



DIGITAL COOKIE

QUICK START GUIDE

Girl Scouts can use Digital Cookie to set a cookie goal, manage the cookie sale, track sales progress, send marketing emails to potential customers, and share their unique cookie sales site on social media, by text, or even print a QR code for use on sales materials. Plus, take credit card payments too **(PS-cash and checks are also accepted. Checks MUST be made payable to your Troop or Badgerland Council, NOT to the guardian or girl.)** Check out these steps to get started!

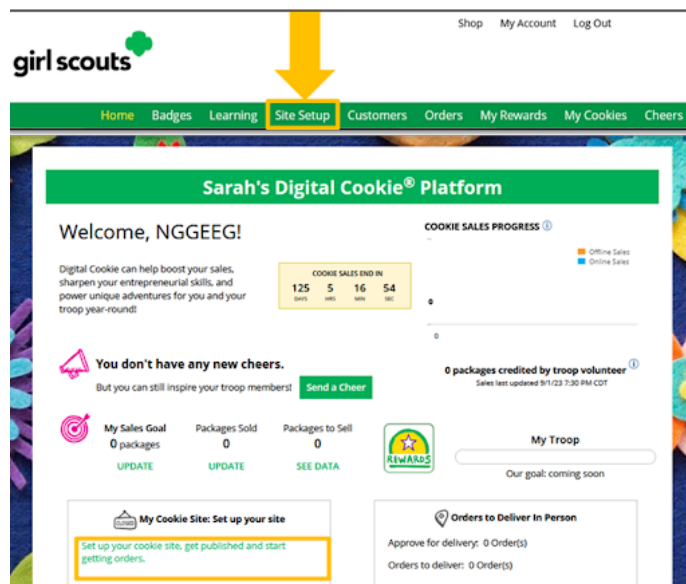
CREATE YOUR SITE & DOWNLOAD THE APP:

You'll receive an email mid-February from Digital Cookie (digitalcookie.girlscouts.org). Add **email@email.girlscouts.org** to your safe sender's list so you don't miss the email. In the email is a pink "Register Now" button. Simply click on that button to be taken to the Digital Cookie platform. You'll create a password and use it to log in. You'll watch a safety video, then accept the terms & conditions for the site. Once you've completed this initial set up, you can download the Digital Cookie app on your mobile device so your Girl Scout is ready to take credit card payments on the go.

SET UP YOUR SITE & REVIEW THE DASHBOARD:

To help your Girl Scout set up her business for customers, click on Site Setup to get started. Once the site is approved and published, your Girl Scout's online cookie business will be ready for the sale to start on March 2! Once the sale has begun and you have begun marketing to customers, you'll be able to track sales, view orders (including orders to approve for Girl Scout delivery) and view the progress to your troop's sales goal.

- **Offline sales:** Cash or check purchases made by customers and recorded in Digital Cookie.
- **Online sales by Delivery:** Online purchases made by customers from your cookie site for donations, shipped cookies, deliver in person, or cookies in hand sales paid through your mobile app.



Did You Know?

Girl Scouts that use online sales tools like Digital Cookie in combination with traditional sales sell 190 more packages on average and reach their goals faster.

1. Decide on your cookie delivery type:

There are two ways customers can receive cookies when they order online: by shipping cookies directly to their home (with shipping fees) OR delivered by the Girl Scout and their caregiver (Girl Scout delivery). In Digital Cookie, you'll have the option to activate Girl Scout delivery when setting up the site. You can also inactivate this option at any time during the season.

GIRL SCOUT COOKIE DELIVERY

1. Activate or inactivate anytime
2. Available through the cookie site link or email
3. Cookies are delivered by the Girl Scout

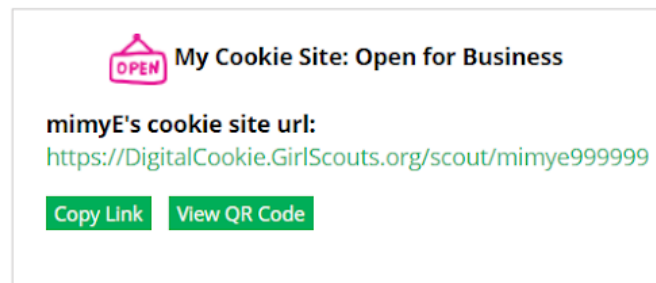
SHIPPED COOKIE DELIVERY:

1. Available through the cookie site link or email
2. \$5.00 shipping discount with the purchase of 4+ boxes.
3. Cookies are delivered from the baker

2. Share your cookie site and/or send marketing emails:

Share your cookie site and/or send marketing emails: Cookie site links can be shared by social media, text, or email. Marketing emails can be sent directly to family and friends. To access your cookie site link, go to your Digital Cookie account and find it on your homepage under My Cookie Site: Open for Business

****Families (and Girl Scouts over age 13 with parent permission) can advertise their sale on their personal social media sites. We suggest you only advertise your Girl Scout sale where people know your Girl Scout.***



OPEN My Cookie Site: Open for Business

mimye's cookie site url:
<https://DigitalCookie.GirlScouts.org/scout/mimye999999>

Copy Link View QR Code

3. Review and approve orders from Digital Cookie:

When orders come in for Girl Scout delivery, you'll receive an email alerting you of a new order.

Within 5 days of receiving the email, you must approve the order in Digital Cookie. Go to the Orders tab to view all orders that need approval. You'll see a list of all orders, the customer's info, and the number of packages in the order. You'll receive a reminder email each day if you have orders that haven't been approved in the system.

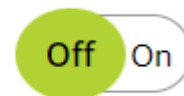
HELPFUL TIPS:



Digital Cookie features resources to help you if you get stuck, like tip sheets, videos, and a Help section built right into the site.



Caramel Chocolate
Chip



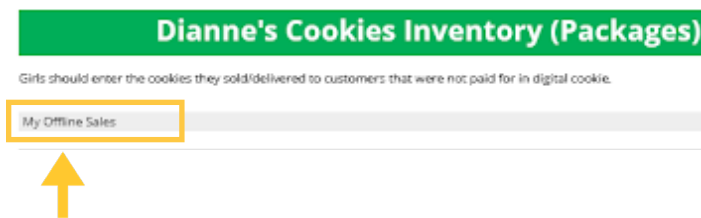
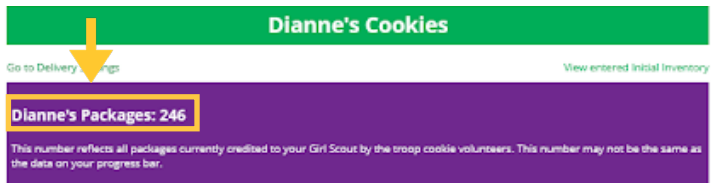
If you are out of a cookie variety for Girl Scout delivery, you can turn off the variety in the Digital Cookie site. Go to the My Cookies tab and switch the cookie variety to "off" then click on update delivery settings. You can turn delivery back to "on" once you get additional inventory.

My Cookies Tab: Tracking Your Inventory



1. Digital Cookie can help make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders and/or make sure your record of cookies received from the troop matches what has been given to your Girl Scout. To learn more, go to your **My Cookies tab**:

2. The top part of the dashboard shows the total number of packages that have been transferred to your Girl Scout from the troop. It can include booth sales and troop sales. It is not the same number of cookies you are financially responsible for.



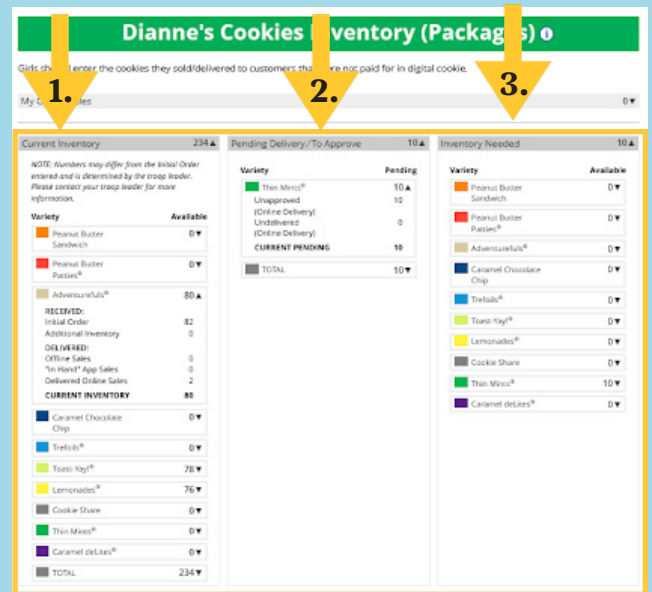
3. The inventory section gives you a quick view of how many cookies you should still have undelivered and how many you may need to fill your Girl Scout delivery orders. The first thing to note is **My Offline Sales**. Offline sales need to be updated by you or your Girl Scout when cookie sales are made in-person with cash or check payment. Click on the down arrow to enter this information and click on **Save Updates** to save changes.

There are three sections that calculate your inventory. Click on the arrow next to the total # of packages to show you information by variety. **Follow the arrow numbers to the right below.**

1. Current inventory: The Received number comes from the total packages transferred to you by the troop. The Delivered number will reflect your offline sales & any sales made using the mobile app using the Give Cookies to Customer Now feature, and any Girl Scout delivery orders that have been delivered & marked delivered in the Orders tab.

2. Pending Delivery/To Approve: This section shows you how many cookies you need to fill Girl Scout delivery orders you have approved and those you have yet to approve.

3. Inventory Needed: This section will show you any packages of cookies needed to fill your orders.



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

Scroll down to the **Financials** section to help you view the amount due for cookies and how the troop is calculating the amount. **Online Paid** totals reflect online payments for Girl Scout delivery orders, donation, or Cookies in Hand orders. **Offline Paid** totals are the payments received by cash or check that you have given the troop volunteer and they have credited to your Girl Scout. **Total Balance Due** totals the difference from the amount owed for your inventory and the amount paid to the troop.