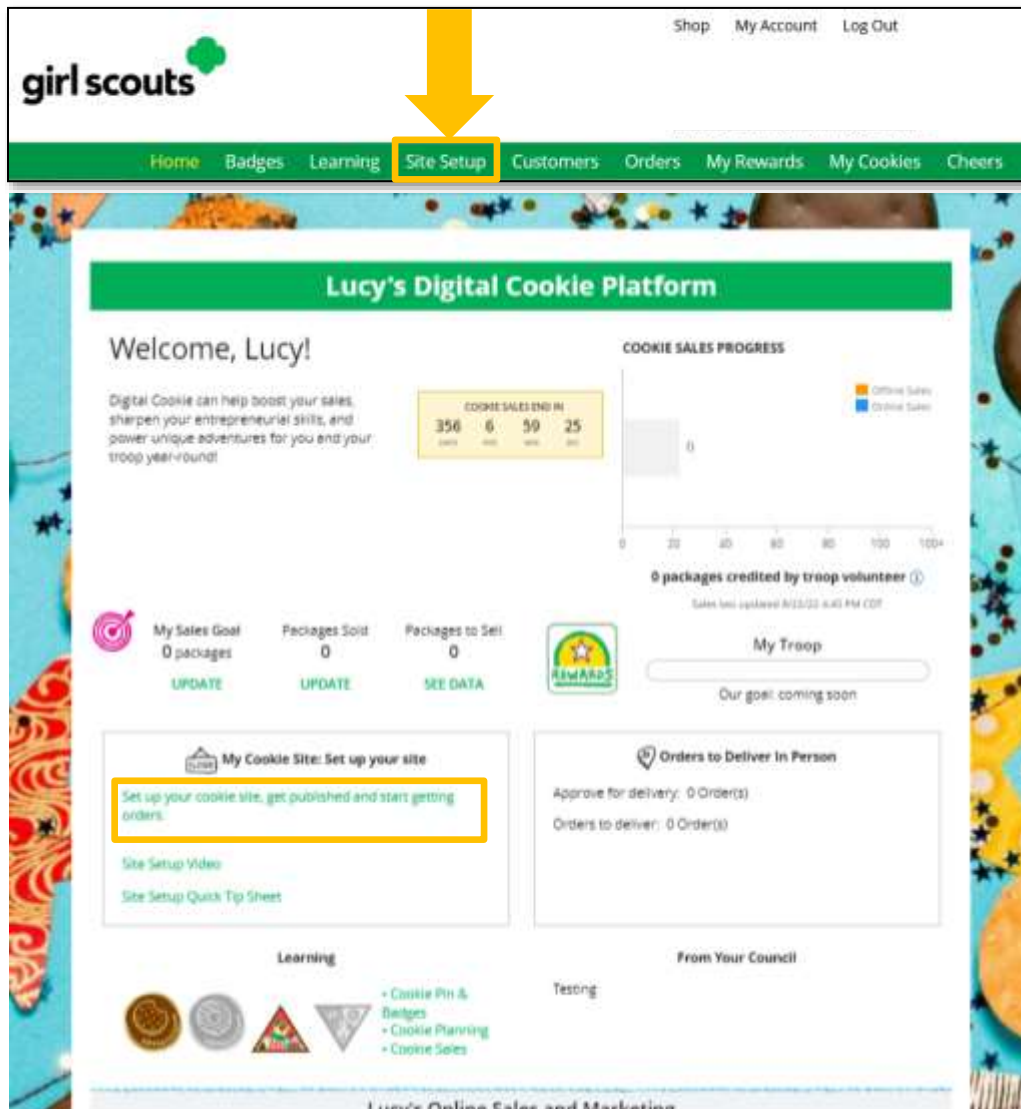


# Digital Cookie®

## Site Setup – Girl Scout Under 13 (Site Setup for Girl Scouts Over 13 available on page 4)

Step 1: Log in to [digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org)

To help your Girl Scout set up her business for customers, click on the “Set up your Digital Cookie site...” link in the “My Cookie Site” section, or the “Site Setup” at the top.



Step 2: There are several different sections to her home page. Click on the headings to be taken to the instructions for that section.

- [Goal Setting: “Set My Sales Target”](#)
- [“My Cookie Story”](#)
- [Photo/Video Upload](#)
- [Preview and Publish Your Site](#)

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## Goal Setting: Set My Sales Target

1. Girl Scouts enter how many packages of cookies they are working to sell this year through online and offline sales.
2. When the information is entered, the calculator will show how much money the troop will get from her hard work.
3. Clicking on “Rewards” will take you to your council’s rewards tab (if available) to see what rewards the Girl Scout might want to work towards.
4. Girl Scouts can enter any offline packages they have sold so their customers will see their total sales, not just their digital sales.

Don't forget to save your goal before moving on.

The screenshot shows the 'STEP 1 SET MY SALES TARGET' form. Callout 1 points to the 'Goal' field with the value '500'. Callout 2 points to the 'Revenue' field with the value '\$125'. Callout 3 points to the 'Rewards' button. Callout 4 points to the 'Offline Sales' and 'Online Sales' input fields under the 'SO FAR EMILY HAS SOLD:' section.

## My Cookie Story

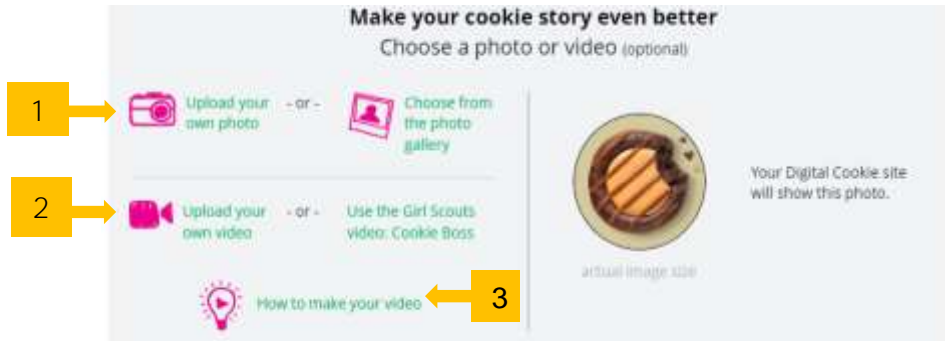
1. Girl Scouts tell their customers about a troop goal and why it's important.
2. Girl Scouts share what they've learned from the cookie program.
3. Save their story. They can make edits to it at any time.

The screenshot shows the 'STEP 2 WRITE MY COOKIE STORY' form. Callout 1 points to the first text area containing the text: 'My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park.' Callout 2 points to the second text area containing the text: 'I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people.' Callout 3 points to the 'SAVE' button.

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## Photo/Video Upload

1. Girl Scouts can choose to upload a photo or use a picture from the gallery.
2. Or, Girl Scouts can upload a video or use the “Cookie Boss” video.
3. Bonus! Girl Scouts can get tips on how to make a great video.



Girl Scouts who uploaded a photo or video of themselves sold more than double the boxes on average than those who did not.

## See Your Cookie Site and Publish

Almost there! Simply click the button to see how the site appears to customers 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.

You will see what the customer will see. Some things to check:

- Is the spelling and grammar correct and does it tell a story?
- Make sure the photo or video are displaying correctly.
- Are the goals accurate?
- If you need to change anything, click *Edit* and make changes, then go back to Step 2a.
- If it looks good, *approve and publish it*.

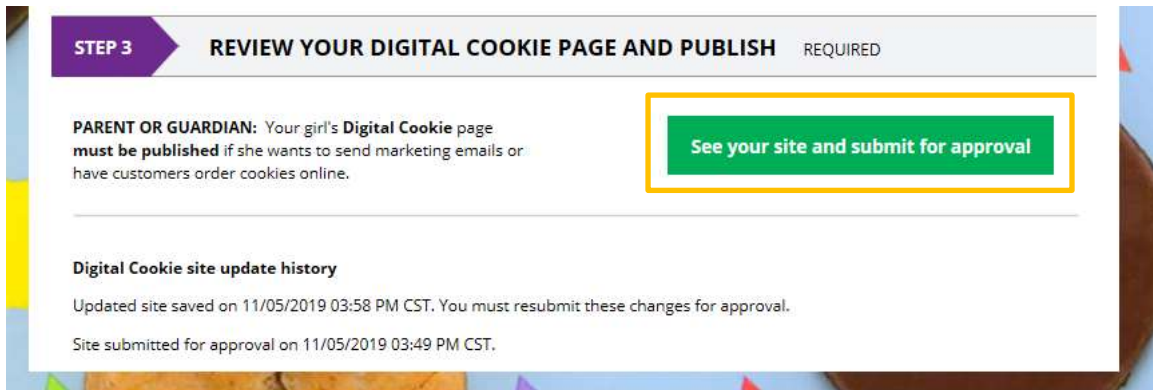
Your Girl Scout’s cookie store now has it’s own website! If your council’s digital cookie sale hasn’t started, the link will not be active yet.



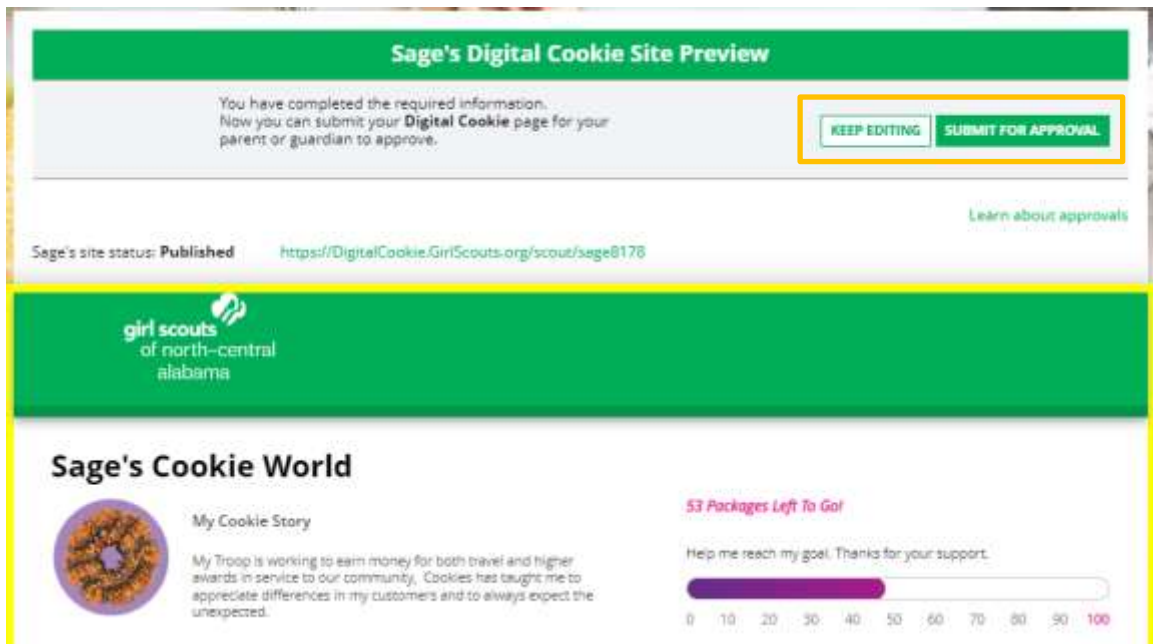
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## Site Setup – Girl Scout 13 or Older

Step 1: Once in the Digital Cookie site, the setup functions just like the [Site Setup Girl Scout Under 13](#). The difference is that Step 3 will have a button at the bottom of the page instructing the Girl Scout to: “See your site and submit for approval.”



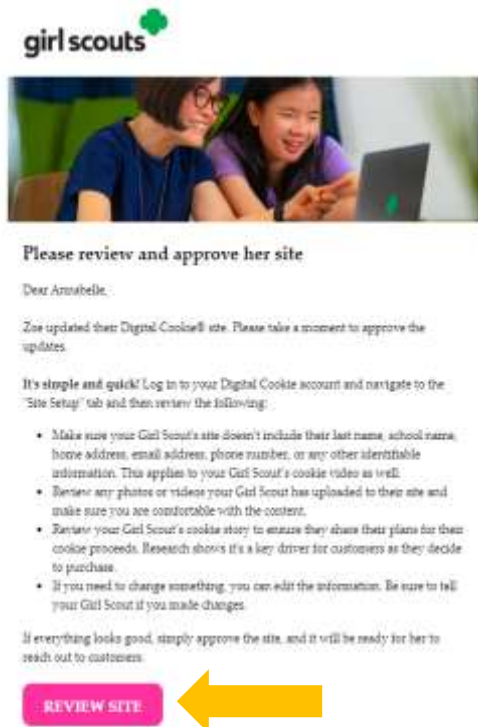
Step 2: A preview of her site will display and she can either make additional edits or submit it for caregiver approval.



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Step 3: Once she has submitted the site for approval, you will receive an email that your Girl Scout's site **needs approving**.

Step 4: When you click the pink "Review Site" button in the email, you will login and be sent to your Girl Scout's site preview.



From there you can review it and either "Approve and Publish" to have her site go live, or click the "Edit" button to make changes.

If you make changes, when they are complete, click "Approve and Publish". Make sure to let your Girl Scout know you made changes.

Step 5: The Girl Scout will receive an email confirmation that her caregiver has approved her site. Now she is ready to send marketing emails to customers once the council's Digital Cookie sale is open.

