

Digital Cookie®

Using the Digital Cookie Mobile App: A Training Guide for Troop Volunteers

Prefer a video? A step-by-step demonstration is available [here](#).

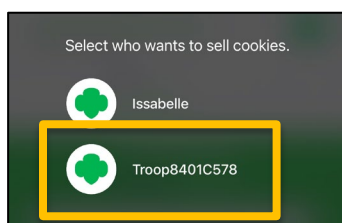
This guide provides troop volunteers with step-by-step instructions for using the Digital Cookie Mobile App to support Girl Scouts in managing cookie sales through the troop's digital site.

Step 1: Log in to the Mobile App

Use the same email and password associated with your Digital Cookie account to log in. Access to the troop account is only available once the troop site has been properly set up. Refer to the [Troop Site Setup tip sheet](#) for guidance.

Step 2: Select the Troop Role

After logging in, users may see multiple accounts—such as their Girl Scout(s) if they are also a caregiver, and their troop account. The Troop role becomes available once the council's troop site and mobile app access dates are active.



Volunteers without a Girl Scout will still have access to the mobile app as the troop volunteer.

Home Page Features

From the home page, you can access the following features:

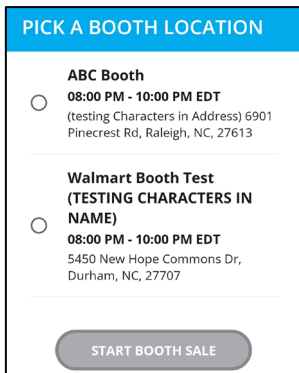


- [Start My Booth Sale](#) – Place orders for a specific booth.
- [New Cookie Order](#) – Place orders directly through the app when a booth is not available or the customer wants to place a deliver later or shipped order.
- [Visit My Site](#) – Display the troop's site QR code for customer scanning.
- [Email My Site](#) – Send the troop's site link to potential customers via email.
- [View Cash Sales Summary](#) – Review the total cash collected for the day, including a breakdowns by cookie variety.
- [All Orders](#) – View and manage all orders placed on the troop's site by delivery method.

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Start My Booth Sale

Follow these steps when taking orders at a cookie booth.



PICK A BOOTH LOCATION

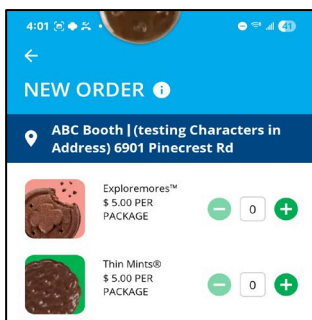
☐ **ABC Booth**
08:00 PM - 10:00 PM EDT
(testing Characters in Address) 6901 Pinecrest Rd, Raleigh, NC, 27613

☐ **Walmart Booth Test (TESTING CHARACTERS IN NAME)**
08:00 PM - 10:00 PM EDT
5450 New Hope Commons Dr, Durham, NC, 27707

START BOOTH SALE

Step 1: Select Booth and Start Booth Sale

Choose from the list of booths you are signed up for. If a booth is missing, check the Booth Pickup page in Digital Cookie or use the New Cookie Order option.



NEW ORDER

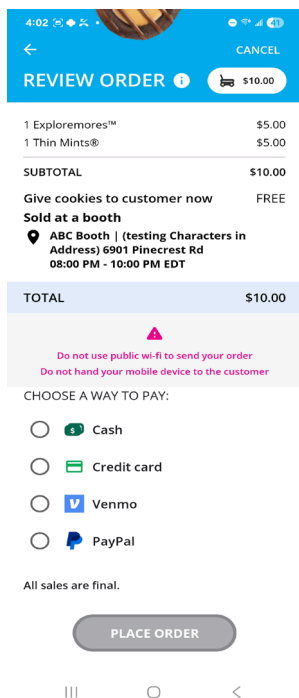
ABC Booth | (testing Characters in Address) 6901 Pinecrest Rd

 ExploreMores™
\$ 5.00 PER PACKAGE

 Thin Mints®
\$ 5.00 PER PACKAGE

Step 2: Select Cookie Varieties

Use the '+' and '-' buttons to enter quantities, then click 'Checkout'.



REVIEW ORDER **\$10.00**

1 ExploreMores™ \$5.00
1 Thin Mints® \$5.00

SUBTOTAL \$10.00

Give cookies to customer now **FREE**

Sold at a booth
ABC Booth | (testing Characters in Address) 6901 Pinecrest Rd
08:00 PM - 10:00 PM EDT

TOTAL \$10.00

DO NOT USE PUBLIC WI-FI TO SEND YOUR ORDER
DO NOT HAND YOUR MOBILE DEVICE TO THE CUSTOMER

CHOOSE A WAY TO PAY:

☐  Cash

☐  Credit card

☐  Venmo

☐  PayPal

All sales are final.

PLACE ORDER

Step 3: Review Order and Select Payment Type

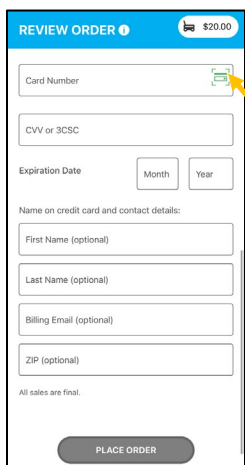
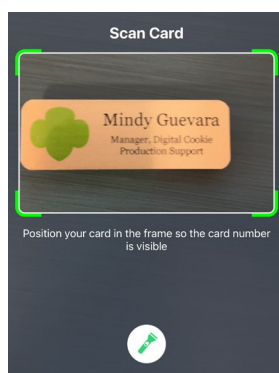
Choose from cash, credit card, Venmo, or PayPal.

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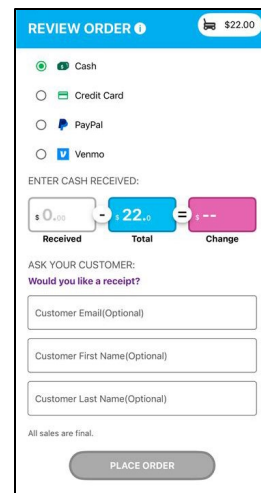
Payment Methods

Cash – Available for 'Give Now' orders. Enter the amount received and the app will calculate change. Optionally enter customer name and email.

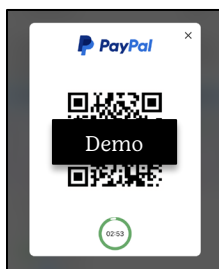
Credit Card – Enter or scan card details. Contact info is optional but useful for receipts or issues.

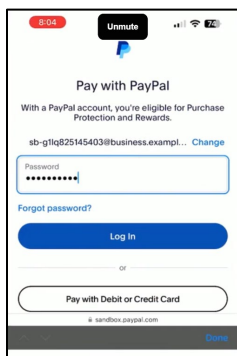
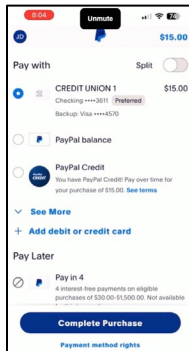
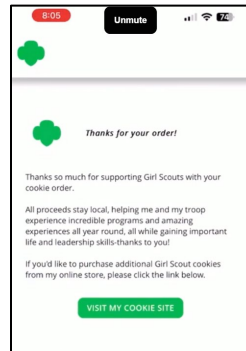
Tip: Have good lighting and double check the numbers before placing the order.



PayPal/Venmo – After clicking Place Order, a QR code appears for the customer to scan and complete payment.



Customers must log in to their account from their phone to complete the order.

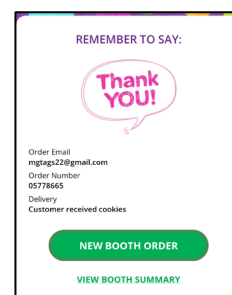
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Order Confirmation

Once the order is placed, a confirmation screen appears. You can start a new booth order or view the booth summary.

Booth Summary

The summary shows packages sold and total money collected. Here you can end the Booth Sale. If you accidentally end a booth sale early, it can be opened at any time on the day of the booth.



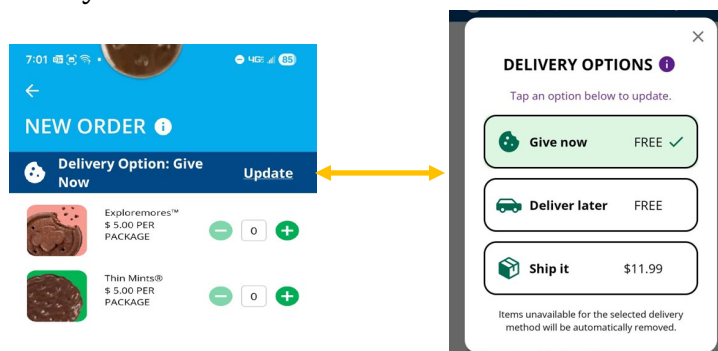
BOOTH SALES SUMMARY				
ABC Booth (testing Characters in Address) 6901 Pinecrest Rd				
Total Sales	\$10.00			
Total Cash	\$10.00			
Total Packages Sold	2			
Cookie Varieties	Price	Cash Qty	Cash Sales	Total Qty
Adventureful s®	\$5.00	0	\$0.00	0
Lemonades®	\$5.00	0	\$0.00	0
Trefoils®	\$5.00	0	\$0.00	0
Thin Mints®	\$5.00	1	\$5.00	1

Donate Cookies	\$5.00	0	\$0.00	0
Total	2	\$10.00	2	
NEW BOOTH ORDER				
END BOOTH SALE				

New Cookie Order

Use this feature when not at a booth or when no booth is selected:

1. Click 'New Cookie Order' to open the order screen.
2. Review Delivery Option – Defaults to 'Give Now' or last selected. Tap 'Update' to change. Note: Deliver later orders still need to be approved within five days or the order will be canceled.



3. Select Cookie Quantities – Use '+' and '-' buttons, then click 'Checkout'.

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- Review Order and Enter Customer & Payment Details – For shipped or delivery orders, enter address. For 'Give Now', customer info is optional.

CHECKOUT ⓘ \$20.00

Deliver in person later

Delivery to ⓘ

First Name

Last Name

Phone

Are you sending the Cookies in "care of" another person or to a company? ☐

Address 1

Address 2 (Optional)

City

State

ZIP

CHECKOUT ⓘ \$20.00

Ship cookies to customer

Ship to ⓘ

First Name

Last Name

Phone

Are you sending the Cookies in "care of" another person or to a company? ☐

Address 1

Address 2 (Optional)

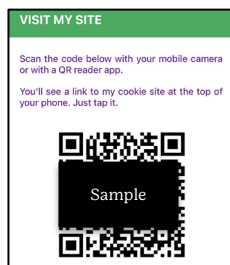
City

State

ZIP

Note: Cash payment is only available for 'Give Now' orders

Sharing the Troop Site



Visit My Site – Show the troop's QR code for customers to scan and access the site.

Email My Site – Send the site link via email. Enter customer contact info to send the message.

EMAIL MY SITE

ASK YOUR CUSTOMER:

Can I email you a link to my Digital Cookie site right now? That way, you can order any time during the Girl Scout Cookie season.

First Name

Last Name

Email

See our privacy statement

SEND EMAIL

View Cash Sales Summary

Review the total cash collected, including a breakdown by cookie variety. This summary is specific to troop orders.

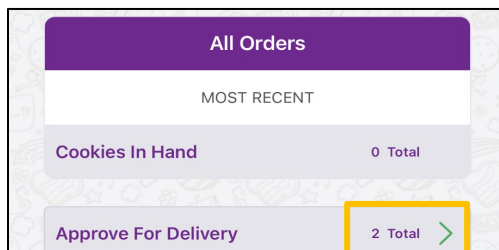
CASH SALES SUMMARY			
Total Cash	\$120.00		
Total Packages Sold	24		
Cookie Varieties	Price	Qty	Cash
 Adventurefuls®	\$5.00	0	\$0.00

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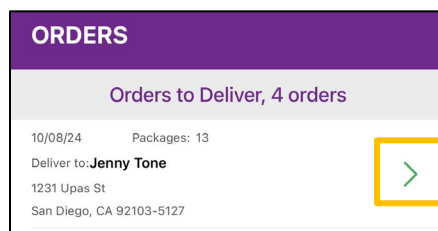
Managing Orders with All Orders

View all of the orders visible by delivery method.

1. Click the green arrow to view all orders by delivery method.



2. Click the green arrow next to an order to view details.



3. Review the order Status. You can approve, decline, or mark it as delivered.

Note: All users logged in as the troop can manage orders similarly to Girl Scouts. Coordinate with caregivers before handling troop orders.

