

Digital Cookie®

Troop Site Links

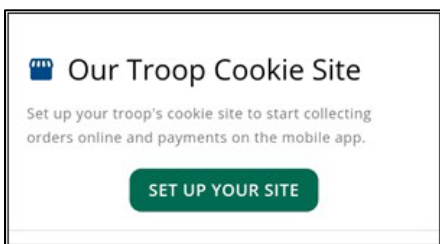
The images in this tip sheet show the mobile view. If you're using a desktop computer, refer to the [desktop version](#) for a view that matches your experience. A [video walkthrough](#) is also available.

Your troop site links make it easy to sell cookies online—whether that's in addition to your regular cookie booths or instead of them. When you set up your troop site, you may have two links available (depending on your council's settings). These links help your troop reach new customers in your community and beyond.

Setting Up Your Troop Site

Step 1: Log in to Digital Cookie and Select Troop Role

- Log in to Digital Cookie.
- Tap the caret next to your current role and make sure you select Troop.



Step 2: Set Up Your Site

- Go to the Our Troop Cookie Site section.
- Click SET UP YOUR 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.

Step 3: Activate the Site

- You'll land on the Digital Cookie Registration page.
- Click ACTIVATE to register the site.
- Then click ACCESS SITE to start setting up.

Show / hide columns

Digital Cookie Status	Girl Scout	Action
Registered	Troop13060 Site	08/24/2015 TR
ACTIVATE	Troop53279 Site	08/24/2015 TR

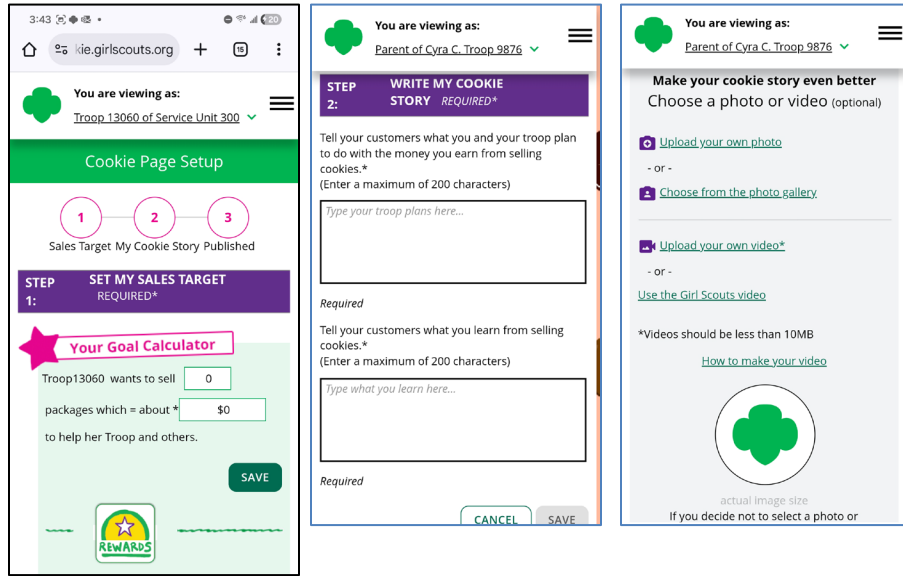
ACCESS SITE

Digital Cookie®

Step 4: Customize Your Troop Site

Once you click ACCESS SITE, you'll be taken to the setup page. Here's what you'll do:

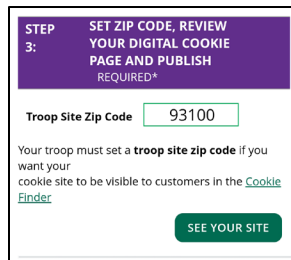
- Enter your troop's sales goal.
- Write your troop story.
- Upload a photo or video.



At the bottom:

- Confirm your troop's zip code (or enter one).
- Click SEE YOUR SITE AND PUBLISH.

Tip: The zip code usually comes from your troop's meeting place in the membership system.



Digital Cookie®

After Publishing

Once your site is live you can:

1. See your troop site link QR code and tap the print button to print the QR code.
2. Tap the copy button, then choose which link you want to copy (troop site or ship only link)
3. Tap the share button, choose which link you want to share, then share the link through your mobile device.
4. You'll also have access to the mobile app. For tips on using it, check out the [Mobile App – Troop Tip Sheet](#).



When your council's sale is live, your troop will have two links available for the season.

Troop Site Link

This link works just like a Girl Scout's personal link. Customers can choose from:

- Shipping
- Donation
- Delivery
- In-Hand (via the app)

(Options depend on what your council has enabled.)

You can turn delivery off for the troop link the same way a caregiver can for their Girl Scout.

If pickup is an option in your council, this link will allow customers to select pickup orders. See the ["Troop Pickup Orders" tip sheet](#) for details.

Troop Ship Only Link

This link is for Shipped and Donated orders only.

It will be shared through the National Girl Scout Cookie Finder starting National Girl Scout Cookie Weekend (check with your council for the exact date).

Once your site is published and the Cookie Finder is live, your Troop Ship-Only link will automatically appear for customers searching for troops nearby.

Important Notes

All purchases from either link will show in your troop records in your baker software.

Your council team will provide more details during training.

