Girl Scouts of Northern Illinois 2026 Digital Cookie Manual

What is Digital Cookie?

Digital Cookie (https://digitalcookie.girlscouts.org/login) is a program developed by GSUSA in conjunction with Little Brownie Bakers which allows Girl Scouts to create a customized website, send emails to customers, take online orders for cookies, and so much more. Customers order and pay for cookies online and then have the option for the cookies to be shipped directly to them (shipping charges apply), have the Girl Scout deliver the cookies or donate cookies with no additional handling fees. Digital Cookie may also be referred to as DC26 or DC26 Cloud, and orders are labeled in eBudde™ as DOC for Digital Order Card.

There is no requirement for Girl Scouts to participate in Digital Cookie. However, Digital Cookie provides the opportunity for Girl Scouts to learn more about e-commerce and running a business in today's world. The decision to participate in Digital Cookie is a Girl Scout/family decision. It is not a decision that has to be made as a whole troop. However, the Troop Cookie Chair must follow the proper steps to give credit for any packages sold by any Girl Scout in the troop utilizing Digital Cookie.

Features for Digital Cookie

- NEW enhancements to Digital Cookie Mobile App.
- PayPal and Venmo available for payment options on the Digital Cookie Mobile App for all purchases.
- Girl Scouts/Parents enter Initial Order into Digital Cookie on My Cookies tab and transfers to eBudde™.
- OCR card scanning and QR code are available with Digital Cookie Mobile App.
- Gift boxes are available for shipped orders.
- Minimum order of 4 packages of cookies for shipped orders.
- Badges and Cookie Entrepreneur Family pin requirements viewable (level appropriate) for Girl Scouts to earn!

For even more details, Digital Cookie tip sheets and videos will be linked throughout this manual and are also available at www.girlscoutsni.org/cookieresources and Rallyhood and on these indexes: Volunteer Tip Sheet/Video Index and Girl Scout Tip Sheet/Video Index

NOTE: Screen shots may differ depending on if using a mobile device or desktop/laptop.

Troop Dashboard

The Volunteer Digital Cookie Dashboard is your go-to spot for everything you need to support the Girl Scouts and their caregivers/parents in your troop during the cookie season. It gives you quick access to tools, reports, and features that make managing troops sales easier. Links: Troop Dashboard tip sheet, Troop Dashboard video

The Dashboard is divided into six sections.

- **Our Troop Cookie Site**—For details on setting up your troop site/link, check out the Troop Site Links tip sheet.
- **Pending Orders**—See if your troop site or any Girl Scouts have orders waiting for approval or delivery.
- **Troop Site Sales**—Track sales coming through your troop's cookie site.
- **Cheers**—Send quick cheers to Girl Scouts in your troop to celebrate their efforts.
- **Troop Online Sales and Marketing**—Monitor process for each Girl Scout and make sure they're actively reaching customers.
- **Reports**—Access five helpful reports including All Order Data, Troop Booth Sales report, Initial Order, Cookie Badges, and Rewards Selection.

Girl Scout Dashboard

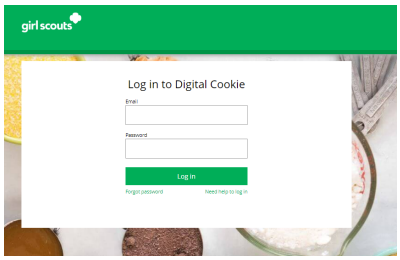
The Girl Scout's Digital Cookie Dashboard provides tools and information to help manage a Girl Scout's cookie business!

The dashboard is divided into seven sections.

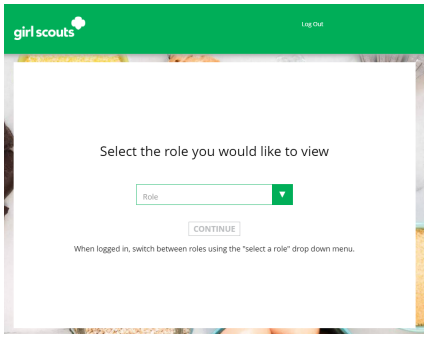
- **Message from Council**—View messages from GSNI Product Program Team here. This section can be collapsed, and it will reappear whenever a new message is posted.
- **My Sales Goal**—Girl Scouts can track their progress towards their cookie goal and see packages assigned by the Troop Cookie Chair.
- **My Cookie Site**—Girl Scouts can copy their site URL, use the share button or download their QR code to share with customers.
- **Pending Orders**—See orders that need approval or delivery.
- **Pins & Badges**—Track the progress toward completing the Cookie Business Badges and Cookie Entrepreneur Family Pins.
- **Cheers**—Quick access button to "Send a Cheer" to another Girl Scout in the troop.
- **Online Sales and Marketing**—Monitor total sales, delivery breakdowns, and marketing emails sent.

Volunteer Login

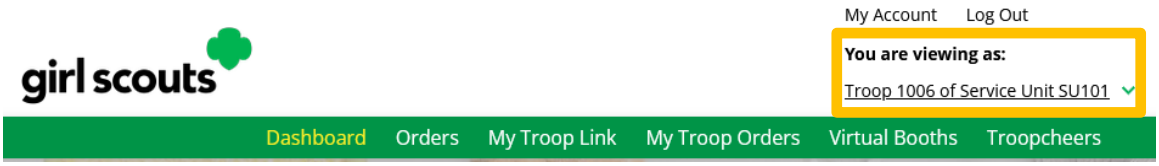
- A registration email will be sent from the Girl Scout Cookies (email@email.girlscouts.org) on Friday, January 2. Troop Cookie Chairs will receive this email the same day as parents. If not the parent of a Girl Scout, you will still receive an email as a volunteer.
  - Click on "Register Now" in the email.
  - Create a password for your Digital Cookie login.
  - Login to Digital Cookie. Use the email address where the registration email was received and the password just created.



- If you are also the parent of a Girl Scout, you will next watch the safety video. Please note, you cannot proceed any further until you have viewed the video.
- Read and accept the Terms and Conditions as a volunteer and also as a parent if applicable. Click Continue.
- If you are also the parent of a Girl Scout, next you will see the Girl Scout pledge. See Girl Scout Site Registration below for further instructions on registering your Girl Scout(s).
- If you have multiple roles (parent and Troop Cookie Chair), at each login you will see the role selector screen to direct you to the appropriate user. This could include parent of one or more Girl Scouts or more multiple troops listed.
  - If you have additional roles that do not show up on the drop down, please contact your SU Cookie Coordinator or a member of the Product Program Team for assistance.



- To switch between roles when logged in, simply use the menu near the top right of screen.



- Links: Volunteer Login tip sheet, Digital Cookie login: https://digitalcookie.girlscouts.org/login

Girl Scout Site Registration

Girl Scouts under 13 years old

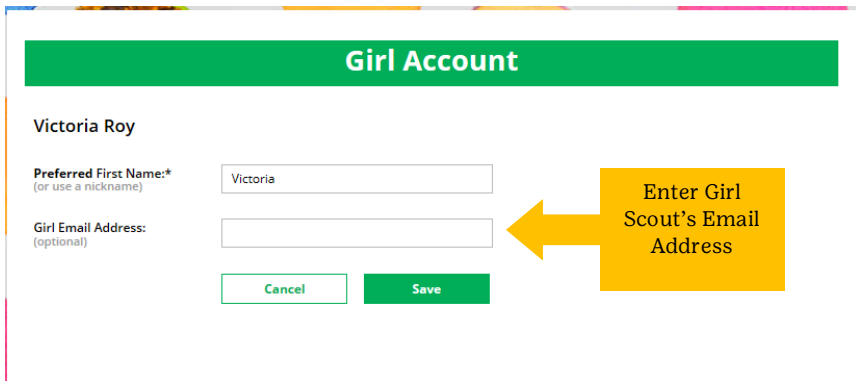
- A registration email will be sent from the Girl Scout Cookies (email@email.girlscouts.org) with the subject "It's time to register your Girl Scout for Digital Cookie!" on Friday, January 2.
- Click on the "Register Now" button in the email.
- Create a password.
- Login to Digital Cookie. Use the email address where the registration email was received and the password just created.
- Parents watch and review the safety video with their Girl Scout. Please note, you cannot proceed any further until you have viewed the video.
- Read and accept the Terms and Conditions agreement. Click Continue.
- Parents read and review the "Girl Scout Safety Pledge" with their Girl Scout. Click Accept and Continue.
- Next you will activate your Girl Scout(s) for the Digital Cookie program. Click to activate and update their preferred name if desired. A "Girl Email" is not entered for Girl Scouts under 13 years old as the parent is the "owner" of the site and Girl Scouts will login in partnership with their parent. For Girl Scouts 13+ years old, see below.
- After activating your Girl Scout(s), click "Access Site" to be taken to your Girl Scout's home page.

- Once completed, watch your inbox for a registration confirmation email and save this email where you can find it during cookie season!
- Links: Site Registration (under 13 years old) tip sheet, Site Registration video,
  Digital Cookie login: https://digitalcookie.girlscouts.org/login

Girl Scouts 13+ years old

- If the parent wants their Girl Scout(s), 13+ years old, to have their own login/password, the parent has the option to register them with their own email at the activation step.
- Click the Active button next to the Girl Scout's name 13+ years old.

- Enter their preferred first name, if desired. Enter an email address for that Girl Scout and Save.



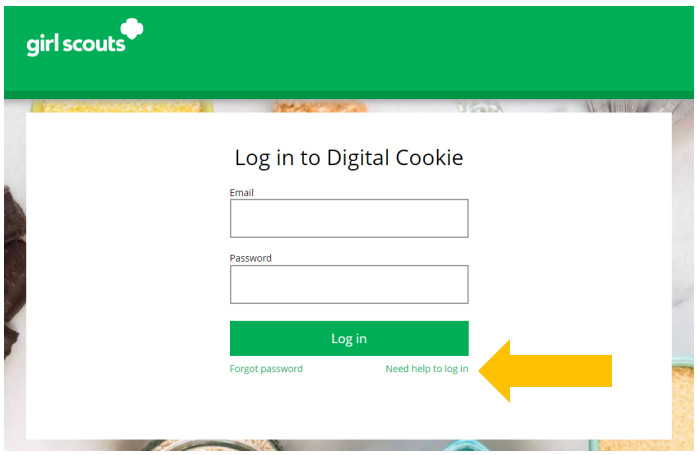
- The Girl Scout will need to check their email inbox for an email from Girl Scout Cookies (email@email.girlscouts.org) with the subject line: “It’s time to register for Digital Cookie!”.
- When received, simply click on the “Register Now” button to be sent to the Digital Cookie website to set-up a password.
- The Girl Scout will need to complete to create a password.
- Next, the Girl Scout will be taken to the safety video to view and then to the “Girl Scout Safety Pledge” to read, accept, and continue.
- Links: Site Registration (13+ years old) tip sheet,
  Digital Cookie login: https://digitalcookie.girlscouts.org/login

Once these steps are complete, the Girl Scout will be taken to the home page of the site.

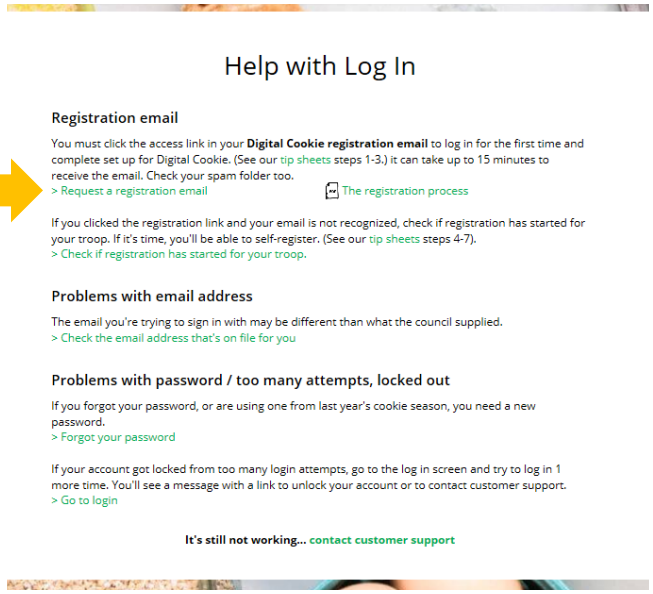
No Registration Email

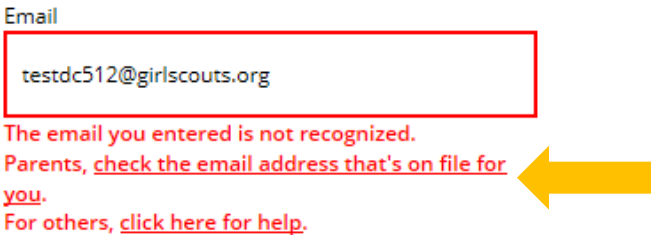
To receive a Digital Cookie Registration email, a Girl Scout must be a registered Girl Scout for the 2025-2026 membership year with a current email address for their parent (primary caregiver). Volunteers must also be a registered Girl Scout member for the 2025-2026 membership year, completed a background check, and be assigned to volunteer role or Troop Leader or Troop Cookie Chair. Additionally, troop of the Girl Scout or Volunteer must be product ready and uploaded into eBudde™.

- First, if not found, the check your junk/spam/promotions folders for an email from “Girl Scout Cookies” (email@email.girlscouts.org).
- If still not found, go to the Digital Cookie login page and click “Need help to log in” link.



- The next screen will be a list of steps to try to register for Digital Cookie.
- Start by clicking on Request a Registration Email, enter the email used to register your Girl Scout and Submit.
- If your email is in the system, a message letting you know that you have been sent a registration email and it will be received within 15 minutes.
- If your email is not in the system, you will receive a red message.





- If you know your Girl Scout is a registered Girl Scout member, you can choose “check the email address that’s on file for you”. Select Northern Illinois council, enter your Girl Scout’s first name, last name, and troop number.
- If your Girl Scout’s information is still not found, a message will direct you to contact your Troop Leader or council.

- If your Girl Scout's information is found, the information will be presented to verify.
  - You can send yourself a Registration email.
  - If the email is wrong or you would like changed, you will be directed to contact council to update. Please send your request to cookies4you@girlscoutsni.org and note, the email using in Digital Cookie must be the parent/caregiver and email listed as the Primary Caregiver with the Girl Scout's membership.
- Link: No Registration Email, Volunteer tip sheet, No Registration Email, Girl Scout tip sheet

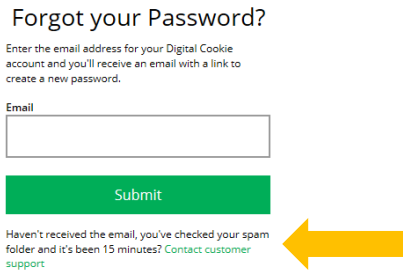
Forgot Password/Password Reset

As with most any website with a login and password, if you forget the password originally setup, click on "Forgot Password" on the login page https://digitalcookie.girlscouts.org/login and follow the steps presented.

- Enter the email address used at registration and submit.
- An email from Girl Scout Cookies (noreply@girlscouts.org) with the subject line: "Your Digital Cookie password reset request" will be sent in about 15 minutes.
- Click on the most recent receive email if multiple were requested and received.
- Open the email and click on "Reset Password".
- Enter a new password and click submit.

If the reset password email is not received, go to the login page and click on "Forgot Password" again.

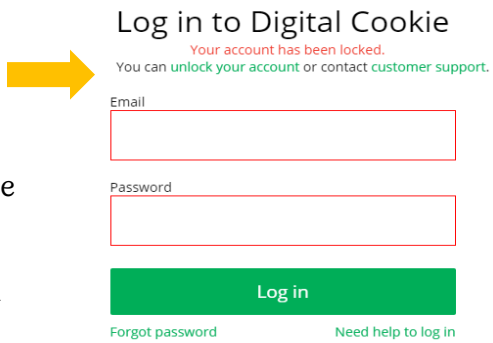
- Instead of entering an email, click on "Contact Customer Support" to be taken to a customer support form.
- Select Password Reset and complete the online form for customer support.
- Link: Forgot Password/Password Reset tip sheet

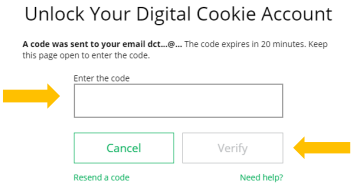


Unlock Account

If multiple unsuccessful attempts to login to Digital Cookie have been made, the account will be locked.

- On the Digital Cookie login page https://digitalcookie.girlscouts.org/login choose "unlock your account" or contact "customer support".
- If unlock your account was chosen, the email address will need to be validated. On the Unlock Your Digital Cookie Account screen, enter the email address and click on Send Email.
- An email from Girl Scout Cookies (email@email.girlscouts.org) with the subject "Your requested pin number" will be sent in about 15 minutes.
- Enter the "Unlock Pin" from the email on the Unlock Your Digital Cookie Account screen then click Verify. This will take you back to the login screen now unlocked.
- If you continue to be unsuccessful logging in, consider resetting your password (see above).
- Link: Unlock Account tip sheet

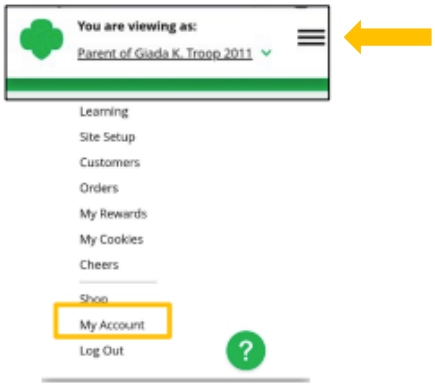




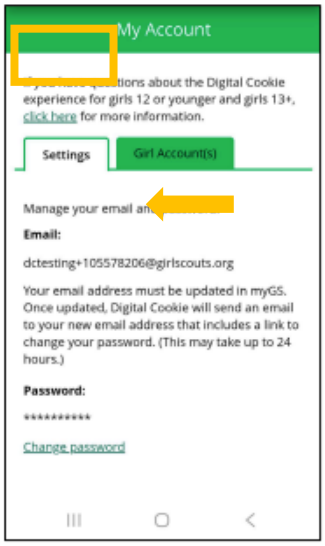
My Account

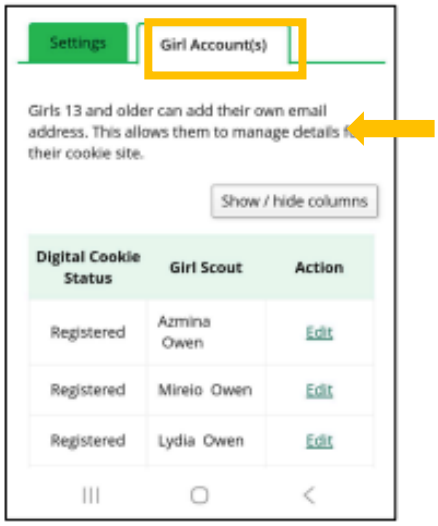
Use My Account to update your password or Girl Scout information.

Click on the burger menu at the top right then tab to My Account.



- After clicking on My Account, the Setting tab will allow you to change your password.
- On the My Account page, the Girl Account(s) tab will allow you to edit your Girl Scouts preferred first name or email address (for Girl Scouts 13+ years old).
- Link: [My Account tip sheet]



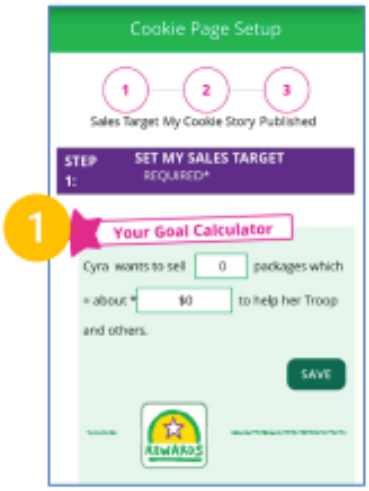


Girl Scout Site Setup

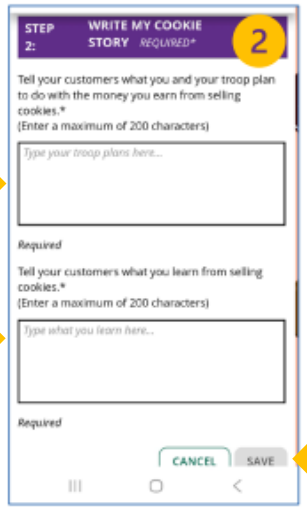
Girl Scouts under 13 years old

After logging in to Digital Cookie, it's time to setup your Girl Scout's site!

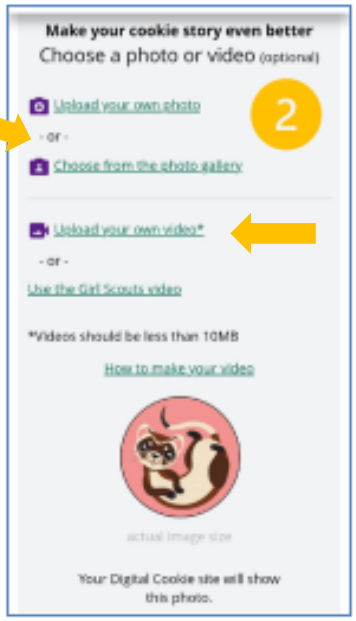
- Click on the **"Set up your site"** in the Cookie Site section or use the **Site Setup** link from the menu at the top of the page.
- Step 1: Set My Sales Target section.
  - Girl Scouts enter how many packages of cookies they want to sell through both online and offline sales and save.
  - The calculator will show how much the troop will earn in troop proceeds.
  - Clicking on "Rewards" will take you to the rewards tab to see what rewards the Girl Scout might want to work towards earning.



- Step 2: My Cookie Story
  - Girl Scouts tell their customers about a troop goal and why it's important.
  - Girl Scouts share what they've learned or plan to learn through the Cookie Program.
  - Save their story. Edits can be made throughout the program.

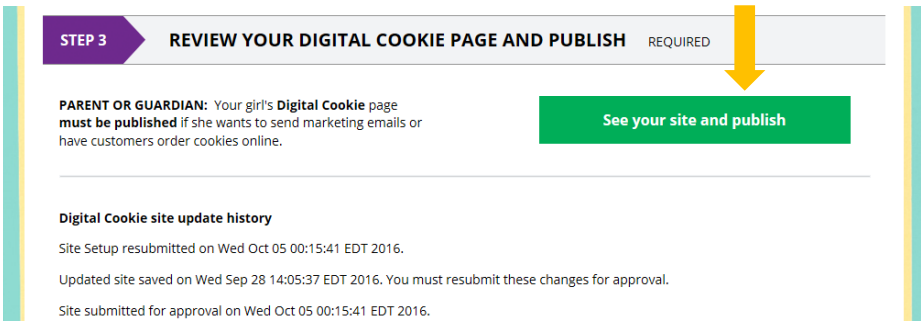


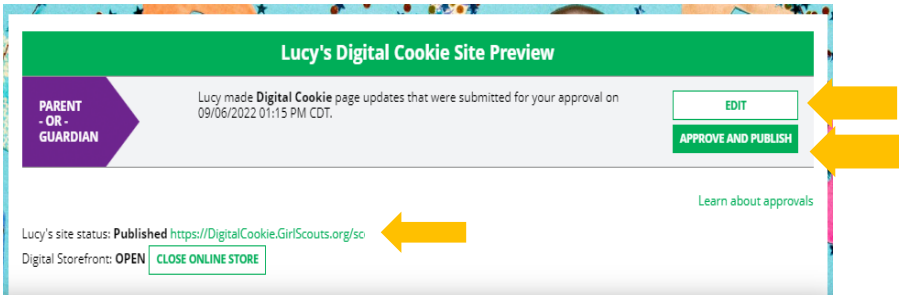
- Photo/Video Upload
  - Girl Scouts can choose to upload a photo or use a picture from the gallery.
  - OR Girl Scouts can upload a video or use the "Cookie Boss" video.
  - Bonus! Girl Scouts can get tips on how to make a great video.



Statistic: Girl Scouts who uploaded a photo or video of themselves sell more than double the packages on average than those who did not.

- Step 3: Review Your Digital Cookie Page and Publish
  - Click on “See your site and publish” to see what customers will see.
    - If the button only says “See your site” required fields may be missing or no changes have been made since the last edit.
  - Review spelling and grammar.
  - Make sure the photo or video is displaying correctly.
  - Confirm the goals are accurate.
  - If anything needs to be changed, click Edit, make changes and repeat steps.
  - If all looks good, click “Approve and Publish”.
  - The site is now active (or will be on January 6, if setting up in advance).
  - The site URL/link is displayed. This will not change even if updates are made.



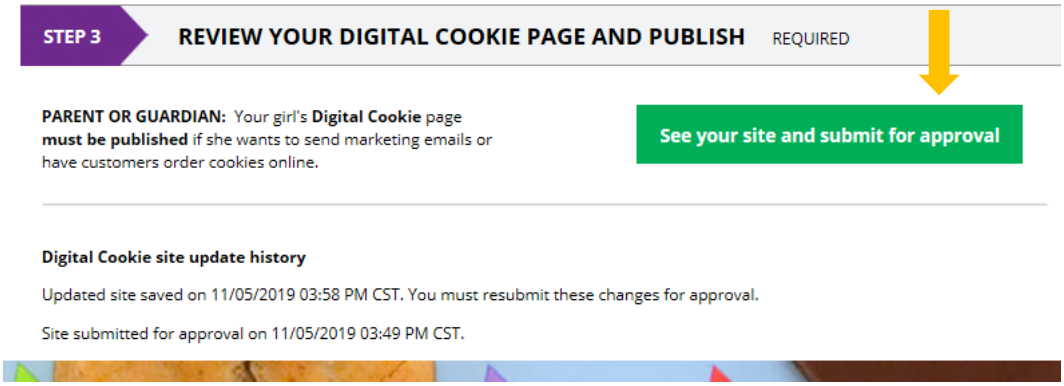


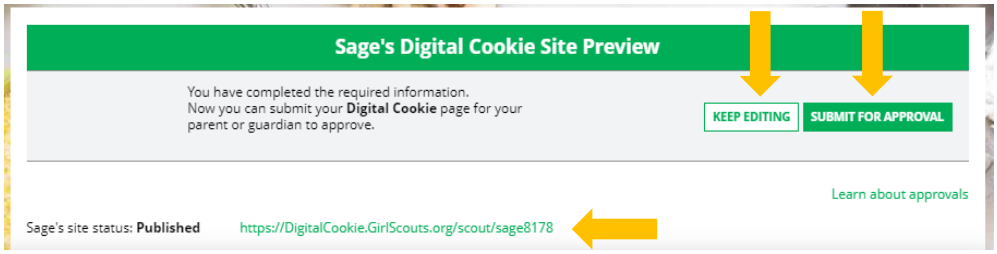
- Links: [Site Setup (under 13 years old) tip sheet](), [Site Setup video](), [Photo/Video Upload tip sheet](), [Photo/Video Upload video]()

Girl Scouts 13+ years old

Girl Scouts logged in with their own email and password, will follow the same setup steps for the Girl Scout under 13 years old until the publishing step.

- Step 3: Review Your Digital Cookie Page and Publish
  - When all the setup is completed, the Girl Scout will click on “See your site and submit for approval”.
  - The Girl Scout should review the site by checking spelling, grammar, display of photo or video upload, accurate goals, etc.
  - If edits are needed, click on Keep Editing.
  - If all looks good, the Girl Scout clicks on “Submit for Approval”. This sends an email to the parent to notify site approval is needed.
  - The parent clicks on the “Review Site” button in the email or access it from Digital Cookie dashboard.
  - The parent can then click “Edit” and make any changes necessary or “Approve and Publish”.
  - The site is now active (or will be on January 6, if setting up in advance).
  - The site URL/link is displayed. This will not change even if updates are made.

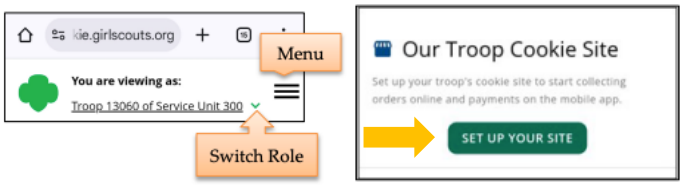




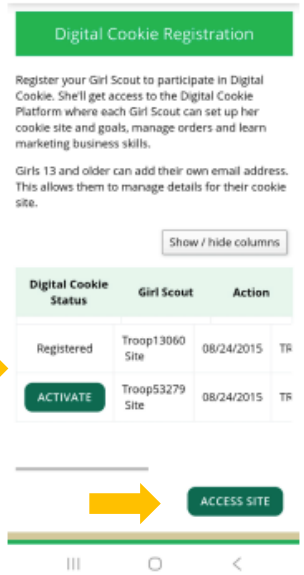
- Links: [Site Setup (13+ years old) tip sheet](), [Site Setup video](), [Photo/Video Upload tip sheet](), [Photo/Video Upload video]()

Troop Site Links

The Troop Site can help to take credit card payments at a traditional in-person cookie booth as well as other uses. Two types of links will be available to help the troop reach new customers in the local community and beyond. Troop Site will be available to setup after council completion of Initial Order on Tuesday, January 6. See page 12 of the eBudde™ Troop Manual for more details on how the Troop Site is displayed in eBudde and how to transfer credit of packages sold through the Troop Site to Girl Scouts in the troop.



- When the Troop Cookie Chair logs into Digital Cookie, after the setup date, tap the caret next to your current role and select Troop.
- Go to the Our Troop Cookie Site section and click on "Set Up Your Site".
- This will lead to the Digital Cookie Registration page. Click "Activate" to register the site then click "Access Site" to get started.



- After accessing the site, it is ready to set up. Work with the Girl Scouts in the troop to decide on the troop sales goal to enter, create their troop story, and upload a photo/video. **Do not** change the Preferred First Name when registering the Troop Site.
- During site setup, the volunteer will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the Girl Scouts in your troop.
- Click See Your Site and Publish.
- Once the site is live you can
  - See your troop site link QR code and tap the print button to print the QR code.
  - Tap the copy button, then choose which link you want to copy (troop site or ship only link).
  - Tap the share button, choose which link you want to share , then share the link through your mobile device.
  - You'll also have access to the mobile app.

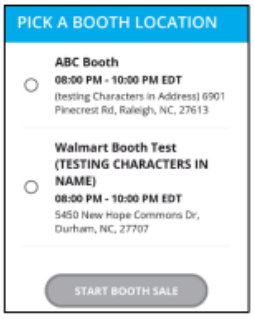
- This troop site link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.
- The Troop Ship Only Link will only allow customers to purchase Shipped and Donated orders. Once your site is set up and published and the Cookie Finder has opened your Troop Ship Only link will automatically be visible to customers using the cookie finder to locate a troop nearby for purchasing shipped cookies.
- Links: Troop Site/Link Setup tip sheet, Troop Site/Link Setup video

Digital Cookie Mobile App

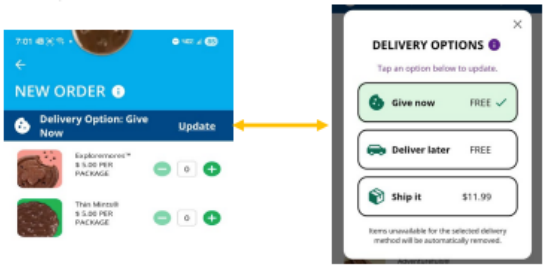
After a Girl Scout's site (or the Troop Site) is setup, published and active, the Digital Cookie Mobile App is available to use. Keep in mind, the Mobile App is primarily a sales tool, however additional management tools are now available. Search "Digital Cookie Mobile app" in your app store and download for free.

- Login with the same email and password used to login to Digital Cookie.
- If the user has multiple Girl Scouts or is a Troop Site Lead, select the appropriate person selling. All parents and volunteers can select the Troop Site, so it can be used at multiple cookie booths at the same time.
- The home page will display the Girl Scouts progress towards goal and offer multiple options.
  - Start My Booth Sale—Place orders for a specific booth. ***This option will only be displayed if the Troop Role has been selected.***
  - New Cookie Order—Place orders directly through the app when a booth is not available or the customer wants to place a girl delivery or shipped order.
  - Visit My Site—Display the site QR code for customer scanning.

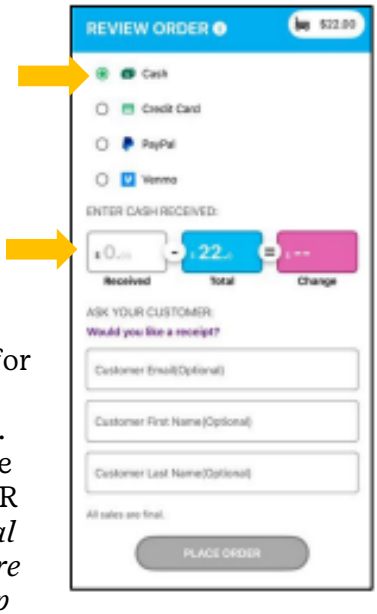
- Email My Site—Send the site link to potential customers via email.
- All Orders—View and manage all orders placed on the site by delivery method.

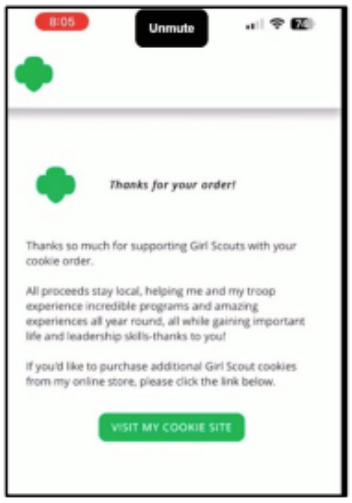


- If using the mobile app at a booth, you will start by selecting the appropriate cookie booth and click "Start Booth Sale" at the bottom. A booth must have been entered and approved in eBudde to be visible.
- Most often the Mobile app will be used to take an order from a customer at a booth or in person.
  - Click New Cookie Order button to be directed to the order screen where the cookies the customer wants will be entered.
  - Donation packages can also be added.
  - Click Checkout.
  - Select how the customer is receiving their cookies.
    - If at a cookie booth or walk-about when handing the cookies to the customer, choose "Give now".
    - If delivering later, as if using during Initial Order taking, select "Deliver later". The customer also selects the option to donate cookies or cancel order if the in-person order is not approved by the parent within 5 days.
    - If shipping to the customer, select "Ship it" The amount of the shipping charges will be displayed.



  - Review order and enter customer and payment details. *Address details are not entered and customer information is optional when handing cookies to the customer and using the "Give now" option.*
  - The mobile app has four different payment types. **NEW Cash option is available for "Give Now" delivery option.**
  - **Cash**—Enter the amount received and the app will calculate change. Optionally enter customer name and email.
  - **Credit Card**—Enter or scan card details. Contact info is option but useful for receipt or issues.
  - **PayPal of Venmo**—These options are now available for all types of orders. *After clicking the Place Order button* a QR code will pop up on the screen. The Girl Scout/adult will turn the phone acound for the customer to scan the QR code and continue the payment process on their end. *Please Note: the PayPal and Venmo accounts are not connected directly to the Troop's account. These are Digital Cookie accounts and payment will go to council and credited to the troop when sweep payments are calculated.*





  - Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order! The customer will also receive a confirmation email for their order (if an email was entered).
  - Link: [Mobile App for parents tip sheet] and [video], [Mobile App for parents at a Cookie Booth] and [video], [Mobile App Troop tip sheet] and [video]

Marketing to Customers

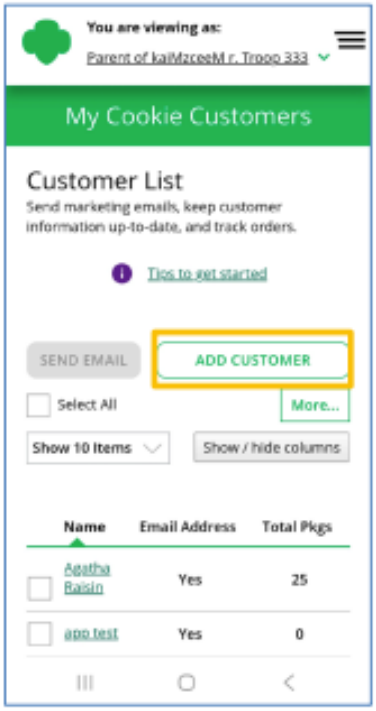
Sharing the Site Link

From the Customers tab, find the tools to share your site.

- Print Button—Print a QR code.
- Copy Button—Copy your cookie site's URL to paste anywhere.
- Share Button—Use your device's sharing options (social media, email, text message) to share your Digital Cookie link with customers.

My Cookie Customers

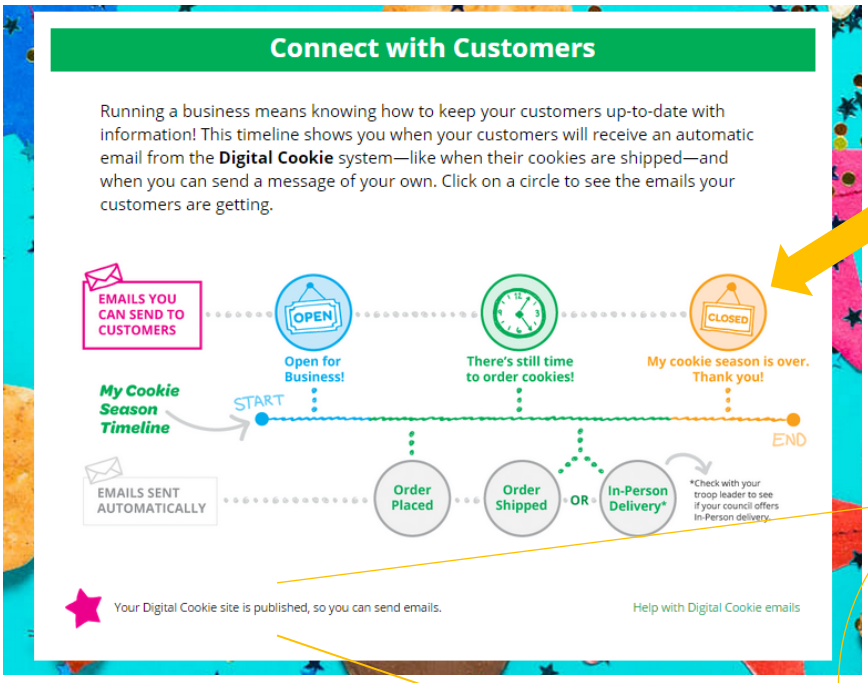
Girl Scouts can add individually or import customers to send marketing emails. Customers can also be kept in Digital Cookie for reference in future cookie seasons.



- As a returning Girl Scout, a list of previous customers may already exist. Click on a customer's name to see more details about the customer including their contact and previous order information.
- New customers can be added manually.
  - Click on the "Add Customer" button.
  - Only the First and Last name are required fields, but most importantly add the customer email so marketing emails can be sent. Recommended to complete as many fields as possible.
  - Add a nickname that the Girl Scout uses with this person, if appropriate, such as Grandma or Uncle. When the email is sent, the message will be addressed to the nickname.
  - When done, click on the Add Customer button on the bottom to save.
  - If this customer already exists in the customer list, the system will alert to a potential duplicate and ask what information should be maintained between the two records.
  - Off-line customers can also be added, to maintain a complete customer list.
- New customers can also be imported using a spreadsheet.
  - When in the My Cookie Customers section, click on the "More.." button for a menu then select Import Customers.
  - Follow the provided instructions and spreadsheet template.
  - When the spreadsheet is prepared, "Choose File" to upload and then "Import File" to save in Digital Cookie.
- Girl Scouts can also export their customer list from Digital Cookie to a spreadsheet.
  - When in the My Cookie Customers section, click on the "More.." button for a menu then select Export Customers.
  - On the next screen, click on the Export file button and a file will be downloaded to your computer with the name DigitalCookieCustomers. You can rename and save on your computer as needed.
- If needed, customers can also be deleted. While it is recommended customers should be kept year to year, there may be reasons to delete someone.
  - Click on the box next to the customer you want to delete.
  - When in the My Cookie Customers section, click on the "More.." button for a menu then select Delete Customers.
  - A pop-up box will appear, confirming the number of customers selected and warning the deletion is permanent. Click on the Yes, button to move forward with the deletion or Cancel.

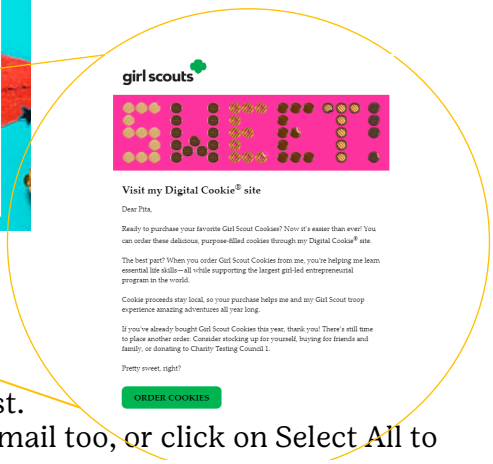
Send Marketing Emails

- The My Cookie Customers section is where marketing emails are sent, however before doing that it is recommended to review the Connect with Customers section to learn more about marketing to cookie customers, the different marketing emails available, and how these different emails sent at key parts of the cookie program can increase sales.

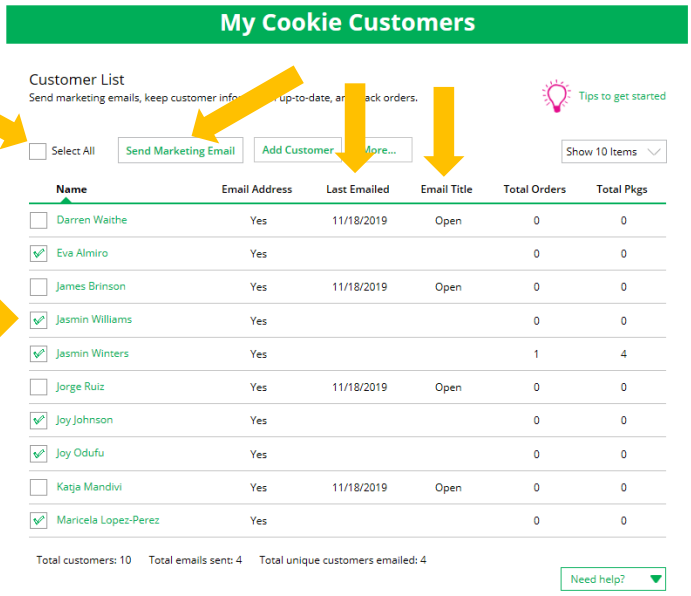


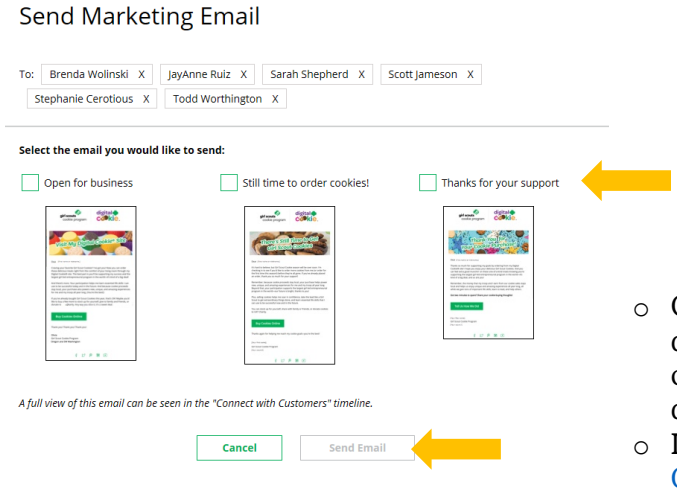
Click on any of the circles to preview the emails you can send.

Preview of "Open for Business" email



- When ready to send emails to customers, go back to your customer list.
  - Click on the box next to the customer name you want to send an email too, or click on Select All to select all your customers.
  - Click on Send Marketing Email
  - Choose which of the three emails you want to send—Open for business, Still time to order cookies, or Thanks for your support—by clicking on the box by the title of the email.
  - Click Send Email at the bottom of the page.
  - On the customer list, you will see the date and title of the last email sent to that customer.





  - Girl Scouts can also send their own emails an include the direct link to her site or a QR code. The URL/link and option to create a QR code can be found on the dashboard/Home page.
  - Links: [Marketing to Customers tip sheet](), [Marketing to Customers video.]()

Order Received—Shipped/Donated

When a Girl Scouts receives an order to be shipped to the customer, for donation only or combination of shipped and donation, there is nothing additional that needs to be done for that order, except to Thank the customer! However, there are some things that should be reviewed.

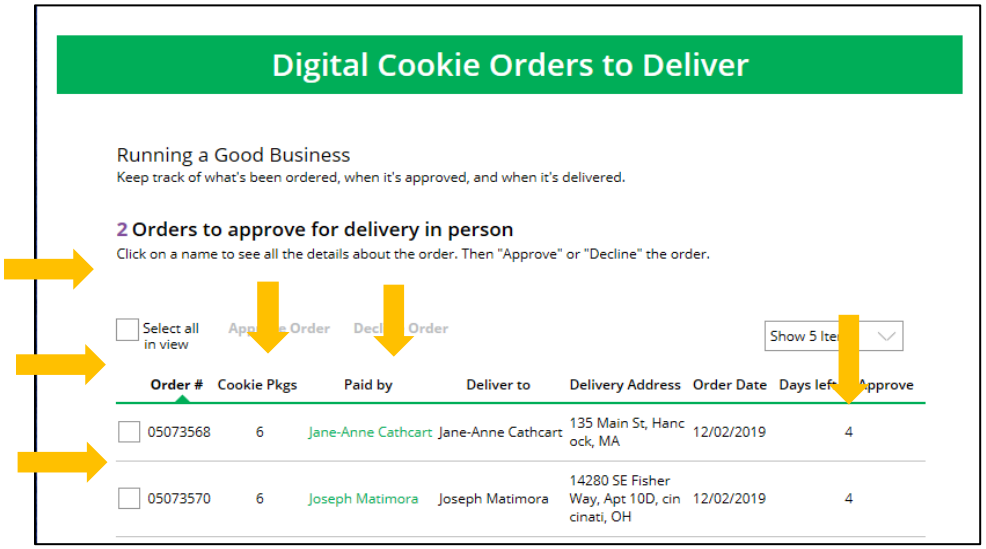
- Click on the Orders tab. Here the Girl Scout/parent can scroll to see all the completed orders that have been received including the customer name, order number, how many packages ordered, order date, order type and if the customer is in the Customer List.
- Click on the customer's name to see additional details on the customer and order.

- If the customer, who placed an order of any type, is not in the Girl Scout's customer list, click on the box in front of the customer's name and click on "Add to Customer List".
- Link: [Order Received: Shipped/Donated tip sheet]

Order Received—In-person/Girl Delivery

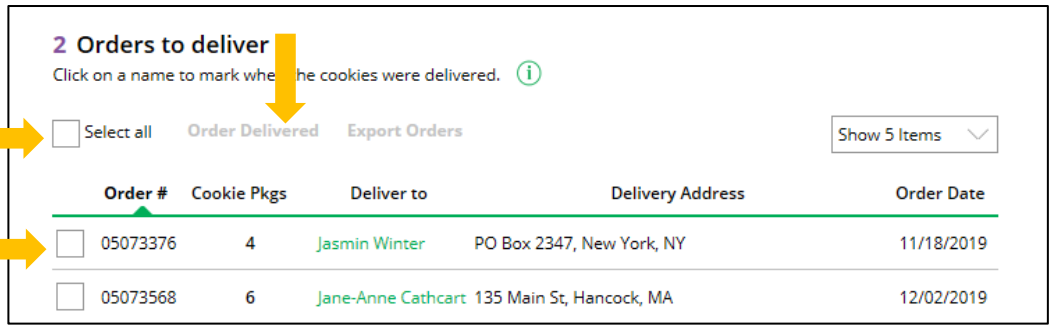
When a Girl Scouts receives an order for in-person or girl delivery there are **steps required by the parent within 5 days of the order**. Please note, in-person delivery and girl delivery are the same thing. When a Girl Scout receives a Girl Delivery order, the parent will receive an email approximately 4 a.m. the next day from email@email.girlscouts.org with the subject "Action required: you have an in-person delivery request!". An email will not be sent if the parent takes action with the order prior to 11:59 p.m. of the date the order was placed.

- Click on the Log In Now button in the email or go directly to Digital Cookie to login.
- Click on the Orders tab or View Orders from the dashboard.
- Scroll to the section "X Orders to approve for delivery in person" where all new orders pending approval will be listed including the number of days remaining to take action.
- **If approval is not completed before the deadline of 5 days after the order is placed, the order will automatically revert to the customer's second choice** which will be donate packages or cancel order.



- Before approving, consider if the customer known, can you delivery to the customer's location, does the troop have the inventory or able to get the inventory for the order, etc.
- Click on the customer's name for more details on the order. Orders can be approved or declined when viewing this screen or do in bulk on the order list screen.

- Once ready to approve, click on the box by the order number and click Approve Order. Multiple orders can be approved at the same time. A pop-up box will appear to confirm. Click Approve Order to finalize or Cancel if need to review again.
- Follow the same procedure but click Decline Order if unable to fulfill the order. The declined order will revert to the customer's second choice Donate packages or Cancel Order.
- Once the parent approves or declines an order, it **cannot** be **reversed!** An email will be sent to the customer with the results of the pending order. If approved or declined and their second choice is donate packages, the customer's credit card will then be charged.
- After an order is approved, it moves to the "X Orders to deliver" section of the Orders tab.
- After the cookies have been delivered to the customers in this section, click on the box in front of the order number or Select all and click on Order Delivered.
- After marked as delivered, the order will move to the "X Completed Digital Cookie Online Orders" section. This is where a customer can be added to the Customer list as described in the Order Received—Shipped/Donated section.



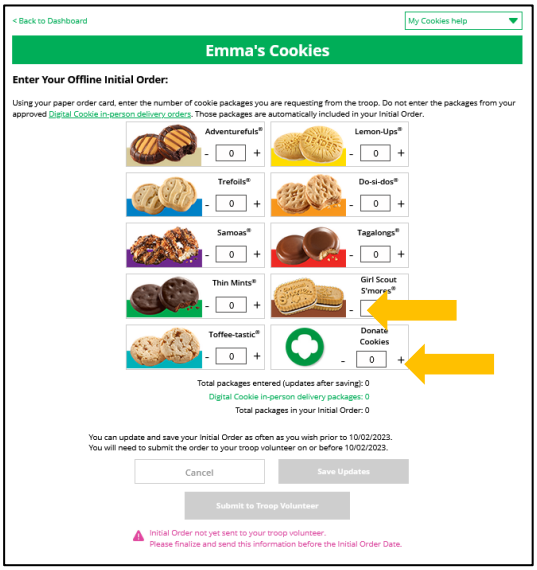
How are cookies received for In-person/Girl Delivery orders?

- For In-person/Girl Delivery orders received and parent approved during Initial Order, these packages will be received with the troop's delivery February 5-9 (varies by service unit).
  - If an order was received and approved close to the Initial Order deadline, an Initial Order column on the "X Orders to deliver" section (not shown on graphic above) will be checked on the order line if included with the Initial Order.
- For In-person/Girl Delivery orders received and parent **after** Initial Order there are several options.
  - If the Girl Scout has been given extra unsold inventory from the troop, the cookies should be pulled from this inventory.
  - More likely, the Girl Scout will need to get the packages from the Troop Cookie Chair.
  - The Troop Cookie Chair does **not** receive notification when a Girl Scout in the troop receives and parent approves a new Girl Delivery order.
  - The Troop Cookie Chair should establish a procedure of how they would like to receive information regarding new Girl Delivery orders. The Troop Cookie Chair has multiple sources to find the details of Girl Delivery orders after Initial Order including provided by the parent. **The packages for these orders must also be entered into eBudde for the Girl Scout to receive credit towards rewards and for financials to be listed correctly.** See the eBudde™ Troop Manual for procedure details.
- Links: Order Received: In-person/Girl Delivery tip sheet, Order Received: In-person/Girl Delivery video

My Cookies: Initial Order

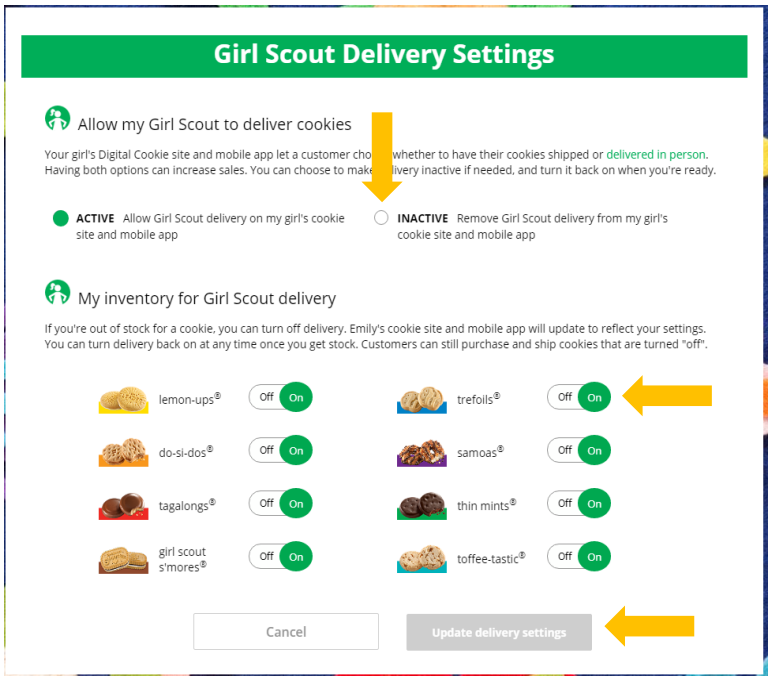
There are multiple functions and sections on the My Cookies tab. One section is "Enter Your Offline Initial Order". These are cookies ordered on the paper order card during Initial Order.

- Enter the total packages from the Girl Scout's paper order card. Do **not** include packages from any type of Digital Cookie order.
- Deadline date to complete will be displayed.
- The order can be saved and updated as many times as needed prior to the deadline and prior to submitting. *Do **not** submit until fully completed. Once the initial order is submitted it cannot be edited in Digital Cookie and the parent must contact the Troop Cookie Chair to update in eBudde.*
- Once completed and by the deadline, click on "Submit to Troop Volunteer".
- Link: My Cookies: Initial Order tip sheet, My Cookies: Initial Order video



My Cookies: Delivery Settings

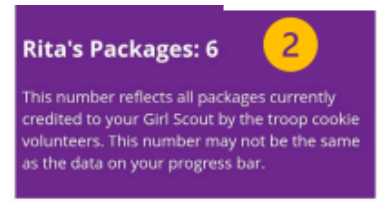
The Delivery Settings section of the My Cookies tab allows a parent to turn off the Girl Delivery option for their Girl Scouts Digital Cookie orders or turn off varieties of cookies.



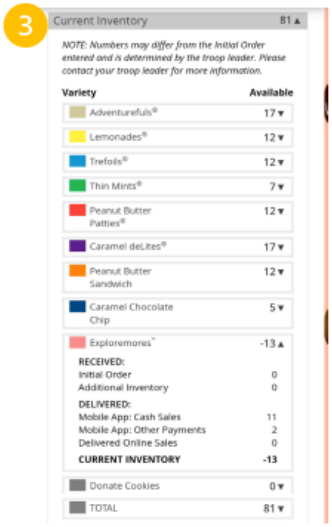
- Girl Scouts/parents will have the option to turn off Girl Delivery option for customers after Initial Order. This means customers will only have the option to place Digital Cookie orders for shipping or donation.
- Click on "Inactive" and "Update delivery settings". Girl Delivery can be changed back to Active if needed during the dates of the Cookie Program.
- If the Girl Scout's or troop's inventory of a certain variety is no longer available and unable to replenish, the Girl Scout/parent can turn off a certain variety/varieties of cookie(s) after Initial Order. This means customers will not have the option to order that variety of cookie(s) turned off when placing a Girl Delivery order.
- Click the toggle by the cookie variety from "On" to "Off" and "Update delivery settings". These can be changed and updated throughout the remainder of the Cookie Program.
- Links: My Cookies: [Delivery Settings tip sheet](), [My Cookies: Delivery Settings video]()

My Cookies: Inventory

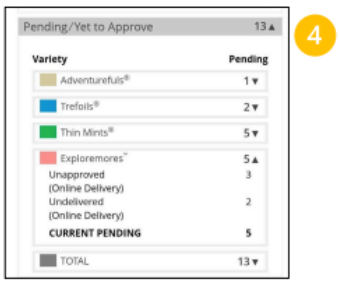
The Inventory section of the My Cookies helps track inventory throughout the program.

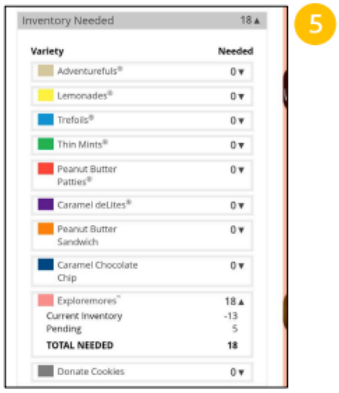


Please note, if you're new to the cookie program or managing a small inventory, this feature may feel complex. it's best suited for Girl Scouts handling large quantities or multiple re-supplies.



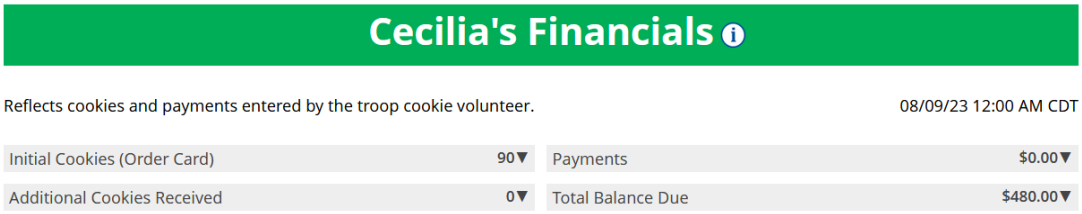
- Go to My Cookies
- The top of the inventory dashboard shows the total number of packages allocated to your Girl Scout by the Troop Cookie Chair. This may include booth or troop sales and is not the same as the number of cookies you personally have on hand.
- Click the down arrow of Current Inventory.
  - Click on the down arrow next to any variety of cookies for details.
  - Received: Cookies recorded by the Troop Cookie Chair as picked up and signed for.
  - Delivered includes
    - Mobile app sales using "Give Cookies to Customer Now" including cash option).
    - In-person delivery orders marked as delivered in Orders tab.
- Click the down arrow of Pending Delivery/To Approve.
  - The number listed for each variety of cookie will include packages needed for Girl Delivery orders that have been approved and not approved.





- Click the down arrow of a variety to see details of packages for approved and unapproved orders.
- Click on the down arrow of Inventory Needed.
  - The number listed for each variety of cookie will indicate the packages that need to be received from the Troop Cookie Chair to fulfill Girl Delivery orders Pending Delivery and/or Approval.
  - The numbers in the Inventory Needed section will not match the Pending Delivery/To Approve section if the Girl Scout has unsold packages in her inventory.
- Links: My Cookies: Inventory by Variety tip sheet, My Cookies: Inventory by Variety video

My Cookies: Financials

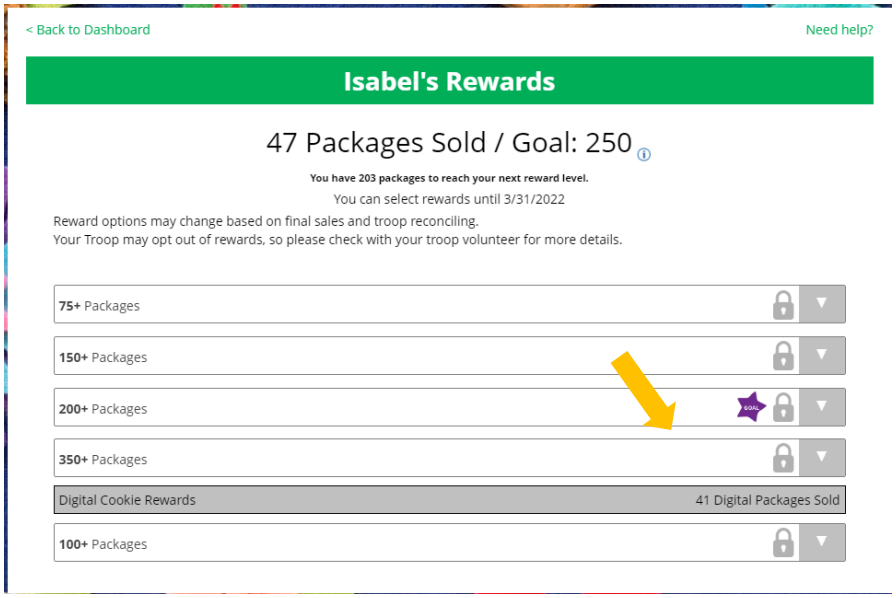


Using the "at a glance" view of the Financials section of the My Cookies tab is a great way to see the overall amounts paid and due. There are 4 parts to this section. Each part can be expanded for more details. Please note, the accuracy of this section is also based on the Troop Cookie Chair being up to date on entering all cookies distributed to the Girl Scout in eBudde™ and marking appropriately.

- Initial Cookie (Order Card)—This number includes the number of packages received or receiving credit on a Girl Scouts order card for Initial Order. The number does include donation packages from the paper order card, which are not physically received, but does **not** include packages received for Girl Delivery orders.
- Additional Cookies Received—This number reflects additional packages distributed to the Girl Scout after Initial Order that the Troop Cookie Chair has entered in eBudde™ and marked as Inventory.
- Payments—This number reflects online payments for Girl Delivery, donation and In-hand orders as well as payments for offline orders that have been submitted to the troop and the Troop Cookie Chair has applied in eBudde.
- Total Balance Due—This number reflects the total amount due to the troop for Initial Order and any additional cookies received.
- Links: My Cookies: Financials tip sheet, My Cookies: Financials video

My Rewards

On the My Rewards tab, Girl Scouts can see what rewards are available, see progress towards reaching their goal, and select a reward when reaching a level with a choice.



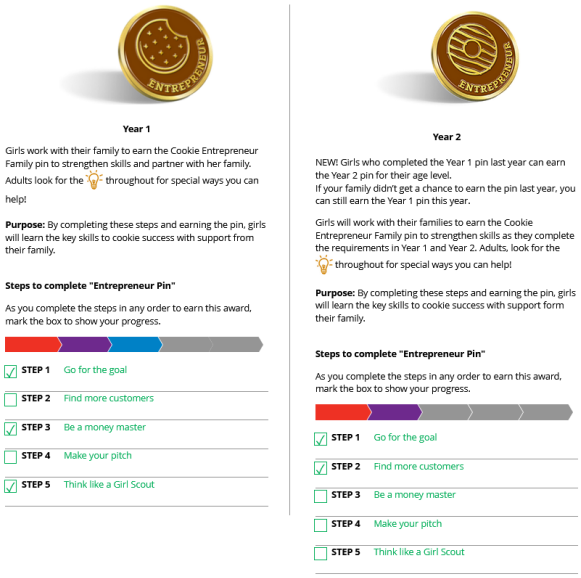
- Girl Scouts can see additional details on each package level by clicking on the down arrow.
- As Girl Scouts reaches a reward level, they will see a message on their My Rewards tab with congratulations for reaching a reward level.
- The data for amount of packages sold is dependent on the Troop Cookie Chair being up-to-date on entering all cookies distributed to the Girl Scout in eBudde™ and marking appropriately.
- When Girl Scouts reach a reward level with a choice, they can select their choice.
- Only rewards through the 800-999 package level are displayed in Digital Cookie.

Links: My Rewards tip sheet, My Rewards video

Entrepreneur Pins and Badges

The Badges tab will display entrepreneurship pins and badges for the Girl Scout's level.

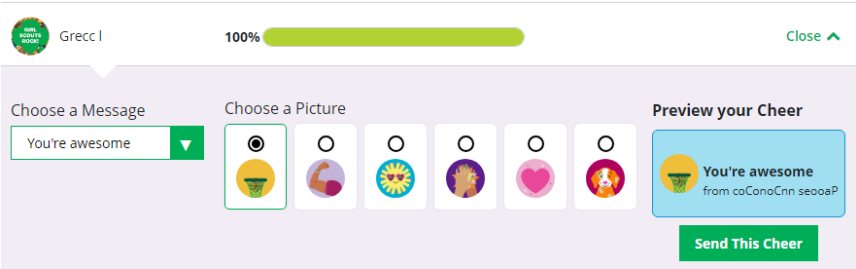
- For badges, Girl Scouts can read an overview of the requirements.
  - Mark steps as completed during the Cookie Program or earlier.
  - A completed badge will display in color on the Girl Scout's Home page.
- For the Cookie Entrepreneur Family Pins, Girl Scouts can click on the instructions for each step.
  - Click on the link to complete the activity in Digital Cookie.
  - Once compelted the Girl Socuts should click the box next to each step.
  - When the last step in completed and checked, a pop-up box will appear asking to confirm the Girl Scout completed the last step.
  - The completed pin will now display in color on the Girl Scout's Home page.
- Link: [Entrepreneur Pins and Badges tip sheet]



Cheers

Girl Scouts can send cheers to other Girl Scouts in the troop or receive cheers from a troop member, Troop Cookie Cheer or even a customer.

- On the home page, Girl Scouts can see if they received a Cheer or can Send a Cheer. Troop Cookie Chairs can send a Cheer from the Home page or the Cheer tab.



- In the Cheer module, Girl Scouts and Volunteers can see the progress of other troop members towards their goal and pick a cheer to send.
- Link: [Girl Scout Cheer tip sheet], [Troop Cheer tip sheet]