1. You will receive an email inviting you to set up your Digital Cookie Site, it will contain a link to set up your Girl Scout's account

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



2. First, you will set up your password. Once set up you will log in with your email and your new passwor

Create Your Digital Cookie Password

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

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

- 3. Because digital cookie is an online platform, your Girl Scout will need to watch the video with important safety tips to help her stay safe. You will not be able to continue until you complete the video.
- 4. You will then need to click to agree to terms and conditions. All the additional documents referenced are in the links within the document.
- 5. You're in! Now you need to activate your Girl Scout, even if they participated in prior years. Click the button to Activate, and you will then

have the opportunity to change her name to a nickname and add her own email address. Once you save, you will be brought back to this screen but now the "Access Site button is available

Girl Account										
Rhiannon Mo	Cormick									
Preferred First Na (or use a nickname)		Rhiannon								
Girl Email Address (optional)	:									
		Cancel	Save							
				2007						
		Digital	Cookie	Regist	ration					
cookie site and goa	ls, manage ord	ate in Digital Cookie. ers and learn market <i>i</i> n email address. Thi	ing business skills.	Ü	okie Platform where e for their cookie site.	each Girl Scout ca	n set up her			
Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID	Troop	Preferred First Name*	Girl Email Address	Action			

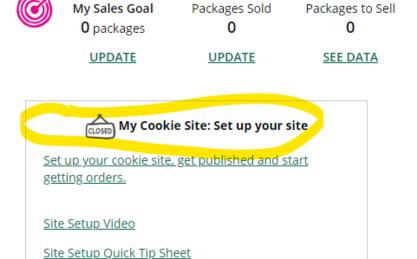
Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID	Troop	Preferred First Name*	Girl Email Address	Action
Registered	Rhiannon McCormick	04/14/2015	121428071	43202	Rhiannon		Edit

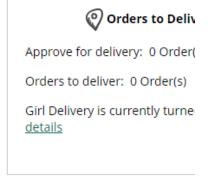
ACCESS SITE

6. **You're in!!!** There is a lot you can do here on this site, new this year you can send cheers as they progress towards their goals. It's a good idea to check out the different options. However, before it goes live you will need to set

up your storefront. Navigate to the setup area:

Digital Cookie can help boost your sales, COOKIE SALES START IN sharpen your entrepreneurial skills, and 2 2 42 53 power unique adventures for you and your troop year-round! 0 You don't have any new cheers. 0 packages cred But you can still inspire your troop members! Send a Cheer





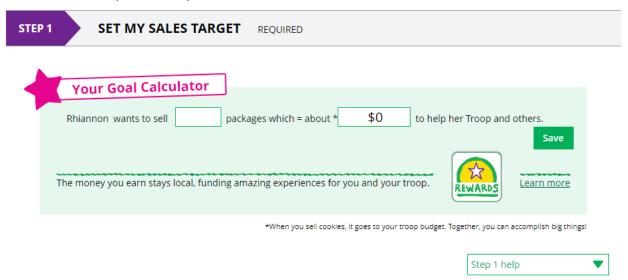
Sales last upo

Ou

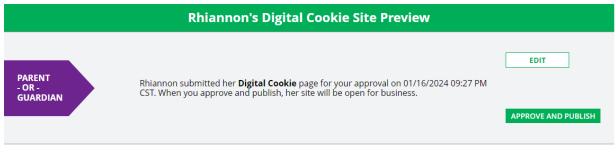
Learning From Your C

7. Cookie sales are more than fundraising, it's practicing entrepreneurship and business skills. The very first thing your Girl Scout will need to do is set a reasonable goal, and because it's hers she should know what it is and why when asked. The dollars will automatically calculate. There is a help button

below each step in case you want more information.



- 8. Next she will write her cookie story. She will need to know the troop's goals, and what the troop intends to do with the money. Remember the money is to fund the troop and share proceeds charitably, the party event is not the primary goal.
 - a. Videos and pictures are fantastic additions to your site! Remember not to share any identifiable information such as last names, school names, addresses or contact info. Be mindful of your backgrounds, and Girl Scouts should make sure their messages are in line with the Promise and Law. This is not a requirement, and you can always add one later. You can also update your goals and cookie story. We had to practice a few times to get our giggles out.
- 9. Once you've reached the end you can preview the site. The parent will need to click the button to approve and publish.



Learn about approvals

- 10.Once you approve the site will go live when the sale starts! You will be able to publish the link to her site on social media and send emails to friends and family with the link when the site is available.
- 11. Check out some of the other tabs! A lot of functionality is turned off until the site is live, but there's still a lot to see.

Home Badges Learning Site Setup Customers Orders My Rewards Cheers

- a. Badges we will be posting badge requirements on Band and working to get requirements met. These can also be done at home!
 Parents will need to check off the requirements as they are met.
- b. Learning there are some good videos and tutorials here, including tips to make a good digital cookie video!
- c. Customers here is where you can send out emails when the sale opens!
- d. Orders these are all the orders places through the digital cookie site. You do NOT need to add paper orders here, and you do not need to include digital cookie orders on a paper form. IMPORTANT: parents will need to approve orders here. After a few days unapproved orders will be rejected. Some orders may be in person delivery, and if you are not comfortable with that you will have the opportunity to decline.
- e. Cheers Cheer on your troop members here! Sometimes we need encouragement and sometimes we need congratulations, this is a GREAT way to be a sister to every Girl Scout!

^{**}Consider creating a QR code that links to her site! It's a lot easier to remember and share. Adobe has an option to generate a QR code, and there are several sites that will generate a code for free. This might be useful in lieu of paper orders as well.