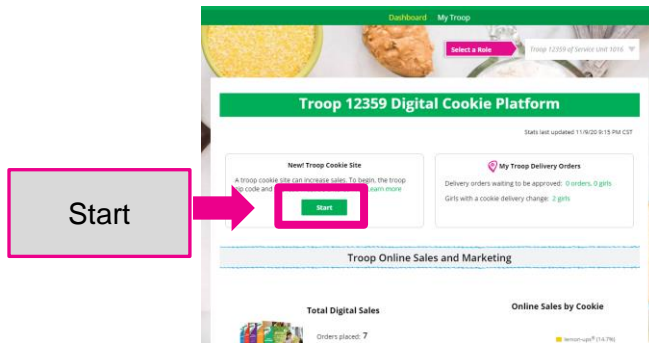


## Troop Direct Ship Link

NEW this year. Your Girl Scout troop can set up a Troop Site that enables customers looking for Girl Scout Cookies to support your troop with a Shipped or Donated cookie order.

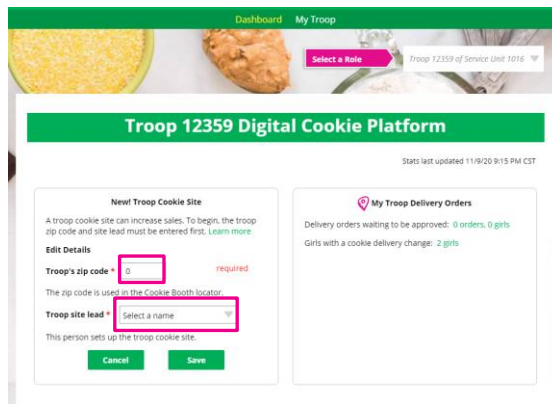
1

The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, she will see a place to begin the process to have a troop shipped link. To begin, click the “Start” button.



2

You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the girls 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 girls in the troop to set up their site.

Once the first volunteer for the troop has made those selections, everyone will see the selections that have been made and can change them if needed.

**Troop 12359 Digital Cookie Platform**

Stats last updated 11/9/20 9:30 PM CST

**Troop Cookie Site: Set up Your Site**

Status: Set up the troop cookie site. [Learn more](#)

Site url: Not Published

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Details: Zip: 60601    Lead: Jenny mary    [Edit](#)

**My Troop Delivery Orders**

Delivery orders waiting to be approved: **0 orders, 0 girls**

Girls with a cookie delivery change: **2 girls**

3

The Volunteer designated as the Troop Site Lead can login to Digital Cookie and select the “parent” role. At that point, she will be able to select the Troop as one of her Girl Scouts from the drop down at the top of her page.

Select the Troop as the Girl Scout

She will need to complete the registration process as if the troop were a new girl by signing the Terms & Conditions statements and Girl Pledge, plus registering her name. It is important to leave the Preferred First Name as it appears so that your Troop URL is correct. If there is an issue with the troop number, please contact your Council Customer Care to resolve before proceeding.

**Girl Account**

Troop12359 Site

Preferred First Name:\* (or use a nickname)

After that, the Troop Site Lead will use the “Site Setup” to work with the girls in the troop to create their message and photo/video. Once the site is published and the council’s sale is live, the troop’s link is available and will be added to the Cookie Finder when it is active for the season.

## Troop Direct Ship Link FAQ's

- **What do I need to do to get my link on the cookie finder?**  
Just set up the troop's link and publish it. It will automatically be added to the Cookie Finder when the Cookie Finder is activated.
- **What happens to sales that come in from the cookie finder on my link?**  
The sales will appear in eBudde under the girl orders tab for the girl named "Troop#####".
- **How do girls get credit for the sales from the link?**  
The Troop Cookie Manager will divide the cookies sold among the girls in the troop in eBudde-the order management software that she uses for managing the sale
- **When is the link active?**  
Troops can use their link once the setup appear on their homepage and they publish their site. The links will appear in the Cookie Finder in early February.
- **Why is it only shipping?**  
For links that appear in the cookie finder, they will only have shipping and donation available for the customer. We did not want a troop link where the customer is a complete stranger and may want girl delivery that the troop is unable to deliver.
- **Can I use my link for other purposes?**  
The link will be available for the troop to use as soon as your council enables that feature and the troop sets up the link. If the troop needs a shipping/donation only link where the sales credit would go to the troop and not an individual girl in the troop, the link is available to share once the site is setup and published.

Instructions to move cookies from the Troop Link account to the active participating troop girls:

Decide when, and how often you want to move the Troop Link digital cookie orders. You can do this after each use/booth, or all at once close to the end of the Cookie Program season – allow yourself enough time to do this before your troop must submit for final rewards/orders.

Login to Digital Cookie, select the Troop account to view the Troop Dashboard and pull the "All Order Data" report (at the bottom of the screen there's a link). This report will



The troop will then figure out the number of girls who participated in the cookie program, and divide the total number of boxes sold in this account, by the total number of girl selling to find the number of boxes to allocate to each participating girl in the troop. Then using the spreadsheet as a guide for distributing the orders and exact boxes to move, you add a new transaction to each girl for the cookies sold. Be sure to add the total cost for the cookies you are adding so she gets credit for the order and her family isn't asked to over-pay.

You may have to give one girl one extra box here or there, but you can even it out if other orders come in, or even help her by placing an order on her account (or suggest their family do).

Note: eBudde does NOT include shipping or other charges for Digital Cookie order so be sure you're looking at the correct cost/totals for the cookies.

Reminder: Core cookies are \$5/pkg and specialty (Toffee & S'mores) are \$6/pkg. OTH packages are sold at the \$5/pkg rate.

If you need help, or have questions about entering girl orders/transactions, please view the eBudde section for "Adding Girl Orders" and/or view the videos here:  
<https://gscbvolunteer.org/for-troops/ebudde-for-tcms/>.