

## Fingertip Facts for Parents

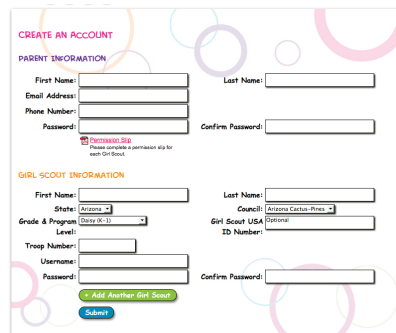
It's almost here! Now is the time to set up your Girl Scout for Girl Scout Cookie Season by registering in the all-new Cookie Club. All families are asked to join.

Get your Girl Scout registered and ready in just five steps!

### Step 1: Registering

Register your Girl Scout online at <http://cookieclubpilot.littlebrowniebakers.com>.

- Please be sure to use the most common form of her name – no special nicknames or unusual shortened forms.
- Remember to fill out the permission form (available on the registration page) and give it to the adult volunteer.
- Once you've registered, your girl can do everything except send eCards. That feature will be unlocked at the official start of Cookie Season.



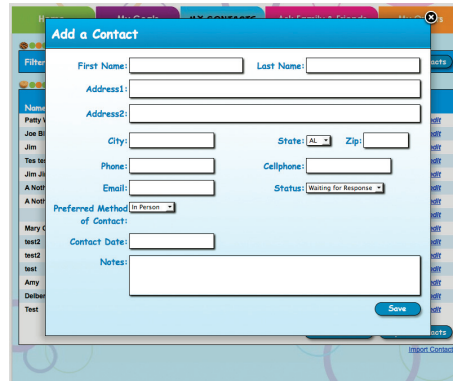
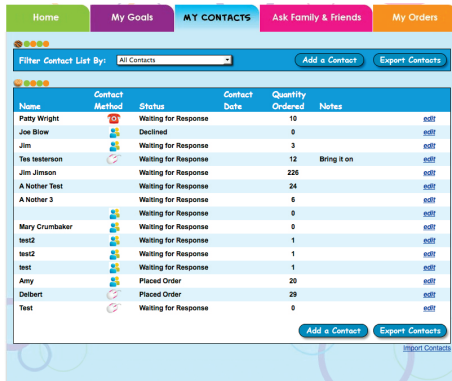
### Step 2: Setting Goals

Now your Girl Scout is ready to log in using her very own password. The first time she uses the site, she'll take a quiz to become safety certified. Then, she can click on the SET MY GOALS tab to create her goals. This step teaches your girl that setting goals is the first step to becoming successful. The LEARN MORE ABOUT GOALS tab provides a fun quiz that she can use to help define her goals. After the quiz, help your Girl Scout fill out her goals and be sure to click SAVE.



### Step 3: Adding Contacts

Adding contacts is the smart way to keep track of everyone your Girl Scout plans to contact about buying cookies. Click on the MY CONTACTS tab and then ADD A CONTACT. The screen that pops up will allow your Girl Scout to add as much information as possible. Be sure to add an email address so she can send an eCard in an email, making ordering fun and easy.



### Step 4: Asking Family and Friends

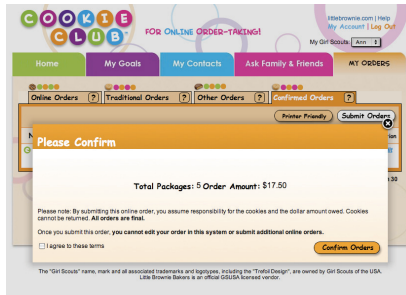
Click on the ASK FAMILY AND FRIENDS tab. If you entered an email address for someone in your CONTACTS list, it will appear automatically in this section. You also can add a contact name and email address directly to this list at the bottom section. All you have to do is click on SEND eCARD and your contact will receive a friendly email letting them know they can order cookies from your Girl Scout online. If they choose to do this, their order will show up on your Girl Scout's online orders list automatically.



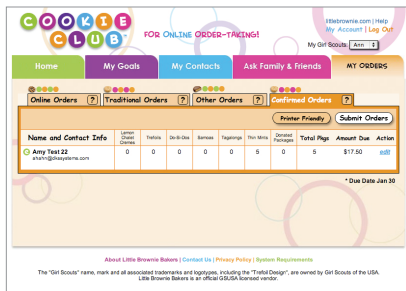


## Step 5: Placing Orders

Login using your parent password. Go to the MY ORDERS tab. Look at each of the cookie orders and click CONFIRM if it is correct.



When order-taking is finished, submit all orders in a single batch by clicking the SUBMIT button.



## Tips!

**Save your contacts.** Once you've submitted your final cookie order, be sure to export your contacts for use next year. This is a great way to increase cookie sales by making it easier and faster to reach out to potential buyers when the next Cookie Season rolls around.



**Have Questions?** Throughout the site you will find a small question mark in a box. Just click, and an explanation for that section will pop up.

