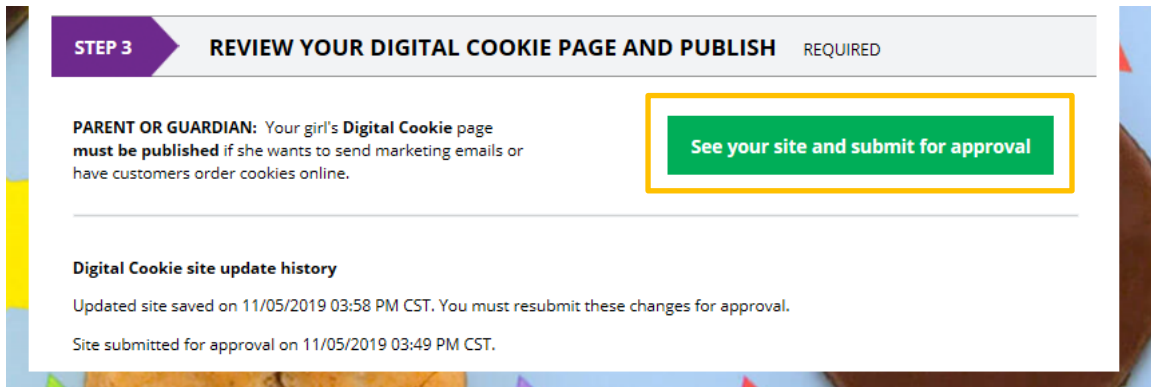


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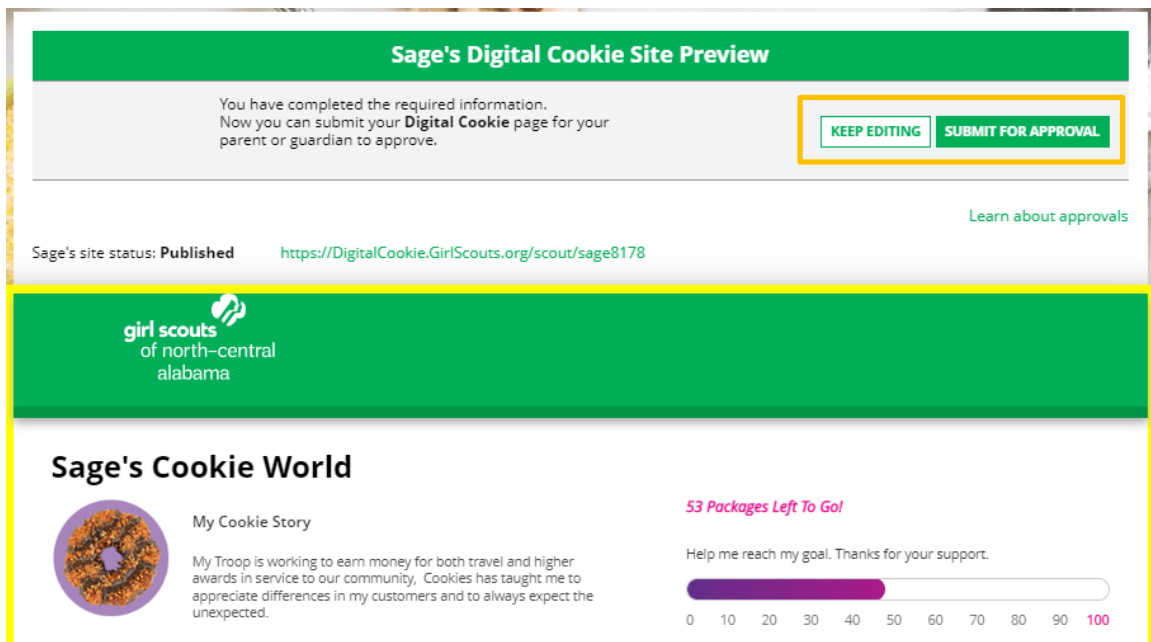
## Site Setup – Girl Scout 13 or Older

**Previous steps:** [Site Registration Girl Scout 13 and over](#)

**Step 1:** Once in the Digital Cookie site, the setup functions just like the [Site Setup Girl Scout Under 13](#). The difference is that Step 3 will have a button at the bottom of the page instructing the Girl Scout to: “See your site and submit for approval.”



**Step 2:** A preview of her site will display and she can either make additional edits or submit it for caregiver approval.



# Digital Cookie®

**Step 3:** Once she has submitted the site for approval, you will receive an email that your Girl Scout’s site needs approving.

**Step 4:** When you click the pink “Review Site” button in the email, you will login and be sent to your Girl Scout’s site preview.



**Please review and approve her site**

Dear Annabelle,

Zoe updated their Digital Cookie® site. Please take a moment to approve the updates.

It's simple and quick! Log in to your Digital Cookie account and navigate to the "Site Setup" tab and then review the following:

- Make sure your Girl Scout’s site doesn’t include their last name, school name, home address, email address, phone number, or any other identifiable information. This applies to your Girl Scout’s cookie video as well.
- Review any photos or videos your Girl Scout has uploaded to their site and make sure you are comfortable with the content.
- Review your Girl Scout’s cookie story to ensure they share their plans for their cookie proceeds. Research shows it’s a key driver for customers as they decide to purchase.
- If you need to change something, you can edit the information. Be sure to tell your Girl Scout if you made changes.

If everything looks good, simply approve the site, and it will be ready for her to reach out to customers.

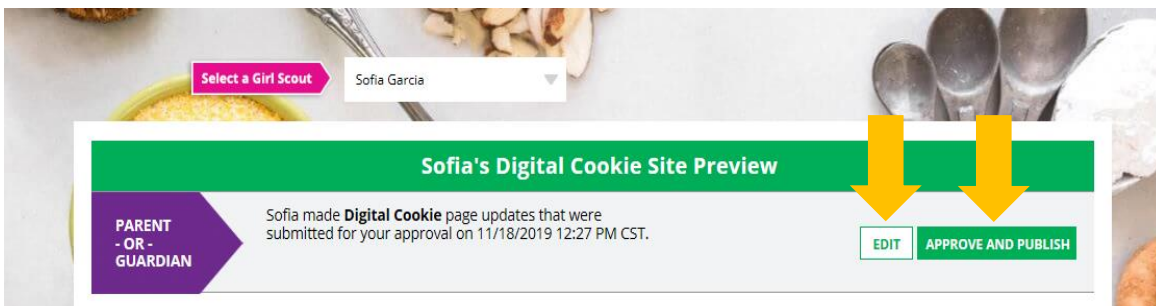
**REVIEW SITE**



From there you can review it and either “Approve and Publish” to have her site go live, or click the “Edit’ button to make changes.

If you make changes, when they are complete, click “Approve and Publish”. Make sure to let your Girl Scout know you made changes.

**Step 5:** The Girl Scout will receive an email confirmation that her caregiver has approved her site. Now she is ready to send marketing emails to customers once the council’s Digital Cookie sale is open.



**Next Steps: Marketing to Customers**