



## Girl Under 13-Site Setup

**Previous Steps:** [Site Registration](#)

There are three main sections to setting up your Girl Scout's site:

- Goal Setting: My Sales Target
- Her Cookie Story & Photo/Video upload
- Previewing and Publishing Her site

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Log in to [digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org)

To help your Girl Scout set up her business for customers, click on the “Setting Up your Digital Cookie Site” link in the Welcome section, or the “Cookie Page Setup” at the top.

The screenshot shows the 'Georgia's Digital Cookie Platform' dashboard. At the top, there's a navigation bar with links like 'HOME', 'BADGES', 'LEARNING', 'SITE SETUP' (highlighted with a pink box and an arrow), 'INVENTORY', 'CUSTOMERS', and 'ORDERS'. Below the navigation bar, there's a 'Select a Girl Scout' dropdown menu showing 'Georgia DAWSON'. The main content area is titled 'Georgia's Digital Cookie Platform' and includes a 'Welcome, Heavenly!' message. It also features a 'COOKIE SALES END IN' timer showing 199 days, 0 hours, 14 minutes, and 28 seconds. There are sections for 'My Progress' (0 sold online, 0 sold offline) and 'My Troop' (Our goal: coming soon). A 'My Sales Goal' section shows 0 packages sold and 0 packages to sell, with 'UPDATE' and 'SEE DATA' buttons. A 'REWARDS' icon is also present. The 'My Cookie Site: Set up your site' section is highlighted with a pink box and contains the link 'Set up your cookie site, get published and start getting orders.' The 'Orders to Deliver In Person' section shows 0 orders approved for delivery and 0 orders to deliver. At the bottom, there's a 'Learning' section with links for 'Cookie Pin & Badges', 'Cookie Planning', and 'Cookie Sales', and a 'From Your Council' section with a 'Test' link.

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There are several different sections to her home 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”

### Step 1>My Sales Target

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1. Girls enter how many boxes 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 her hard work.
3. Girls can also input how many boxes she has sold in face-to-face sales to see her complete progress.
4. Clicking on “Sales Rewards” brings up a .pdf of council cookie rewards.

The screenshot shows the 'Cookie Page Setup' form with three steps: 1. Sales Target, 2. My Cookie Story, and 3. Published. Step 1 is active, showing 'SET MY SALES TARGET'. A pink box labeled '1' points to the 'Your Goal Calculator' section where '179' is entered in the 'packages' field, resulting in '\$43.75'. A pink box labeled '2' points to the 'My Cookie Story' step. A pink box labeled '3' points to the 'Online Sales' and 'Offline Sales' input fields, both currently at '0'. A pink box labeled '4' points to the 'Sales Rewards' button. Below the calculator, it says 'SO FAR GEORGIA HAS SOLD:'. To the right, 'Georgia's Total Sale Progress' shows a progress bar at 0% and '0 packages left to reach Georgia's goal or 0'. At the bottom, it notes 'Online sales are made from your Digital Cookie site or mobile app. They are automatically updated.'

Encourage your Girl Scout to update her in-person progress regularly so she and her online customers can see how close she is to her goal.



## Step 2>Her Cookie Story

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1. Girls tell their customers about a troop goal and why it's important.
2. Girls share what they've learned from the cookie program.
3. Save her story. She 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

Required

Tell your customers what you learned from selling cookies.

2

Required 87 characters

3

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!

## Step 2>Photo/Video Upload

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1. Girls can choose to upload a photo of themselves or use a picture from the gallery.
  - OR
  2. Girls can upload a video of themselves or use the “Cookie Boss” video.
  3. Bonus! Girls can get tips on how to make a great video.
- Need help? You can also see the [photo/video upload](#) training for more tips.

**Make your cookie story even better**  
Choose a photo or video (optional)

1  - or -

2  - or -

[How to make your video](#) 3

actual photo size

If you decide not to select a photo or upload your own, your **Digital Cookie** page will show this photo.

Girls who uploaded a photo or video of themselves sold more than double the boxes on average than girls who did not.

## 6

## Step 3a&gt;See Your Cookie Site and Publish

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

**STEP 3 REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH** REQUIRED

**PARENT OR GUARDIAN:** Your girl's **Digital Cookie** page **must be published** if she wants to send marketing emails or have customers order cookies online.

**See your site and publish**

**Digital Cookie site update history**

Site Setup resubmitted on Wed Oct 05 00:15:41 EDT 2016.

Updated site saved on Wed Sep 28 14:05:37 EDT 2016. You must resubmit these changes for approval.

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.

## 7

## Step 3b&gt;Preview Her Site and Approve

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

- Is the spelling and grammar correct and does it tell her story?
- Make sure the photo or video are displaying correctly.
- Are the goals accurate? Do they reflect all online sales?
- If you need to change anything, click *Edit* and make changes, then go back to Step 6.
- If it looks good, *approve and publish it*.

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

**Isabel's Digital Cookie Site Preview**

PARENT - OR - GUARDIAN

Isabel submitted her **Digital Cookie** page for your approval on 11/18/2019 12:20 PM CST. When you approve and publish, her site will be open for business.

**EDIT** **APPROVE AND PUBLISH**

[Learn about approvals](#)

Isabel's site status: **Not Published**

**girl scouts** **digital cookie**

**Isabel's Cookie World**

**My Cookie Story**

My troop wants to go to the zoo. Selling cookies is fun, I like Thin Mints.

**67 Packages Left To Go**

Help Me Reach My Goal. Thanks for your support.

0 12 19 26 33 40 47 54 61 68 75

Delicious and teaches leadership? That's one smart cookie.

**Meet the Cookies**

**tuffee-tastic®**  
Gluten-free  
Rich, buttery toffee

**You Help Make it Possible**

Cookie order proceeds:  
• Stay local  
• Provide programs in STEM

Next Steps: [Marketing to Customers](#)  
[Accessing the Games and Videos](#)