

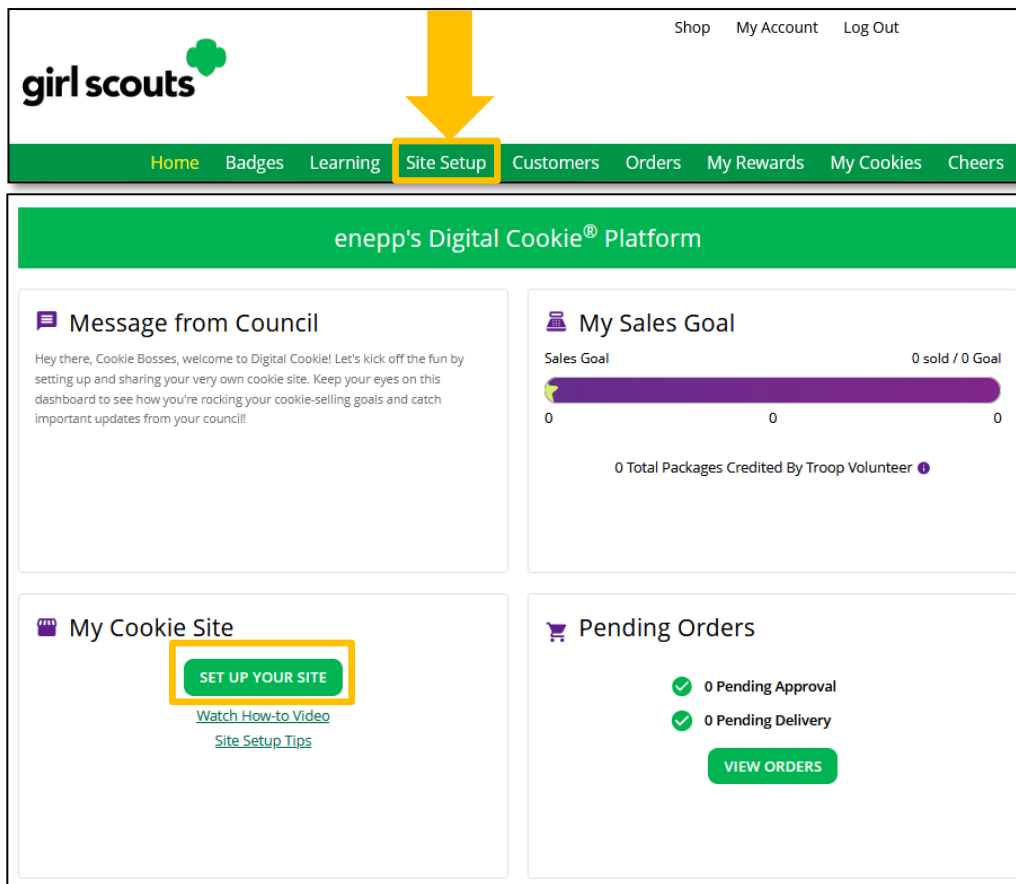
Digital Cookie[®]

Site Setup – Girl Scout Under 13

Previous Steps: [Site Registration](#)

Step 1: Log in to digitalcookie.girlscouts.org

To help your Girl Scout set up the cookie site for customers, click on the “Set up your site” link in the “My Cookie Site” section, or the “Site Setup” link at the top.



Step 2: Set Up Your Site

There are several different sections the Site Setup page. Click on the headings to be taken to the instructions for that section.

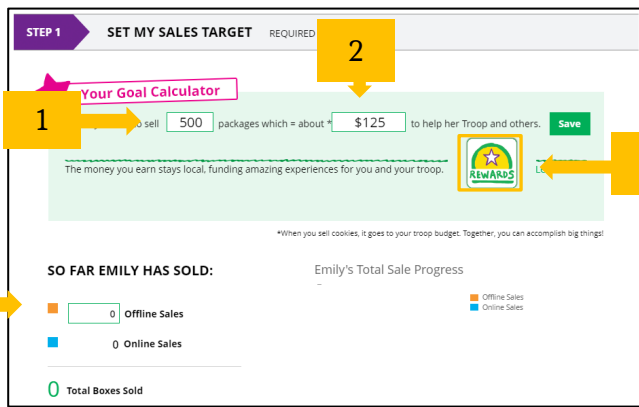
- [Goal Setting: “Set My Sales Target”](#)
- [“My Cookie Story”](#)
- [Photo/Video Upload](#)
- [Preview and Publish Your Site](#)

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Goal Setting: Set My Sales Target


1. Girl Scouts enter how many packages of cookies they are working to sell this year through online and offline sales.
2. When the information is entered, the calculator will show how much money the troop will get from the Girl Scouts hard work.
3. Clicking on “Rewards” will take you to your council’s rewards tab (if available) to see what rewards the Girl Scout might want to work towards.
4. Girl Scouts can enter any offline packages they have sold so their customers will see their total sales, not just their digital sales.

Don't forget to save your goal before moving on.



STEP 1 SET MY SALES TARGET REQUIRED

1 → Your Goal Calculator: I want to sell 500 packages which = about \$125 to help her Troop and others. Save

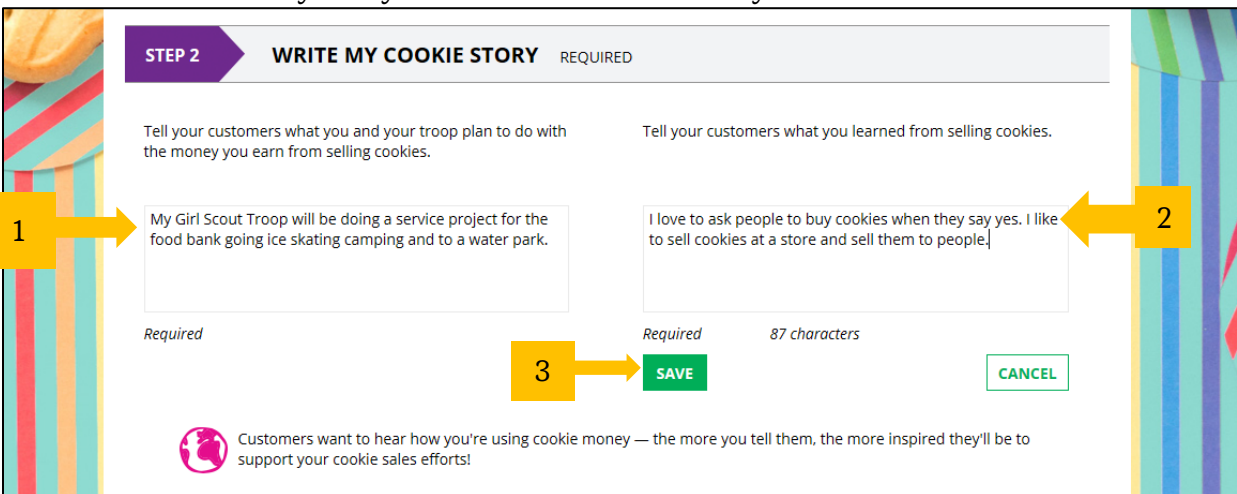
2 → The money you earn stays local, funding amazing experiences for you and your troop.  3 →

4 → SO FAR EMILY HAS SOLD: Emily's Total Sale Progress

- Offline Sales: 0
- Online Sales: 0
- Total Boxes Sold: 0

My Cookie Story

1. Girl Scouts tell their customers about a troop goal and why it's important.
2. Girl Scouts share what they've learned from the cookie program.
3. Save their story. They can make edits to it at any time.



STEP 2 WRITE MY COOKIE STORY REQUIRED


Tell your customers what you and your troop plan to do with the money you earn from selling cookies.

1 → My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park. Required

Tell your customers what you learned from selling cookies.

2 → I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people. Required 87 characters

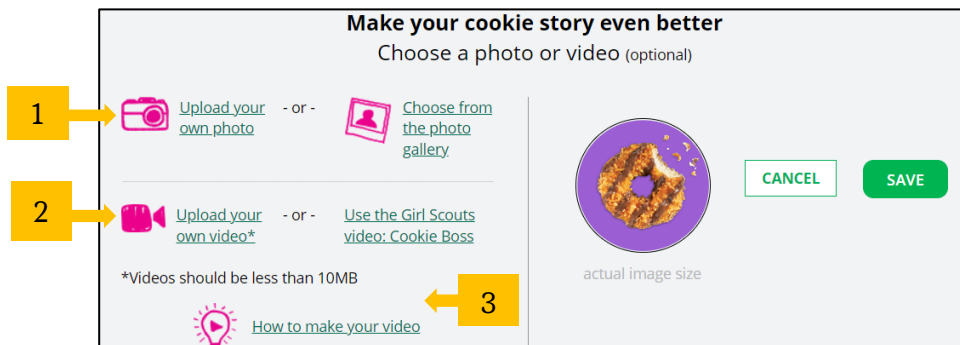
3 → SAVE CANCEL

 Customers want to hear how you're using cookie money — the more you tell them, the more inspired they'll be to support your cookie sales efforts!

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Photo/Video Upload

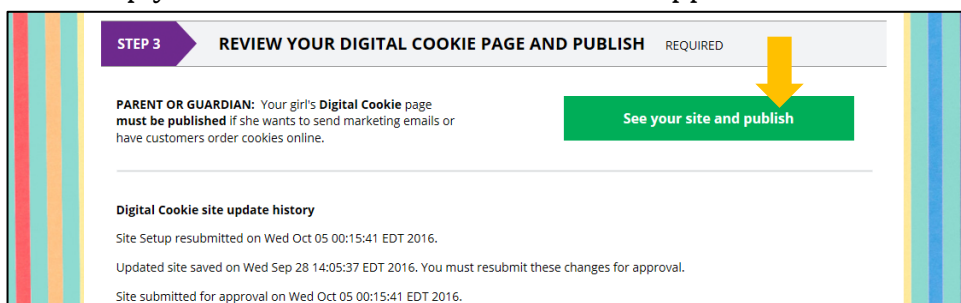
1. Girl Scouts can choose to upload a photo or use a picture from the gallery.
2. Or, Girl Scouts can upload a video or use the “Cookie Boss” video.
3. Bonus! Girl Scouts can get tips on how to make a great video.



Girl Scouts who uploaded a photo or video of themselves sold more than double the boxes on average than those who did not.

See Your Cookie Site and Publish

Almost there! Simply click the button to see how the site appears to customers and publish.

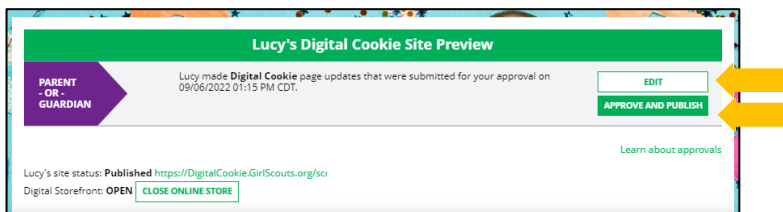


If your button only says “see your site” you may be missing some required fields or didn’t make any changes. Go back and check that everything has been completed.

You will see what the customer will see. Some things to check:

- Is the spelling and grammar correct and does it tell a story?
- Make sure the photo or video are displaying correctly.
- Are the goals accurate?
- If you need to change anything, click *Edit* and make changes, then go back to Step 2a.
- If it looks good, *approve and publish it*.

Your Girl Scout’s cookie store now has its own website! If your council’s digital cookie sale hasn’t started, the link will not be active yet.



Next Steps: Marketing to Customers

Cookie Entrepreneur Family Pins and Cookie Business Badges