

Digital Cookie®

Marketing to Customers

A Digital Cookie site isn't any good without customers! Learn how you can:

- Enter customer information
- Send marketing emails

Customers tab

Click "Customers" tab.

girl scouts				Sho	op My Account	: Log Out	
Home Badges	Learning	Site Setup	Customers	Orders	My Rewards	My Cookies	Cheers

Cookie Customers

Girl Scouts can add or import customers they want to send marketing emails to--and keep customers in Digital Cookie for referencing in future cookie seasons.

Clicking on a customer's name brings up more information about the customer, including details about any orders.

		Custon			
ack to customer list					
	Customer:	Mindy Guevara		Contact Source: Website	
	Email:	mgtags22@gmail.co	m	Notes:	
	Address:	1231 Upas St San Diego, Californi 92103-5127	a		
	Phone:	619-555-5555			
Season 2023		Customer	Edit Customer sales goal: 0	Add Another C	ustomer
Season 2023			sales goal: 0	Add Another C	
DETAILS Order Date:	Orders: 1 P	ackages added to	sales goal: 0 ES	ORDER SUMMAR	RY .
DETAILS	Orders: 1 P	ackages added to	sales goal: 0 ES	ORDER SUMMAR	ty es: 2 \$10.00
DETAILS Order Date: Order Number:	Orders: 1 P 08/09/23 01:28 05344521	ackages added to cooki	sales goal: 0 ES	ORDER SUMMAR	ty es: 2 \$10.00 \$10.00

Send Marketing Emails

To send emails to your customers, check the box in front of all the customers you want to reach and click "Send Marketing Emails."

Digital Cookie 2024: Marketing to Customers

Need more help? Contact Digital Cookie Customer Support or view a selection of FAQs via the link at the bottom of the Digital Cookie web browser.

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You can select different customers and send different emails to them or send the same email to all your customers at the same time.

		Му Соо	kie Cust	omers		
	Customer List Send marketing emails, keep custo Select All Send Marketi			ers.		Tips to get started
	Name	Email Address	Last Emailed	Email Title	Total Orders	Total Pkgs
Select the	Darren Waithe	Yes	11/18/2019	Open	0	0
customers	Eva Almiro	Yes			0	0
customers	James Brinson	Yes	11/18/2019	Open	0	0
	Jasmin Williams	Yes			0	0
	Jasmin Winters	Yes			1	4
	Jorge Ruiz	Yes	11/18/2019	Open	0	0
	🖌 Joy Johnson	Yes			0	0
	✓ Joy Odufu	Yes			0	0
	Katja Mandivi	Yes	11/18/2019	Open	0	0
	Maricela Lopez-Perez	Yes			0	0
	Total customers: 10 Total ema	ails sent: 4 Total uniq	ue customers email	ed: 4	N	eed help?

Add Customer

To add customers manually, click "Add Customers."

The only required field is Name. To maximize your marketing, you should complete as many of the fields as possible.

You can also add customers who have made a purchase and aren't in your customer list.

Import Customer(s)

Click "More" then "Import."

Instructions for how to import contacts will show. Click "Cookie Customers Template" to download. Navigate to your downloads and open the spreadsheet. The first tab will have detailed instructions. If the file opened in Protected View or Read Only, click "Enable Editing."

A	В	С	D	E	F	G	н	I	J	К
First Name	Last Name	Nickname	Street Address	City	State	Zipcode	Phone Number	Email Address	Notes	
Jane	Dow	Aunt Jane	123 Main St	Rolling Hills	OK	23902		dctest664-14@girlscouts.org		
1										

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On the second tap of spreadsheet "Import_Customers," fill in information based on the template provided. Save spreadsheet progress often. When complete, close the file.

Click "Choose File" button in your Digital Cookie tab and select "Import_Customer" file (it may be in your downloads still or wherever you saved it to). Click "Import File." While the file is uploaded, you can send marketing emails to these customers.

Export

The "More" drop down menu also gives you the option to export your customer list. When you choose "Export" a screen will pop up with instructions on how to export your customer list and save it to your computer:

Export Your Customer List

Saving a copy of your customer list is easy. When you select the "Export file" button, a file will download to your computer with the name "DigitalCookieCustomers". You can rename the file, if you wish, and save it on your computer.



QR Code/Digital Cookie Site Link

You can also send customers a link to your Digital Cookie website OR generate a QR code for them to use directly from your home page.

Customers who purchase directly from a link won't be reflected as an email sent in your totals. But their orders are treated the same no matter how they reached your website.

UPDATE UPDATE SEE DAT	Our goal: coming soon
My Cookie Site: Open for Business	📀 Orders to Deliver In Person
INAAA's cookie site url: https://DigitalCookie.GirlScouts.org/scout /inaaa34999965	Approve for delivery: 1 Order(s) You have 5 days from the order date to approve.
Copy Link View QR Code	Orders to deliver: 5 Order(s)

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