



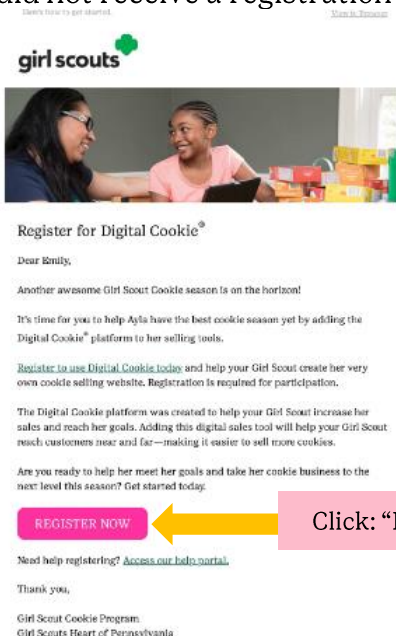
Digital Cookie

Registration and Site Set Up Parents/Girls Over 13

REGISTRATION

Step 1: Watch for your registration email* from “Girl Scout Cookies” (email@email.girlscouts.org) with the subject “Register for the Digital Cookie Platform Today”. Your council will let you know the approximate date you can expect to see that email. Search your “Promotions/Clutter/Spam” folder too.

*If you did not receive a registration email, request help [here](#).



Be sure to add email@email.girlscouts.org to your address book so you get your email!

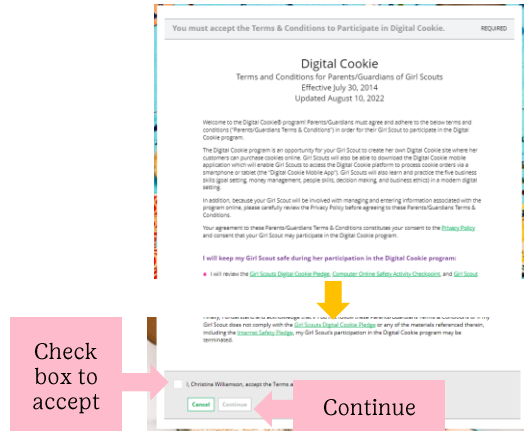
Step 2: Click the green button to take you to the Digital Cookie registration site.

Step 3: Create a password.

Step 4: Use your new password to log in. Remember to use the same email address where you received your registration email-that’s the one your Girl Scout Council has on file for you.

Step 5: Watch and review the “*Safe Selling for Smart Cookies*” safety video pop-up with your Girl Scout(s). You can’t proceed any further until the full video has been viewed.

Step 6: Read and accept the Terms and Conditions agreement. Note, if you are a volunteer, you will first see an additional Terms and Conditions for Volunteers.



Step 7: After agreeing to Terms and Conditions, you will be prompted to register all girls associated with your email address. Enter their preferred first names.

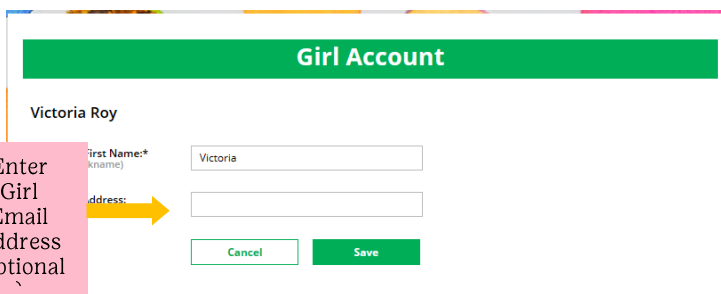
If the girl is over 13, you have the option to also enter an email address for that girl so she can manage her digital cookie site herself.

If your Girl Scout over 13 doesn’t have her own email address, you can create one and not share the password with her—simply use it to access the registration emails for the Digital Cookie site. It can’t be the same email address used for anyone else, such as a parent or another girl.

Click to Activate

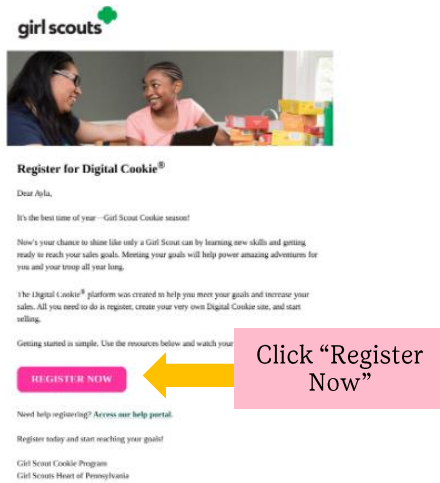


Enter Girl Email Address (optional)

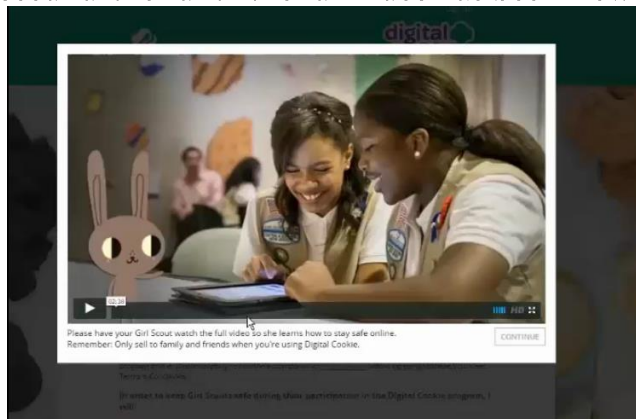


Step 8: The girl will then need to check her email inbox for an email from “Girl Scout Cookies”. Girls should be sure to add email@email.girlscouts.org to their “safe senders” list so that this email goes to their inboxes and not to junk/spam/promotions email folders.

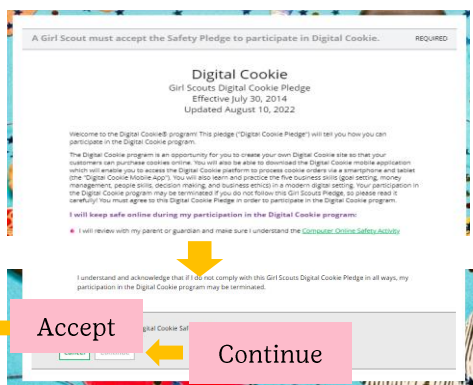
When she gets the email, she simply clicks on the green button to be sent to the Digital Cookie website where she will be able to set her password.



Step 9: The Girl Scout will need to complete the same steps to set up a password that her parent completed. Once she has set her password, she will be taken to the *Safe Selling for Smart Cookies* video. She can't proceed further until the full video has been viewed.

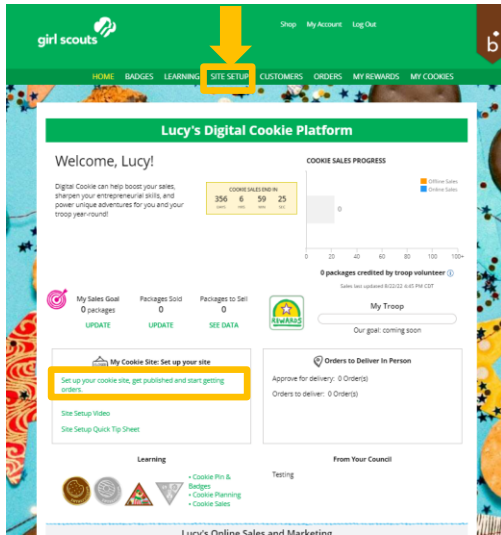


Step 10: Read the “Girl Scout Safety Pledge,” click the box to accept it and then click “Continue” be taken to the home page of her site to set it up.



SITE SET UP

Step 1: Click on the “Set up your Digital Cookie site...” link in the “My Cookie Site” section, or the “Site Setup” at the top.



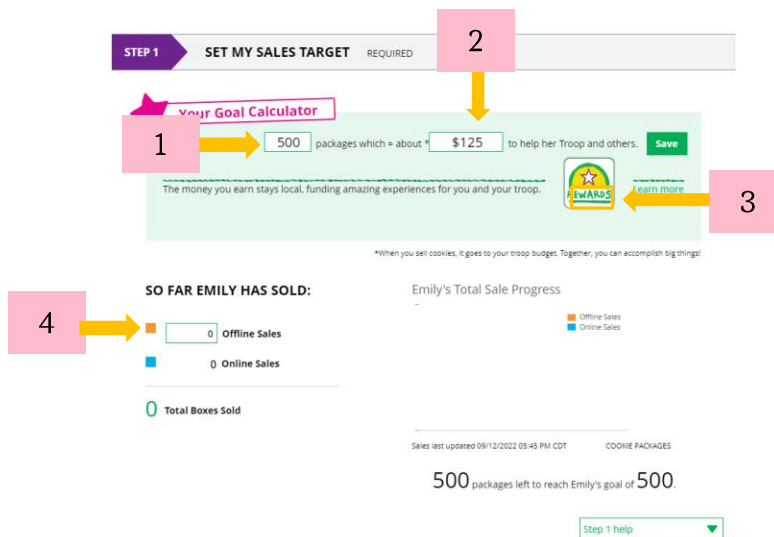
Step 2: There are several different sections to her home page.

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

My Sales Target

1. Girl Scouts enter how many boxes 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 might want to work towards.
4. Girls 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.



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.

STEP 2 WRITE MY COOKIE STORY REQUIRED

Tell your customers what you and your troop plan to do with the money you earn from selling cookies.

Tell your customers what you learned from selling cookies.

1 → My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park.

2 → 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.

Required Required 87 characters

3 → **SAVE** **CANCEL**

Customers want to hear how you're using cookie money — the more you tell them, the more inspired they'll be to support your cookie sales efforts!

Photo/Video Upload

Girls can choose to upload a photo of themselves or use a picture from the gallery OR upload a video of themselves or use the “Cookie Boss” 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

3 → How to make your video

Your Digital Cookie site will show this photo.

actual image size

Girls who uploaded a photo or video of themselves sold more than double the boxes on average than girls who did not.

Preview and Publish Your Site

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

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

