	dctest512-82@girlscouts.org
Order Type:	Pick Up	Baker Status:	Order Sent - 11/4/2021 12:30 AM C		Billing Phone:	792-057-2097
Order Status	Processing	DT IO Status	Removed - 11/4/2021 12:30 AM CD	r	Billing Address:	Rosario Ruiz 1602 Kepner Dr
If Not Approved:	Cancel Order					Anchorage Alaska 99504-2428

Clicking the Refund button will bring up another screen and you need to click Full Refund to continue with refund.

	Ken			
lease select one of the optio	ns below to refund this cookie order:			
Full Refund				
				Current Order Total: \$25.
efund Reason:	Choose an option	-		Amount Canceled: - \$25.
esponsible Party:	Choose an option			New Order Total: \$0.
lotes:	Council General			
	In Person Order Issues			
	*Required	111:		
			Continue with refund?	Yes No

You will select an option for refund reason. In general, you will choose "In person delivery issues" unless otherwise instructed by your council.

Then add information to the notes section so that if anyone looked at this order in the future they would know why the refund was made. This might be a national customer service person, so please give a thorough explanation.

Once all the information has been completed, click Yes to continue with the refund. At that point, the automated process to refund the consumer will execute. Depending on the customer's bank, it can take a few weeks until their bank will show the refund on their account.

To verify the refund went through, you can scroll to the bottom of their order details and see "refund_follow_on" in the "Payment Transactions" section and see the date the system processed it.

Туре	ID	Status	Amount	Date
AUTHORIZATION	B80P0EC746E4	SUCCESFULL	\$16.00	11/3/21 10:34 PM CDT
CAPTURE	B30P3B1E8585	SUCCESFULL	\$16.00	11/4/21 12:24 AM CDT
REFUND_FOLLOW_ON	B40P0E8B7396	SUCCESFULL	\$16.00	11/4/21 12:42 AM CDT



Troop Virtual Booth Links

Your Troop Virtual Booth links will help your troop make sales online instead of, or in addition to, your regular in person cookie booths. When you set up your Troop Virtual Booth site, there may be two links you can use, depending on your council's settings. These links will let your troop reach new customers in your local community and beyond.

Setting up your Troop Virtual Booth Site

Step 1: The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a troop virtual booth link.

To begin, click the "Start" button.

	Stats last updated 7/28/23 8:45
New! Troop Cookie Site	📀 Pending Virtual Booth Orders
A troop cooke site can increase sales. To begin, the troop ip code and site lead must be entered first. Learn more	Delivery orders pending approval: 0 orders Delivery orders pending delivery: 0 orders Pickup orders pending approval: 0 orders Pickup orders pending pickup: 0 orders
	Delivery orders pending approval: 0 orders Delivery orders pending delivery: 0 orders Girls with a conkie delivery change: 1 girl

Step 2: You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the Girl Scouts in your troop

You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of "Troop site lead". The Troop site lead will be responsible for working with the Girl Scouts in the troop to set up the Troop site and approving orders.

non applie site and instance sales. To basis the	Edit Details
roop cookie site can increase sales. To begin, the op zip code and site lead must be entered it. Learn more	Troop's zip code * 99504 required
it Details	The zip code is used in the Cookie Booth locator.
pop's zip code * required	Troop site lead * Jennifer Campbell
e zip code is used in the Cookie Booth locator.	This person sets up the troop cookie site.
pop site lead * Select a name 🔍	
s person sets up the troop cookie site.	Cancel Save

Once the first volunteer for the troop has made those selections, everyone will see the selections that have been made and can change them if needed.



Step 3: If you assigned yourself to be the troop site lead, your dashboard will be updated with a Set up your site button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log into Digital Cookie they will see the new role in their role selector drop down.

To begin setting up the troop site, click set up your site.

Troop 3300 Digital	Cookie [®] Platform	
	Stats last updated 7/28/23 8:30 PM CDT	
(COST) My Cookie Site: Set up your site	Pending Virtual Booth Orders	Select the role you would like to view
Set up your site Troop Virtual Booth Link: Not Published Details: Zip: 97213 Lead: eeaet eirzrer Edit	Delivery orders pending approval: 0 orders Delivery orders pending delivery: 0 orders Pickup orders pending pick-up: 0 orders Pickup orders pending pick-up: 0 orders Orders Delivery orders pending approval: 0 orders	Role Parent of Anon 4. Troop 3300 Site Lead of Troop3300 S. Parent of Chini a. Treop 3300 Troop 3300 of Service Unit 601 Troop 3300 of Service Unit 601
	Delivery orders pending delivery: 0 orders Girls with a cookie delivery change: None	

The site lead will then need to complete the registration process as if the troop were a new Girl Scout by possibly watching the safety video and accepting the terms & conditions and Girl Scout pledge, plus activating the account.

It is important to leave the Preferred First Name as it appears so it's clear this is your Troop Site. If there is an issue with the troop number, please contact your Council Customer Care to resolve before proceeding.

	Girl Account	
Troop12359 Site		
Preferred First Name:* (or use a nickname)	Troop12359	
	Cancel Save	

After that, the Troop Site Lead will use the "Site Setup" to work with the Girl Scouts in the troop to create their message and photo/video. It functions the same way as the Girl Scouts' Site Setup. Be sure to see the "*Site Setup Girl Scout Under 13*" Tip Sheet for additional information.

Once the site is published and the council's sale is live, the troop will have two links to use if they wish for the cookie season.



Troop Virtual Booth Link

From your Troop Dashboard, you may see two links available for your troop. If you only see one, your council has made a decision that the second link is not a good fit for the program at this time.

If you see both, the top link is your Troop Virtual Booth Link.

	Stats last updated 10/4/22 3:02 PM C
Our Troop's Virtual Booth: Open for Business	Pending Virtual Booth Orders
Status: Published Learn more	Delivery orders pending approval: 0 orders
Troop Virtual https://DigitalCookie GirlScouts.org/sc (i)	Delivery orders pending delivery: 2 orders
Booth Link: out/troop12359-512?fpkp=1	Pickup orders pending approval: 0 orders
Copy Link View QR Code	Pickup orders pending pick-up: 2 orders
	🧑 Girl Orders
	Delivery orders pending approval: 0 orders
	Delivery orders pending delivery: 3 orders

This link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.

If pickup is an option in your council, this link will enable customers to select pickup orders as a delivery type. See the *Troop Pickup Orders* tip sheet for more information.

The Virtual Booth link is available to copy and share and even has a QR code that can be used on marketing materials. Your Girl Scout Council can provide ideas on how to best use your Troop's Virtual Booth Link.



Troop Ship Only Link

The Troop Shipped Only link is available if you need a shipped/donated only link. You can find this beneath the Troop Cookie Link and if you click on it, you will see the full URL and QR code for this link.

Our Troop's Virtual Booth: Open for Business				
Status: Publisl	hed Learn more			
Troop Virtual Booth Link:	Troop Virtualhttps://DigitalCookie.GirlScouts.org/sc (j)Booth Link:out/troop12359-512?fpkp=1			
	Copy Link View QR Code			
Troop Shipped Only Link:	https://DigitalCookie.GirlScouts.org/sc (i) out/troop12359-512			
	Copy Link View QR Code			
	Hide			

This link will only allow customers to purchase Shipped and Donated orders. This link will be sent to the National Girl Scout Cookie Finder beginning National Girl Scout Cookie Weekend (check with your council for specific date).

Once your site is set up and published, there is nothing additional you will need to do in order to have your Troop Ship Only link appear to customers coming to the cookie finder to find a troop near them to purchase shipped cookies from.

All purchases on either of your links will appear in your troop records in your baker software. Your council team will share additional information about that with their training.



Unlock Account

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

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

Log in to Digital Cookie Your account has been locked. You car callock your account in contact customer support	Unlock Your Digital Cookie Acc Enter the email address you use for Digital Cookie.	ount:
Password	Email dctest512.2@priscouts.org	
Log in	Keed help?	

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

You will have a pin number in the email.

girl scouts	
Dear Kaitlin,	
Please find the pin number you requested below. Use this pin number to unlock your account. Please do not request another pin or this pin number will become invalid.	
USERNAME: gs-test_kaitlin@gmail.com COUNCIL NAME: Girl Scours Heart of Pennsylvania	
COUNCIL CODE: 258	
UNLOCK PIN: 1234	
Return to your Digital Coskie [®] site log-in screen and use the above PIN number to unlo your account.	xk
Thank you,	

Step 4: Enter the pin code back in Digital Cookie on the unlock screen, then click on "Verify".Step 5: You will be taken back to the Digital Cookie login screen with your account unlocked

Unlock Your	Digital Cook	kie Account
		ine in 26 min day, Many
this page open to enter the co	all dct	res in 20 minutes, keep
Enter the code		
Cance	Veri	ífy 🚽 🚽

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



Volunteer Registration/Login

Step 1: Watch for your registration email* from the Girl Scout Cookie Program (<u>email@email.girlscouts.org</u>). Your council will let you know what date to expect it. You may receive your volunteer email before parents have access. Be sure to add that email address to your safe senders list so you don't miss any emails!

*If you didn't receive a registration email, please see the "<u>No Registration Email</u>" tip sheet.



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

(For best results, use the most up to date version of your web browser)

Step 3: Once you click the link you'll be on the Digital Cookie platform, and you'll need to create your password.

Create your	New Digital Cookie Password	You will receive a registration
When you create your pa	ssword, a confirmation email will be sent.	confirmation email. Keep it somewhere
		handy during cookie season.
Confirm Password:	Submit	

Step 4: Use your new password to log in. Remember to use the same email address where you received your registration email.





Step 5: If you are also the parent of a Girl Scout under 13 and parent registration is open, you will then watch a quick "Safe Selling for Smart Cookies" safety video. Note you can't proceed any further until you have viewed the video.



Step 6: Read and accept the Terms and Conditions-Volunteer. If you are also a parent, you will need to read and accept the Terms and Conditions for parent when parent access opens.



Step 7: If parent registration has opened in your council and you are also a parent of a Girl Scout under 13, you will see the girl pledge appear. If parent access has not opened, you will see it appear on your next login once parent access begins. See the **"Site Registration**" tip sheet for more information on the pledge.

Step 8 If you have roles in addition to Troop Volunteer, you will be taken to a "role selector" screen once parent access opens, which may be after your volunteer access.

rl scouts	Leg Out	NOTE: If parent access has not opened in your council, you will not see	
Select the role you woul	d like to view	your Girl Scout's information or be able to access her site until it opens.	
CONTINUE When logged in, switch between roles using the "s	elect a role ^a drop down menu.		

Once parent access has begun, if you have additional roles and aren't taken to this screen OR all of your roles do not show up on the drop down, please contact your Girl Scout council for assistance.



Step 9: For information on completing the girl registration process, please see the "Site Registration" tip sheet.

Each time you login you can indicate what role you want in order to get to the correct homepage. You can also navigate to your other roles at the top of all of your screens by using the drop down.



Next Steps: Troop Dashboard tip sheet