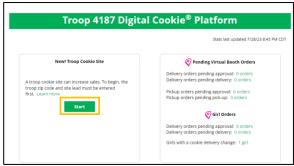


## Digital Cookie®

## Troop Ship Only Link (for the National Cookie Finder)

**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. Setting up the Troop Ship Only link will include the Troop in the rotation of Troops in their zip code for customers searching for cookies for shipment directly to their homes.

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 Girl Scouts 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 Girl Scouts in the troop to set up the Troop site and approving orders.

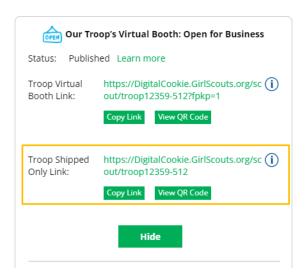






## Digital Cookie®

The Troop Shipped Only link is now available if you need a shipped/donated only link. You can find this beneath the Troop Cookie Link and if you click on it, you will see the full URL and QR code for this link.



You can use the URL or QR code in marketing materials to promote shipped only sales in locations where the Troop may not be able to set up a traditional cookie booth. 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. All purchases on either of your links will appear in your troop records in Smart Cookies. You will distribute these sales to participating Girl Scouts in Smart Cookies.