

Digital Cookie

Volunteer Training

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1.Brief Digital Cookie Overview

2.Registering

3.Troop Cookie Volunteer Experience

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.

SU Volunteers can monitor their SU's digital sales and run reports.

Registering for Digital Cookie

1 **[INSERT VOLUNTEER 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.

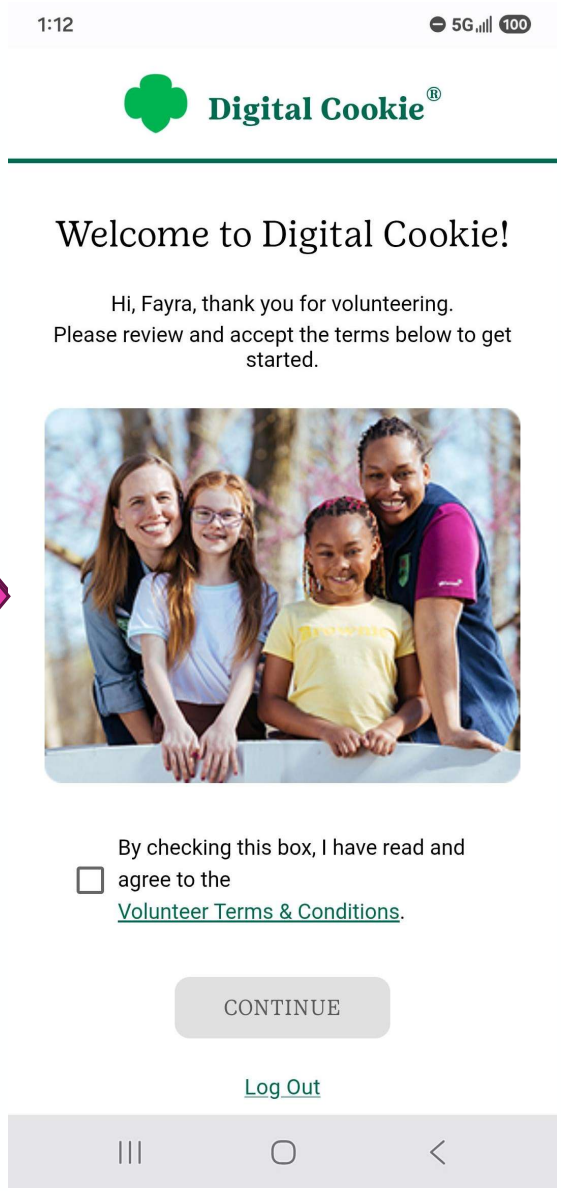
Can't Find Registration Email?

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.

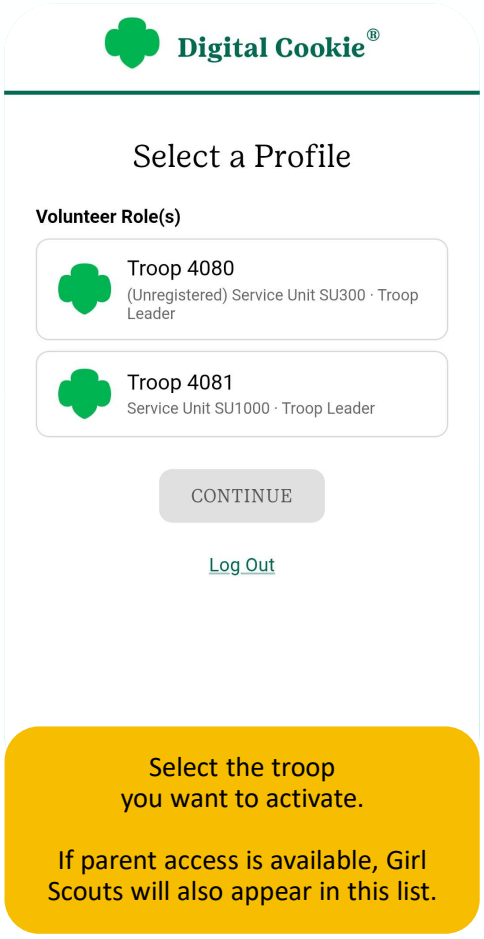
Registering for Digital Cookie

Volunteers with no parent role or before parent role access.

Agree to volunteer terms and conditions by tapping the box and then continue.

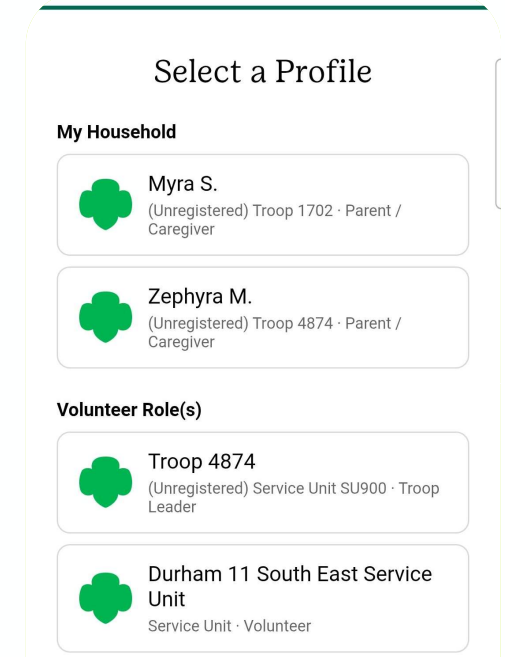


Activating Troop's Account

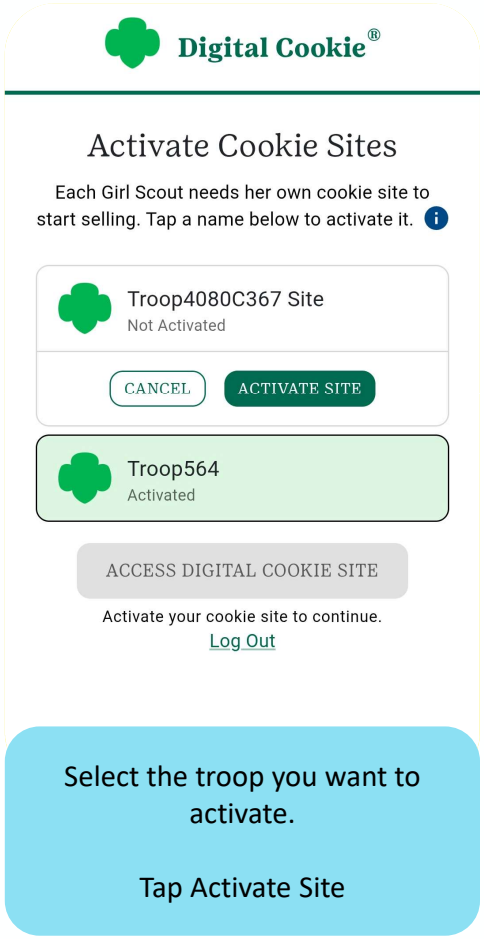


Select the troop you want to activate.

If parent access is available, Girl Scouts will also appear in this list.

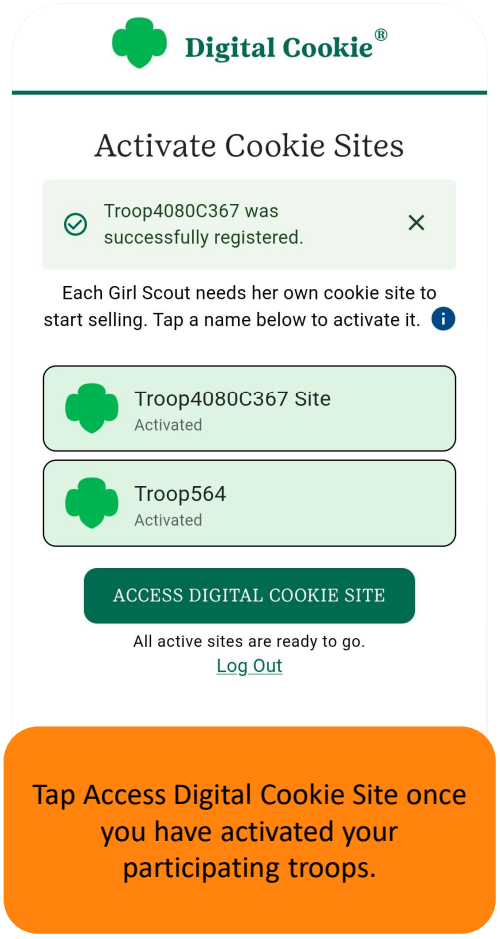


This account shows two Girl Scouts, a Troop and Service Unit Role.



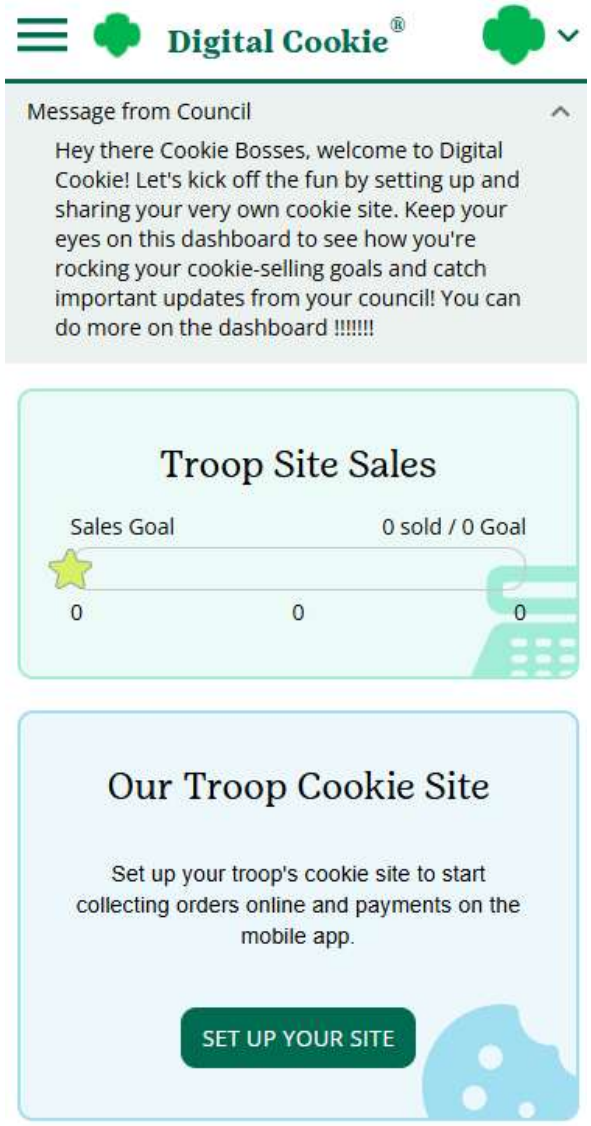
Select the troop you want to activate.

Tap Activate Site



Tap Access Digital Cookie Site once you have activated your participating troops.

Troop Volunteer Dashboard



Digital Cookie Dashboard



Message from Council
Note of encouragement from your council, possibly in season updates and reminders.



Troop Site Sales
Digital sales progress bar for cookie site.



Before Site is Set Up

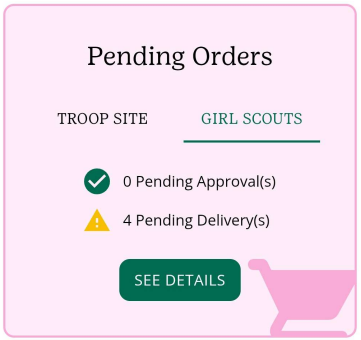
After Site is Set Up



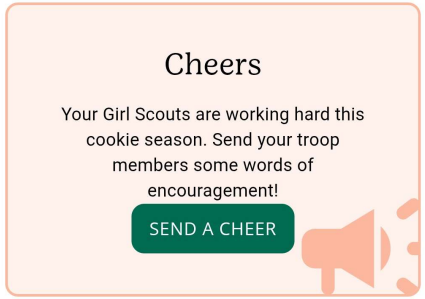
Troop's Cookie Site
Set up cookie site with your troop and then print the QR Code or share the troop's Ship only link or full site link.

Digital Cookie Dashboard

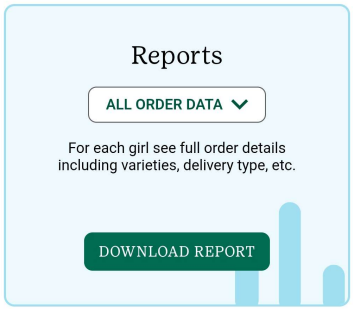


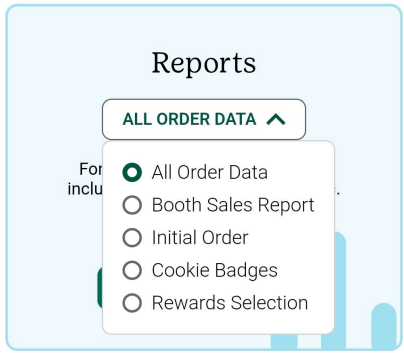


Pending Orders
At a glance, see if the troop site or Girl Scout in your troop have any orders that need to be approved or marked as delivered.



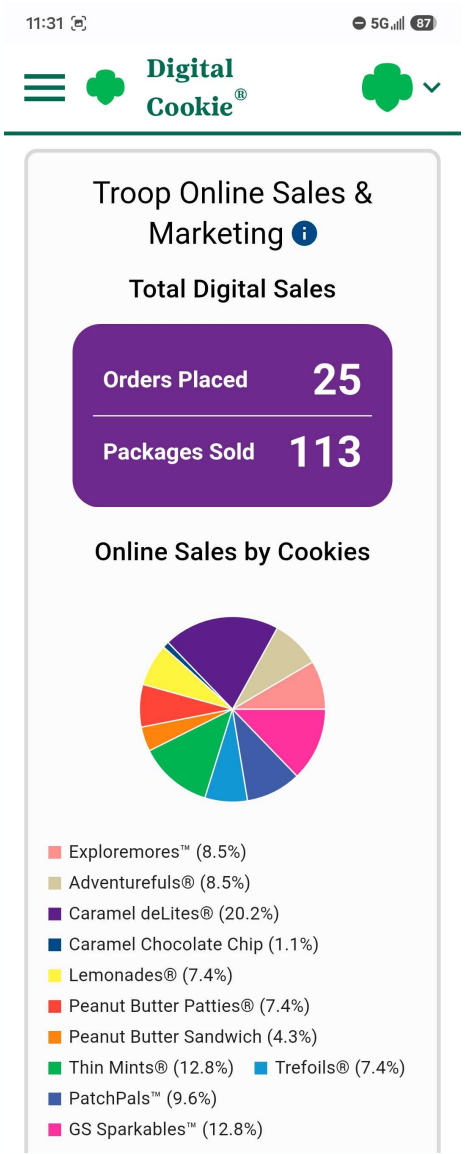
Cheers
Quick access button to “Send a Cheer” to a Girl Scout in your troop.

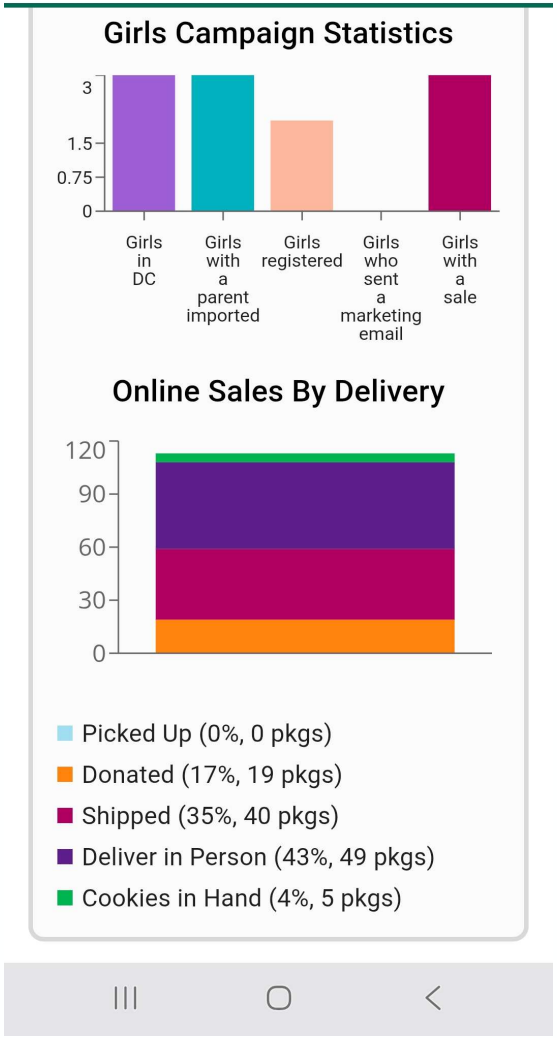




Reports
Quick access to download Digital Cookie troop reports.

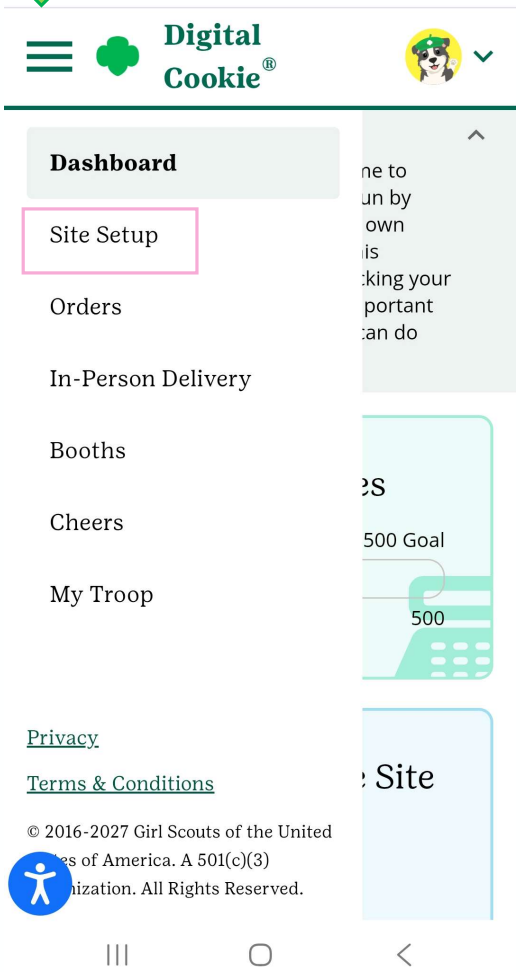
Online Sales and Marketing





Setting up the Troop's cookie site.

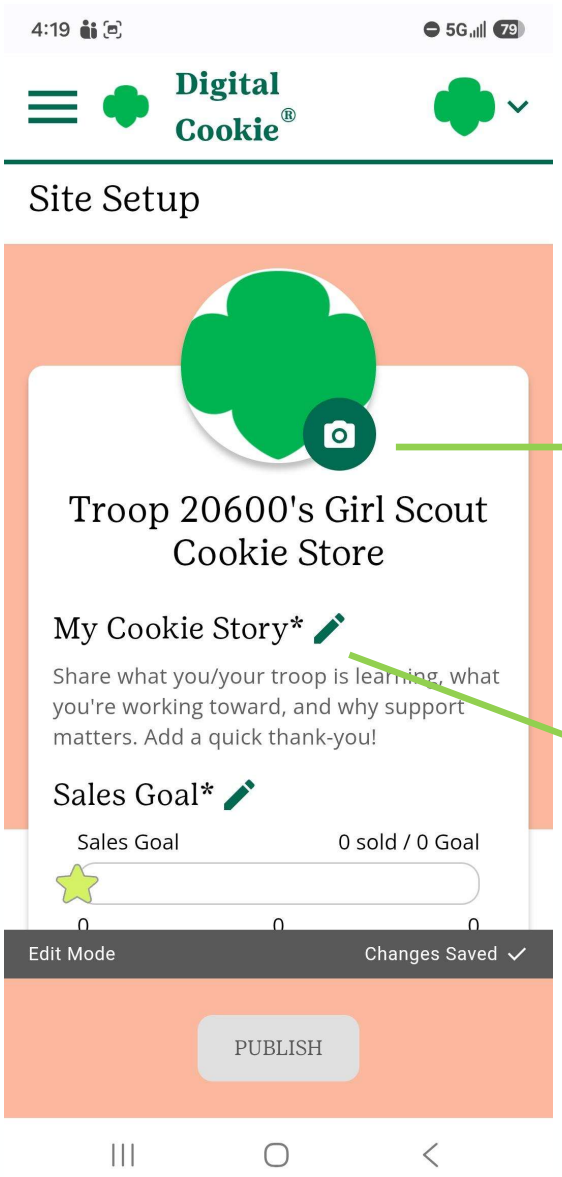
Menu



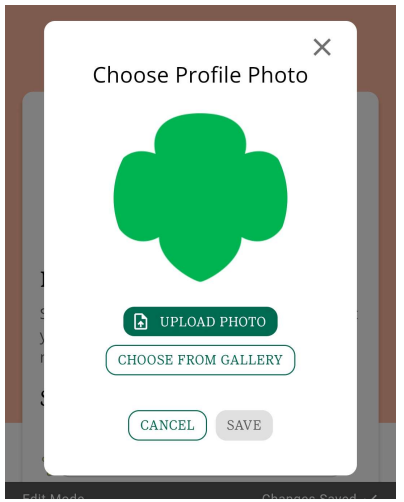
On Dashboard



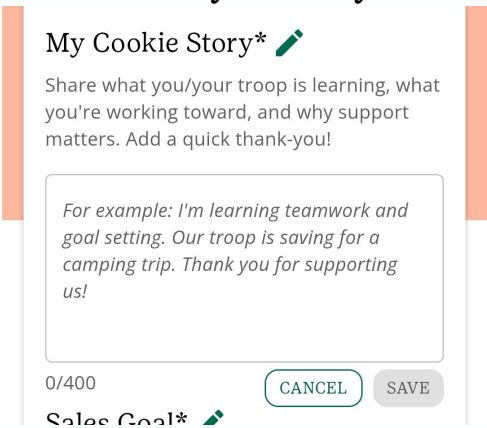
Site Setup



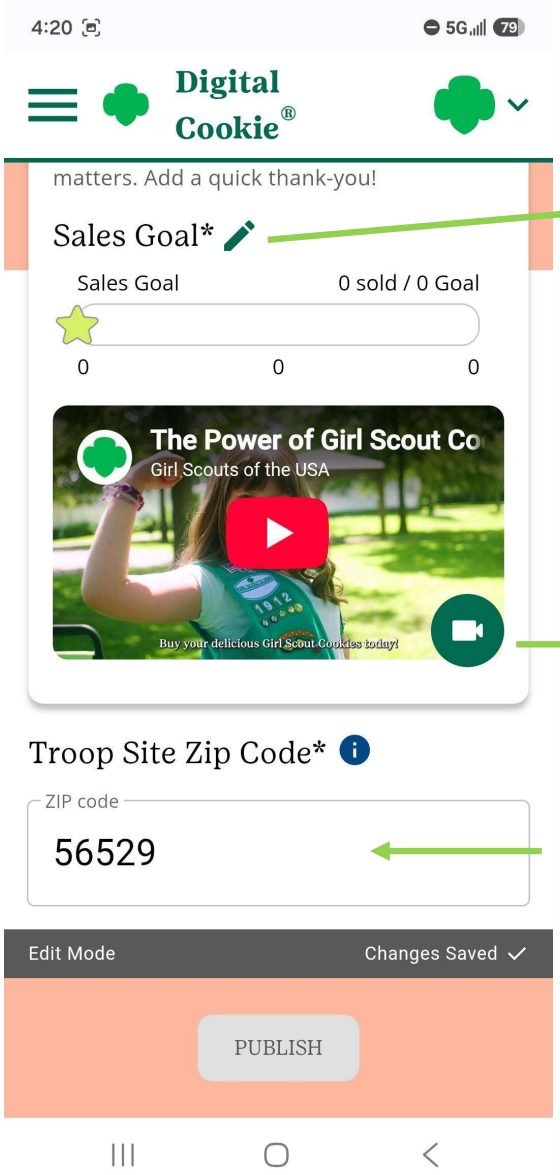
Add a photo



Write your story

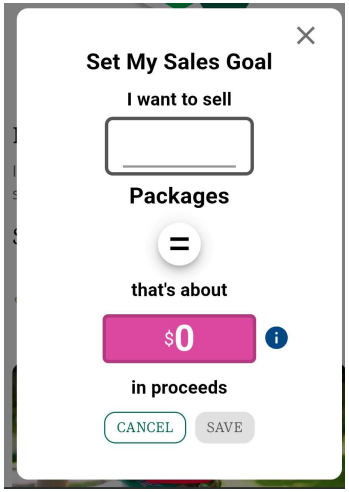


Site Setup

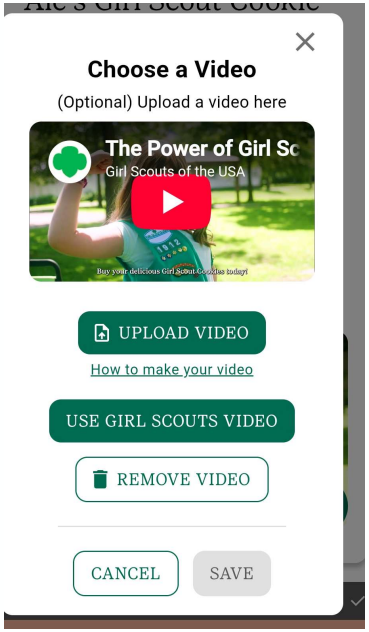


Update or add the troop zip code. This will your troop to be visible on the Cookie Finder.

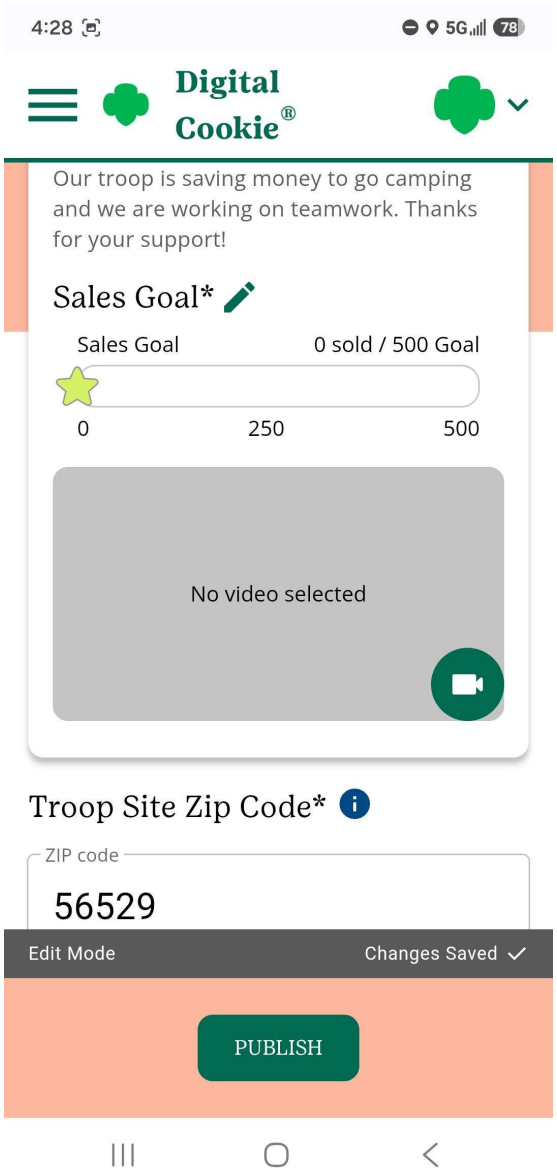
Set goal



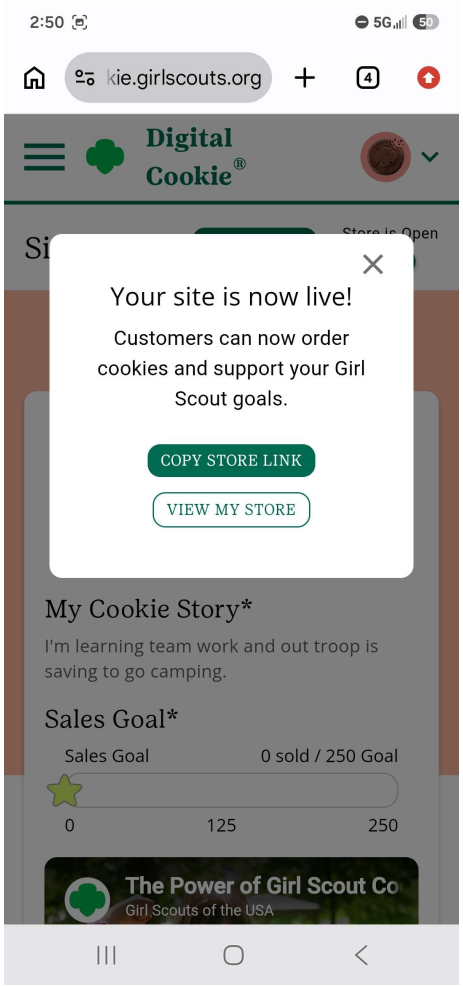
Add video



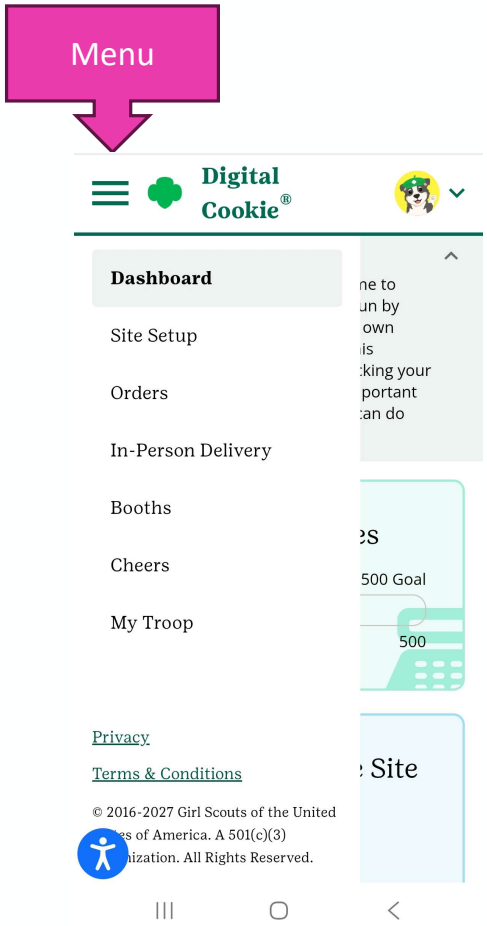
Site Setup

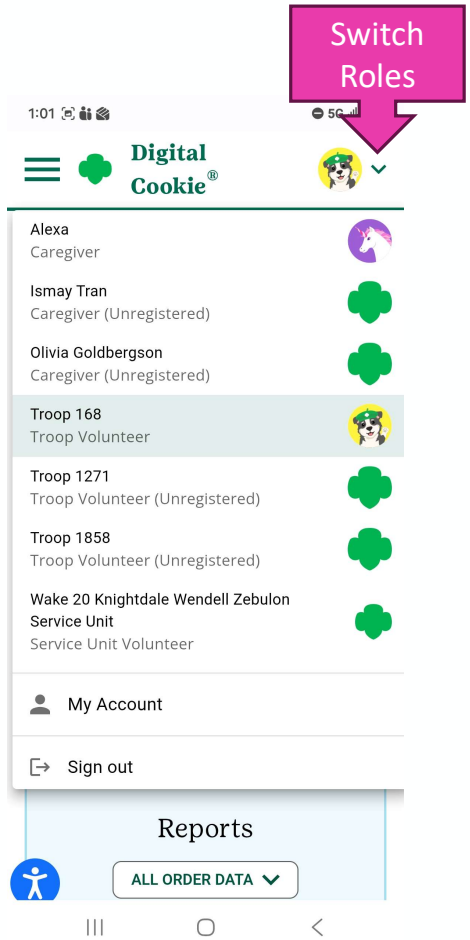


Click PUBLISH When site is ready.

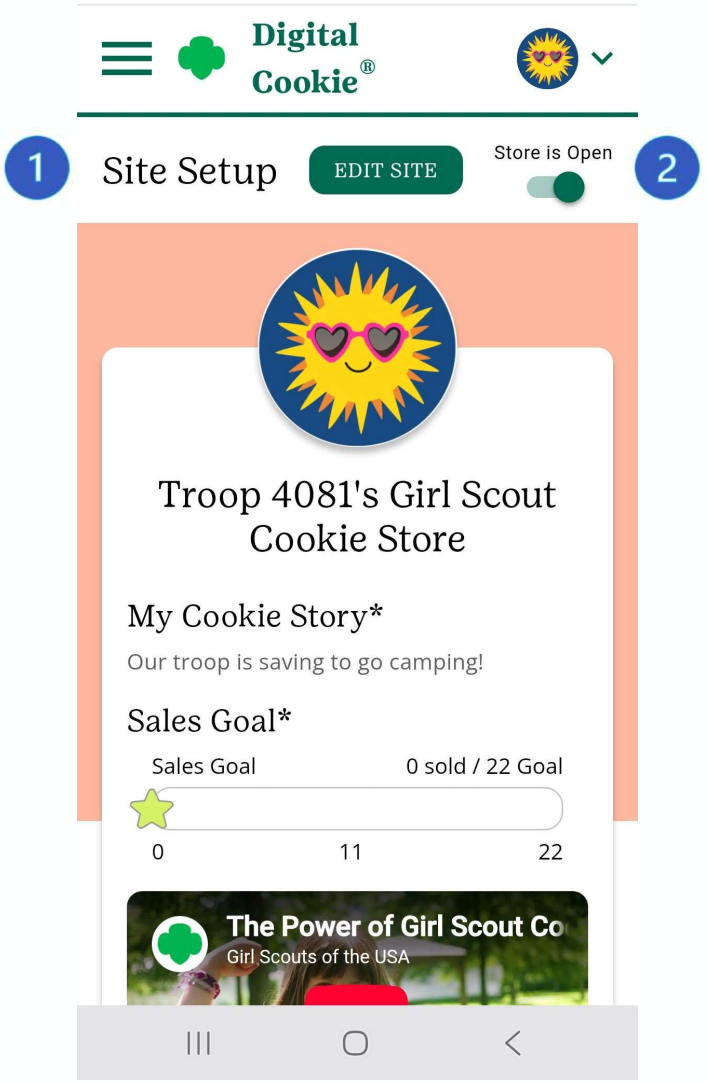


Digital Cookie Pages

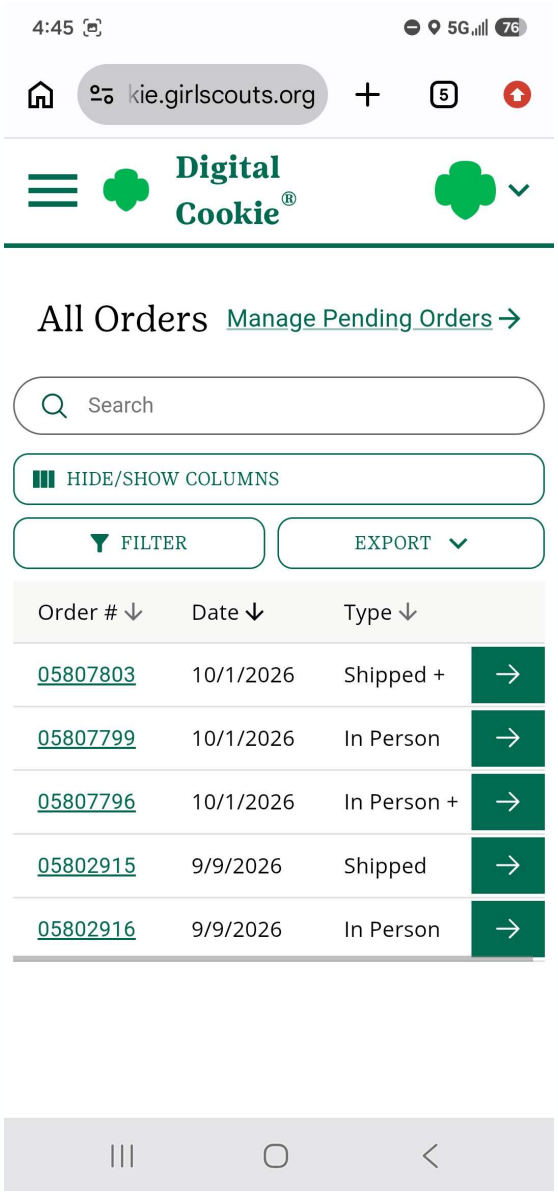




Site Setup

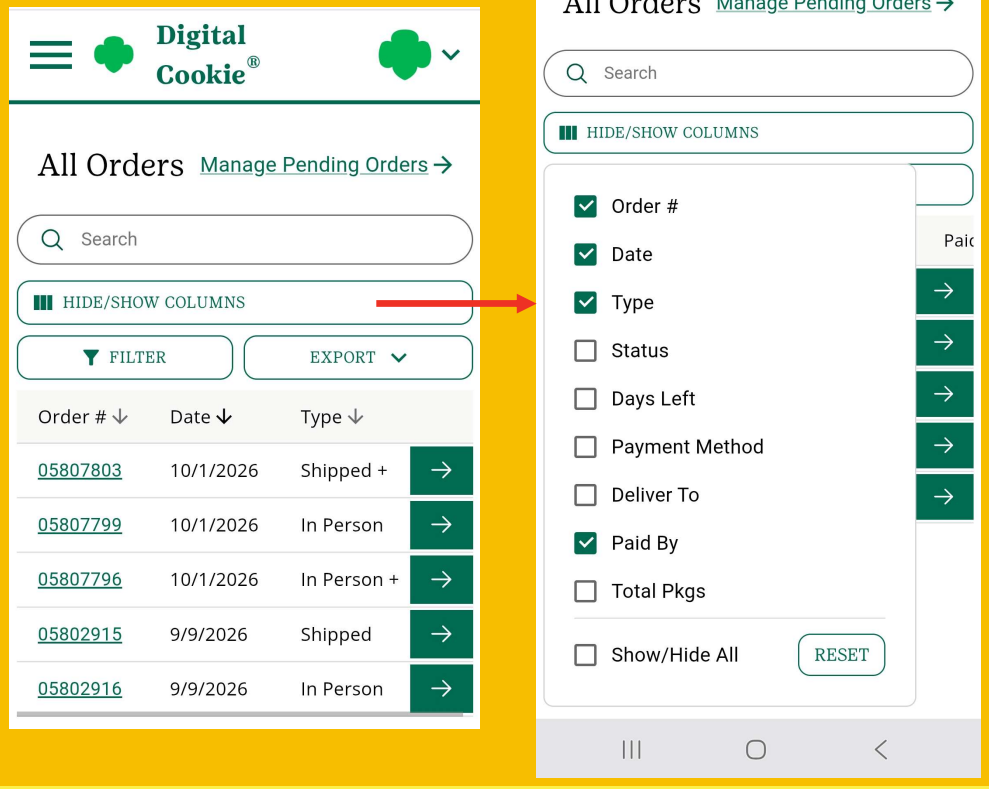

Digital Cookie®
1
Site Setup
EDIT SITE
Store is Open
2
Troop 4081's Girl Scout Cookie Store
My Cookie Story*
Our troop is saving to go camping!
Sales Goal*
Sales Goal
0 sold / 22 Goal
0
11
22
The Power of Girl Scout Co
Girl Scouts of the USA

Orders

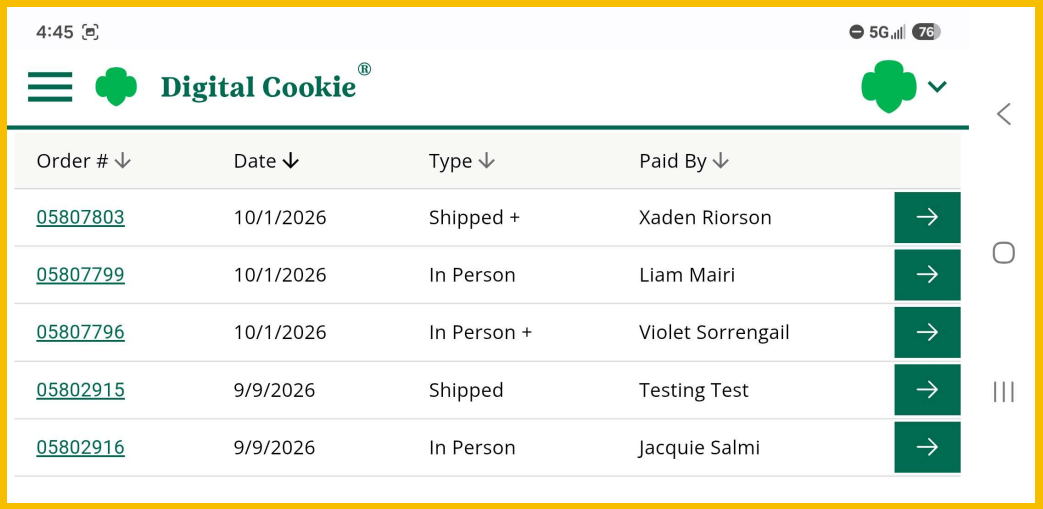

4:45
5G
76
kie.girlscouts.org
5
Digital Cookie®
All Orders
Manage Pending Orders
Search
HIDE/SHOW COLUMNS
FILTER
EXPORT
Order #
Date
Type
05807803
10/1/2026
Shipped +
05807799
10/1/2026
In Person
05807796
10/1/2026
In Person +
05802915
9/9/2026
Shipped
05802916
9/9/2026
In Person

Viewing Orders

Hide/Show Columns



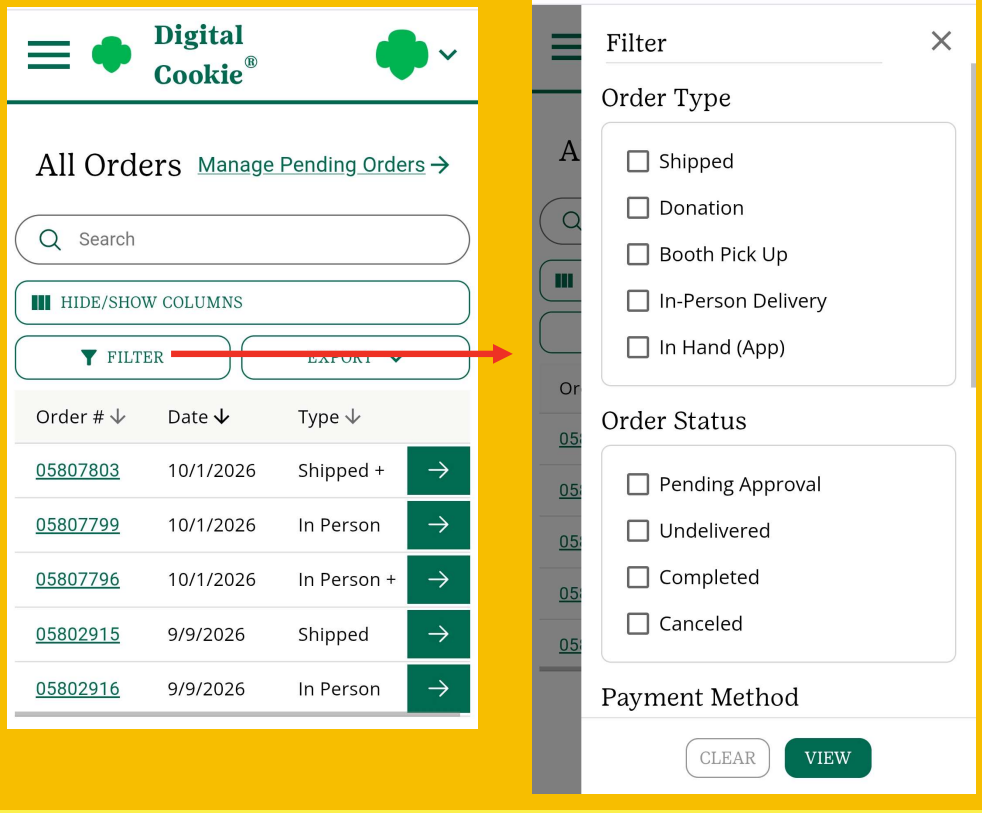
Horizonal View

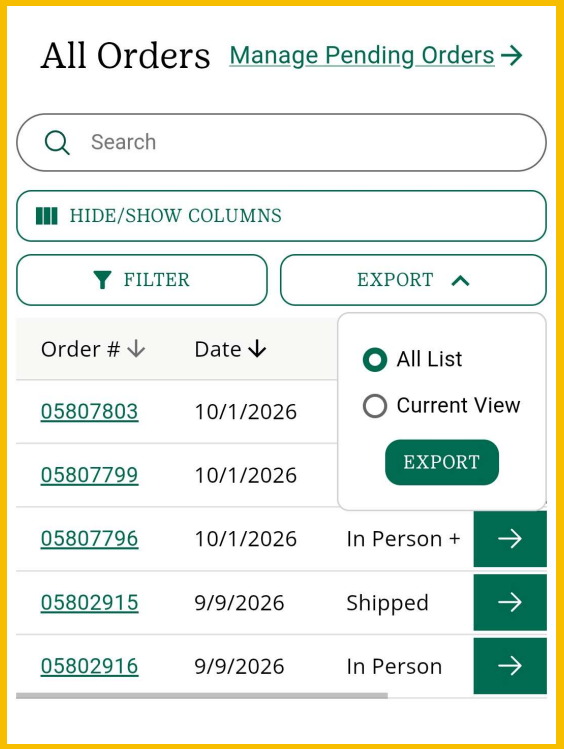


Viewing Orders

Filter

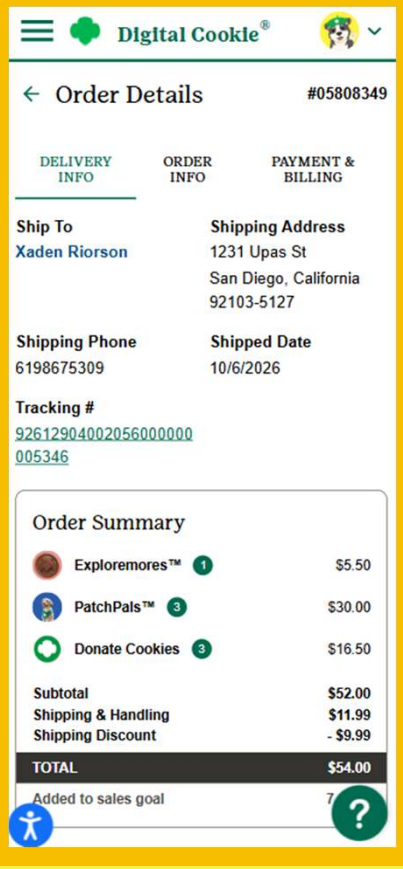
Export List



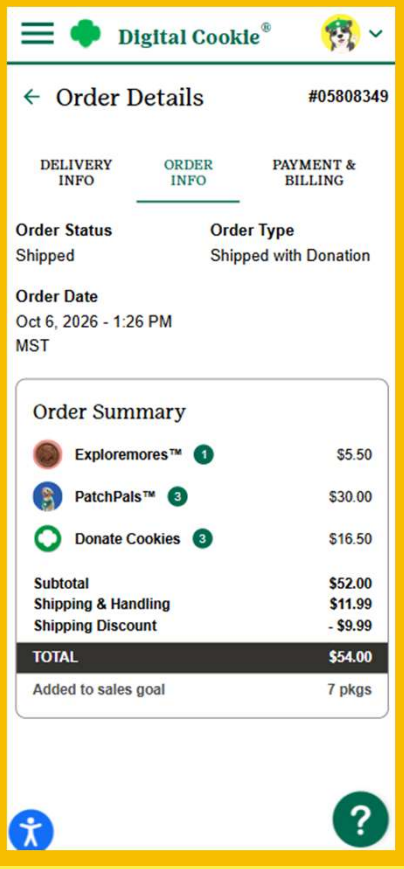


Order Details: Shipped Order

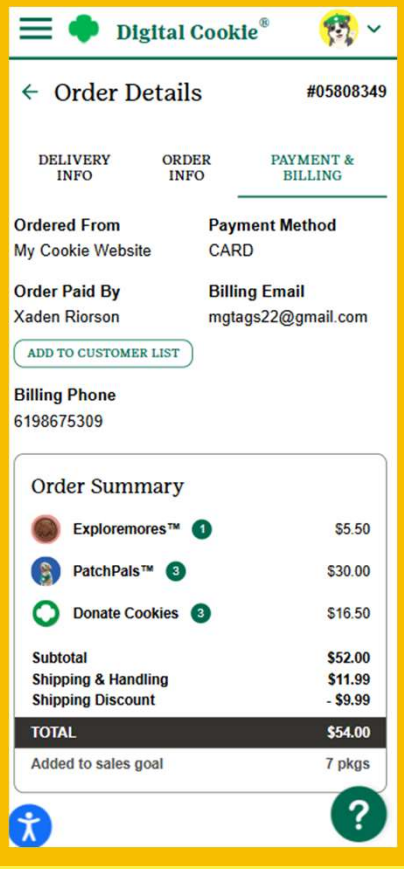
Delivery Info



Order Info

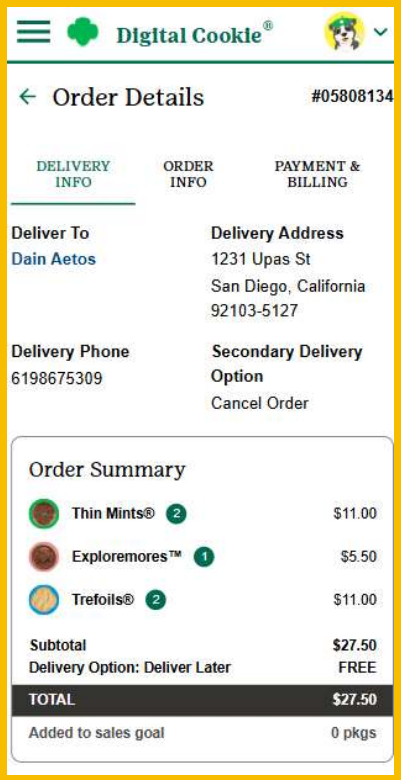


Payments & Billing

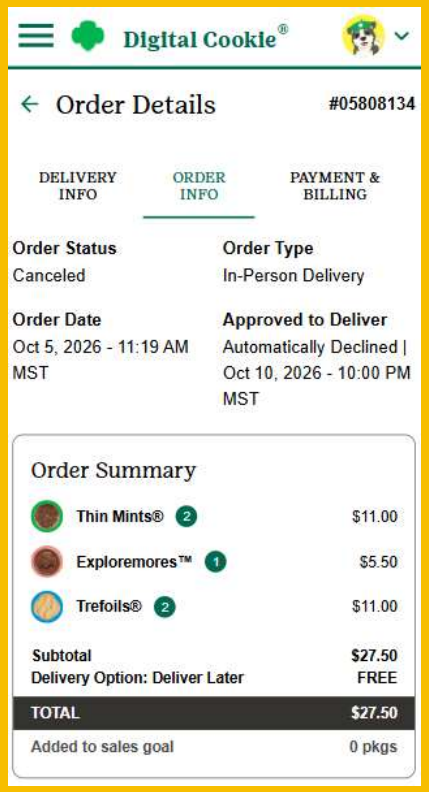


Order Details: In-Person Delivery

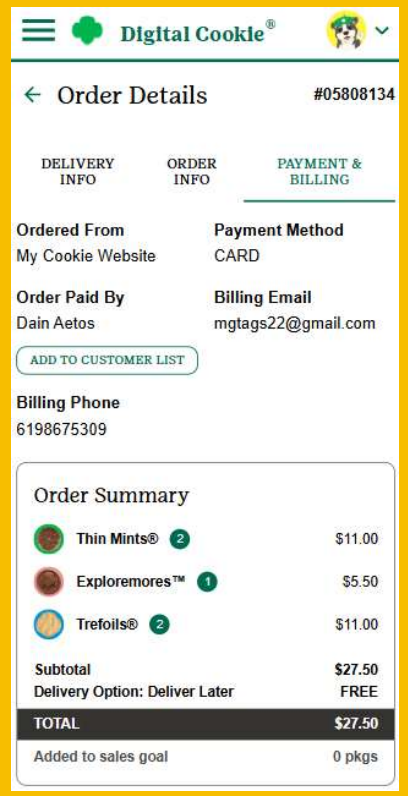
Delivery Info



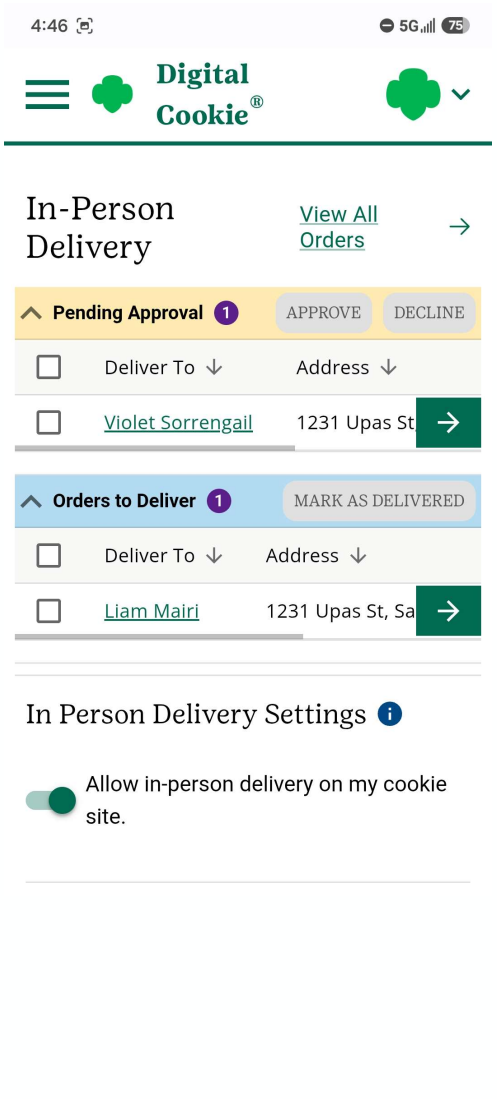
Order Info

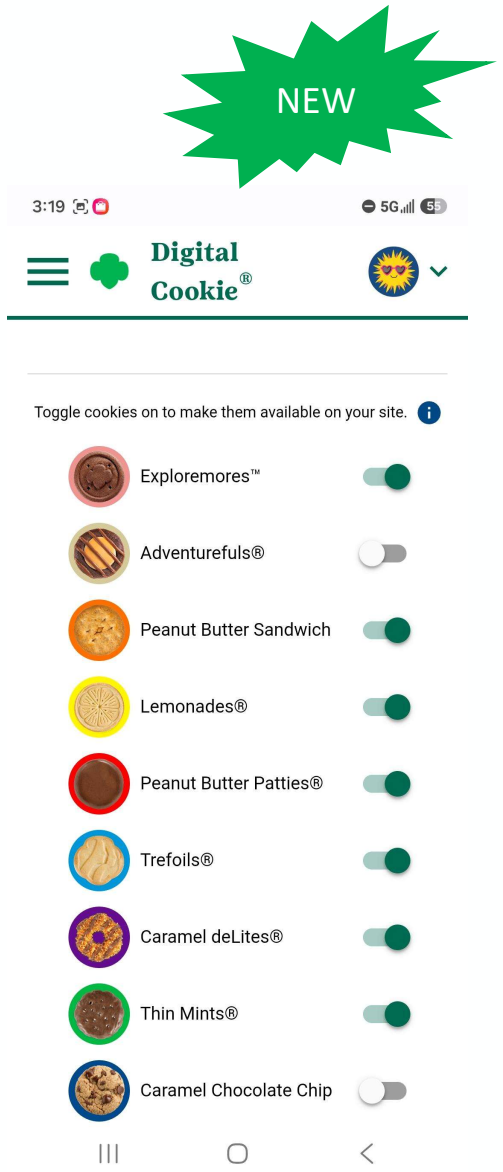


Payments & Billing



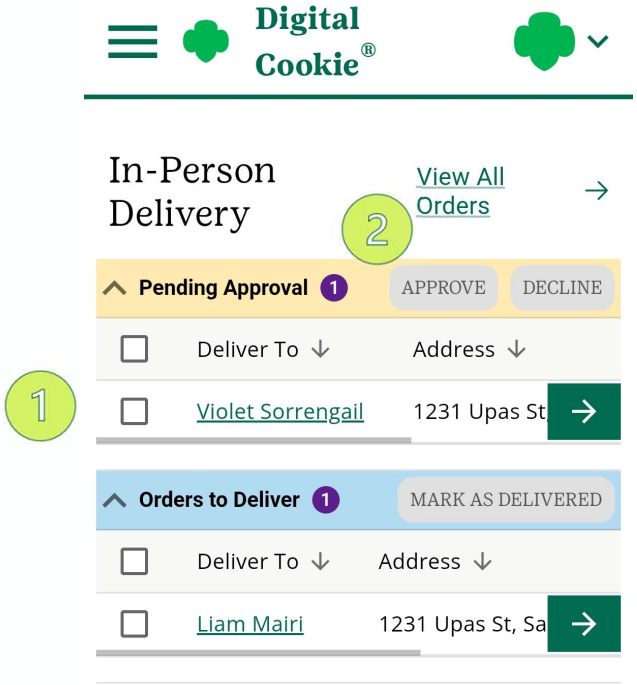
In-Person Delivery



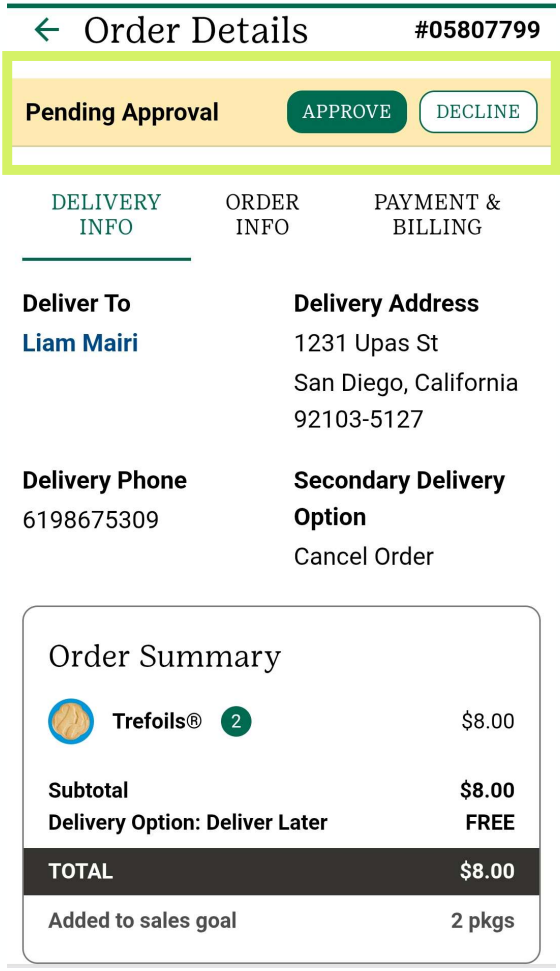


Approving/Declining Orders

Approving from main page.

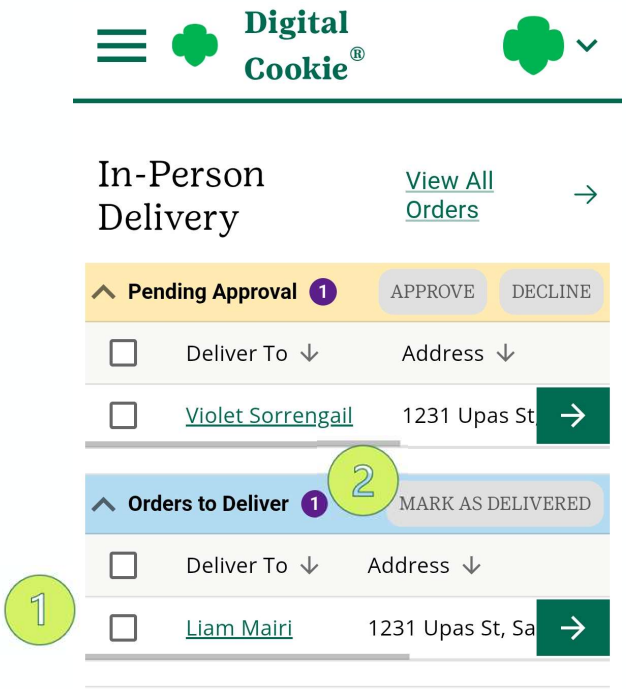


Approving from order details page.

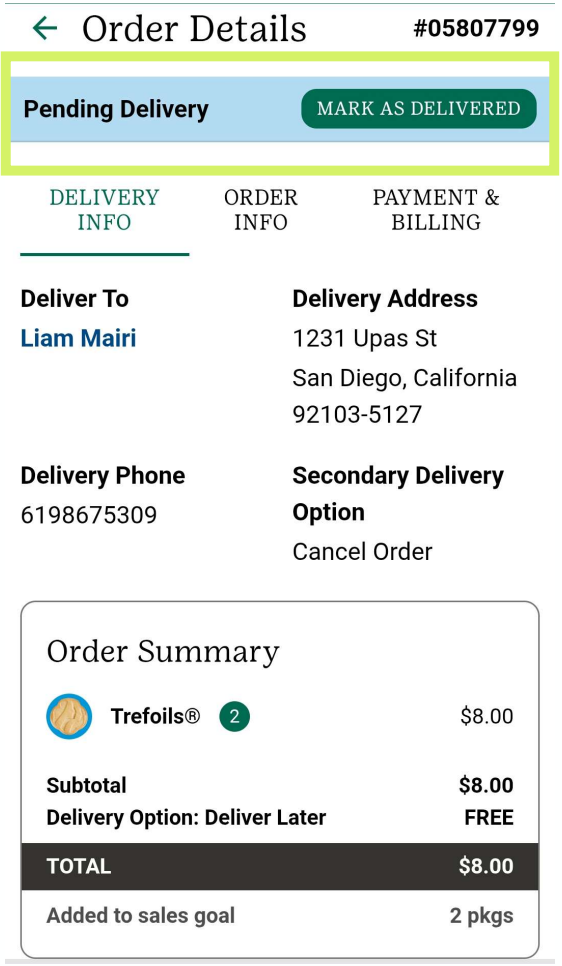


Marking Orders as Delivered

Mark As Delivered from main page.

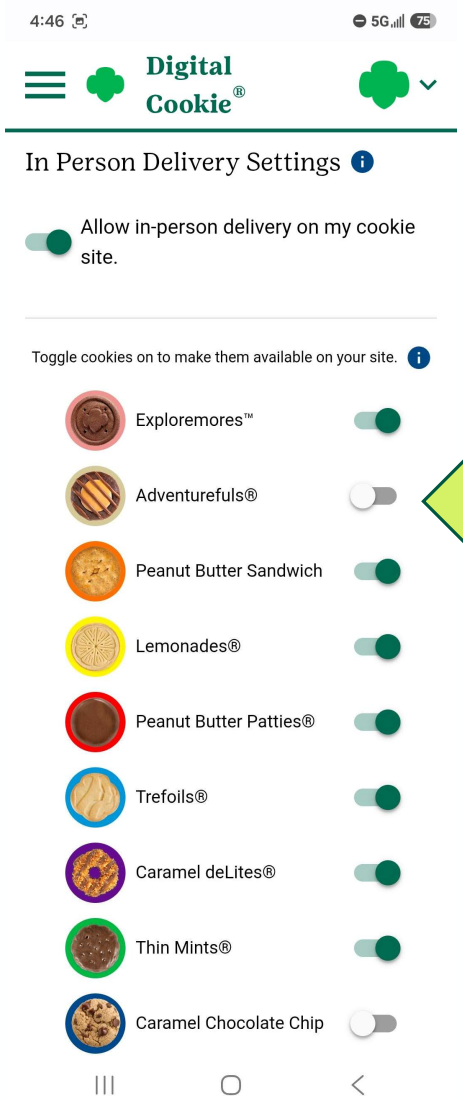


Mark As Delivered from order details page.



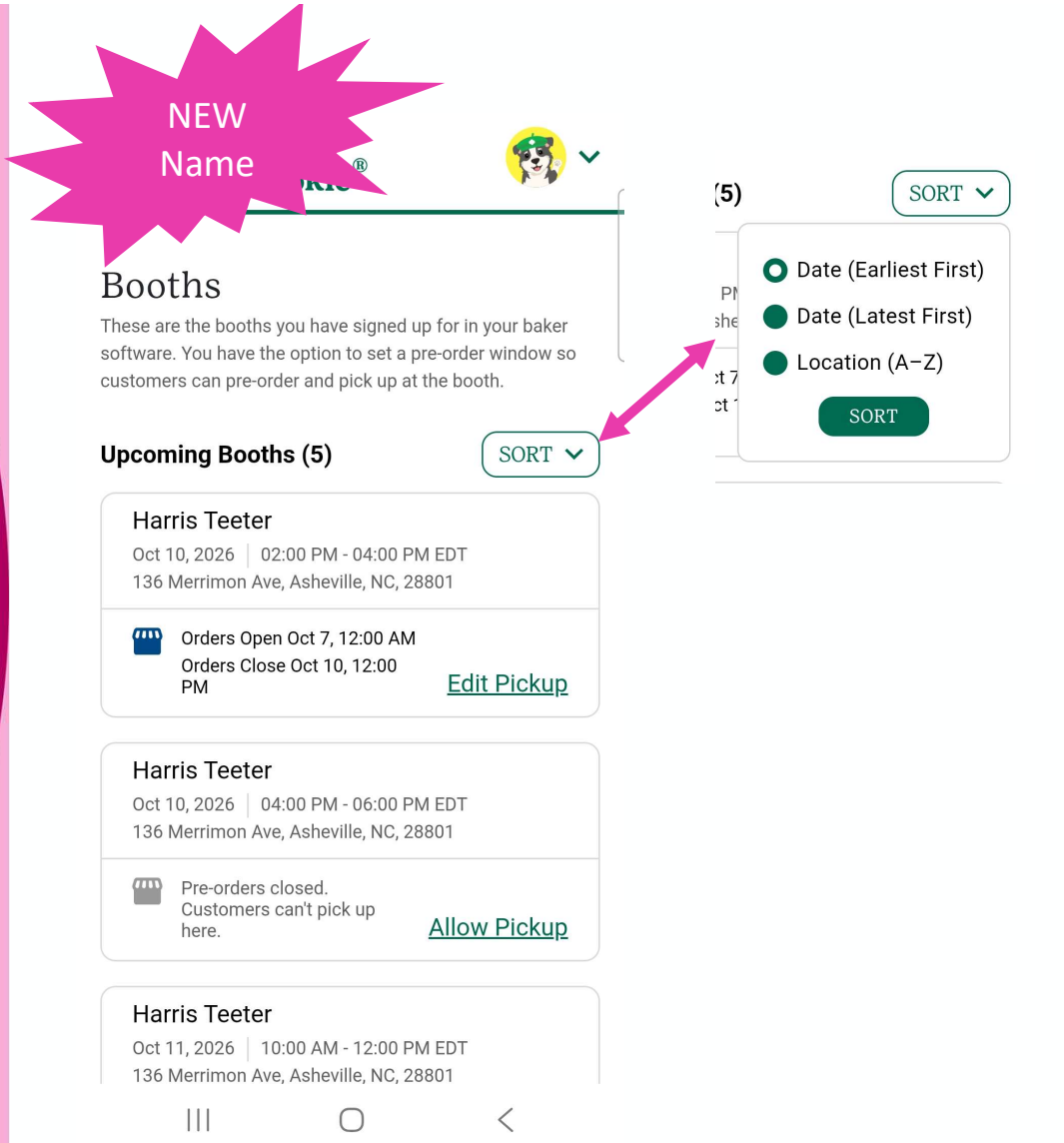
In-Person Delivery Settings

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

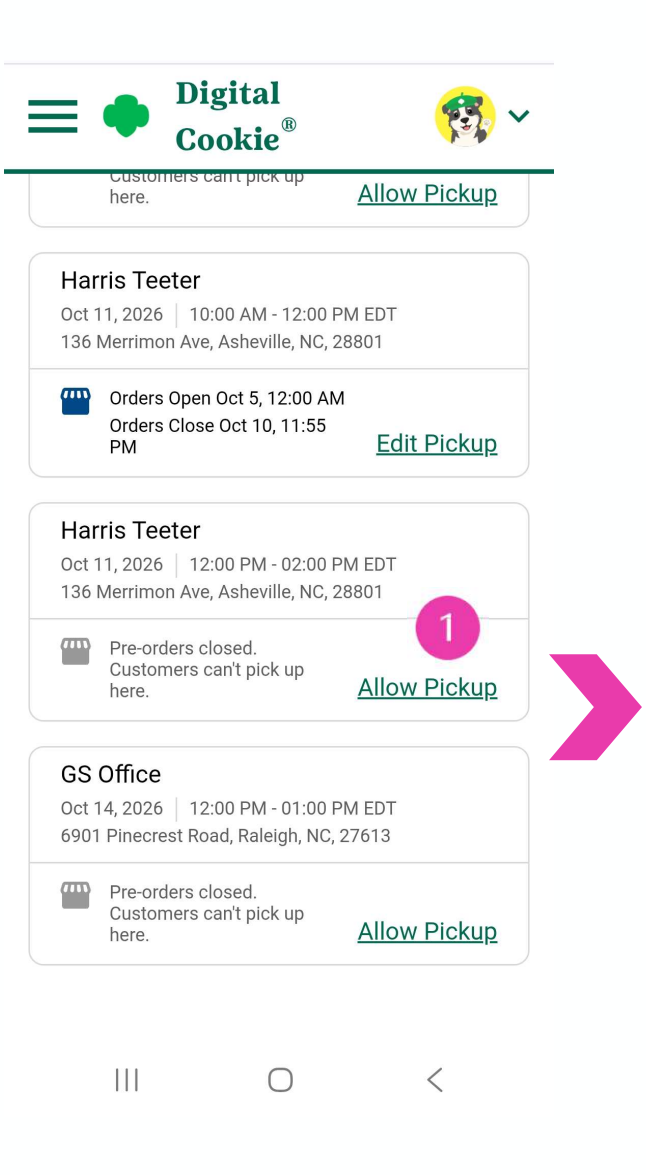


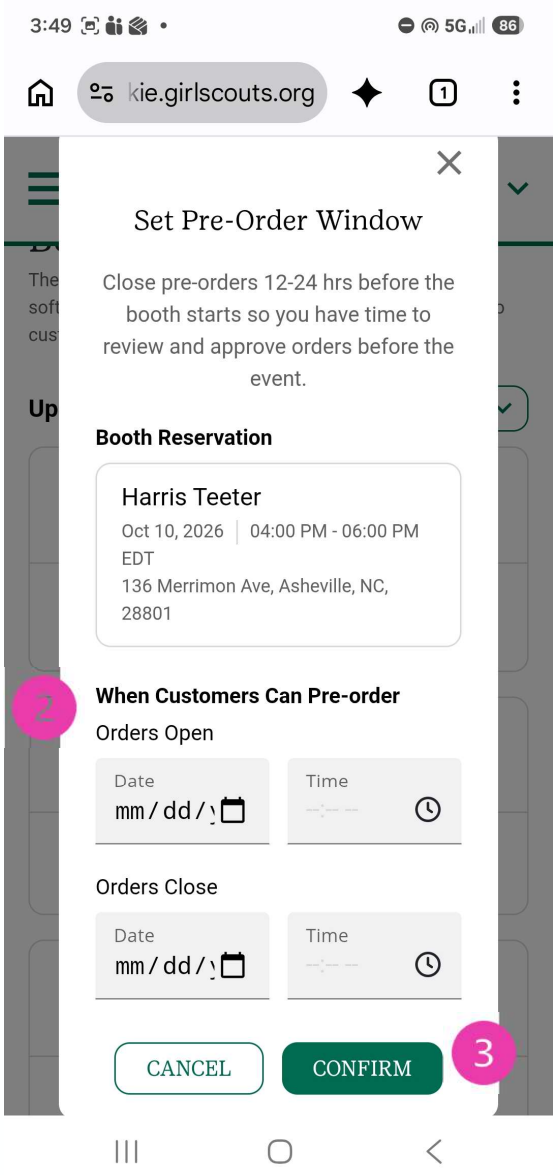
Run out of a cookie variety? Turn it off for Girl Scout delivery on your troop site.

Booths

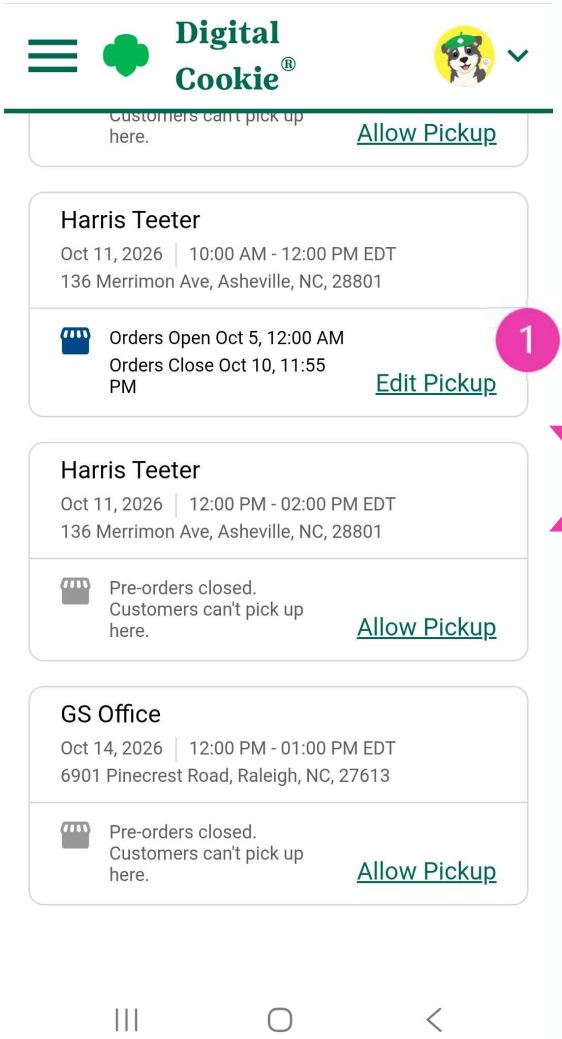

NEW
Name
Booths
These are the booths you have signed up for in your baker software. You have the option to set a pre-order window so customers can pre-order and pick up at the booth.
Upcoming Booths (5)
SORT
Harris Teeter
Oct 10, 2026 | 02:00 PM - 04:00 PM EDT
136 Merrimon Ave, Asheville, NC, 28801
Orders Open Oct 7, 12:00 AM
Orders Close Oct 10, 12:00 PM
Edit Pickup
Harris Teeter
Oct 10, 2026 | 04:00 PM - 06:00 PM EDT
136 Merrimon Ave, Asheville, NC, 28801
Pre-orders closed.
Customers can't pick up here.
Allow Pickup
Harris Teeter
Oct 11, 2026 | 10:00 AM - 12:00 PM EDT
136 Merrimon Ave, Asheville, NC, 28801
(5)
SORT
Date (Earliest First)
Date (Latest First)
Location (A–Z)
SORT

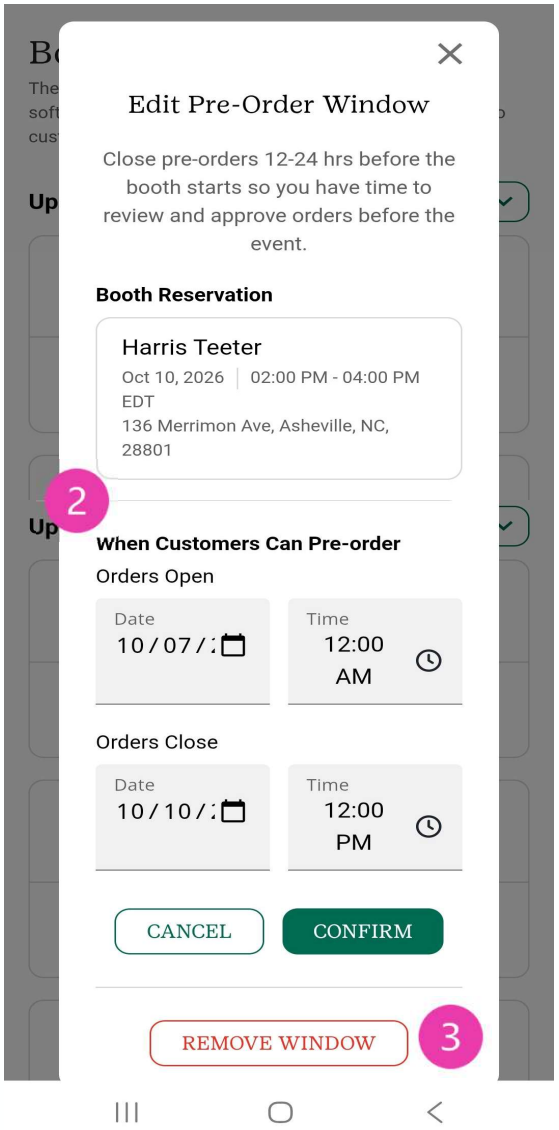
Booth Pickup



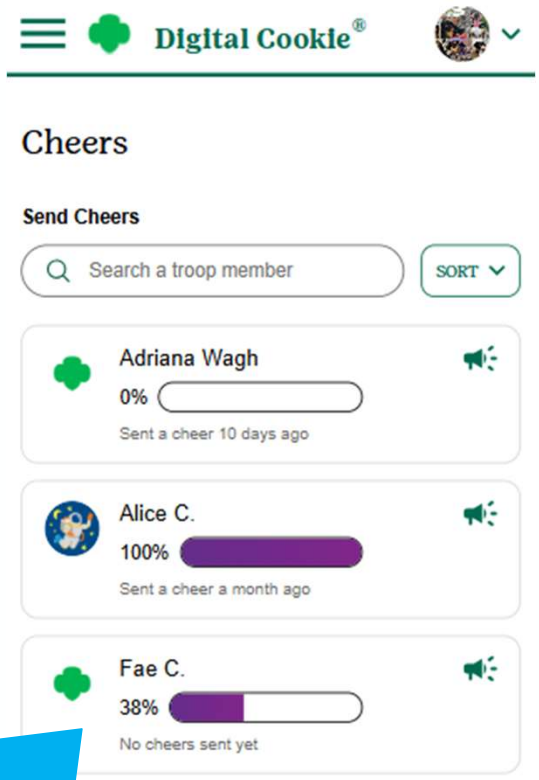


Booth Pickup





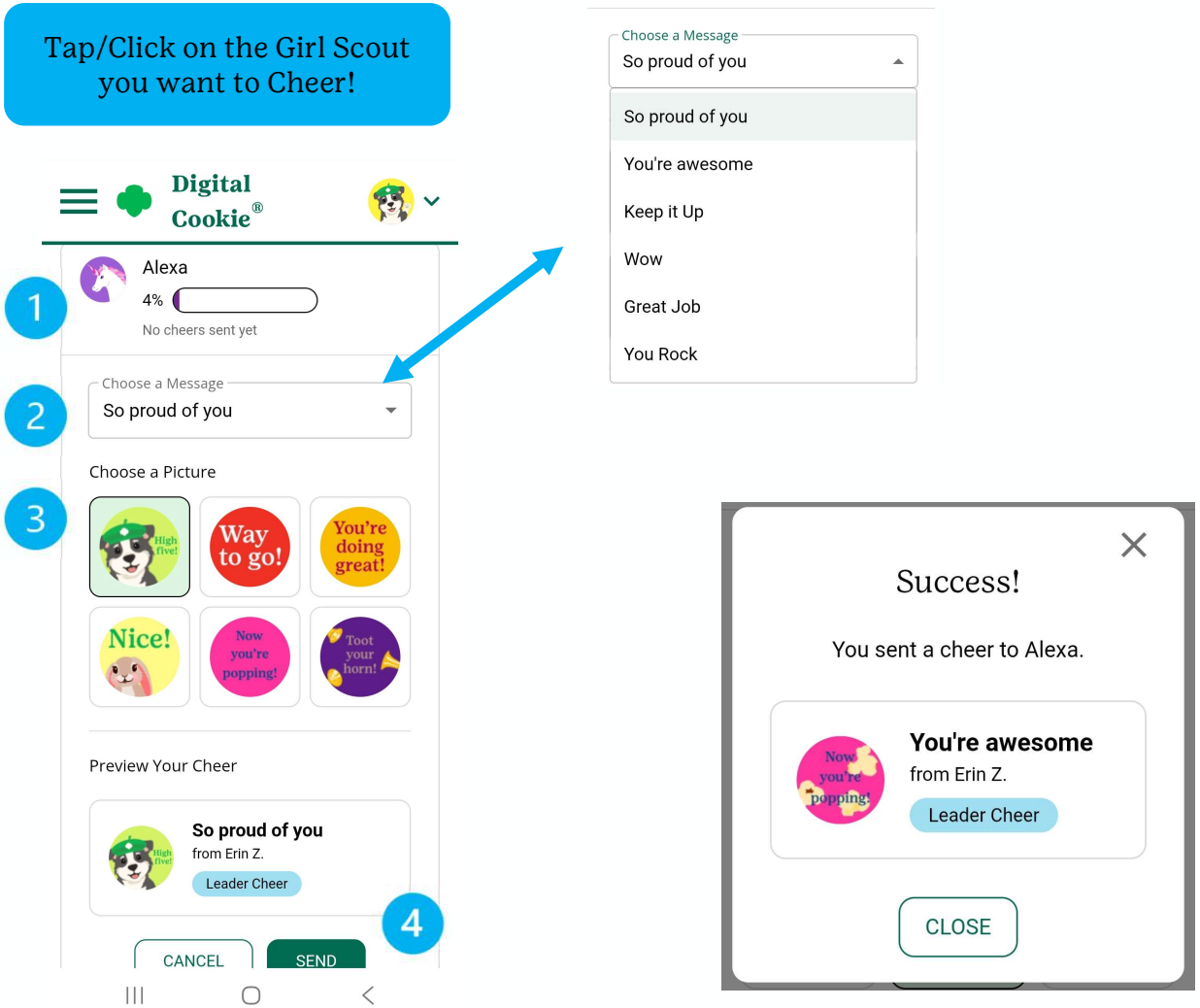
Cheers



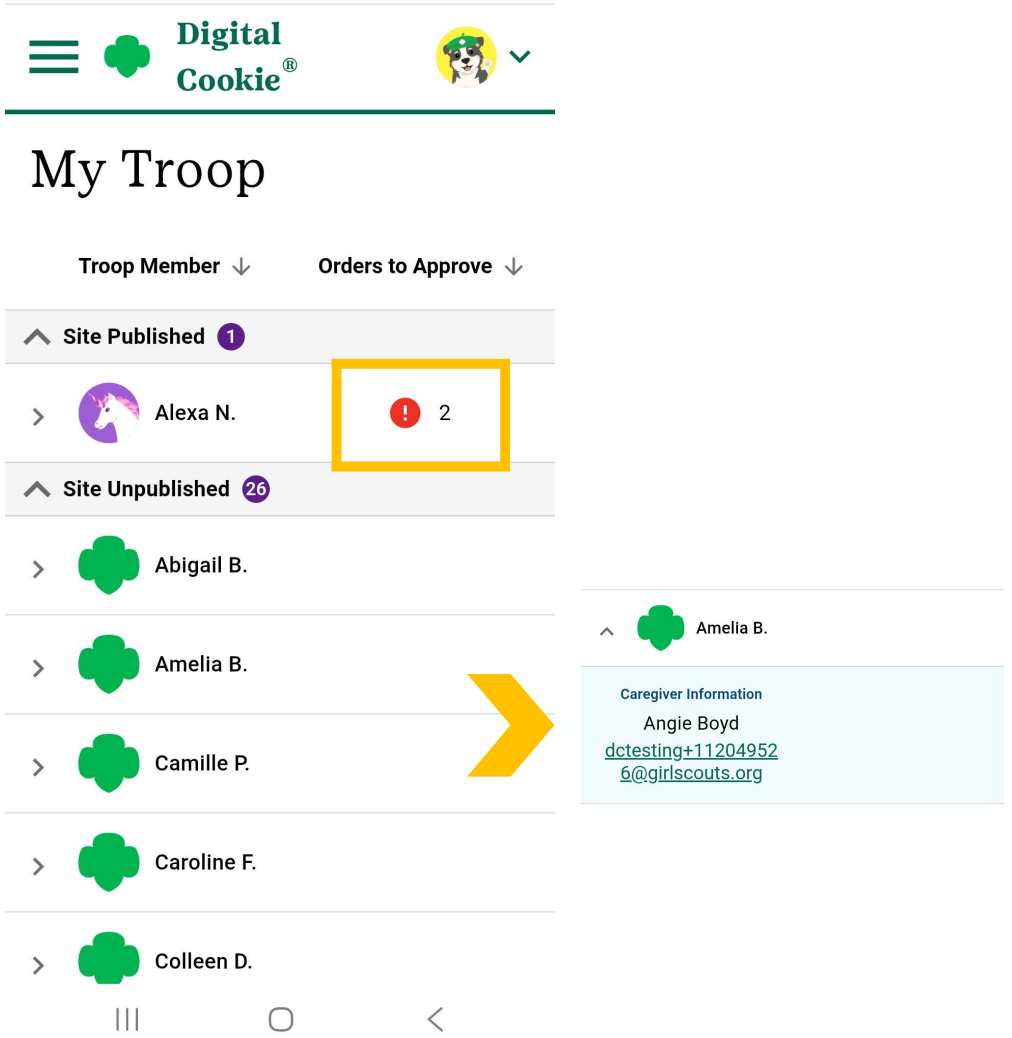
Cheer on the Girl Scout's in your troop!

NEW Cheers

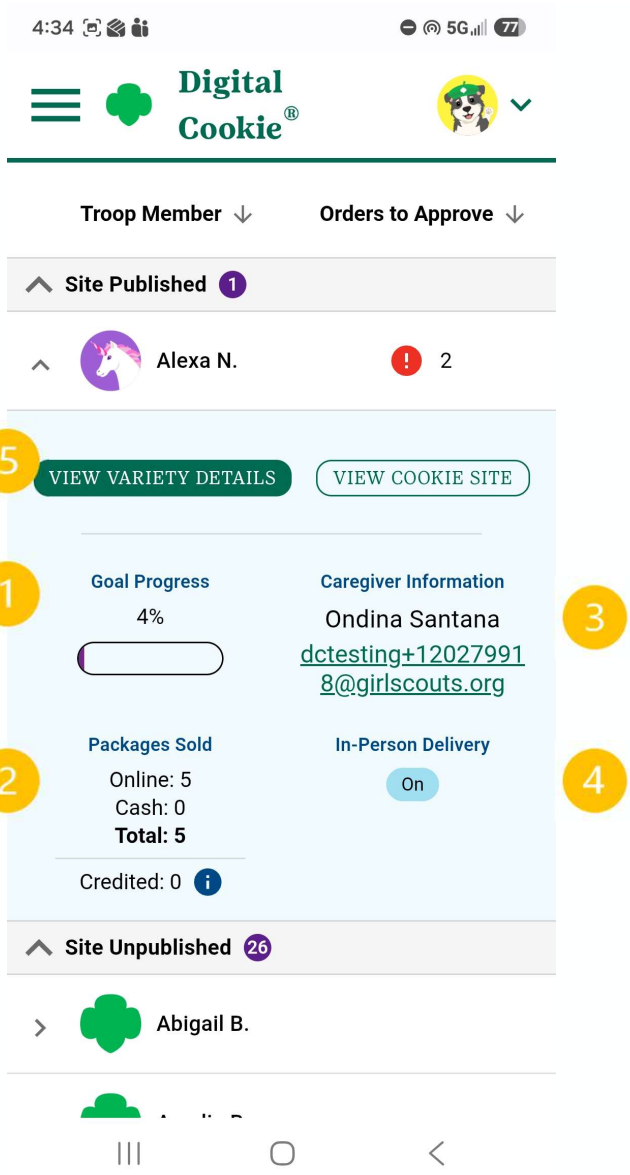
Sending a Cheer

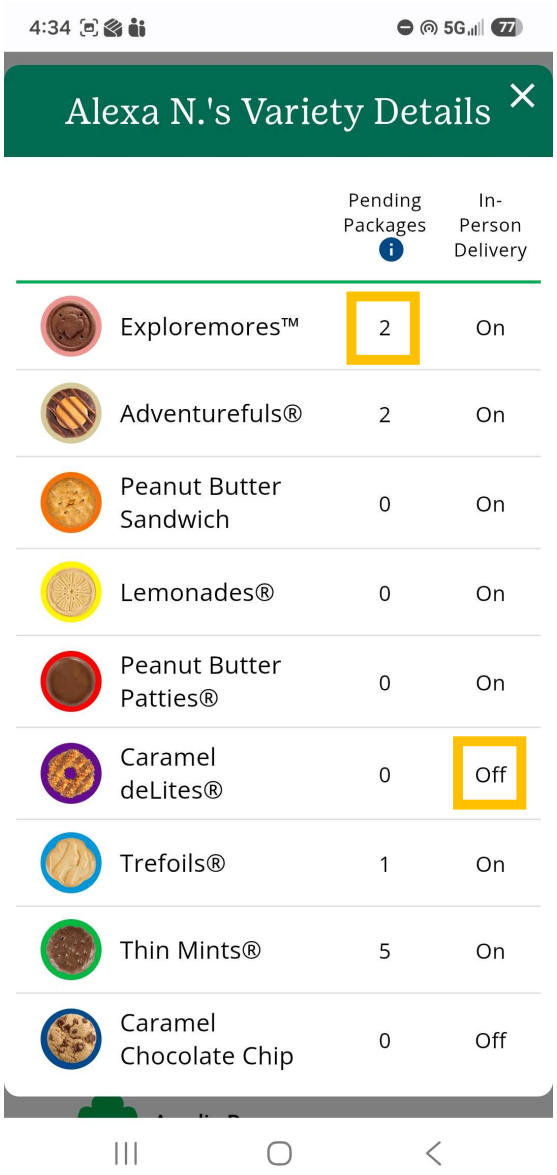


My Troop

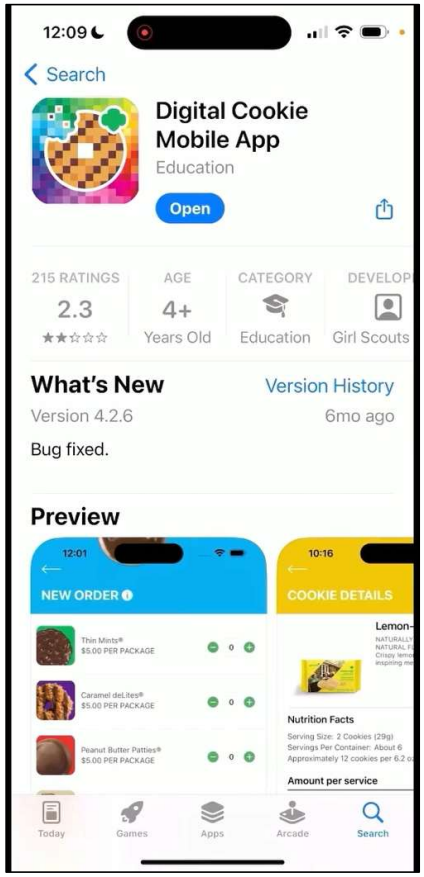

Digital Cookie®
My Troop
Troop Member
Orders to Approve
Site Published 1
Alexa N.
2
Site Unpublished 26
Abigail B.
Amelia B.
Camille P.
Caroline F.
Colleen D.
Amelia B.
Caregiver Information
Angie Boyd
dctesting+112049526@girlscouts.org

Viewing Girl Scout Information





Mobile App



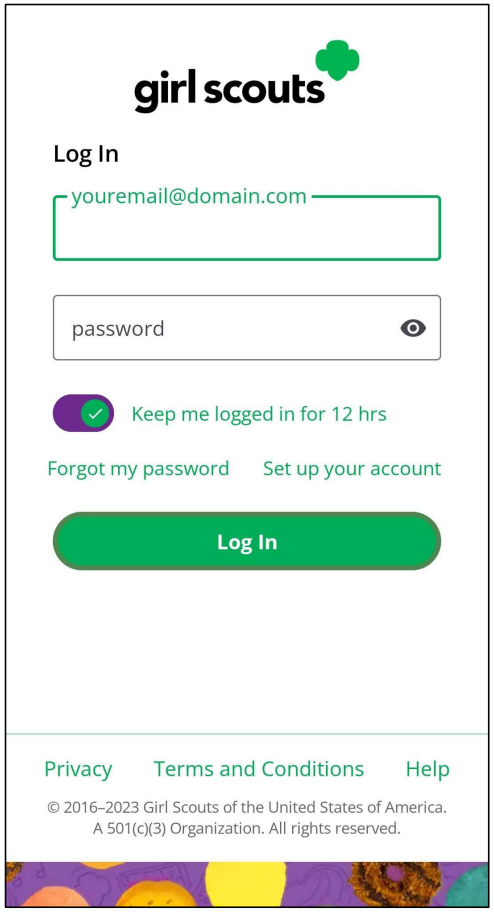
IOS App Store

Google Play Store

- Download a new version of the mobile app each year.
- Mobile app found in App Store or Google Play store.

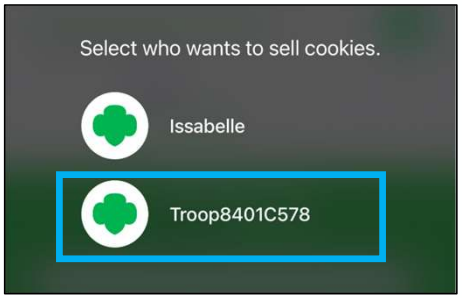
Logging In

- Use the same email and password use for Digital Cookie
- Troop site must be published
- All volunteers with Digital Cookie access can use the mobile app



Starting Your Booth Sales

Select the troop role

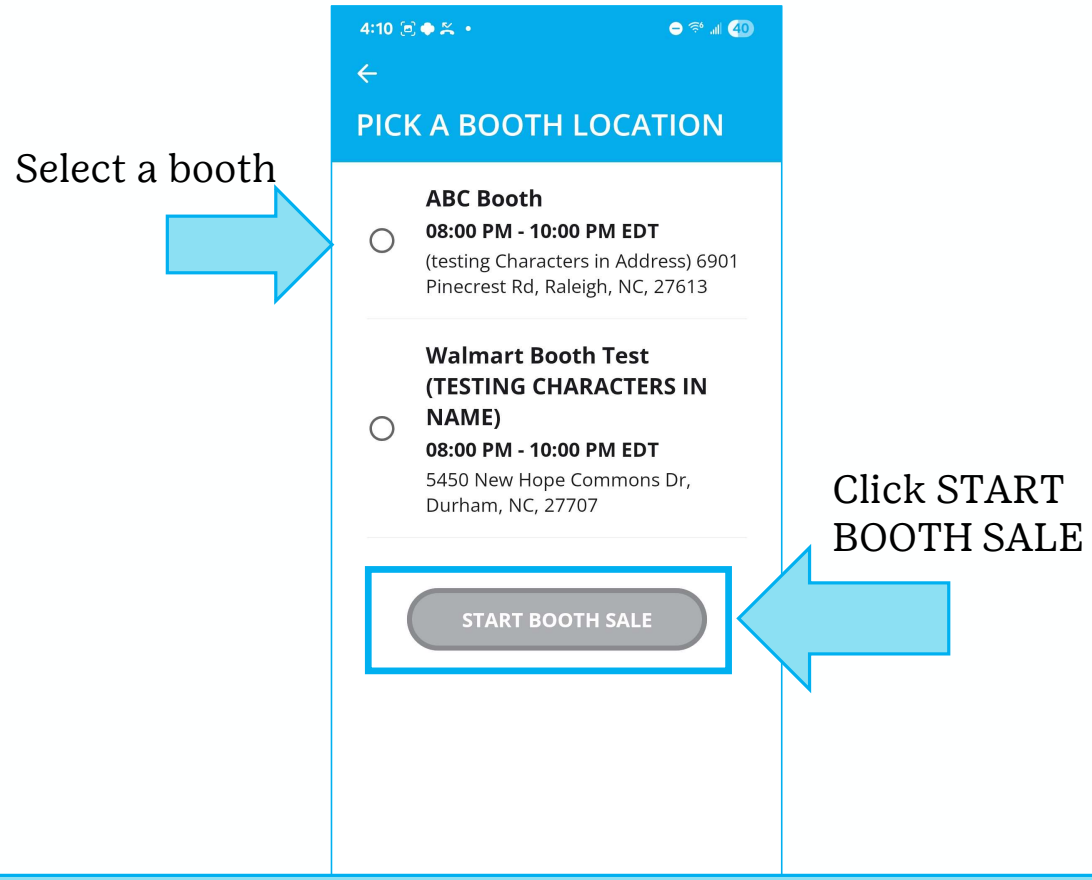


Switch Profile



Click Start My Booth Sale

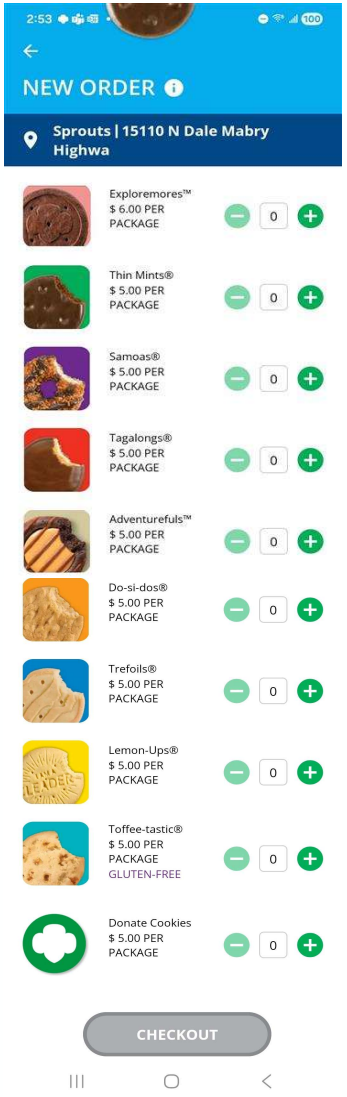
Starting Your Booth Sales



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

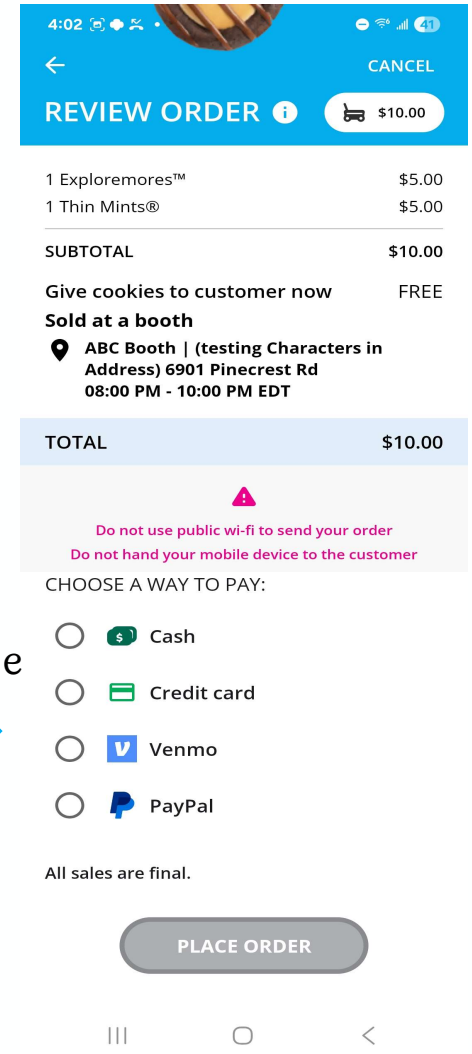
Select Cookie Quantity

Click CHECKOUT button

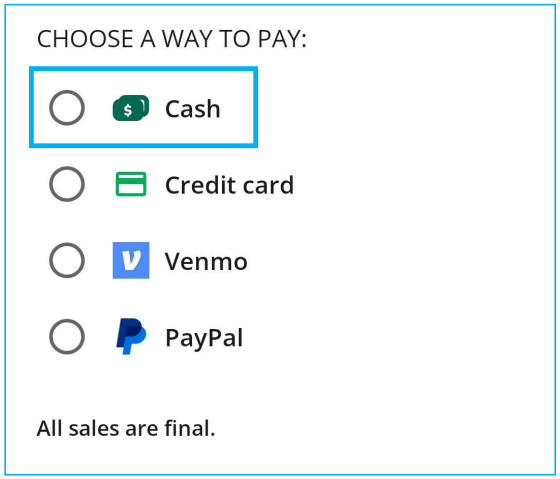
Review order and select how the customer would like to pay.

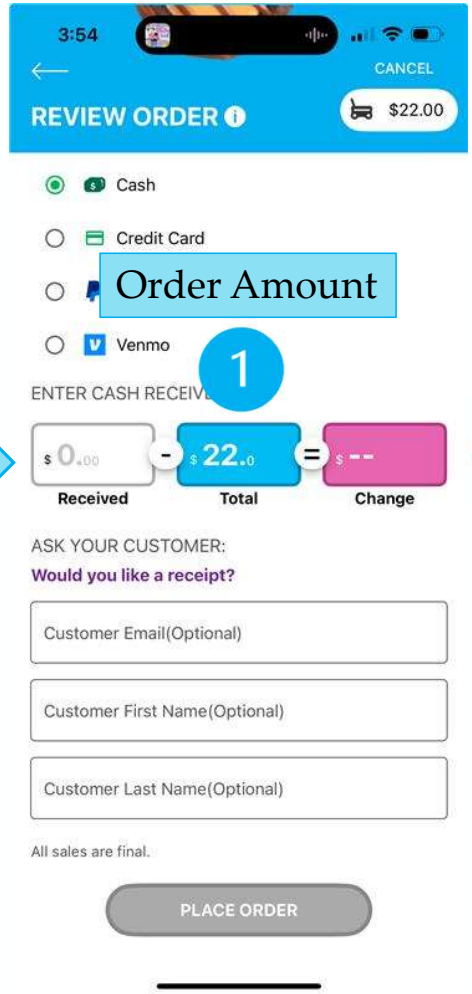
Booth location

Select payment type



Payment Type: Cash



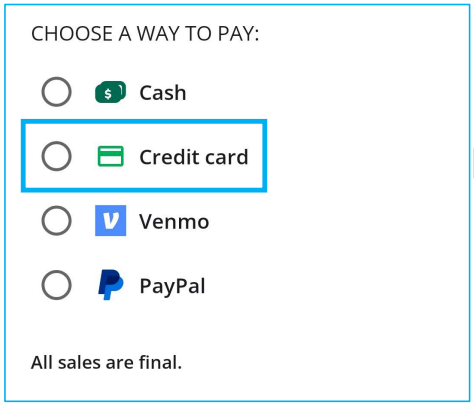


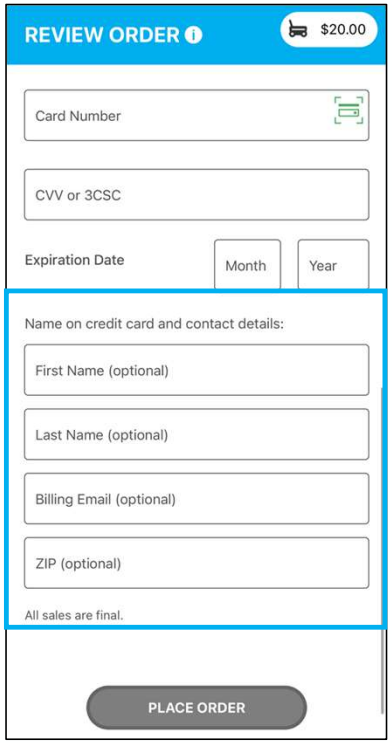
Enter the amount of cash the customer gave

Customer's change if applicable

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Payment Type: Credit Card





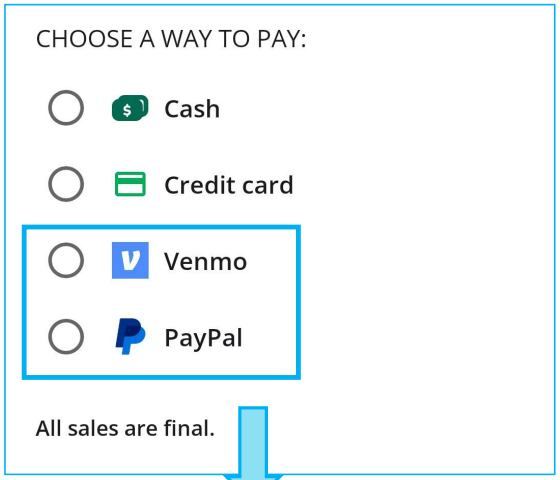


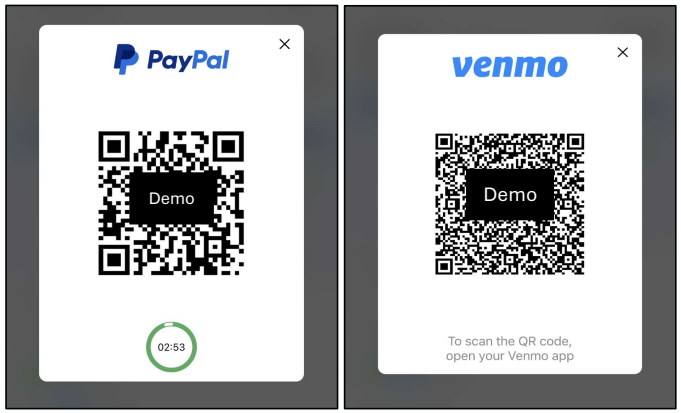
Contact details are optional. Girl Scouts should still ask if the customer would like an email confirmation.

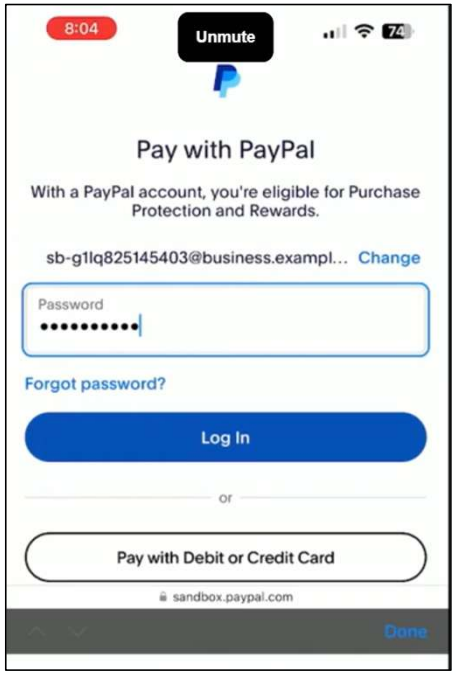
Use the Scan Card feature instead of typing all the numbers. Tip: Have good lighting and double-check the numbers before placing the order.

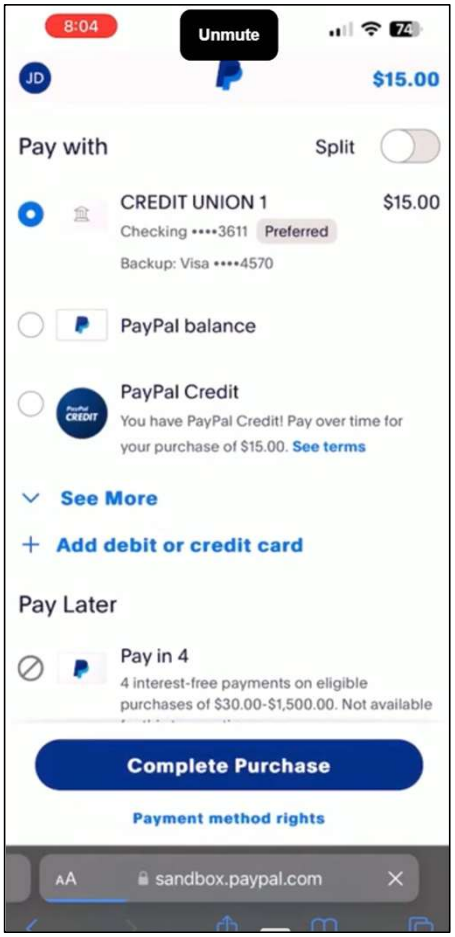
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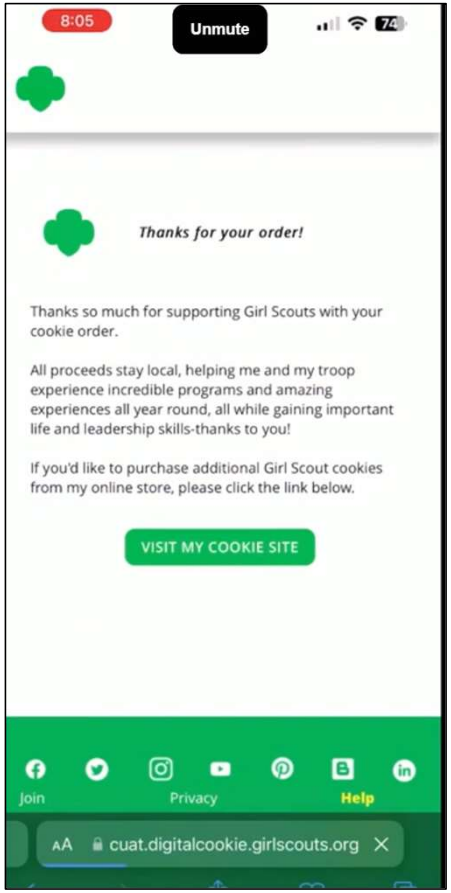
Payment Type: PayPal or Venmo







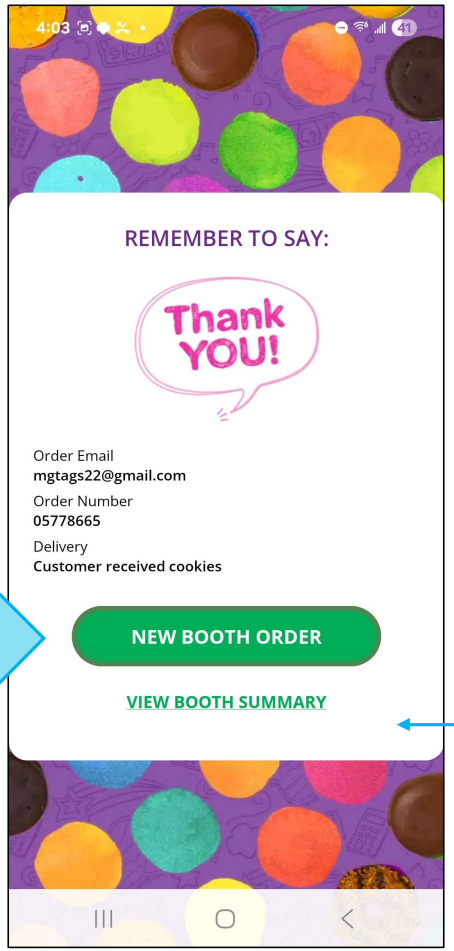




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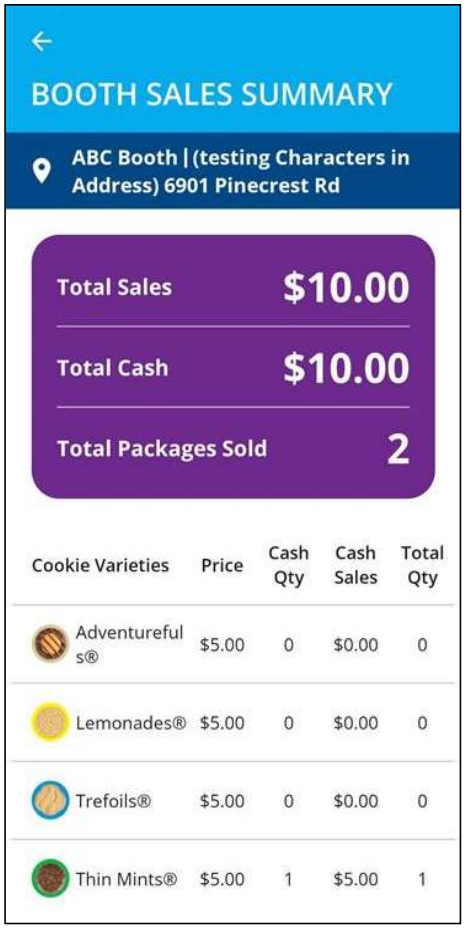
Booth Summary

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

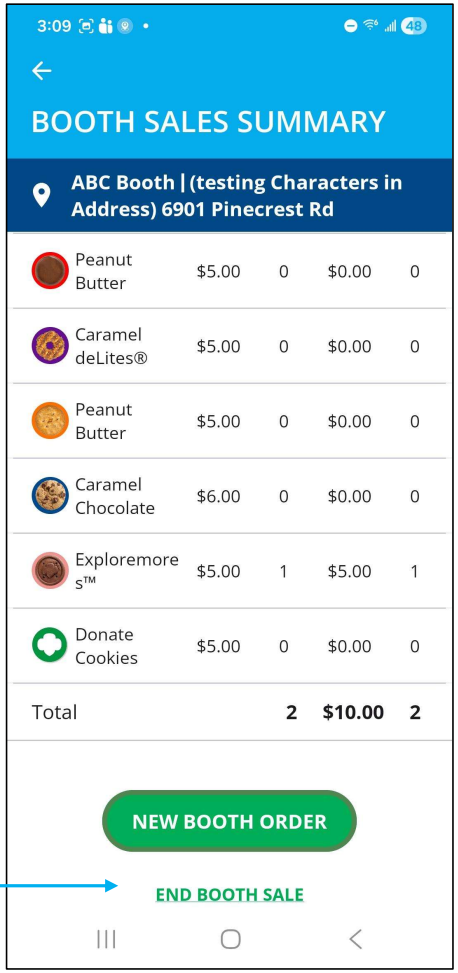


Select **View Booth Summary** to review the sales processed at the current booth and see a summary of booth activity.

Booth Summary

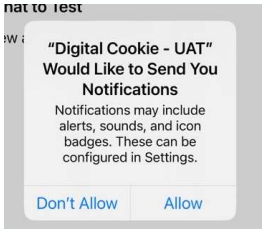


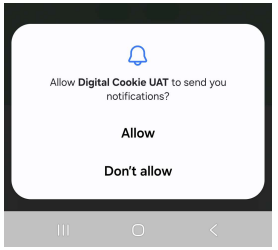
If booth is over, click
End Booth Sale

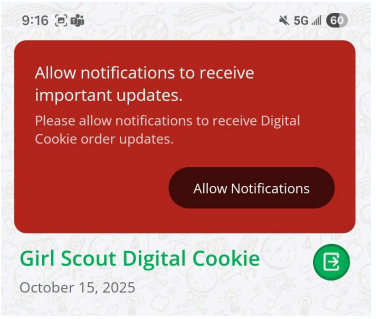


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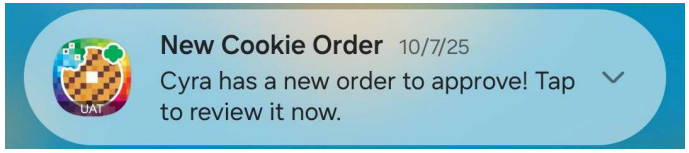
Make sure to enable notifications



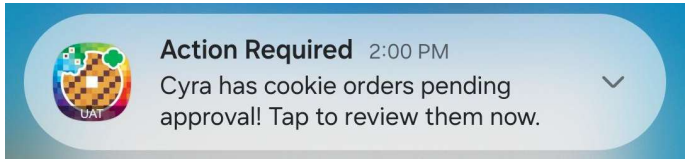




1



2

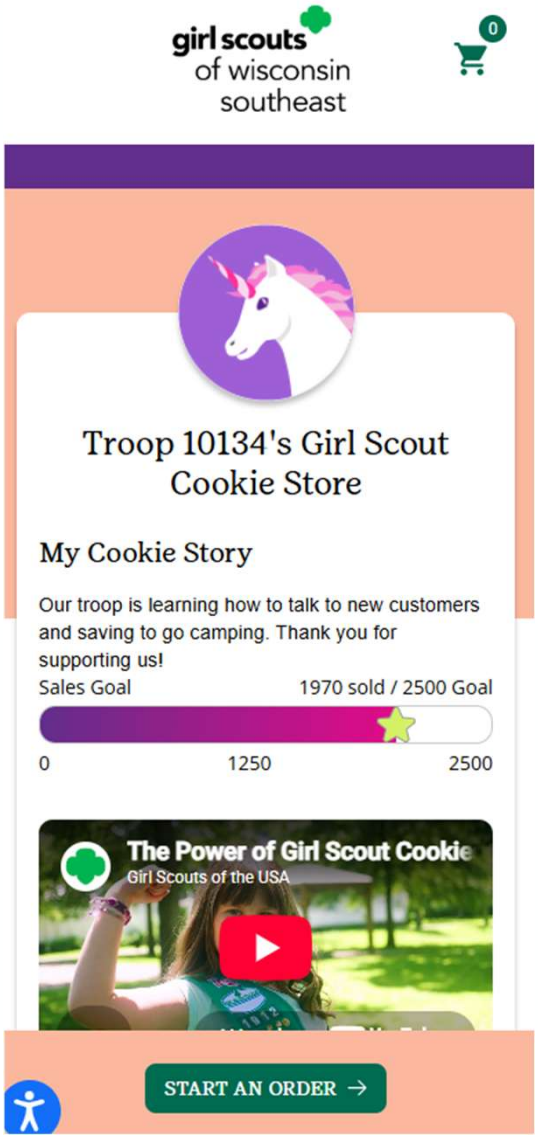


3

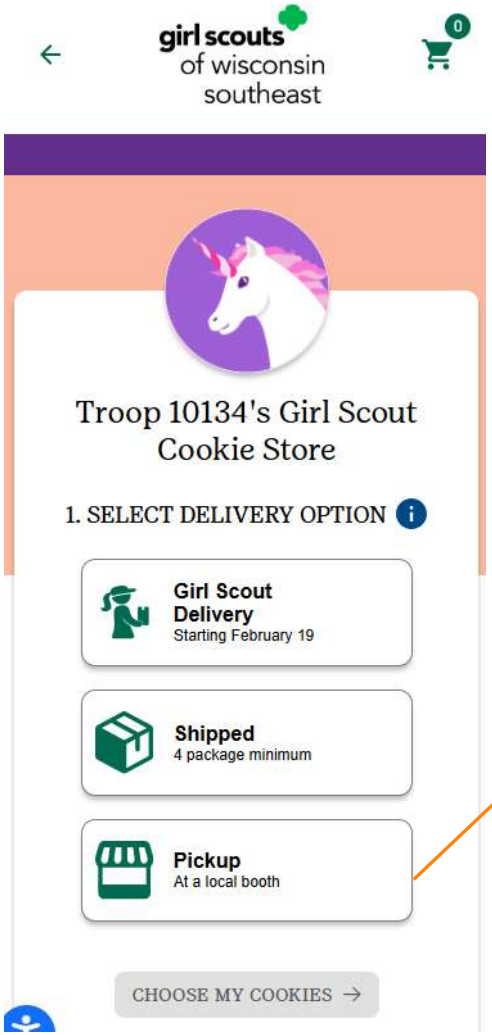


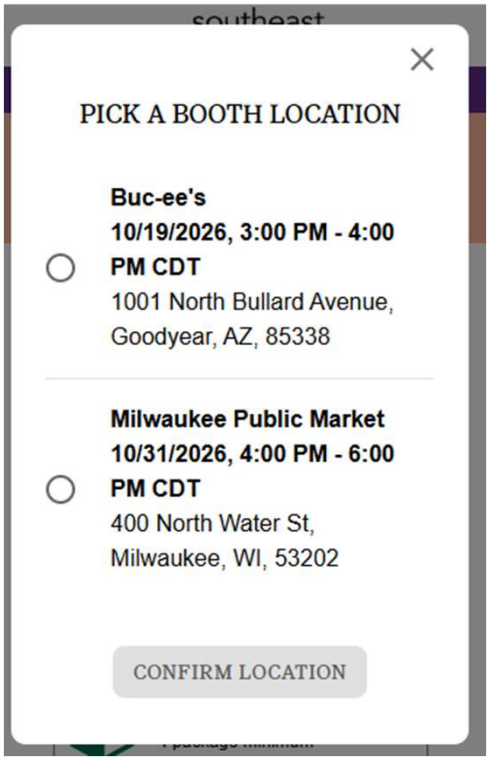
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Customer Experience

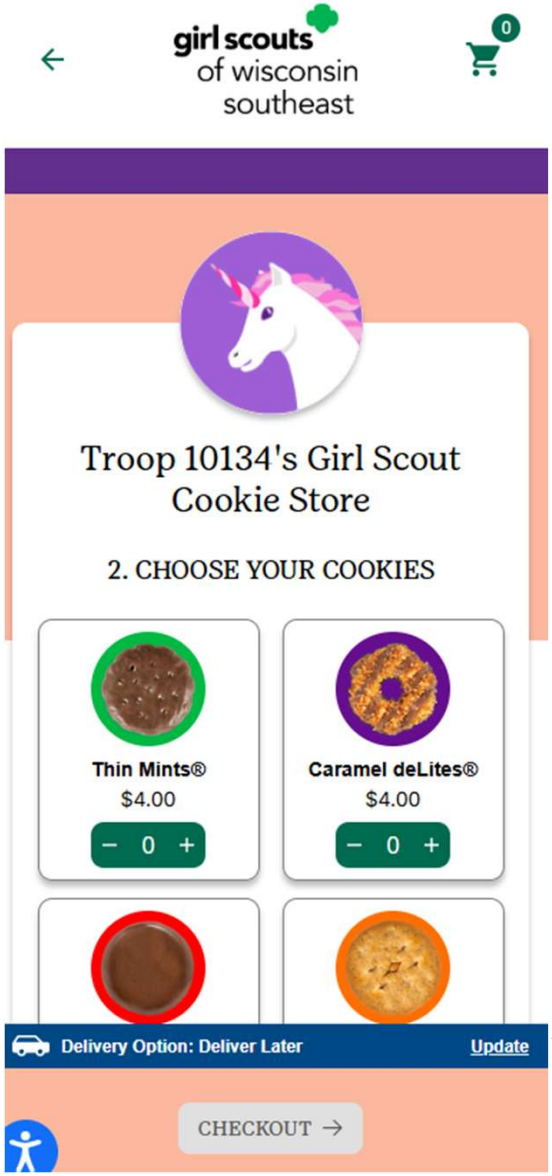


Select Delivery Option

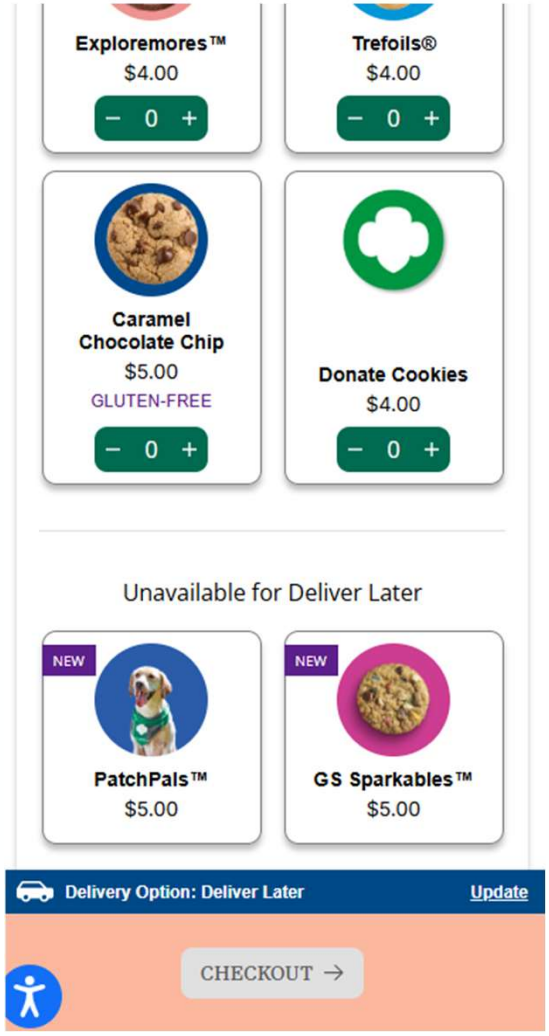




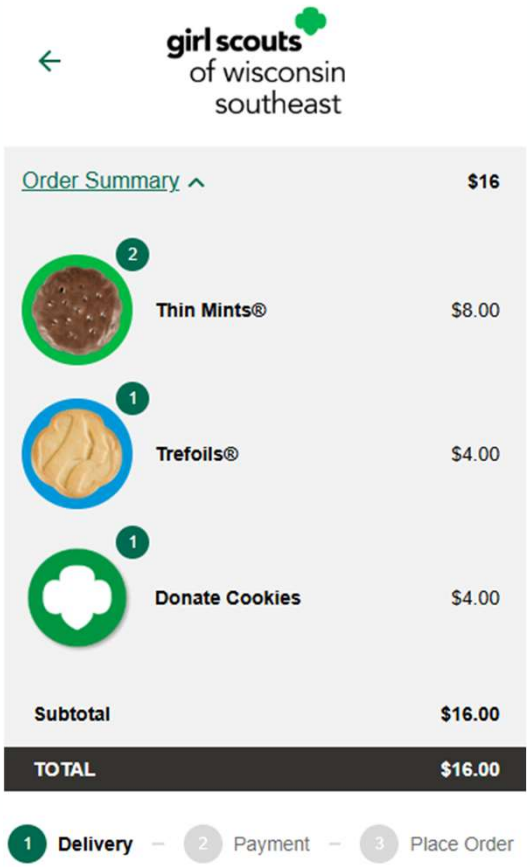
Choose Cookies

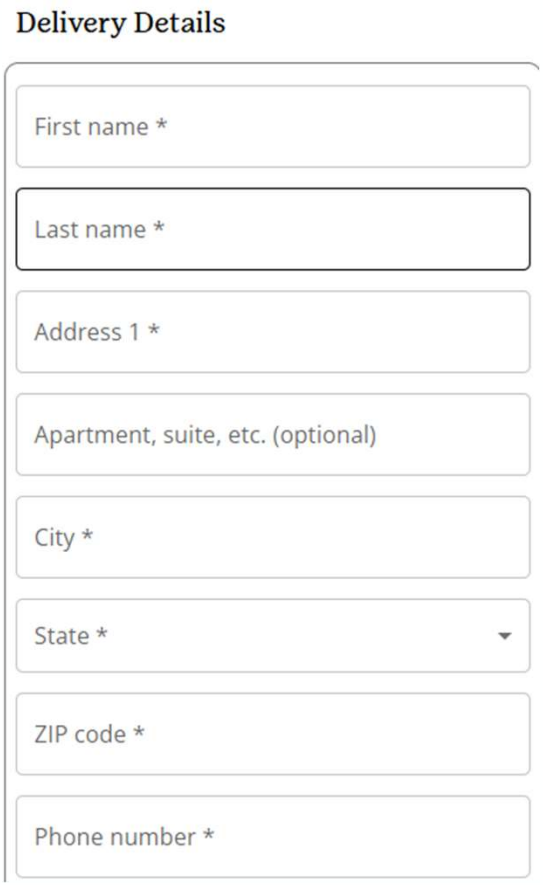


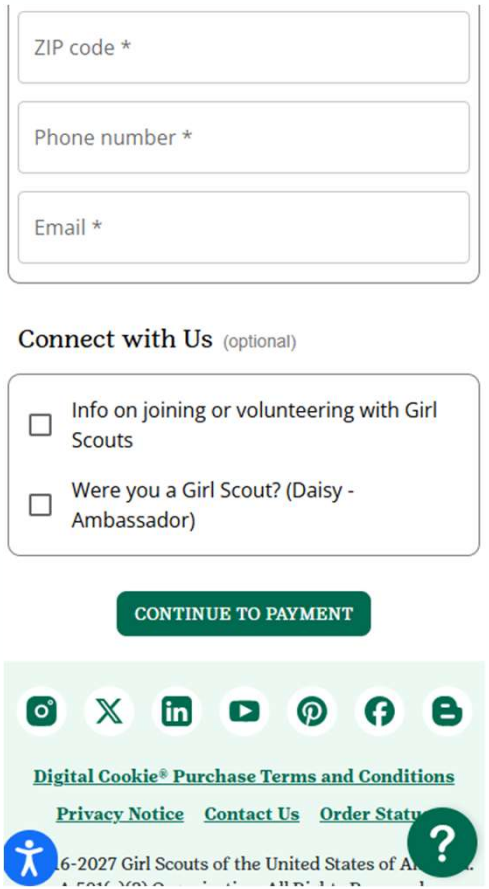
Click **update** to change delivery type.



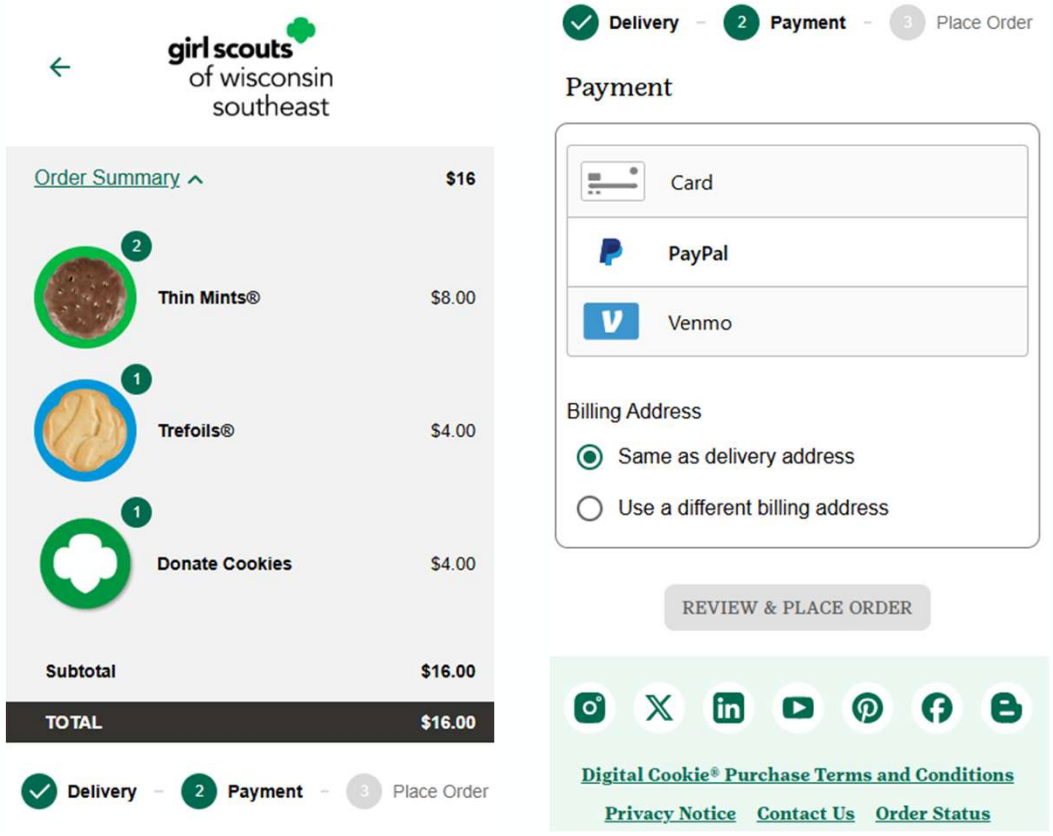
Delivery Details



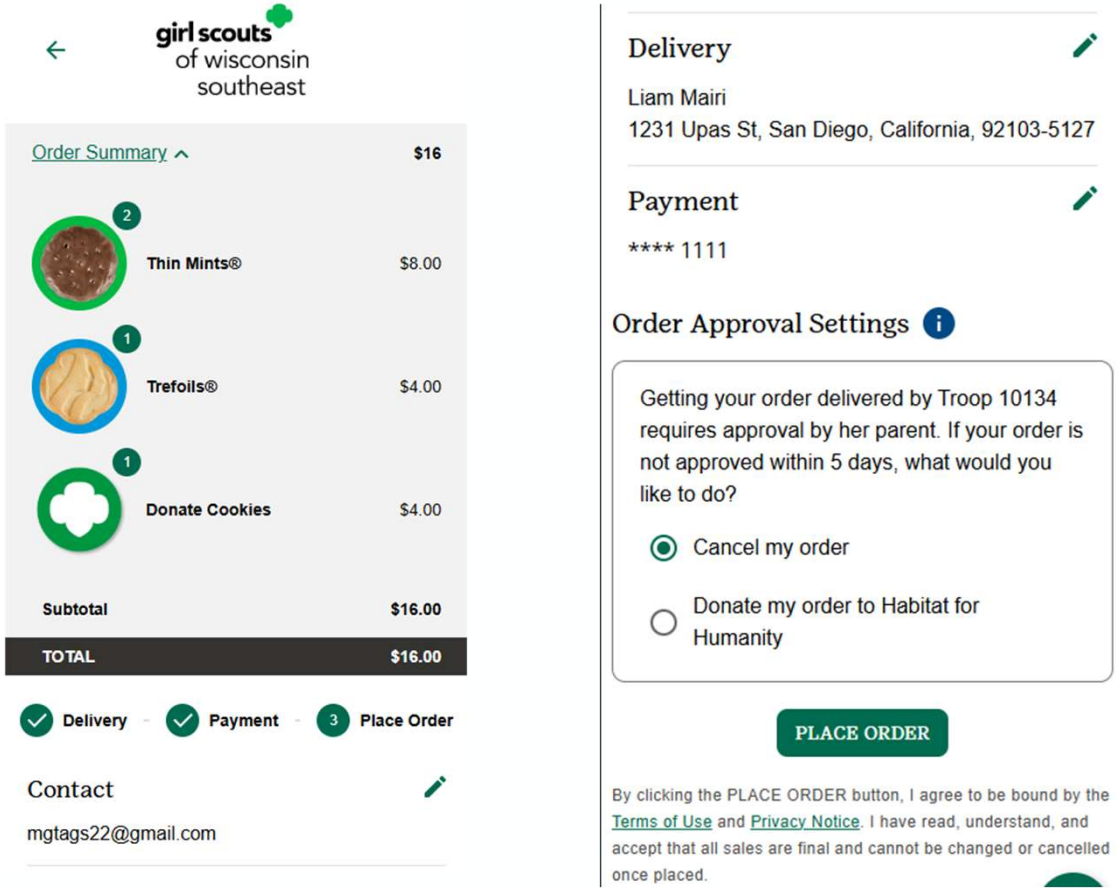




Payment Details



Review Order



Order Confirmation

girl scouts of wisconsin southeast

Thanks for supporting Troop 10134!

PRINT

Order Confirmed

Your Girl Scout cookie order (#05809690) was placed on Oct 18, 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

2	Thin Mints®	$8.00
1	Trefoils®	$4.00
1	Donate Cookies	$4.00
	Subtotal	**$16.00**
	TOTAL	**$16.00**

All sales are final.

Next Steps

Cheer for Troop 10134: 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.