



Digital Cookie Troop Volunteer Training

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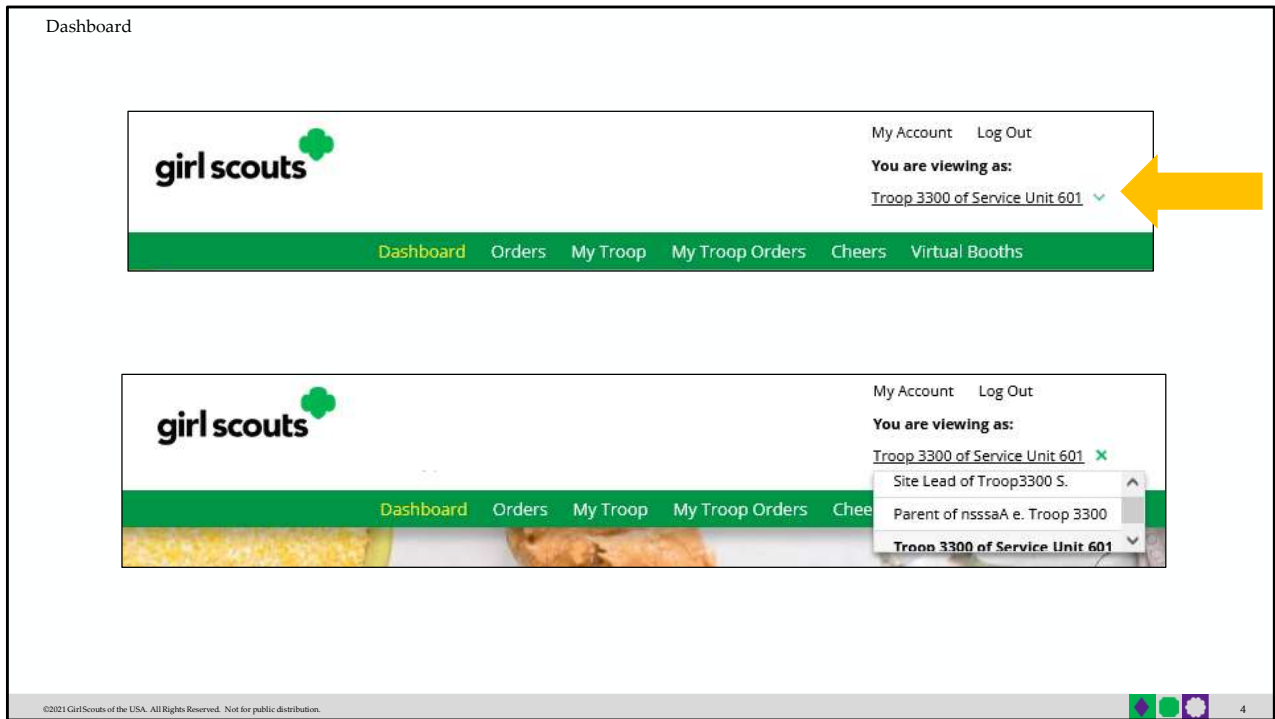


Agenda

1. Dashboard
2. Troop Virtual Booth Link
3. Orders Tab
4. My Troop Tab
5. My Troop Orders Tab
6. Cheers Tab
7. Virtual Booth Tab



Dashboard



Troop Volunteers can easily toggle between their roles, directly from the dashboard using the drop-down arrow under the role they are currently logged in as.

Dashboard

The dashboard is divided into five main sections:

- Our Troop's Virtual Booth: Open for Business**: Shows status (Published), Troop Virtual link (<https://DigitalCookie.GirlScouts.org/g/scout/troop3300-6087fpkp=1>), Booth Link, and details (Zip: 97213, Lead: aVaesaa IAdaalc). Includes buttons for Copy Link, View QR Code, and a link to view the Troop's Ship Only Link.
- Pending Virtual Booth Orders**: Displays counts for Delivery orders pending approval (0), Delivery orders pending delivery (0), Pickup orders pending approval (0), and Pickup orders pending pick-up (2). Includes a section for Girl Orders with counts for Delivery orders pending approval (1), Delivery orders pending delivery (5), and Girls with a cookie delivery change (1 girl).
- Troop Sales**: Shows Troop goal not set (510 sold / 0 troop goal not set), 390 sold online, and 120 sold offline. Includes a 'Send a Cheer' button.
- Troop Rewards**: Shows Troop Reward End Date (1/1/2024) and a Save button.
- Troop's Virtual Booth Sales**: Shows Cookie Goal 1000, My Progress 983 packages to go!, and a progress bar for 0 Shipped / 0 Delivery / 0 In Hand / 4 Donated / 13 Pick-up.

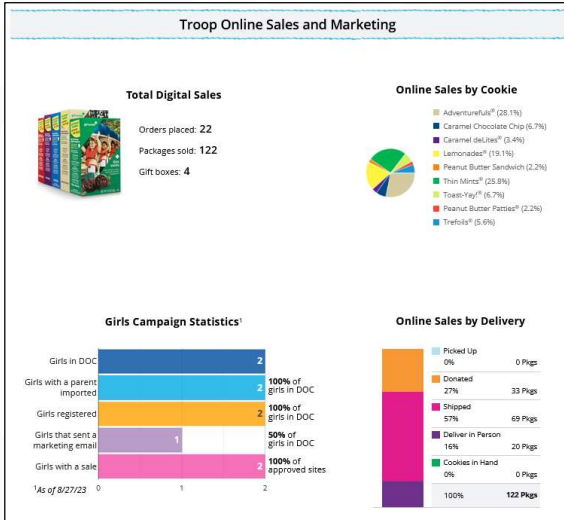
Callout boxes provide additional context:

- Top Left:** Troop links setup and troop links.
- Bottom Left:** Troop sales data and send a Cheer to a Girl Scout in your troop.
- Top Right:** See if your troop link or any Girl Scouts in your troop have an order to approve.
- Bottom Right:** Need to request girl reward selections earlier than the council date? Change it here.

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- Your Digital Cookie Dashboard has information that helps you support your Girl Scouts and their parents in their Digital Cookie sales.
- All appointed Troop Leaders and Cookie Volunteers for the troop should have access to this Dashboard when they login to Digital Cookie.
- The dashboard has five sections. The top half has:
 1. Troop Virtual Booth Info (more information on a later slide)
 2. Pending Virtual Booth Orders
 3. Troop Rewards Deadline
 4. Troop Online Sales and Marketing + Troop Goal Progress

Monitor Girl Scout sales in your troop



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Reports: Troop 3300

| | | |
|--|--|----------------------------|
| | All Order Data For each girl see full order details including varieties, delivery type, etc. | Get Report |
| | Initial Order 10/1/23 Parent's due date 8/15/23 Troop due date | Get Report |
| | Cookie Badges See the steps girls completed for their cookie badges and entrepreneur pin. | Get Report |
| | Rewards Selection See which rewards girls have selected to enter in your baker software. | Get Report |

You can pull reports for your troop from your dashboard

- View the sales for the girls in your troop from your dashboard, it's a great way to make sure they are actively participating in reaching their customers.
- You have four reports to view that can help you manage your girl's Digital Cookie activity.
 - *All Order Data* will show you details on every order for every girl.
 - *Initial Order* (If applicable) will show you the initial paper order card entry by the parents to allow you to compare what is in the baker software if desired.
 - *Cookie Badges* will let you know if girls are completing any of the Cookie Business badges and/or the Family Entrepreneur Pins. Encourage them to complete these with their families to increase their cookie program learnings!
 - *Rewards Selection* will be helpful if your council enabled girls to select their rewards in Digital Cookie. You simply pull this report and enter their choices in to the baker software without needing to track down each choice for each girl in the troop.



Troop Virtual Booth Link

Setting up your Troop Virtual Booth Site

Step 1: Click Start

Troop 4187 Digital Cookie® Platform

Stats last updated 7/28/23 8:45 PM CDT

New! Troop Cookie Site

A troop cookie site can increase sales. To begin, the troop zip code and site lead must be entered first. [Learn more](#)

Start

Pending Virtual Booth Orders

Delivery orders pending approval: 0 orders
Delivery orders pending delivery: 0 orders
Pickup orders pending approval: 0 orders
Pickup orders pending pick-up: 0 orders

girl Orders

Delivery orders pending approval: 0 orders
Delivery orders pending delivery: 0 orders
Girls with a cookie delivery change: 1 girl

Step 2: Enter troop Zip Code and select a Troop site lead.

New! Troop Cookie Site

A troop cookie site can increase sales. To begin, the troop zip code and site lead must be entered first. [Learn more](#)

Edit Details

Troop's zip code * required

The zip code is used in the Cookie Booth locator.

Troop site lead *

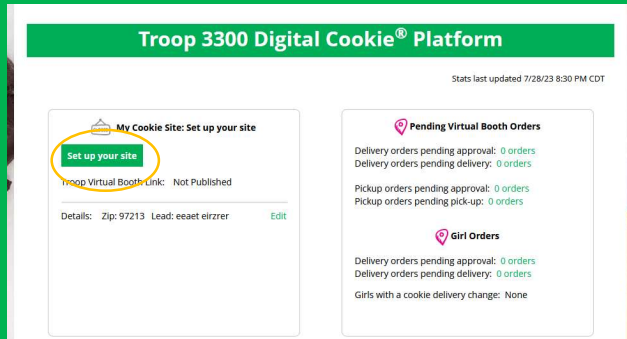
This person sets up the troop cookie site.

Cancel **Save**

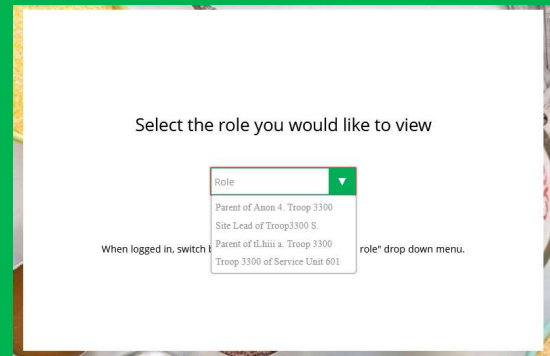
- Your Troop Virtual Booth links will help your troop make sales online instead of, or in addition to, your regular in person cookie booths. When you set up your Troop Virtual Booth site, there may be two links you can use, depending on your council's settings. These links will let your troop reach new customers in your local community and beyond.
- Setting up your Troop Virtual Booth Site
 - Step 1: The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a troop virtual booth link. To begin, click the "Start" button.
 - Step 2: You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the girls in your troop
 - You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of "Troop site lead". The Troop site lead will be responsible for working with the girls in the troop to set up their site and approving orders.

Setting up your Troop Virtual Booth Site cont.

Step 3: Set up your site



Find Site Lead in role drop down

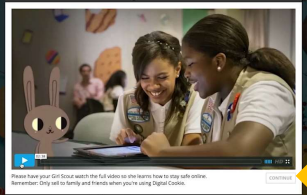


If you assigned yourself to be the troop site lead, your dashboard will be updated with a Set up your site button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log into Digital Cookie they will see the new role in their role selector drop down.

To begin setting up the troop site, click set up your site.

Troop Virtual Booth Link

View Safety Video/Approve Terms and Conditions/Safety Pledge



Continue button will turn green after video

Select View/Activate Girls

Digital Cookie Registration

Register your Girl Scout to participate in Digital Cookie. She'll get access to the Digital Cookie Platform where each Girl Scout can set up her cookie site and goals, manage orders and learn marketing business skills. Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.

| Digital Cookie Status | Girl Scout | Date of Birth | GSUSA ID | Troop | Preferred First Name* | Girl Email Address | Action |
|-----------------------|------------------------------|---------------|-----------|-------|-----------------------|--------------------|--------|
| Active | US_AJCLON BROCKHAM NSJ | 04/03/2012 | 110182156 | 66 | --- | --- | --- |

Click to activate Girl Scouts

Girl Account

Troop12359 Site

Preferred First Name*

Cancel Save

Do not change Preferred First Name for troop to avoid confusion

Check box to accept

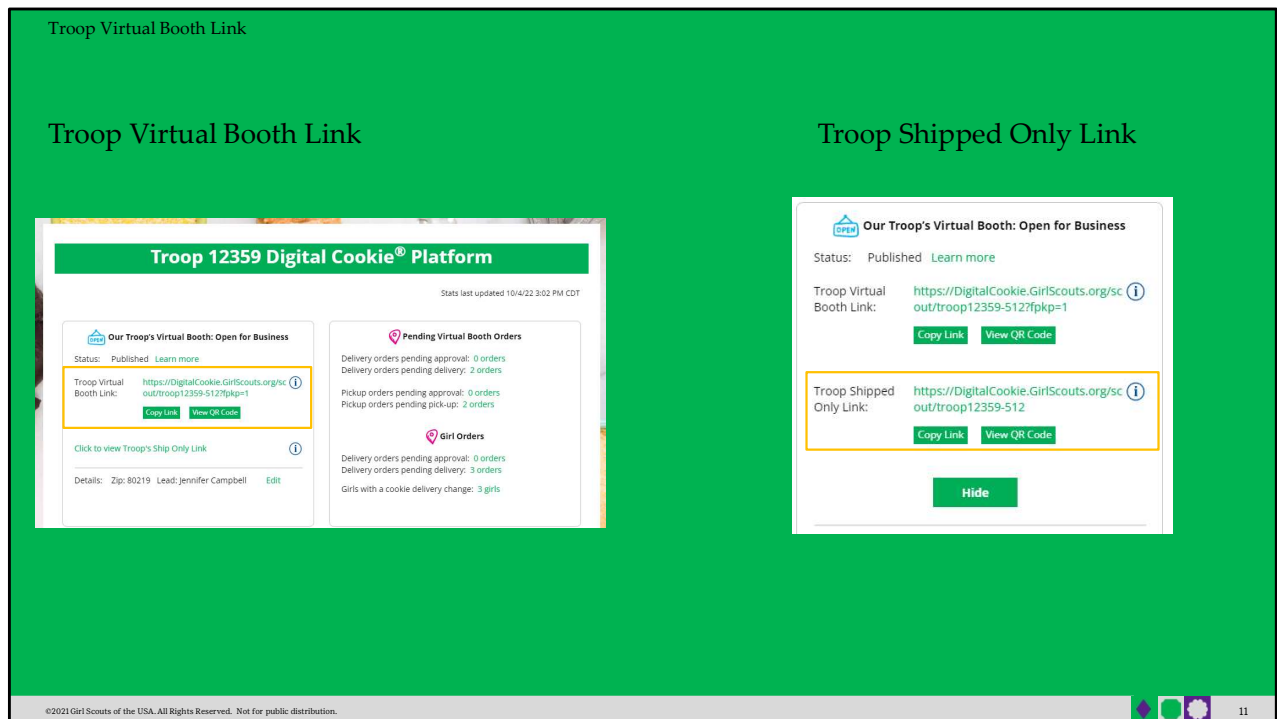
Continue

The site lead will then need to complete the registration process as if the troop were a new Girl Scout by possibly watching the safety video (*depending on role and prior logins*) and accepting the terms & conditions and Girl Scout pledge, plus activating the account.

It is important to leave the Preferred First Name as it appears so that your Troop URL is correct. If there is an issue with the troop number, please contact your Council Customer Care to resolve before proceeding.

After that, the Troop Site Lead will use the "Site Setup" to work with the Girl Scouts in the troop to create their message and photo/video. It functions the same way as the Girl Scouts' Site Setup.

Once the site is published and the council's sale is live, the troop will have two links to use if they wish for the cookie season.



Troop Virtual Booth Link

From your Troop Dashboard, you may see two links available for your troop. The top link is your Troop Virtual Booth Link.

This link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.

If pickup is an option in your council, this link will enable customers to select pickup orders as a delivery type.

Troop Ship Only Link

The Troop Virtual Booth link is available if you need a shipped/donated only link.

This link will only allow customers to purchase Shipped and Donated orders. This link will be sent to the National Girl Scout Cookie Finder beginning National Girl Scout Cookie Weekend. (CONFIRM THIS FOR YOUR TROOPS to be sure it hasn't changed)

Once your site is set up and published, there is nothing additional you will need to do in order to have your Troop Ship Only link appear to customers coming to the cookie finder to find a troop near them to purchase cookies from.

All purchases on either Troop Virtual Booth Link will appear in your troop records in your baker software.



Orders Tab

Orders Tab

girl scouts My Account Log Out

You are viewing as:
Troop 1006 of Service Unit SU101

Dashboard **Orders** My Troop Link My Troop Orders Virtual Booths Troopcheers

Searching for orders

Orders

Search for ● Orders ?

| | | | |
|---|---|---|--|
| <p>Order # <input type="text" value="05748274"/></p> <p>Date Range <input type="text"/> to <input type="text"/></p> <p>Order Status <input type="text" value="Choose an option"/></p> <p>Payment Status <input type="text" value="Choose an option"/></p> | <p>Customer Information</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Email <input type="text"/></p> | <p>Girl/Parent</p> <p>Girl First Name <input type="text"/></p> <p>Girl Last Name <input type="text"/></p> <p>GSUSA ID <input type="text"/></p> <p>Site URL <input type="text"/></p> <p>Parent Email <input type="text"/></p> | <p>Organization</p> <p>Council Name <input type="text" value="Southern Arizona"/></p> <p>Council Code <input type="text" value="608"/></p> <p>SU Name <input type="text" value="SU601"/></p> <p>SU ID <input type="text" value="601"/></p> <p>Troop # <input type="text" value="3300"/></p> |
|---|---|---|--|

Orders Pending Validation See List

[Export to Excel](#)

| Order # | Order Date | Order Type | Customer Name | Total | Order Status | Payment Status | Girl Name | Council Name | Troop # | Baker |
|----------|----------------|---------------------|---------------|---------|--------------|------------------|----------------|------------------|---------|---------|
| 05748274 | 08/23/23 00:13 | In-Person Delive... | Lilo Peleakai | \$45.00 | Processing | Payment Captured | Troop3300 Site | Southern Arizona | 3300 | ABC/LBB |

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- The “Orders” tab allows you to lookup individual orders.
- Start by navigating to the “Orders” tab on your troop dashboard. If it is a lighter color or you can’t click on it, your council has not enabled it and you will need to consult your council to make any customer refunds.
- Once you are in, you can look up the order a few different ways. Select one of the lookup options, selecting more than one can cause the results to not appear properly. The recommended lookup options are: Customer Order #, Customer Email address, Parent Email Address, Girl Name (first and last), or Customer Name (first and last, min 2 letters)



My Troop Tab

Use this tab to see many sale details for each girl in the troop

| GIRL NAME | PACKAGES SOLD / GOAL | COOKIE SITE | ORDERS TO APPROVE | |
|--------------------------|----------------------|--------------------|-------------------|---|
| Coaaa rvNuaav | 0 / 100 | Yes, Published | 0 orders | see details |
| hkkkeeeC erGee | 0 / 0 | No, Not Published | 0 orders | see details |
| hThsst eseww | 25 / 100 | Yes, Not Published | 0 orders | see details Delivery change |
| KIKKK obbnsbob | 0 / 50 | Yes, Published | 0 orders | see details |
| eeAlee ggggis | 277 / 500 | Yes, Published | 0 orders | see details |
| oaDokk laigeadlg | 18 / 100 | Yes, Published | 0 orders | see details |
| orMogo aEBEb | 67 / 200 | No, Not Published | 0 orders | see details Delivery change |
| rssaa edIAeaa | 5 / 150 | Yes, Published | 0 orders | see details |
| NVNN hgneange | 0 / 60 | Yes, Published | 0 orders | see details |
| Total: Girl sales | 418 / 2460 | | | |
| Troop 3300 | 117 / 1000 | Yes, Published | 0 orders | see details |
| Total: All sales | 535 / 3460 | | | |

“My Troop” tab allows you to see how each girl in the troop is doing in her Digital Cookie Sales and if she has turned off delivery or any varieties.

1. Troop Goal: This pulls the troop goal set in the baker software and measures the troop’s progress towards that goal. If the goal has not been set yet, it shows total troop’s sales to date.
2. Cookie Site: If the Girl Scout’s site is published, click on the link to be taken to their customer facing site. If it shows as Not Published, offer to help the family to get started and see sales roll in.
3. Orders to Approve: If your council has In-Person Delivery available, this will indicate if the family has any orders that need approving.
4. See Details: Clicking “See Details” will bring up details on the girl, her orders, her email marketing to customers, and if her parent has turned off delivery or any varieties (if available in your council). You may also see "delivery change" to note if any family has turned off delivery or cookies.
5. If your troop link has been published you will see what the goal is for the Troop ##### “girl”, you can click the link to go to the troop site and you can see any sales that have come in for the troop link.



My Troop Orders Tab

Use this tab to see order details for the troop link

Digital Cookie Orders to Pick Up

Running a Good Business
Keep track of what's been ordered, when it's approved, and when it's picked up.

4 Orders to approve for pick up
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

Select all in view Approve Order Decline Order

| Order # | Cookie pkgs | Paid by | Deliver to | Delivery Address | Order Date | Days |
|-----------------------------------|-------------|------------|------------|-----------------------------------|------------|------|
| <input type="checkbox"/> 05748520 | 14 | Case Test2 | Case Test2 | 3756 E Fry Blvd, Sierra Vista, AZ | 8/24/2023 | |
| <input type="checkbox"/> 05748537 | 6 | Zoe Wright | Zoe Wright | 3756 E Fry Blvd, Sierra Vista, AZ | 8/24/2023 | |

2 Orders to pick up
Click on a name to mark when the cookies were picked up.

Select all Order Picked Up Export Orders

| Order # | Cookie pkgs | Deliver to | Delivery Address | Order Date |
|-----------------------------------|-------------|---------------|-----------------------------------|------------|
| <input type="checkbox"/> 05318823 | 5 | Test E Test | 3756 E Fry Blvd, Sierra Vista, AZ | 8/4/2023 |
| <input type="checkbox"/> 05344641 | 4 | Mindy Guevara | 3756 E Fry Blvd, Sierra Vista, AZ | 8/9/2023 |

Digital Cookie Orders to Deliver

Running a Good Business
Keep track of what's been ordered, when it's approved, and when it's delivered.

1 Orders to approve for delivery in person
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

Select all in view Approve Order Decline Order

| Order # | Cookie pkgs | Paid by | Deliver to | Delivery Address | Order Date | Days Left to Approve |
|-----------------------------------|-------------|--------------|--------------|-----------------------------|------------|----------------------|
| <input type="checkbox"/> 05748274 | 9 | Lilo Pelekai | Lilo Pelekai | 1231 Upas St, San Diego, CA | 8/23/2023 | 4 |

[Need Help?](#)

Digital Cookie Online Orders

4 Completed Digital Cookie Online Orders

Select all Add to Customer List Export

| | Paid by | Order # | Cookie pkgs | Order Date | Order Type | In Customer List |
|-------------------------------------|---------------|----------|-------------|------------|------------|-------------------------------------|
| <input type="button" value="View"/> | Mindy Guevara | 05344643 | 5 | 8/9/2023 | Pick Up | |
| <input type="button" value="View"/> | Mindy Guevara | 05344639 | 2 | 8/9/2023 | Donated | <input checked="" type="checkbox"/> |
| <input type="button" value="View"/> | Mindy Guevara | 05344637 | 2 | 8/9/2023 | Pick Up | |
| <input type="button" value="View"/> | Mindy Guevara | 05344634 | 4 | 8/9/2023 | Pick Up | <input checked="" type="checkbox"/> |

Grow your customer list! Select checkboxes for the names you want to add. [Need Help?](#)

This tab works the same as the Girl Scout orders tab.

- You can approve/decline orders Girl Scout delivery orders as well as pick up orders.
 - When you approve a pick up order it moves down to the Orders to pick up section.
- Here you can pull a list or find additional details on each order to prepare them for pick up.
 - Once they are picked up, you can mark them as such in this section as well.
- Once the order is complete it moves down to the bottom "completed" section, where you will find shipped and donation only orders placed for your troop.
 - The greyed-out orders are canceled/declined orders.

Slide 17

GMO Note to council: You can bring over slides for approving orders, if necessary, found in the caregiver training.
Guevara, Mindy, 2023-09-01T23:14:39.504



Cheers Tab

Cheers Tab

You can send Cheers to Girl Scouts in your troop!

Send a Cheer to Girl Scouts in your Troop

Cheer on the members of Troop 3300!
Your fellow Girl Scouts are working hard this cookie season. Send your troop members some words of encouragement.

Search for a Troop Member:

| TROOP MEMBER ▲ | GOAL PROGRESS ▲ | |
|----------------|--------------------------|--|
| Hyaiii | 0% <input type="text"/> | Pick a cheer to send ▼ |
| Coaaa | 0% <input type="text"/> | Pick a cheer to send ▼ |
| Ava | 0% <input type="text"/> | Pick a cheer to send ▼ |
| Sam | 55% <input type="text"/> | Pick a cheer to send ▼ |
| Hellena | 0% <input type="text"/> | Pick a cheer to send ▼ |
| Sarah | 25% <input type="text"/> | Pick a cheer to send ▼ |

Send This Cheer Callout:

Choose a Message: You're awesome

Choose a Picture:

Preview your Cheer: You're awesome
Repeat Interval: 0/1/10/20/31

19

Troop Volunteers can send the Girl Scouts in their troop cheers the same way the troop members can send them to each other. The difference is that girls can't cheer back to volunteers.

Step 1: You can "Send a Cheer" from the button on the dashboard or the "Troop Cheers" tab.

Step 2: In the Cheers module, volunteers can see the Girl Scouts in their troop and the percentage of sales towards them reaching their goal.

They can select the "Pick a cheer to send" drop down next to the name of the Girl Scout they wish to cheer.

Step 3: Volunteers will see a choice of .gif images and short messages they can send. As they select the message and image they will see a preview of the cheer and then can click "Send this Cheer."

The Girl Scout will then be able to see the Cheer on her dashboard. Girl Scouts are unable to send a Cheer back to volunteers or customers.



Virtual Booths Tab

Virtual Booths Tab

girlscouts

My Account Log Out

You are viewing as:
Troop 3300 of Service Unit 601

Dashboard Orders My Troop My Troop Orders Cheers Virtual Booths

Booth Pick Up

Give customers an option to pick up cookies at a booth. [Virtual Booth Help](#)

Add pickup to an existing booth

Select from your troop's cookie booths, add a start and end date for customers to see this option.

2 Available Booths

Sort by: Name Show: 6 Items

| | | |
|--|-----------------------------------|------------------------------------|
| Girl Scout Council Office 4930 Cornell Rd cincinnati OH, 45242 | 09/18/2023 02:00 PM - 04:00 PM | Already added |
| Girl Scout Council Office 4930 Cornell Rd cincinnati OH, 45242 | 09/09/2023 04:00 PM - 06:00 PM | Add pick up option |

Add pick up to the booth

Girl Scout Council Office
4930 Cornell Rd

09/09/2023
04:00 PM - 06:00 PM

Set the start and end dates to determine when customers will see this pick up location as an option in your Troop Cookie Link checkout. Consider an ending date that will give you enough time to approve and gather all orders for pick up for this booth.

Girl Scout Council Office

Start Date: 12:00 AM

End Date: 12:00 AM

CANCEL ADD TO MY LIST

Your list of pickup booth locations

1 Available Booths

Sort by: Name Show: 6 Items

| | | | |
|--|--|------------------------------------|--------------------------------------|
| Girl Scout Council Office 4930 Cornell Rd cincinnati OH, 45242 | 08/28/2023 - 09/17/2023 09:00 PM - 09:00 PM | Edit pick up dates | Delete booth pick up |
|--|--|------------------------------------|--------------------------------------|

Click "Add pick up option"

Set date and times

Edit or delete if necessary

Cookie Booths the troop has signed up for in your baker system

Your Virtual Booths tab is a place where you can add the option for customers to place an order online and pick it up at your troop's upcoming cookie booth.

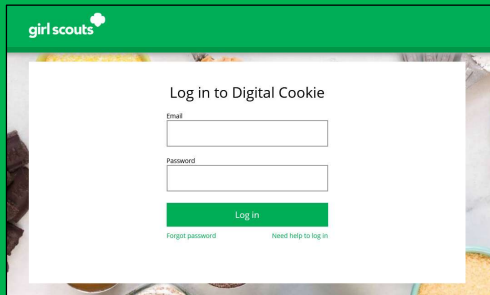
- To activate that option for your troop customers, there are just a few steps to set up that option using the cookie booths you have signed up for.
- Start by selecting an existing cookie booth from your list by clicking on "Add pick up option"
- Once you have selected a booth to add a pickup option for customers to, you will need to enter a few details about when the customer will see that pickup location as an option.
- NOTE!** Consider ending that option 12-24 hours before the booth sale will begin so you have time to review and approve all orders. If you have concerns about inventory for pickup orders, consider ending the option even earlier so you can secure the necessary product for the orders.
- If you need to edit or delete your pickup locations, you can view your list of pickup locations and edit or delete them.
- Important!** If you cancel a booth in the bakers system, you must delete the booth from here so customers can no longer select it as a pick-up option.
- Check your orders tab for any orders that were scheduled to be picked up and make alternate arrangements or cancel and refund them

Appendix

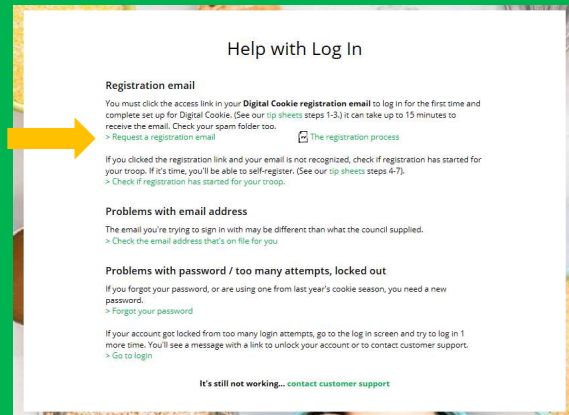


Registration Issues-Self Help

Getting to Registration Success



1. Check spam/junk/promotions inbox for an email from "Girl Scout Cookies" (email@email.girlscouts.org)
2. Click "Need help to log in" link



Request a registration email

- In order to receive a Digital Cookie registration, a Girl Scout must be registered for the current membership year and the Girl Scout council will need to have the correct email address on file for her primary caregiver. If you have opted out of receiving emails from the council, skip to Step 4.
- Step 1: Check your junk/spam/promotions inbox one more time for an email from "Girl Scout Cookies" (email@email.girlscouts.org) with the subject "It's time to register your Girl Scout for Digital Cookie!". If you do not see the email, follow these steps to get registered for Digital Cookie.
- Step 2: Go to digitalcookie.girlscouts.org and click the "Need help to log in" link.
- (For best results, use the most up to date web browsers)
- Start by clicking on the "Request a Registration Email"

If not on file, user gets error message. Can check what's in the system for them.

Request a Digital Cookie Registration Email

Enter the email address you have on file at Girl Scouts and we'll send you a Digital Cookie registration email. It can take up to 15 minutes to receive the email.

Email

temp123@gmail.com

The email you entered is not recognized. Parents, [check the email address that's on file for you](#). For others, [click here for help](#).

Cancel

Submit

Your reset email should be delivered within 15 minutes, but some email providers may take a few hours. If you have checked your spam folder and still don't have your email, [Contact customer support](#)

Check if Registration has Started for Your Troop

Cookie season timelines vary by council. Check if Digital Cookie registration is open for your troop. The list below shows councils that are currently getting set-up for Digital Cookie.

What council is assigned to your Girl Scout's troop

If you don't see your council in the list, ask your troop leader or council about registration dates. [Look up your council name](#).

Cancel

Search

Select your council from the drop down.

- Enter the email address that you used to register your Girl Scout. If your email is in the system, you will get a message letting you know that you have been sent a registration email and you will receive it within 15 minutes.
- If you get a red message: "The email you entered is not recognized" and you think your Girl Scout is a registered Girl Scout member with your local council, you can choose "check the email address that's on file for you"
- You will be taken to a new screen where you will select your Girl Scout Council from the drop down.

Enter Girl Scout name and troop number

Look up Parent Contact Information

Digital Cookie registration has started for your troop. You can check the parent contact information that's on file for your Girl Scout. If you don't know the troop number, please contact your troop leader or council for assistance.

All fields required

What council is assigned to your Girl Scout's troop

Council Name

Girl Scout First Name

Girl Scout Last Name

Girl Scout Troop Number

Cancel

Search

If information provided doesn't match anything on file, a message pops up.

Information that's on file for your Girl Scout. If you don't know the troop number, please

The information you entered could not be matched in the council Digital Cookie records. Please check the data and try again.

If the problem continues, your Girl Scout's information may not yet have been imported into Digital Cookie. Please contact your council or Troop Leader for assistance.

Close

- Then enter your Girl Scout's first name, last name, and troop number.
- If your Girl Scout's information is not in the system or not in the system the way you entered it, you will get a message letting you know you will need to contact your council, Troop Leader, or Customer Support for assistance.

If the girl and parent info is in DOC, the information appears and can be updated if necessary.

Verify Parent Contact Information

Here's the Digital Cookie contact information that's on file for your Girl Scout.

| | |
|------------------------|------------------|
| Girl Scout First Name: | ebilreilr |
| Girl Scout Last Name: | manazu |
| Girl Scout Troop: | 84 |
| Parent First Name: | aiaMa |
| Parent (Last): | oRasR |
| Parent Email: | mzm***@milli.cmo |

[Send Registration Email](#) [Update Details](#)

Please Note: If you are also a Troop Volunteer, your email address can only be updated in your baker software. Please work with your Council to make this change.

Note! If user is also a volunteer, they can not update their details here. A message will pop up to let them know they need to update their information in their baker's system.

- If the Girl Scout and her primary caregiver information is loaded into the Digital Cookie system, you will see the information in order to verify that it's correct.
- If the information is correct, you can send a registration email knowing what email address you should use to look for the email.
- If the primary caregiver information is incorrect, click on the "Update Details" button.
- NOTE: if you are also a cookie volunteer you will need to update your email address in the baker software.

Update details and submit the changes. Council needs to approve the updates.

Update Parent Contact Information

Any updates to parent information will be reviewed by the council as a security step. An email confirming your update and a registration email will be sent to you.

| | | |
|--|---|---------------------|
| Girl Scout First Name: | ebilreilr | All fields required |
| Girl Scout Last Name: | manazu | |
| Girl Scout Troop: | 84 | |
| Girl Scout Date of Birth (for security reasons) | <input type="text" value="mm/dd/yyyy"/> | |
| Parent First Name | <input type="text" value="aiaMa"/> | |
| Parent (Last) | <input type="text" value="oRasR"/> | |
| Parent Email | <input type="text"/> | |

Your email address is associated with these Girl Scouts:
arar hmmht, avvOli.hilmi.

The parent contact information for all of these girls will be updated with your changes. After the council review, you will receive an email confirming the update. This review can take 3-5 business days.

Warning if more than one girl will be updated

- To update your information, you will need to enter your Girl Scout's Date of Birth as a security measure, then you can update your name and/or email address.
 - If the Girl Scout is imported but her caregiver information is not on file, you can add the caregiver information.
- You will get a success message once you submit your changes; if more than one girl is associated with the email, you will receive the message that all accounts will be updated.
- Your council will then review the updates and approve or reject the updates. You will receive an email notification when they have completed that step.