

Digital Cookie® Booth Payments

1

Complete Set-up

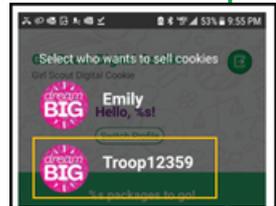
From a desktop web browser, the Girl Scout and Troop must **register, set up, and publish** their Digital Cookie sites. On a mobile device, download the Digital Cookie app from the Apple or Google Play store. Log in to the app with the same email and password you used when registering.



2

Select the Troop Account

Once you've logged in to the app, Girl Scouts will see two role options: their Girl Scout account and the Troop account. Use the **Troop account** during Cookie Booths and when using troop inventory. Use the **Girl Scout account** when making a sale that uses the Girl Scouts inventory (door to door, direct ship, deliver in person later).



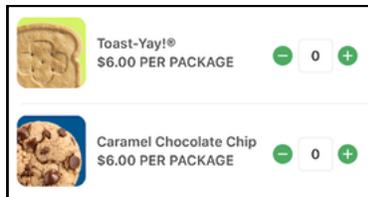
3

Create a Booth Order

Click "New Cookie Order"

+ New Cookie Order

Select the cookie varieties



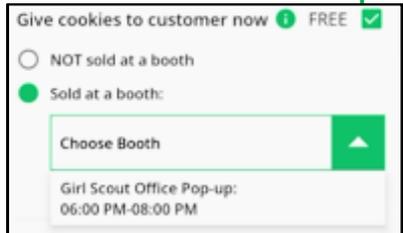
Click Checkout

CHECKOUT

4

Delivery at Checkout

Check "Give cookies to customer now"



Select "Sold at a booth" and select your booth from the dropdown

Click Continue

CONTINUE

5

Select Payment

After reviewing the varieties entered, select a payment method (credit card, PayPal, or Venmo)



Enter the credit card # or click "Scan Card" for faster input



If PayPal or Venmo is chosen, a QR code will appear after clicking the Place Order button. The Girl Scout can turn the phone to the customer to scan and finish the process on their end.

6

Complete Order

If all info is verified, click Place Order

PLACE ORDER

On the next page, click Yes to confirm cookies were delivered



Congratulations! You've completed your Digital Cookie booth sale!

- **Post-sale:** Use the Smart Booth Divider in Smart Cookies to allocate sales to Girl Scouts in your troop