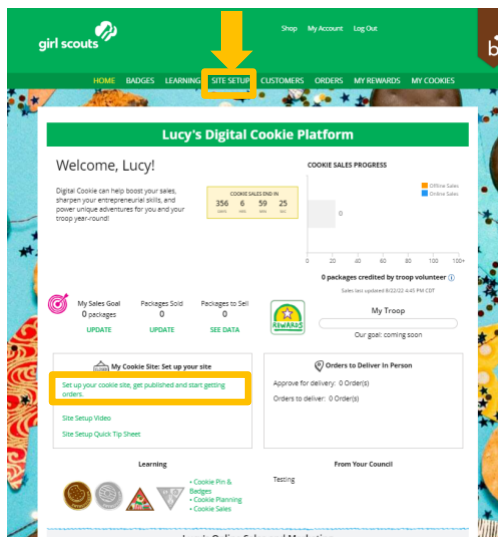


Digital Cookie®

Girl Under 13-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. Click on the headings to be taken to the instructions for that section.

- [Goal Setting: “Set My Sales Target”](#)
- [“My Cookie Story”](#)
- [Photo/Video Upload](#)
- [“Preview and Publish Your Site”](#)

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Step 1>My Sales Target

1. Girl Scouts enter how many boxes 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 might want to work towards.
4. Girls 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.

The screenshot shows the 'STEP 1 SET MY SALES TARGET' form. Callout 1 points to the 'Your Goal Calculator' input field where '500' is entered. Callout 2 points to the 'REQUIRED' label above the calculator. Callout 3 points to the 'REWARDS' button. Callout 4 points to the 'SO FAR EMILY HAS SOLD' section, which shows '0 Offline Sales' and '0 Online Sales'.

Emily's Total Sale Progress: 500 packages left to reach Emily's goal of 500.

Step 2a>Her 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.

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STEP 2 **WRITE MY COOKIE STORY** REQUIRED

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.

1 →

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


Required

← **2**

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 87 characters



3 → SAVE CANCEL


 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!


Step 2b>Photo/Video Upload

1. Girls can choose to upload a photo of themselves or use a picture from the gallery.
- OR
2. Girls can upload a video of themselves or use the “Cookie Boss” video.
3. Bonus! Girls can get tips on how to make a great video.

Make your cookie story even better
Choose a photo or video (optional)


1 →  Upload your own photo - or -  Choose from the photo gallery

2 →  Upload your own video - or - Use the Girl Scouts video: Cookie Boss



Your Digital Cookie site will show this photo.

actual image size

 How to make your video ← **3**

Girls who uploaded a photo or video of themselves sold more than double the boxes on average than girls who did not.

Step 3a>See Your Cookie Site and Publish

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

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STEP 3 REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH REQUIRED

PARENT OR GUARDIAN: Your girl's Digital Cookie page **must be published** if she wants to send marketing emails or have customers order cookies online.

See your site and publish

Digital Cookie site update history

Site Setup resubmitted on Wed Oct 05 00:15:41 EDT 2016.

Updated site saved on Wed Sep 28 14:05:37 EDT 2016. You must resubmit these changes for approval.

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.

Step 3b>Preview Her Site and Approve

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 it’s own website! If your council’s digital cookie sale hasn’t started, the link will not be active yet.

