

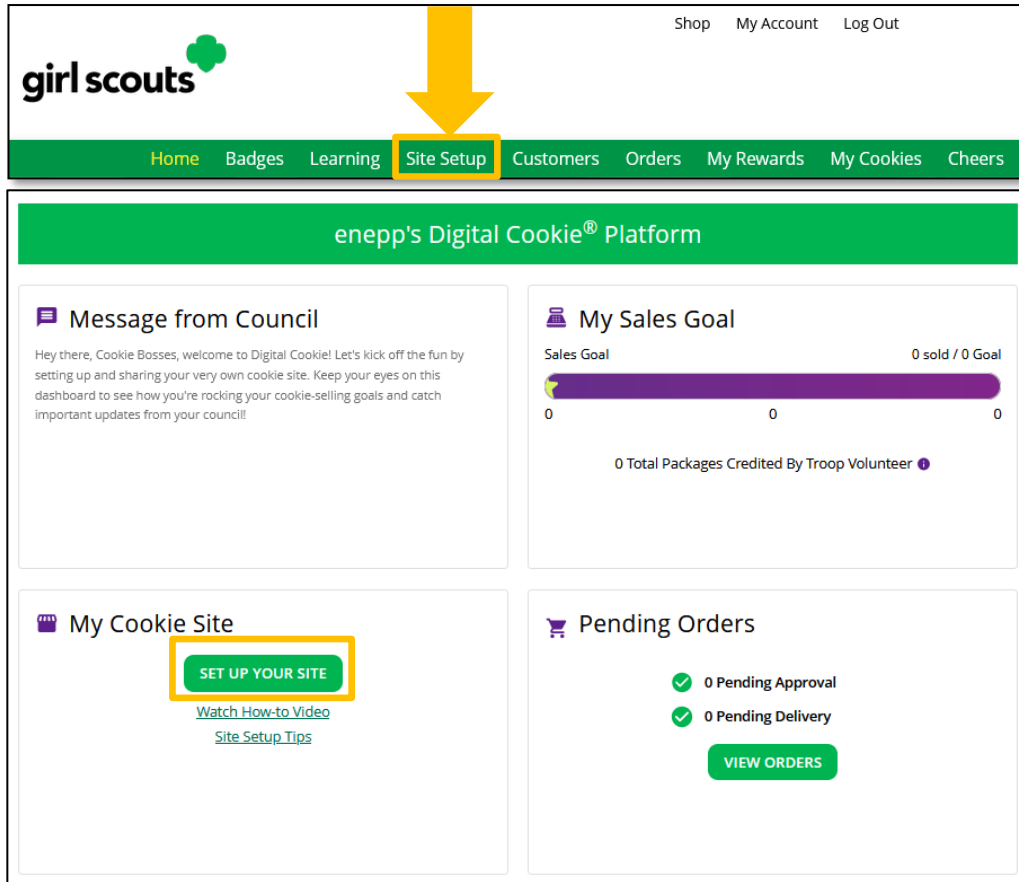
# Digital Cookie®

## Site Setup – Girl Scout Under 13

**Previous Steps:** [Site Registration](#)

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

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



### Step 2: Set Up Your Site

There are several different sections the Site Setup 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](#)

# Digital Cookie®

## 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 the Girl Scouts 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 'Your Goal Calculator' section where '500' is entered in the 'to sell' field and '\$125' is shown in the 'packages which = about' field. Callout 2 points to the 'Save' button. Callout 3 points to the 'REWARDS' button. Callout 4 points to the 'SO FAR EMILY HAS SOLD' section, which shows '0 Offline Sales' and '0 Online Sales'.

## My Cookie Story

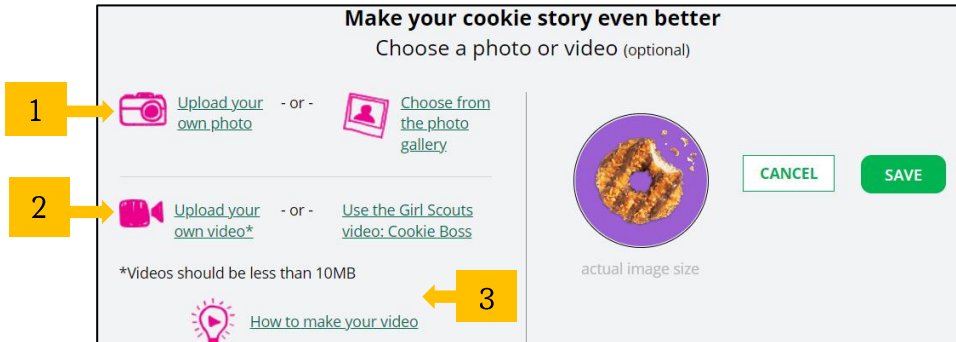
1. Girl Scouts tell their customers about a troop goal and why it's important.
2. Girl Scouts share what they've learned from the cookie program.
3. Save their story. They can make edits to it at any time.

The screenshot shows the 'STEP 2 WRITE MY COOKIE STORY' form. Callout 1 points to the first text box 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 box 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.



**Make your cookie story even better**  
Choose a photo or video (optional)

1 [Upload your own photo](#) - or - [Choose from the photo gallery](#)

2 [Upload your own video\\*](#) - or - [Use the Girl Scouts video: Cookie Boss](#)

\*Videos should be less than 10MB

[How to make your video](#) 3

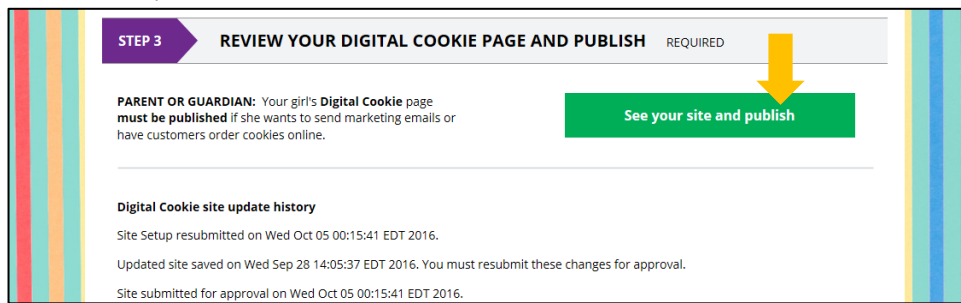
actual image size

[CANCEL](#) [SAVE](#)

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.



**STEP 3 REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH** REQUIRED

**PARENT OR GUARDIAN:** Your girl's **Digital Cookie** page **must be published** if she wants to send marketing emails or have customers order cookies online.

[See your site and publish](#)

**Digital Cookie site update history**

Site Setup resubmitted on Wed Oct 05 00:15:41 EDT 2016.

Updated site saved on Wed Sep 28 14:05:37 EDT 2016. You must resubmit these changes for approval.

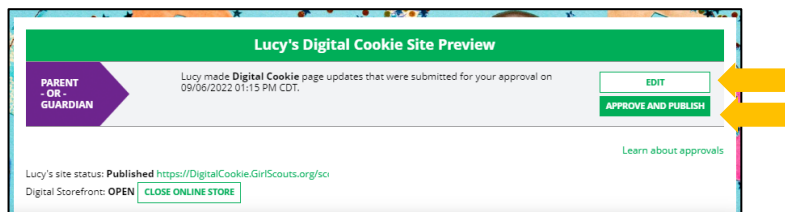
Site submitted for approval on Wed Oct 05 00:15:41 EDT 2016.

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 its own website! If your council’s digital cookie sale hasn’t started, the link will not be active yet.



**Lucy's Digital Cookie Site Preview**

**PARENT - OR - GUARDIAN**

Lucy made **Digital Cookie** page updates that were submitted for your approval on 09/06/2022 01:13 PM CDT.

[EDIT](#) [APPROVE AND PUBLISH](#)

[Learn about approvals](#)

Lucy's site status: **Published** <https://DigitalCookie.GirlScouts.org/sci>

Digital Storefront: **OPEN** [CLOSE ONLINE STORE](#)

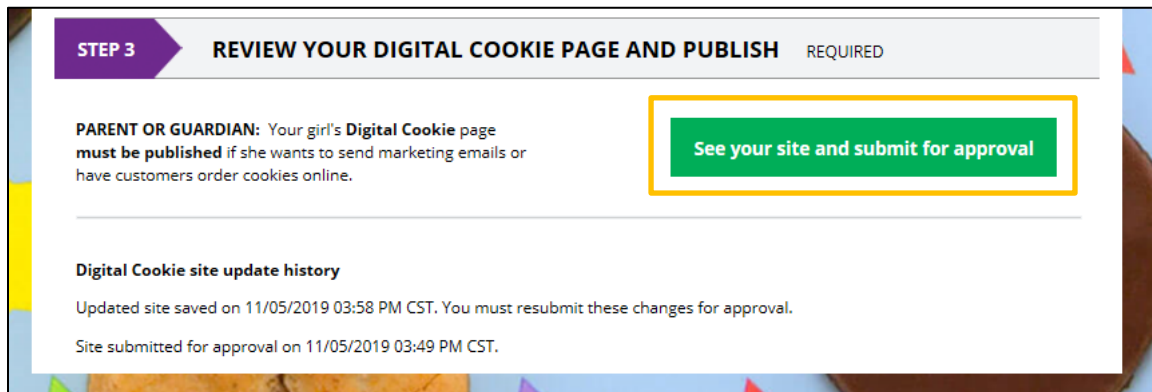
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## Site Setup – Girl Scout 13 or Older

**Previous steps:** [Site Setup](#)  
[Site Registration Girl Scout 13 and over](#)

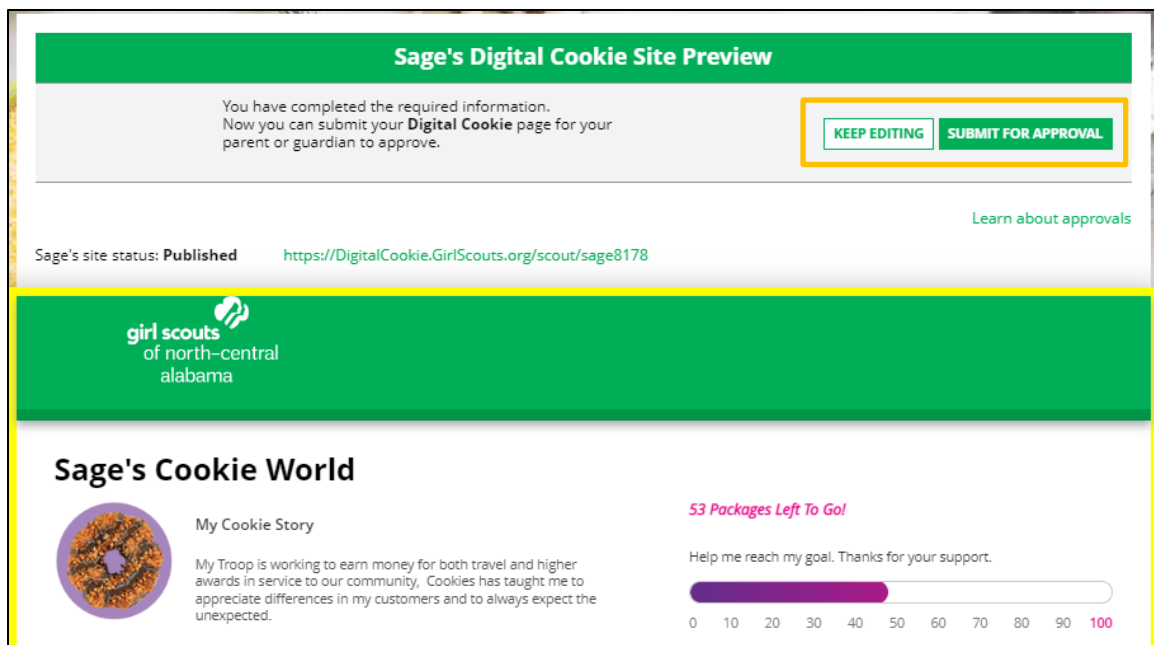
### Step 1: Girl Scout's Site Setup

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: Submit Site for Approval

A preview of the site will display and the Girl Scout can either make additional edits or submit it for caregiver approval.



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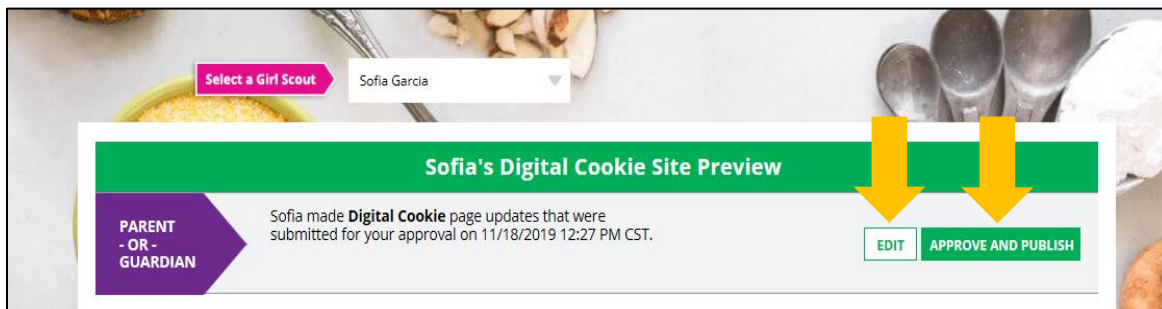
## Step 3: Caregiver Reviews and Approves Site

Once the site has been submitted for approval, the caregiver will receive an email that the Girl Scout's site needs approving.

When the caregiver clicks the pink "Review Site" button in the email, the caregiver will login and be sent to their Girl Scout's site preview.

From there the caregiver will review the site and either "Approve and Publish" to have the site go live, or click the "Edit" button to make changes.

If changes are made, the caregiver will need to click "Approve and Publish. Make sure to let the Girl Scout know changes have been made..



## Step 5: Girl Scout Recieves Confirmation

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

Caregivers and Girl Scouts can also review the Cookie Entrepreneur Family Pin instructions to start the work for earning the pin and cookie badges.