

Digital Cookie

Family Training

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1. What is Digital Cookie and Who Uses it?
2. Getting Started
3. Digital Cookie Pages
4. Mobile App
5. Customer Experience
6. Digital Cookie Help

Digital Cookie® is a powerful online selling platform that expands opportunities for Girl Scouts to participate, connect with customers, and build valuable skills. With user-friendly tools and flexible selling options, Digital Cookie helps girls maximize their cookie sales. Research shows that combining Digital Cookie with traditional sales methods can lead to increased sales and faster goal achievement.

TURN WONDER INTO WONDERFUL



Girl Scouts use Digital Cookie to supercharge their cookie business!

Girl Scouts create their own sites and share their link with customers through email, text, or social media.

Girl Scouts take orders and track purchases (Customers purchase cookies).

Girl Scouts and caregivers can manage their online sales, inventory, and financials using Digital Cookie.

Troop Cookie Managers use it to set up and manage sales for their troop's online sales site, including taking payments at a cookie booth through the mobile app.

Troop Cookie Managers support Girl Scouts and families with visibility to their online progress.

Registering for Digital Cookie

1 **[INSERT PARENT REGISTRATION EMAIL DATE]**

Receive Email

Sender: "Girl Scout Cookies" email@email.girlscouts.org

Subject: It's time for your Girl Scout to register for Digital Cookie!

2

Click "Register Now"

REGISTER NOW

3

Create password & Login

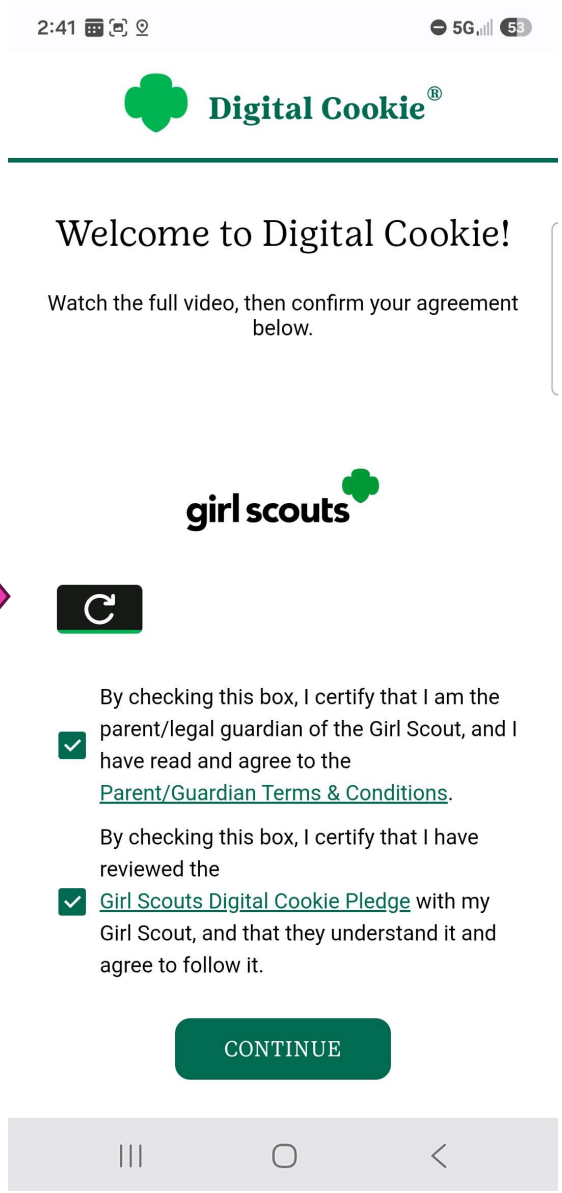
All users must register through their Digital Cookie registration email every year.

Can't Find Registration Email?

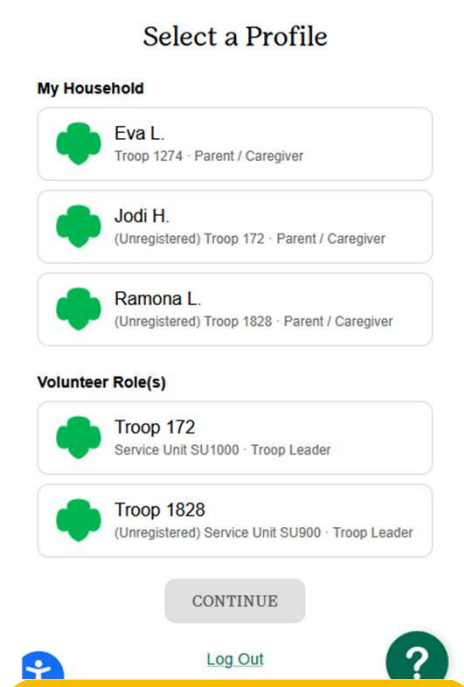
If you do not receive the email, check your Promotions, Junk, and Spam folders, confirm that the email address in your myGS account is correct, and add the sender's email address to your contacts or safe senders list.

Registering for Digital Cookie

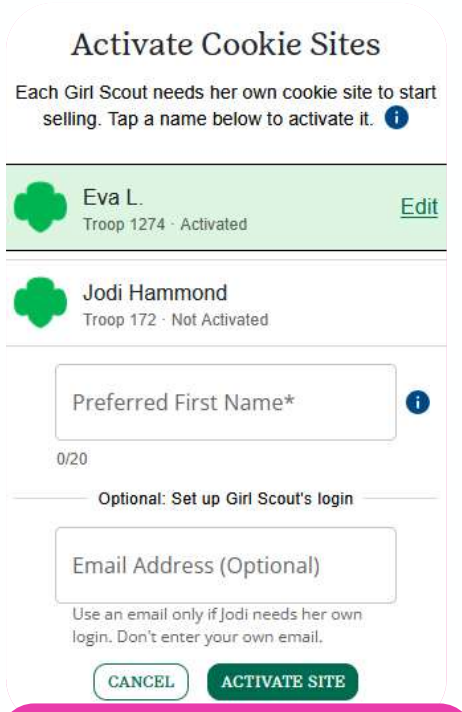
1. Watch Video
2. Read T&Cs
3. Review pledge with your Girl Scout
4. Check boxes
5. Click Continue



Activating Girl Scout's Account

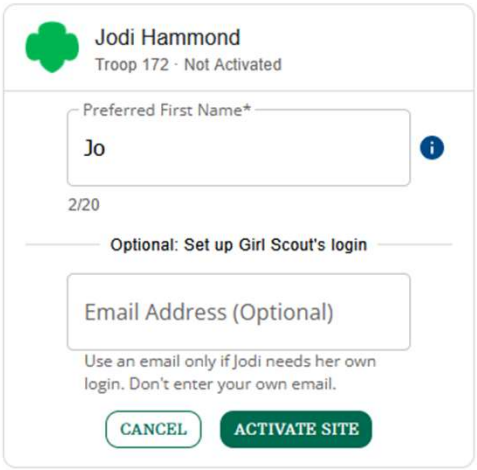


Select the Girl Scout you want to activate.

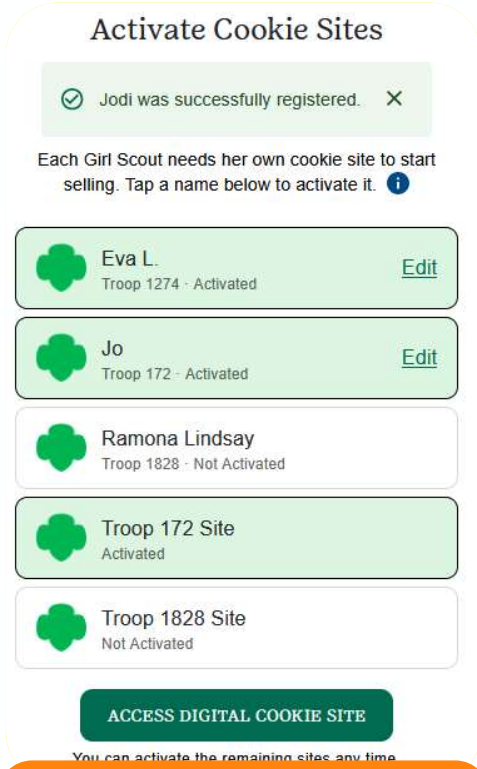


Add a preferred name and email if GS is 13+

***Name** will appear on the storefront and customer's emails.*
***Email** is optional, do not enter your email address.*

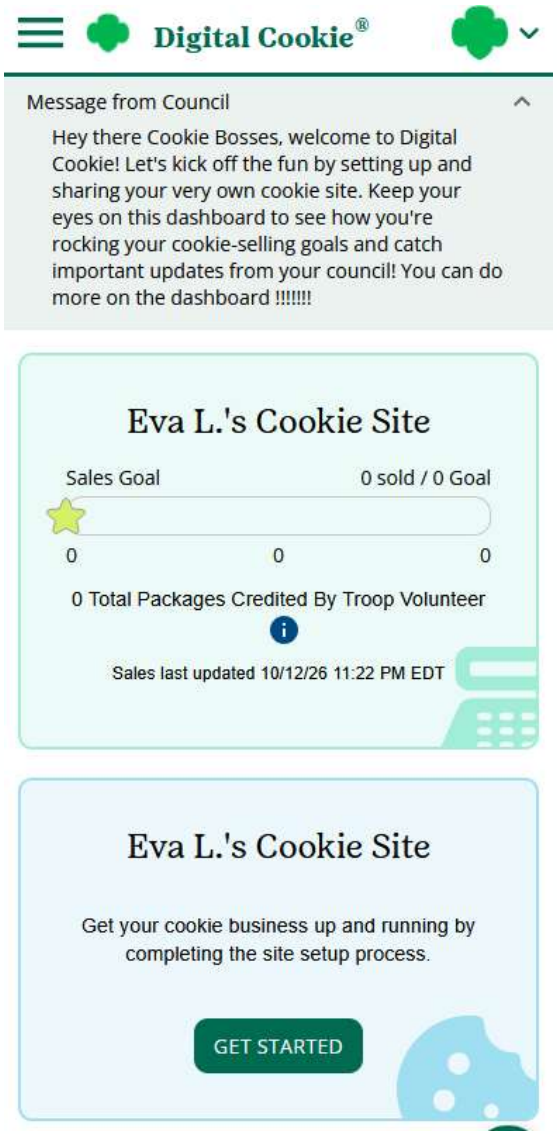


Tap Activate Site

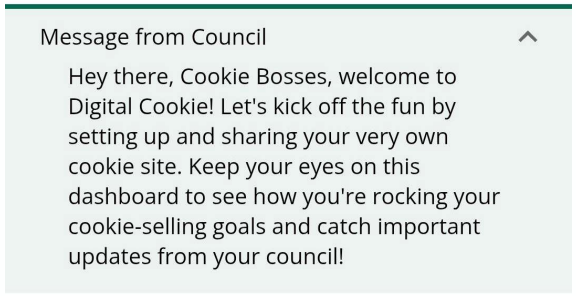


Tap Access Digital Cookie Site once you have activated your participating Girl Scout(s).

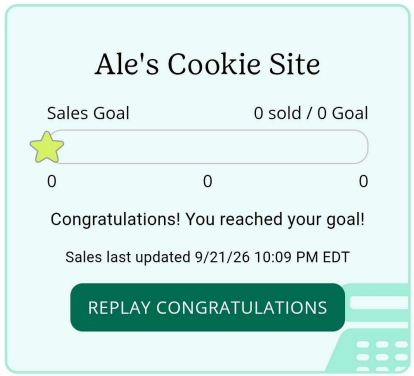
Digital Cookie Dashboard



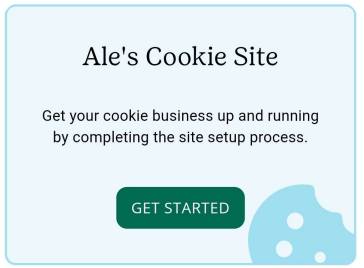
Digital Cookie Dashboard



Message from Council
Note of encouragement from your council.



My Sales Goal
Digital sales progress bar and number of packages credited by troop volunteer.



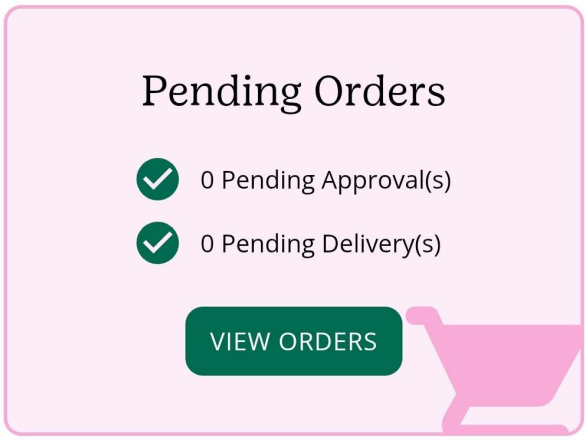
Before Site is Set Up

After Site is Set Up

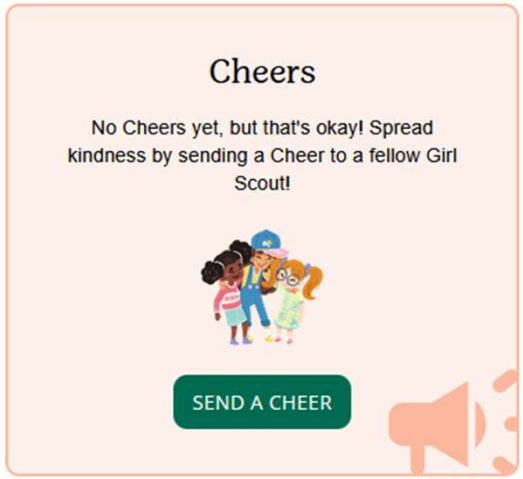


Girl Scout's Cookie Site
Set up cookie site and then share the cookie site link or print the QR Code.

Digital Cookie Dashboard



Pending Orders
At a glance, see if their Girl Scout has any orders that need to be approved or marked as delivered.



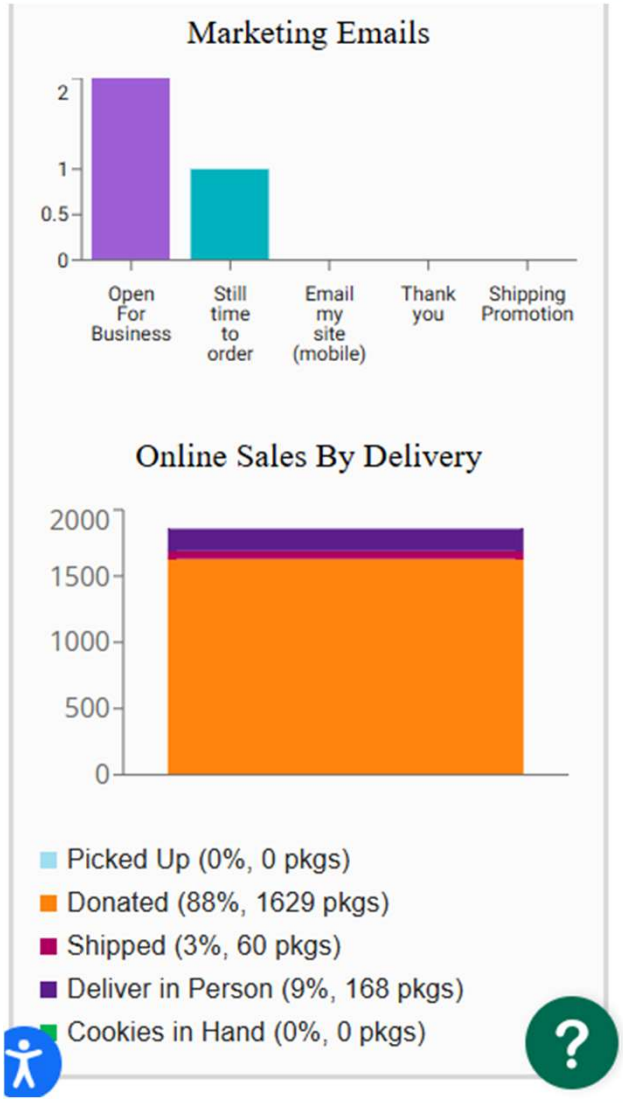
Cheers
Quick access button to “Send a Cheer” to a Girl Scout in their troop.



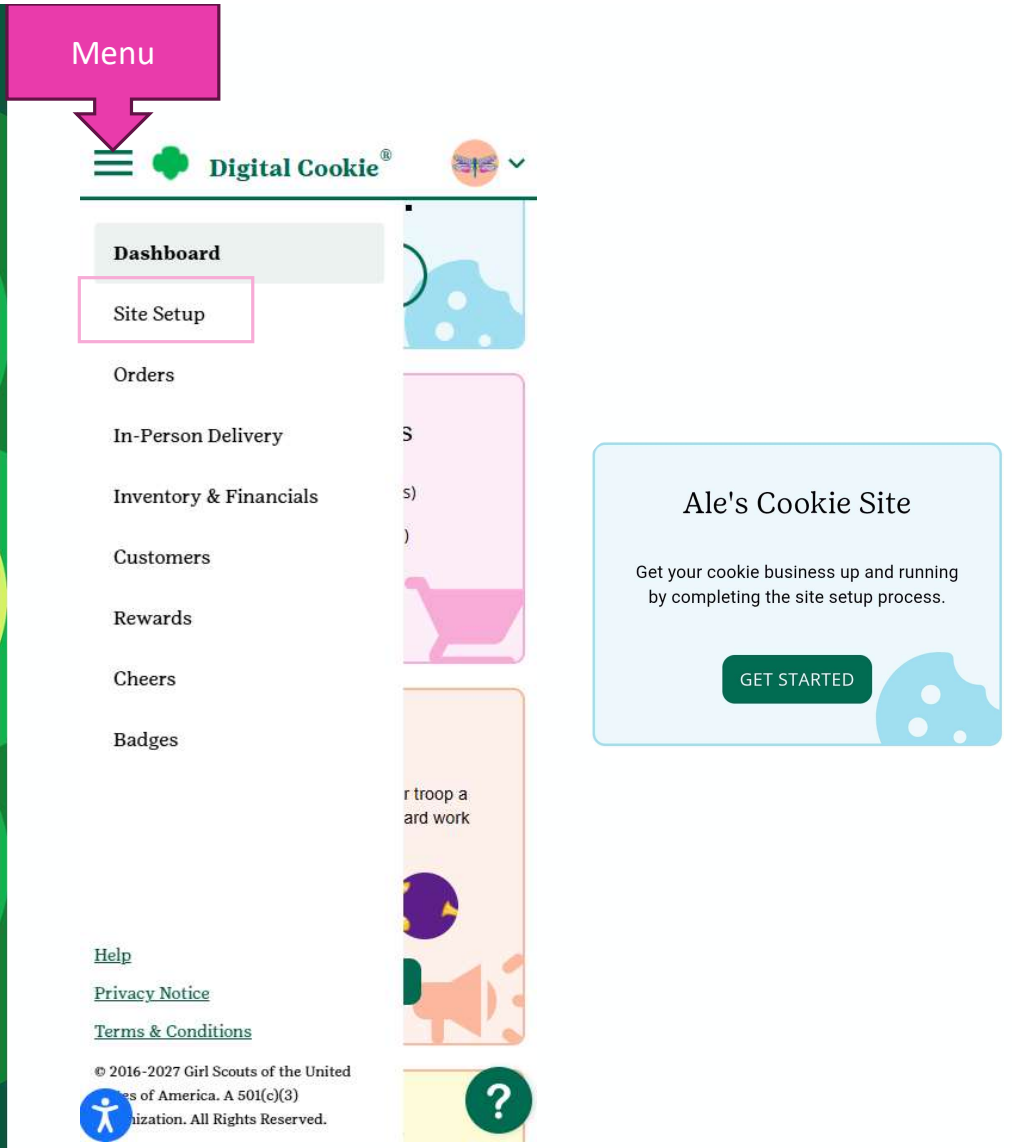
Pins & Badges
Track the progress toward completing the Cookie Business Badges and Cookie Entrepreneur Family Pins.

Online Sales and Marketing

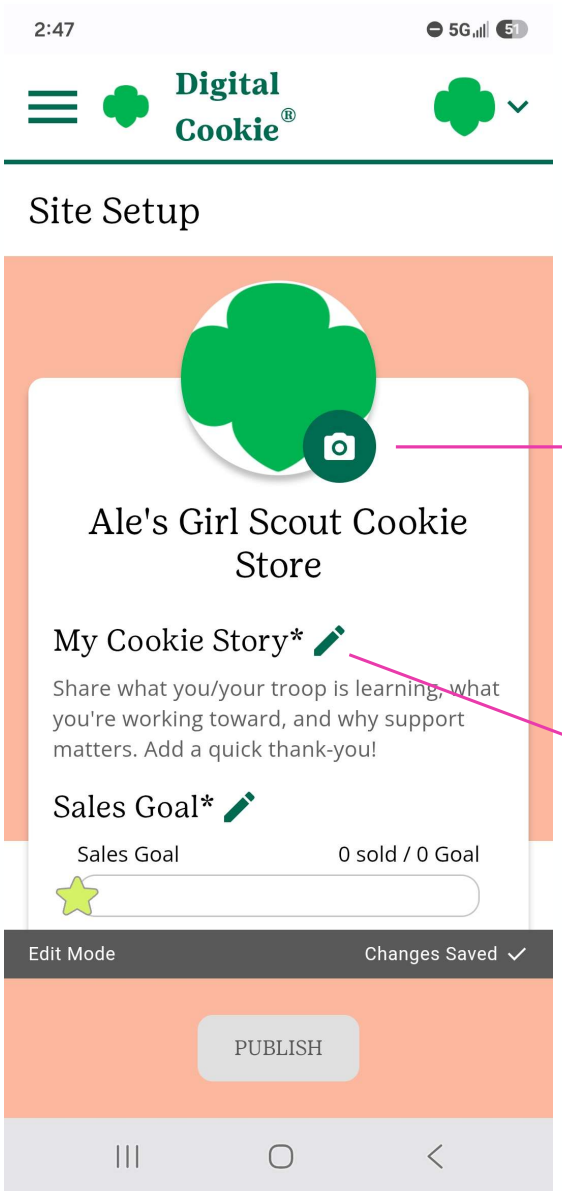




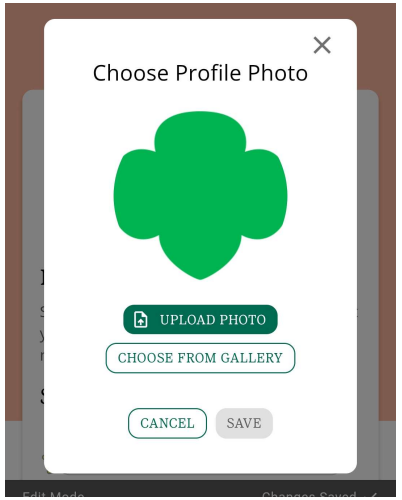
Setting up the Girl Scout cookie site.



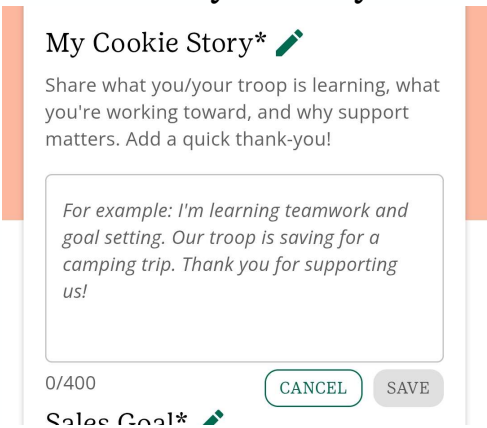
Site Setup



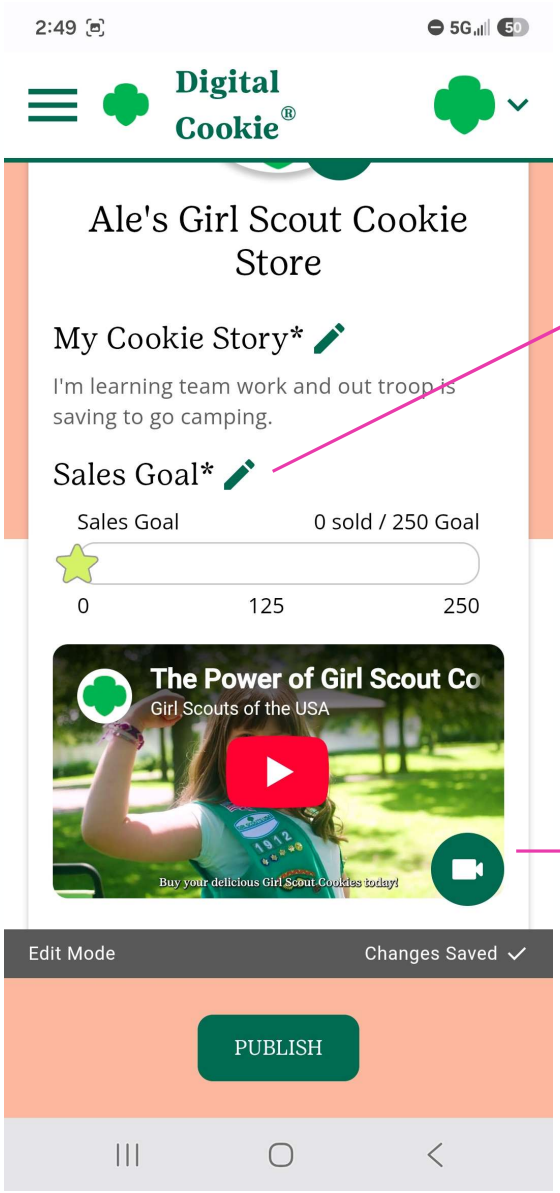
Add a photo

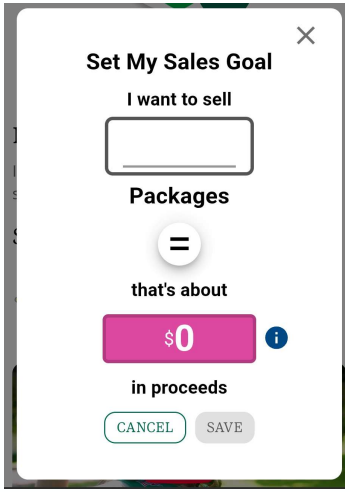


Write your story



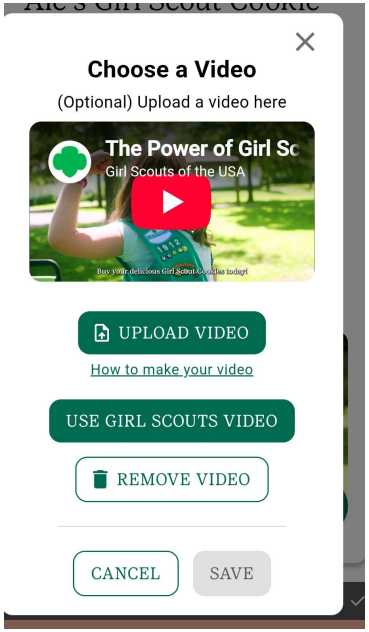
Site Setup



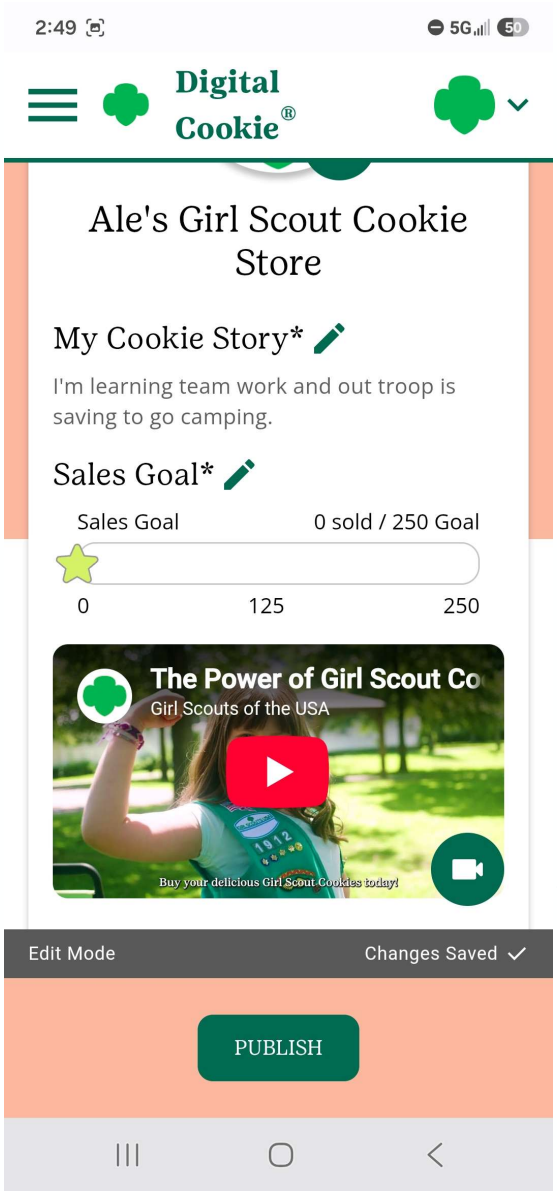


Set goal

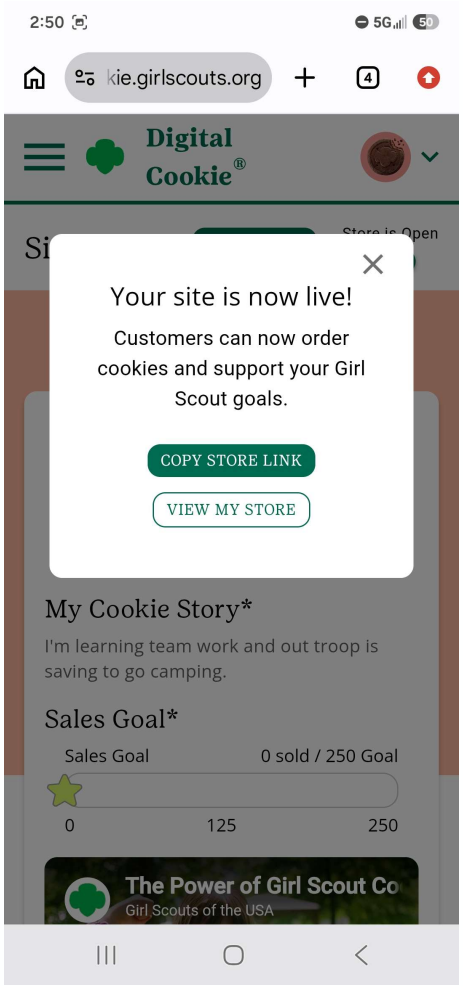
Add video



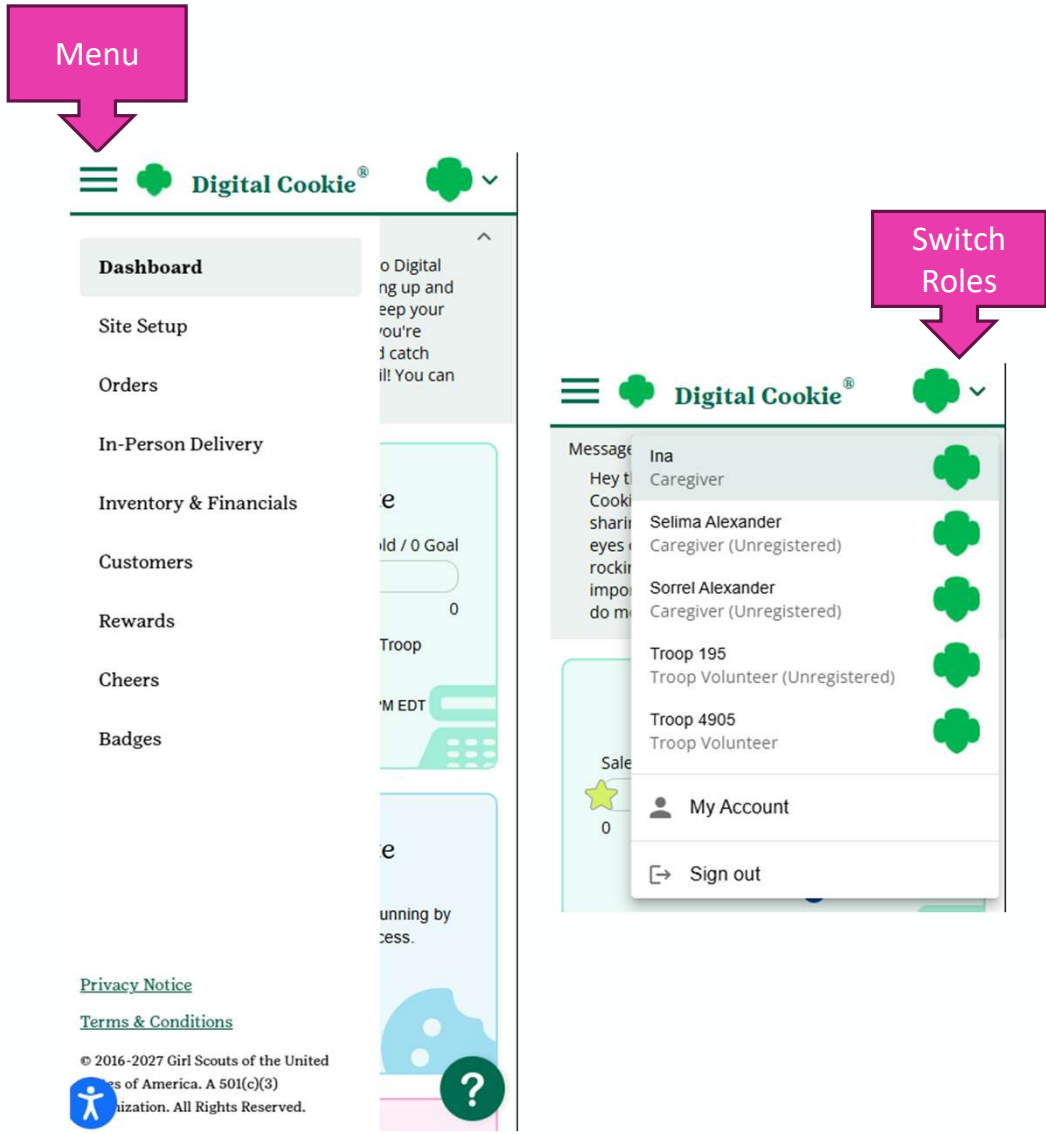
Site Setup



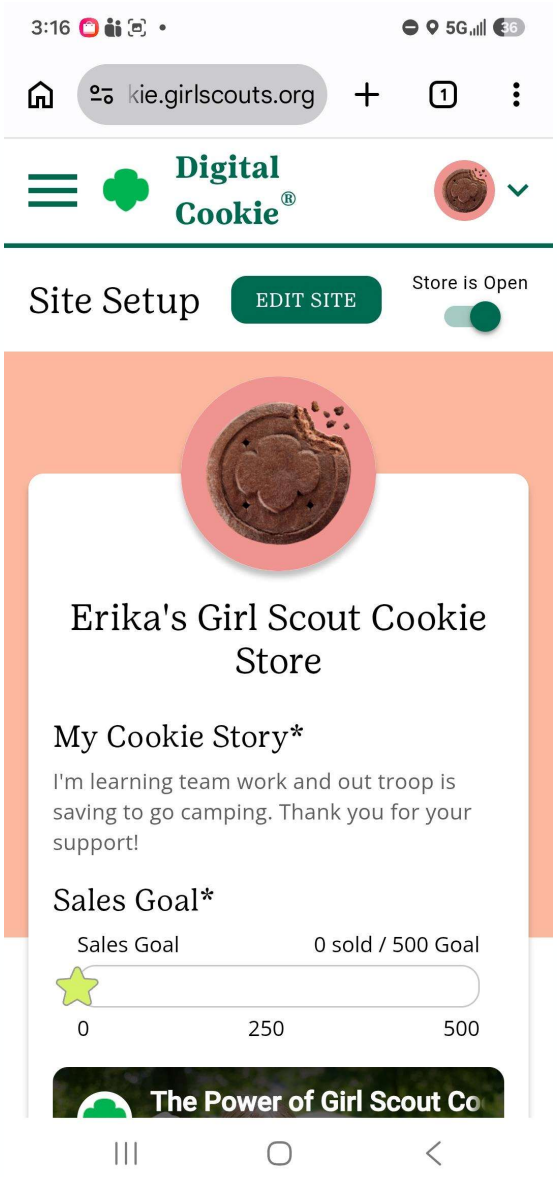
Click PUBLISH When site is ready.



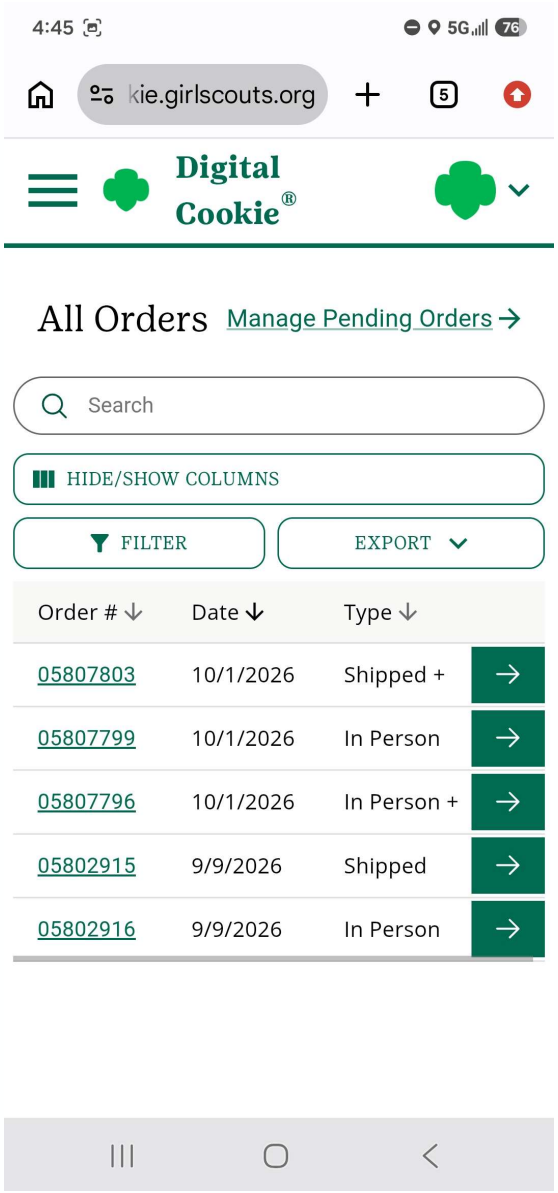
Digital Cookie Pages



Site Setup

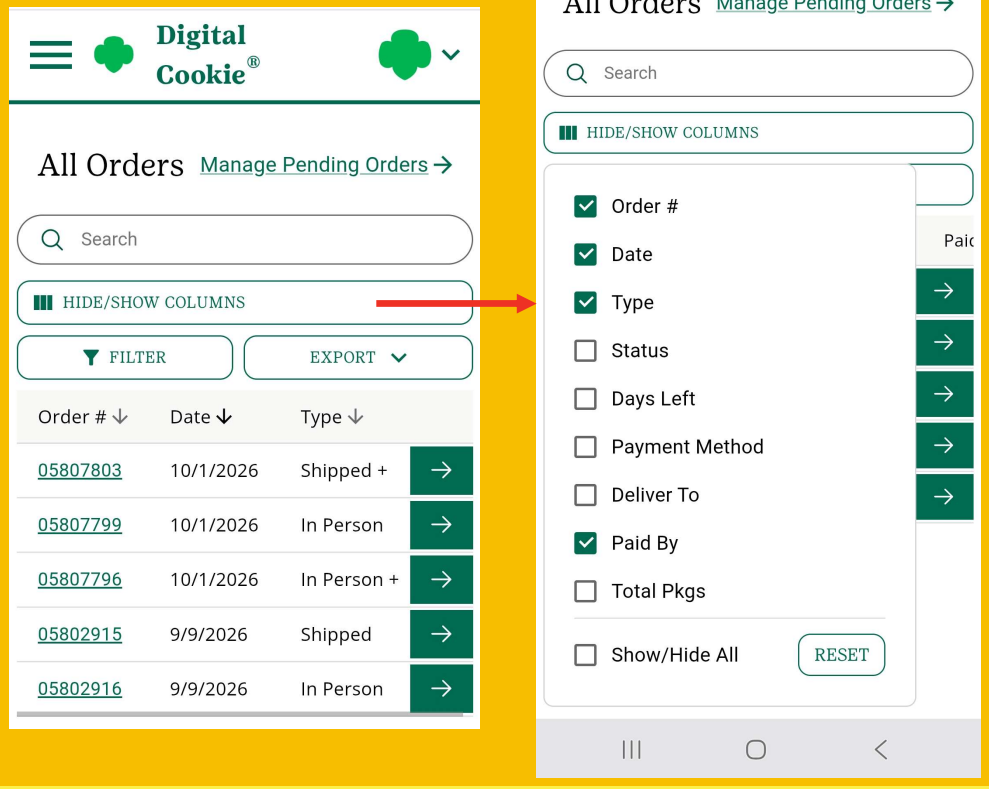

3:16
kie.girlscouts.org
Digital Cookie®
Site Setup
EDIT SITE
Store is Open
Erika's Girl Scout Cookie Store
My Cookie Story*
I'm learning team work and out troop is saving to go camping. Thank you for your support!
Sales Goal*
Sales Goal
0 sold / 500 Goal
0
250
500
The Power of Girl Scout Co

Orders

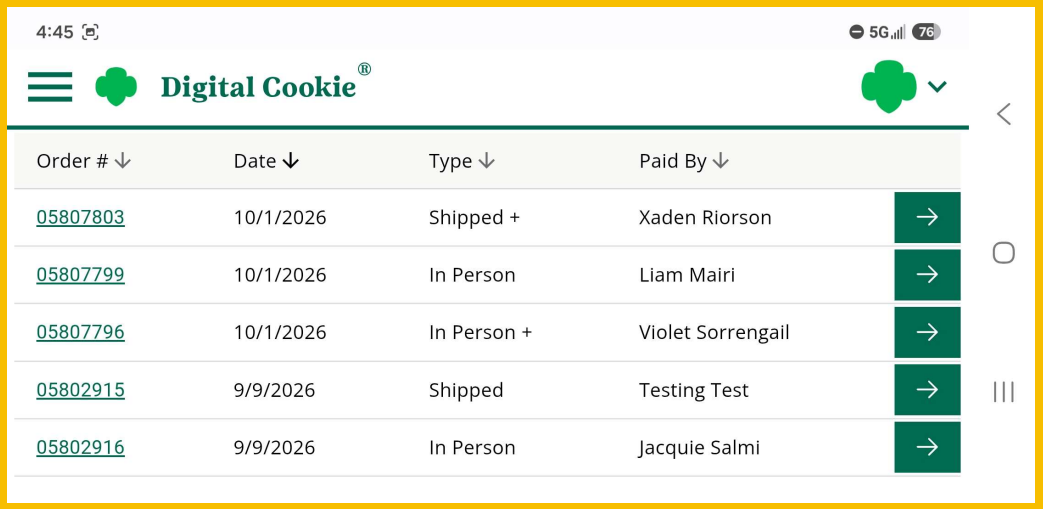

4:45
5G
76
kie.girlscouts.org
5
Digital Cookie®
All Orders
Manage Pending Orders
Search
HIDE/SHOW COLUMNS
FILTER
EXPORT
Order #
Date
Type
05807803
10/1/2026
Shipped +
05807799
10/1/2026
In Person
05807796
10/1/2026
In Person +
05802915
9/9/2026
Shipped
05802916
9/9/2026
In Person

Viewing Orders

Hide/Show Columns



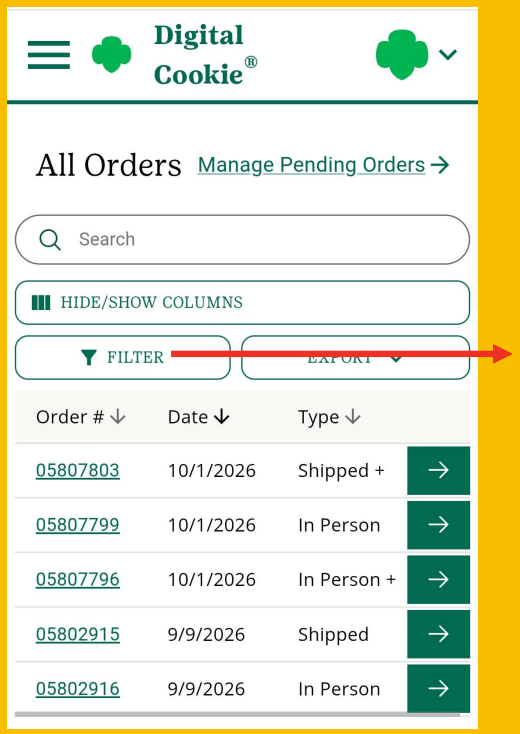
Horizonal View

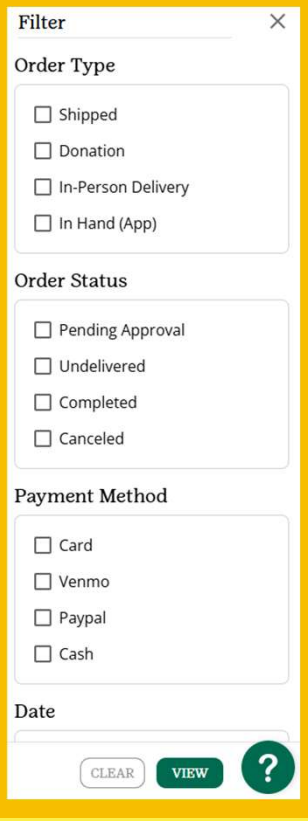


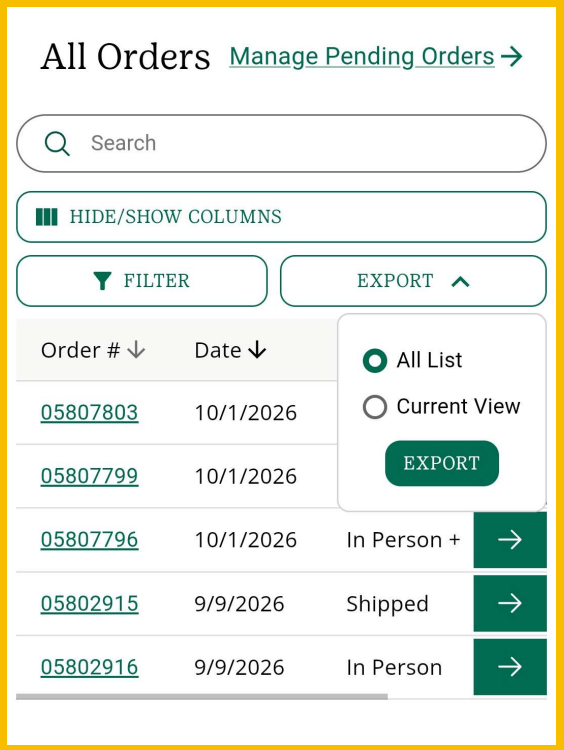
Viewing Orders

Filter

Export List

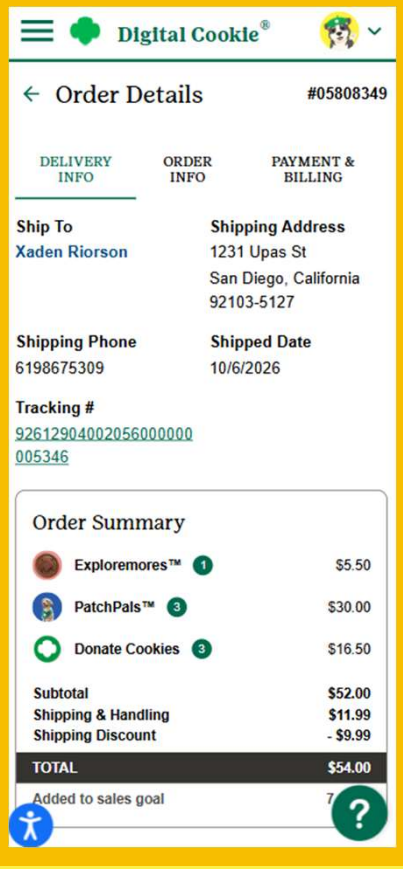




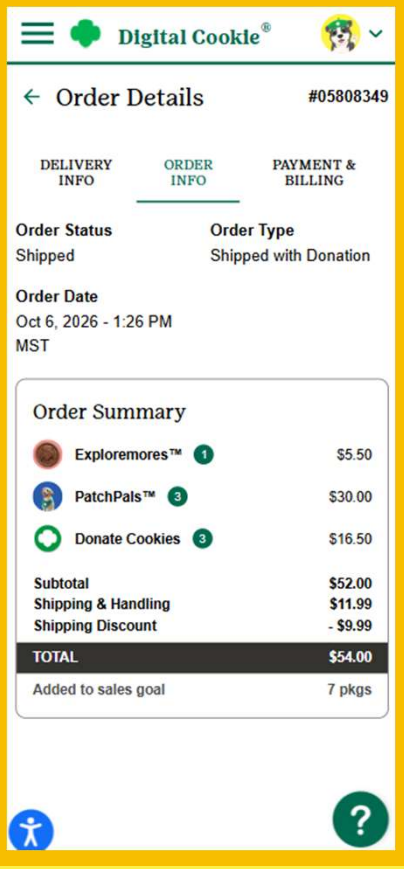


Order Details: Shipped Order

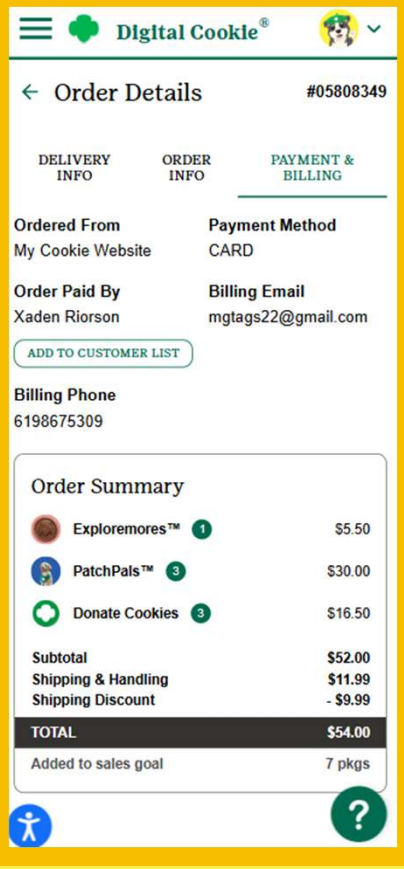
Delivery Info



Order Info

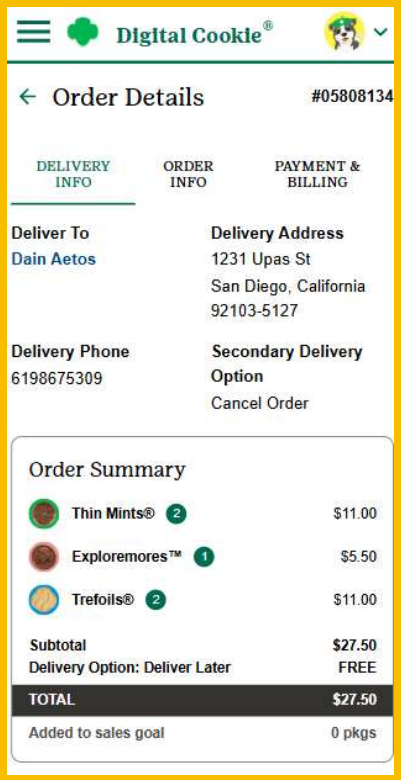


Payments & Billing

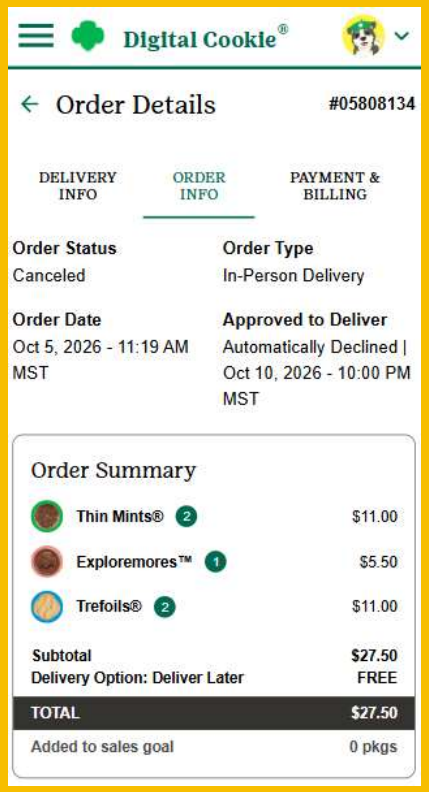


Order Details: In-Person Delivery

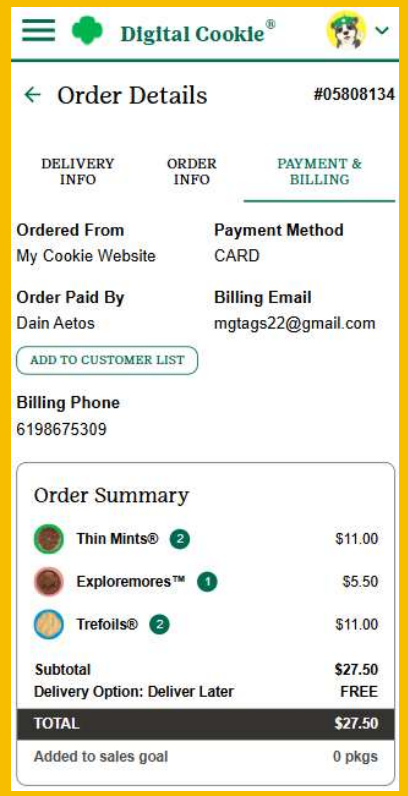
Delivery Info



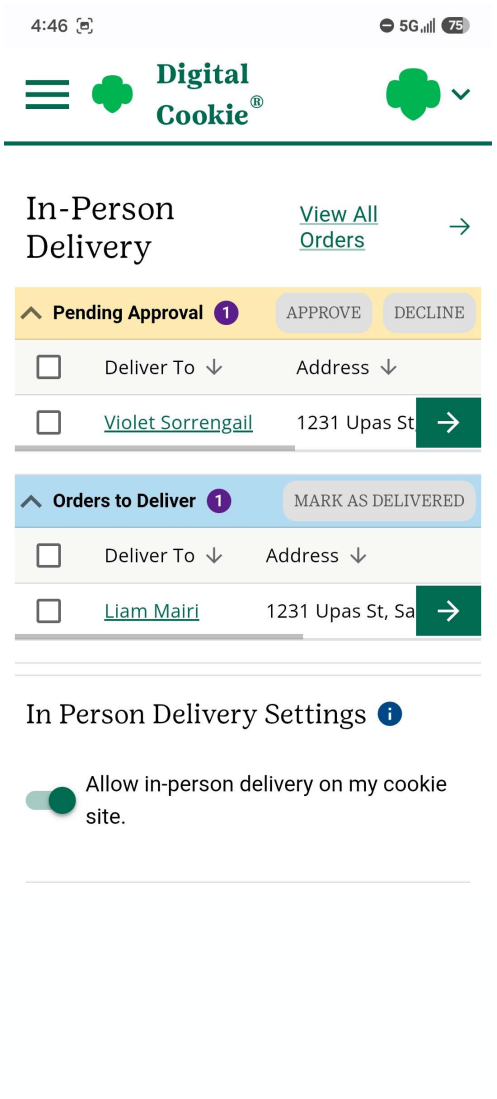
Order Info

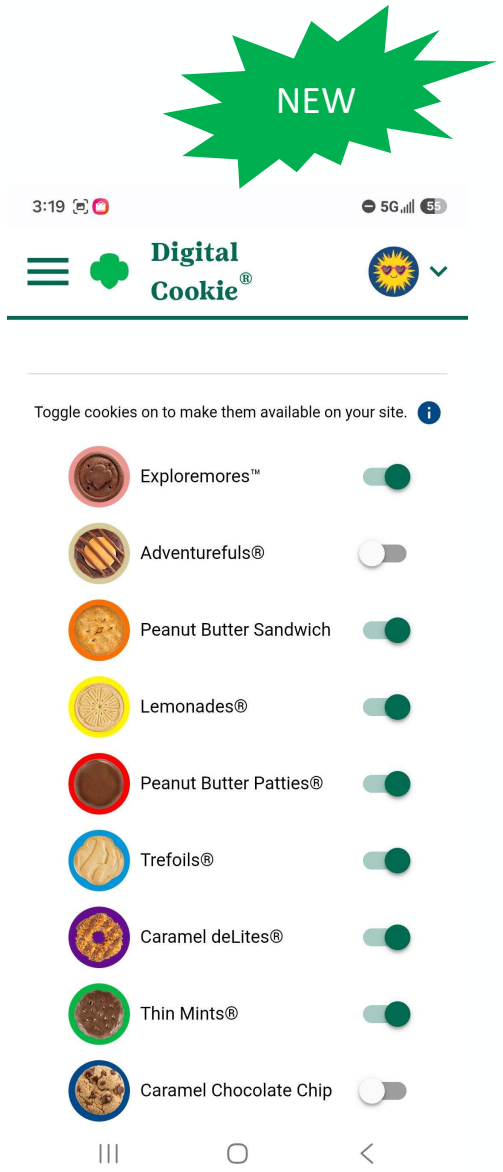


Payments & Billing



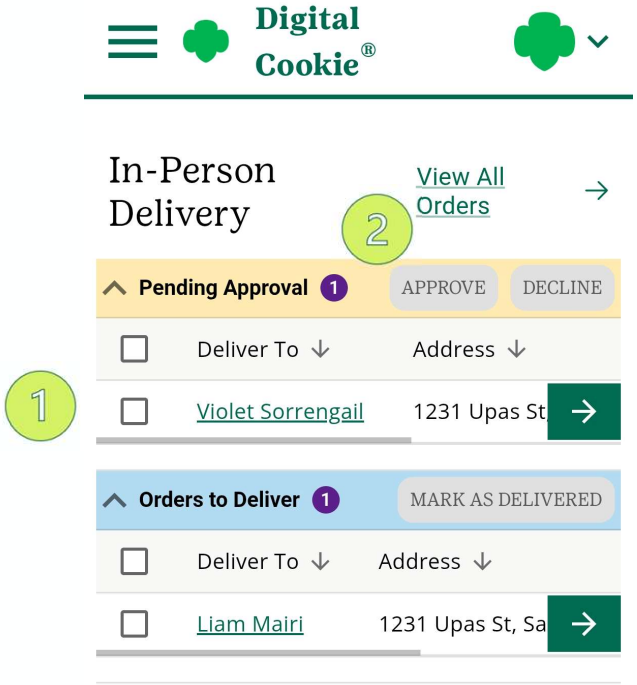
In-Person Delivery



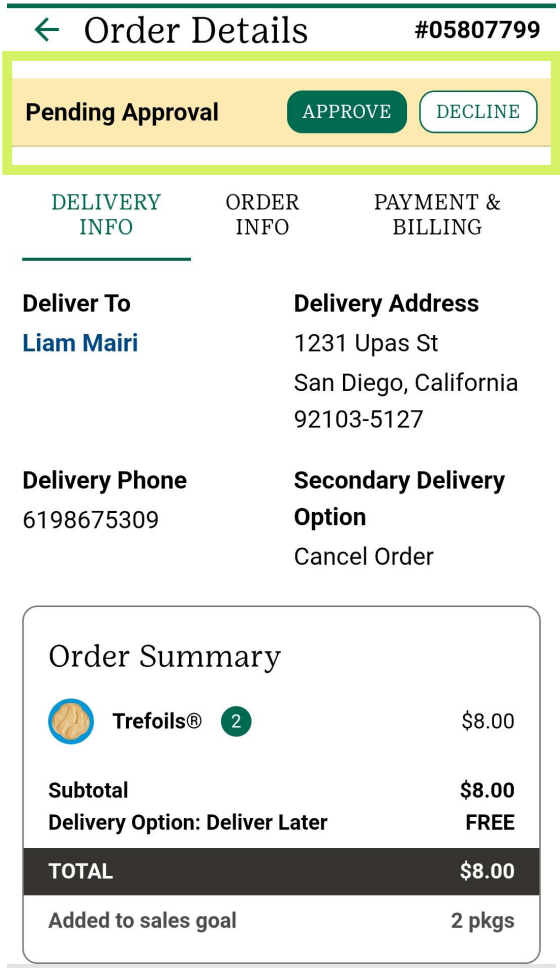


Approving/Declining Orders

Approving from main page.

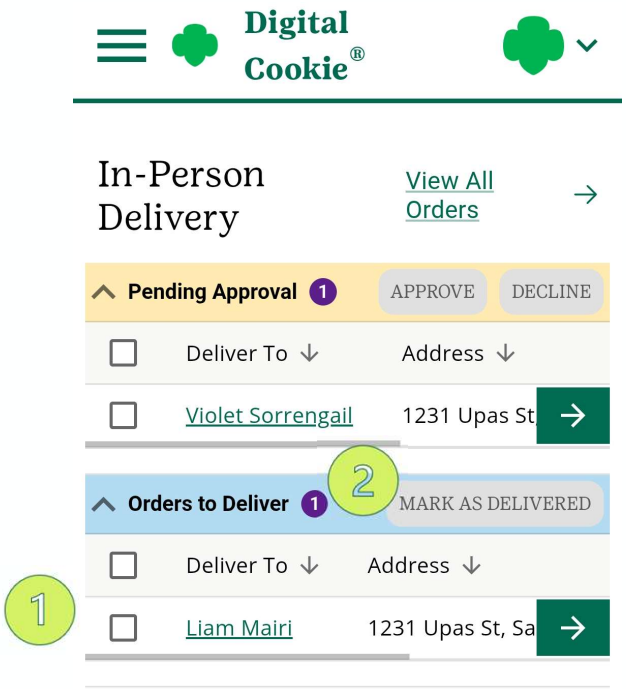


Approving from order details page.

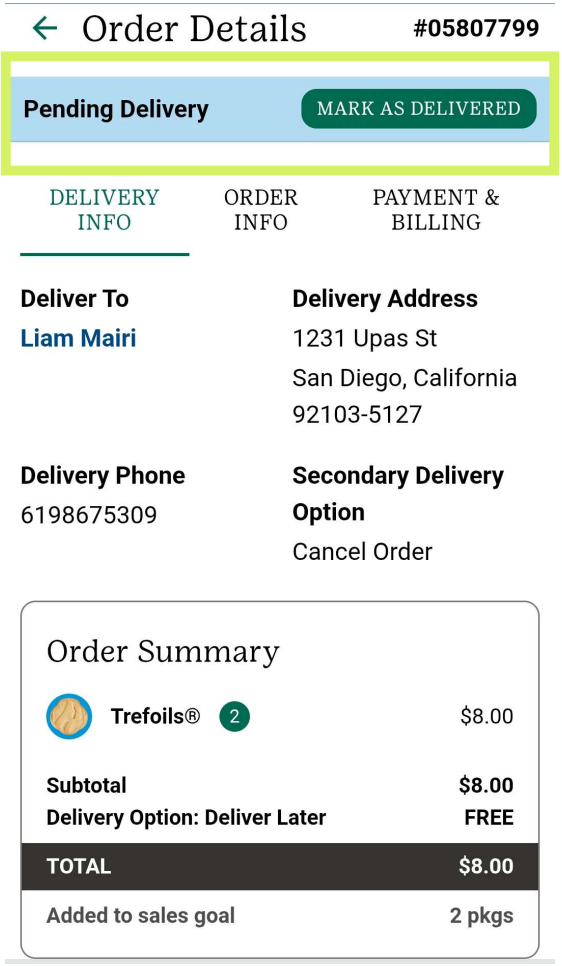


Marking Orders as Delivered

Mark As Delivered from main page.

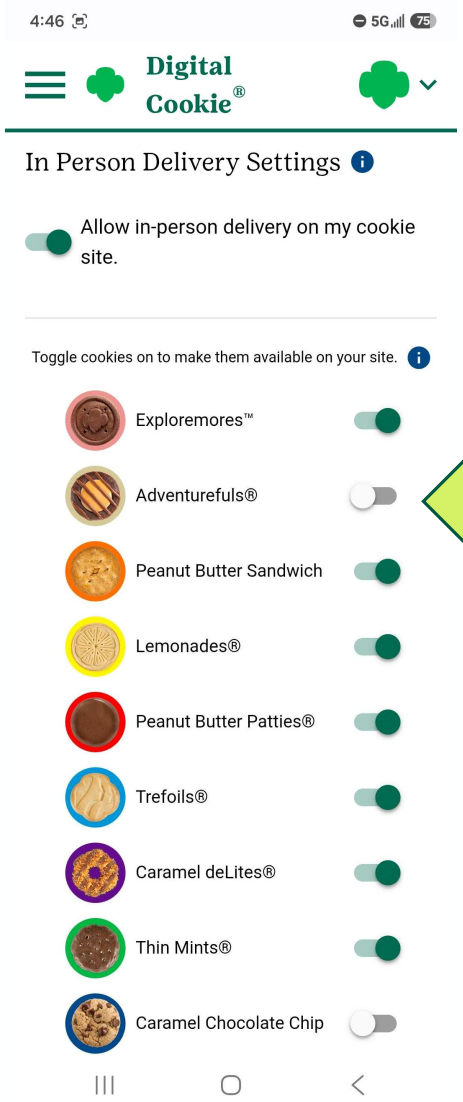


Mark As Delivered from order details page.



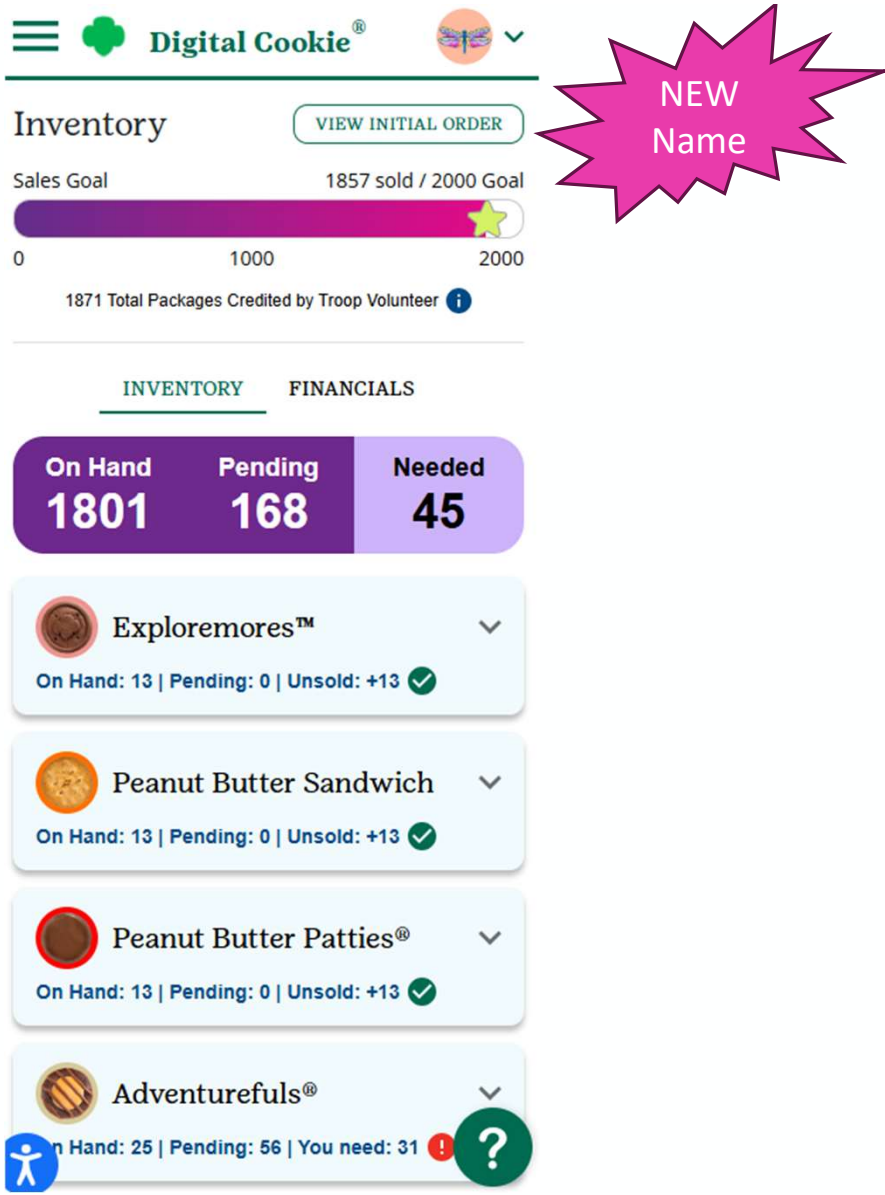
In-Person Delivery Settings

Don't want to deliver cookies in person? Turn off Girl Scout delivery on your troop site.

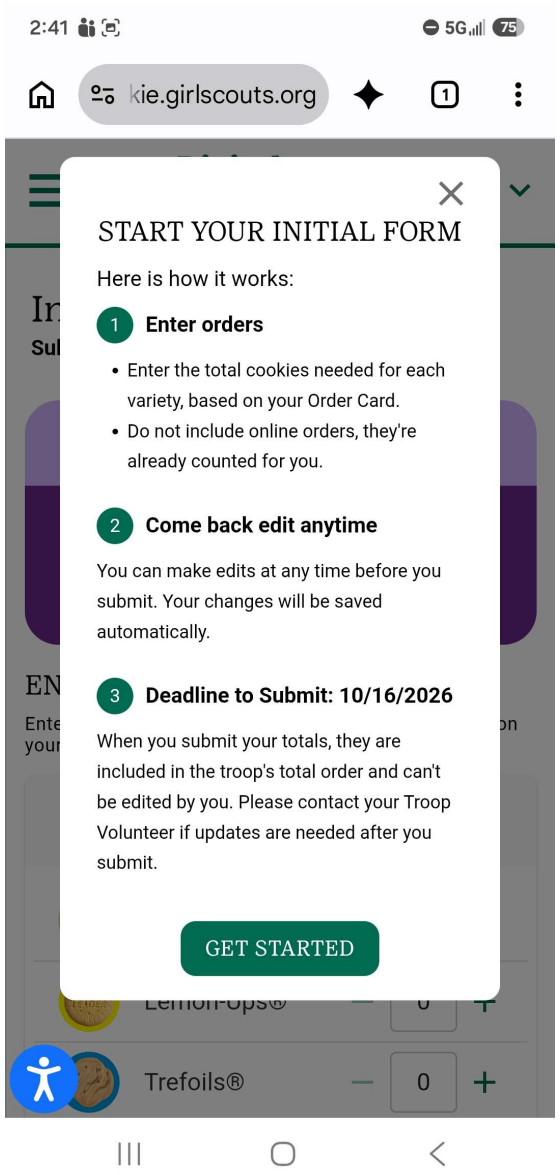


Run out of a cookie variety? Turn it off for Girl Scout delivery on your troop site.

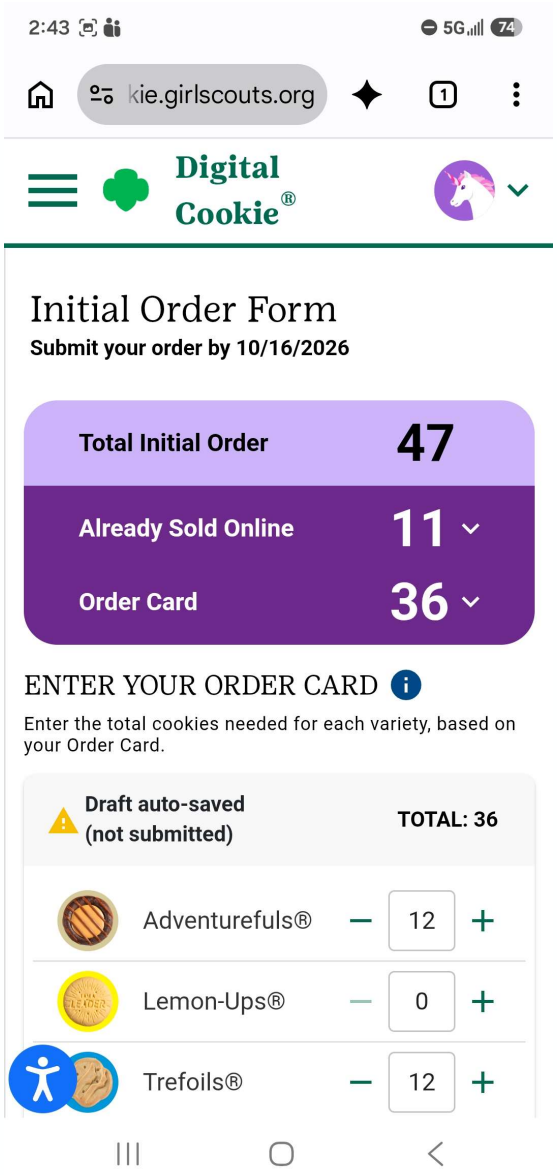
Inventory & Financials

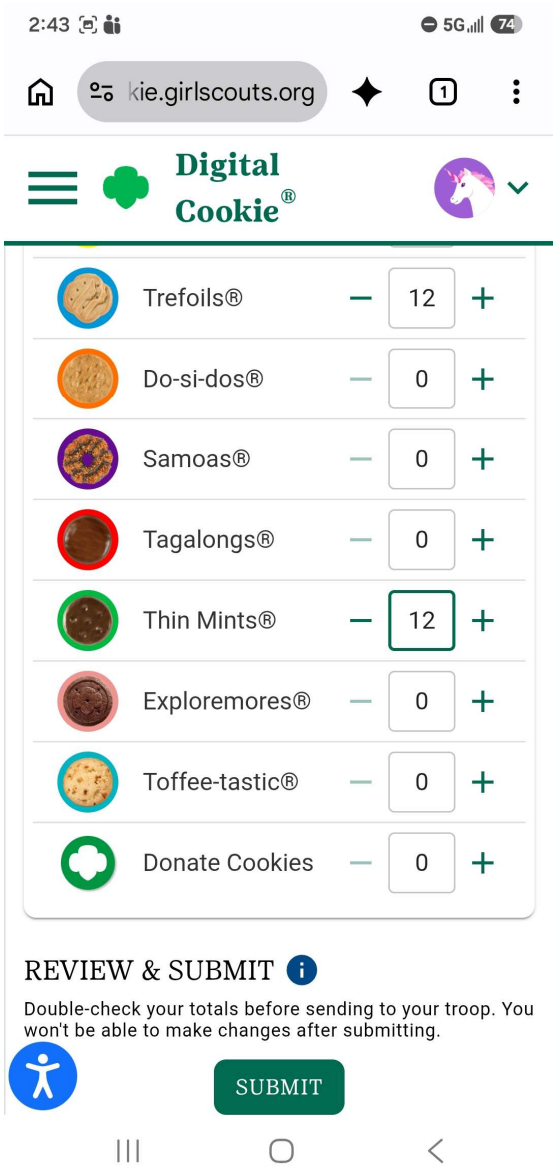


Initial Order

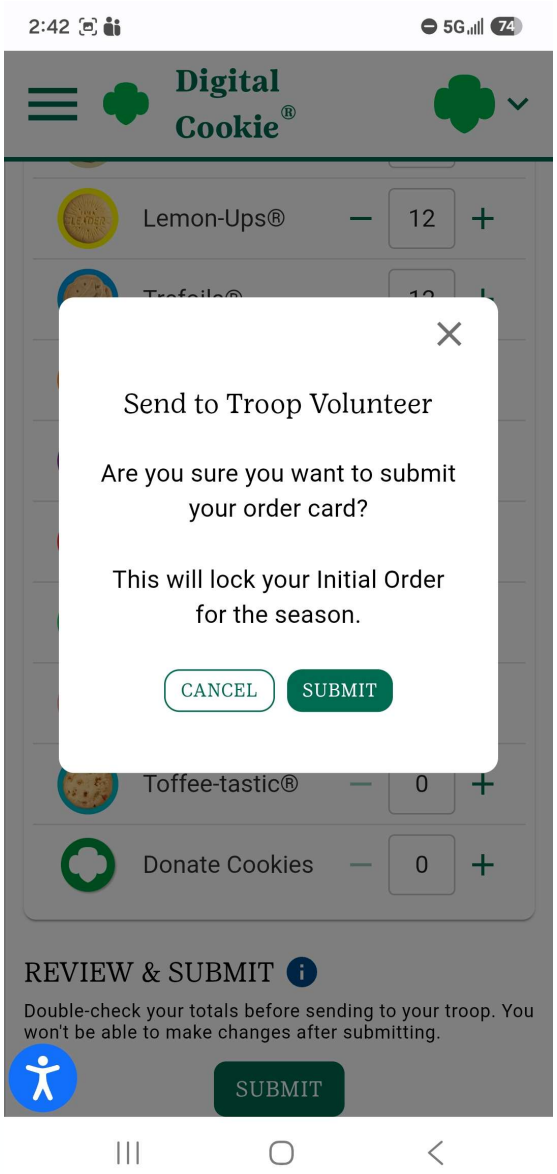


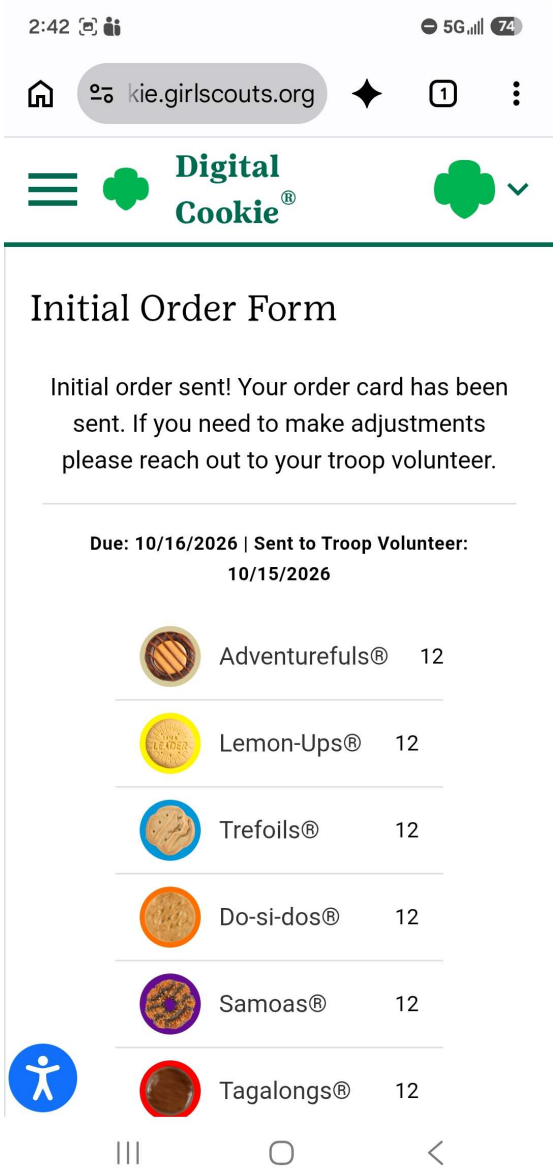
Entering Your Order



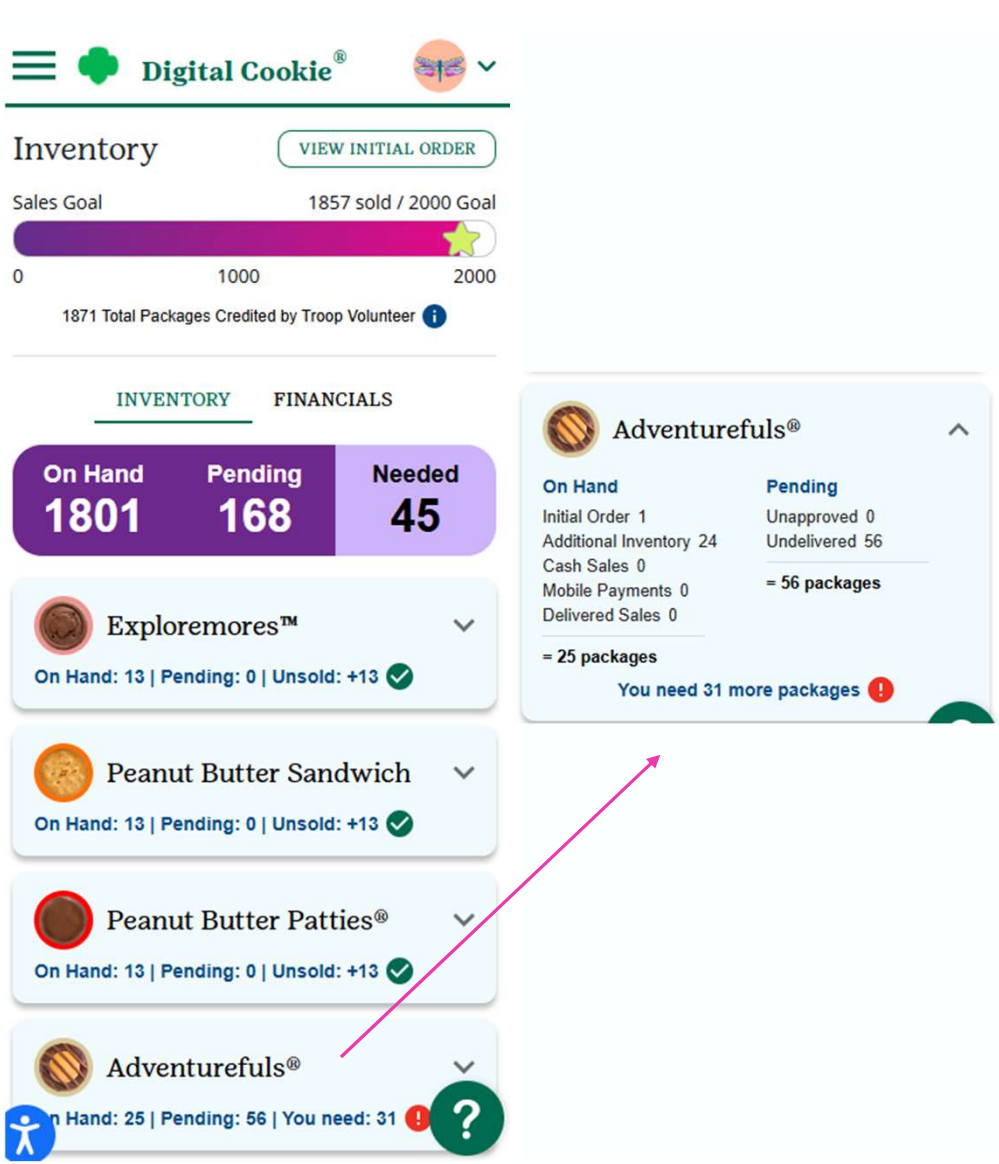


Submitting Your Order

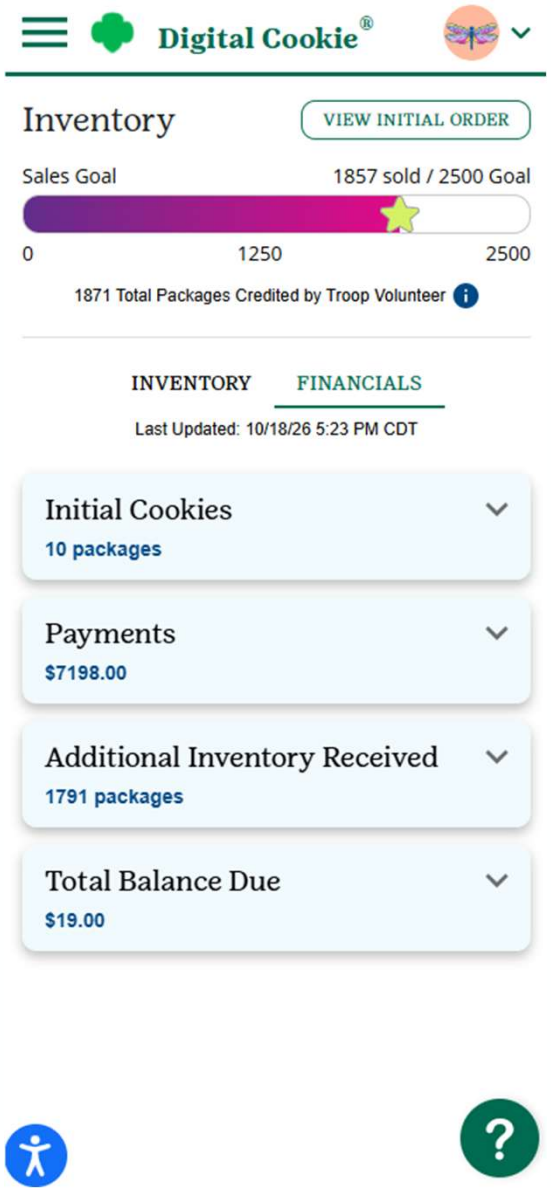




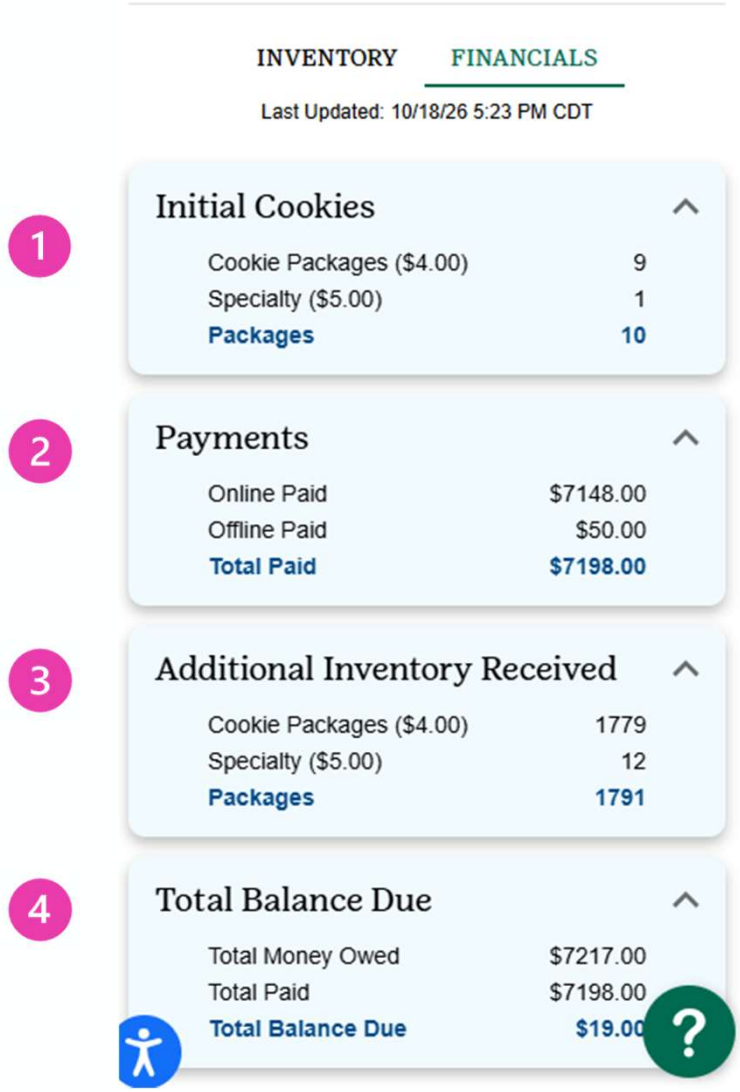
Inventory


Digital Cookie®
Inventory
VIEW INITIAL ORDER
Sales Goal
1857 sold / 2000 Goal
0
1000
2000
1871 Total Packages Credited by Troop Volunteer
INVENTORY
FINANCIALS
On Hand
1801
Pending
168
Needed
45
Exploremores™
On Hand: 13 | Pending: 0 | Unsold: +13
Peanut Butter Sandwich
On Hand: 13 | Pending: 0 | Unsold: +13
Peanut Butter Patties®
On Hand: 13 | Pending: 0 | Unsold: +13
Adventurefuls®
Hand: 25 | Pending: 56 | You need: 31
Adventurefuls®
On Hand
Initial Order 1
Additional Inventory 24
Cash Sales 0
Mobile Payments 0
Delivered Sales 0
= 25 packages
Pending
Unapproved 0
Undelivered 56
= 56 packages
You need 31 more packages

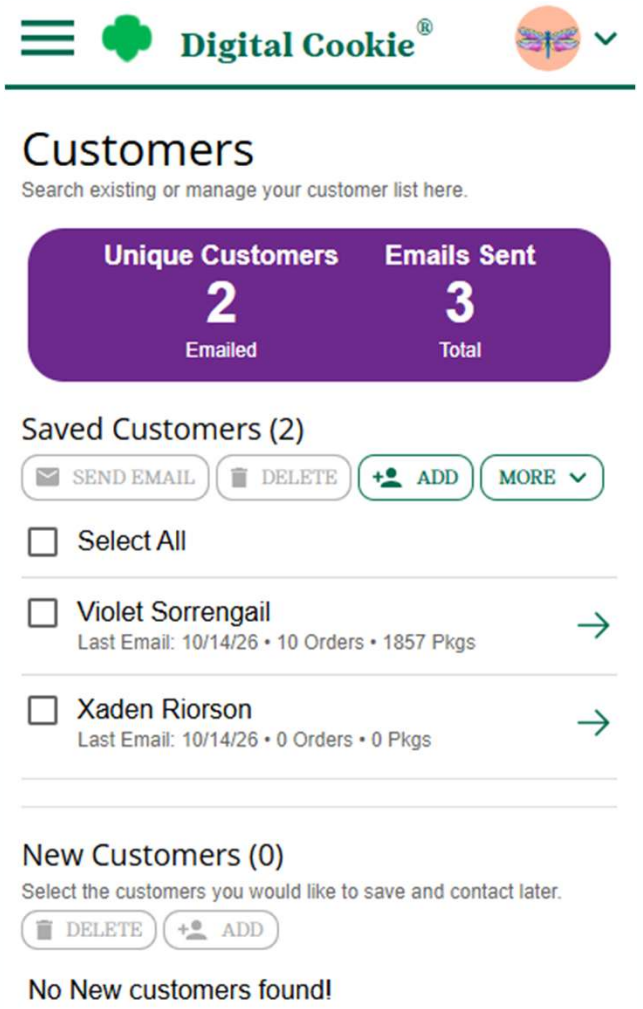
Financials


Digital Cookie®
Inventory
VIEW INITIAL ORDER
Sales Goal
1857 sold / 2500 Goal
0
1250
2500
1871 Total Packages Credited by Troop Volunteer
INVENTORY
FINANCIALS
Last Updated: 10/18/26 5:23 PM CDT
Initial Cookies
10 packages
Payments
$7198.00
Additional Inventory Received
1791 packages
Total Balance Due
$19.00

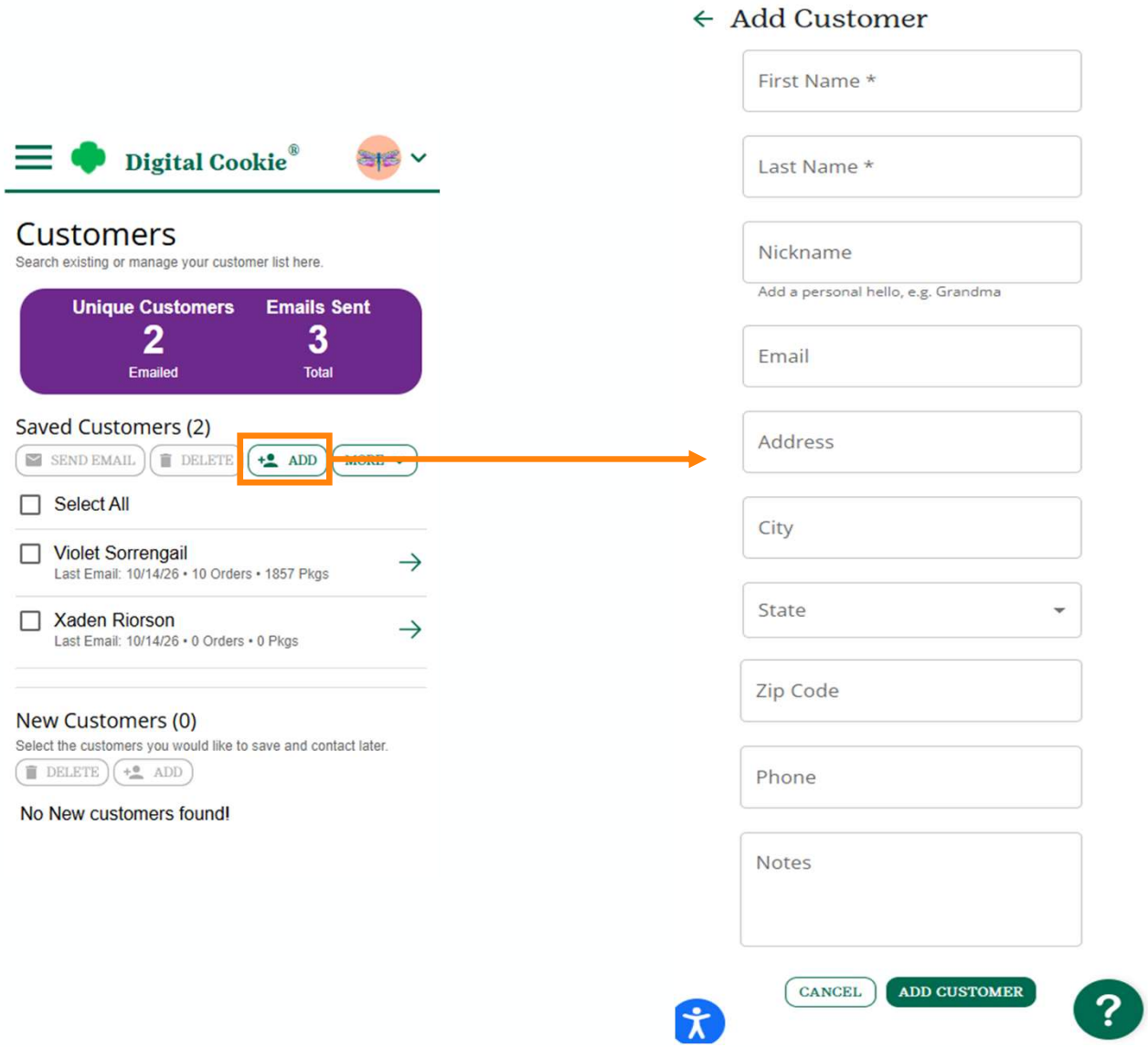
Financials


INVENTORY
FINANCIALS
Last Updated: 10/18/26 5:23 PM CDT
1
Initial Cookies
Cookie Packages ($4.00) 9
Specialty ($5.00) 1
Packages 10
2
Payments
Online Paid $7148.00
Offline Paid $50.00
Total Paid $7198.00
3
Additional Inventory Received
Cookie Packages ($4.00) 1779
Specialty ($5.00) 12
Packages 1791
4
Total Balance Due
Total Money Owed $7217.00
Total Paid $7198.00
Total Balance Due $19.00
?

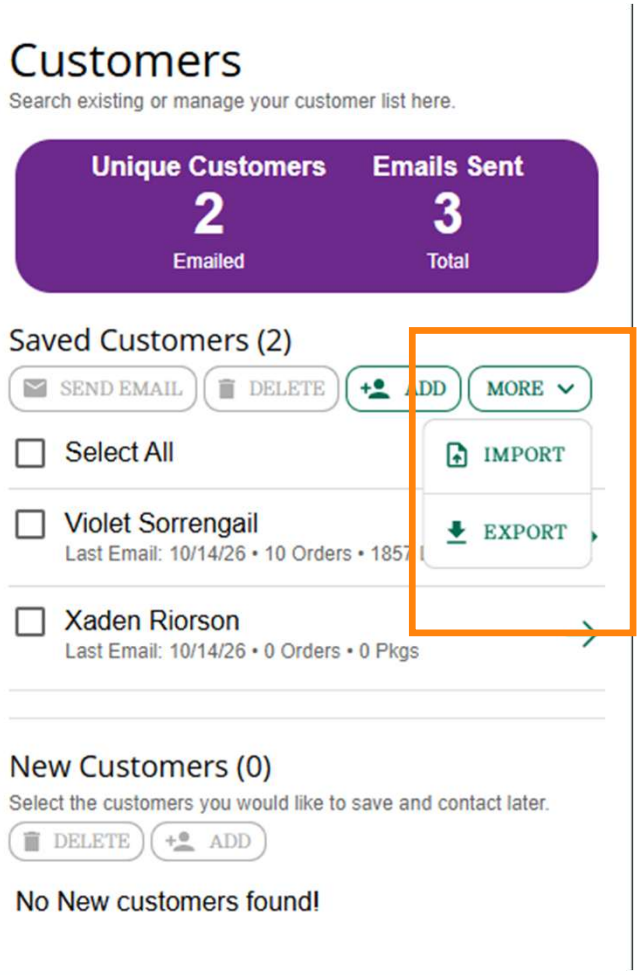
Customers


Digital Cookie®
Customers
Search existing or manage your customer list here.
Unique Customers
2
Emailed
Emails Sent
3
Total
Saved Customers (2)
SEND EMAIL
DELETE
ADD
MORE
Select All
Violet Sorrengail
Last Email: 10/14/26 • 10 Orders • 1857 Pkgs
Xaden Riorson
Last Email: 10/14/26 • 0 Orders • 0 Pkgs
New Customers (0)
Select the customers you would like to save and contact later.
DELETE
ADD
No New customers found!

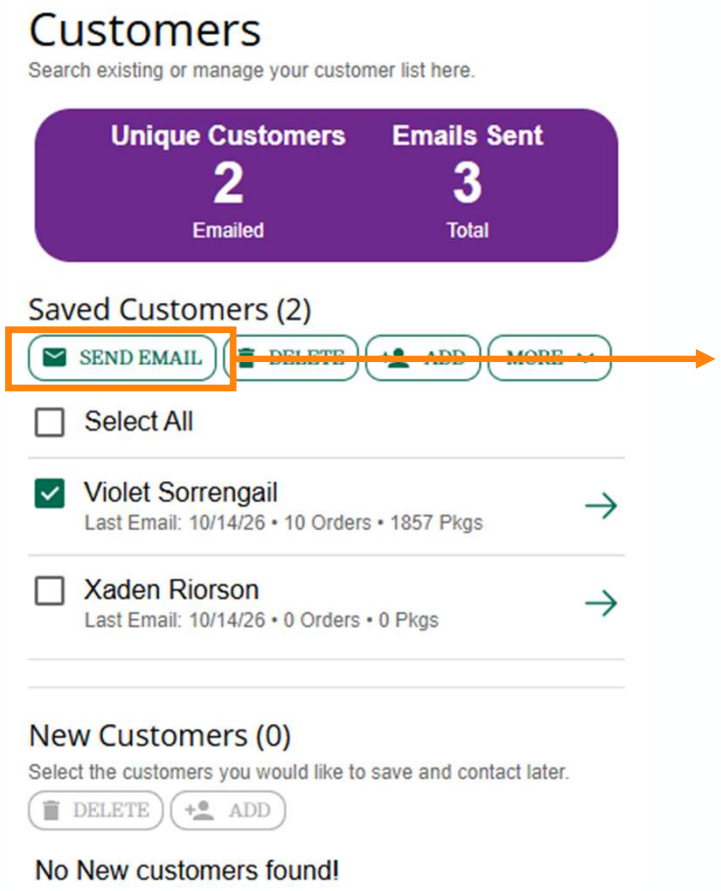
Adding Customer

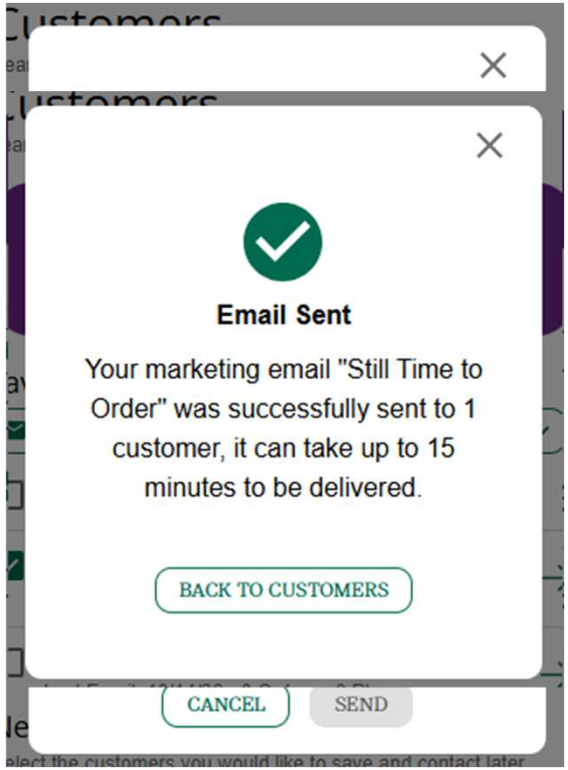


Import/Export

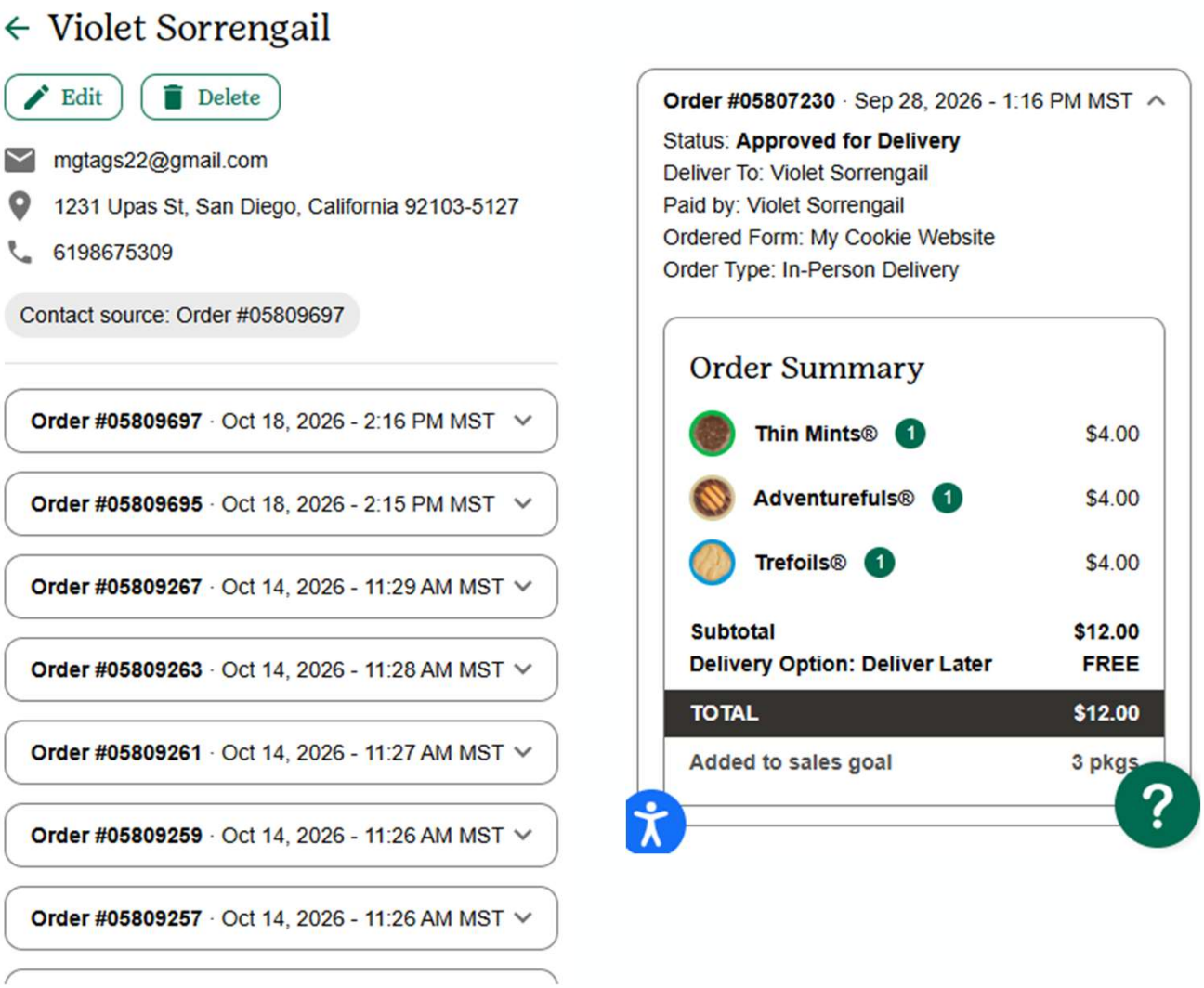


Send Email

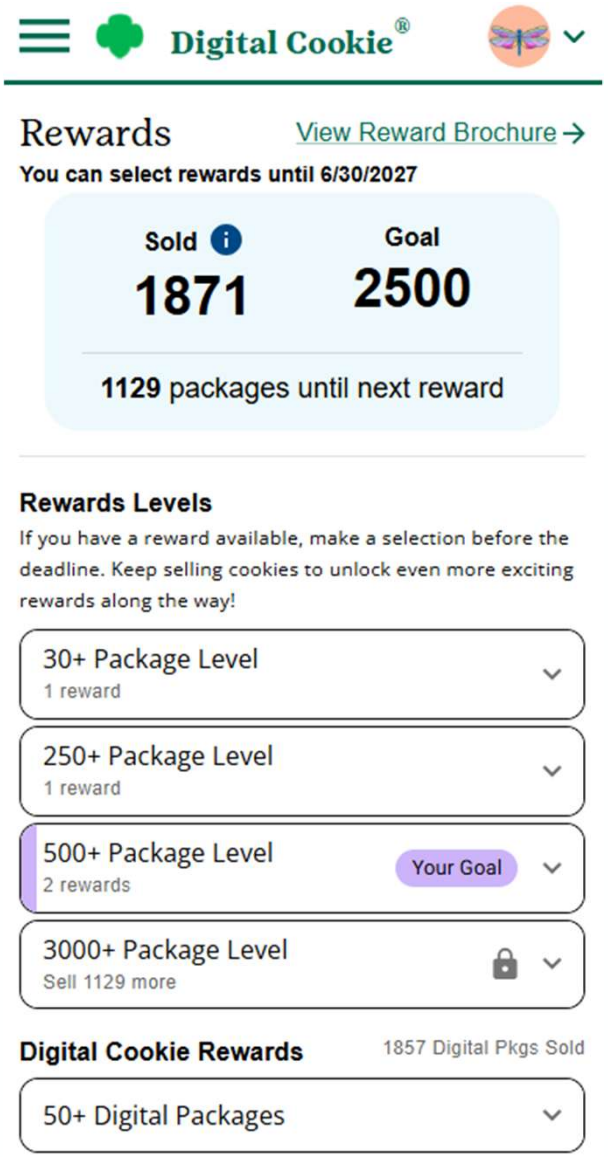

Customers
Search existing or manage your customer list here.
Unique Customers
2
Emailed
Emails Sent
3
Total
Saved Customers (2)
SEND EMAIL
DELETE
ADD
MORE
Select All
Violet Sorrengail
Last Email: 10/14/26 • 10 Orders • 1857 Pkgs
Xaden Riorson
Last Email: 10/14/26 • 0 Orders • 0 Pkgs
New Customers (0)
Select the customers you would like to save and contact later.
DELETE
ADD
No New customers found!


Email Sent
Your marketing email "Still Time to Order" was successfully sent to 1 customer, it can take up to 15 minutes to be delivered.
BACK TO CUSTOMERS
CANCEL
SEND

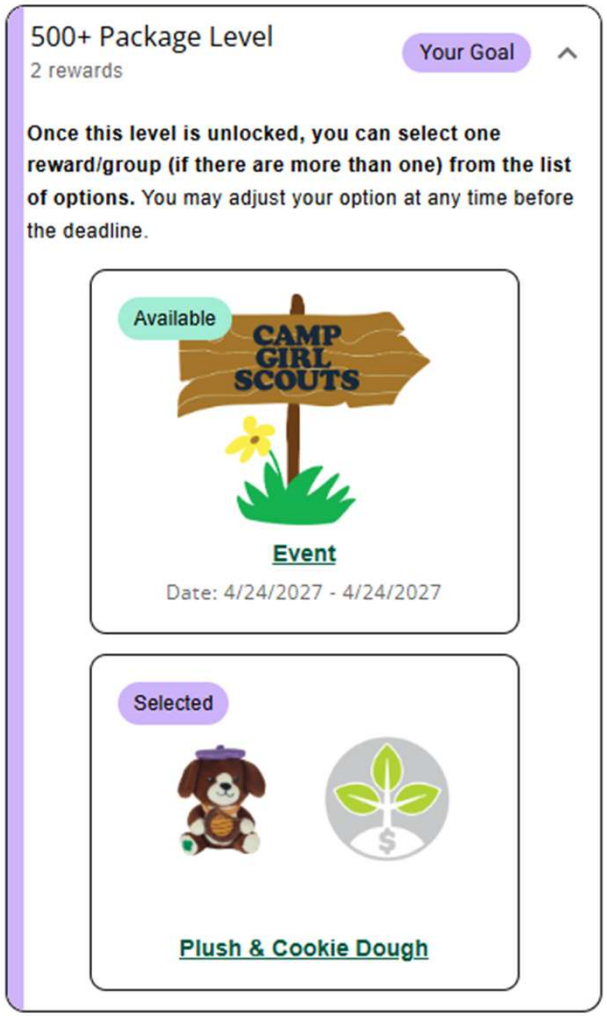
Viewing Customer Details

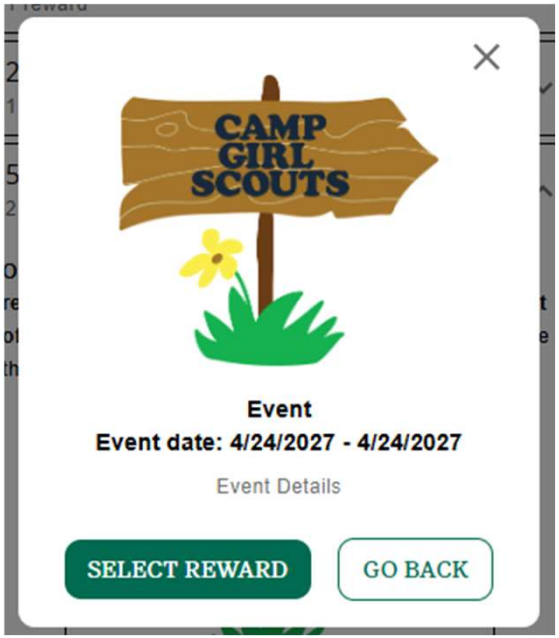


Rewards

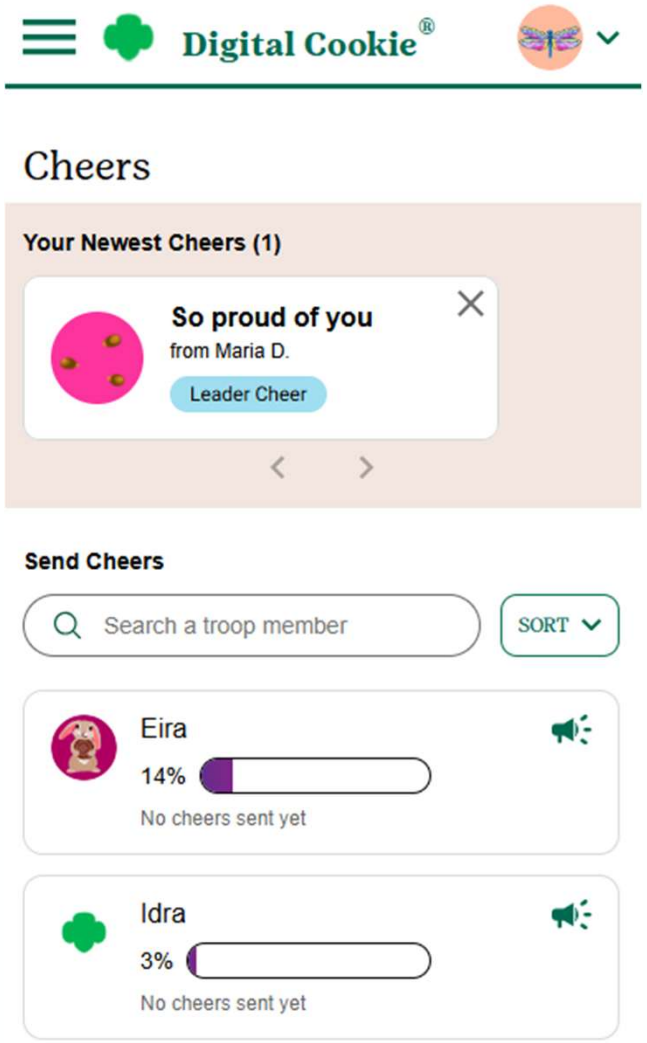

Digital Cookie®
Rewards
View Reward Brochure
You can select rewards until 6/30/2027
Sold
1871
Goal
2500
1129 packages until next reward
Rewards Levels
If you have a reward available, make a selection before the deadline. Keep selling cookies to unlock even more exciting rewards along the way!
30+ Package Level
1 reward
250+ Package Level
1 reward
500+ Package Level
2 rewards
Your Goal
3000+ Package Level
Sell 1129 more
Digital Cookie Rewards
1857 Digital Pkgs Sold
50+ Digital Packages

Selecting a reward



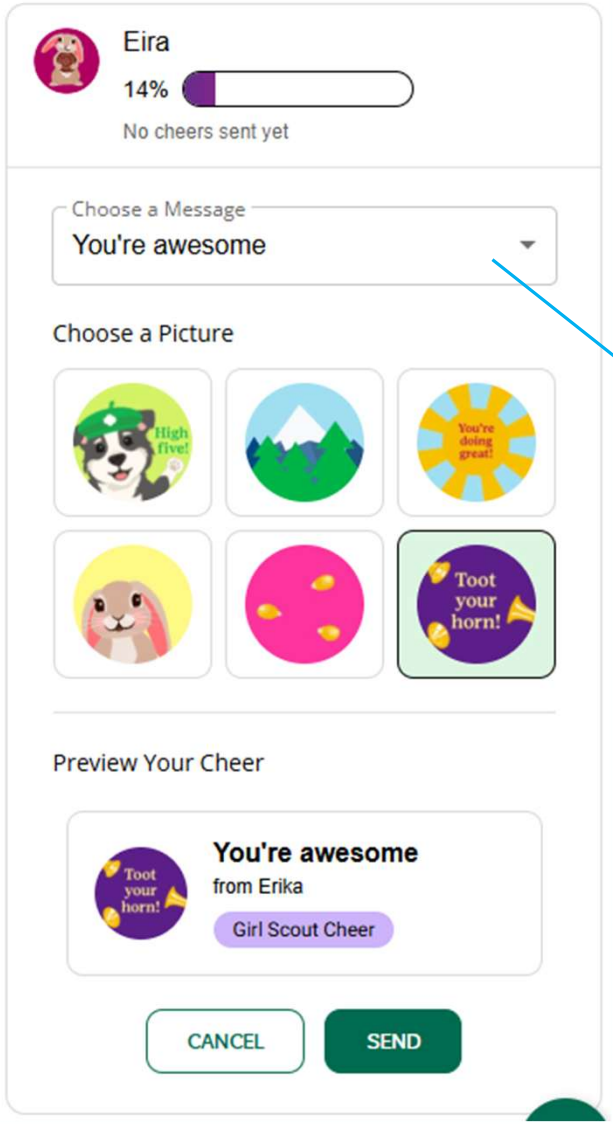


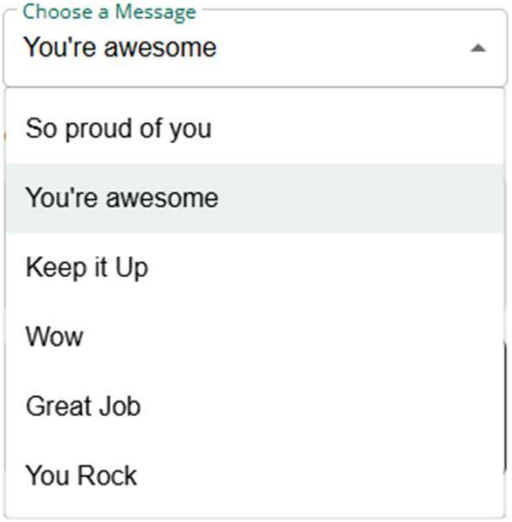
Cheers


Digital Cookie®
Cheers
Your Newest Cheers (1)
So proud of you
from Maria D.
Leader Cheer
Send Cheers
Search a troop member
SORT
Eira
14%
No cheers sent yet
Idra
3%
No cheers sent yet

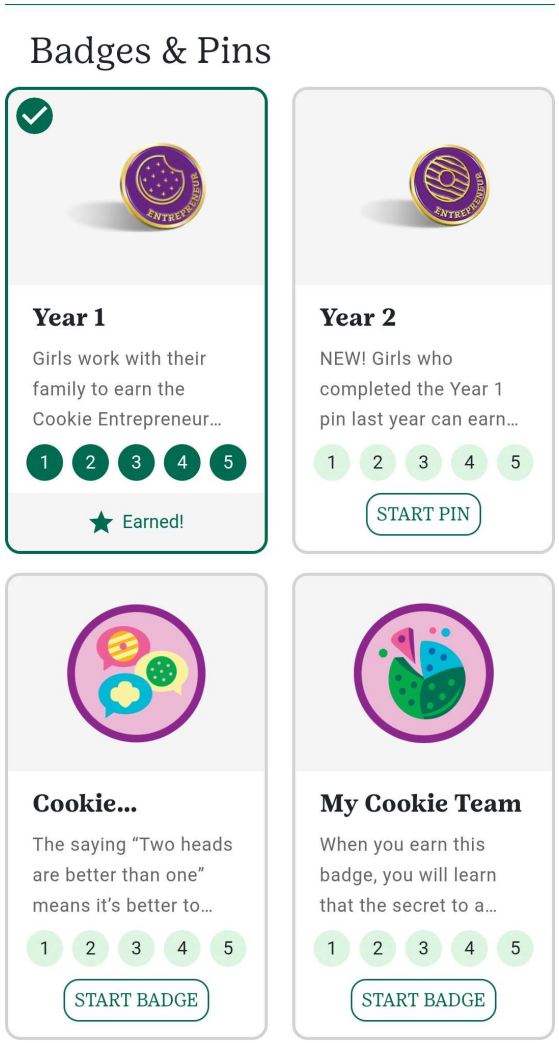
NEW
Cheers

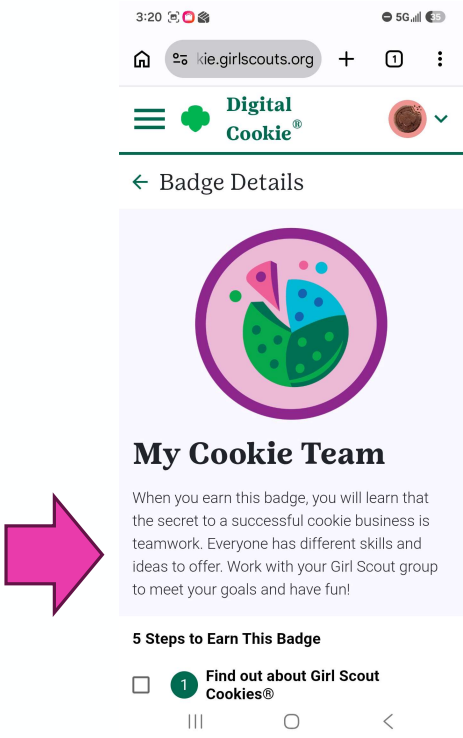
Sending a Cheer





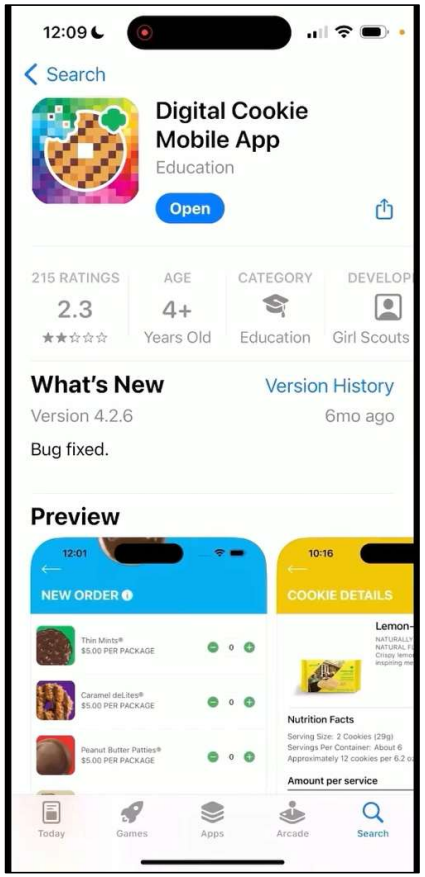
Badges


Badges & Pins
Year 1
Girls work with their family to earn the Cookie Entrepreneur...
1 2 3 4 5
Earned!
Year 2
NEW! Girls who completed the Year 1 pin last year can earn...
1 2 3 4 5
START PIN
Cookie...
The saying "Two heads are better than one" means it's better to...
1 2 3 4 5
START BADGE
My Cookie Team
When you earn this badge, you will learn that the secret to a...
1 2 3 4 5
START BADGE


Digital Cookie®
Badge Details
My Cookie Team
When you earn this badge, you will learn that the secret to a successful cookie business is teamwork. Everyone has different skills and ideas to offer. Work with your Girl Scout group to meet your goals and have fun!
5 Steps to Earn This Badge
1 Find out about Girl Scout Cookies®

Digital Cookie Mobile App

Digital Cookie Mobile App



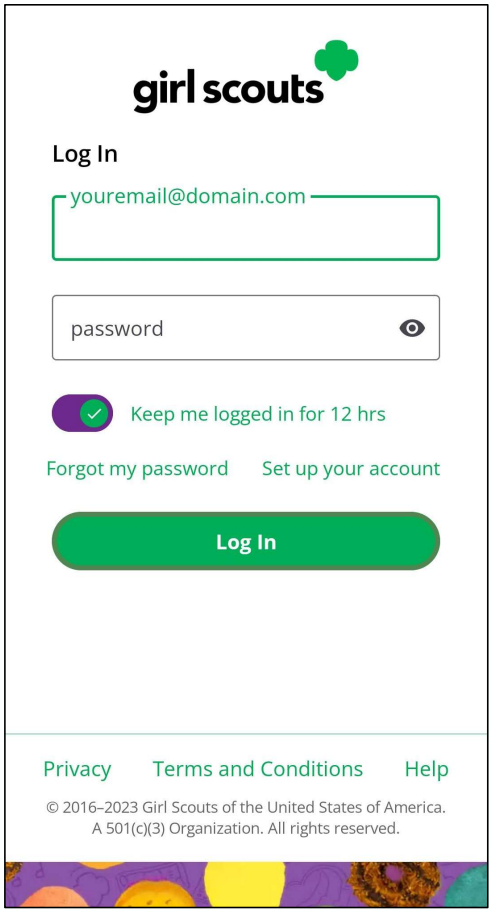
IOS App Store

Google Play Store

Download a new version of the mobile app each year.

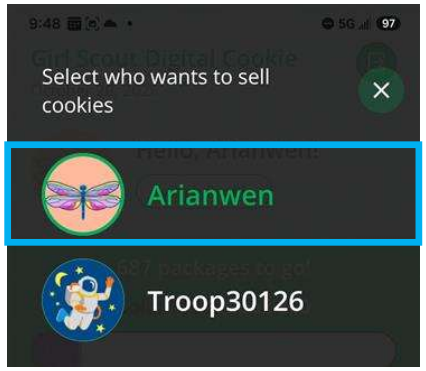
Mobile app found in App Store or Google Play store.

Logging In

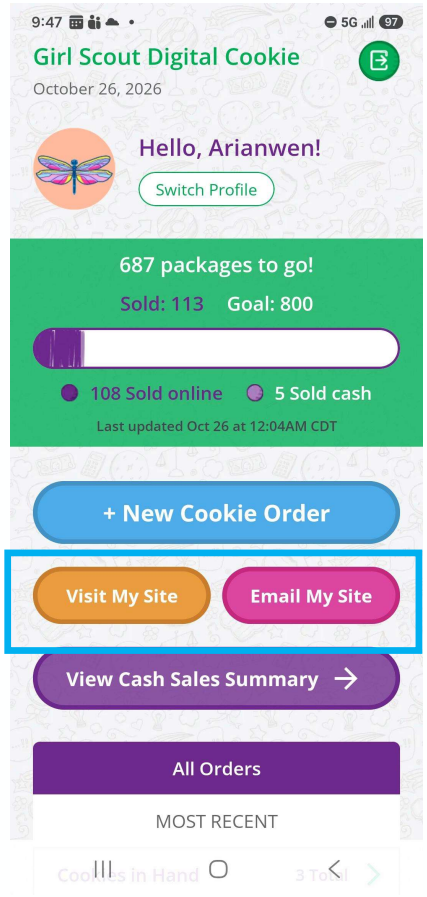


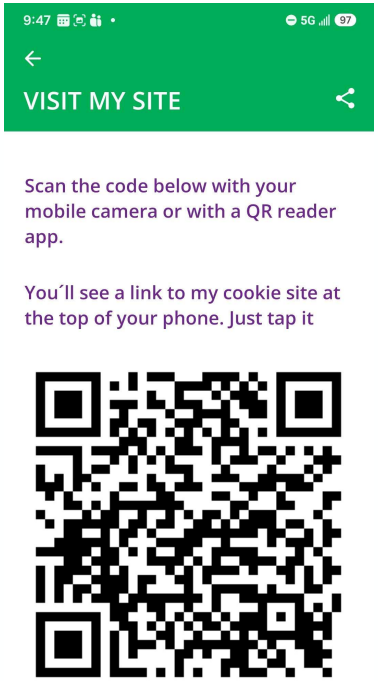
- Use the same email and password use for Digital Cookie
- Girl Scout Cookie site must be published

Digital Cookie Home Screen



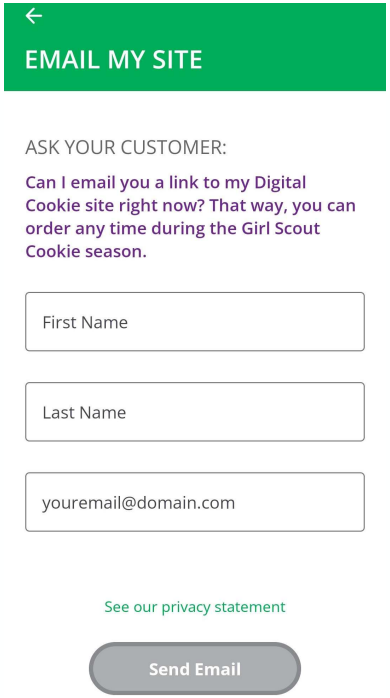
Select Girl Scout's Name





Visit My Site

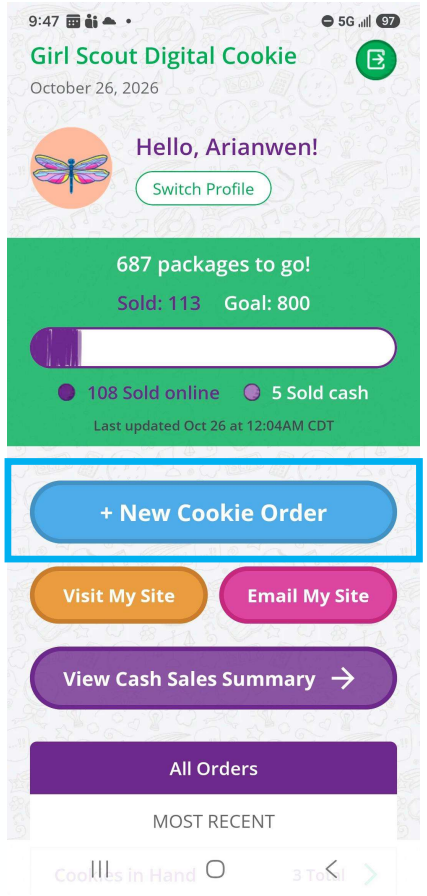
Customers can scan the QR code to visit the Troop's Cookie Site.

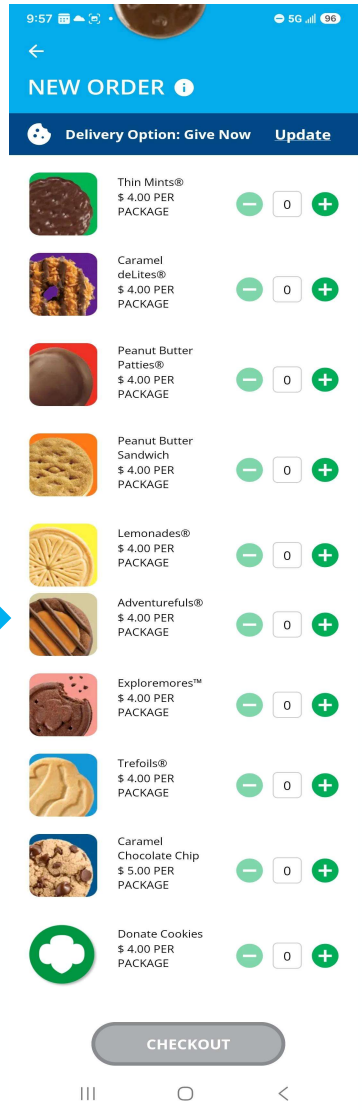


Email My Site

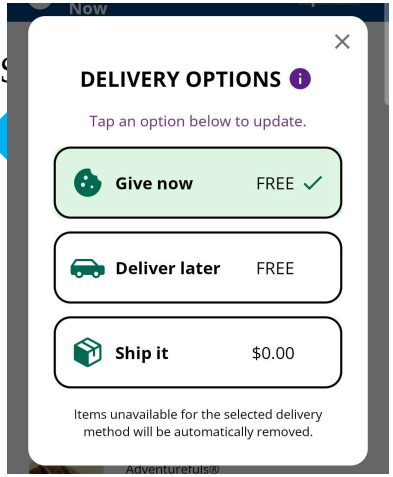
Girl Scout's can send a marketing email to a customer.

New Cookie Order





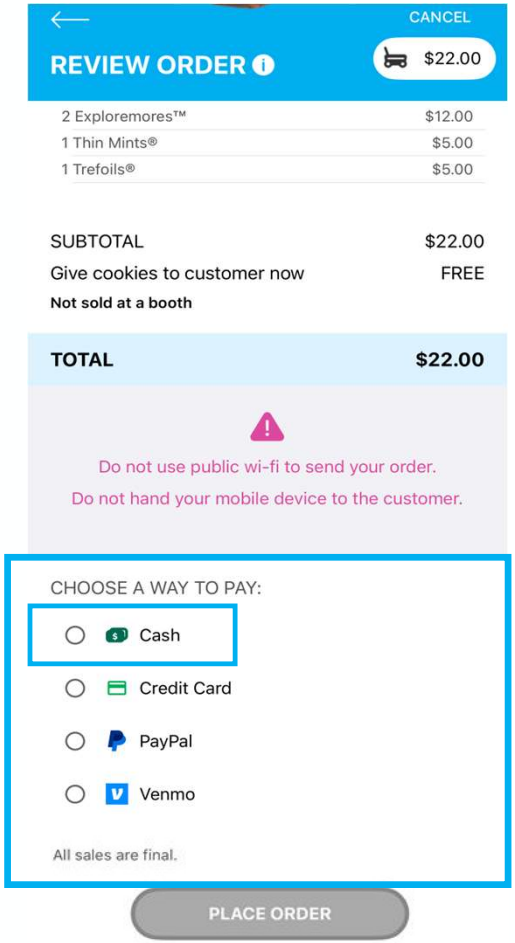
Update Delivery Type

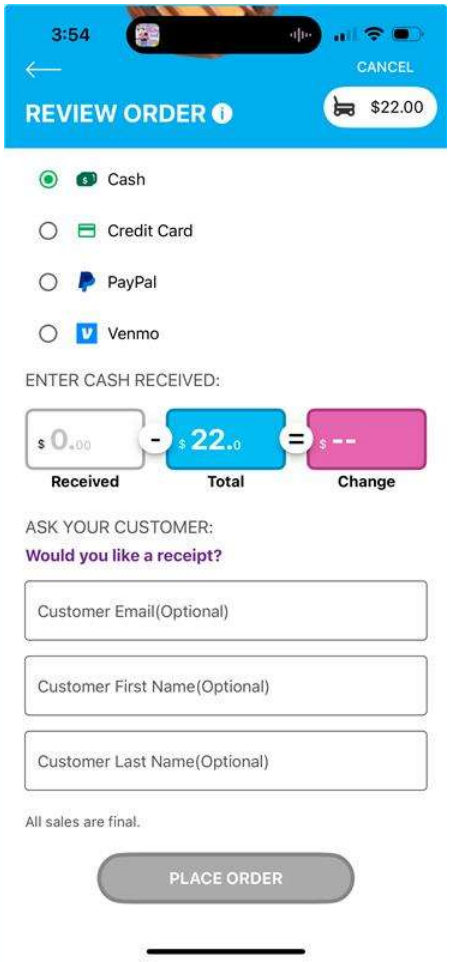


Click CHECKOUT button

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Customer Pays with Cash

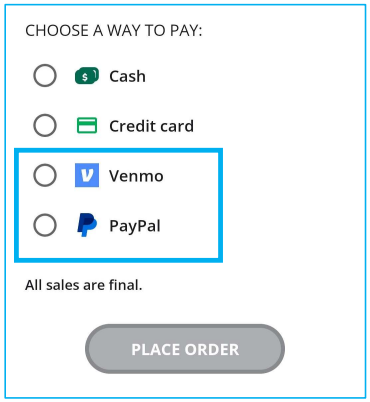


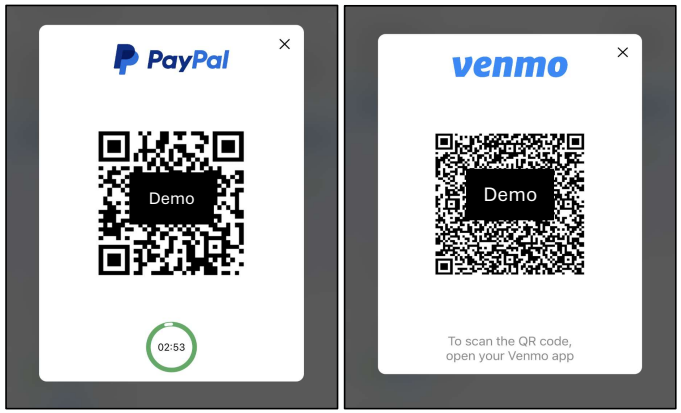


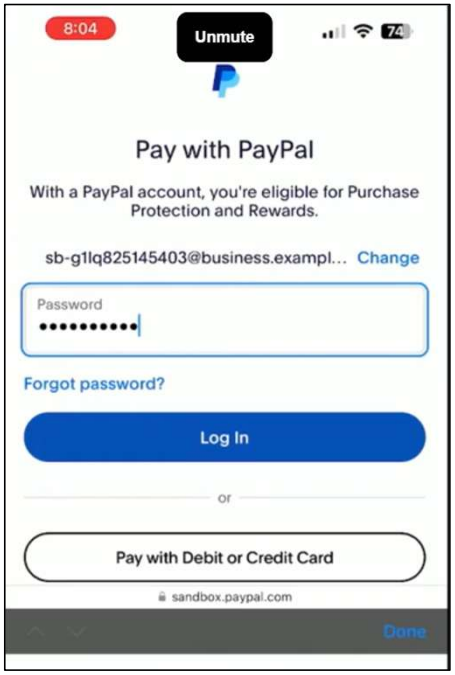
Cash payment type is only available for "Give cookies to customer now" orders

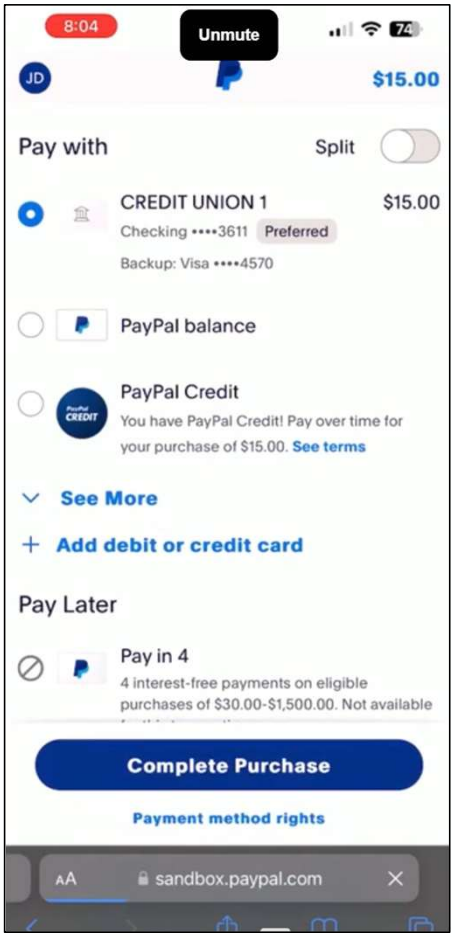
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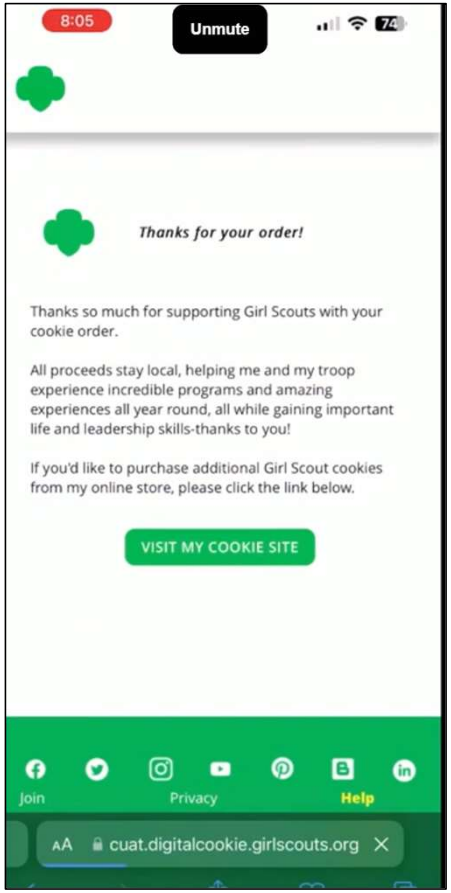
Payment Type: PayPal or Venmo





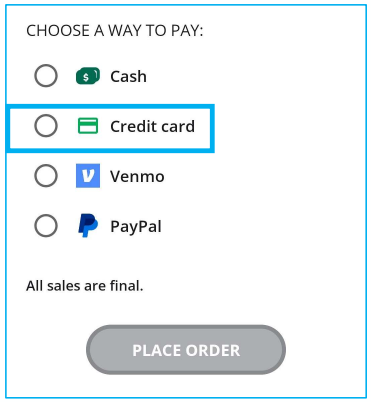


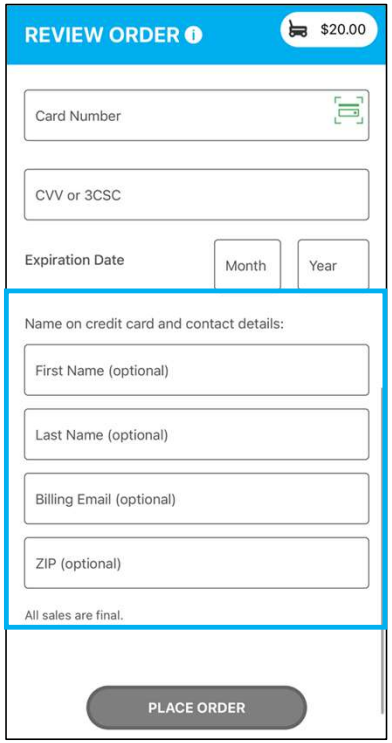




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Payment Type: Credit Card





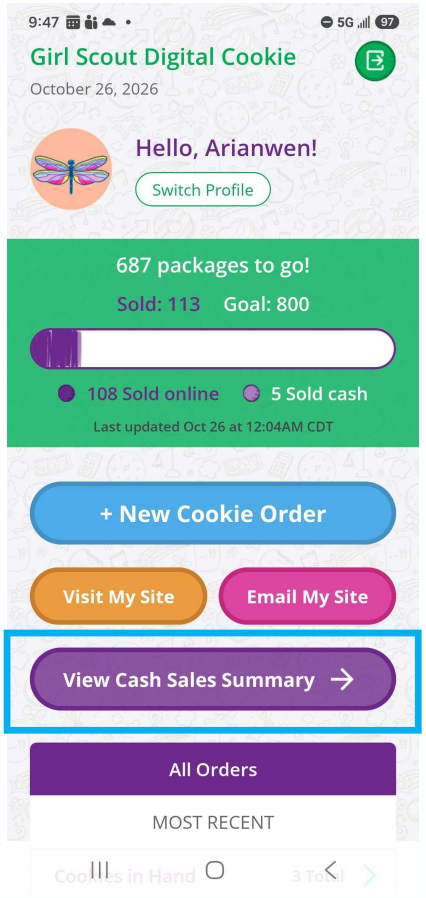


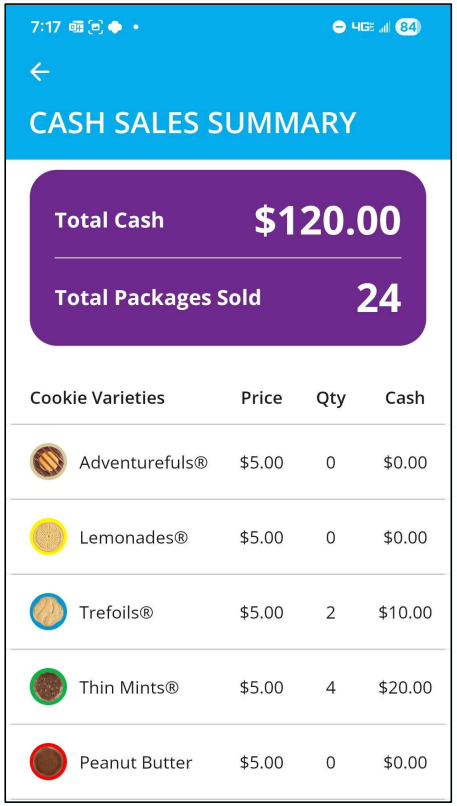
Contact details are optional. Girl Scouts should still ask if the customer would like an email confirmation.

Use the Scan Card feature instead of typing all the numbers.
Tip: Have good lighting and double-check the numbers before placing the order.

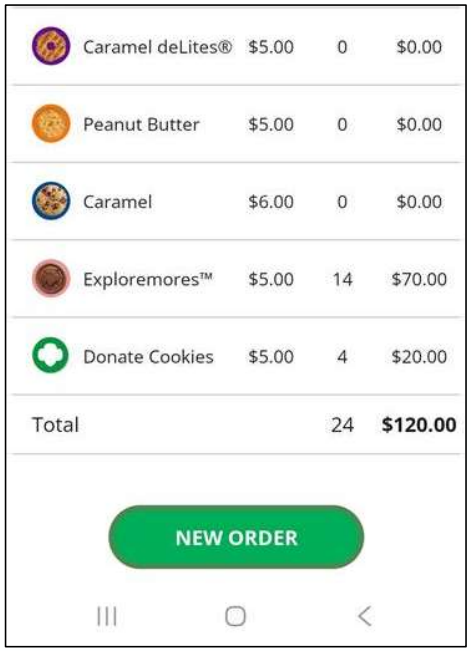
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Cash Sales Summary



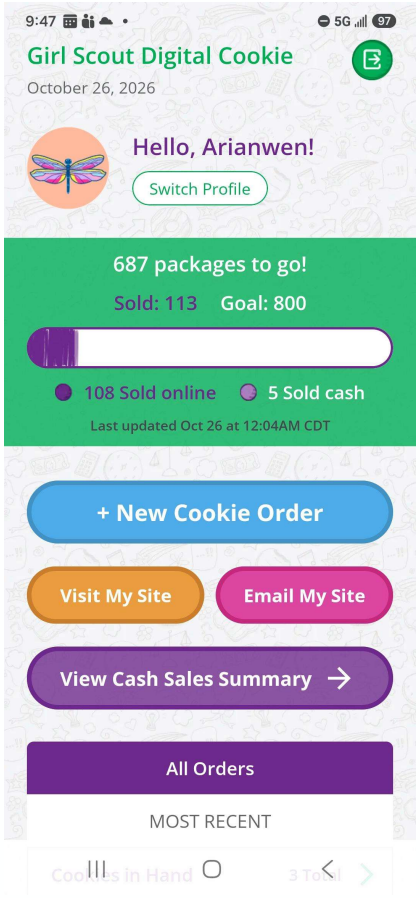


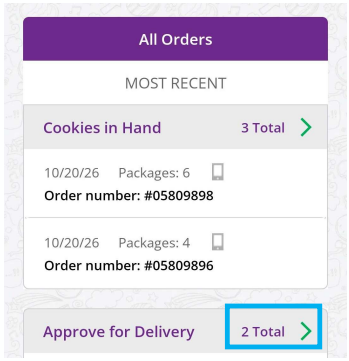
View a snapshot of the amount of cash that has been collected.

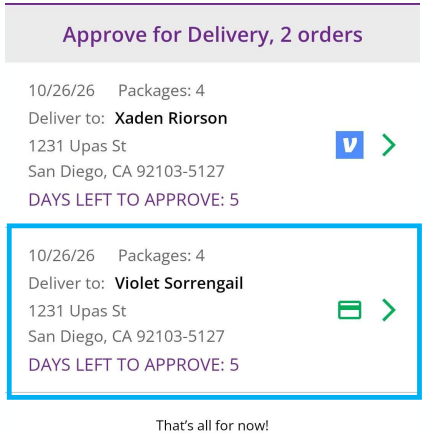


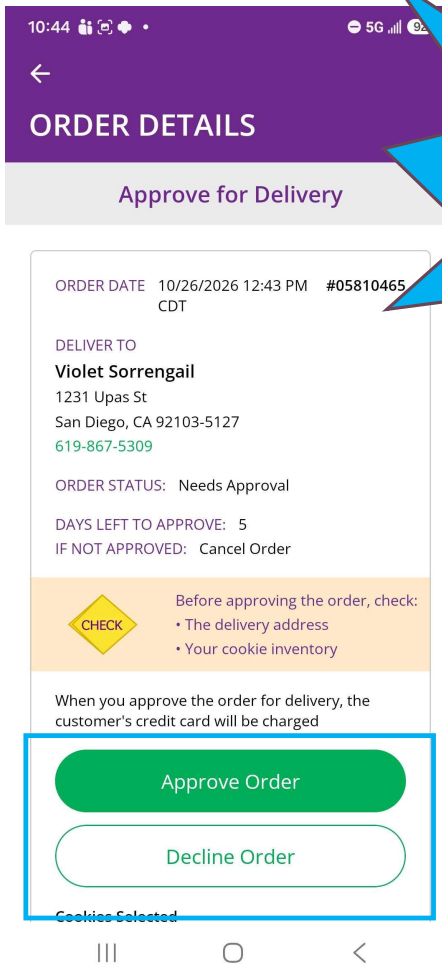
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View All Orders









All orders for in-person delivery must be approved, even if placed through the mobile app

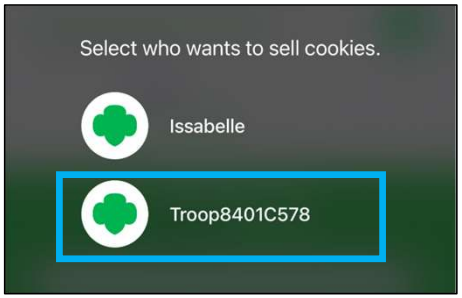
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Using the Mobile App at a Cookie Booth

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Starting Your Booth Sales

Select the troop role

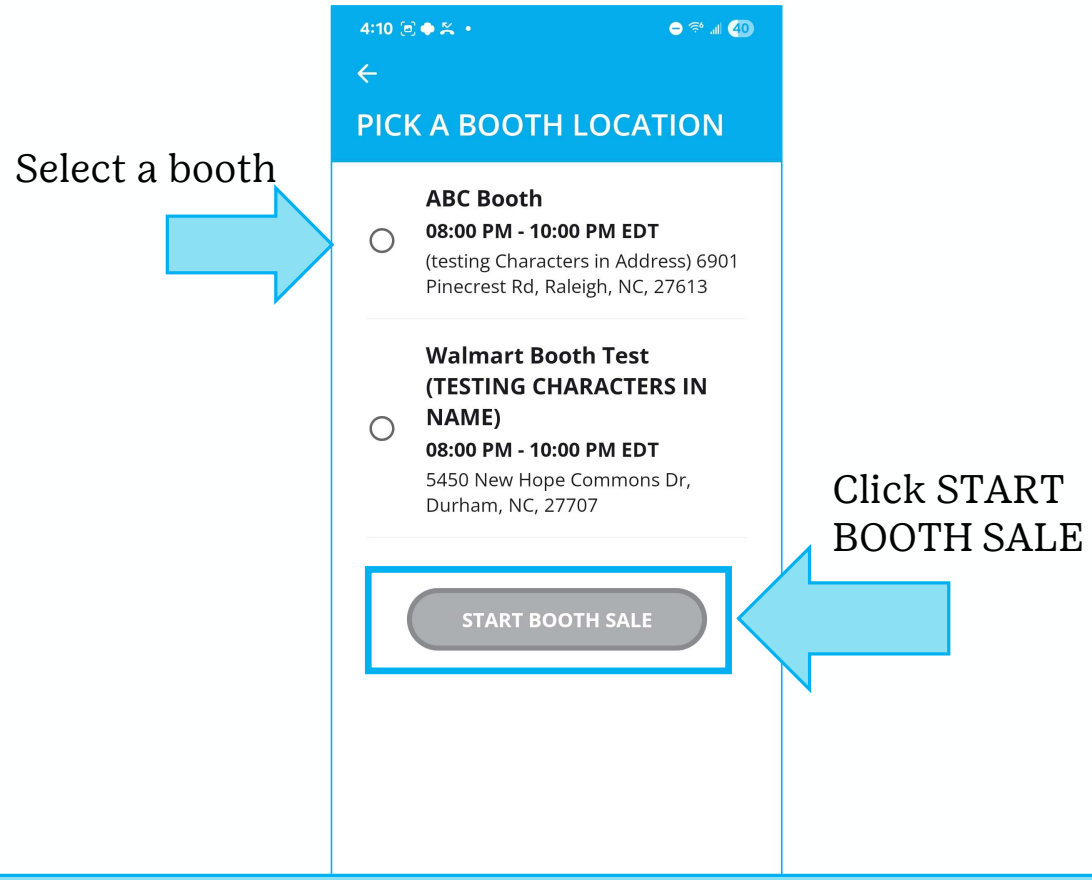


Switch Profile



Click Start My Booth Sale

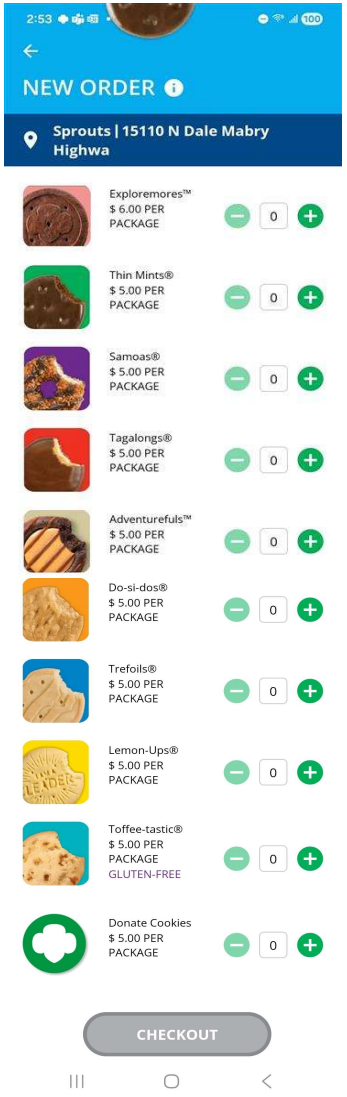
Starting Your Booth Sales



Booth sales remain available in the app all day, allowing you to start or end a booth sale whenever necessary. This flexibility makes it easy to manage sales and track orders throughout the duration of your booth event.

New Booth Order

Select Cookie Varieties



Cookie Booth Name

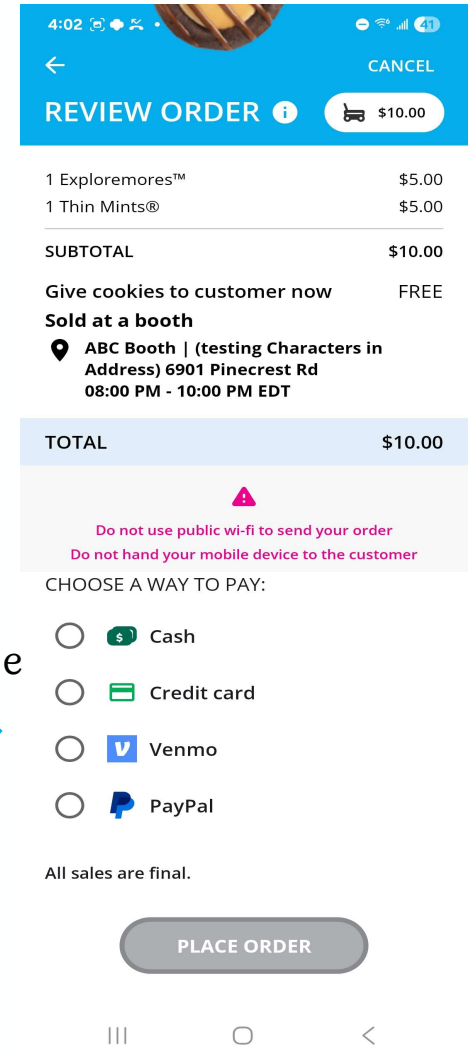
Select Cookie Quantity

Click CHECKOUT button

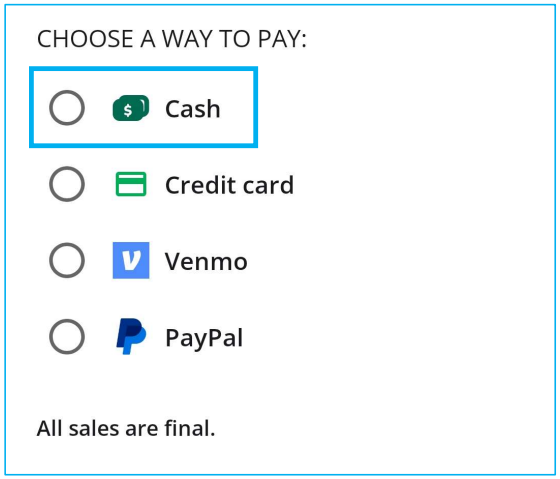
Review order and select how the customer would like to pay.

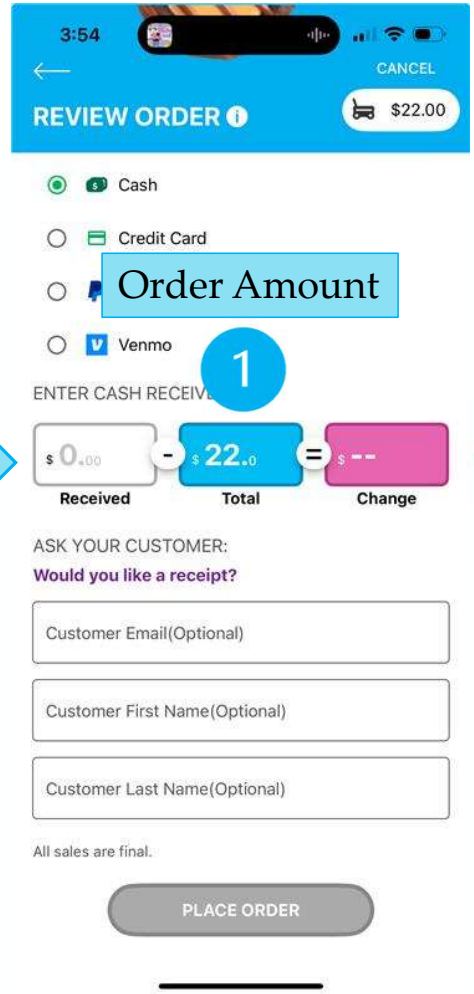
Booth location

Select payment type



Payment Type: Cash



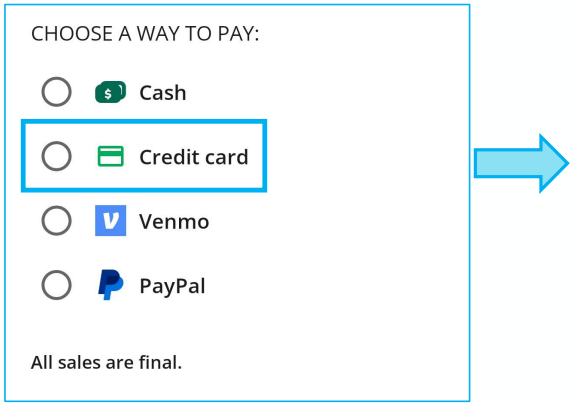


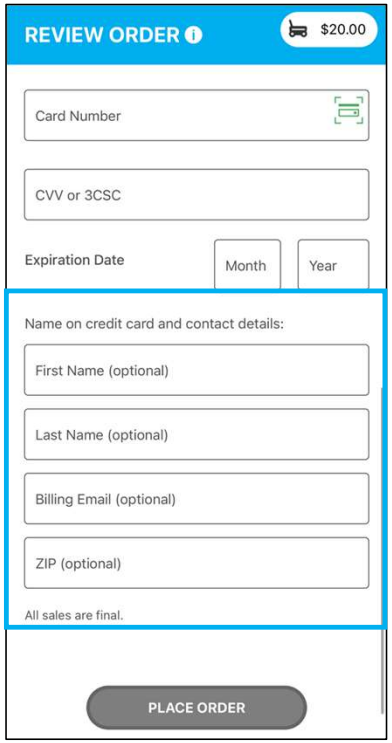
Enter the amount of cash the customer gave

Customer's change if applicable

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Payment Type: Credit Card





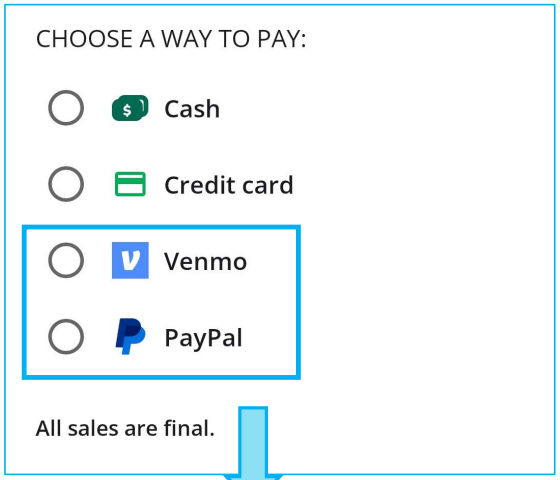


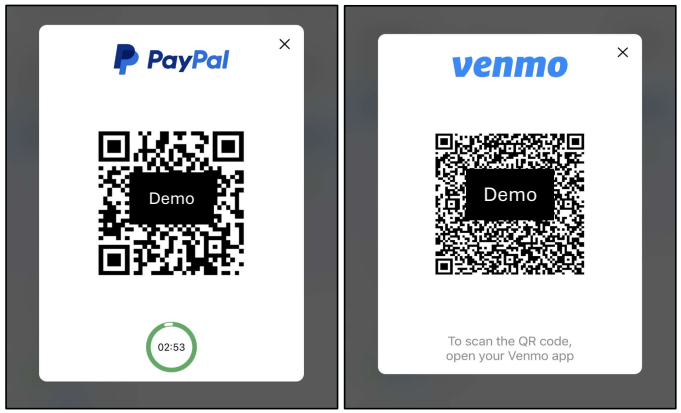
Contact details are optional. Girl Scouts should still ask if the customer would like an email confirmation.

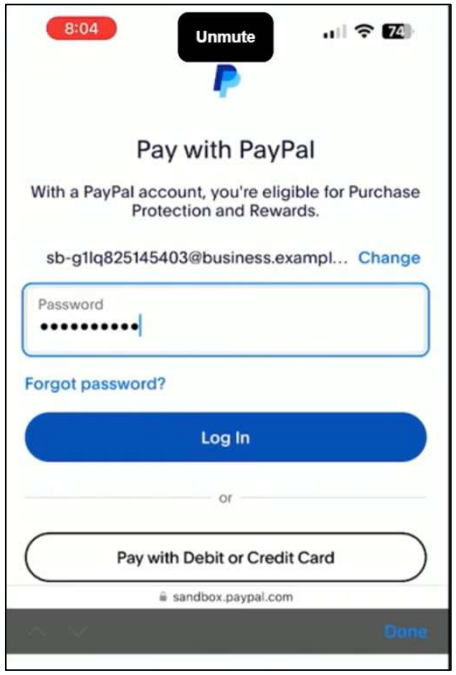
Use the Scan Card feature instead of typing all the numbers. Tip: Have good lighting and double-check the numbers before placing the order.

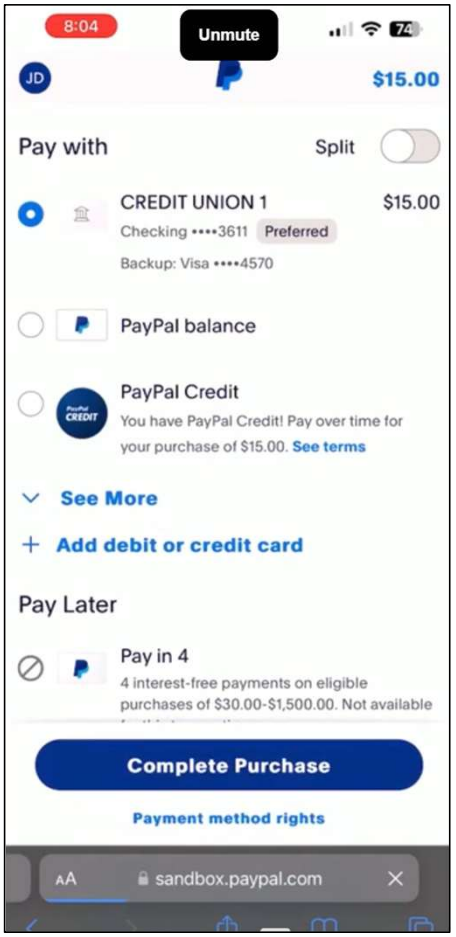
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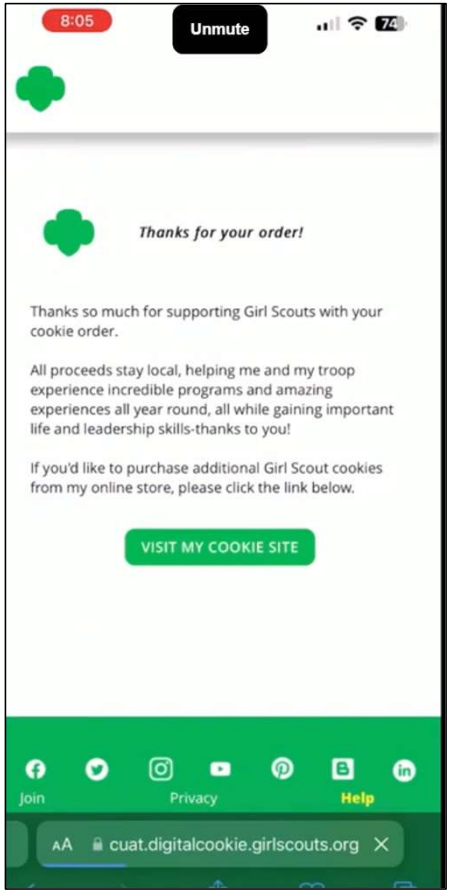
Payment Type: PayPal or Venmo







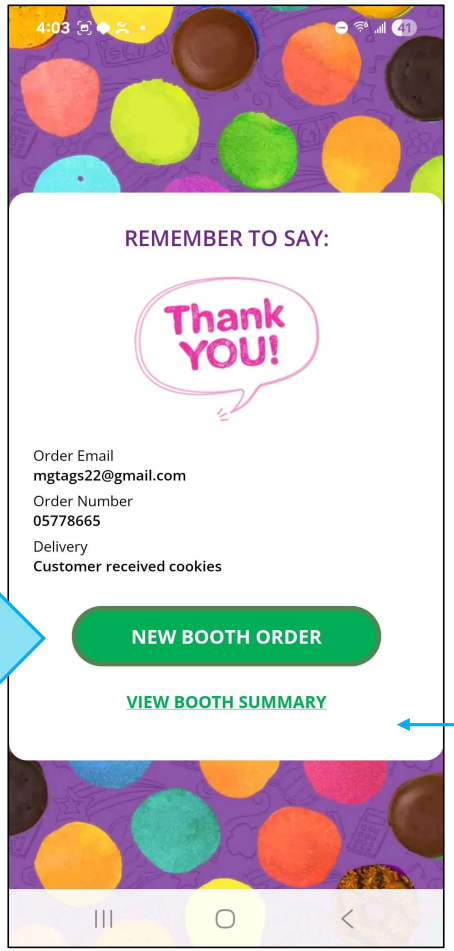




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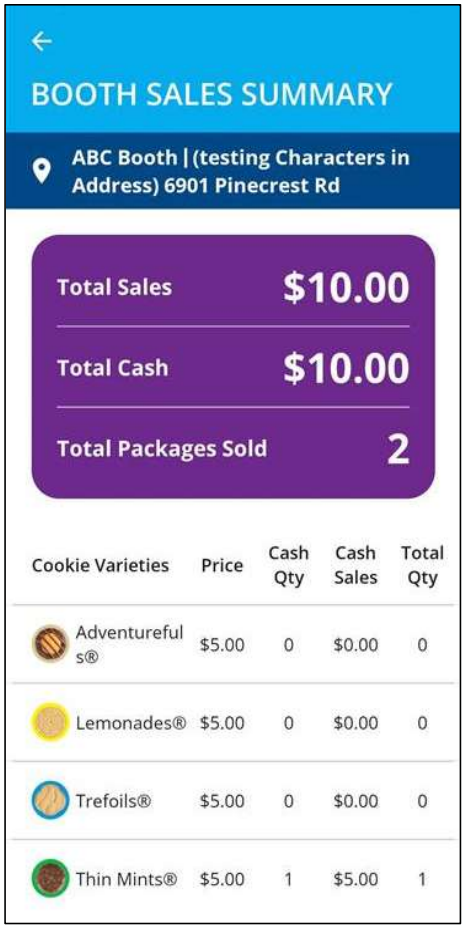
Booth Summary

Click **New Booth Order** to begin processing another customer order at the current booth.

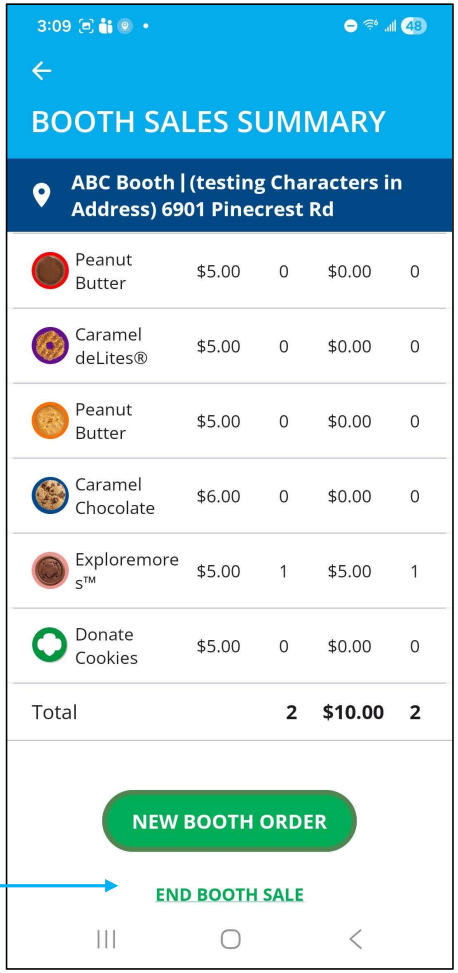


Select **View Booth Summary** to review the sales processed at the current booth and see a summary of booth activity.

Booth Summary

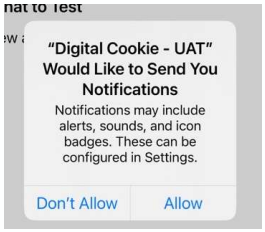


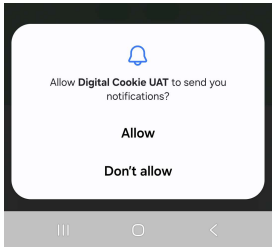
If booth is over, click
End Booth Sale

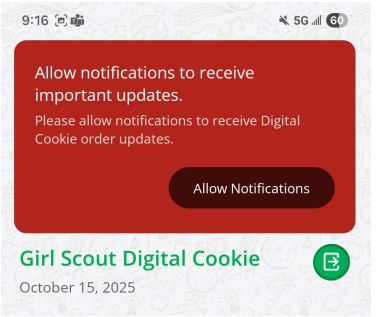


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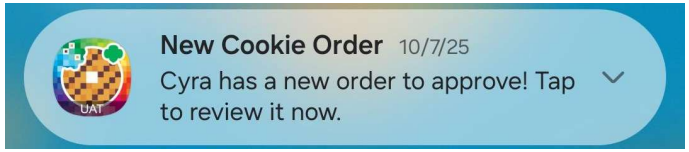
Make sure to enable notifications



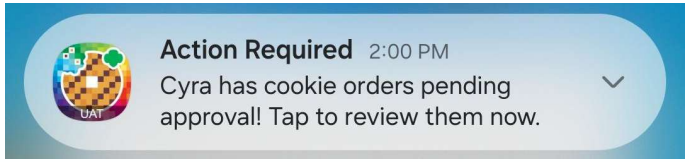




1



2



3

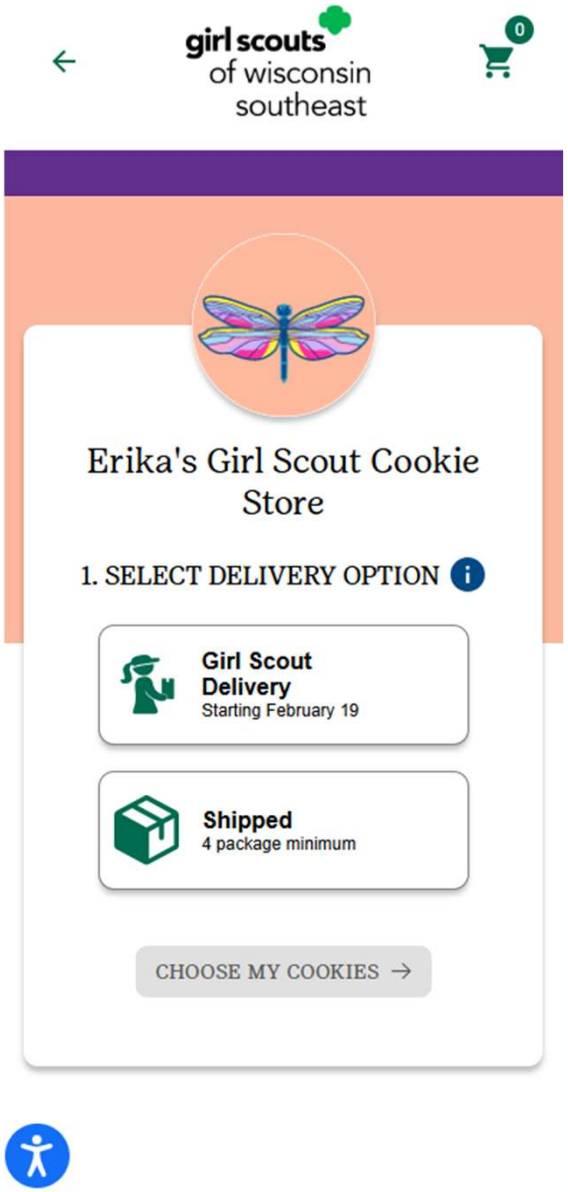


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Customer Experience



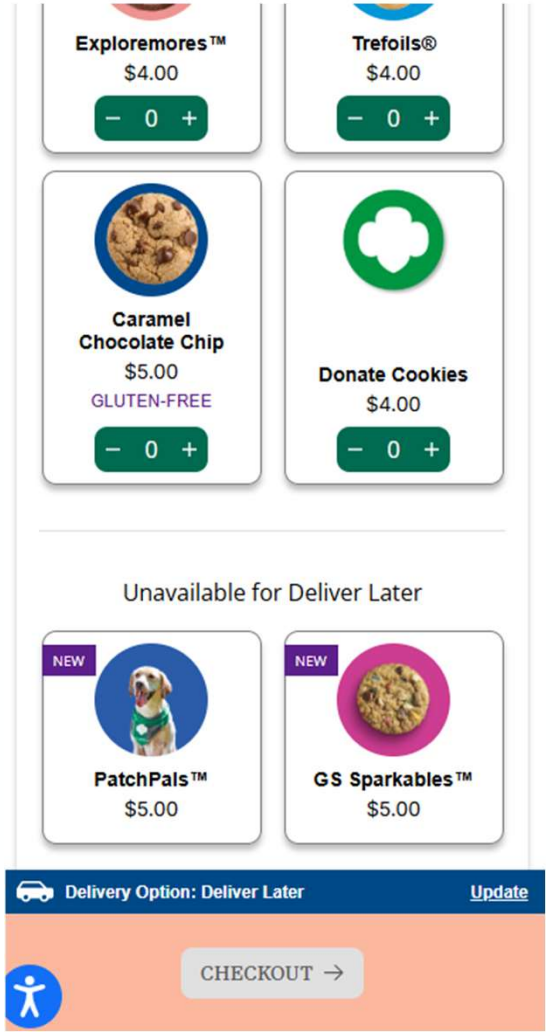
Select Delivery Option



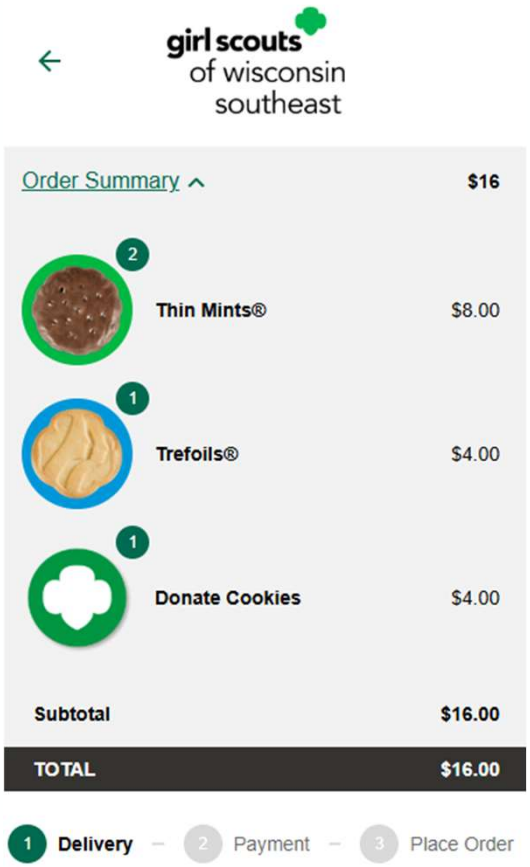
Choose Cookies

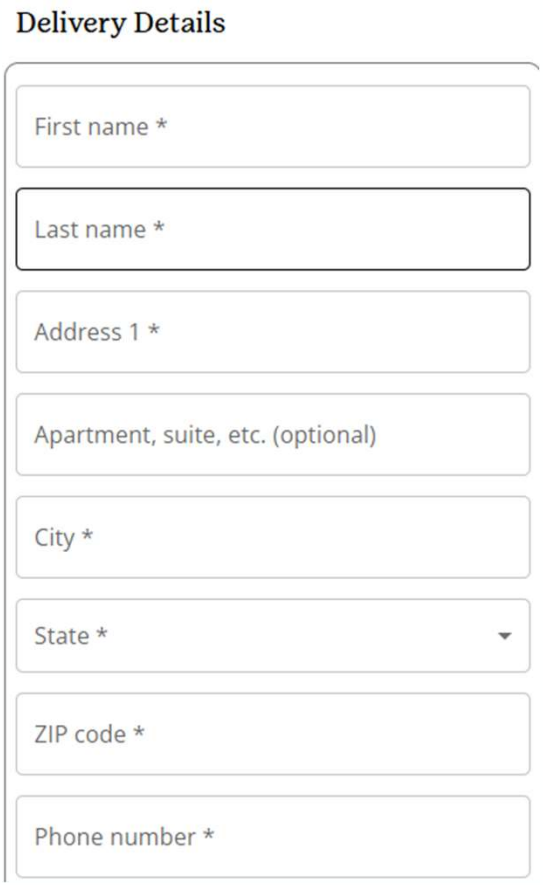


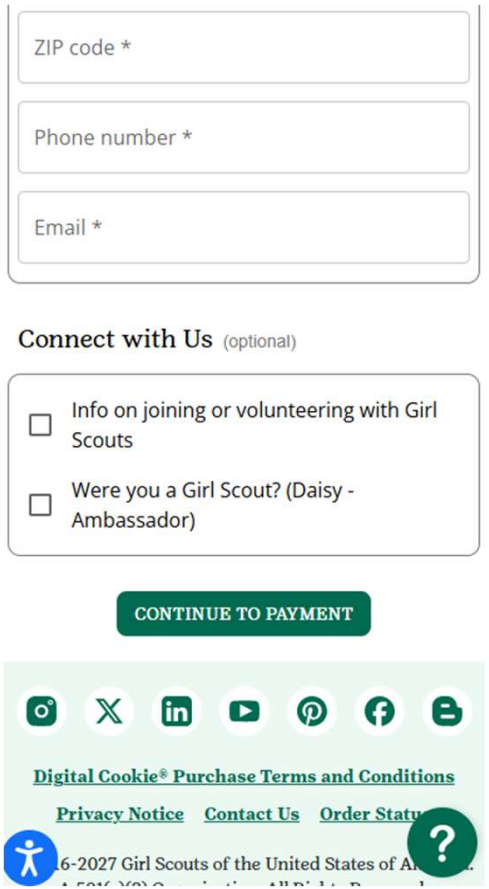
Click **update** to change delivery type.



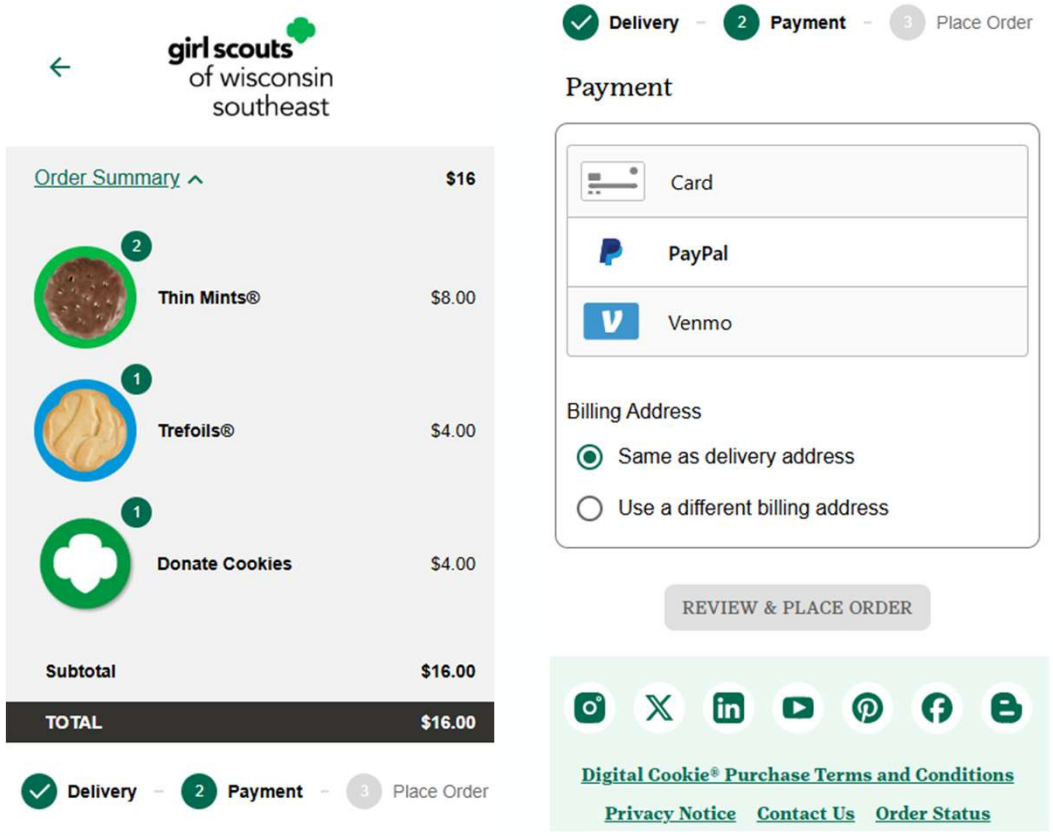
Delivery Details



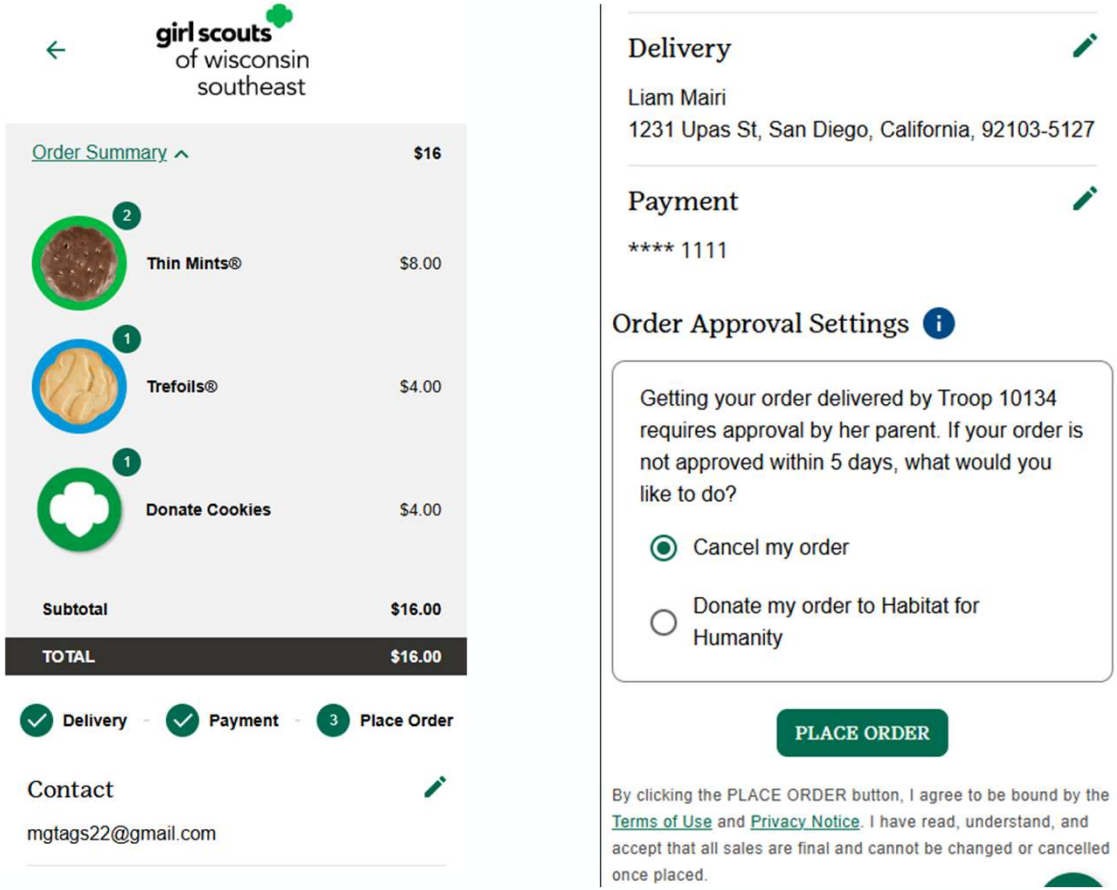




Payment Details



Review Order



Order Confirmation

girl scouts of wisconsin southeast

Thanks for supporting Erika!

PRINT

Order Confirmed

Your Girl Scout cookie order (#05809880) was placed on Oct 20, 2026. A confirmation email will be sent to you.

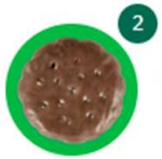
Parent Approval

Your order is pending parent approval (up to 5 days).

Delivery Option: Deliver Later

If approved, the Girl Scout will contact you to arrange in-person delivery, depending on supply and timing. If not approved, your order will be canceled.

Your Order



Thin Mints® $8.00



Trefoils® $4.00



Donate Cookies $4.00

Subtotal	**$16.00**
TOTAL	**$16.00**

All sales are final.

Next Steps

Cheer for Erika: Thanks for the Cookies!

SEND A CHEER

Congrats! Your digital cookie patch is ready!

DOWNLOAD NOW

Stock up on your favorite Girl Scout cookies!

PLACE ANOTHER ORDER



Need Help?



Look for the green question mark bubble when logged into Digital Cookie for support on using the site.