

# Digital Cookie®

## Using the Mobile App: A Training Guide for Families at a Cookie Booth

This guide provides Girl Scouts and caregivers with a step-by-step instructions for using the Digital Cookie Mobile App to process and review orders placed at a cookie booth.

**Previous Steps:** [Mobile App for Caregivers and Girl Scouts](#)

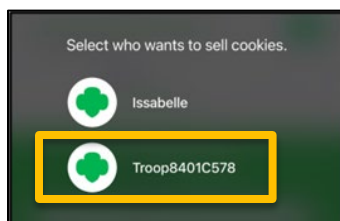
Additional Resources: [Mobile App for Cookie Booths Video](#)

### Step 1: Log in to the Mobile App

Use the same email and password associated with your Digital Cookie account to log in.

### Step 2: Select the Troop Role

Once logged in you may see accounts for Girl Scout(s) and troop(s). This tip sheet will cover the troop role. ***This role will only be available if the troop site has been set up by a troop volunteer and the council troop site dates have started.*** Check with your troop leader if the troop role is not available.



### Home Page Features

From the home page, you can access the following features:

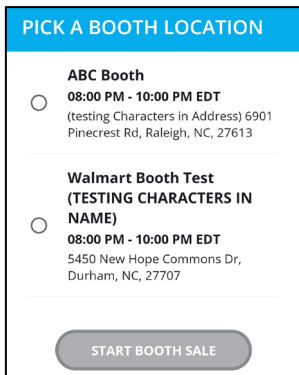


- [Start My Booth Sale](#) - Enables placing orders for a specific booth.
- [New Cookie Order](#) - Enables placing orders directly through the app. Use this only if a booth is not available.
- Visit My Site - Displays the troop's site QR code.
- Email My Site - Allows sending the troop's site link to potential customers via email.
- View Cash Sales Summary - Review the total cash collected for the day, including a breakdown by cookie variety. This is for troop orders only.
- All Orders - View and manage all orders placed on the troop's site by delivery method. Check with your troop cookie volunteer before approving any orders through this feature.

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## Start My Booth Sale

Follow these steps when taking orders at a cookie booth.



**PICK A BOOTH LOCATION**

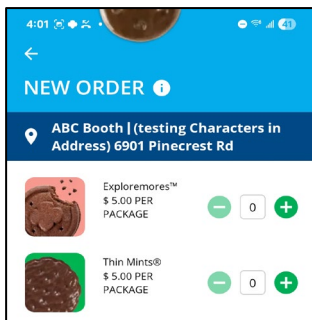
☐ **ABC Booth**  
08:00 PM - 10:00 PM EDT  
(testing Characters in Address) 6901 Pinecrest Rd, Raleigh, NC, 27613

☐ **Walmart Booth Test (TESTING CHARACTERS IN NAME)**  
08:00 PM - 10:00 PM EDT  
5450 New Hope Commons Dr, Durham, NC, 27707

**START BOOTH SALE**

### Step 1: Select Booth and Start Booth Sale

Choose from the list of booths you are signed up for. If a booth is missing, check the Booth Pickup page in Digital Cookie or use the New Cookie Order option.



**NEW ORDER**

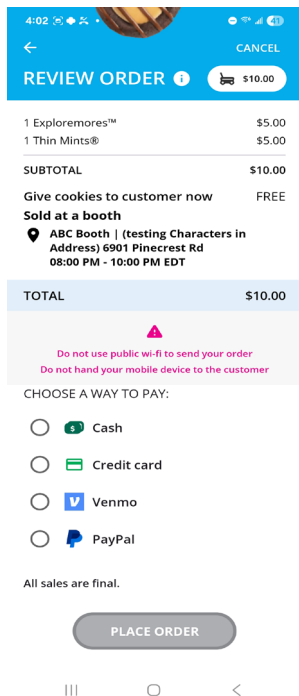
ABC Booth | (testing Characters in Address) 6901 Pinecrest Rd

 ExploreMores™  
\$ 5.00 PER PACKAGE

 Thin Mints®  
\$ 5.00 PER PACKAGE

### Step 2: Select Cookie Varieties

Use the '+' and '-' buttons to enter quantities, then click 'Checkout'.



**REVIEW ORDER** **\$10.00**

1 ExploreMores™ \$5.00  
1 Thin Mints® \$5.00

**SUBTOTAL** \$10.00

Give cookies to customer now **FREE**

**Sold at a booth**  
ABC Booth | (testing Characters in Address) 6901 Pinecrest Rd  
08:00 PM - 10:00 PM EDT

**TOTAL** \$10.00

**Do not use public wi-fi to send your order**  
**Do not hand your mobile device to the customer**

**CHOOSE A WAY TO PAY:**

☐  Cash

☐  Credit card

☐  Venmo

☐  PayPal

All sales are final.

**PLACE ORDER**

### Step 3: Review Order and Select Payment Type

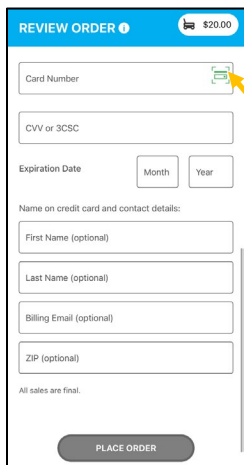
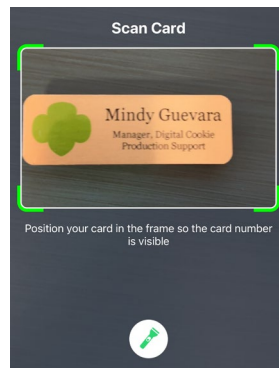
Choose from cash, credit card, Venmo, or PayPal.

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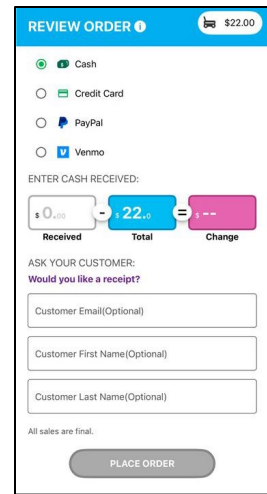
## Payment Methods

**Cash** – Available for 'Give Now' orders. Enter the amount received and the app will calculate change. Optionally enter customer name and email.

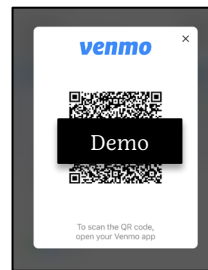
**Credit Card** – Enter or scan card details. Contact info is optional but useful for receipts or issues.

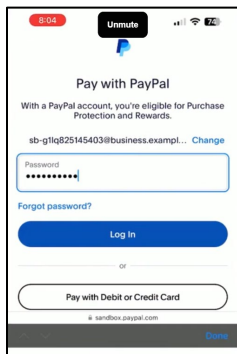
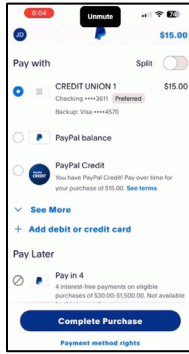
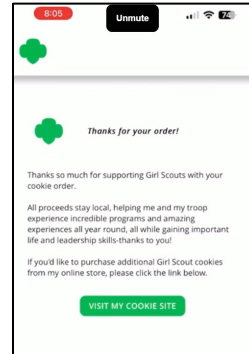
**Tip: Have good lighting and double check the numbers before placing the order.**



**PayPal/Venmo** – After clicking Place Order, a QR code appears for the customer to scan and complete payment.



Customers must log in to their account from their phone to complete the order.

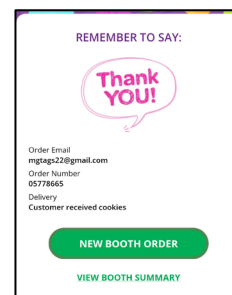
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## Order Confirmation

Once the order is placed, a confirmation screen appears. You can start a new booth order or view the booth summary.

## Booth Summary

The summary shows packages sold and total money collected. Here you can end the Booth Sale. If you accidentally end a booth sale early, it can be opened at any time on the day of the booth.



| BOOTH SALES SUMMARY                                           |         |          |            |           |
|---------------------------------------------------------------|---------|----------|------------|-----------|
| ABC Booth   (testing Characters in Address) 6901 Pinecrest Rd |         |          |            |           |
| Total Sales                                                   | \$10.00 |          |            |           |
| Total Cash                                                    | \$10.00 |          |            |           |
| Total Packages Sold                                           | 2       |          |            |           |
| Cookie Varieties                                              | Price   | Cash Qty | Cash Sales | Total Qty |
| Adventureful s®                                               | \$5.00  | 0        | \$0.00     | 0         |
| Lemonades®                                                    | \$5.00  | 0        | \$0.00     | 0         |
| Trefoils®                                                     | \$5.00  | 0        | \$0.00     | 0         |
| Thin Mints®                                                   | \$5.00  | 1        | \$5.00     | 1         |

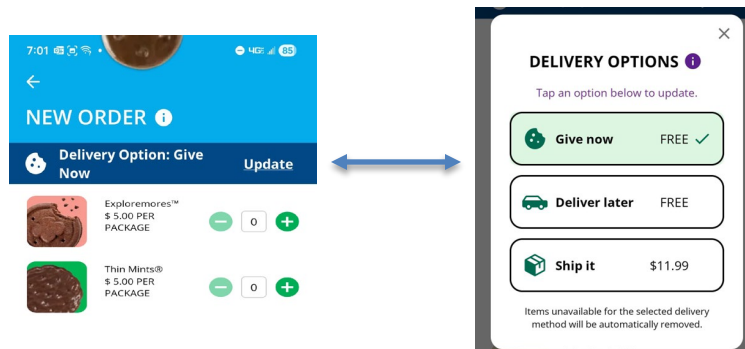
|                 |        |         |        |   |
|-----------------|--------|---------|--------|---|
| Donate Cookies  | \$5.00 | 0       | \$0.00 | 0 |
| Total           | 2      | \$10.00 | 2      |   |
| NEW BOOTH ORDER |        |         |        |   |
| END BOOTH SALE  |        |         |        |   |

## New Cookie Order

Use this feature when no booths are available to select.

Tap the New Cookie Order button to open the order screen. The app will default to “Give Now” or the last selected delivery option (“Give Now,” “Deliver Later,” or “Ship It”). If “Give Now” is not selected, tap Update to change the delivery method.

For booth sales, the delivery type must be “Give now.”



Then, follow the steps outlined above to complete the order.