Digital Cookie®

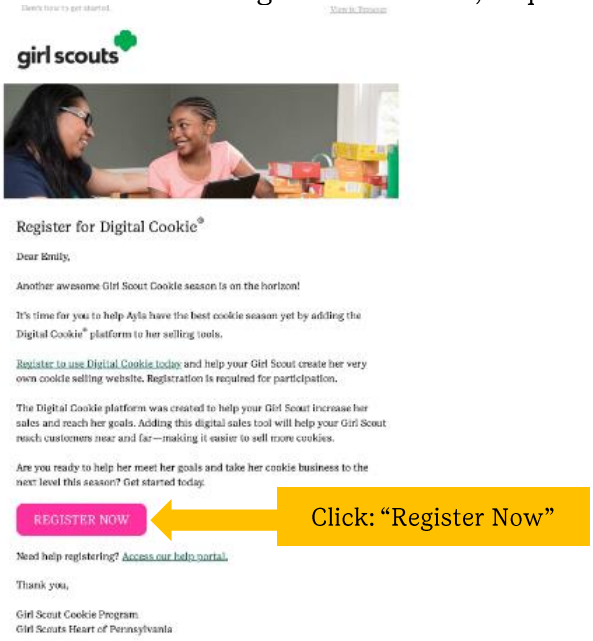
Registration and Site Set Up

Parents/Girls Under 13

REGISTRATION

Step 1: Watch for your registration email* from "Girl Scout Cookies" (email@email.girlscouts.org) with the subject "Register for the Digital Cookie Platform Today". Your council will let you know the approximate date you can expect to see that email. Search your "Promotions/Clutter/Spam" folder too.

*If you did not receive a registration email, request help here.



Click: "Register Now"

Be sure to add email@email.girlscouts.org to your address book so you get your email!

Step 2: Click the green button to take you to the Digital Cookie registration site.

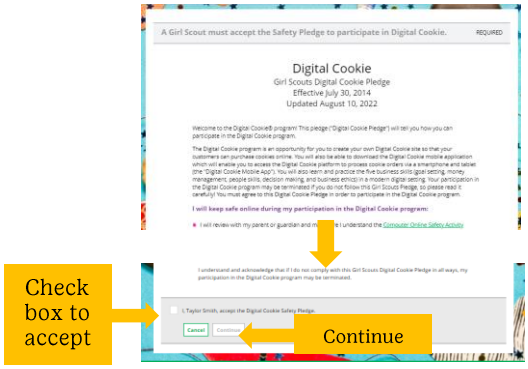
Step 3: Create a password.

Step 4: Use your new password to log in. Remember to use the same email address where you received your registration email-that's the one your Girl Scout Council has on file for you.

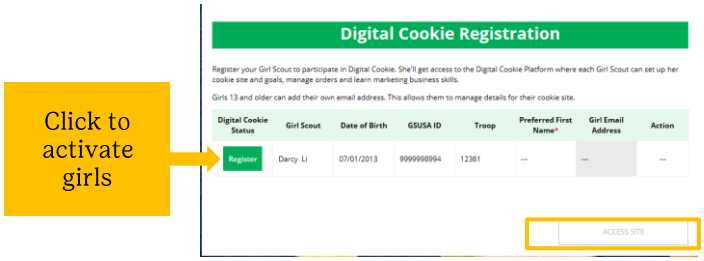
Step 5: Watch and review the "*Safe Selling for Smart ookies*" safety video pop-up with your Girl Scout(s). You can't proceed any further until the full video has been viewed.

Step 6: Read and accept the Terms and Conditions agreement. Note, if you are a volunteer, you will first see an additional Terms and Conditions for Volunteers.

Step 7: Read "Girl Scout Safety Pledge" and check the box for "accept" and click "continue."



Step 8: Activate your girl or girls for the Digital Cookie program and update their preferred name if necessary.

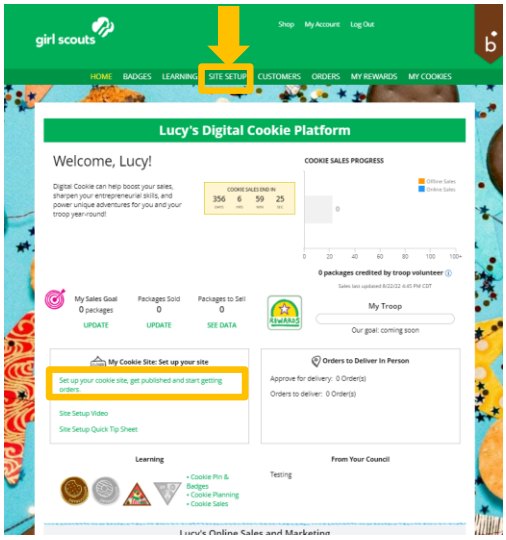


After activating all your girls (if you have multiple girls), you will click the "Access Site" button to be taken to the first girl's home page.

Step 9: Once you have registered, watch your inbox for a registration confirmation email and save this email where you can find it during cookie season!

SITE SET UP

Step 1: Click on the "Set up your Digital Cookie site…" link in the "My Cookie Site" section, or the "Site Setup" at the top.



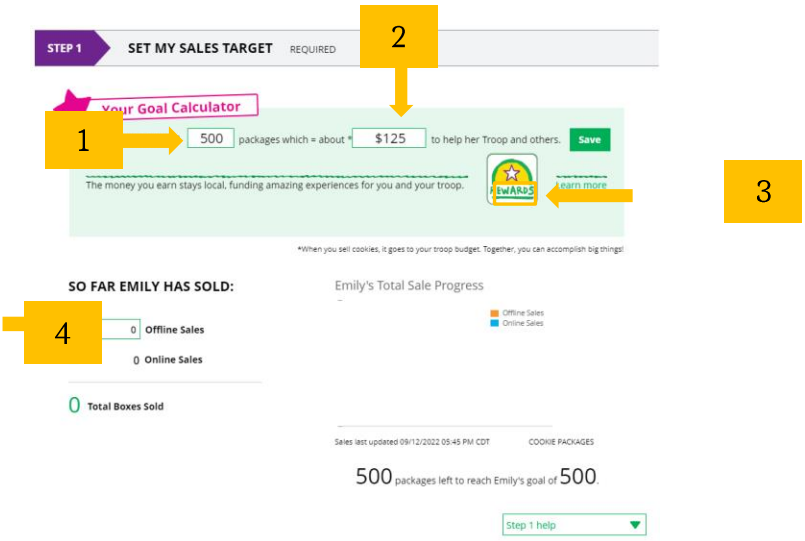
Step 2: There are several different sections to her home page.

- Goal Setting: "Set My Sales Target"
- "My Cookie Story"
- Photo/Video Upload
- "Preview and Publish Your Site"

<u>My Sales Target</u>

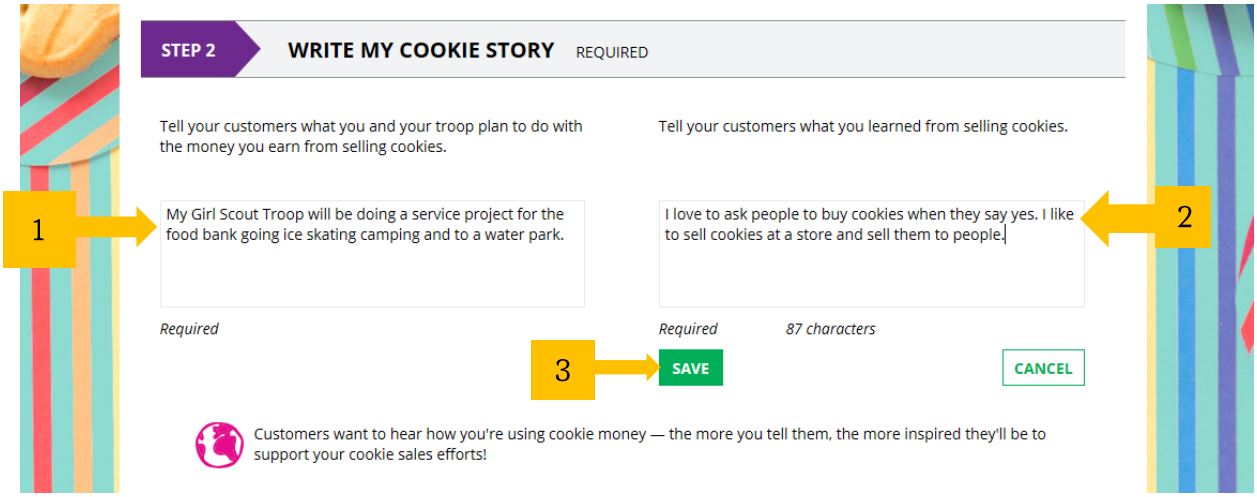
1. Girl Scouts enter how many boxes of cookies they are working to sell this year through online and offline sales.
2. When the information is entered, the calculator will show how much money the troop will get from her hard work.
3. Clicking on "Rewards" will take you to your council's rewards tab (if 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.



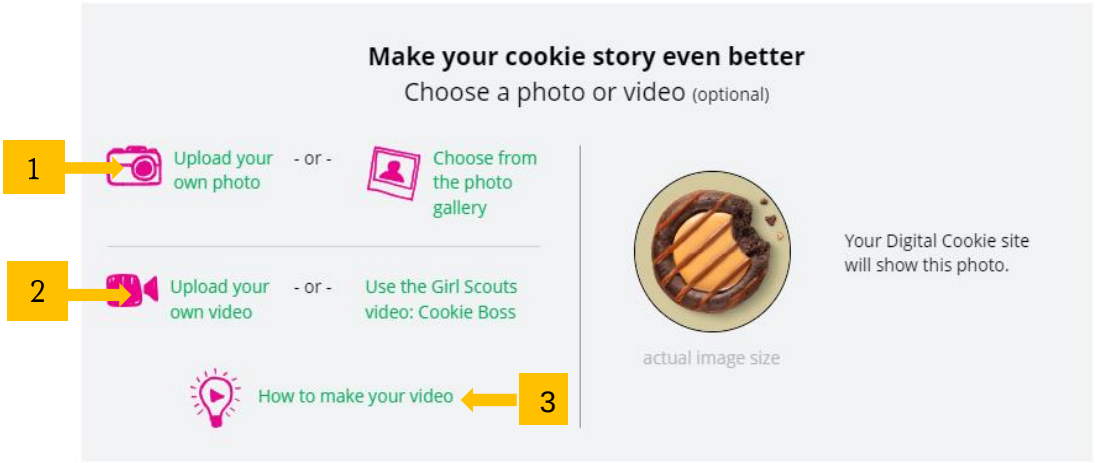
My Cookie Story

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.



Photo/Video Upload

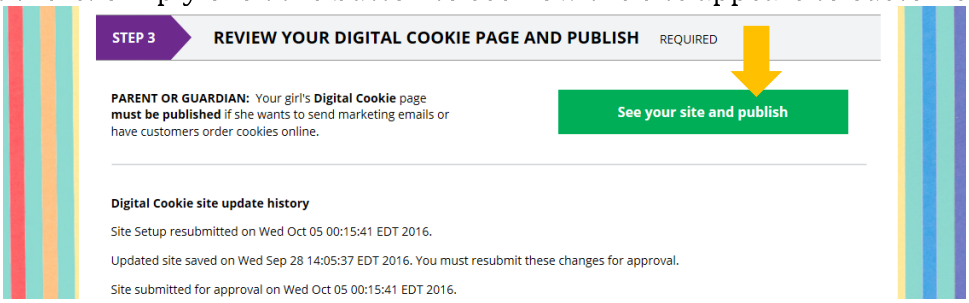
Girls can choose to upload a photo of themselves or use a picture from the gallery OR upload a video of themselves or use the "Cookie Boss" video.



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

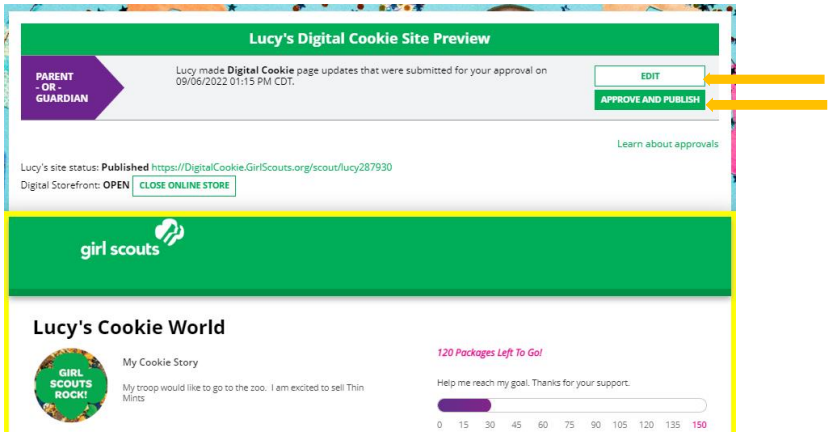
Preview and Publish Your Site

Almost there! Simply click the button 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.

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.