

# Digital Cookie®

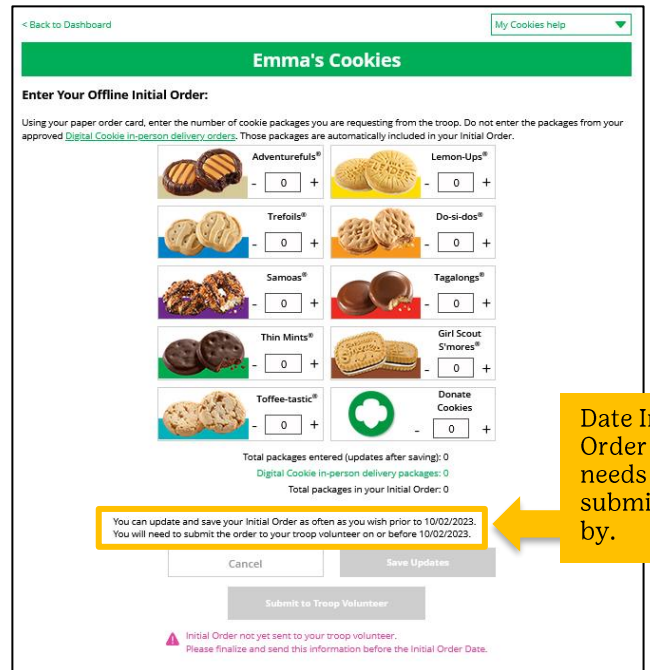
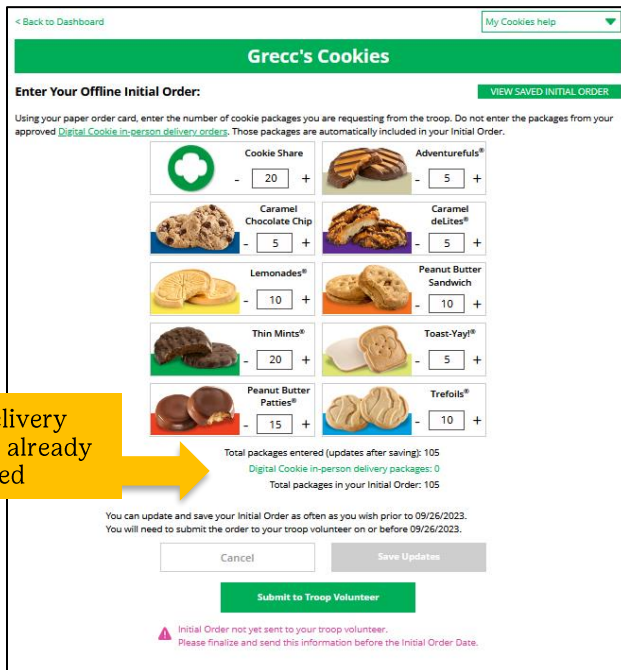
## My Cookies: Initial Order

A tab labeled “My Cookies” exists on your Digital Cookie Dashboard.



On that tab, your council may be offering the ability for you to enter your Girl Scout’s **Initial Cookie Order** if you are accessing the tab prior to the initial order deadline.

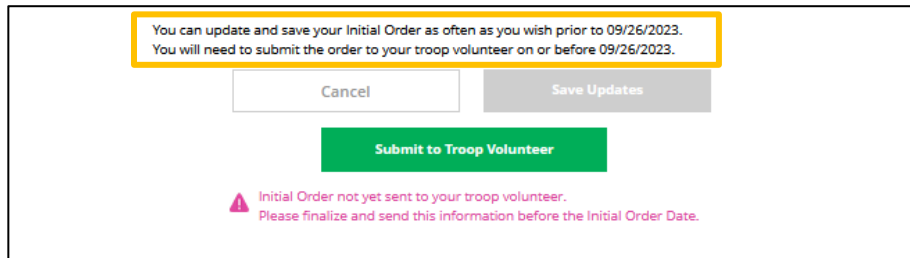
**Step 1:** When you select the “My Cookies” tab, your screen will display a place to enter your Girl Scout’s Initial Order. Simply enter the cookies your Girl Scout needs to fill the orders from her paper order card (and any extras you may want). Do NOT include any in-person delivery orders received online prior to the initial order, those are already ordered for you.



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Once you are satisfied with the amount of cookies you are ordering, click the “Submit to Troop Volunteer” button to send the offline order to your troop volunteer to be included in the baker’s order entry system. Those cookies, along with any cookies ordered online for girl delivery by customers prior to the initial order date will be ordered by your troop for your Girl Scout.

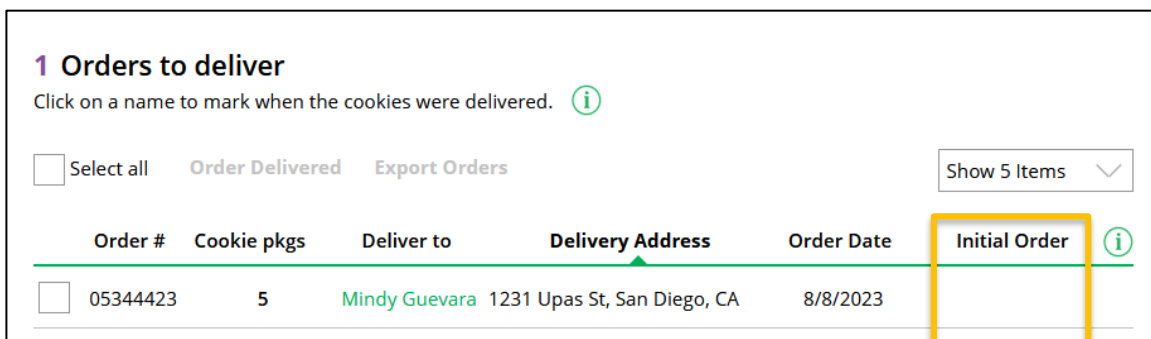
If you find you need to make a change after you have submitted your order, please contact your troop cookie volunteer to see if changes can be made. You will need to submit your order prior to the due date noted above the “Save Updates” button.



After the due date, you can’t make edits to the numbers on this section, and it will only appear at the top of your “My Cookies” dashboard to view.



If you approved a digital order near the end of the initial order period and want to be sure it was included in the cookies you will be receiving on your initial order pickup, you can navigate to the “Orders” tab and check the Initial Order column for orders that need to be delivered.



No checkmark means it was not included in your initial order and you will need to be sure to get the cookies to fill that customer’s order.