

Registering for Digital Cookie

Caregivers/Girl Scouts Under 13

Step 1: Watch for your registration email* from "Girl Scout Cookies" (email@email.girlscouts.org) with the subject "It's time to register your Girl Scout for Digital Cookie!". 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, see the <u>No Registration Email</u> Tip Sheet.



Step 2: In the email is a pink button to take you to the Digital Cookie registration site. Simply click that button!

(For best results, use the most recent version of your web browser)

Step 3: Once you click the link you'll be on the Digital Cookie platform. You'll need to create a password.

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-	A CARLES	AVAIP/12/1
	Log in to Digital Cook	kie
	Email	
	Password	
9		
7	Log in	
7	Forgot password Need help to	log in

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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.

Create Your Digital Cookie Password

Passwords m number, capi optional spec	ust be 8-16 characters, include 1 al letter and lowercase letter, with al characters !, #, \$.	
Confirm Pass	word	
	Coloreste	

Step 5: When you first log in, you will have the "*Safe Selling for Smart Cookies*" safety video pop-up to watch and review 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.

	You must accept the Terms & Conditions to Participate in Digital Cookie.
	Digital Cookie
	Terms and Conditions for Parents/Guardians of Girl Scouts
	Effective July 30, 2014
	Updated August 10, 2022
	Welcome to the Digital Cookie® programi Parents/Guardians must agree and adhere to the below terms and conditions ("Parents/Guardians Terms & Conditions") in order for their Girl Scout to participate in the Digital Cookie program.
	The Digital Coole program is an apportunity for your Crit Scott to create the rown Digital Coole site where he controver scan purchase context critics will also be able to the characteristic Te Digital Coole whole application which will enable Crit Scotts to access the Digital Coole platform to protoss coole context a a smartphone or table (the Toolgital Coole Mobile App). Criti Scotts will also hear and practice the the business shills (gas setting, money management, people skills, decision making, and business ethics) in a modern digital setting.
	In addition, because your Girl Scout will be involved with managing and entering information associated with the program online, please carefully review the Privacy Policy before agreeing to these Parents/Guardians Terms & Conditions.
	Your agreement to these Parents/Guardians Terms & Conditions constitutes your consent to the <u>Privacy Policy</u> and consent thet your Girl Scout may participate in the Digital Cookie program.
	I will keep my Girl Scout safe during her party aion in the Digital Cookie program:
	 I will review the <u>Grif Source Digital Coste Pledge</u>. <u>Computer Online Safety Archity Checkpoint</u>, and <u>Grif Sour</u> Grif Source does not comply with the <u>Grif Source Digital Coste Pledge</u> or any of the materials referenced therein, including the <u>immers Safety Pledge</u>, my Grif Sourci participation in the Digital Coste program may be terminated.
,	
× _	
)	I, Christina Williamson, accept the Terms and Conditions.
t	Cancel Continue

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Step 7: Next, the "Girl Scout Safety Pledge" will appear. Be sure to read it to/with your Girl Scout(s). Then check the box for "accept" and click "continue."

	A Girl Scout must accept the Safety Pledge to participate in Digital Cookie. REQUEED
	Digital Cookie
	Girl Scouts Digital Cookie Pledge
	Effective July 30, 2014
	Updated August 10, 2022
	Welcome to the Digital Cookiel® program This pledge ("Digital Cookie Pledge") will tell you how you can participate in the Digital Cookie program.
	The Optic Observations and the approximation provide the approximation and the optical control and the approximation and the approxi
	Twin keep sale online ouring my participation in the bigital cookie program.
	I will review with my parent or guardian and make sure I understand the <u>Computer Online Safety Activity</u>
	I understand and acknowledge that if I do not comply with this Grt Scouts Digital Cookle Piedge is all ways, my participation in the Digital Cookle program may be terminated.
heck ox to	Lityles form, anger ete ligger Gales Safer Pelge Continue
cont	
Lept.	

You will then be taken to a screen to activate your Girl Scout(s) for the Digital Cookie program and update their preferred name if desired.

	Digital Cookie Registration							
Register your Girl Scout to participate in Digital Cookie. She'll get access to the Digital Cookie Platform where each Girl Scout can cookie site and goals, manage orders and learn marketing business skills. Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.								in set up her
Click to	Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID	Тгоор	Preferred First Name*	Girl Email Address	Action
activate Girl	Active	Nadda	05/20/2012	1088	4010			
Stouts						_		
							ACCESS SI	ITE

If the Girl Scout you are activating is 13 or older, you have the option to enter her email address and she will complete her own registration process. (See "<u>Site Registration-Girl</u> <u>Scout 13 and Older</u>" Tip Sheet for instructions.) Girl Scouts under 13 will login in partnership with their caregiver and do not need a separate email address.

Preferred First Name:* (or use a nickname)		
Girl Email Address: (optional)		
	Cancel	Save

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

Step 8: Once you have registered, watch your inbox for a registration confirmation email and save this email where you can find it during cookie season!

Next Steps: <u>Site Setup</u> <u>Marketing to Customers</u>



Site Setup - Girl Scout Under 13

Previous Steps: <u>Site Registration</u>

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.

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

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Goal Setting: Set My Sales Target

- 1. Girl Scouts enter how many packages 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 Scout might want to work towards.
- 4. Girl Scouts 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.

	STE	SET MY SALES TARGE	ET REQUIRED	
		The money you earn stays local, funding	g amazing experiences for you and your troop.	3
			*When you sell cookies, it goes to your troop budget. Together, you can accomplish big things!	
		SO FAR EMILY HAS SOLD:	Emily's Total Sale Progress	
4		0 Offline Sales	- ■ Office Sates	
		Total Boxes Sold		

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.

	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.	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.	2		
	Required	Required 87 characters SAVE CANCEL			
	Customers want to hear how you're using cookie mor support your cookie sales efforts!	ney — the more you tell them, the more inspired they'll be to			



Photo/Video Upload

- 1. Girl Scouts can choose to upload a photo or use a picture from the gallery.
- 2. Or, Girl Scouts can upload a video or use the "Cookie Boss" video.
- 3. Bonus! Girl Scouts can get tips on how to make a great video.

Make your cookie story even better

Choose a photo or video (optional)



Girl Scouts who uploaded a photo or video of themselves sold more than double the boxes on average than those who did not.

See Your Cookie Site and Publish

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



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.



Next Steps: <u>Marketing to Customers</u> <u>Accessing the Games and Videos</u>

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