

# Digital Cookie<sup>®</sup>

## 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 [No Registration Email Tip Sheet](#).

girl scouts

Register for Digital Cookie<sup>®</sup>

Dear Emily,

Another awesome Girl Scout Cookie season is on the horizon!

It's time for you to help Ayla have the best cookie season yet by adding the Digital Cookie<sup>®</sup> platform to her selling tools.

[Register to use Digital Cookie today](#) and help your Girl Scout create her very own cookie selling website. Registration is required for participation.

The Digital Cookie platform was created to help your Girl Scout increase her sales and reach her goals. Adding this digital sales tool will help your Girl Scout reach customers near and far—making it easier to sell more cookies.

Are you ready to help her meet her goals and take her cookie business to the next level this season? Get started today.

[REGISTER NOW](#) ← Click: “Register Now”

Need help registering? [Access our help portal](#).

Thank you,

Girl Scout Cookie Program  
Girl Scouts Heart of Pennsylvania

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

**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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Log in to Digital Cookie

Email

Password

Log in

[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

When you create your password, a confirmation email will be sent.

Passwords must be 8-16 characters. Include 1 number, capital letter and lowercase letter, with optional special characters !, #, \$.

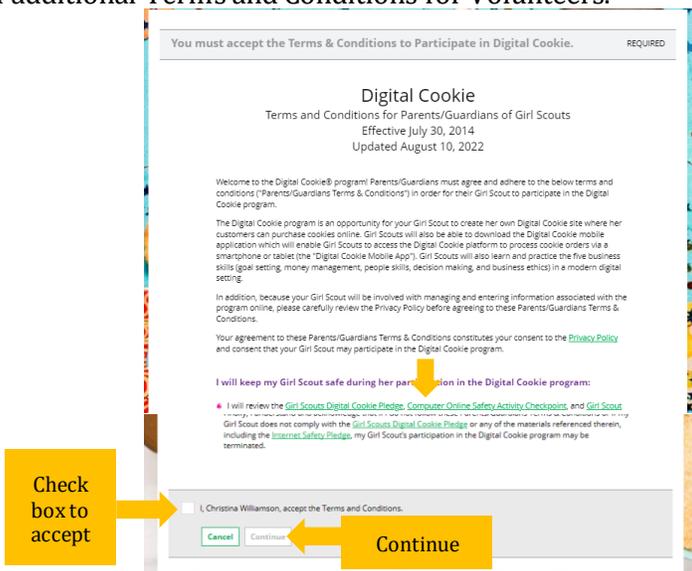
Submit

**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.



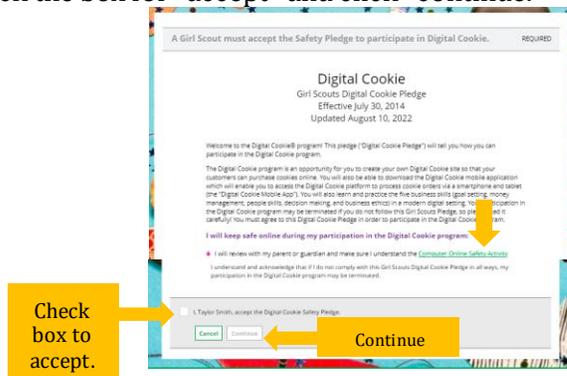
Continue button will turn green after video

**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.

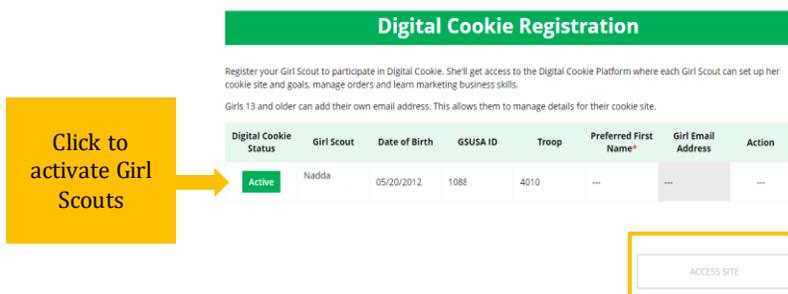


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**Step 7:** Next, the “Girl Scout Safety Pledge” will appear. Be sure to read it to/with your Girl Scout(s). Then check the box for “accept” and click “continue.”



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.



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 “[Site Registration-Girl Scout 13 and Older](#)” 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)

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:** [Site Setup](#)  
[Marketing to Customers](#)

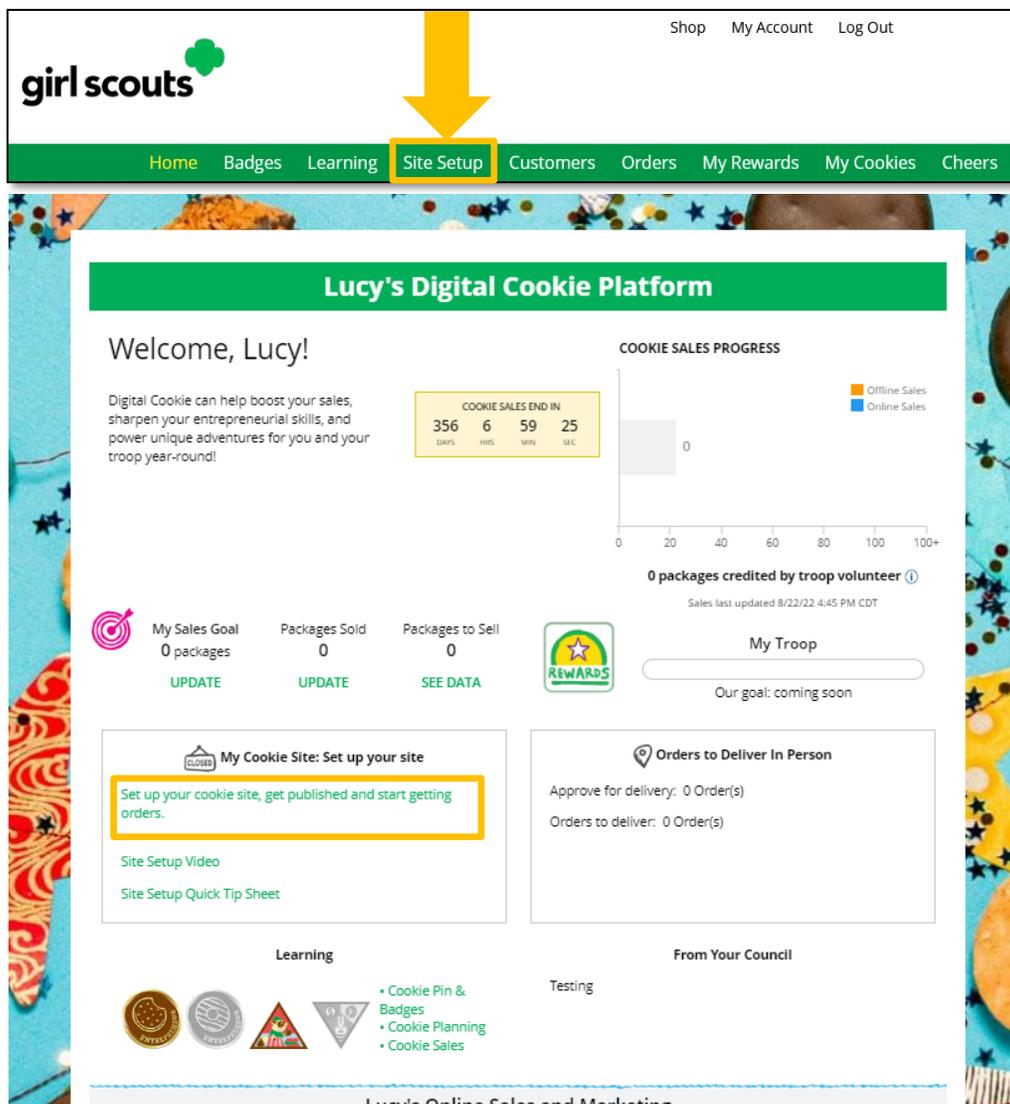
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## Site Setup – Girl Scout Under 13

Previous Steps: [Site Registration](#)

**Step 1:** Log in to [digitalcookie.girlscouts.org](https://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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## 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.

**STEP 1 SET MY SALES TARGET** REQUIRED

1 Your Goal Calculator

2

3

4

SO FAR EMILY HAS SOLD:

Offline Sales

Online Sales

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

1

2

3

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.

Required

Required 87 characters

SAVE

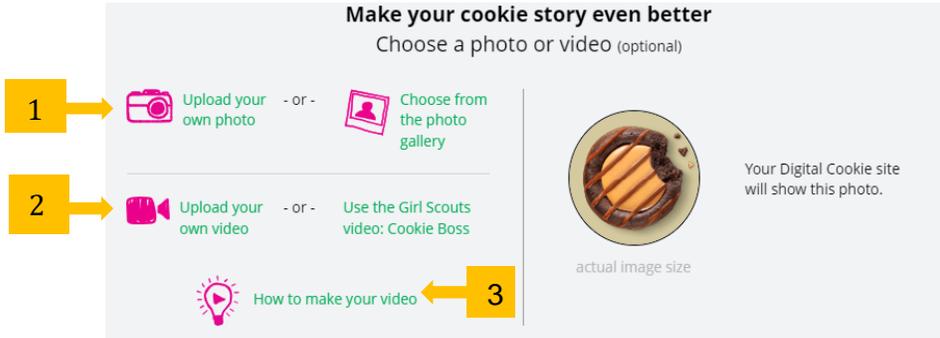
CANCEL

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!

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## Photo/Video Upload

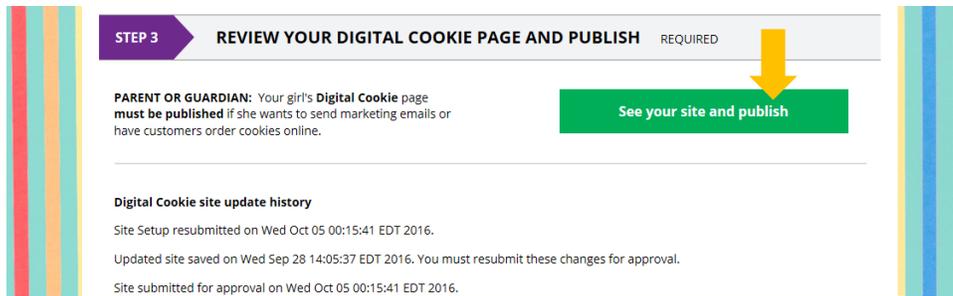
1. Girl Scouts can choose to upload a photo or use a picture from the gallery.
2. Or, Girl Scouts can upload a video or use the “Cookie Boss” video.
3. Bonus! Girl Scouts can get tips on how to make a great video.



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.

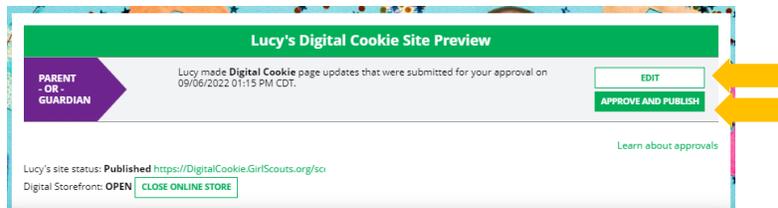


If your button only says “see your site” you may be missing some required fields or didn’t make any changes. Go back and check that everything has been completed.

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: Marketing to Customers Accessing the Games and Videos