Digital Cookie®

Registering for Digital Cookie
Caregivers/Girl Scouts
Prefer a video? A step-by-step demonstration is available [here](#).

Step 1: Receive Registration Email
You will receive an email from **"Girl Scout Cookies"** (email@email.girlscouts.org) with the subject line: **"It's time to register your Girl Scout for Digital Cookie!"** If you don't receive it, refer to the [No Registration Email](#) tip sheet.

Step 2: Click the Register Now button in eail
Click the **Register Now** button in the email to go to the Digital Cookie site and begin registration. *(For best results, use the latest version of your web browser.)*

Step 3: Create a Password
Follow the prompts to create a secure password.

Step 4: Use your new password to log in.
Use your new password and the same email address where the registration email was sent to log in.

Step 5: Watch the Safety Video
Share the video with your Girl Scout and review safe selling practices together.
✅ You **must** watch the entire video before continuing—users cannot proceed until it is fully viewed.

Step 6: Read and Accept Terms and Conditions
Review and accept the **Parents/Guardians of Girl Scouts Agreement**. *Note: Parents who are also cookie volunteers will see an additional Terms and Conditions document for volunteers.*

Step 7: Accept the Girl Scout Safety Pledge
Read the pledge with your Girl Scout, check the box to accept, and click **Continue**.

Step 8: Activate Girl Scout(s)
- Click **Activate** to confirm or update your Girl Scout's preferred name.
- For **Girl Scouts 13 and older**: You may enter a email address for the Girl Scout to manage some of the Digital Cookie site. This will send an invitation to complete registration (steps 2-7, excluding step 6 above).
  - Adding an email address is **optional**. If the Girl Scout does not want a separate login, leave this field blank. **Do not enter the email address used to log in to Digital Cookie.**
- For **Girl Scouts under 13**: They will log in with their caregiver and do not need a separate email address.

After activation, click Access Site to go to the Digital Cookie homepage.
✅ Bookmark the site or save your registration email confirmation for easy access later.

Next Steps: [Site Setup](#)
[Girl Scout Site Setup - 13 and Older](#)

Digital Cookie®

Site Setup – Girl Scout Under 13
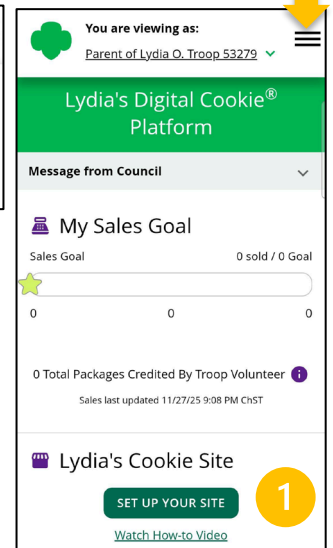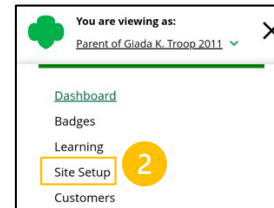Prefer a video? A step-by-step demonstration is available [here](#).

Menu

Previous Steps: [Site Registration](#)

Log In
Go to **digitalcookie.girlscouts.org** and log in.
To help your Girl Scout set up her cookie site for customers:

1. Tap **"Set up your site"** in the **Cookie Site** section,
   or
2. Use the **Site Setup** link from the menu at the top of the page.

Set Up Your Site
The **Site Setup** page has several sections. Tap each heading to jump to the section.

1. [Goal Setting: Set My Sales Target](#)
2. [My Cookie Story](#)
   a. [Photo/Video Upload](#)
3. [Preview and Publish Your Site](#)
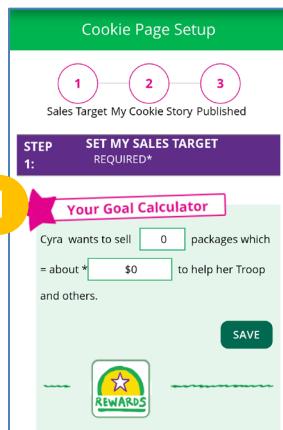
Step 1: Goal Setting: Set My Sales Target
Enter the number of cookie packages your Girl Scout plans to sell (online and offline).

- The calculator will display approximately how much money the troop will earn from her efforts.
- Tap **Rewards** to view your council's rewards tab (if available) and see what she can work toward.

✅ **Don't forget to save the goal before moving on.**

Step 2: My Cookie Story
Girl Scouts tell their customers about a troop goal and why it's important. Then, Girl Scouts share what they've learned from the cookie program.

✅ **Don't forget to save the goal before moving on.**
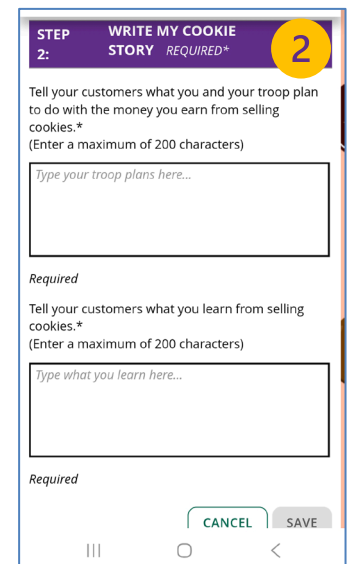
Digital Cookie®

Step 2a: Photo/Video Upload

Girl Scouts can choose to upload a photo or use a picture from the gallery. Or Girl Scouts can upload a video or use the "Cookie Boss" video. For more support see the Photo/Video Upload tip sheet.

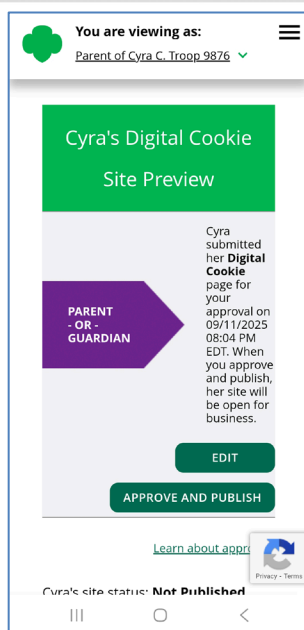Bonus! Girl Scouts can get tips on how to make a great video.

Step 3: See Your Cookie Site and Publish

Almost there! Simply tap 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.

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.

3   SEE YOUR SITE AND PUBLISH

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

📷 Upload your own photo

- or -

👤 Choose from the photo gallery

📹 Upload your own video*

- or -

Use the Girl Scouts video

*Videos should be less than 10MB

How to make your video

actual image size

Your Digital Cookie site will show this photo.

You are viewing as:
Parent of Cyra C. Troop 9876 ▾

Cyra's Digital Cookie Site Preview

PARENT - OR - GUARDIAN ▶ Cyra submitted her **Digital Cookie** page for your approval on 09/11/2025 08:04 PM EDT. When you approve and publish, her site will be open for business.

EDIT

APPROVE AND PUBLISH

Learn about appr...

Cyra's site status: **Not Published**

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, tap **Edit** and make changes, then tap **see your site and publish** again.
- 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.
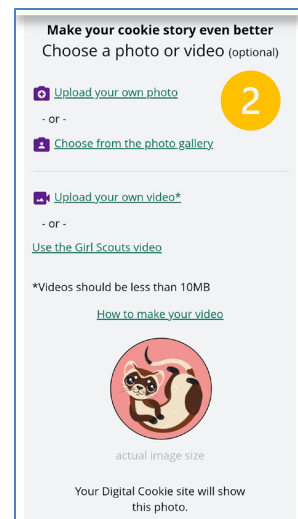
Next Steps: Marketing to Customers
Cookie Entrepreneur Family Pins and Cookie Business Badges

Digital Cookie®

Site Registration – Girl Scout 13 and Older

Previous Steps: Site Registration

Step 1: Activate Girl Scout(s)

- Click **Activate** to confirm or update your Girl Scout's preferred name.
- **For Girl Scouts 13 and older:** Caregivers can enter the Girl Scout's email address to allow her to manage most of the Digital Cookie site independently.
  - *Note:* Girl Scouts 13+ still need an adult to approve their site and customer orders.
  - Adding an email address is **optional**. If the Girl Scout does not want a separate login, leave this field blank. **Do not enter the email address used to log in to Digital Cookie.**

Step 2: Receive Registration Email and Click "Register Now"

- Registration emails come from **"Girl Scout Cookies"** (email@email.girlscouts.org) with the subject line: **"It's time to register for Digital Cookie!"**
- If you don't receive the email, refer to the **No Registration Email** tip sheet.
- When the email arrives, click the pink **"Register Now"** button to go to the Digital Cookie website.

Step 3: Create a Password

Follow the prompts to set up a secure password.

Step 4: Watch the Safety Video

- Your Girl Scout must watch the entire safety video before continuing.
- The site will not allow progress until the full video has been viewed.

Step 5: Read and accept the "Girl Scout Safety Pledge."

- Review the pledge with your Girl Scout.
- Check the box to accept, then click **Continue** to proceed to the homepage.

Next steps: Site Setup
Girl Scout Site Setup - 13 and Older

Digital Cookie®

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 logged into **Digital Cookie**, the setup process works the same as for Girl Scouts under 13.

- **Key difference:** At the bottom of Step 3, there will be a button labeled **"See your site and submit for approval."**

Step 2: Submit Site for Approval

- A preview of the site will appear.
- You can review and make any edits before submitting for caregiver approval.

Step 3: Caregiver Reviews and Approves Site

- After submission, your caregiver receives an email notification that the site needs approval.
- Your caregiver will click/tap the "**Review Site**" button in the email (or access it from the Digital Cookie dashboard), log in, and be taken directly to the site preview. From there, the caregiver can:
  - **Approve and Publish** to make the site live, or
  - Click **Edit** to make changes.
    - If edits are made, the caregiver must click **Approve and Publish** again.

✅ Be sure to inform the Girl Scout if changes were made.

Step 4: Girl Scout Recieves Confirmation

- You will receive an email confirming the site is approved.
- Once the council's Digital Cookie sale is open, you can start sending marketing emails to customers.

Next Steps: Marketing to Customers

Cookie Entrepreneur Family Pins and Cookie Business Badges

Digital Cookie®

No Registration Email Received

To receive a Digital Cookie registration email, your Girl Scout must:
- Be registered for the current membership year.
- Have the correct primary caregiver email address on file with your council.

Step 1: Check Your Inbox

- Look in your **junk**, **spam**, or **promotions** folders for an email from:
  "Girl Scout Cookies" (email@email.girlscouts.org)
  Subject line: **"It's time to register your Girl Scout for Digital Cookie!"**
- If you still don't see the email, follow the steps below.**Step 2: Go to**
  digitalcookie.girlscouts.org

Step 2: Go to digitalcookie.girlscouts.org
- Click "**Need help to log in**".
  (For best results, use the most up-to-date web browser.)
- You'll see a screen with steps to help you register.

Step 3: Request a Registration Email
- Click "**Request a Registration Email**" and enter the email address you used to register your Girl Scout.

Step 4: Check Which Email Is in Digital Cookie
- If your email is in the system, you'll receive a message confirming that a registration email has been sent (within 15 minutes).
- If you see a red error message and believe your Girl Scout is registered, click **"Check the email address that's on file for you."**

Step 5: Select Your Girl Scout Council
Choose your council from the list.

Step 6: Enter Girl Scout Details
Provide your Girl Scout's first name, last name, and troop number.
- If the information doesn't match what's in the system, you'll be prompted to contact your council, troop leader, or customer support.

Step 7: Verify Information
- If your Girl Scout and caregiver information are in the system, review and confirm accuracy.
- If correct, you can send yourself a registration email and know which email address to check.

Step 8: Update Incorrect Information
- If caregiver details are wrong, you will be directed to contact your council to update. You can also update your information in your myGS account.
- Once your information has been updated in Digital Cookie you will receive an email and can log in.

Digital Cookie®

Photo/Video Upload

Want to **double or even triple your sales**? Let customers see **YOU**!

Previous Steps: Site Setup

Step 1: Log in and Access Site Setup
1. Log in to **Digital Cookie.**
2. Tap **Site Setup** from your menu to begin.
   (If your site is already published, click Edit at the top of the page.)

Step 2: Go to "Write My Cookie Story"
- Scroll down to **Step 2: Write My Cookie Story**.
- At the bottom of this section, under **"Make your cookie story even better,"** you can upload a photo or video to personalize your site.

Step 3: Add a Photo
1. Choose a photo from the **Digital Cookie gallery** by clicking **Choose from the photo gallery**,

or

2. Click **Upload your own photo** to select an image from your computer.
   - The photo will appear in the preview pane.
   - Click **Save** to keep it or **Delete** to remove and upload a new one.

Step 4: Add a Video
1. Use the **Cookie Boss** video provided in Digital Cookie,
   or
2. Click **Upload your own video** to select one from your computer.
   - A loading spinner will appear while the video uploads.
   - Once uploaded, you'll see a **Watch My Video** icon. Click it to preview the video in a pop-up window.
   - If satisfied, click **Save**. If not, click **Delete** and re-upload.

Step 5: Publish Your Site
When the photo or video looks great:
- **Caregivers** click **See your site and publish**.
- **Girl Scouts 13**+ click **See your site and submit for approval**. Their caregiver will then log in and publish the page.

Bonus: Tap the "How to Make Your Video" link for helpful tips on creating a video your customers will love!
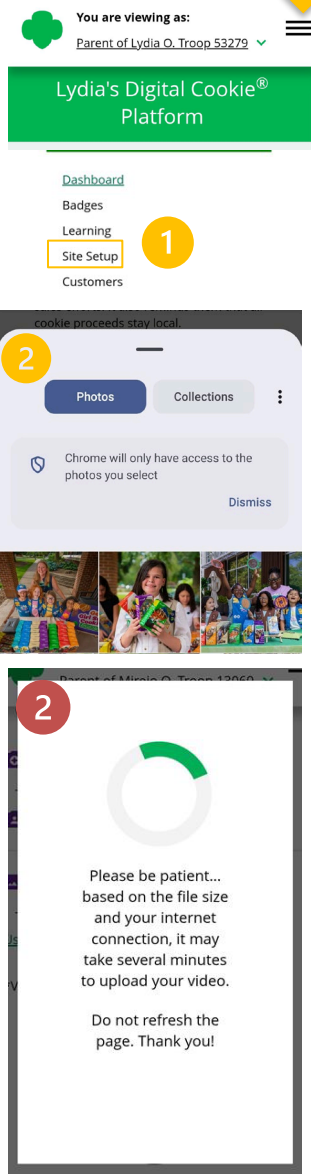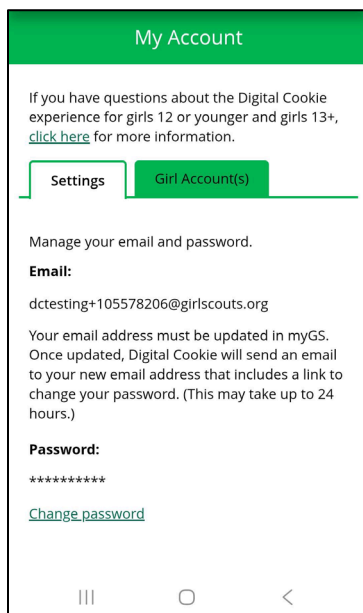
Digital Cookie®

My Account Tab

Use the **My Account** tab to update your password or your Girl Scout's details.
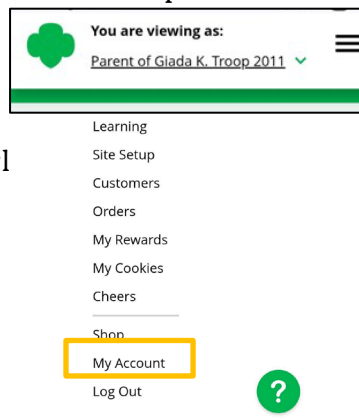
Step 1: Tap "My Account"

- While logged into **Digital Cookie**, tap the menu button at the top of the page, then tab **My Account**.
- From here, you can:
  - Change your password, **or**
  - Click **Girl Account(s)** to update your Girl Scout's preferred name or email address (for Girl Scouts 13 and older).
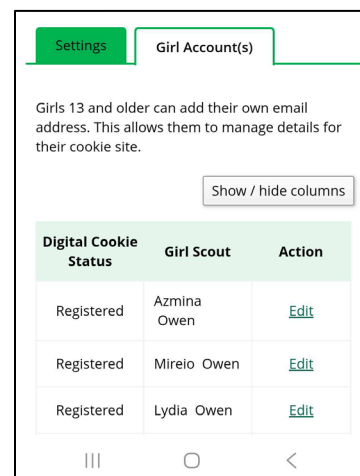
Step 2: Change Password

- Click **Change Password** to update your login credentials.

Step 3: Change Girl Scout Information

- Click the **Girl Account(s)** tab.
- Tap "**Edit**" next to the Girl Scout's name you want to update.
- You can update:
  - Preferred first name.
  - Email address (only if the Girl Scout is 13 or older).

Digital Cookie®

Girl Scout and Caregiver Dashboard

Your **Digital Cookie Dashboard** provides tools and information to help manage your Girl Scout's cookie business. Depending on your council, you may have access to nine pages from your **menu**.

Dashboard | **Badges** | **Learning** | **Site Setup** | **Customers** | **Orders** | **My Rewards** | **My Cookies** | **Cheers**

Dashboard
The dashboard has different sections.
1. Message from Council
2. My Sales Goal
3. My Cookie Site
4. Pending Orders
5. Cheers
6. Pins & Badges
7. Online Sales and Marketing
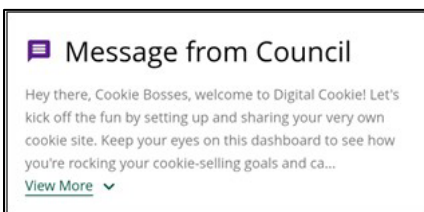
1. Message from Council
View updates and messages from your council here. This section can be collapsed, and it will reappear whenever the council posts a new update.

2. My Sales Goal
Track progress toward your cookie goal and see packages assigned by your troop volunteer.
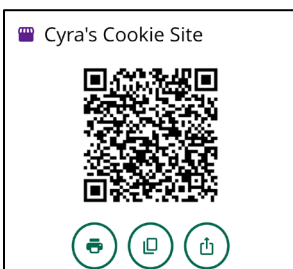
3. My Cookie Site
- Copy your site URL, use the share button, or download your QR code to share with customers.
- If your site isn't set up, use the link provided or view the **Site Setup** tip sheet.
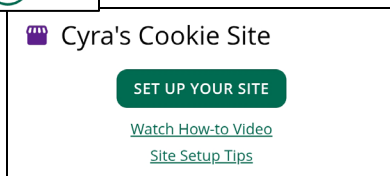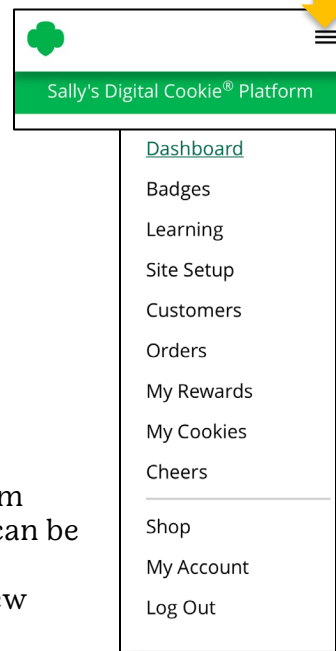
Digital Cookie®

4. Pending Orders
See orders that need approval or delivery.

5. Pins & Badges
Track the progress toward completing the Cookie Business Badges and Cookie Entrepreneur Family Pins.

6. Cheers
Quick access button to "Send a Cheer" to a Girl Scout in their troop.

7. Online Sales and Marketing
Monitor total sales, delivery breakdowns, and marketing emails sent.
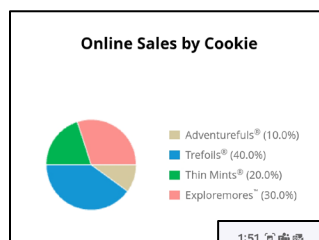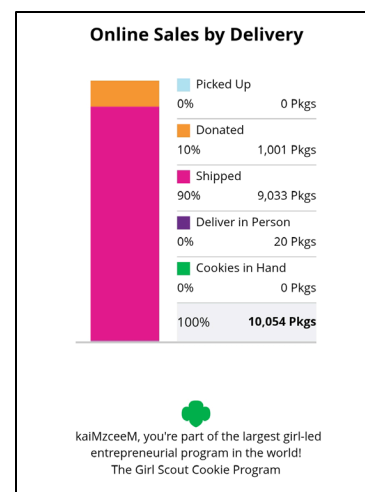
Digital Cookie®

Badges
View **Cookie Entrepreneur Family Pins** and **Cookie Business Badges** for your Girl Scout's level.
(See the "Cookie Entrepreneur Pins/Badges" [tip sheet](#) for details.)

Learning
Access games, videos, and activities tailored to your Girl Scout's age level.

Site Setup
Customize your cookie site.
(See the "Site Setup" [tip sheet](#) for step-by-step instructions.).

Customers
Add contacts, send marketing emails, and track customer activity.
(See the "Marketing to Customers" [tip sheet](#) for details.)

Orders
View all orders placed through your cookie site.
(For additional details, see the "Order Received" [tip sheet](#).)

My Rewards
If available in your council, track rewards earned and make selections.
(See the "My Rewards" [tip sheet](#) for instructions.)

My Cookies
Features vary by council and may include:
- **Initial Order:** Place order directly in Digital Cookie (if enabled).
- **Cookie Inventory:** Track inventory as orders are placed.
- **Financials:** Monitor payments due to your troop volunteer.
- **Delivery Settings:** Turn delivery options on/off and manage cookie varieties.
  [See related tip sheets: [Initial Order](#), [Delivery Settings](#), [Inventory by Variety](#), [Inventory by Category](#), [Financials (ABC)](#), [Financials (LBB)](#)]

Cheers
Send and receive encouraging messages from troop members, volunteers, or customers. *(See the "Cheers" [tip sheet](#) for details.)*

Digital Cookie®

My Cookies: Delivery Settings

Prefer a video? A step-by-step demonstration is available [here](#).

The **My Cookies** page includes several functions for caregivers. This tip sheet focuses on the **Delivery Settings** section.

If enabled by your council, **Delivery Settings** allows you to:

- Turn **off In-Person Delivery** for customers.
- Disable specific cookie varieties for delivery.

This feature helps prevent customers from ordering cookies you cannot fulfill—avoiding the need to decline orders and disappoint customers.

✅ **Tip:** If you're concerned about inventory, check with your troop cookie volunteer before turning off a variety. They may be able to provide additional cookies.

Step 1: Turn Off In-Person Delivery

- Select **Inactive** to disable the Girl Scout delivery option.
- A warning message will appear—click **Update Delivery Settings** to confirm.
- When set to **Inactive**, the cookie variety section disappears. You do **not** need to turn off each variety individually.
- To reactivate delivery:
  - Select **Active** and click **Update Delivery Settings**.
  - Customers will see delivery as an option again.

Step 2: Turn Off a Cookie Variety

- If you want to keep delivery active but are out of a specific variety:
  - Toggle the slider next to that variety to **Off**.
  - Click **Update Delivery Settings**.
- To make the variety available again:
  - Toggle the slider back to **On** and click **Update Delivery Settings**.
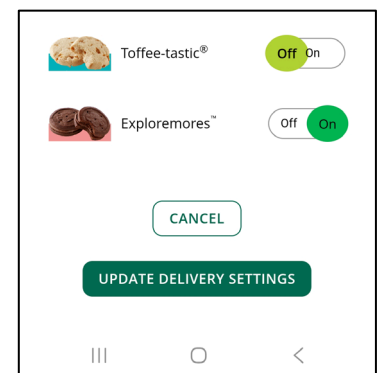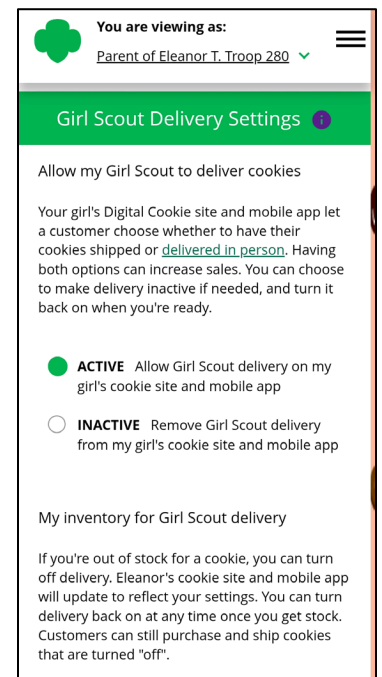
Digital Cookie®

My Cookies: Inventory by Category

Prefer a video? A step-by-step demonstration is available here.

The **Inventory by Category** tool in Digital Cookie helps track cookie inventory throughout the sale.

Tip: If you're new to the cookie program or managing a small inventory, this feature may feel complex. It's best suited for Girl Scouts handling large quantities or multiple re-supplies.

Step 1: Log into Digital Cookie
- Go to **digitalcookie.girlscouts.org** and log in.
- Tap the **My Cookies** link from the menu icon.

Step 2: Overview
The top of the inventory dashboard shows the **total number of packages allocated to your Girl Scout by the troop cookie volunteer**.

This may include booth or troop sales and is **not the same as the number of cookies you personally have on hand**.

Step 3: View Current Inventory
- Expand **Current Inventory** by clicking the arrow next to the total number of packages.
- *Category type names are set by your council and could be different than what is on the image.*
- Details include:

Menu

Sally's Digital Cookie® Platform

1 My Rewards
   My Cookies

Rita's Packages: 6 2

This number reflects all packages currently credited to your Girl Scout by the troop cookie volunteers. This number may not be the same as the data on your progress bar.

Rita's Cookies Inventory (Packages) ⓘ

Current Inventory	6 ▾
Pending/Yet to Approve	21 ▾
Inventory Needed	15 ▾

3

Current Inventory table

Current Inventory	6 ▴

NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.

Category	Available
Exploremores	2 ▴
RECEIVED:	
Initial Order	2
Additional Inventory	0
DELIVERED:	
Mobile App: Cash Sales	0
Mobile App: Other Payments	0
Delivered Online Sales	0
CURRENT INVENTORY	2
Standard	4 ▴
RECEIVED:	
Initial Order	4
Additional Inventory	0
DELIVERED:	
Mobile App: Cash Sales	0
Mobile App: Other Payments	0
Delivered Online Sales	0
CURRENT INVENTORY	4
TOTAL	6 ▾

○ **Received**: Cookies recorded by the troop volunteer as picked up and signed for.
- If numbers seem incorrect, contact your troop volunteer.

○ **Delivered**: Reflects:
- Offline sales entered manually.
- Mobile app transactions using **"Give Cookies to Customer Now"** (including cash option).
- In-person delivery orders marked as delivered in the **Orders** tab.
- *(Note: It may take a few days for volunteers to update transactions.)*

Digital Cookie®

Step 4: Pending Delivery / To Approve
- Shows cookies needed for:
  - Approved in-person delivery orders.
  - Orders awaiting approval.
- Expand each category to view quantities required for each order.

Pending/Yet to Approve	21 ▲
Category	**Pending**
Cookie	4 ▼
Exploremores	4 ▲
Unapproved (Online Delivery)	2
Undelivered (Online Delivery)	2
CURRENT PENDING	**4**
Standard	13 ▼
TOTAL	21 ▼

Step 5: Inventory Needed
- Displays shortages for fultilling orders.
- Negative numbers indicate shortages—expand to see details.
- To identify specific varieties:
  - Review the **Orders** tab
  - Coordinate with your troop volunteer to secure more cookies.

Inventory Needed	15 ▲
Category	**Needed**
Exploremores	2 ▲
Current Inventory	2
Pending	4
TOTAL NEEDED	**2**
Standard	9 ▲
Current Inventory	4
Pending	13
TOTAL NEEDED	**9**
Cookie	4 ▼

Digital Cookie®

My Cookies: Inventory by Variety

Prefer a video? A step-by-step demonstration is available [here](#).

The **Inventory by Category** tool in Digital Cookie helps track cookie inventory throughout the sale.

Tip: If you're new to the cookie program or managing a small inventory, this feature may feel complex. It's best suited for Girl Scouts handling large quantities or multiple re-supplies.

Step 1: Log into Digital Cookie
- Go to **digitalcookie.girlscouts.org** and log in.
- Tap the **My Cookies** link from the menu icon.

Step 2: Overview
The top of the inventory dashboard shows the **total number of packages allocated to your Girl Scout by the troop cookie volunteer**.

This may include booth or troop sales and is **not the same as the number of cookies you personally have on hand**.

Step 3: View Current Inventory
- Click the **arrow** next to the total number of packages to view inventory by variety.
- Expand any variety to see how totals were calculated:

o **Received**: Cookies recorded by the troop volunteer as picked up and signed for.
If numbers seem incorrect, contact your troop volunteer.

o **Delivered**: Includes:
  - Mobile app sales using **"Give Cookies to Customer Now"** (including cash option).
  - In-person delivery orders marked as delivered in the **Orders** tab.

Digital Cookie®

Step 4: Pending Delivery/To Approve
- Shows cookies needed for:
    - Approved in-person delivery orders.
    - Orders awaiting approval.
- Expand each variety to view:
    - Number of approved orders.
    - Orders pending approval.
    - Inventory required for each category.

Pending/Yet to Approve	13 ▲
Variety	**Pending**
Adventurefuls®	1 ▼
Trefoils®	2 ▼
Thin Mints®	5 ▼
Exploremores™	5 ▲
Unapproved (Online Delivery)	3
Undelivered (Online Delivery)	2
CURRENT PENDING	**5**
TOTAL	13 ▼

4

Step 5: Inventory Needed
- Displays if additional cookies are required to fulfill orders.
- Expand any section showing a number to see:
    - How many packages are needed.
    - Why they are needed.

✅ **Tip:** If you see a number for a variety in this column, confirm you can get the cookies before approving an order.

Inventory Needed	18 ▲
Variety	**Needed**
Adventurefuls®	0 ▼
Lemonades®	0 ▼
Trefoils®	0 ▼
Thin Mints®	0 ▼
Peanut Butter Patties®	0 ▼
Caramel deLites®	0 ▼
Peanut Butter Sandwich	0 ▼
Caramel Chocolate Chip	0 ▼
Exploremores™	18 ▲
Current Inventory	-13
Pending	5
TOTAL NEEDED	**18**
Donate Cookies	0 ▼

5

Important:
- If you have questions about inventory numbers, contact your troop volunteer.
- Allow a few days for updates—volunteers may need time to enter transactions.

Digital Cookie®

How to View and Manage Orders in Digital Cookie

Prefer a video? A step-by-step demonstration is available here.

Congratulations! Your Girl Scout received an order!

- If the customer requested **In-Person Delivery**, follow the steps below to approve the order and deliver the cookies.

- If the order is being **shipped directly to the customer or donated**, there's nothing you need to do—except remind your Girl Scout to send a **Thank-You email**.

We've included helpful details for both scenarios below.

In-Person Delivery

Step 1: Receive Reminder Email

- If an In-Person Delivery order is not approved by midnight, you'll receive an email from **email@email.girlscouts.org** with the subject: **"Action required: you have an in-person delivery request!"**

Step 2: Log into Digital Cookie

- Tap **Log In Now** in the email, or go to **digitalcookie.girlscouts.org** and log in.
- Tap the **Orders** link from the menu icon or tap **View Orders** from the dashboard to see pending approvals.
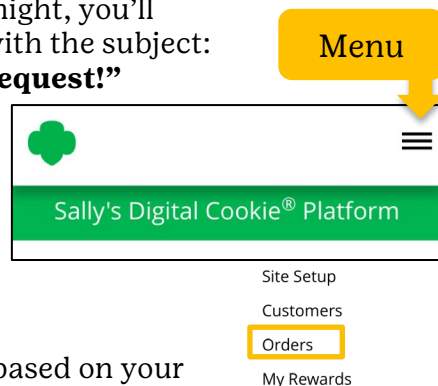
Step 3: View Orders

- On the Orders page, the columns displayed may vary based on your phone's settings. To adjust what you see, tap the **Show/Hide Columns** buttons and select the columns you want to display or hide.
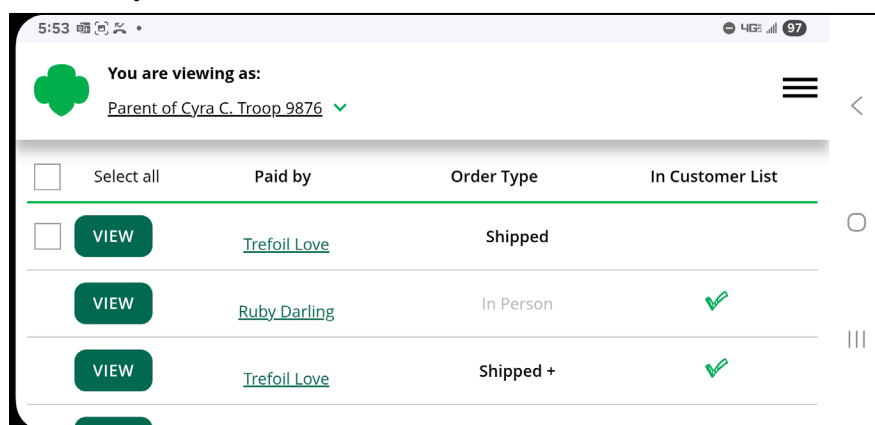 - Order #
  - Cookie oks
  - Paid by
  - Deliver to
  - Delivery Address
  - Order Date
  - Days left to approv

Step 4: Decide to Approve or Decline

Consider:
- Is the customer known and trusted?
- Can you deliver before the end of the sale?
- Do you have or will you have enough inventory?

✅ If yes, check the box then tap the **Approve Order** button. Once approved, the customer will receive an email letting them know to expect their cookies within two weeks after you have them.

❌ If no, tap **Decline Order** (the order will default to the customer's second choice: Cancel or Donate).
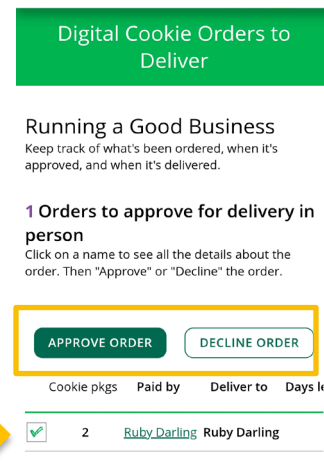
Digital Cookie®

Step 5: Approve or Decline Orders
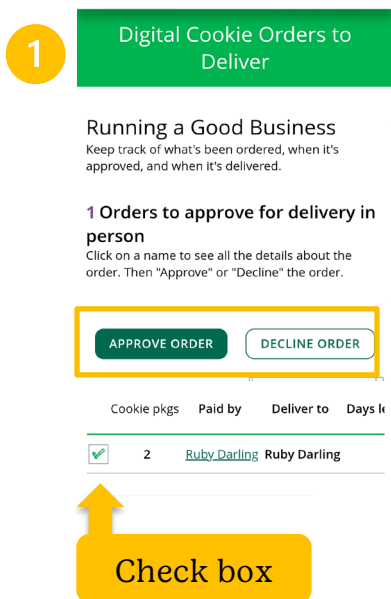
You can approve/decline in two ways:

1. **Select individual orders** → Check the box → Tap **Approve Order** or **Decline Order**
2. **Open individual order details** → Tap **Approve Order** or **Decline Order** at the bottom.

A pop-up will appear to confirm your choice. Once you approve or decline an order, the action cannot be changed. An email will automatically be sent to the customer notifying them of the decision.

Note: Troop volunteers will see the financial credit in the baker system after you approve delivery.

Step 6: Orders to Deliver

- Approved orders move to the **Orders to Deliver** section.
- When approved, the customer is charged.
- Make sure your Girl Scout delivers the cookies promptly.

Step 7: Marking Orders as Delivered
After delivery:
- Log back into Digital Cookie.
- Mark orders as delivered:
    1. **Select individual orders** → Check the box → Tap
    2. **Open individual order details** → Tap **Cookie Order Was Delivered**
- Delivered orders move to the **Completed Orders** section.

Digital Cookie®

Completed Orders

The Completed Orders section includes all finalized transactions—such as shipped, donated, mobile app orders, canceled or declined orders, and more.

Step 1: View Orders

- Tap **Log In Now** in the email, or go to **digitalcookie.girlscouts.org** and log in.
- Tap the **Orders** link from the menu icon or tap **View Orders** from the dashboard.
- Scroll down to the bottom of the page to see the compelted order section.
- In this section, the columns displayed may vary based on your phone's settings. To adjust what you see, tap the **Show/Hide Columns** buttons and select the columns you want to display or hide.

Step 2: View Order Details

- Click the customer's name to see full details, including any donated boxes.
  ✅ **Tip**: Encourage your Girl Scout to send thank-you messages—this helps turn customers into repeat buyers!

Step 3: Add Customer to Contact List

- If the customer isn't in your contact list:
  - Check the box next to their name → Tap **Add to Customer List**
- This allows your Girl Scout to send thank-you emails now and marketing emails next year.

Digital Cookie®

Order Received (Shipped/Donated)

Congratulations! Your Girl Scout received an order! There's nothing you need to do—except remind your Girl Scout to send a **Thank-You email**. Follow the steps below to view these orders.

Step 1: View Orders

- Tap **Log In Now** in the email, or go to **digitalcookie.girlscouts.org** and log in.
- Tap the **Orders** link from the menu icon or tap **View Orders** from the dashboard.
- Scroll down to the bottom of the page to see the compelted order section.
- In this section, the columns displayed may vary based on your phone's settings. To adjust what you see, tap the **Show/Hide Columns** buttons and select the columns you want to display or hide.

Step 2: View Order Details

- Click the customer's name to see full details, including any donated boxes.
  ✅ **Tip**: Encourage your Girl Scout to send thank-you messages—this helps turn customers into repeat buyers!

Step 3: Add Customer to Contact List

- If the customer isn't in your contact list:
  o Check the box next to their name → Tap **Add to Customer List**
- This allows your Girl Scout to send thank-you emails now and marketing emails next year.

Digital Cookie®

My Cookies: Financials

Prefer a video? A step-by-step demonstration is available here.

The **Financials** section is a valuable tool for understanding:

- How much you owe for cookies.
- How payments and troop calculations are tracked.

Use the **At-a-Glance** view for a quick summary of amounts paid and due. For more detail, expand each section.

Accessing Financials

- From your **Digital Cookie Dashboard**, click the **My Cookies** tab.
- Within this tab, locate the **Financials** section.
  Note: This section appears only after the Initial Order (if applicable).

Four Sections in Financials

1. **Initial Cookies (Order Card)**
   (May not apply if your council does not do initial orders at the girl level.)
   - Expand this section to see:
     - Total initial order packages.
     - **LBB Councils:** Includes Council/Troop Charity (Cookie Share or Gift of Caring) packages.
     - **ABC Councils:** Donation packages will not appear here.
   - **Note:** If your council sells cookies at two pricing tiers (e.g., specialty cookies), contact your troop volunteer for details.

2. **Payments**
   - **Online Paid:** Payments for In-Person Delivery or Cookies-in-Hand orders made online.
   - **Offline Paid:** Cash or check payments given to your troop volunteer and entered by them. *(Does not include cash sales you entered yourself.)*
   - If totals differ from your records, contact your troop volunteer.

3. **Additional Cookies Received**
   - Shows packages picked up from the troop.
   - If numbers don't match what you received, contact your troop volunteer.

4. **Total Balance Due**
   - **Total Money Owed:** For initial and additional cookies received (including any specialty pricing).
   - **Total Money Paid:** Sum of payments recorded.
   - **Total Balance Due:** Difference between owed and paid amounts.
     - If figures seem incorrect, compare with your troop volunteer's records.

Menu

Sally's Digital Cookie® Platform

My Rewards
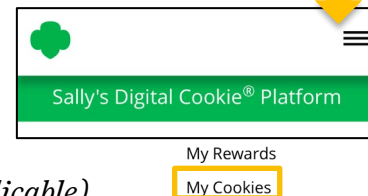
My Cookies

Cyra's Financials ⓘ

Reflects cookies and payments entered by the troop cookie volunteer.

10/03/25 12:00 AM EDT

① Initial Cookies (Order Card)	0 ▲
Cookie Packages ($5.00)	0
PACKAGES	**0**

② Payments	$290.00 ▲
Online Paid	$40.00
Offline Paid	$250.00
TOTAL PAID	**$290.00**

③ Additional Cookies Received	121 ▲
Cookie Packages ($5.00)	121
PACKAGES	**121**

④ Total Balance Due	$315.00 ▲
Total Money Owed	$605.00
Total Money Paid	$290.00
TOTAL BALANCE DUE	**$315.00**

Digital Cookie®

Cookie Entrepreneur Pins & Badges

Girl Scouts can explore and complete Cookie Entrepreneur Family Pins and Cookie Business Badges right in Digital Cookie.

Step 1: Log In and Access Badges
- Log in to **Digital Cookie.**
- Tap the **Badges** in the Menu section to view available Cookie Entrepreneur Family Pins and Cookie Business Badges for your Girl Scout's level.
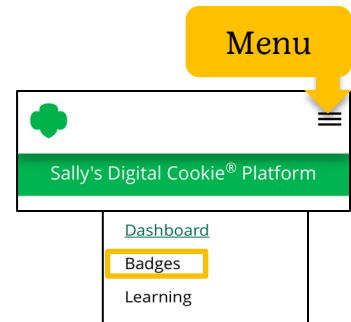
Step 2: Viewing Badges Page
- The page displays:
  - **Cookie Entrepreneur Family Pins** and
  - **Cookie Business Badges** appropriate for your Girl Scout's level
- For badges:
  - Read an overview of the steps.
  - For full details, check with your troop volunteer or purchase requirements online via the shop link or at your local council store.
- For pins:
  - Tap on the instructions for each step to begin.
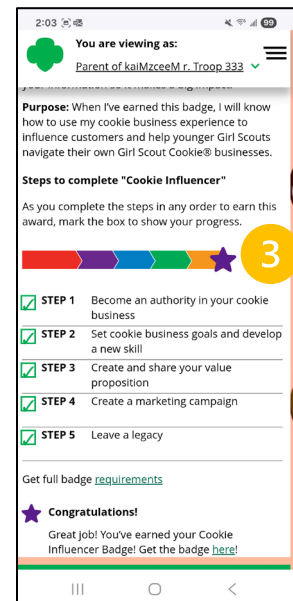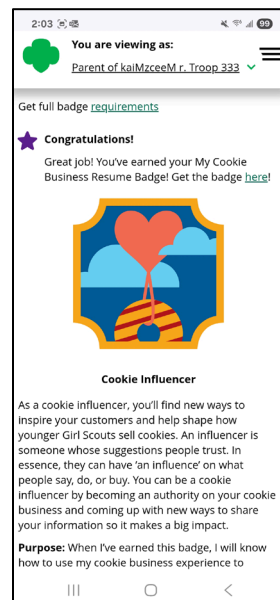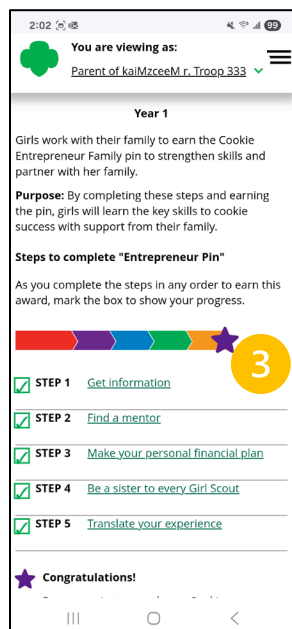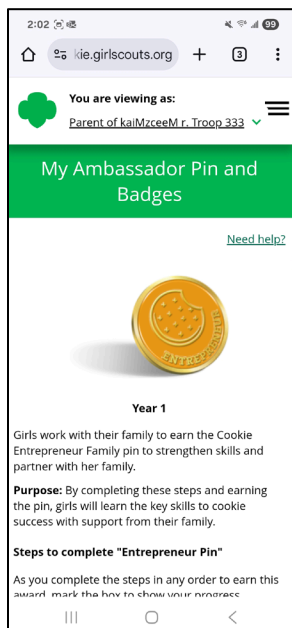
Digital Cookie®

Step 3: Complete Pin Steps

- Instructions for each step will pop up.

- Tap the link to complete activities.

- After finishing a step, check the box next to it.

- When the last step is checked, a pop-up will confirm completion.

- Girl Scouts can mark steps as complete even if they finished them earlier with their troop.

- Steps can be repeated anytime—great tools for building entrepreneurial skills!

Step 4: Celebrate Completion

- When all steps are complete:

  o A star appears at the end of the progress bar.

  o A congratulatory message displays.

  o The completed badge or pin will appear in color on the Girl Scout's dashboard.
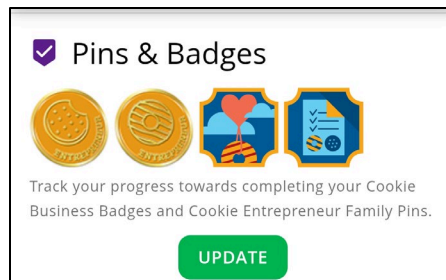
![girl scouts logo]

Digital Cookie®

My Rewards

Prefer a video? A step-by-step demonstration is available [here](#).

The **My Rewards** page lets Girl Scouts:
- View rewards available for selling cookie packages.
- See details for each reward.
- Track progress toward their cookie goal.
- Select reward options when they unlock new levels.

Log in to Digital Cookie and Access Rewards Page
- Go to **digitalcookie.girlscouts.org** and log in.
- Tap the **My Rewards** link from the menu icon.
- Here, Girl Scouts can:
  - See rewards at different sales levels.
  - View any additional council-offered rewards for Digital Cookie sales or emails.
  - Check progress toward their cookie goal.
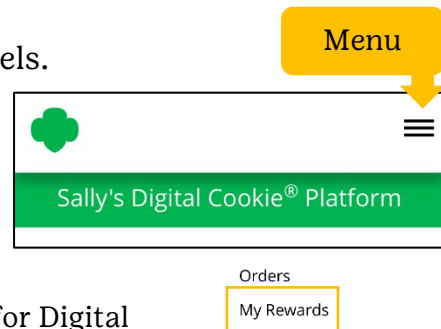
Step 1: View Rewards:
- Click the down arrow on the right side of the screen.
- Locked rewards indicate the Girl Scout hasn't sold enough packages yet, but details can still be viewed by clicking on them.

Step 2: Earn Rewards
- When a Girl Scout earns a reward, a message will appear on the My Rewards page.
- Reward data comes from troop volunteer records.
- ✅ If something looks incorrect, check with your troop cookie volunteer.

Menu

Sally's Digital Cookie® Platform

Orders
My Rewards

2:51

You are viewing as:
Parent of Molly C. Troop 9876 ⌄

Need help?

Molly's Rewards

4 Packages Sold / Goal: 50   **2**
ⓘ

You have 46 packages to reach your next reward level.
You can select rewards until 3/6/2026
View ALL council rewards
Last Updated 10/2/25 5:39 PM EDT

Reward options may change based on final sales and troop reconciling.
Your Troop may opt out of rewards, so please check with your troop volunteer for more details.

| 50+ Packages | ⭐🔒 | ▾ | **1** |

Digital Cookie Rewards   1220 Digital Packages Sold

| 50+ Packages | ✓ | ▾ |
| 300+ Packages | ✓ | ▾ |

2
You've earned a Digital Cookie Reward item.
Congratulations! Click on the reward level to see what reward(s) are now available to you.
VIEW REWARD

Digital Cookie®

Step 3: Make Selections

- When a new reward is earned you can:
  - o Choose from available options at that level (if applicable).
  - o Indicate size if required.
- To change a selection:
  - o Check the box for the new choice before the rewards due date (shown at the top of the screen).

Select Size

Choose your reward
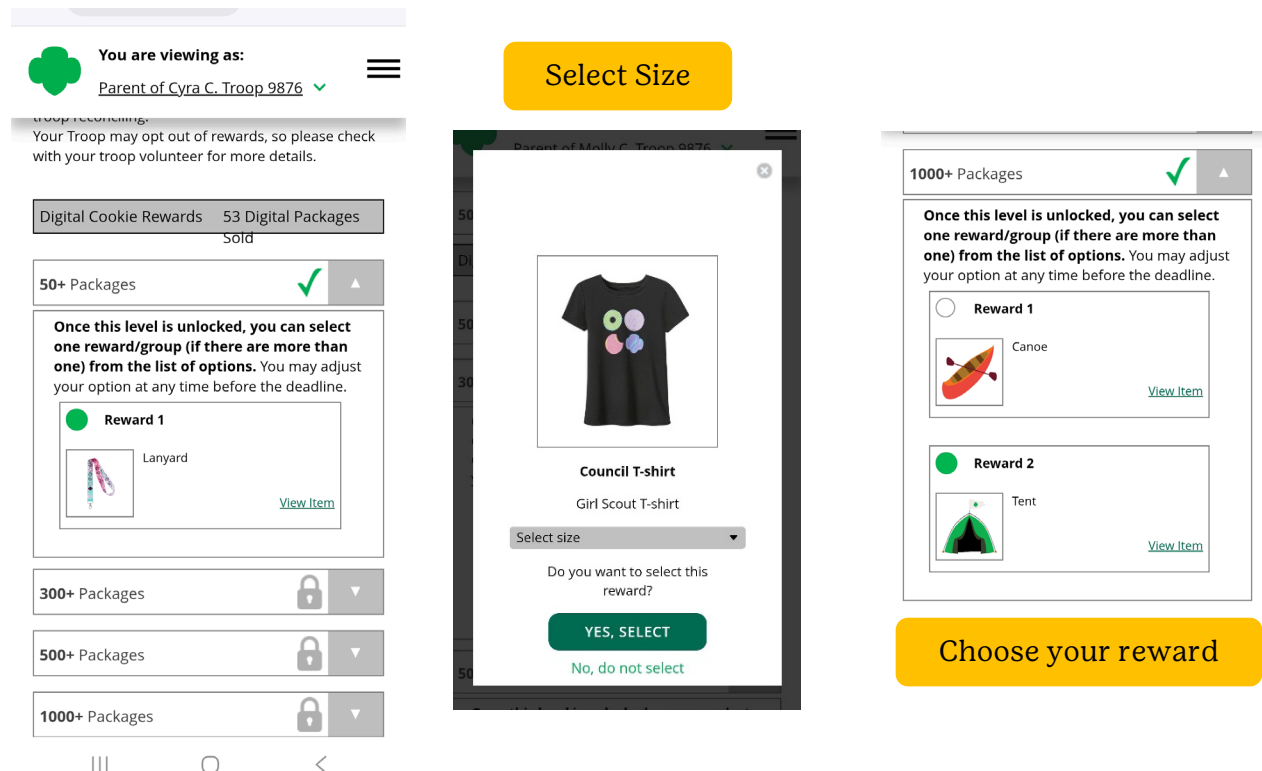
Step 4: After the Rewards Due Date

- After the deadline:
  - o Girl Scouts can still view earned rewards but cannot make changes.
  - o Troop volunteers will have submitted selections for ordering.

Digital Cookie®

Cheers

Girl Scouts can make their Digital Cookie experience even more fun by sending and receiving Cheers—encouraging messages with fun images—from troop members, volunteers, or even customers.

Step 1: View Cheers
- Click **Cheers** in the menu section to view or send a Cheer.

Step 2: Send a Cheer
- In the **Cheers** module, Girl Scouts can:
  - See other troop members and their progress toward their sales goals.
  - Use the **Pick a Cheer to Send** dropdown next to the Girl Scout they want to cheer.
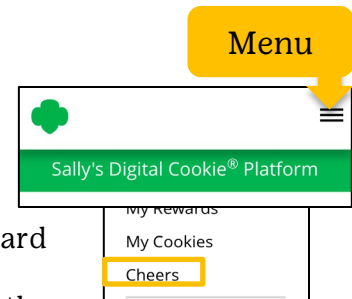
Step 3: Select an Image and Message
- Choose from a selection of GIF images and short messages.
- A preview will appear in the blue box.
- Click **Send This Cheer** to share it.

Step 4: Receive Cheers
- When a Girl Scout receives a Cheer, a notification appears on the **Home** page.
- Click **View My Cheers** to see them.
- If the Cheer is from another Girl Scout, the **Cheer Back** option will appear—click it to send a quick response.
- If the Cheer is from a troop volunteer or customer, **Cheer Back** will not be available.
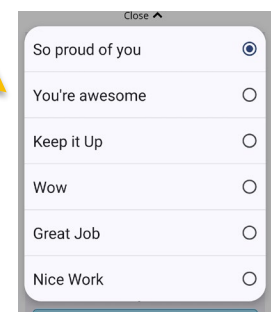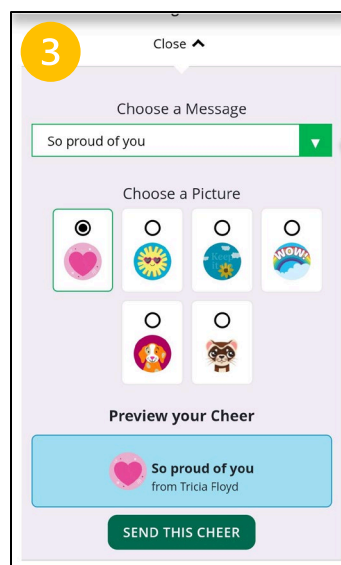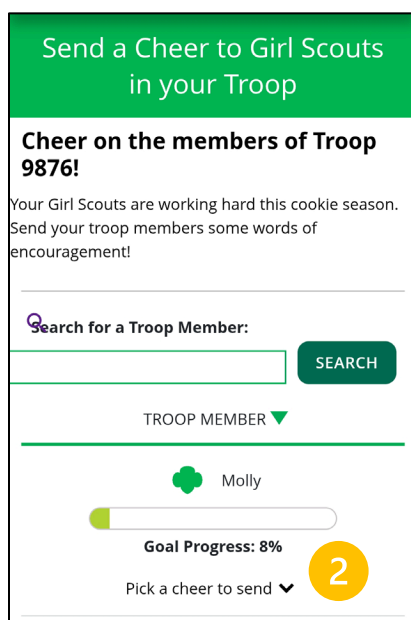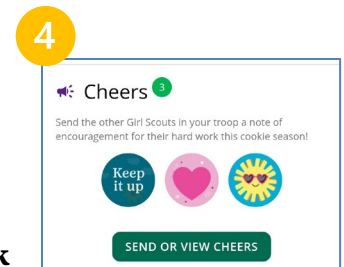
Digital Cookie®

Closing Your Site Early (In Season)

If you're not actively promoting your site, you may not receive sales. However, if you want to ensure customers cannot place additional orders, you can temporarily close your Digital Cookie store.

Step 1: Navigate to the Site Setup
- Log in to **Digital Cookie** and go to the **Site Setup** page from the **Menu**.
- Click **Close Online Store**.
- Confirm that you want to close your Girl Scout's Digital Cookie site.
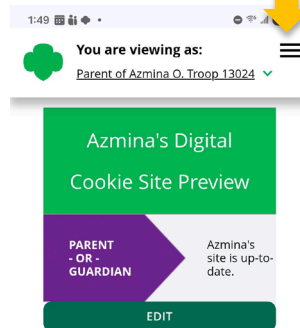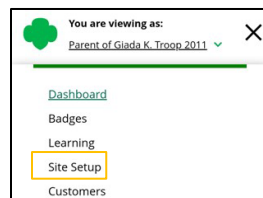
Step 2: Site Closed Display

When closed:
- The **Site Setup** page and **Home Dashboard** will show the site as closed.
- Customers visiting the site will see a message stating the store is closed.
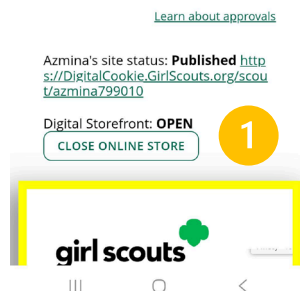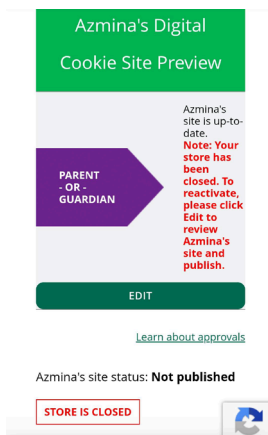
Step 4: Reactivate the Site

To reopen:
- Go to **Site Setup** and click **Edit**.
- Scroll to the bottom and click the green **See Your Site and Publish** button.
- Review and publish—the site will be active again within minutes.

Tip: Don't Want to Close the Entire Site?

- If you still want customers to order **shipped or donated cookies** but stop **in-person delivery**, use the steps in the **My Cookies Delivery Settings** tip sheet (if your council has enabled this feature).

Digital Cookie®

Using the Digital Cookie Mobile App:
A Training Guide for Caregivers and Girl Scouts

This guide provides Girl Scouts and families with a step-by-step instructions for using the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's Digital Cookie storefont.

Additional Resources: [Using the Mobile App Video](#)

Step 1: Download the App

Download the free Digital Cookie Mobile App from the [App Store (iphone)](#) or [Google Play](#) (Android). Search for "Digital Cookie Mobile App." Be sure to download the latest version or update the app each year to ensure full functionality.

Step 2: Log In

Use the same email and password associated with your Digital Cookie account to log in to the mobile app. ***The app will function only after the Girl Scout's Digital Cookie site is set up and approved, and the council's mobile app access date has begun.***
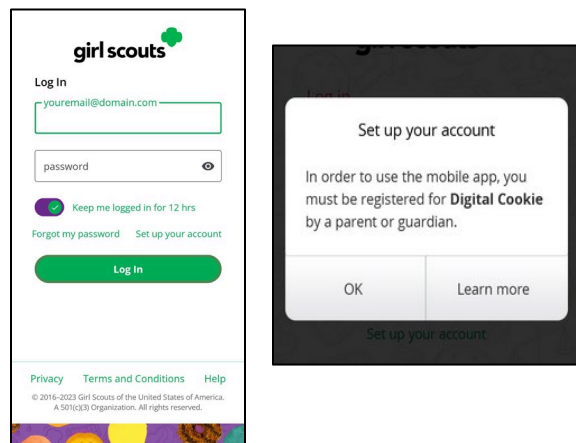
Step 3: Select the Girl Scout Role

After logging in, you may see multiple accounts listed for your Girl Scout(s) and troop(s). This guide focuses on the **Girl Scout role**. For instructions on using the **Troop role**—typically used at cookie booths—refer to the *[Mobile App Booths Tip Sheet.](#)* To begin, select the Girl Scout's name.
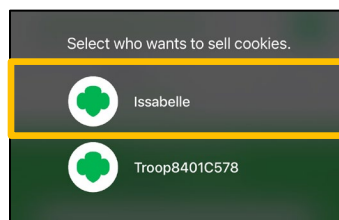
Digital Cookie®
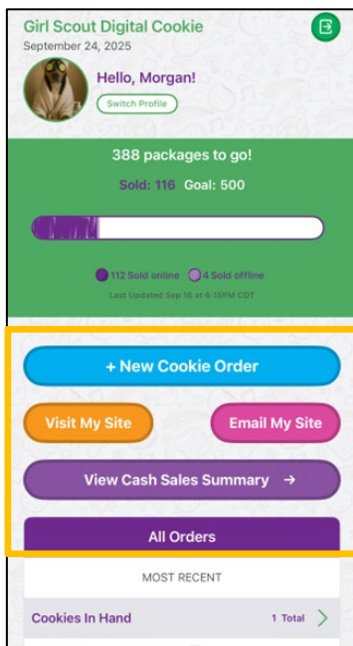
Home Page Features

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

- [New Cookie Order](#) – Place orders directly through the app.
- [Visit My Site](#) – Display the Girl Scout's cookie site QR code for customers to scan and purchase cookies.
- [Email My Site](#) – Send the cookie link to potential customers via email.
- [View Cash Sales Summary](#) – Review the total cash collected for the day, including a breakdown by cookie variety.
- [All Orders](#) – View and manage all orders by delivery method.
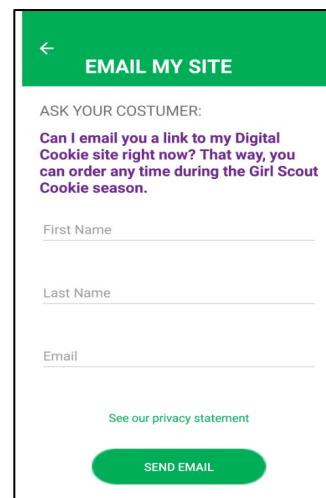
Email My Site

Use this feature to send your cookie link to potential customers who aren't ready to purchase immediately. Enter the customer's contact information to send the link. The customer will receive an email with a direct link to your cookie site.

Customer information will appear in the Customer tab under the Mobile App section. To send follow-up emails or retain the customer for future seasons, add them to your customer list.
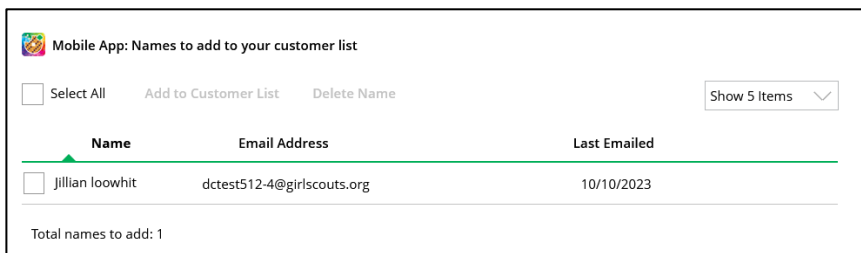
Visit My Site
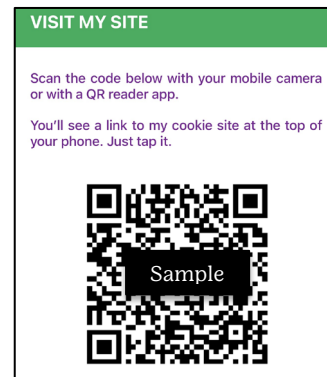
Digital Cookie®
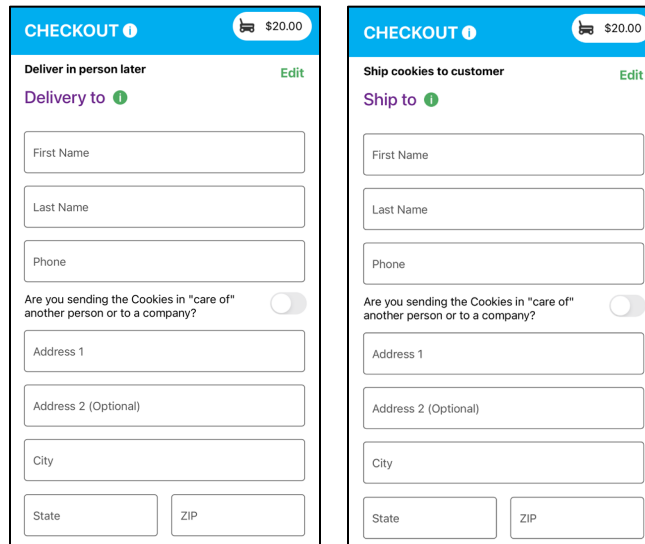
New Cookie Order

Use this feature to take cookie orders directly through the app.

1. Click 'New Cookie Order' to open the order screen.
2. Review Delivery Option – Defaults to 'Give Now' or last selected. Tap 'Update' to change. Note: Deliver later orders still need to be approved within five days or the order will be canceled.
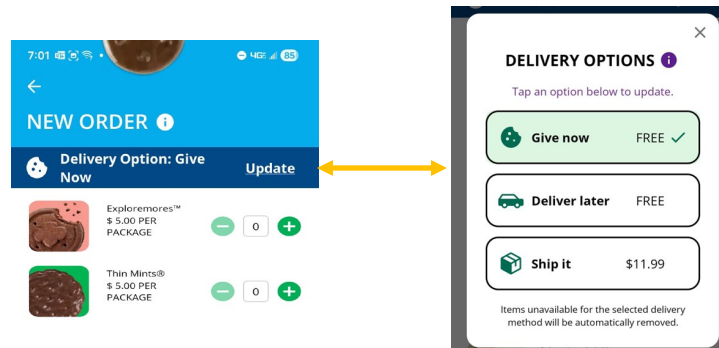
3. Select Cookie Quantities – Use '+' and '–' buttons, then click 'Checkout'.
4. Review Order and Enter Customer & Payment Details – For shipped or delivery orders, enter address. For 'Give Now', customer info is optional.
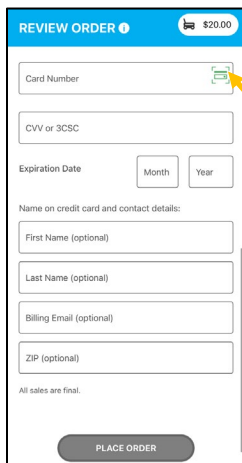
Note: Cash payment is only available for 'Give Now' orders

Digital Cookie®
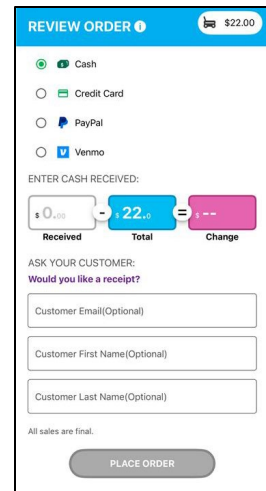
Payment Methods

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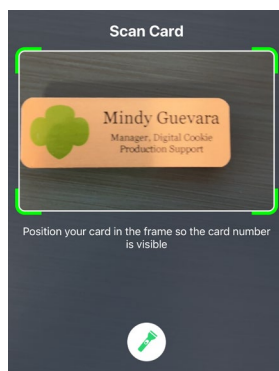
Tip: Have good lighting and double check the numbers before placing the order.

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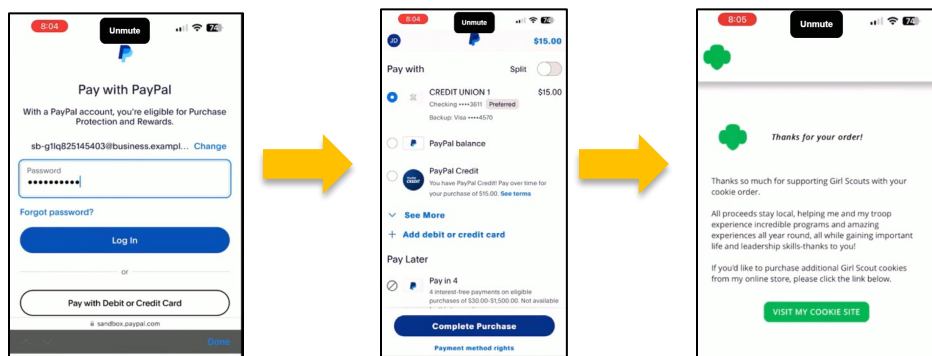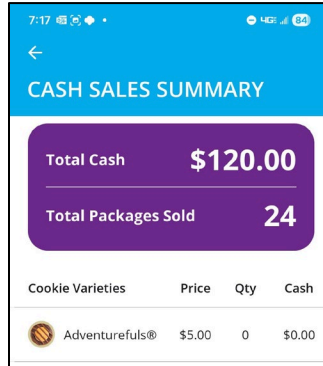
Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!

Digital Cookie®

View Cash Sales Summary

View a snapshot of the amount of cash that has been collected.
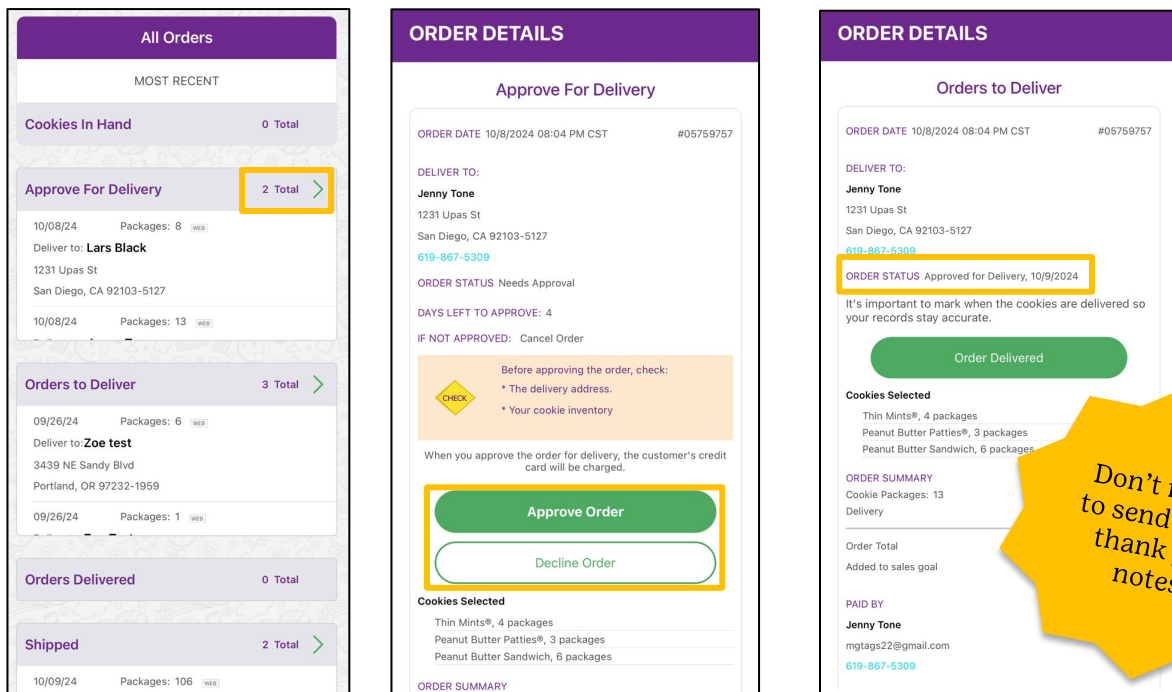
All Orders

Use this feature to view and manage all orders 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.

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: Download the App
Download the free Digital Cookie Mobile App from the App Store (iphone) or Google Play (Android). Search for "Digital Cookie Mobile App." Be sure to download the latest version or update the app each year to ensure full functionality.

Step 2: Log in to the Mobile App
Use the same email and password associated with your Digital Cookie account to log in.

Step 3: 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.
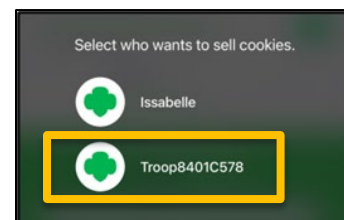
Home Page Features
From the home page, you can access the following features:
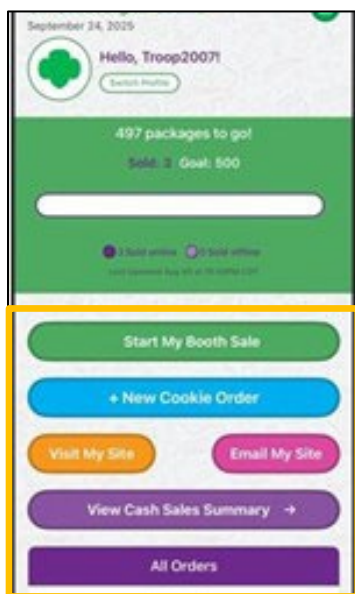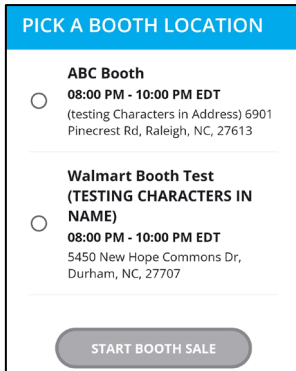
- Start My Booth Sale-Enables placing orders for a specific booth.
- New Cookie Order – Enables placing orders directly through the app.Use this only if a booth is not available.
- Visit My Site – Displays the troop's site QR code.
- Email My Site – Allows sending the troop's site link to potential customers 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.

Digital Cookie®

Start My Booth Sale
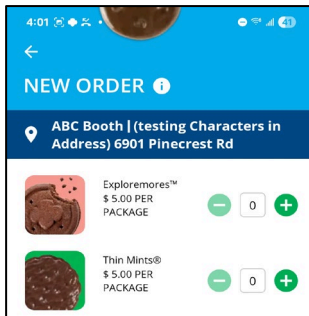Follow these steps when taking orders at a cookie booth.

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.
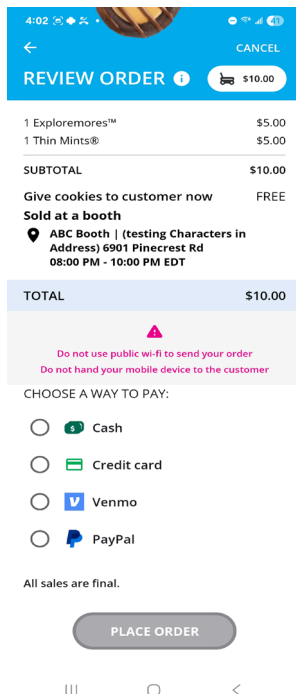
Step 2: Select Cookie Varieties
Use the '+' and '–' buttons to enter quantities, then click 'Checkout'.

Step 3: Review Order and Select Payment Type
Choose from cash, credit card, Venmo, or PayPal.
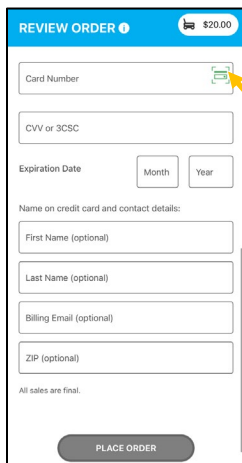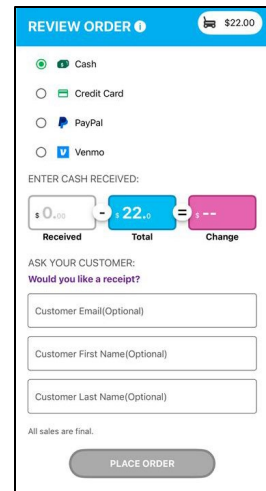
Digital Cookie®

Payment Methods

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

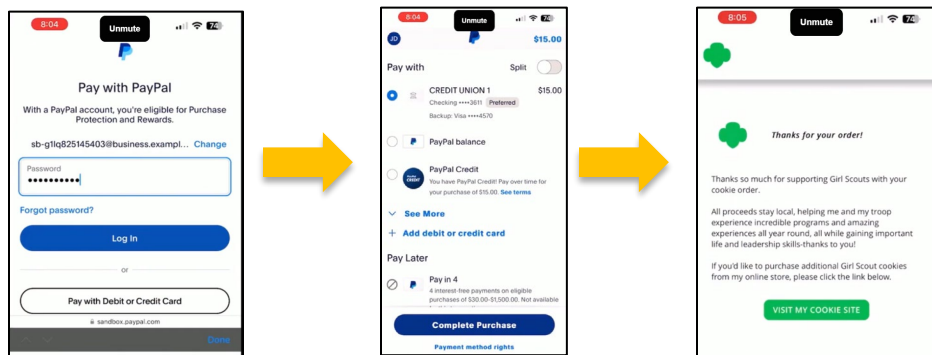**Credit Card –** Enter or scan card details. Contact info is optional but useful for receipts or issues.
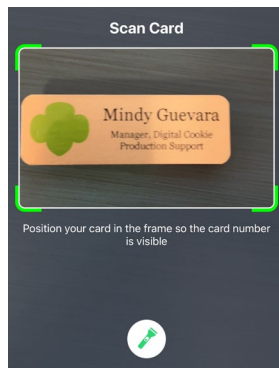
Tip: Have good lighting and double check the numbers before placing the order.

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.
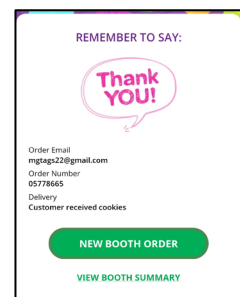
Digital Cookie®

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.

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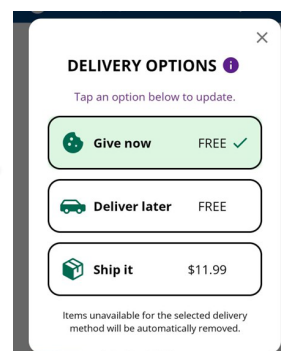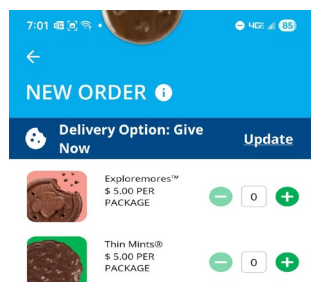
Then, follow the steps outlined above to complete the order.