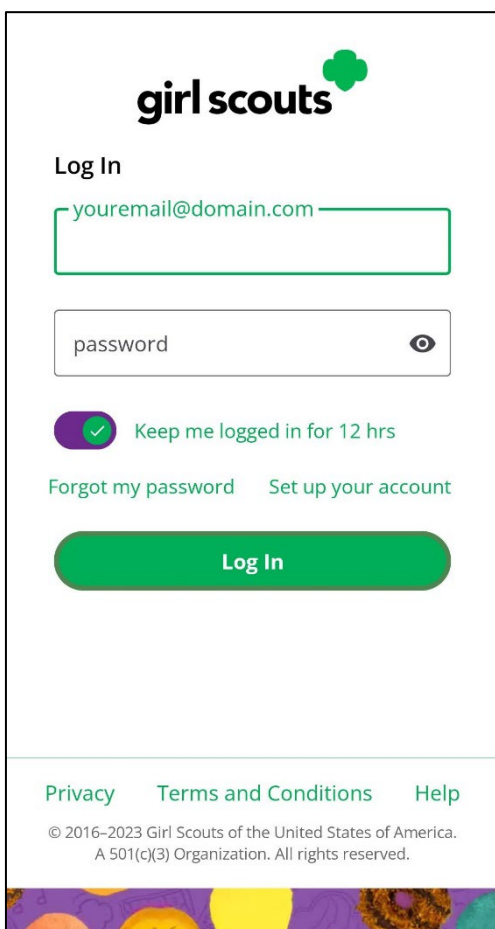


Digital Cookie[®]

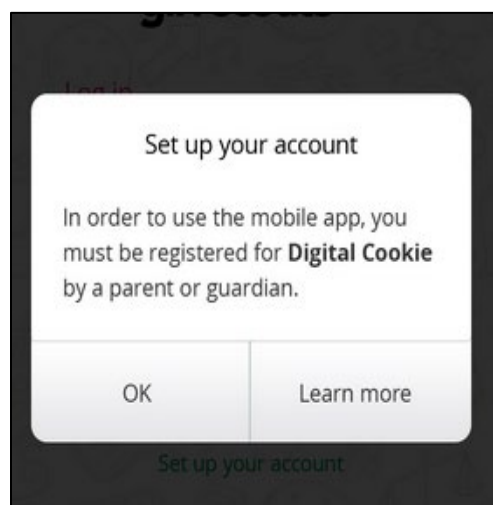
Mobile App

Girl Scouts and troop volunteers can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site as well as the troop site.

Users will start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app." Users should download a new version of the app every year.



The login screen features the Girl Scouts logo at the top. Below it is a "Log In" section with a text input field containing "youremail@domain.com", a password input field with a toggle icon, and a "Keep me logged in for 12 hrs" checkbox. There are links for "Forgot my password" and "Set up your account", and a large green "Log In" button. At the bottom, there are links for "Privacy", "Terms and Conditions", and "Help", followed by copyright information: "© 2016–2023 Girl Scouts of the United States of America. A 501(c)(3) Organization. All rights reserved."

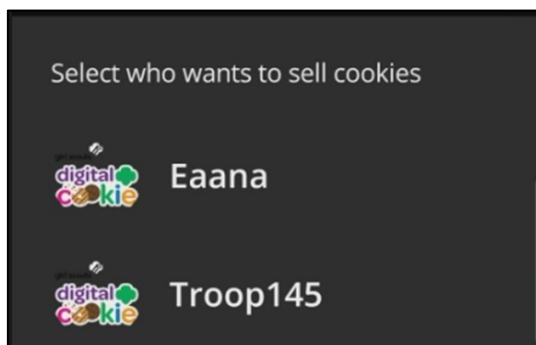


The same email and password used to access Digital Cookie is the same to log into the mobile app.

Note: The app will only work if the Girl Scout/Troop's Digital Cookie website is set up and published, and the council mobile app access date has started.

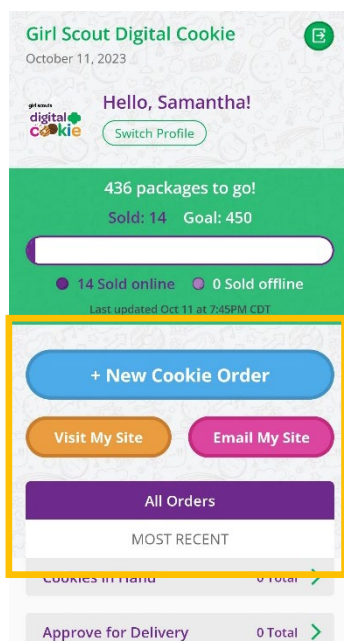
Digital Cookie®

Once a user is logged into the app they see the different accounts available. The user will select which account they want to use. The [Girl Scout view](#) is used to take sales on behalf of a specific Girl Scout. The [Troop view](#) is used to take sales on behalf of the troop and not an individual, for example at a troop booth.




Logged in as Girl Scout

From the home page, the user can select “New Cookie Order”, “Visit My Site,” “Email My Site,” or “All Orders.”



Email My Site is used to send their cookie link to a potential customer who doesn't want to continue the transaction at the immediate time. The Girl Scout will ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

Digital Cookie®


EMAIL MY SITE

ASK YOUR COSTUMER:

Can I email you a link to my Digital Cookie site right now? That way, you can order any time during the Girl Scout Cookie season.

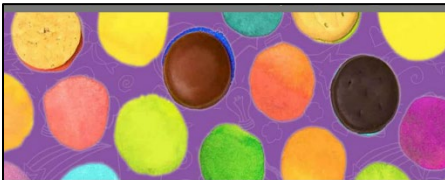
First Name

Last Name

Email

[See our privacy statement](#)


SEND EMAIL




Your Digital Cookie site has been sent successfully to:

dctest512-10@girlscouts.org

DONE




Visit My Site is used to see the Girl Scouts QR code. Girl Scouts can then show the customer their phone for the customer to scan the QR code which will take them directly to the Girl Scout's site to make a purchase.


VISIT MY SITE

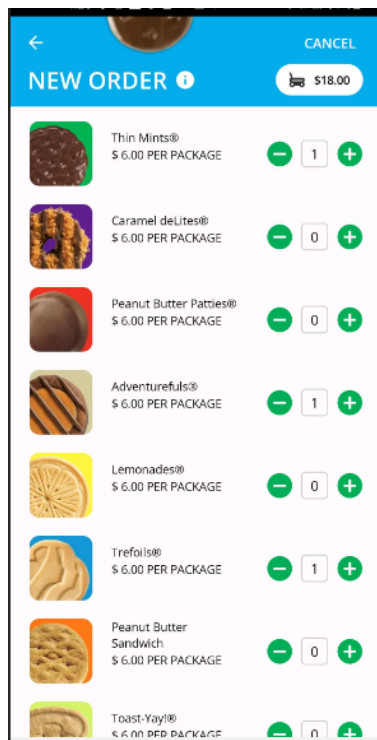
Scan the code below with your mobile camera or with a QR reader app.

You'll see a link to my cookie site at the top of your phone. Just tap it

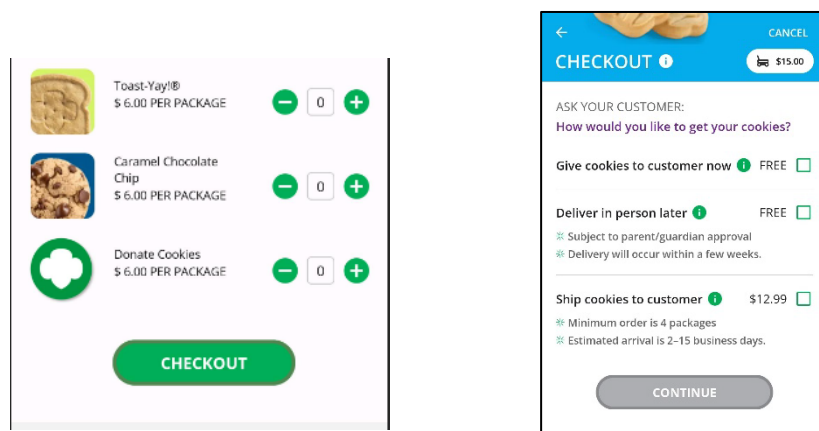


Digital Cookie®

New Cookie Order is used to take cookie orders directly through the app.



Once the correct number of cookies have been selected the Girl Scout will click the “CHECKOUT” button.

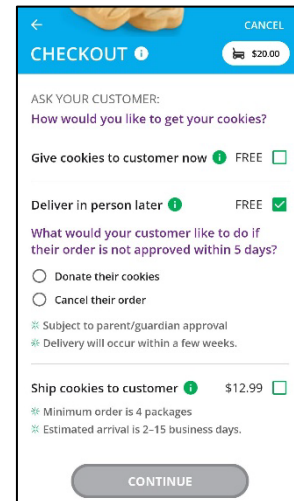


Step 2: Select how the customer would like to receive their cookies. After marking the selection, click continue.

Digital Cookie®

If deliver in person later is selected, the Girl Scout will need to ask the customer what they would like to do if their order can't be approved by the parent within five days, the same as all delivery customers are asked at checkout.

Once the selection is made, she can continue with the checkout process.



← CANCEL
CHECKOUT ⓘ \$20.00

ASK YOUR CUSTOMER:
How would you like to get your cookies?

Give cookies to customer now ⓘ FREE ☐

Deliver in person later ⓘ FREE ☒

What would your customer like to do if their order is not approved within 5 days?

☐ Donate their cookies

☐ Cancel their order

⚠ Subject to parent/guardian approval

⚠ Delivery will occur within a few weeks.

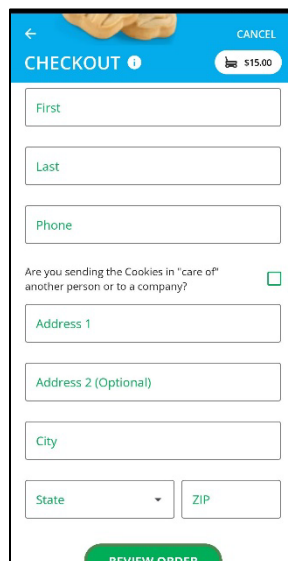
Ship cookies to customer ⓘ \$12.99 ☐

⚠ Minimum order is 4 packages

⚠ Estimated arrival is 2-15 business days.

CONTINUE

Step 3: Review order and enter customer information and payment details.



← CANCEL
CHECKOUT ⓘ \$15.00

First

Last

Phone

Are you sending the Cookies in "care of" another person or to a company? ☐

Address 1

Address 2 (Optional)

City

State ZIP

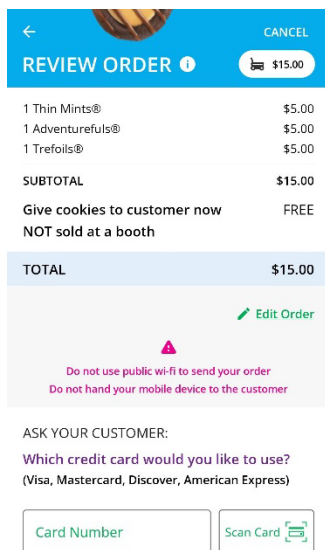
REVIEW ORDER

For in hand orders (give cookies to customer now), an address is not required, only the customer's name, email address, and billing Zip Code.

After completing the required info, click review or place order depending on the order type.

Digital Cookie®

Once the order is placed, the Girl Scout will receive an order confirmation screen.



REVIEW ORDER CANCEL \$15.00

- 1 Thin Mints® \$5.00
- 1 Adventurefuls® \$5.00
- 1 Trefoils® \$5.00

SUBTOTAL \$15.00

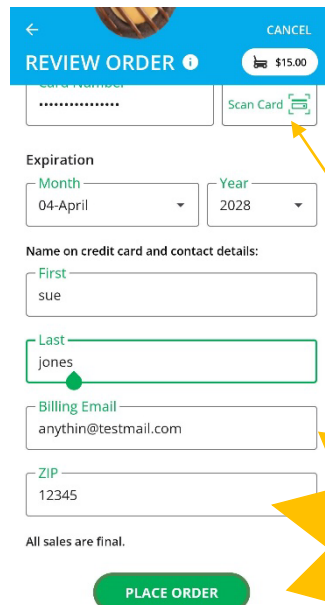
Give cookies to customer now
NOT sold at a booth FREE

TOTAL \$15.00

[Edit Order](#)

Do not use public wi-fi to send your order
Do not hand your mobile device to the customer

ASK YOUR CUSTOMER:
Which credit card would you like to use?
(Visa, Mastercard, Discover, American Express)



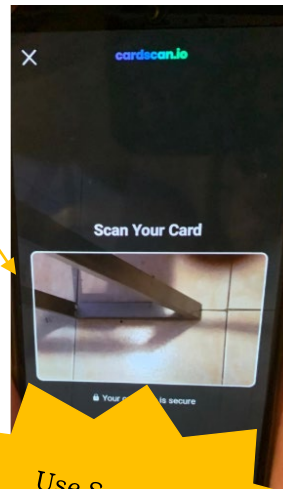
REVIEW ORDER CANCEL \$15.00

Search Number: *****

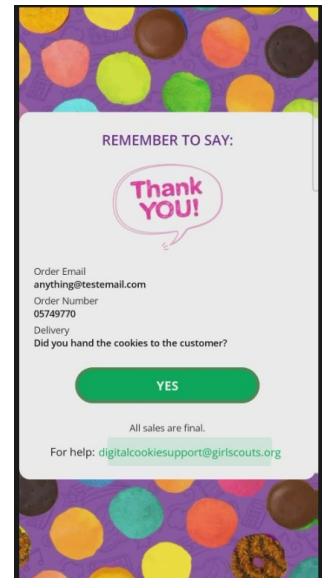
Expiration
Month: 04-April Year: 2028

Name on credit card and contact details:
First: sue
Last: jones
Billing Email: anything@testmail.com
ZIP: 12345

All sales are final.



Use Scan Card feature instead of typing all the details.



REMEMBER TO SAY:

Thank YOU!

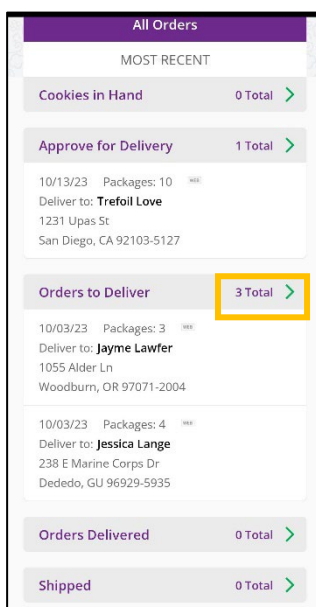
Order Email: anything@testmail.com
Order Number: 05749770
Delivery: Did you hand the cookies to the customer?

All sales are final.
For help: digitalcookiesupport@girlscouts.org

All Orders is used to view all the orders visible by delivery method.

Step 1: Click the green arrow to view all orders under that specific delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.



All Orders

MOST RECENT

Cookies in Hand 0 Total [>](#)

Approve for Delivery 1 Total [>](#)

10/13/23 Packages: 10 NEW
Deliver to: **Trefoil Love**
1231 Upas St
San Diego, CA 92103-5127

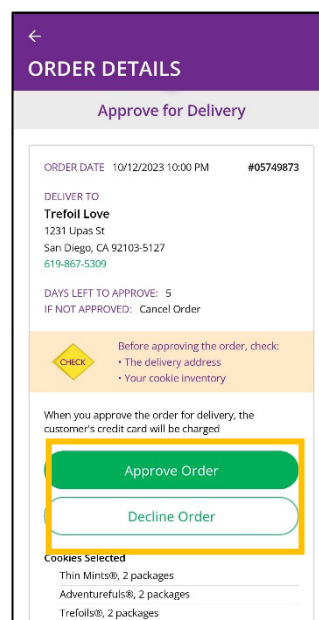
Orders to Deliver 3 Total [>](#)

10/03/23 Packages: 3 NEW
Deliver to: **Jayne Lawfer**
1055 Alder Ln
Woodburn, OR 97071-2004

10/03/23 Packages: 4 NEW
Deliver to: **Jessica Lange**
238 E Marine Corps Dr
Dededo, GU 96929-5935

Orders Delivered 0 Total [>](#)

Shipped 0 Total [>](#)



ORDER DETAILS

Approve for Delivery

ORDER DATE: 10/12/2023 10:00 PM #05749873

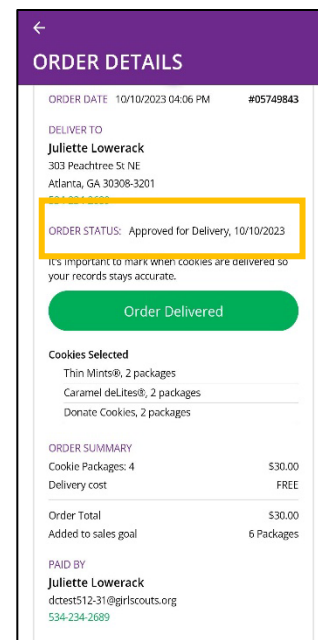
DELIVER TO
Trefoil Love
1231 Upas St
San Diego, CA 92103-5127
619-867-5309

DAYS LEFT TO APPROVE: 5
IF NOT APPROVED: Cancel Order

Before approving the order, check:
• The delivery address
• Your cookie inventory

When you approve the order for delivery, the customer's credit card will be charged

Cookies Selected
Thin Mints®, 2 packages
Adventurefuls®, 2 packages
Trefoils®, 2 packages



ORDER DETAILS

ORDER DATE: 10/10/2023 04:06 PM #05749843

DELIVER TO
Juliette Lowerack
303 Peachtree St NE
Atlanta, GA 30308-3201
678-924-1234

ORDER STATUS: Approved for Delivery, 10/10/2023

It's important to mark when cookies are delivered so your records stays accurate.

Cookies Selected
Thin Mints®, 2 packages
Caramel deLites®, 2 packages
Donate Cookies, 2 packages

ORDER SUMMARY

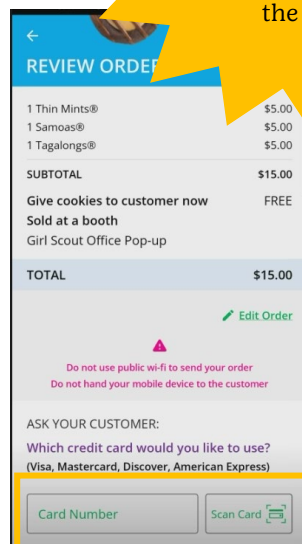
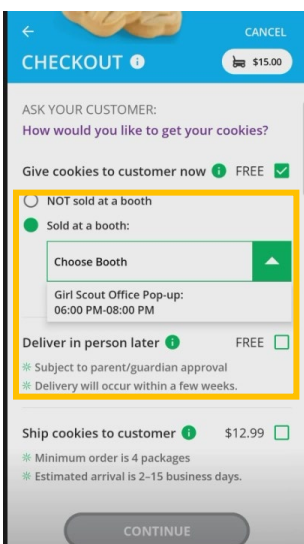
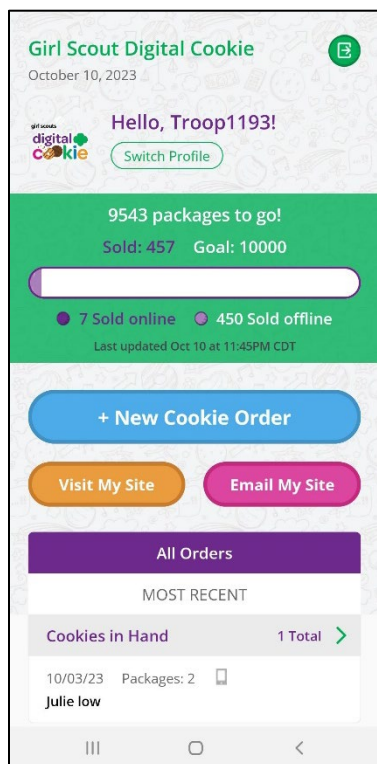
Cookie Packages: 4	\$30.00
Delivery cost	FREE
Order Total	\$30.00
Added to sales goal	6 Packages

PAID BY
Juliette Lowerack
dctest512-31@girlscouts.org
534-234-2689

Digital Cookie®

Logged in as Troop

When users are logged in as the troop, they will see the same dashboard as if they were a Girl Scout and have the same choices “New Cookie Order”, “Visit My Site,” “Email My Site,” or “All Orders.” Many of the steps taken as a Girl Scout are the same as a troop. This section will focus on the different functionality.



Volunteers who do not have a Girl Scout can still log into Digital Cookie to use the app as the troop.

New Cookie Order: When processing a new order, during the checkout steps, if the selection “Give cookies to customer now” is selected the user will see additional options. Once a user has selected “Sold at a booth” they will select that specific booth. When reviewing the order users can see which booth was selected.

Troop login means that sales will be credited to the whole troop – such as at a cookie booth.

All cookie booth credit card payments will go through the Troop Login in the Mobile App. Booths will not display in the Girl Scout Login.

Approving orders: all users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can above. Troop volunteers should discuss with family members how they want the troop orders to be handled prior to using the app.