

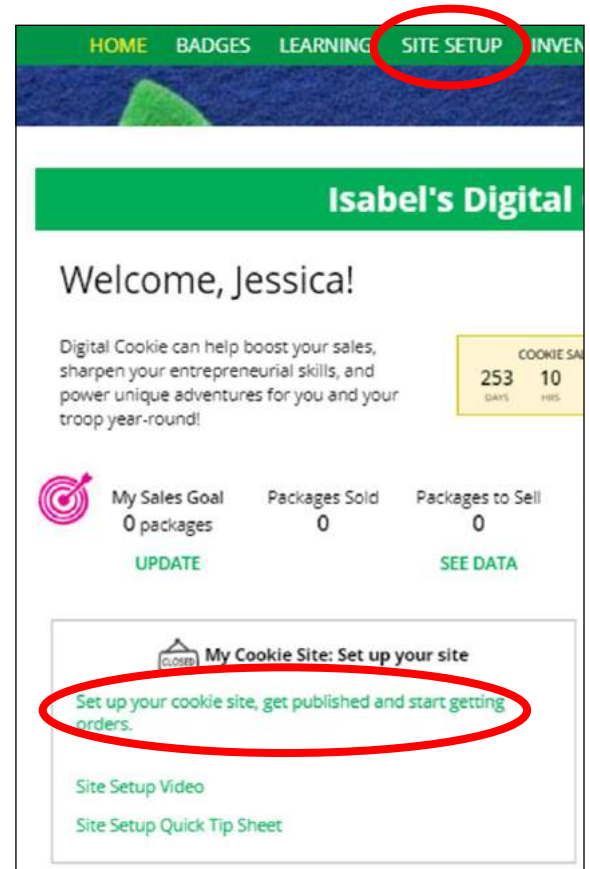
Girl Scout Site Setup

1

Go to digitalcookie.girlscouts.org, log in, and click on the “Setting Up your Digital Cookie Site” link in the Welcome section, or the “Cookie Page Setup” at the top.

There are three main sections to setting up your Girl Scout’s site:

- Goal Setting: My Sales Target
- Her Cookie Story & Photo/Video upload
- Previewing and Publishing Her site



2

My Sales Target

Enter your Girl Scout’s goal for packages sold this year through online and offline sales. When the information is entered, the calculator will show how much money the troop will get from her hard work.

Click “Save.”



3 My Cookie Story

Help your Girl Scout tell her customers why her troop goal is important and what she's learned from the cookie program.

Click "Save." She can make edits to her story 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.

Tell your customers what you learned from selling cookies.

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

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 Required 87 characters

SAVE CANCEL

4 Photo/Video Upload

Girls who upload a photo or video of themselves sell more than double the boxes on average than girls who did not. Girls can choose to upload a photo of themselves or use a picture from the gallery. OR girls can upload a video of themselves or use the "Cookie Boss" video.

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

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

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

[How to make your video](#)

actual photo size

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

For Girl Scouts Younger Than 13:

Review Site and Approve

Click “See your site and publish” to see how the site appears to customers and publish it.

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 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](#)

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

- Is the spelling and grammar correct and does it tell her 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.
- If it looks good, approve and publish it.

Isabel's Digital Cookie Site Preview

PARENT - OR - GUARDIAN

Isabel submitted her **Digital Cookie** page for your approval on 09/20/2021 09:21 PM CDT. When you approve and publish, her site will be open for business.

[EDIT](#) [APPROVE AND PUBLISH](#)

Your Girl Scout’s cookie store now has its own website! Her link will be active when the cookie program starts January 2.

For Girl Scouts 13 or Older:

Review Site and Approve

Click “See your site and submit for approval” to see how the site appears to customers and submit it for caregiver approval.

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 submit for approval](#)

A preview of her site will display and she can either make additional edits or submit it for parent approval.

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

- Is the spelling and grammar correct and does it tell her story?
- Make sure the photo or video are displaying correctly.
- Are the goals accurate?
- If she needs to change anything, click “Keep Editing” and make changes.
- If it looks good, she can click “Submit for approval.”

Adrianna's Digital Cookie Site Preview

You have completed the required information. Now you can submit your **Digital Cookie** page for your parent or guardian to approve.

[KEEP EDITING](#) [SUBMIT FOR APPROVAL](#)

Once she has submitted the site for approval, you will receive an email that your Girl Scout'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.

From there you can review it and either “Approve and Publish” her site or click the “Edit” button to make changes. If you make changes, click “Approve and Publish” and let your Girl Scout know you made changes and why.

Sofia's Digital Cookie Site Preview

PARENT - OR - GUARDIAN

Sofia made **Digital Cookie** page updates that were submitted for your approval on 11/18/2019 12:27 PM CST.

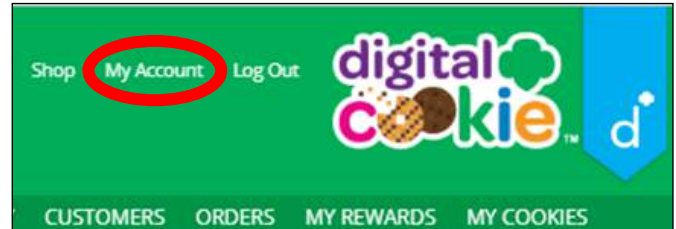
[EDIT](#) [APPROVE AND PUBLISH](#)

Your Girl Scout will receive an email confirmation that her caregiver has approved her site. Now she is ready to send marketing emails to customers when the cookie program begins January 2.

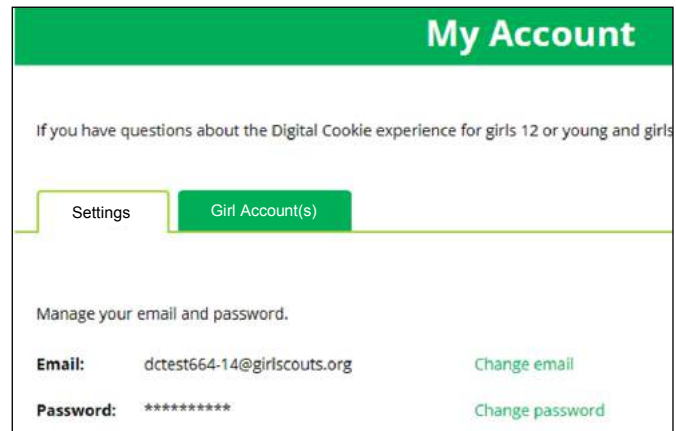
“My Account” Tab

Use this tab to update your email address, password, or girl information.

- 1 Go to digitalcookie.girlscouts.org, log in, and click on “My Account” at the top of the page.



- 2 You can use the “Settings” tab to change your email or password. If you are also a Troop or Service Unit Volunteer, you will be unable to change your email address here. You will need to update your email address in eBudde instead.



- 3 Use the “Girl Account(s)” tab to change your Girl Scout’s name or email address if she is 13 or over.

NOTE: Updating your email in Digital Cookie does not mean it will be updated in your council membership system. Login to MyGS to update your email there as well.