

# Digital Cookie<sup>®</sup> App Using Girl Scout Role

Delivery Options: “Deliver in person later,” “Give cookies to customer now” (door to door), and “Ship cookies to customer”

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## Complete Set-up

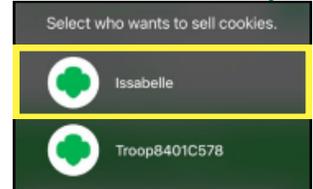
From a desktop web browser, the Girl Scout must **register, set up, and publish** their Digital Cookie site. On a mobile device, download the Digital Cookie app from the Apple or Google Play store. Log in to the app with the same email and password you used when registering.



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## Select the Girl Scout Role

Once you’ve logged in to the app, Girl Scouts will see two role options: their Girl Scout account and the Troop account. Select the Girl Scout account when making a sale that uses the Girl Scouts inventory (door to door, direct ship, deliver in person later). Cookie booth orders cannot be taken on the Girl Scout role.



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## Create an Order from Home Page

Review the home page:

- “Visit My Site” provides a QR code to share
- “Email My Site” creates an email with a site link
- “All Orders” displays orders by delivery method



Click “New Cookie Order”



Select the cookie varieties



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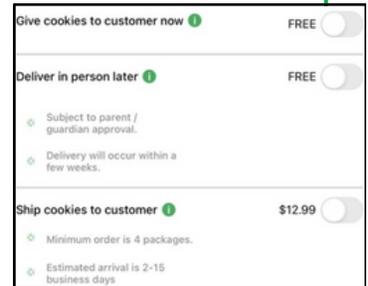
## Delivery at Checkout

Click Checkout



Select a delivery method:

- If the order is “give now,” adding customer info is optional
- If the order is ship/deliver later, add address info in next section



Click Continue



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## Select Payment

Choose between 3 payment methods (credit card, PayPal, or Venmo) for “give now” orders, or select credit card option for ship/deliver later



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.

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## Complete Order

If all info is verified, click Place Order



On the next page, confirm the order is complete



Congratulations! You’ve completed your Digital Cookie app sale!

- **Post-sale:** Go to “All Orders” on the home page. Find the green arrow next to “Approve for Delivery” and approve/mark orders as delivered as applicable