

## Girl Site Setup

### Caregivers to Girls 13 or Older

#### Previous Step: Girl Site Registration-13 and older

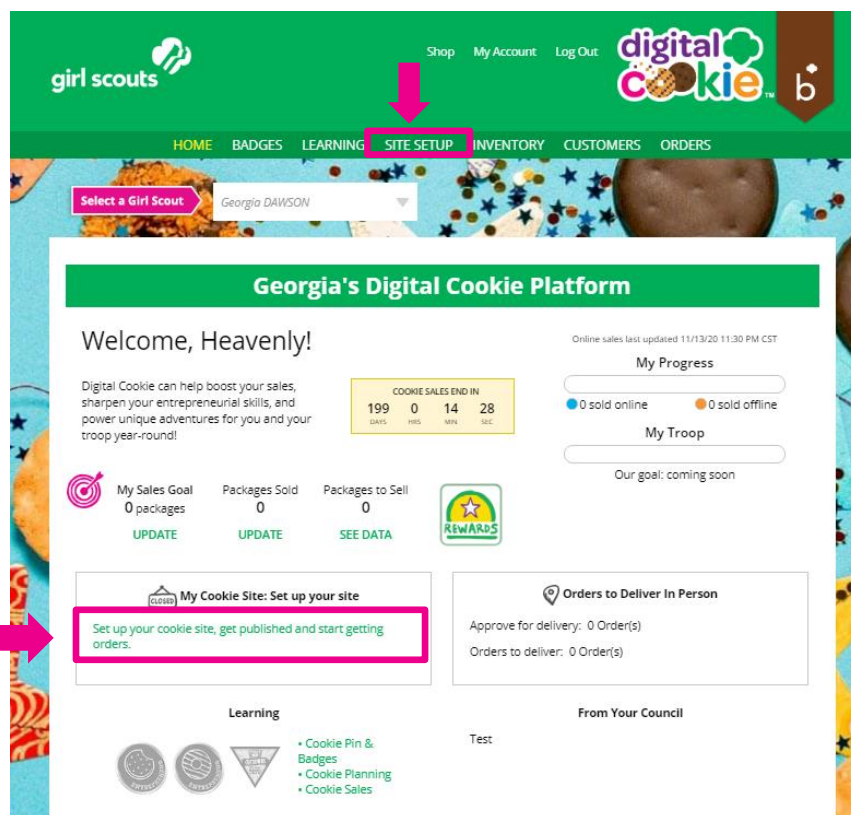
Your girl will complete three main steps to set up her site.

- Setting her sales target
- Entering her cookie story and uploading photo/video
- Requesting approval of her site for publishing

1

Once your girl registers for the Digital Cookie site, she will log in to [digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org)

She clicks the “Set up your cookie site” link in the Welcome section, or the “Site Setup” link in the menu bar.



2

There are several different sections to her home page. Click on the headings to be taken to the instructions for that section.

- My Sales Target
- My Cookie Story
- Photo/Video Upload
- Preview and Submit Your Site for Approval

### My Sales Target

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1. Your girl enters how many packages of cookies she is 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. She can also enter how many packages she has sold in face-to-face sales to see her complete progress.
4. Clicking on “Sales Rewards” brings up a PDF document of council cookie rewards.

Update in-person progress regularly so her online customers can see how close she is to her goal.

## My Cookie Story

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1. She tells her customers about her troop goal and why it's important.
2. She shares what she's learned from the cookie program.
3. She saves her story. She can make edits to it at any time.

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.

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

Tell your customers what you learned from selling cookies.

← 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!

## My Cookie Story—Photo/Video Upload

5

- She can choose to upload a photo of themselves OR use a picture from the gallery.  
OR  
 She can upload a video of herself OR use the “Cookie Boss” video. Bonus! Girls can get tips on how to make a great video.  
 Need help? You can also see the [Photo & Video Upload tip sheet](#) for more tips.

**Make your cookie story even better**

Choose a photo or video (optional)

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

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

actual photo size

If you decide not to select photo or upload your own your **Digital Cookie** page show this photo.

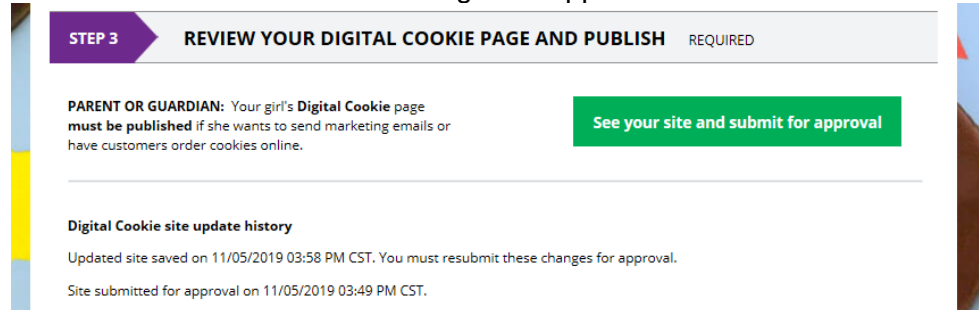
[How to make your video](#) ← 3

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

## See Your Cookie Site and Submit for Approval

6

Almost there! She simply clicks the button to see how the site appears to customers and submit for her caregiver's approval.

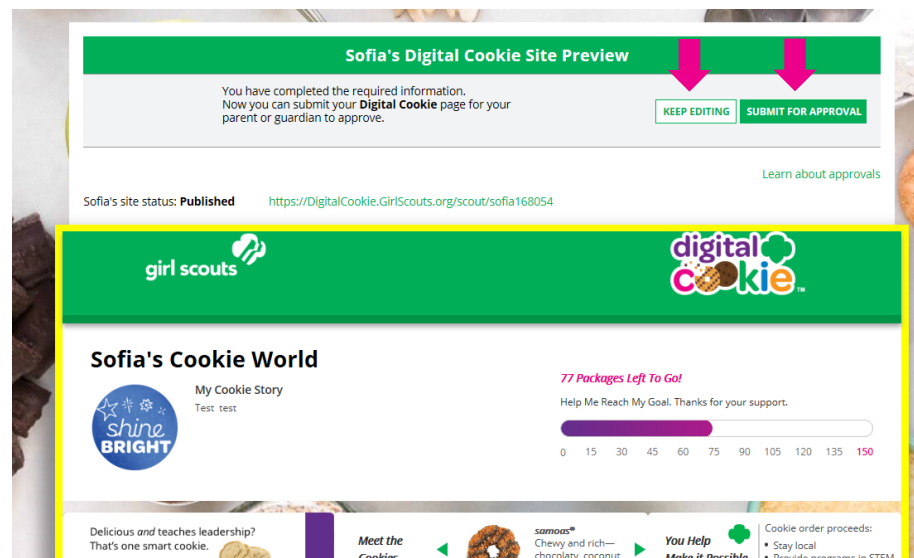


If the button only says “see your site”, she may be missing some required fields or didn’t make any changes. Go back and check that everything has been completed.

7

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

- Is the spelling and grammar correct and does it tell her story?
- Are the photo or video are displaying correctly?
- Are the goals accurate? Do they reflect all online sales?
- If she needs to change anything, she clicks *Edit* and makes changes, then goes back to Step 6.
- If it looks good, she clicks “Submit for approval”.



## Caregiver Site Approval

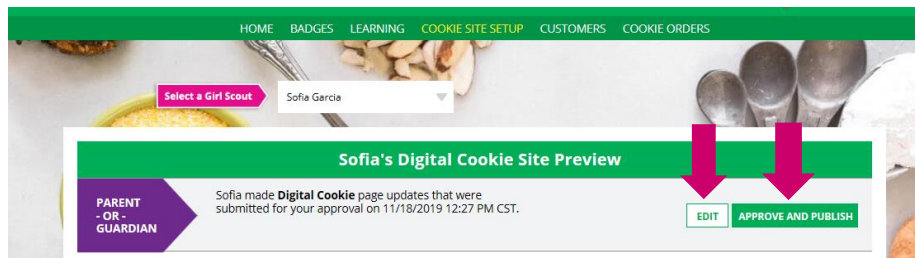
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Once she has submitted the site for approval, you will receive an email that your daughter’s site needs approving. When you click the green button in the email, you will login and be sent to your Girl Scout’s site preview.



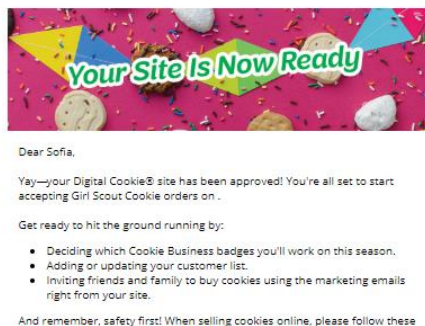
4

From there you can review it and either “Approve and Publish” to have her site go live, or click the “Edit” button to make changes. If you make changes, when they are complete, click “Approve and Publish”. Make sure to let your Girl Scout know you made changes.



5

She will receive an email confirmation that you have approved her site. Now she is ready to send marketing email to customers once the council’s digital cookie sale is open.



Next Step: Marketing to Customers