

Digital Cookie® Booth Payments

1

Complete Set-up

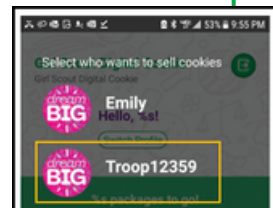
From a desktop web browser, the Girl Scout and Troop must **register, set up, and publish** their Digital Cookie sites. On a mobile device, download the Digital Cookie app from the Apple or Google Play store. Log in to the app with the same email and password you used when registering.



2

Select a Role

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).



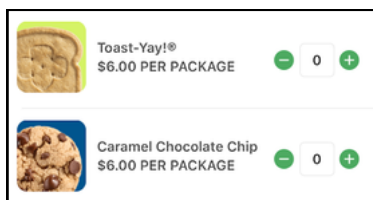
3

Create a Booth Order

Click "New Cookie Order"

+ New Cookie Order

Select the cookie varieties



Click Checkout

CHECKOUT

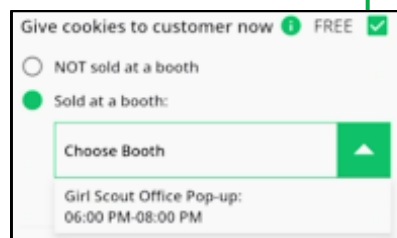
4

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

Review Order

After reviewing the varieties entered, enter the credit card information or click "Scan Card" for faster input



If all information is entered and correct, click Place Order

PLACE ORDER

6

Deliver Cookies

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

Delivery
Did you hand the cookies to the customer?

YES

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