

Digital Cookie®

Mobile App for Cookie Booths

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

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.

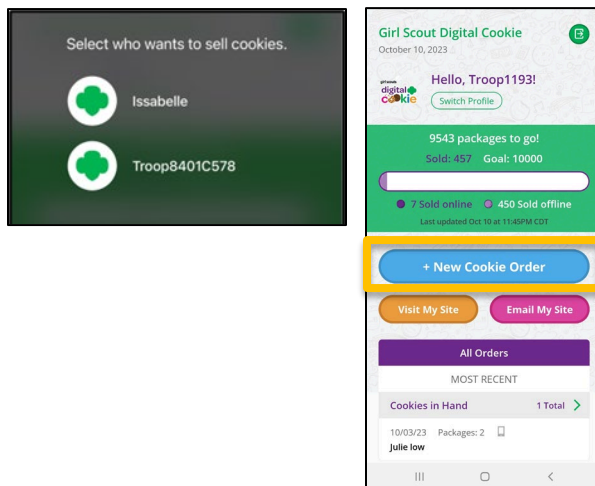
Step 1: Log in to the Mobile App

The email and password used to access Digital Cookie is the same to log into the mobile app.

Step 2: Selecting the Troop Role

Once a user is logged into the app they may see account for their Girl Scout(s) and for their 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 the Troop Site Lead and the council troop site dates have started.*

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 tip sheet will focus on using the troop role at a cookie booth.



Caregivers should check with the troop cookie manager before using anything other than taking a payment at a cookie booth.

Step 3: New Cookie Order

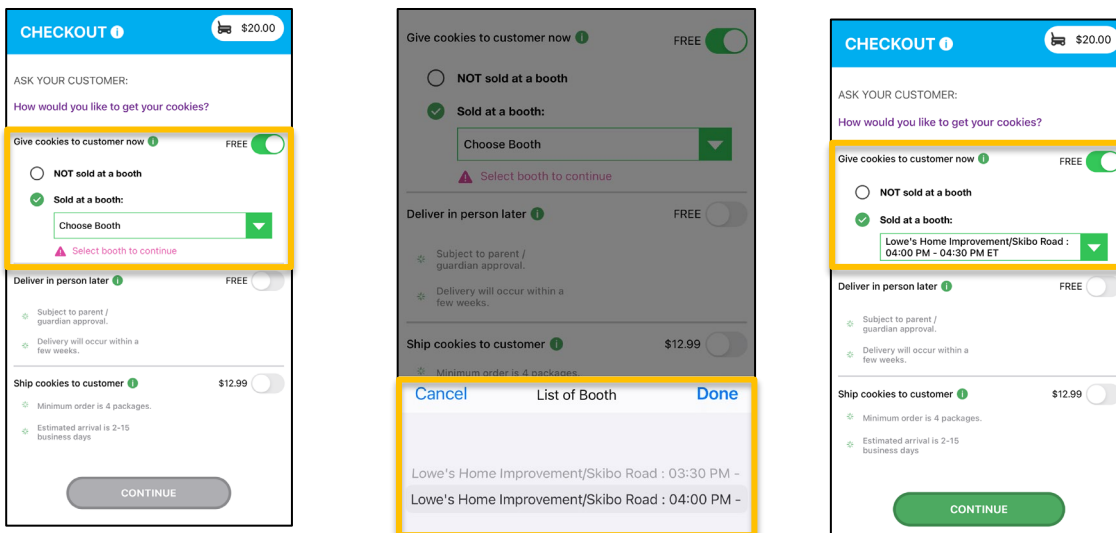
When processing a new order at a cookie booth, users will select New Cookie Order to be taken to the order screen to enter which cookies the customer wants to order by using the "+" and "-" buttons.

Once the correct number of cookies have been selected, the Girl Scout will click the "CHECKOUT" button and select "Give cookies to customer now".

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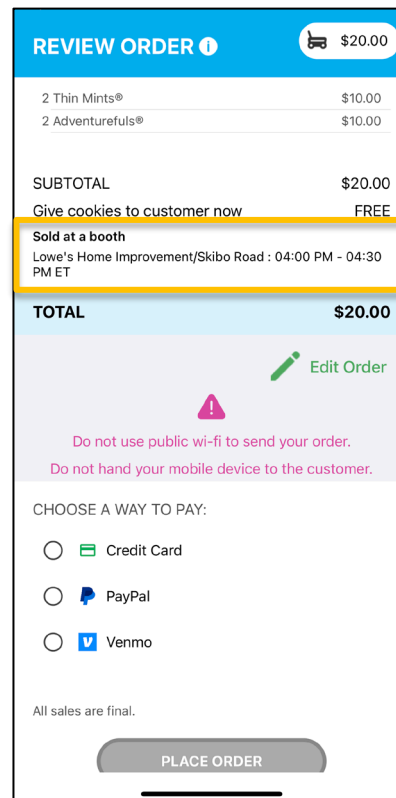
Step 4: Selecting a booth

If the troop has signed up for cookie booths, once a user has selected “Sold at a booth” they will be able to select that specific booth. This option is not available when using the Girl Scout role. Depending on your phone type, viewing the troops could be different from the below image.



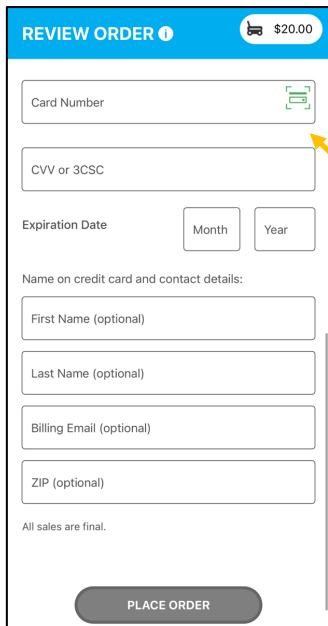
After selecting the booth, users will go through the check out steps as prompted by the site.. When reviewing the order, users can see which booth was selected and select how the customer would like to pay.

There are three ways a customer can pay (credit card, PayPal, or Venmo). The user will select the payment type then click the Place Order button.





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If the customer chooses to pay with a **credit card**, the user will enter the credit card information or use the scan feature to enter the card number. Contact details are optional, but helpful if there is an issue with payment. Email address is great if customer would like a receipt or thank you email.



REVIEW ORDER ⓘ \$20.00

Card Number 

CVV or 3CSC

Expiration Date Month Year

Name on credit card and contact details:

First Name (optional)

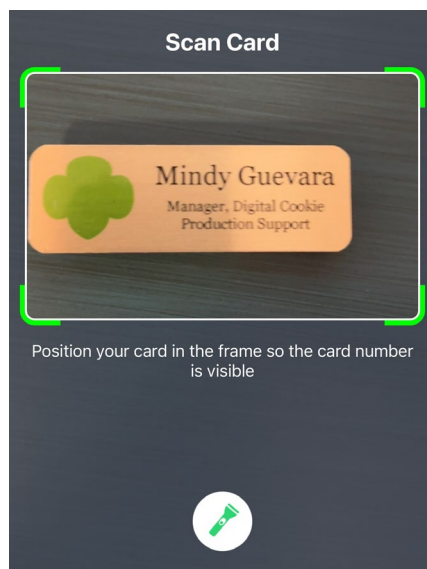
Last Name (optional)

Billing Email (optional)

ZIP (optional)

All sales are final.

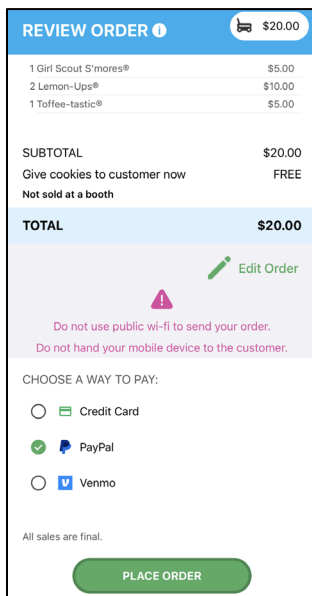
PLACE ORDER



Use Scan Card feature instead of typing all the details.

Tip: Have good lighting, use hand for shade.

When the **PayPal or Venmo** option is selected and after clicking the Place Order button, a QR code will pop up on the screen. The Girl Scout/Caregiver can turn the phone around for the customer to scan the QR code and continue the payment process on their end.





REVIEW ORDER ⓘ \$20.00

1 Girl Scout S'mores® \$5.00
2 Lemon-Ups® \$10.00
1 Toffee-tastic® \$5.00

SUBTOTAL \$20.00
Give cookies to customer now FREE
Not sold at a booth

TOTAL \$20.00

 Edit Order

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

CHOOSE A WAY TO PAY:

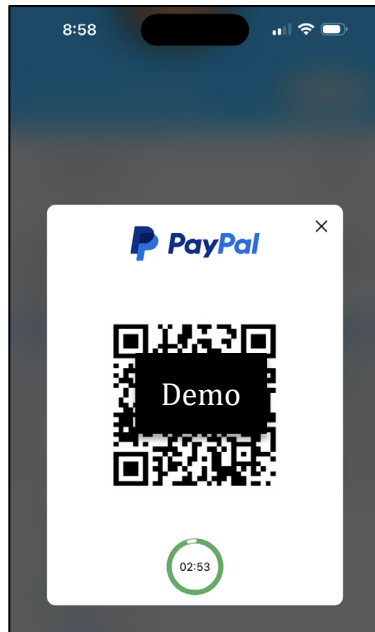
☐ Credit Card

☒ PayPal

☐ Venmo

All sales are final.

PLACE ORDER



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

REMEMBER TO SAY:


Thank YOU!

Order Number
05759813

Delivery
Did you hand the cookies to customer?

YES

All sales are final
For Help: digitalcookiesupport@girlscouts.org



REMEMBER TO SAY:


Thank YOU!

Order Number
05759813

Delivery
Customer received cookies

DONE

All sales are final
For Help: digitalcookiesupport@girlscouts.org



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Mobile App for Caregivers and Girl Scouts

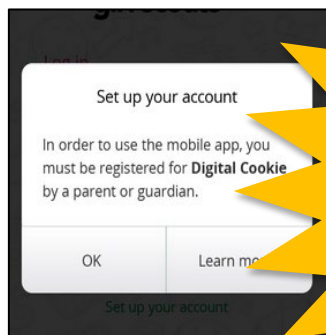
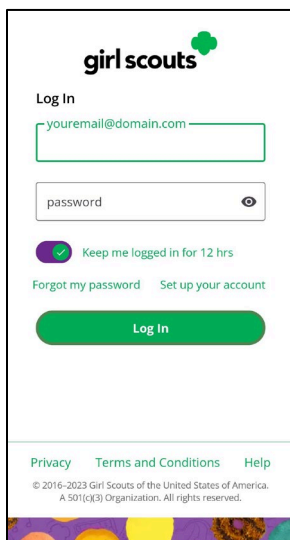
Girl Scouts can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site.

Step 1: Download the app

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 or update their app every year.

Step 2: Logging in to the App

The email and password used to access Digital Cookie is the same to log in to the mobile app.

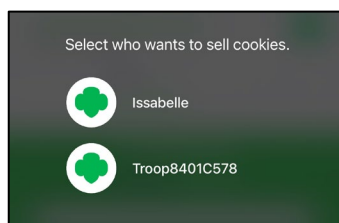


The app will only work if the Girl Scout's Digital Cookie site is set up and approved, and the council mobile app access date has started.

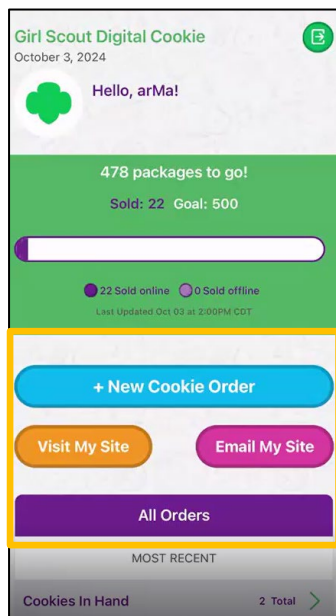
Step 3: Selecting the Girl Scout Role

Once a user is logged into the app they may see different accounts available for their Girl Scout(s) and troop account(s). This tip sheet will cover the Girl Scout role. To view steps on the Troop role, which will be used at cookie booths, please see the [Mobile App Booths tip sheet](#).

Select the Girl Scout name to get started.



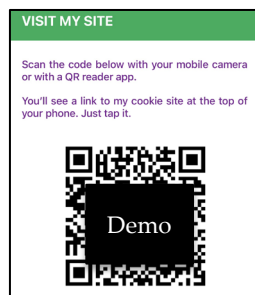
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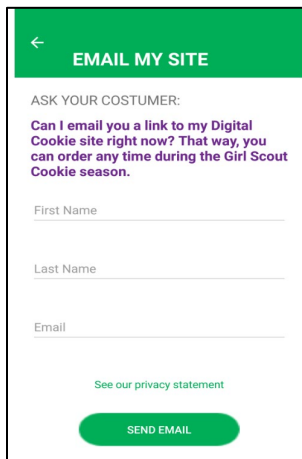
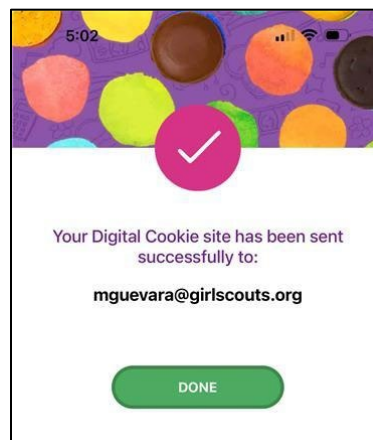
From the home page, the user can select:

- **New Cookie Order**
- **Visit My Site**
- **Email My Site**
- **All Orders**

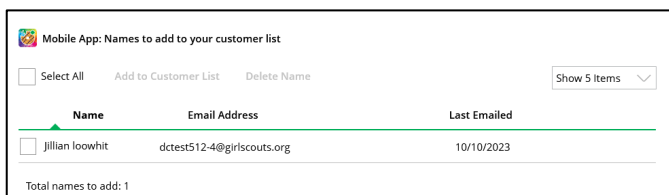
Visit My Site shows the Girl Scout's cookie site QR code. The Girl Scout can show a customer the phone to scan which will take them directly to the Girl Scout's site purchase cookies.



Email My Site is used to send the 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.

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.

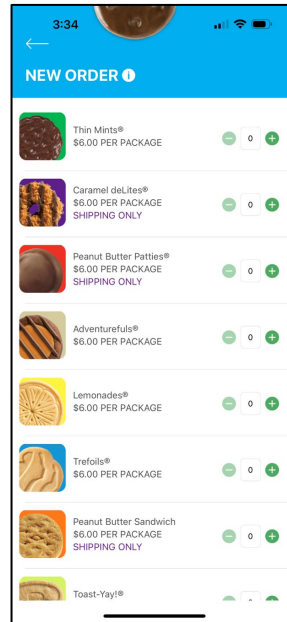
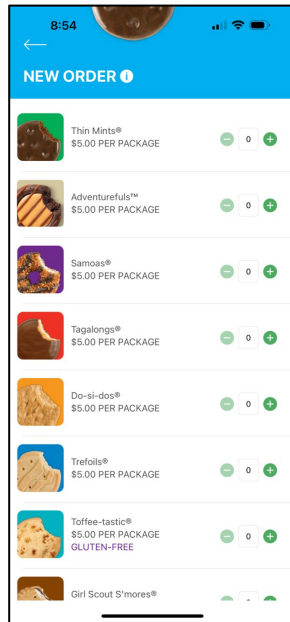


Name	Email Address	Last Emailed
<input type="checkbox"/> Jillian loowhit	dctest512-4@girlscouts.org	10/10/2023

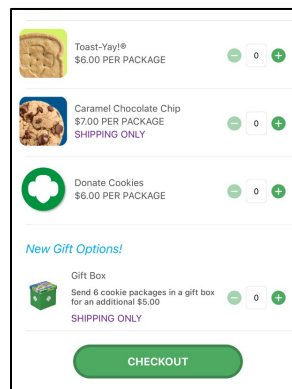
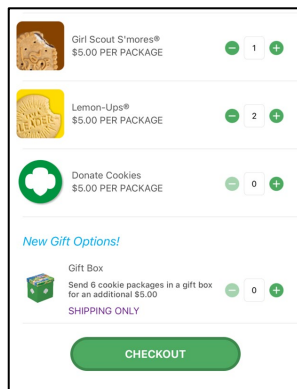
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New Cookie Order is used to take cookie orders directly through the app.

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.

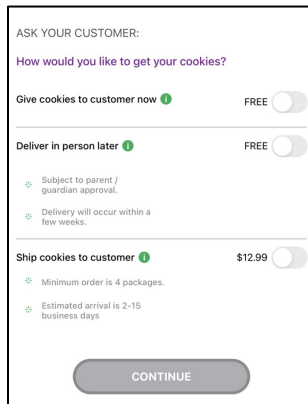


Once the correct number of cookies have been selected the Girl Scout will click the “CHECKOUT” button.



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



ASK YOUR CUSTOMER:

How would you like to get your cookies?

Give cookies to customer now ¹ FREE ☐

Deliver in person later ¹ FREE ☒

Subject to parent / guardian approval.

Delivery will occur within a few weeks.

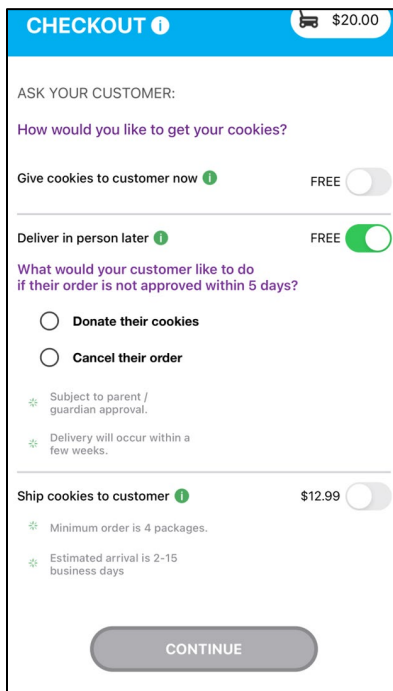
Ship cookies to customer ¹ \$12.99 ☐

Minimum order is 4 packages.

Estimated arrival is 2-15 business days.

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. Once the selection is made, continue with the checkout process.



CHECKOUT 1 ¹ \$20.00

ASK YOUR CUSTOMER:

How would you like to get your cookies?

Give cookies to customer now ¹ FREE ☐

Deliver in person later ¹ FREE ☒

What would your customer like to do if their order is not approved within 5 days?

☐ Donate their cookies

☐ Cancel their order

Subject to parent / guardian approval.

Delivery will occur within a few weeks.

Ship cookies to customer ¹ \$12.99 ☐

Minimum order is 4 packages.

Estimated arrival is 2-15 business days.

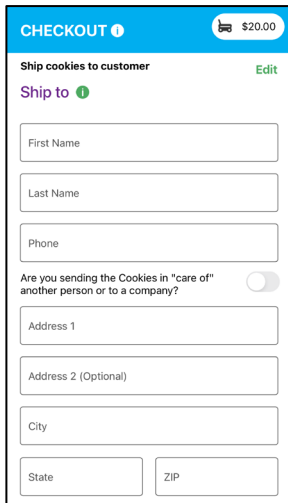
CONTINUE

Orders placed for in person delivery through the app still need to be approved by the caregiver.

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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. For in hand orders (give cookies to customer now), customer information is optional.



CHECKOUT 1 \$20.00

Ship cookies to customer [Edit](#)

Ship to 1

First Name

Last Name

Phone

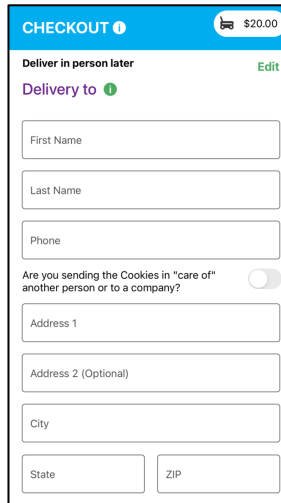
Are you sending the Cookies in "care of" another person or to a company? ☐

Address 1

Address 2 (Optional)

City

State ZIP



CHECKOUT 1 \$20.00

Deliver in person later [Edit](#)

Delivery to 1

First Name

Last Name

Phone

Are you sending the Cookies in "care of" another person or to a company? ☐

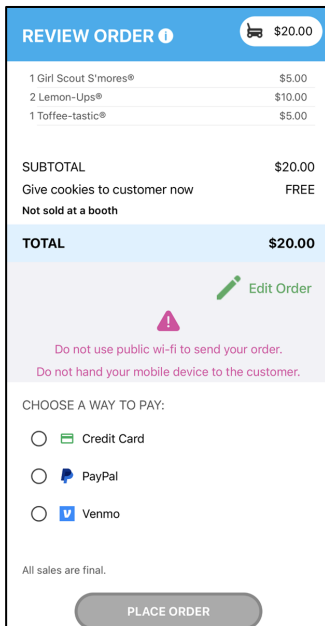
Address 1

Address 2 (Optional)

City

State ZIP

After completing the required info, click review or place order depending on the order type to select the payment type. The mobile app has three different payment types. **Please Note: PayPal/Venmo is only available when "Give cookies to customer now" has been selected.**



REVIEW ORDER 1 \$20.00

1 Girl Scout S'mores®	\$5.00
2 Lemon-Ups®	\$10.00
1 Toffee-tastic®	\$5.00

SUBTOTAL \$20.00

Give cookies to customer now FREE

Not sold at a booth

TOTAL \$20.00

[Edit Order](#)

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

CHOOSE A WAY TO PAY:

☒ Credit Card

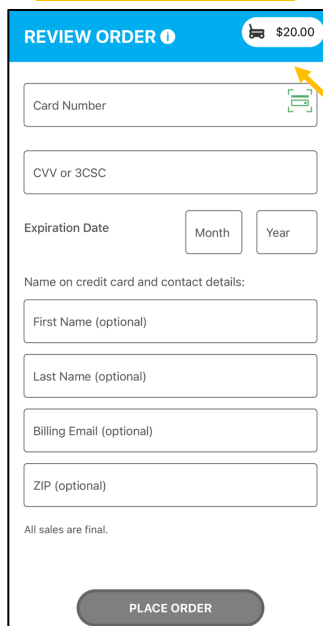
☐ PayPal

☐ Venmo

All sales are final.

PLACE ORDER

Credit Card



REVIEW ORDER 1 \$20.00

Card Number

CVV or 3CSC

Expiration Date Month Year

Name on credit card and contact details:

First Name (optional)

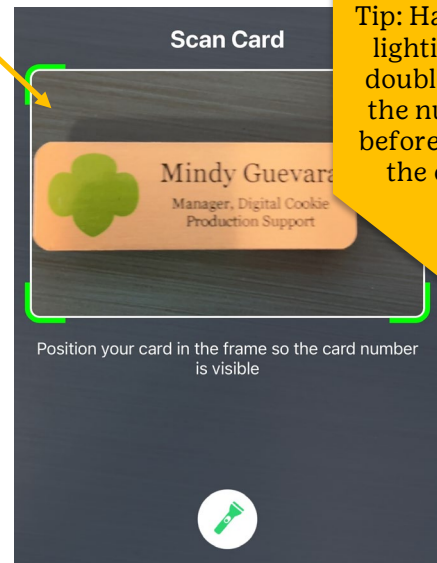
Last Name (optional)

Billing Email (optional)

ZIP (optional)

All sales are final.

PLACE ORDER



Scan Card

Position your card in the frame so the card number is visible

Mindy Guevara
Manager, Digital Cookie
Production Support

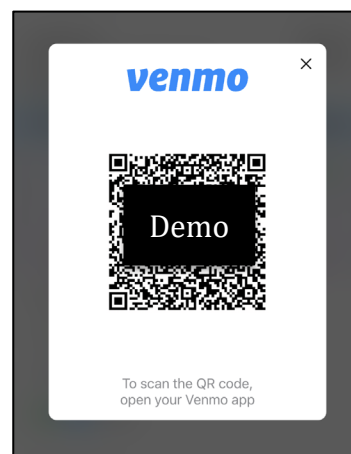
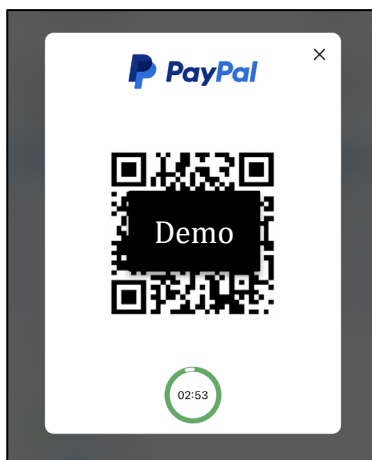
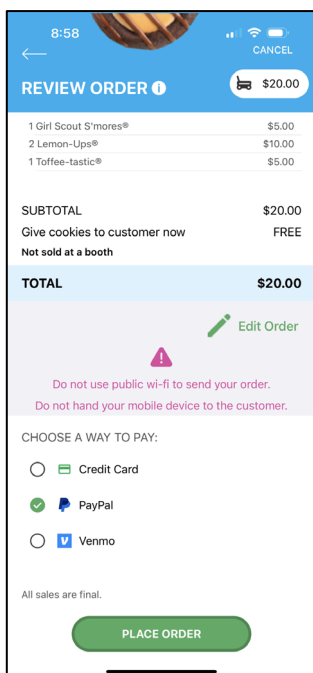
Use Scan Card feature instead of typing all the details.

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

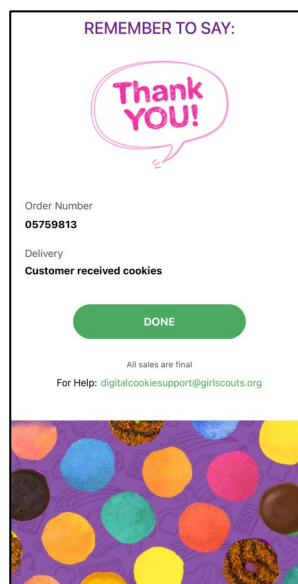
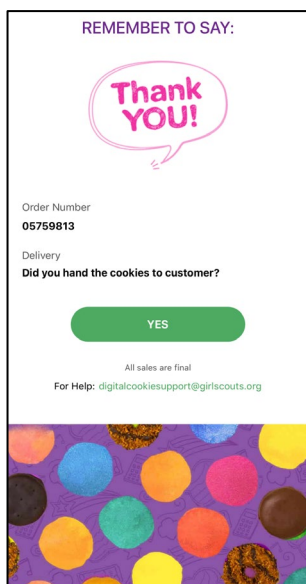
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PayPal and Venmo

When the PayPal or Venmo option is selected and after clicking the Place Order button, a QR code will pop up on the screen. The Girl Scout/Caregiver can turn the phone around for the customer to scan the QR code and continue the payment process on their end.



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

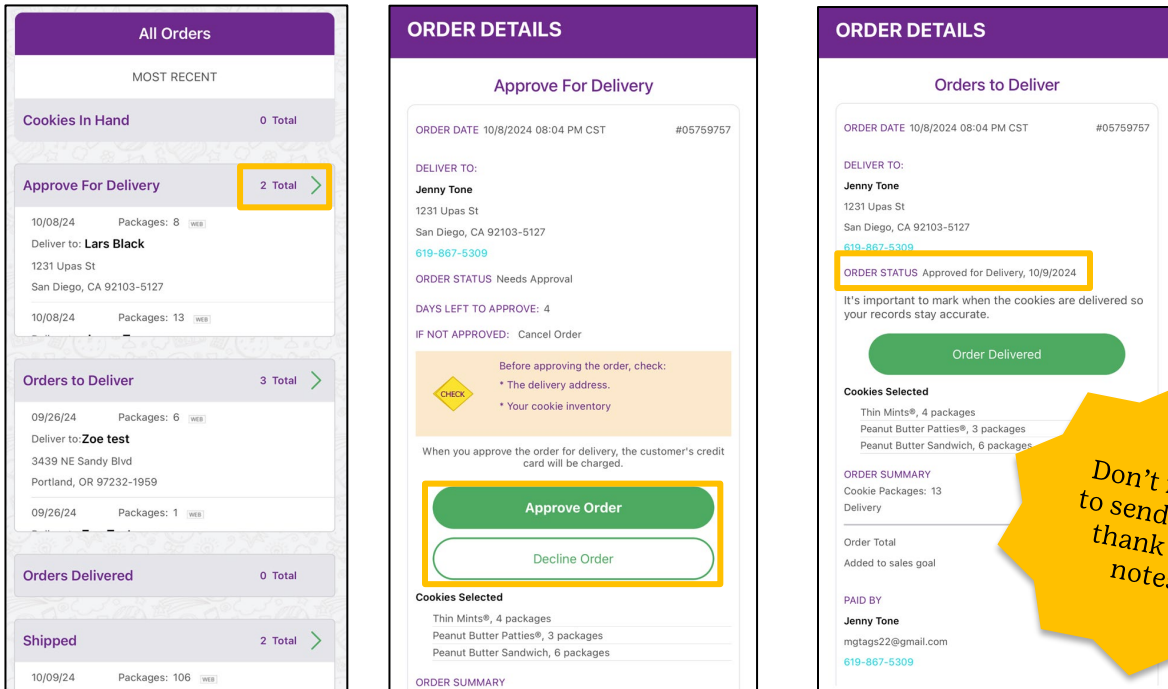


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All Orders is used to view all of the orders visible by delivery method.

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.



The screenshots illustrate the workflow for managing orders in the Digital Cookie app:

- All Orders:** Shows a list of orders categorized by delivery method. The 'Approve For Delivery' section has a green arrow next to '2 Total'.
- Approve For Delivery:** Displays order details for a specific order. It includes the order date, deliver to information (Jenny Tone), and the order status (Needs Approval). A green 'Approve Order' button is highlighted.
- Orders to Deliver:** Displays order details for a specific order. It includes the order date, deliver to information (Jenny Tone), and the order status (Approved for Delivery, 10/9/2024). A green 'Order Delivered' button is highlighted.

Don't forget to send those thank you notes!