

# Digital Cookie®

## Training Material Index for LBB Council Caregivers/Girl Scouts

Re	gis	tra	tic	n

Registration		
Site Registration	<u>Tip Sheet</u>	<u>Video</u> (initial login)
Site Registration Girl Scout 13 and Over	<u>Tip Sheet</u>	
Forgot Password/Password Reset	<u>Tip Sheet</u>	
No Registration Email	<u>Tip Sheet</u>	
Unlock Account	<u>Tip Sheet</u>	
My Account Tab	<u>Tip Sheet</u>	
Dashboard	<u>Tip Sheet</u>	
Site Setup		
Site Setup	<u>Tip Sheet</u>	<u>Video</u>
Site Setup-Girl Scout 13 and Over	<u>Tip Sheet</u>	
Photo/Video Upload	Tip Sheet	<u>Video</u>
Marketing to Customers	Tip Sheet	<u>Video</u>

# Marketing to Customers Order Management

Order Management		
My Cookies: Initial Order	<u>Tip Sheet</u>	<u>Video</u>
Order Received: In-Person Delivery	<u>Tip Sheet</u>	<u>Video</u>
Order Received: Shipped/Donated	<u>Tip Sheet</u>	
My Cookies: Delivery Settings	<u>Tip Sheet</u>	<u>Video</u>
My Cookies: Inventory by Variety	<u>Tip Sheet</u>	<u>Video</u>
My Cookies: Financials	<u>Tip Sheet</u>	<u>Video</u>

#### Site Features

Entrepreneur Pin and Badges	<u>Tip Sheet</u>	
My Rewards	<u>Tip Sheet</u>	<u>Video</u>
Cheers	<u>Tip Sheet</u>	
Closing Your Site Early	Tip Sheet	

### **Mobile App**

Mobile App Caregiver/Girl Scout View	<u>Tip Sheet</u>	<u>Video</u>
Mobile App Booths	<u>Tip Sheet</u>	<u>Video</u>

#### **Customer Support Help**

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Digital Cookie Website (Site set up · Reports · Customer list · viewing orders · Mobile App, etc.)	<ul><li> <u>Parent/Girl Scout FAQs</u></li><li> <u>Contact Customer Support with a System Issue</u></li></ul>
Digital Cookie Registration & Account Information Support	<ul> <li>Contact Customer Support with Registration Issue</li> <li>Contact Customer Support with Account Information Issue</li> </ul>
Direct Shipped & In-Person Delivery Order Inquiries	<ul> <li><u>Customer FAQs</u></li> <li><u>Order Status Page</u></li> <li><u>Contact Customer Support with an Order Issue</u></li> </ul>
Customer Experience Tip Sheets	• <u>In-person Delivery Order</u> / <u>Shipped Order</u>