# girlscouts

# Digital Cookie Troop Cookie Manager Training

### Training Agenda



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- 1. What is Digital Cookie?
- 2. Who Uses Digital Cookie?
- 3. Troop Cookie Volunteer Experience
- 4. Customer Experience
- 5. Girl Scout/Caregiver Experience
- 6. Digital Cookie Help Center



### Digital Cookie

### Unified Online Selling Platform

Packed with fun, easy-to-use tools, Digital Cookie® delivers more ways to participate, more ways to sell, more ways to buy, and more ways to learn! And in addition, studies show Girl Scouts who use Digital Cookie in combination with traditional sales often sell more cookies and reach their goals faster.





Who Uses Digital Cookie?

### Girl Scouts use Digital Cookie to supercharge their cookie business!

**Girl Scouts** create their own sites and share their link with customers through email, text, or social media.

**Girl Scouts** take orders and track purchases (**Customers** purchase cookies).

**Girl Scouts and caregivers** can manage their online sales, inventory, and financials using Digital Cookie.

**Troop Cookie Managers** use it to set up and manage sales for their troop's online sales site, including taking payments at a cookie booth on the mobile app.

**Troop Cookie Managers** support Girl Scouts and families with visibility to their online progress.



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#### **Getting Started**

### Receive Email

### ::INSERT VOLUNTEER ACCESS DATE::

**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 myGS account is updated with the correct email.
- Add the sender's email to your contacts list.
- Check promotions, junk, and spam folders for email.
- Tip Sheet: No Registration Email

### Click "Register Now" From Email

### **Create Password and Login**

All users must register through their Digital Cookie registration email every year.

**REGISTER NOW** 

### Volunteer Terms and Conditions

### Read and Accept T&Cs

If you have a Girl Scout in your household and access for parents/caregivers has opened, you will need 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.

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#### **Troop Cookie Volunteer Experience**

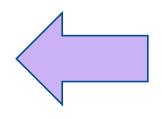
# Troop Dashboard



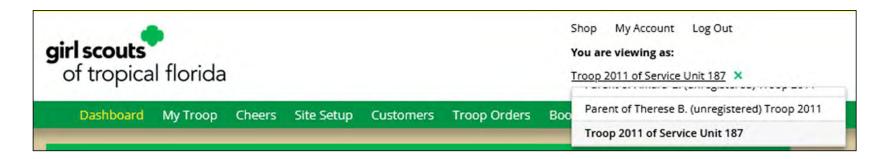
11

#### **Troop Dashboard**













Troop Site Sales

Troop Site Goal 192 sold / 1000 Goal

0 500 1000

**Troop Site Sales** 

 View the troop site's progress towards their goal.

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

SEND A CHEER

Cheers

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

### **Troop Online Sales and Marketing**

Girl Scouts in their troop have any

pending orders to approve or deliver. Quick access button to view orders.

to approve or deliver.



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



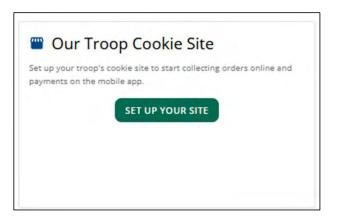
The following reports are available for download:

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



#### **Troop Site Setup**

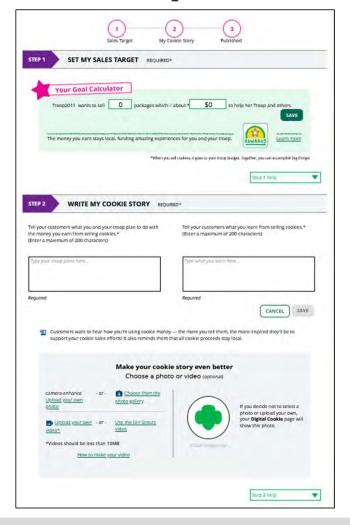
### **Click SET UP YOUR SITE**



### **Activate the Site**



### Set up Site



### Confirm/Edit Zip Code



### **Troop Cookie Site QR Code and Link**

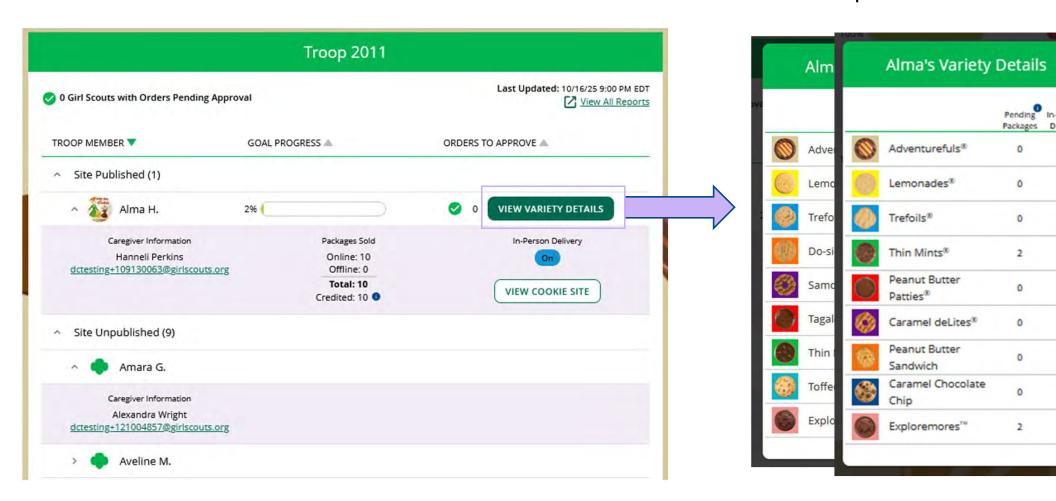


# My Troop



#### My Troop Tab

### Use this tab to see sale details for each Girl Scout in the troop

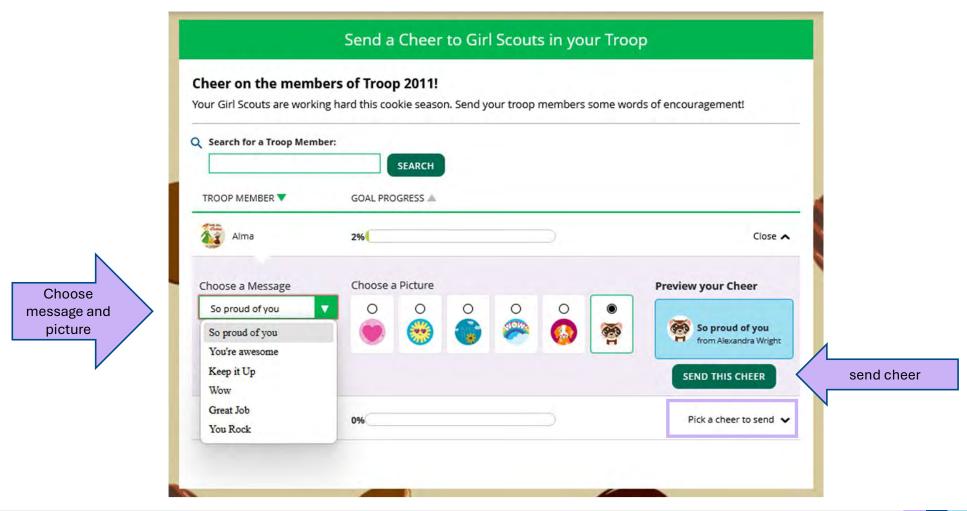


# Cheers

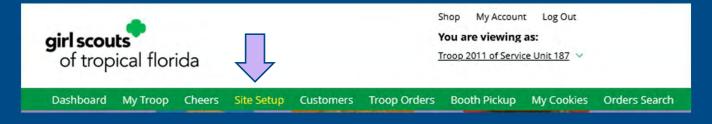


#### Cheers page

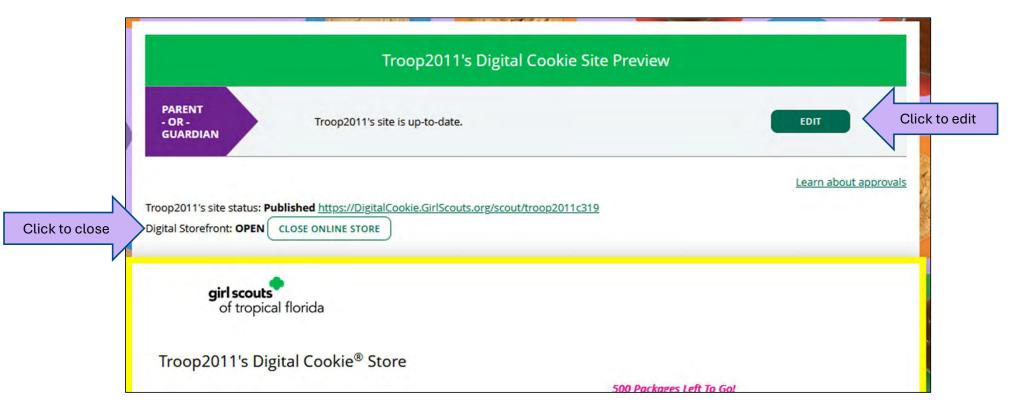
### You can send Cheers to Girl Scouts in your troop!



# Site Setup



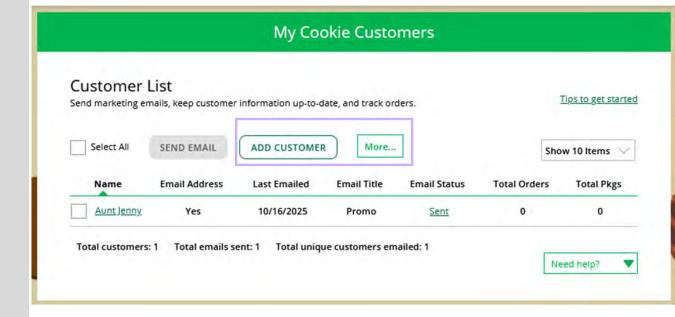
### Edit or close the troop's cookie site



## Customers



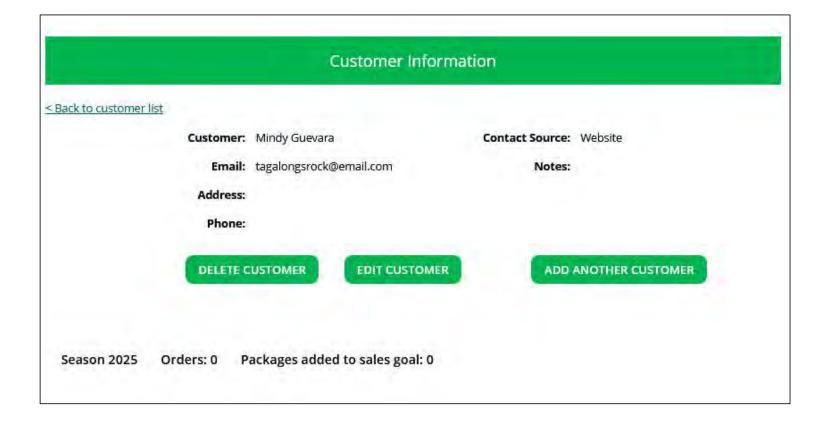
Add/import customers and send marketing emails that have your troop's cookie link.



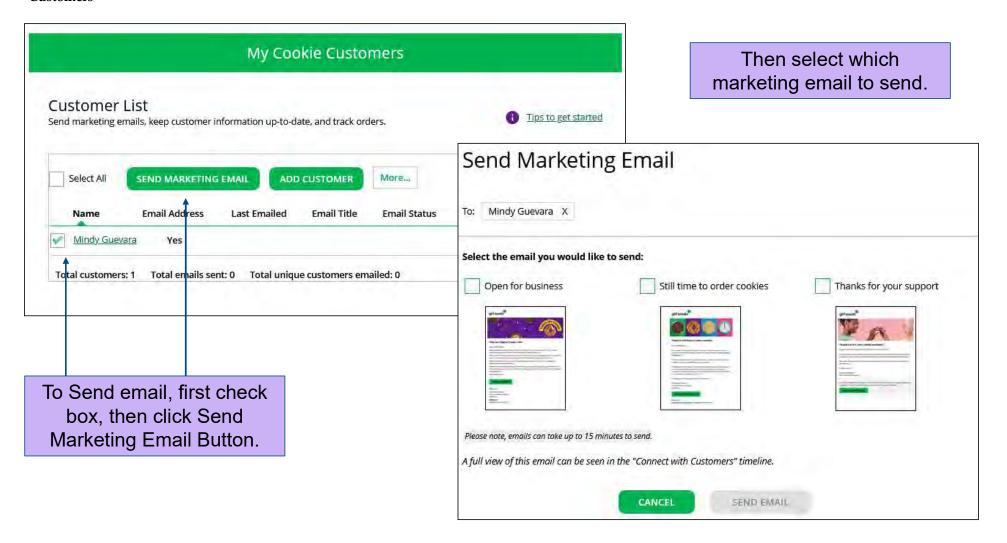
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#### **Customers**

### **Viewing Customer Information**



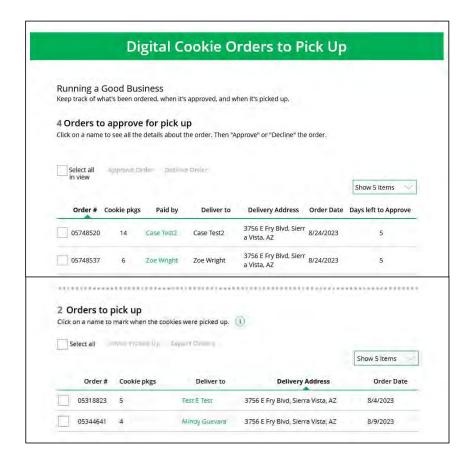
#### **Customers**

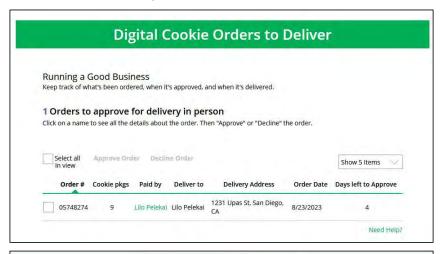


# Troop Orders



### Use this page to see orders place on the troop's cookie site

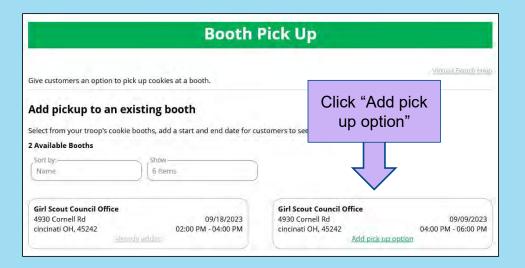






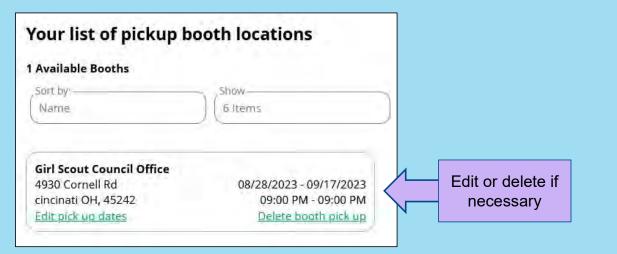
# Booth Pickup







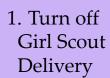
The booths listed in Digital Cookie are what the troop has signed up for in the baker system.



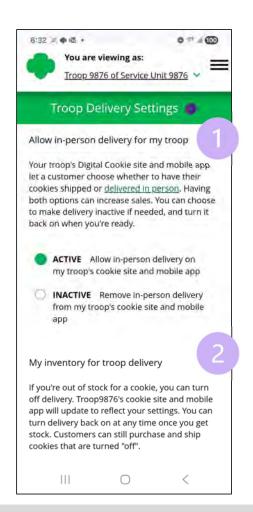
# My Cookies

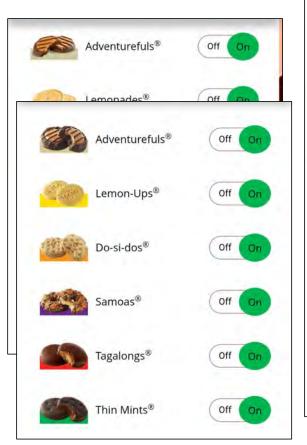


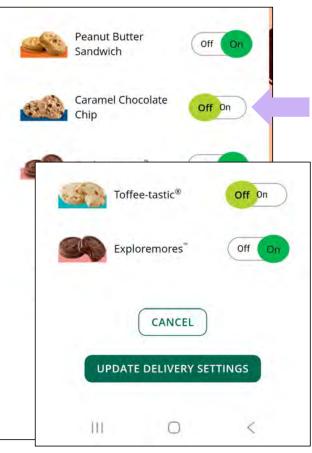
### My Cookies



2. Turn off a variety



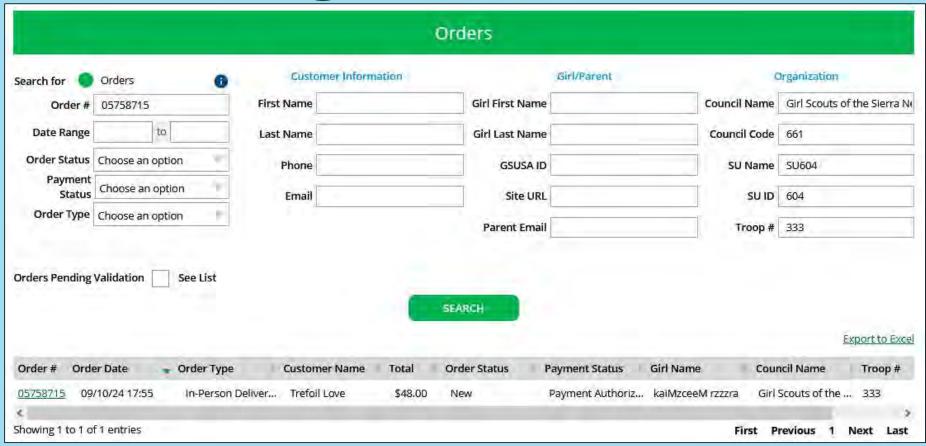




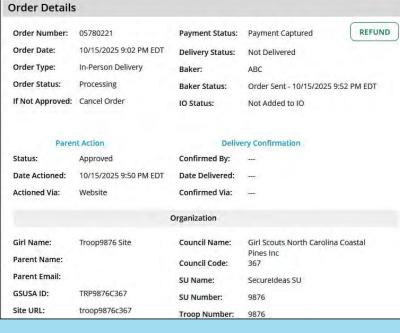
## Orders Search



# Searching for Orders



### Order Details

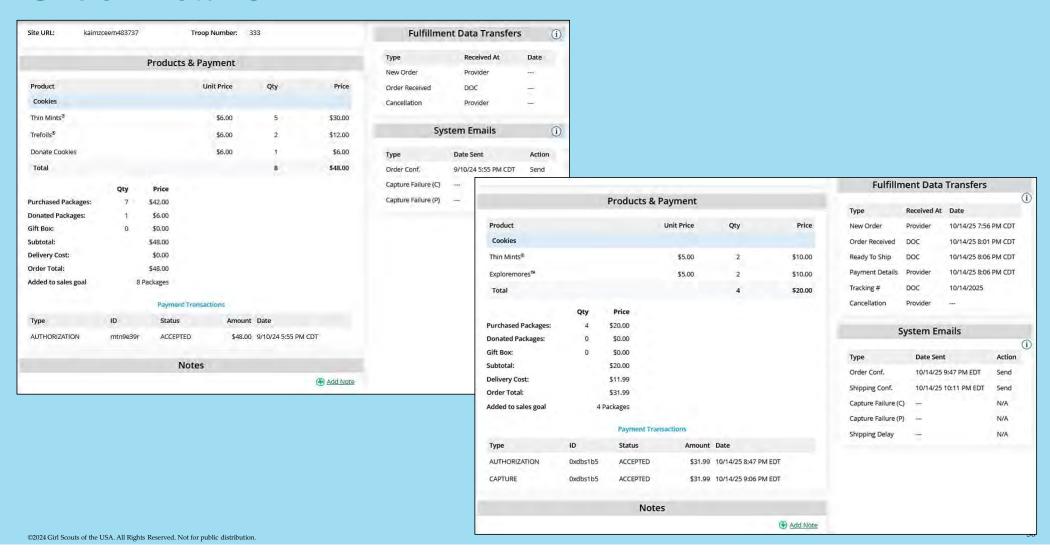


**Customer Details** Order Paid By: **Ruby Darling** Email: mgtags22@gmail.com Billing Phone: 619-867-5309 Billing Address: Ruby Darling 1231 Upas St San Diego, California 92103-5127 **Delivery Information** Delivery Address: **Ruby Darling** 1231 Upas St San Diego, California 92103-5127 Delivery Phone: 619-867-5309

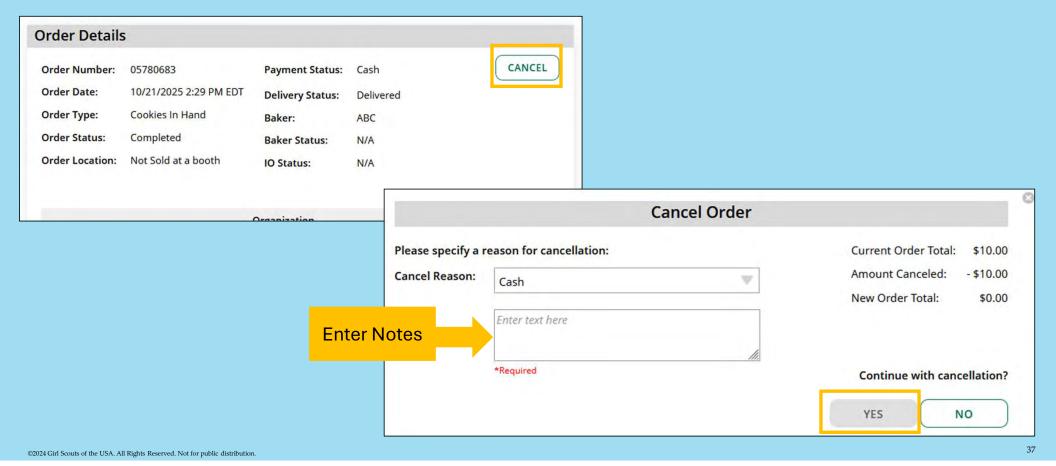
Order Details				Customer Details	
Order Number:	05780206	Payment Status:	Payment Captured	Order Paid By:	Ruby Darling
Order Date:	10/15/2025 6:37 PM EDT	Delivery Status:	Shipped	Email:	mgtags22@gmail.com
Order Type:	Shipped with Donation	Baker:	ABC	Billing Phone:	619-867-5309
Order Status:	Completed	Baker Status:	Order Sent - 10/15/2025 6:58 PM EDT	Billing Address:	Ruby Darling 1231 Upas St
Order Location:	Not Sold at a booth	IO Status:	N/A		San Diego, California 92103-5127
				Delivery Information	
		Fulfillment Details		Delivery Address:	Ruby Darling 1231 Upas St
Provider Order #	: 0005758398	Date Shipped:	10/15/2025		San Diego, California 92103-5127
Tracking #:	TRK0017001373	Confirmation	10/15/25 7:01 PM EDT	Delivery Phone:	619-867-5309
		Sent:		Address Confidence	:: 100
		Organization		Recommended	Pending
Girl Name:	Trans0076 5its	Council Name:	Girl Scouts North Carolina Coastal	Address:	
Giri Name:	Troop9876 Site	Council Name:	Pines Inc	P	ayment Information
Parent Name:		Council Code:	367	User Name:	
Parent Email:		SU Name:	SecureIdeas SU	Checkout Type:	CreditCard
GSUSA ID:	TRP9876C367	SU Number:	9876	Purchased Via:	Website
Site URL:	troop9876c367	Troop Number:	9876		

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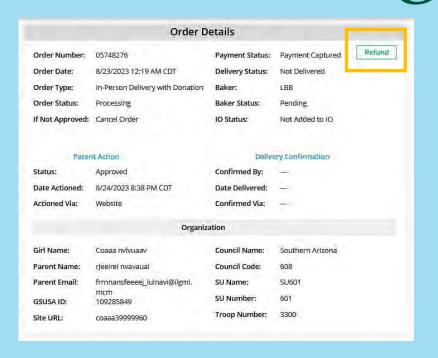
### Order Details



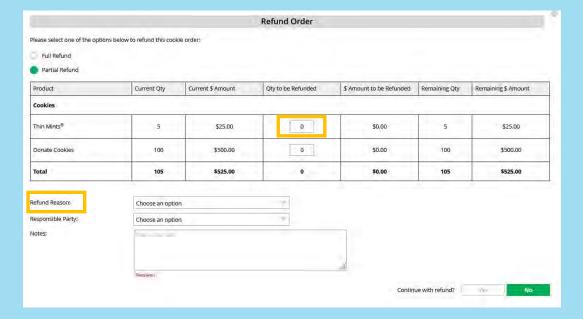
# Canceling a Cash Order



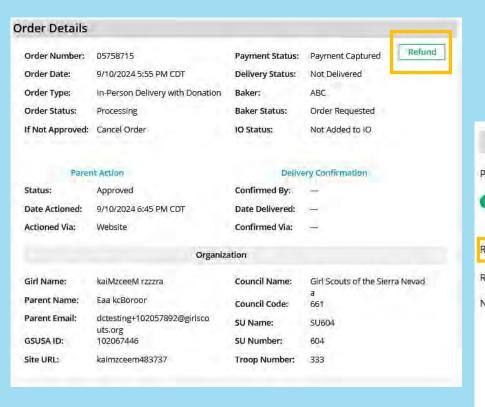
## Refunding an Order

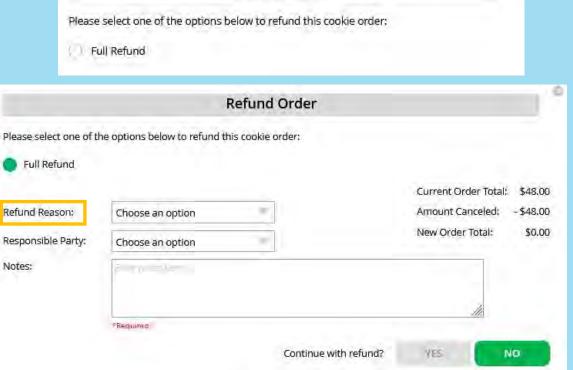






## Refunding an Order



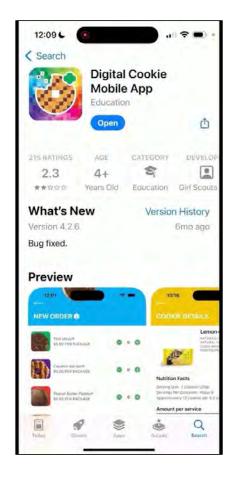


Refund Order

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## Digital Cookie Mobile App



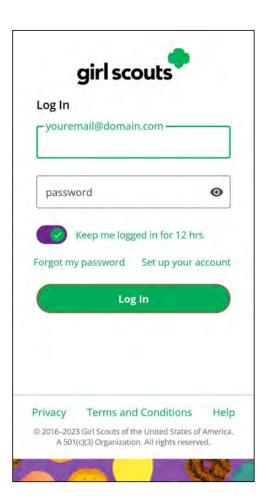




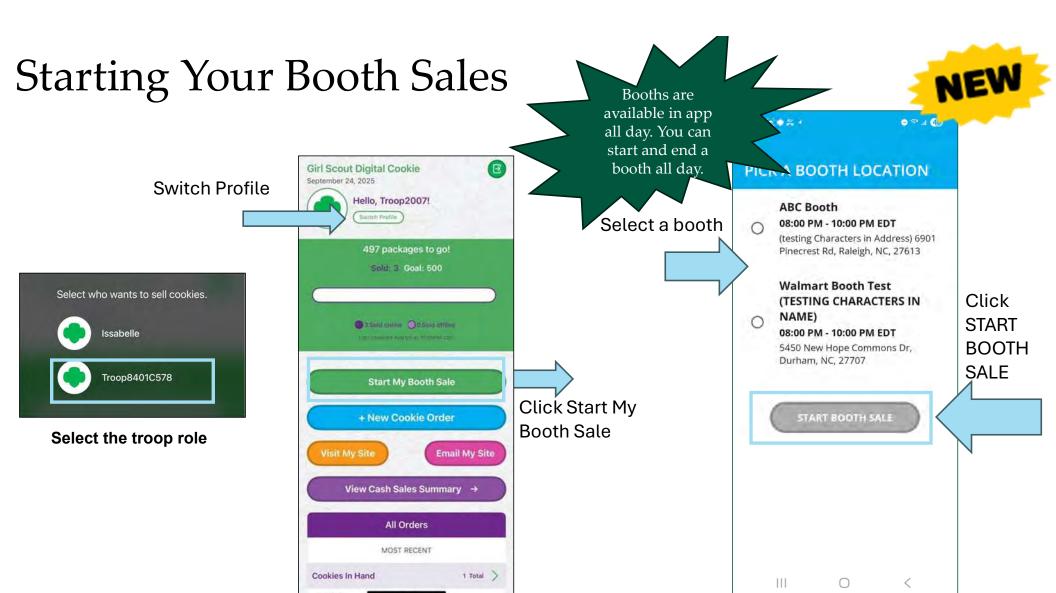
- Download a new version of the mobile app each year.
- Mobile app found in App Store or Google Play store.

#### Logging In

- Use the same email and password use for Digital Cookie
- Girl Scout Cookie site must be published

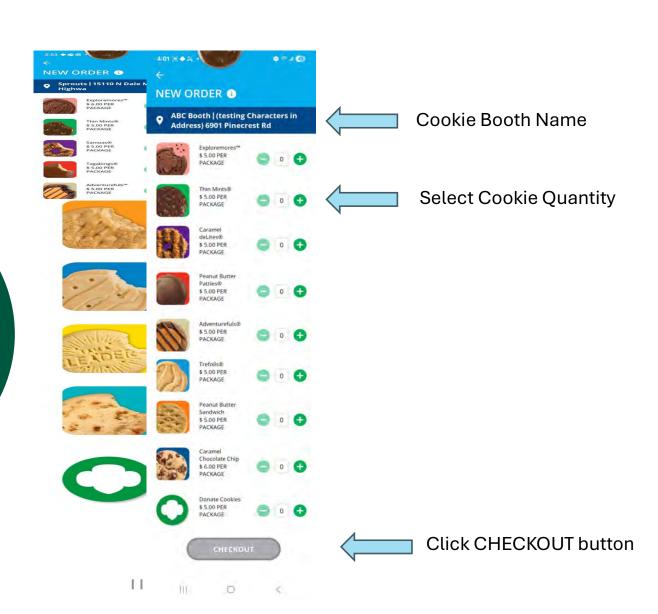


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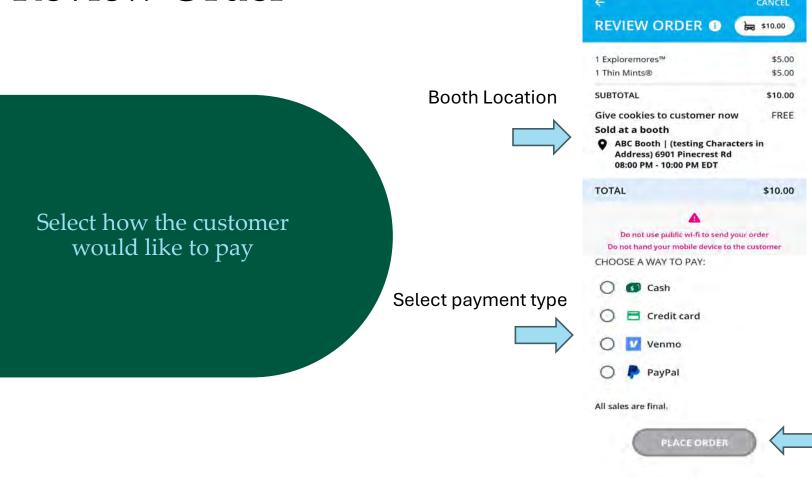
## New Booth Order

Select Cookie Varieties



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## Review Order



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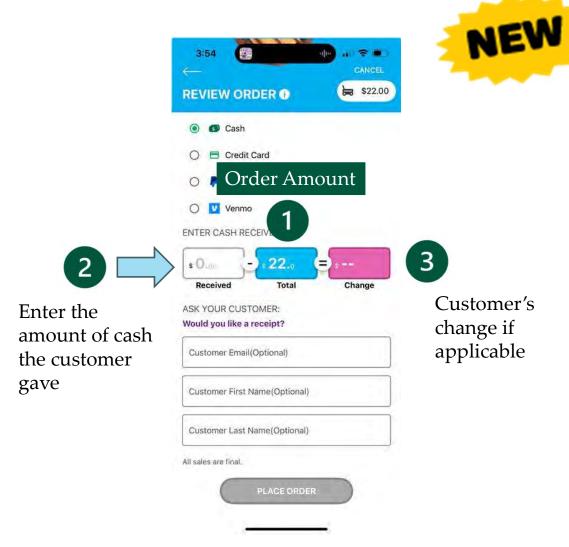
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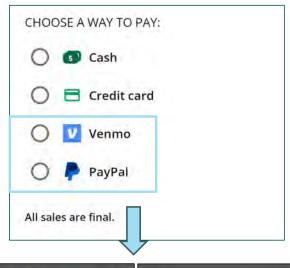
Click PLACE ORDER

## Payment Type: Cash

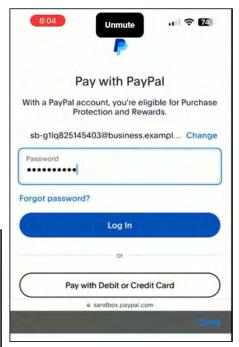


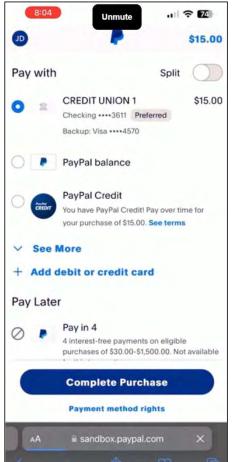


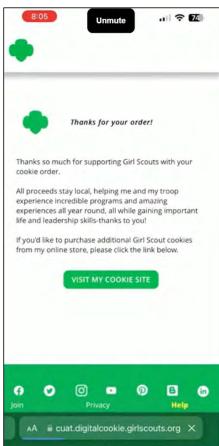
## Payment Type: PayPal or Venmo



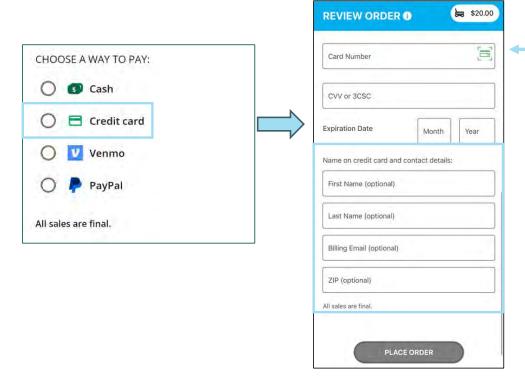








## Payment Type: Credit Card





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

instead of typing all the numbers. Tip: Have good lighting and double-check the numbers before placing the order.

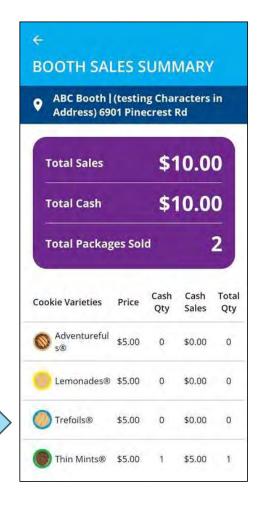
Use the Scan

Card feature

## Booth Summary

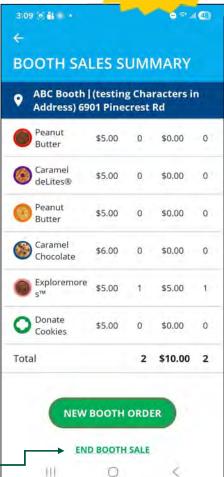


**VIEW** BOOTH SUMMARY to see how much sales have been processed that the current booth.



If booth is over, click **END BOOTH SALE** 





HI

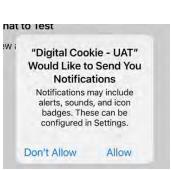
### **Notifications**



## Make sure to allow notifications.







## 3 possible new order notifications









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#### Customer View-Email

### girl scouts



#### Visit my Digital Cookie® Site

Dear Kate,

I'm sharing the link to my personalized Digital Cookie® site for your convenience.

Now you can order your favorite Girl Scout cookies, and maybe even discover some new favorites!

Every cookie purchase you make supports the largest girl-led entrepreneurial program in the world. Plus, you help power amazing programs and new experiences for me and my Girl Scout troop all year long—because all proceeds stay local!

When you purchase cookies using my link today, you'll help me learn important life skills, practice leadership, and make my community a better place. Pretty sweet, right?

Thanks again for helping me reach my cookie goals!

Cyra

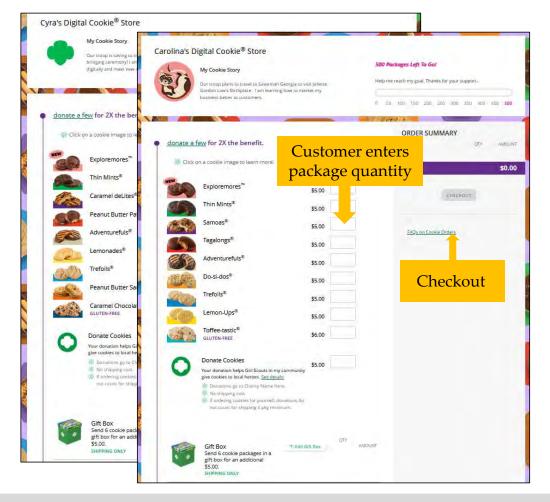
Girl Scout Cookie Program Girl Scouts North Carolina Coastal Pines Inc

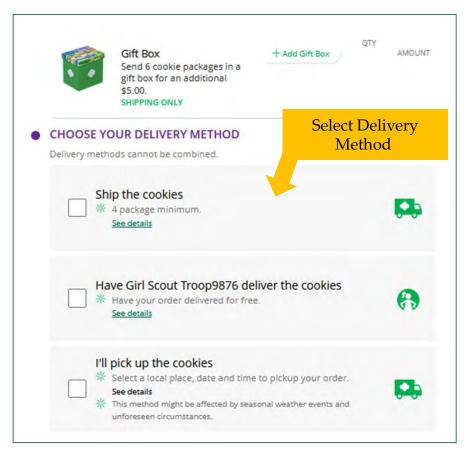
er Cookies Link

BUY COOKIES ONLINE

Order Cookies Link

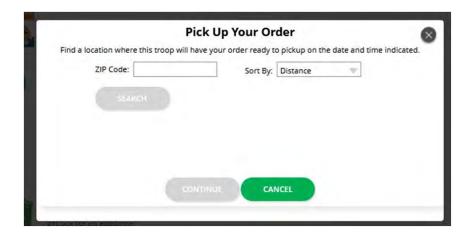
#### Customer View-Placing Order

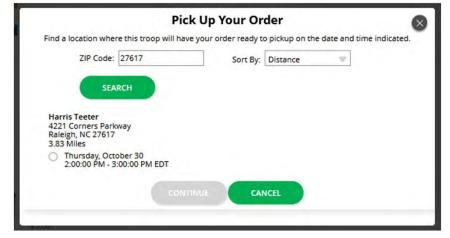




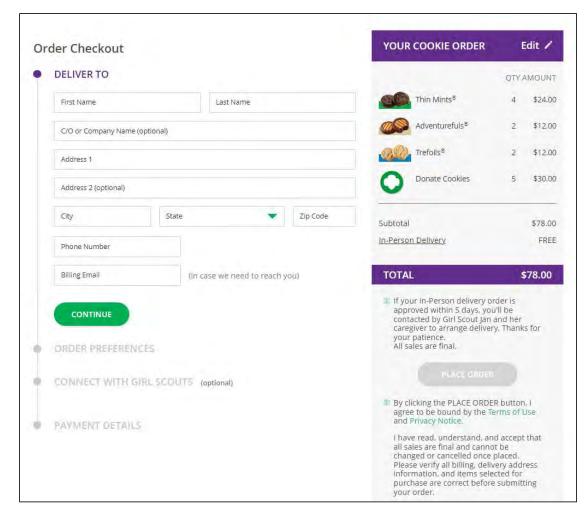
#### Customer View-Selecting Pick-up as Delivery Method





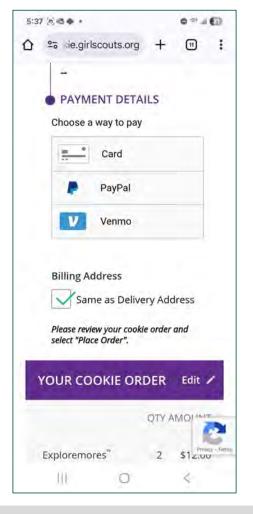


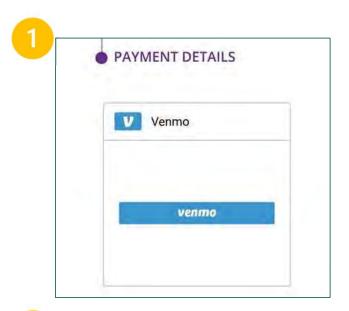
#### Customer View-Checkout

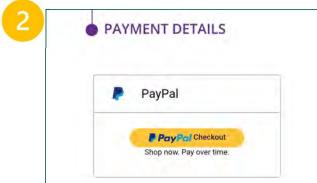


Additional Information from Customers

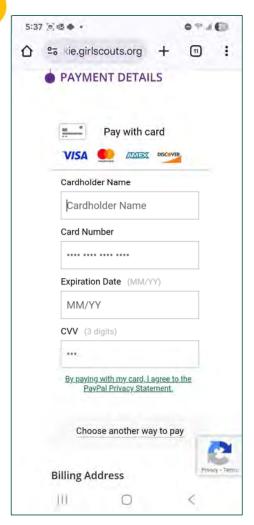
## **Customer View-Checkout**



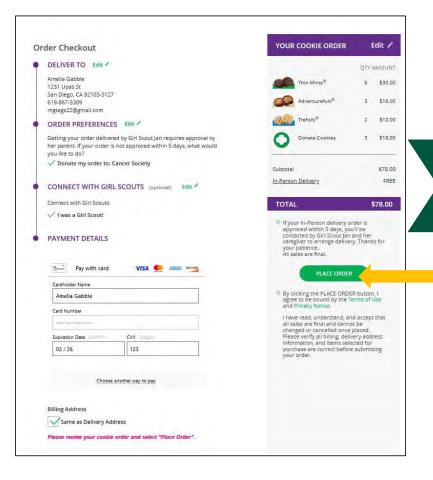


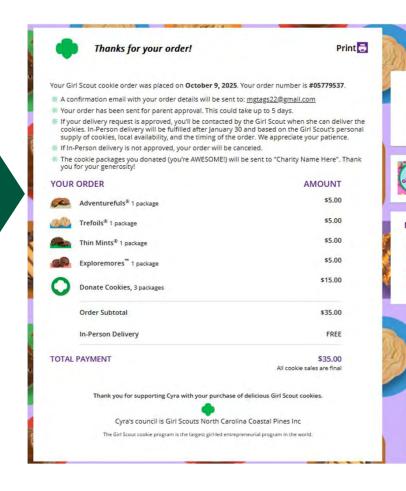


3



#### **Customer View-Confirmation**





You've earned your Digital Cookie Patch!

DOWNLOAD NOW

MORE FROM GIRL SCOUTS

PLACE A NEW ORDER

JOIN GIRL SCOUTS

BECOME A VOLUNTEER!

PLACE A VOLUNTEER!

Send Girl Scout a Cheer

Tell Cyra "THANKS FOR THE

COOKIES"

SEND A CHEER

## Digital Cookie Shipping Fees

Package Bracket	Digital Cookie 2024-2025 Consumer Charged Flat Fee	
4-8	\$11.99 (tier A)	
9-12	\$13.99 (tier B)	NEW

For orders of 13 packages or more shipping is calculated as follows: 13 packages of cookies: tier B (12 packages) + tier A (1 more package) = \$25.98 25 packages of cookies: tier B x 2 (24 packages) + tier A (1 more package) = \$39.97

\$5.00 surcharge to orders shipping to Hawaii, Alaska, Puerto Rico, APO/FPO/DPO, Guam and US Virgin Islands

- Don't make the decision for your customers, the answer is always no unless you ask.
- Customers want the cookies and are willing to pay shipping
- They have the option to not purchase shipped and still donate-that is more sales than not asking



#### **Registering for Digital Cookie**

## Receive Email

::INSERT PARENT
REGISTRATION EMAIL
DATE::

**Sender:** "Girl Scout Cookies" email@email.girlscouts.org

**Subject:** It's time to register your Girl Scout for Digital Cookie!

# Click "Register Now" In Email

#### **Create Password and Login**

All users must register through their Digital Cookie registration email every year.

REGISTER NOW

## No Registration Email

#### View the "No Registration Email" Tip Sheet

- Check promotions, junk, and spam folders for email.
- Make sure myGS account is updated with the correct email.
- Add the sender's email to your contacts list.

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#### **Registering for Digital Cookie**



## Watch Safety Video with Girl Scout

At the end of the video, you will need to click the green continue button.



#### **Activate 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.



## 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.



#### 13+ Girl Scouts

You will also have the option to add your Girl Scout's email if 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.



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#### Message from Council

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

View More 

View More

#### **Message from Council**

Note of encouragement from ::ENTER COUNCIL NAME::



#### My Sales Goal

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



#### **My Cookie Site**

Set up cookie site and then share the cookie site link or print the QR Code.



#### **Pending Orders**

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



#### Cheers

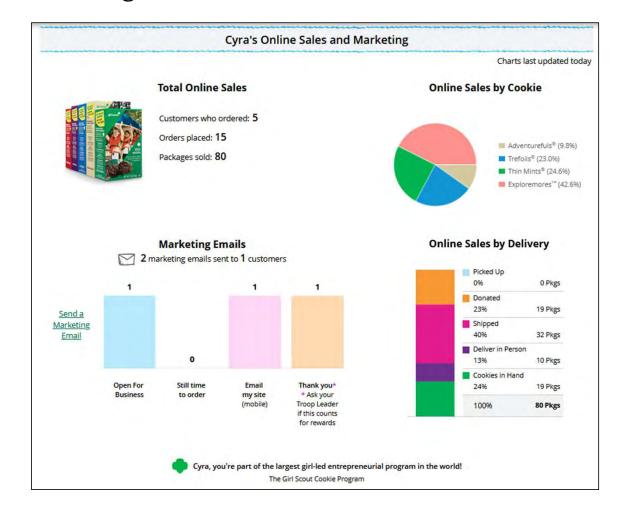
Quick access button to "Send a Cheer" to a Girl Scout in their troop.



#### Pins & Badges

Track the progress toward completing the Cookie Business Badges and Cookie Entrepreneur Family Pins.

#### **Online Sales and Marketing**



# Setting up the Girl Scout Cookie 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.

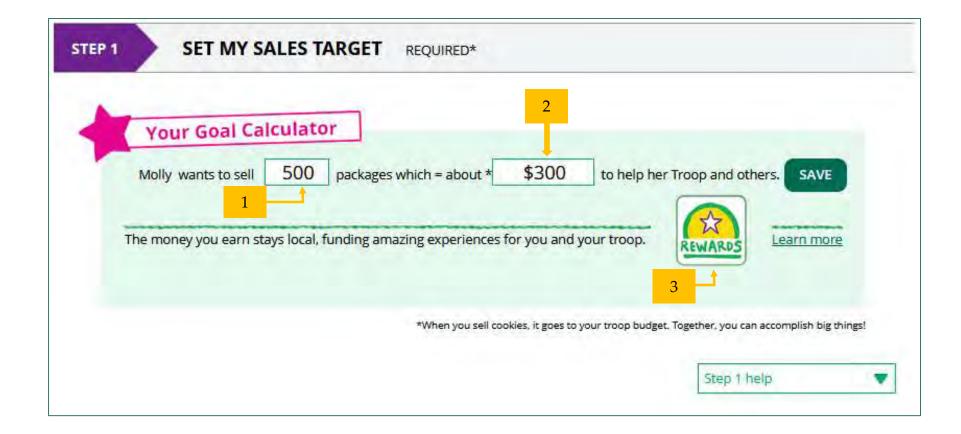


Girl Scout Site Set Up

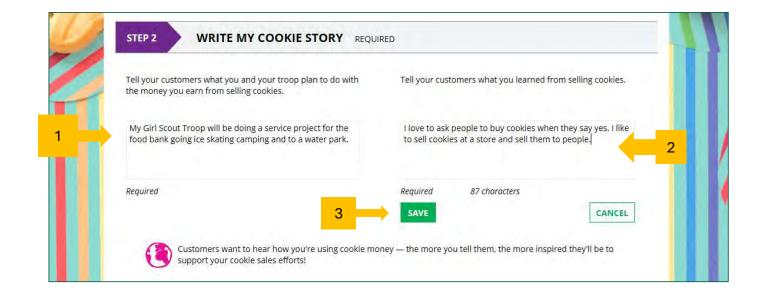
## Four sections to set up the site

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

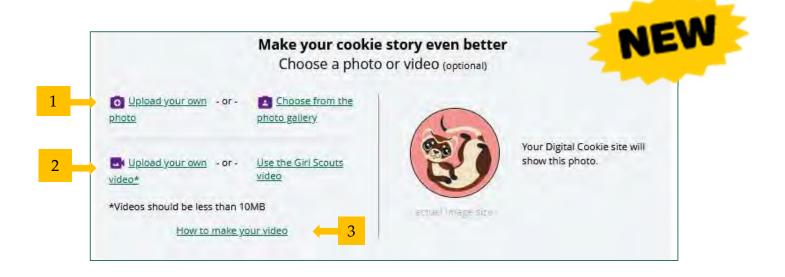
### Goal Setting: Set My Sales Target



## My Cookie Story



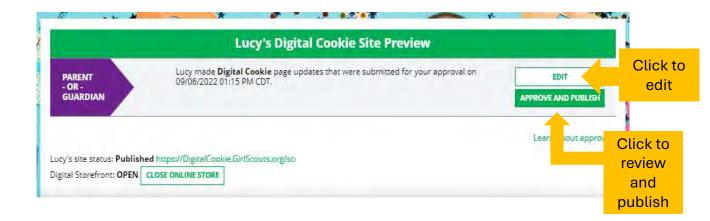
## Photo/Video Upload



# Approve and Publish



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.

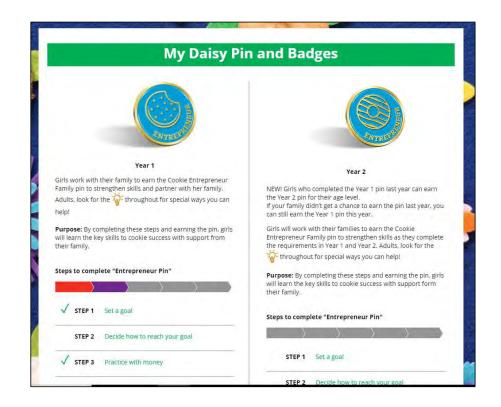


## Digital Cookie Pages





## Badges

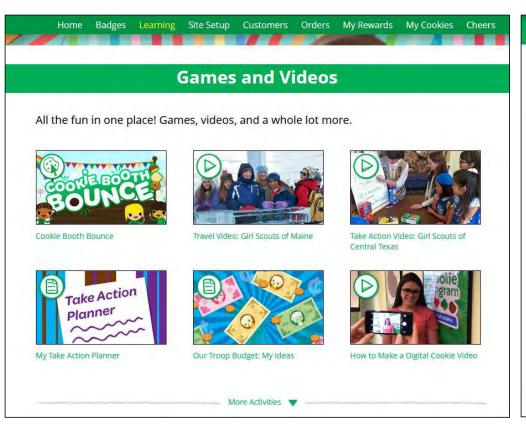








# Learning



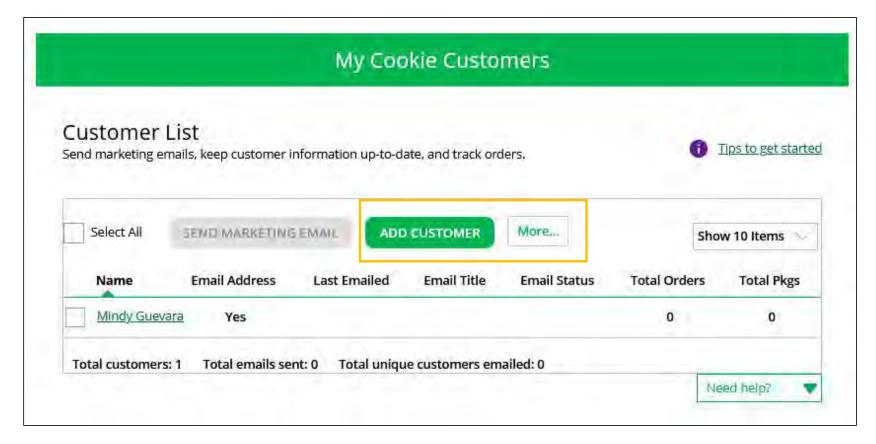






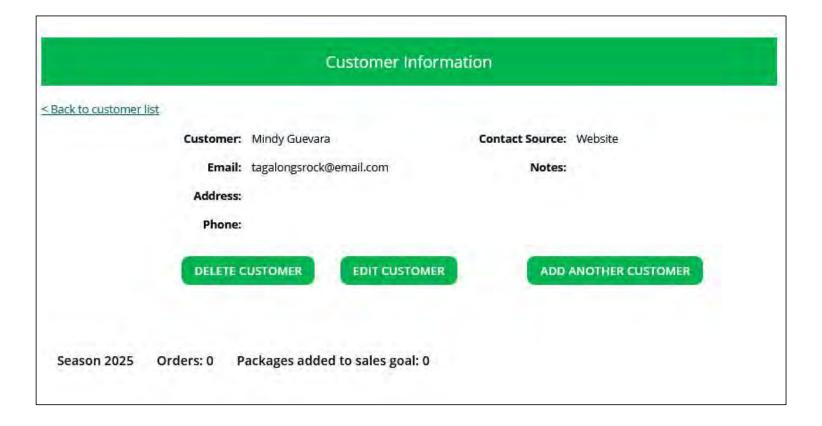
## Customers

# Add or import customers

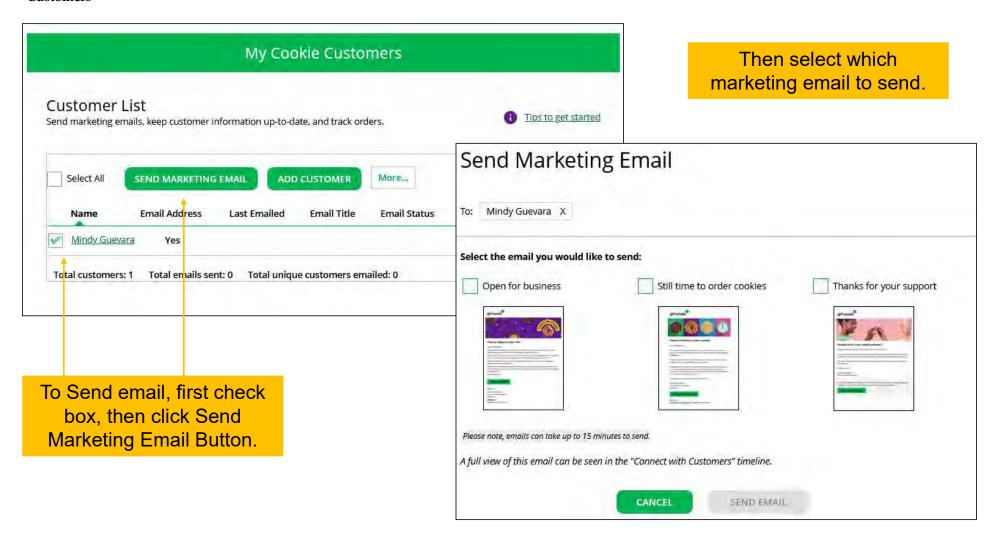


### **Customers**

# **Viewing Customer Information**



### **Customers**

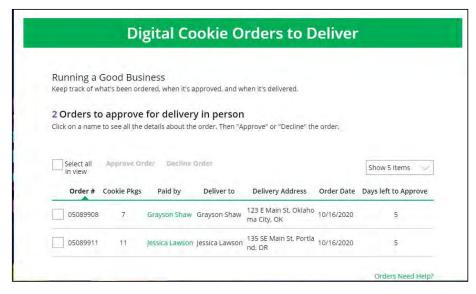






## **Orders**

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



When determining whether to approve or decline the order, consider:

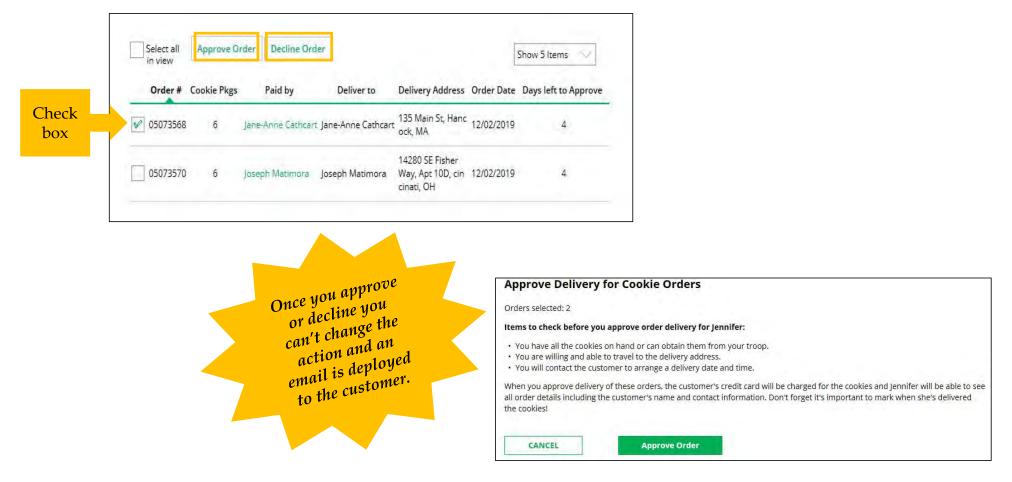
- Is the customer a known and trusted individual?
- Are you willing and able to get the cookies to the customer's location before the end of the sale.

**AND** 

Do you have or will you have the inventory available?

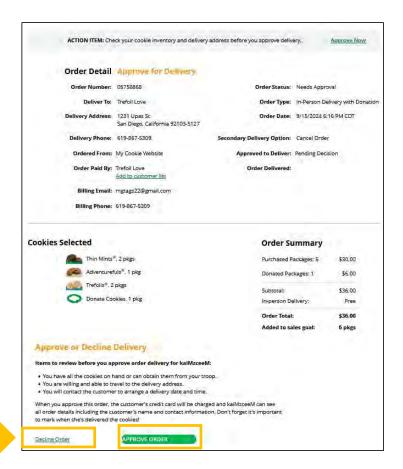
If so, "Approve Order."

# **Approving/Declining Orders in Bulk**

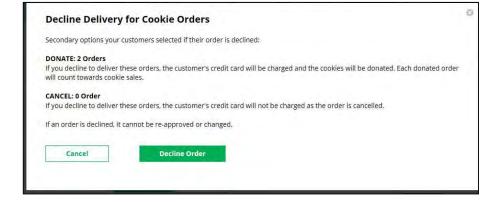


### **Orders**

# **Approving/Declining Orders Individually**



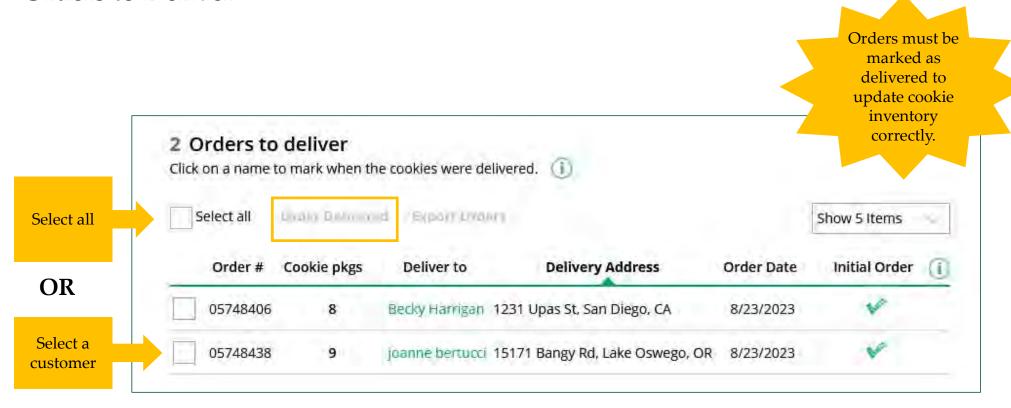
Once approved: customers receive an email to expect their cookies within two weeks of when you have them.





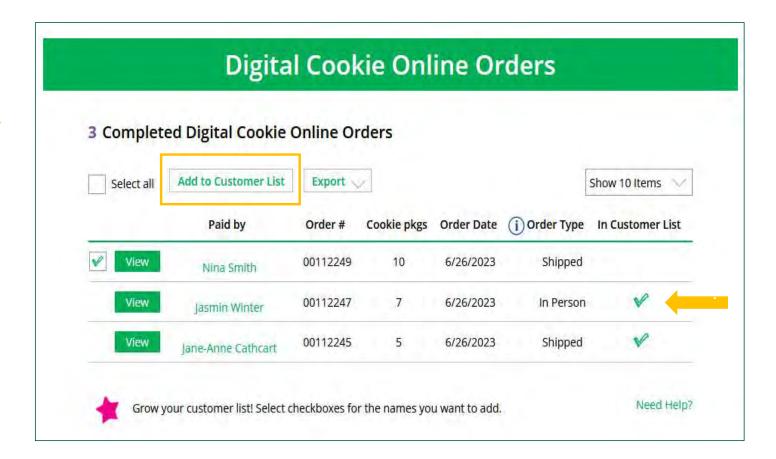
### **Orders**

## **Orders to Deliver**



# **Completed Orders**

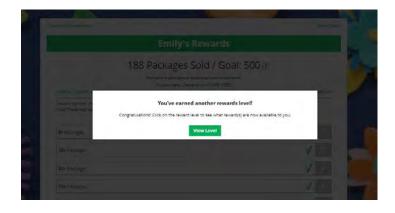
Customers not added to the customers list will not roll over to the following year.



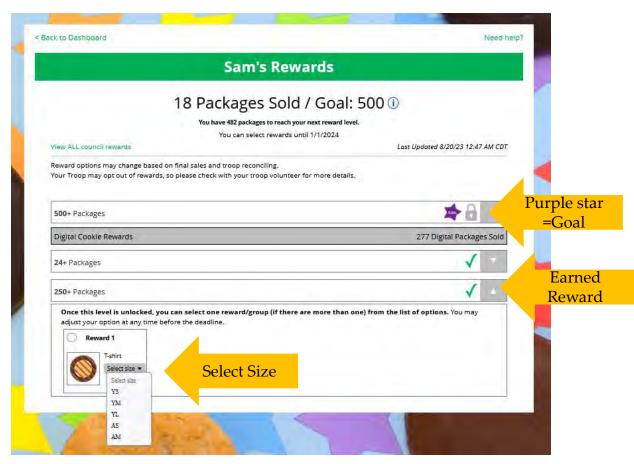




## My Rewards



As Girl Scouts earns a reward, they will see a message on their "My Rewards" tab letting them know they earned another reward.

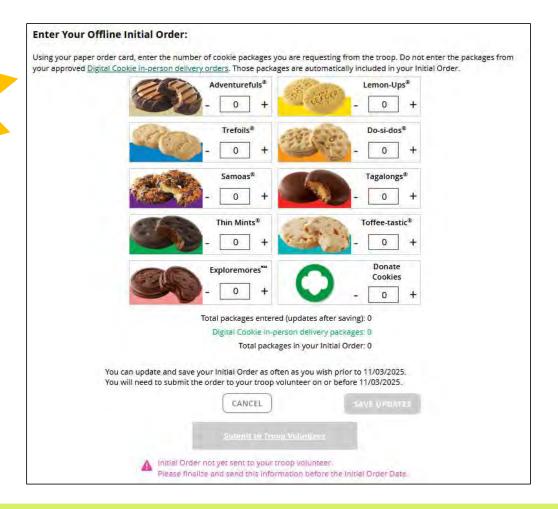






# **My Cookies-Initial Order Entry**

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

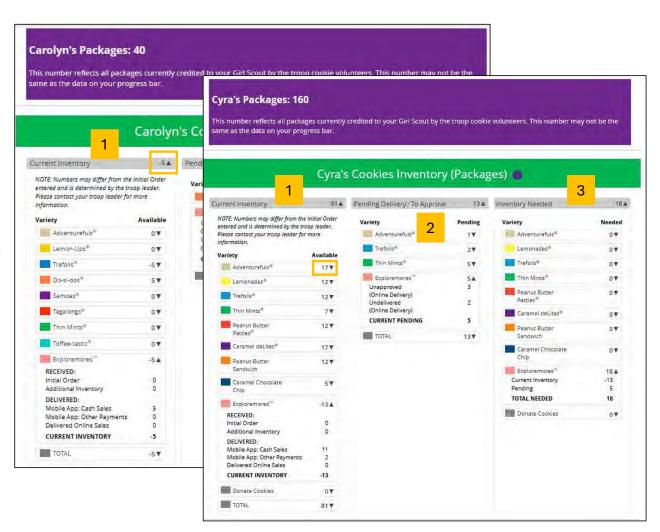


Once submitted, the order will flow to the baker's ordering system.

## My Cookies-Inventory by Variety

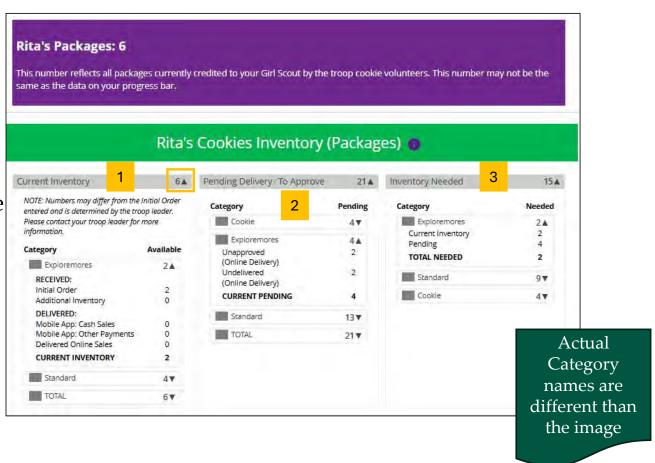


- 1. Current Inventory
- Pending Delivery/To Approve
- **Inventory Needed**



### My Cookies Tab-Inventory by Category

- **Current Inventory**
- Pending Delivery/To Approve
- Inventory Needed

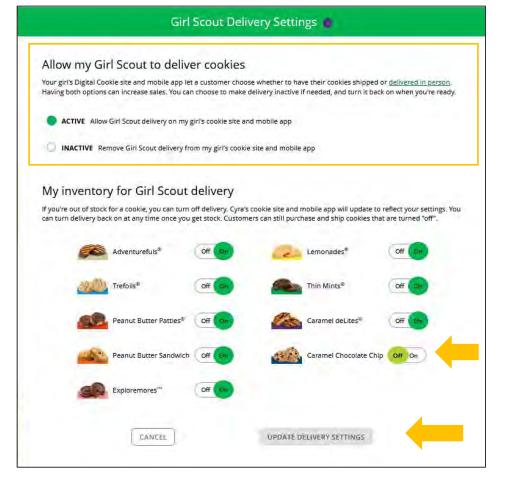


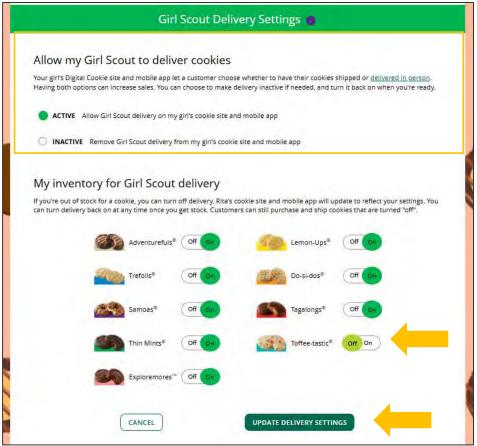
# **My Cookies Tab-Financials**

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

Quinn's Financials o			
Reflects cookies and payments entered by the troop cookie volunteer.			08/31/23 12:00 AM CD
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▲
Council Charity (\$5.00)	8	Total Money Owed	\$434.00
Cookie Packages (\$5.00)	13	Total Money Paid	\$392.00
Specialty Packages (\$6.00)	16	TOTAL BALANCE DUE	\$42.00
PACKAGES	37		

# My Cookies Tab-Delivery Settings







girl scouts

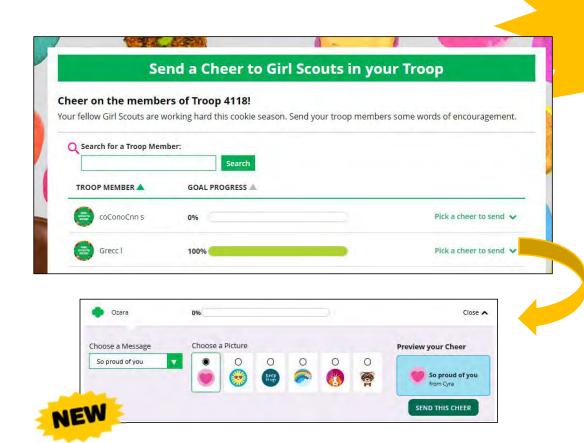
You are viewing as:

Parent of Cyra C. Troop 9876

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

## Cheers

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

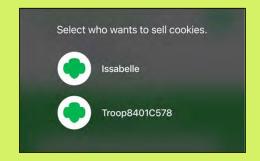


Girl Scouts can only send to other girls in their troop but can receive Cheers from customers and leaders, and other girls in their troop.



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# Digital Cookie Home Screen



**Select Girl Scout's Name** 





## **Visit My Site**

Customers can scan the QR code to visit the Troop's Cookie Site.

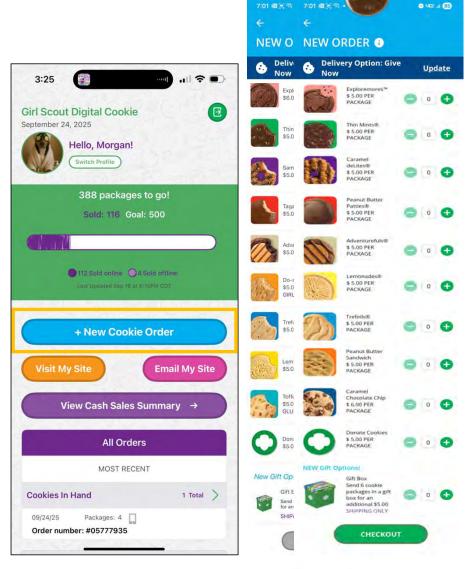


**Email My Site** 

Girl Scout's can send a marketing email to a customer.

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# New Cookie Order



Update Delivery Type

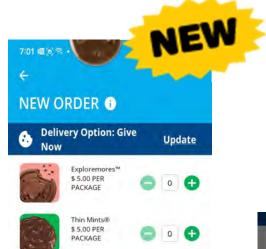
Select Cookie Quantity

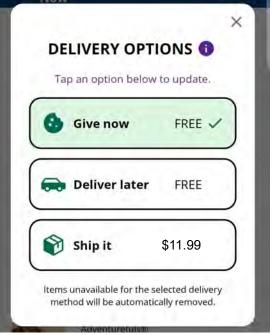


Click CHECKOUT button



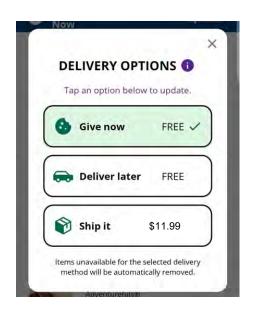
Update customer's purchase type



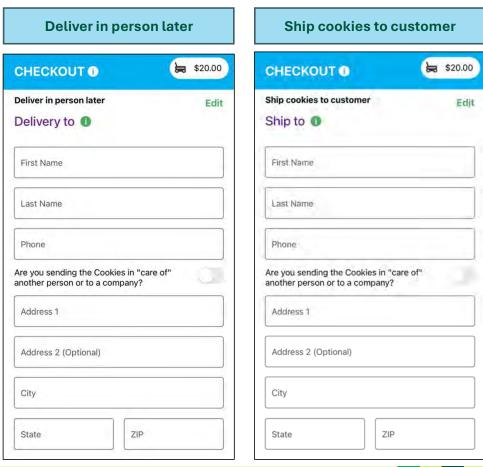


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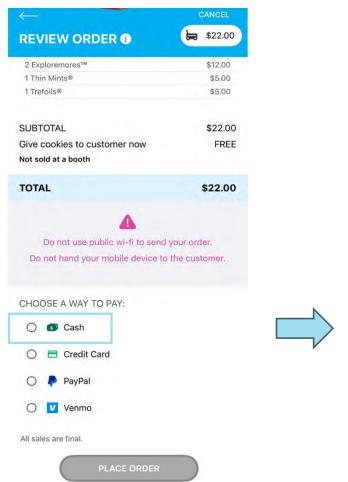
# In-Person Delivery or Shipped

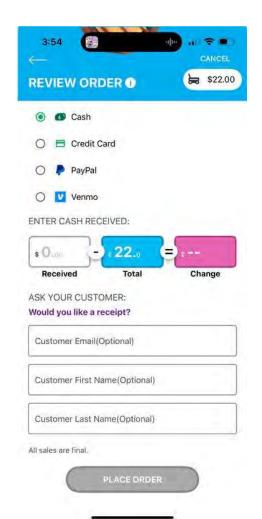






# Customer Pays with Cash



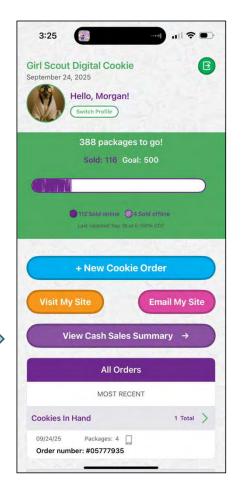


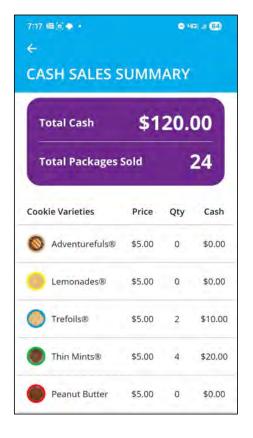


Cash payment type only available for "Give cookies to customer now" orders

PayPal and Venmo now available on all order types.

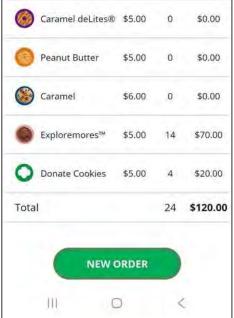
# Cash Sales Summary



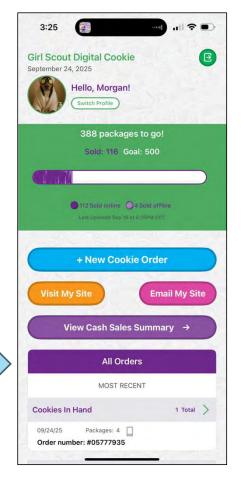


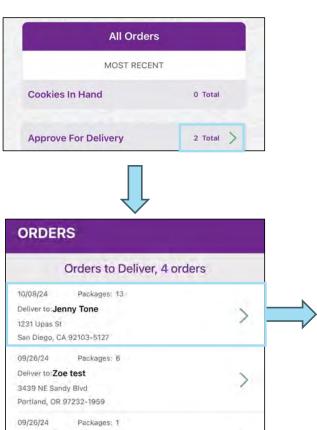


View a snapshot of the amount of cash that has been collected.



# View All Orders

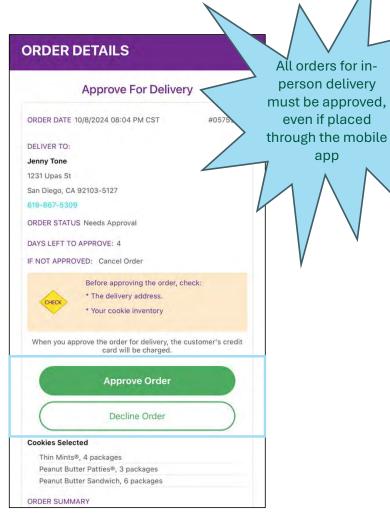




Deliver to: Zoe Test

Bremerton, WA 98310-2089

135 Elm St



арр



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### **Digital Cookie Registration Self-help Steps**



## 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 <u>tip sheets</u> 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 <u>tip sheets</u> 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

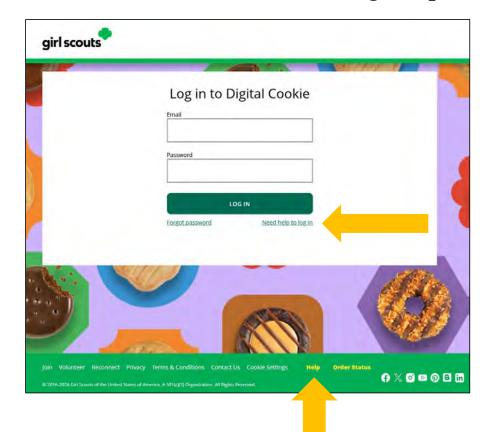
4

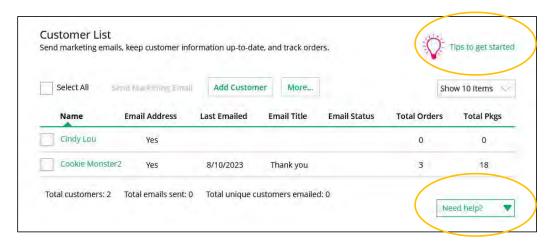


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# Digital Cookie Help Center

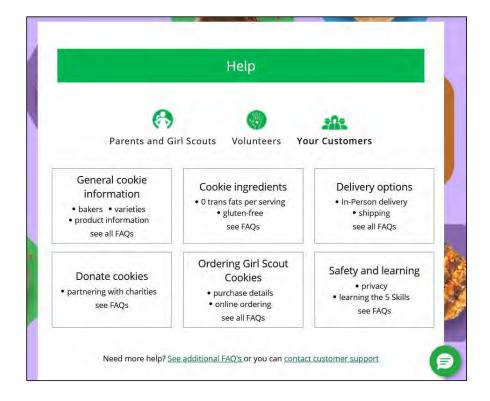
## Your go-to place if you need support!

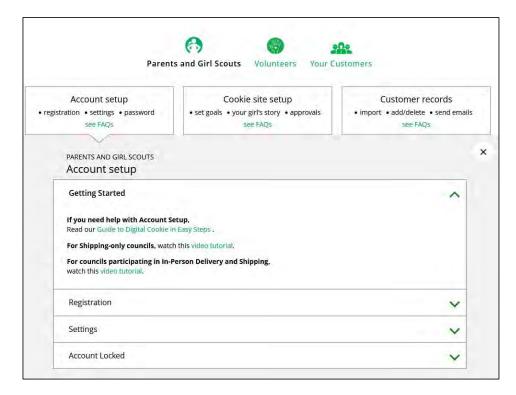




### **Digital Cookie Help Center**

Select which role and category you need support on.

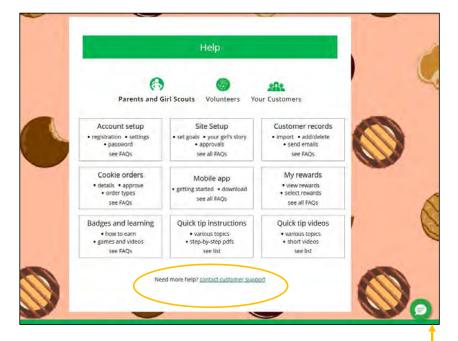




Inside, each category will have detailed instructions, links to tip sheets, or even video tutorials to help you.

## **Digital Cookie Help Center**

After looking, still can't find what you need? Contact customer support.



Live Chat button to chat with a Digital Cookie support agent during business hours.

Click the topic you need help with and complete the form for more assistance.

## 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



