

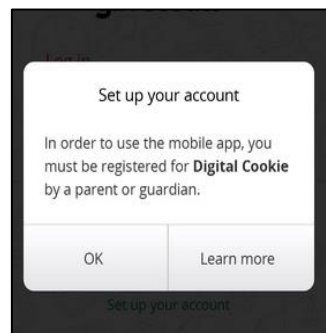
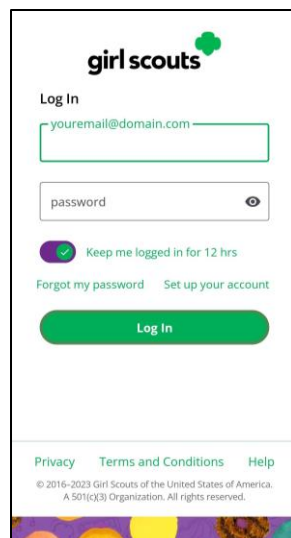
Digital Cookie®

Mobile App

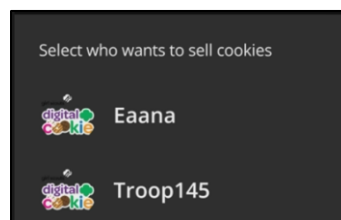
Girl Scouts and troop volunteers can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site as well as the troop site.

Users will start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app." Users should download a new version of the app every year.

The same email and password used to access Digital Cookie is the same to log into the mobile app. **Note: The app will only work if the Girl Scout/Troop's Digital Cookie website is set up and approved, and the council mobile app access date has started.**



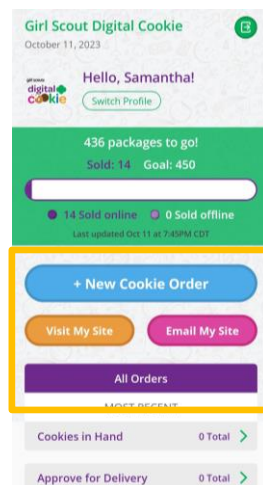
Once a user is logged into the app they see the different accounts available. The user will select which account they want to use. The [Girl Scout view](#) is used to take sales on behalf of a specific Girl Scouts. The [Troop view](#) is used to take sales on behalf of the troop and not an individual, for example at a troop booth.



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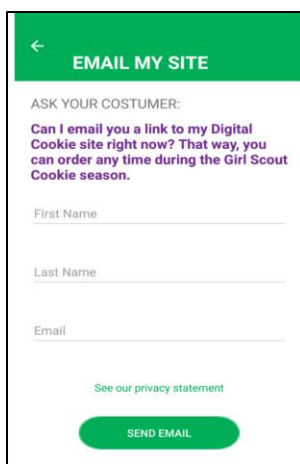
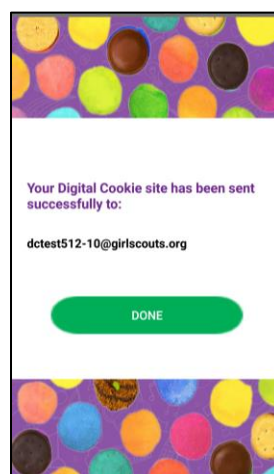
Logged in as Girl Scout

From the home page, the user can select “New Cookie Order”, “Visit My Site,” “Email My Site,” or “All Orders.”



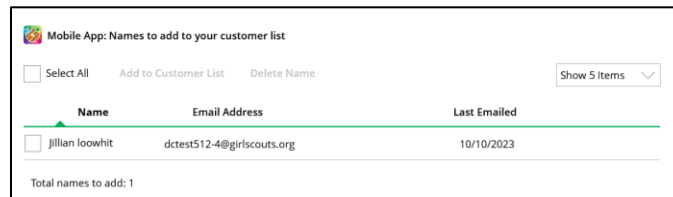
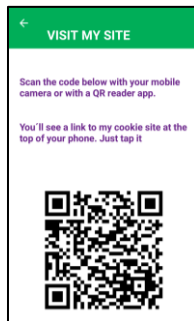
Email My Site is used to send their cookie link to a potential customer who doesn't want to continue the transaction at the immediate time. The Girl Scout will ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

Note: Due to international regulations, except for the US Virgin Islands, USAGSO members should not upload customer emails directly into Digital Cookie. Instead, girls can email customers a link to their Digital Cookie website OR generate a QR code for them to access and purchase cookies. **Once customers place an order, you may be able to send them a thank you for your business email through Digital Cookie.**

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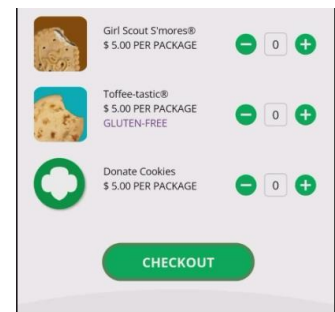
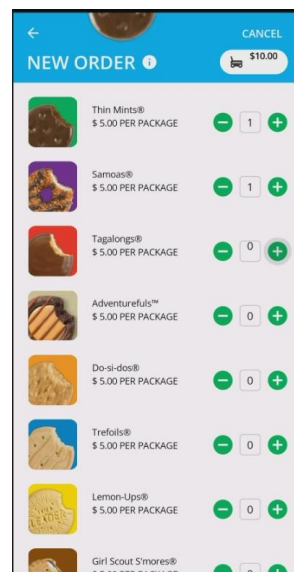
Visit My Site is used to see the Girl Scout's QR code. Girl Scouts can then show the customer their phone for the customer to scan the QR code which will take them directly to the Girl Scout's site to make a purchase.



New Cookie Order is used to take cookie orders directly through the app.

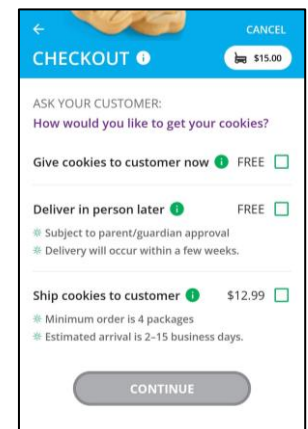
Step 1: Click the New Cookie Order button to be taken to the order screen to enter which cookies the customer wants to order by using the “+” and “-” buttons.

Once the correct number of cookies have been selected the Girl Scout will click the “CHECKOUT” button.



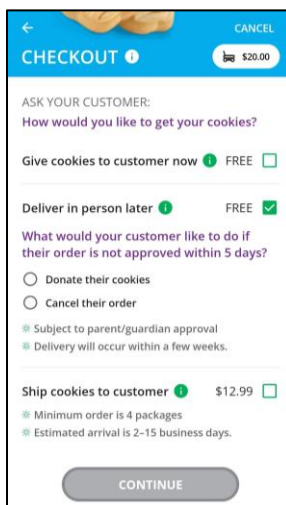
Step 2: Select how the customer would like to receive their cookies. Options may vary based on what the council is making available.

Please be aware: “Give cookies to customer now” should only be selected if you are handing the cookies to the customer at the time of transaction. Girl Scouts in digital cookie only communities do not have cookies to hand a customer at the time of sale and should not select this option.



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If deliver in person later (girl delivery) is selected, the Girl Scout will need to ask the customer what they would like to do if their order can't be approved by the parent within five days, the same as all delivery customers are asked at checkout. Once the selection is made, she can continue with the checkout process.



← CANCEL

CHECKOUT ⓘ \$20.00

ASK YOUR CUSTOMER:
How would you like to get your cookies?

Give cookies to customer now ⓘ FREE ☐

Deliver in person later ⓘ FREE ☒

What would your customer like to do if their order is not approved within 5 days?

☐ Donate their cookies

☐ Cancel their order

ⓘ Subject to parent/guardian approval

ⓘ Delivery will occur within a few weeks.

Ship cookies to customer ⓘ \$12.99 ☐

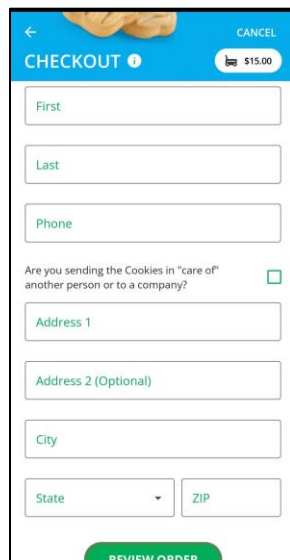
ⓘ Minimum order is 4 packages

ⓘ Estimated arrival is 2-15 business days.

CONTINUE

Step 3: Review order and enter customer and payment details. Girl Scout's can review the order with the customer and gather the customer's information including payment details.

If the order is shipped or delivery, the Girl Scout will then complete the customer information for where the cookies will be shipped/delivered to.



← CANCEL

CHECKOUT ⓘ \$15.00

First

Last

Phone

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

Address 1

Address 2 (Optional)

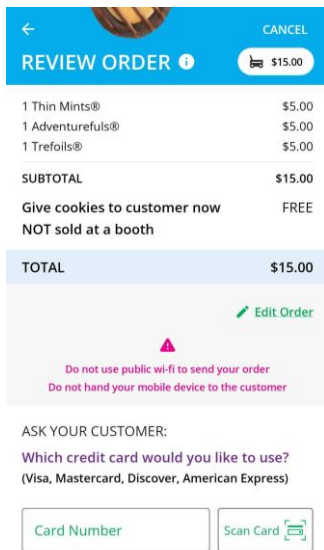
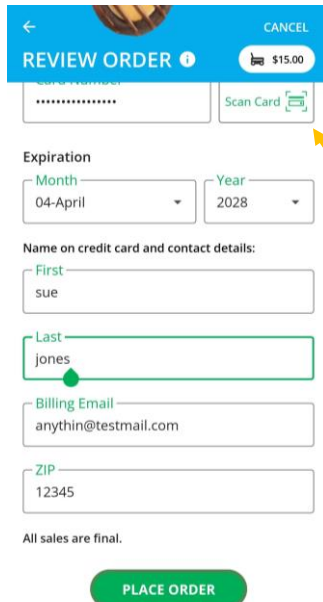
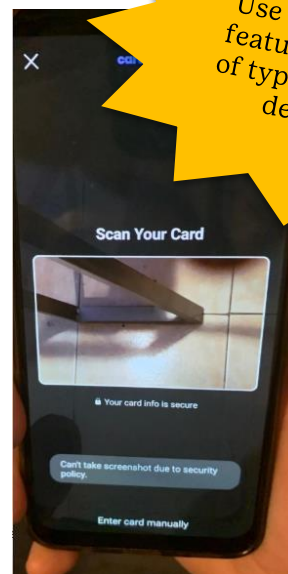
City

State ZIP

REVIEW ORDER

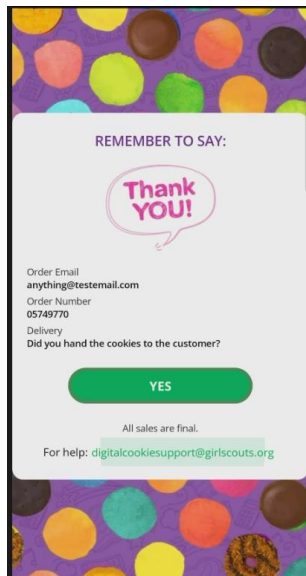
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For in hand orders (give cookies to customer now), an address is not required, only the customer's name, email address, and billing Zip Code.

After completing the required info, click review or place order depending on the order type.

Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!

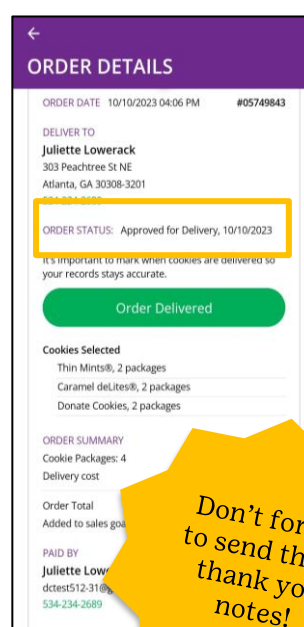
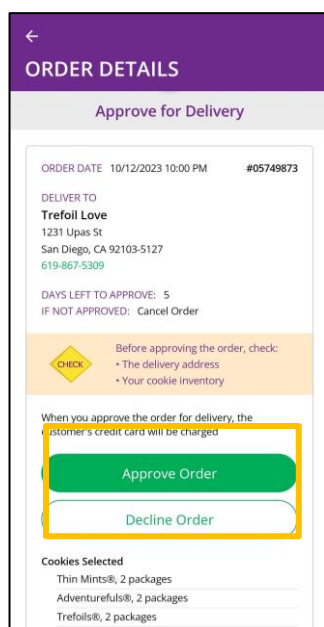
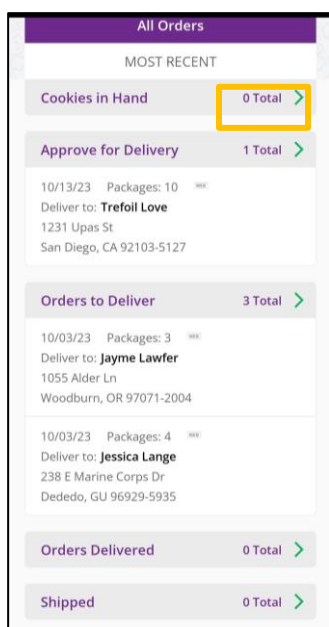


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All Orders is used to view all of the orders visible by delivery method.

Step 1: Click the green arrow to view all orders under that specific delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.



Don't forget
to send those
thank you
notes!

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Logged in as Troop

When users are logged in as the troop, they will see the same dashboard as if they were a Girl Scout and have the same choices “New Cookie Order”, “Visit My Site,” “Email My Site,” or “All Orders.” Many of the steps taken as a Girl Scout are the same as a troop.

Approving orders: all users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can above. Troop volunteers should discuss with family members how they want the troop orders to be handled prior to using the app.



Volunteers who do not have a Girl Scout can still log into Digital Cookie to use the app as the troop.