

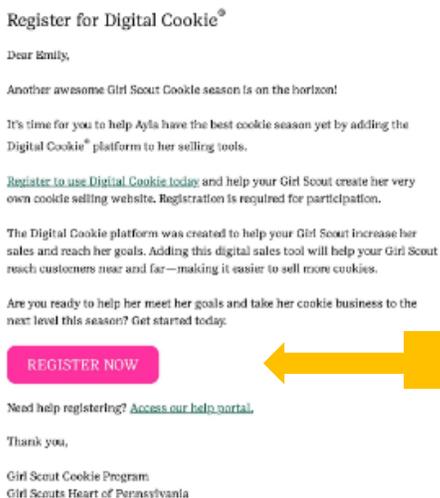
Digital Cookie®

Girl Scout Login

Step 1: Watch for your registration email* from “Girl Scout Cookies” (email@email.girlscouts.org) with the subject “It’s time to register your Girl Scout for Digital Cookie!” Search your “Promotions/Clutter/Spam” folder if you didn’t receive this email.



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

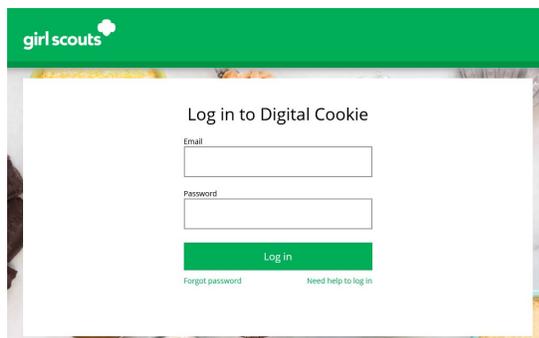


← Click: “Register Now”

Step 2: Select the pink button to take you to the Digital Cookie registration site.

(For best results, use the most recent version of your web browser)

Step 3: After being transferred to the Digital Cookie website, You’ll need to create a password.



Create Your Digital Cookie Password

When you create your password, a confirmation email will be sent.

Passwords must be 8-16 characters, include 1 number, capital letter and lowercase letter, with optional special characters !, #, \$.

Confirm Password

Step 4: Log in with your email address and password.

Step 5: When you first log in, watch and review the “Safe Selling for Smart Cookies” safety video with your Girl Scout(s). You can’t proceed any further until the full video has been viewed.

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Step 6: Read and accept the Terms and Conditions.

Step 7: Read and accept the “Girl Scout Safety Pledge” with your Girl Scout(s).

You will then be taken to a screen to activate your Girl Scout(s) for the Digital Cookie program and update their preferred name, if desired.

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	Nadda	05/20/2012	1088	4010	---	---	---

ACCESS SITE

If your Girl Scout is older than 13, you can add an optional Girl Email Address in the designated box. Girl Scouts 13+ can manage most of her Digital Cookie site on her own, but still need an adult to approve the Girl Scout’s site and approve orders.

Preferred First Name:*
(or use a nickname)

Girl Email Address:
(optional)

After activating your Girl Scout(s), click “Access Site” to be taken to the first Girl Scout’s home page.

Step 8: Once you have registered, watch your inbox for a registration confirmation email and save this email where you can find it during cookie season!

If your Girl Scout is older than 13 and you added her email address, the registration confirmation email will go to the Girl Scouts email.

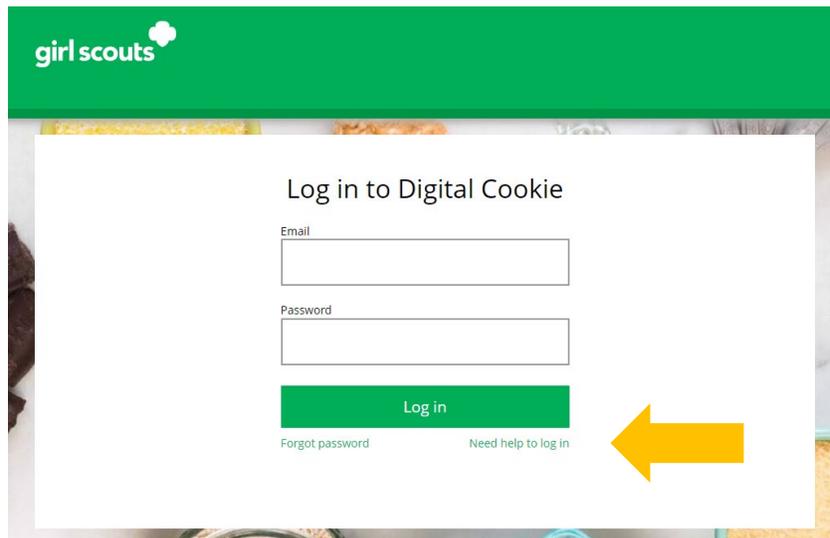
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Registration Issues

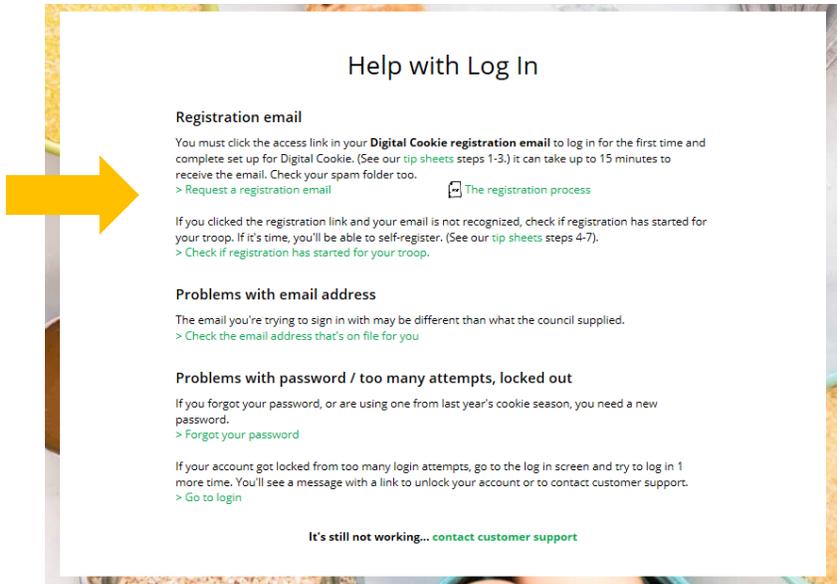
If you're having issues getting registered, select the Need Help Logging In button. Girl Scouts must be registered for the current membership year and we will need to have the correct email address on file for the primary caregiver.

Step 1: Check your junk/spam/promotions inbox one more time for an email from "Girl Scout Cookies" (email@email.girlscouts.org). If you do not find the email, follow next steps.

Step 2: Go to digitalcookie.girlscouts.org and click the "Need help to log in" link. And view the screen of steps to try and get registered for Digital Cookie.



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Step 3: Start by clicking on the “Request a Registration Email” and enter the email address you used to register your Girl Scout.

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

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](#)

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

Step 4: 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 your email is not in the system you will receive a red message, if you think your Girl Scout is registered then choose to “check the email address that’s on file for you.”

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Email

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

Step 5: Select our Girl Scout Council, Girl Scouts River Valleys or Minnesota and Wisconsin River Valleys. Then enter your Girl Scout's first name, last name, and troop number to verify your Digital Cookie information.

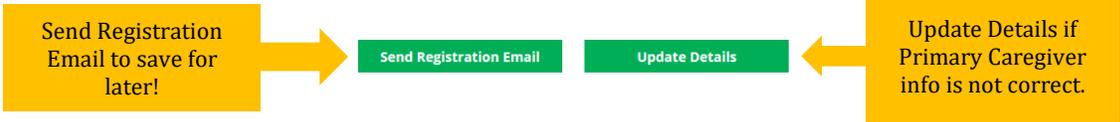
If your Girl Scout's information is not in the system at all, or not in the way you entered it, you will get a message to contact your council, Troop Leader, or Customer Support.

If your Girl Scout is in the system, you will see the information in order to verify it is correct.

Verify your Digital Cookie Information

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

Girl Scout First Name:	Joanne
Girl Scout Last Name:	Smith
Girl Scout Troop:	12352
Parent First Name:	Crystal
Parent Last Name:	Smith
Parent Email:	dc_***@girlscouts.org



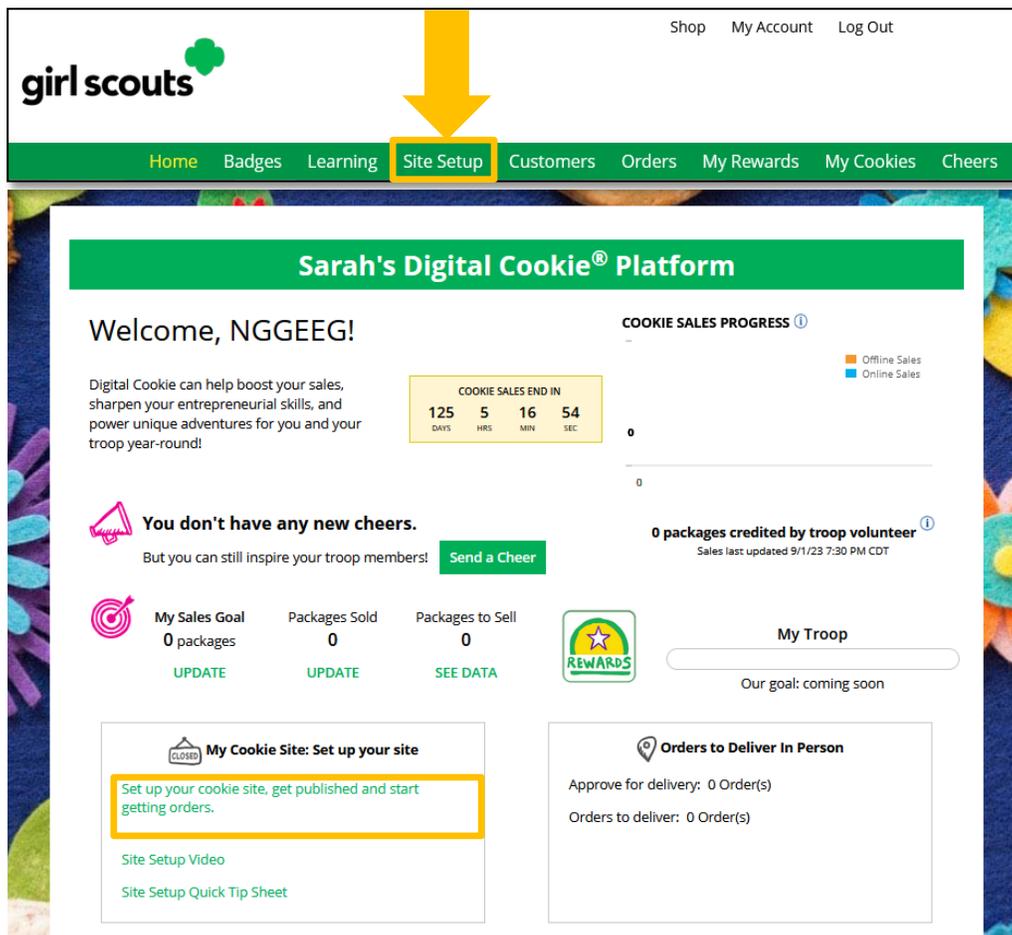
Step 6: Any updates made will need to be reviewed and approved by Council before your Digital Cookie account will be activated. Once approved, you will receive a registration email and can begin accessing Digital Cookie.

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Site Setup

Step 1: Log in to digitalcookie.girlscouts.org

To help your Girl Scout set up her business for customers, click on the “Set up your Digital Cookie site...” link in the “My Cookie Site” section, or the “Site Setup” at the top.



Step 2: There are several different sections to her home page. These are: Goal Setting: “Set My Sales Target”, “My Cookie Story”, Photo/Video Upload, and Preview and Publish Your Site.

Goal Setting: Set My Sales Target

1. Girl Scouts enter how many packages of cookies they are working to sell this year through online and offline sales.
2. When the information is entered, the calculator will show how much money the troop will get from her hard work.
3. Clicking on “Rewards” will take you to your council’s rewards tab (if available) to see what rewards the Girl Scout might want to work towards.

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4. Girl Scouts can enter any offline packages they have sold so their customers will see their total sales, not just their digital sales.

Don't forget to save your goal before moving on.

STEP 1 SET MY SALES TARGET REQUIRED

1 Your Goal Calculator

2

3 Save

4

SO FAR EMILY HAS SOLD:

Emily's Total Sale Progress

Offline Sales

Online Sales

Total Boxes Sold

My Cookie Story

1. Girl Scouts tell their customers about a troop goal and why it's important.
2. Girl Scouts share what they've learned from the cookie program.
3. Save their story. They can make edits to it at any time.

STEP 2 WRITE MY COOKIE STORY REQUIRED

1

2

3 SAVE

CANCEL

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

Tell your customers what you learned from selling cookies.

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

I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people.

Required

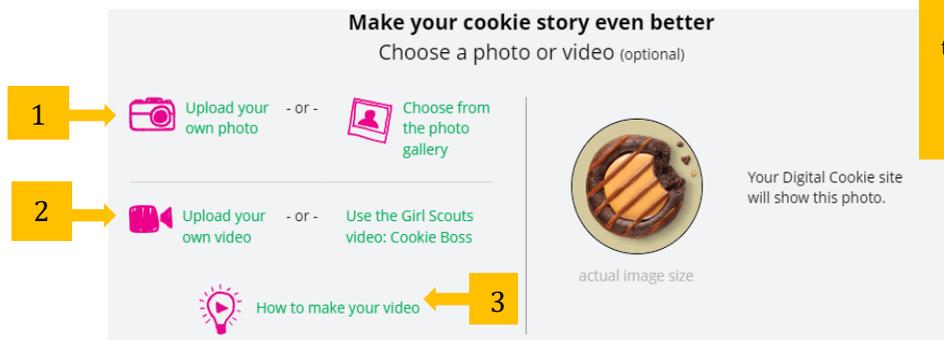
Required 87 characters

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

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Photo/Video Upload

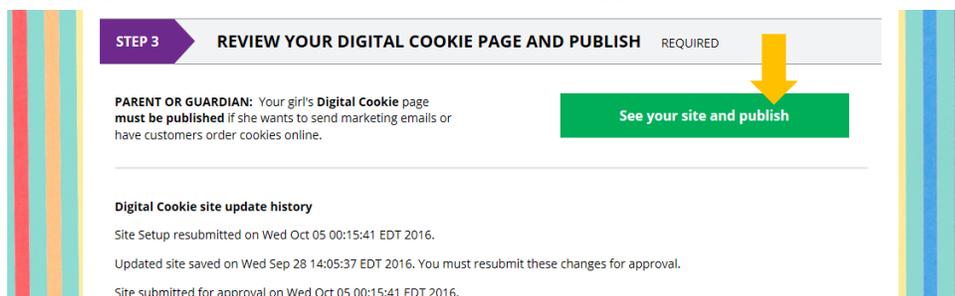
1. Girl Scouts can choose to upload a photo or use a picture from the gallery.
2. Or, Girl Scouts can upload a video or use the “Cookie Boss” video.
3. Bonus! Girl Scouts can get tips on how to make a great video.



Girl Scouts who uploaded a photo or video of themselves sold more than double the boxes on average than those who did not.

See Your Cookie Site and Publish

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



If your button only says “see your site” you may be missing some required fields or didn’t make any changes. Go back and check that everything has been completed.

You will see what the customer will see. Some things to check:

- Is the spelling and grammar correct and does it tell a story?
- Make sure the photo or video are displaying correctly.
- Are the goals accurate?
- If you need to change anything, click *Edit* and make changes, then go back to Step 2a.
- If it looks good, *approve and publish it*.

Your Girl Scout’s cookie store now has its own website! If your council’s digital cookie sale hasn’t started, the link will not be active yet.

