Steps for setting up your troop's Digital Cookie site

Note: Before you start on these steps, make sure you have filled out the <u>Troop Cookie Manager Agreement</u> (Can also be found on <u>https://www.girlscoutsnyc.org/</u> under Cookies – For Cookie Sellers – Forms & Documents).

You will be unable to proceed without this form.

Step 1: The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, they will see a place to begin the troop link process. To begin, click the "Start" button.



Step 2: Enter a zip code and Troop site lead.



The volunteer designated as the "Troop site lead" can then do the following:

girl scouts		Log Out	digital contractor
		NAN -	
	Select the role you	would like to viev	v
When	n logged in, switch between roles us	INUE sing the "select a role" drop dow	vn menu.

Step 3: Log in and select PARENT as your role.

Step #4: Hit CONTINUE

Select the role you would like to view



When logged in, switch between roles using the "select a role" drop down menu.

Step #5: At the "Select a Girl Scout" button, select your troop



You will need to complete the registration process as if the troop were a new girl by signing the Terms & Conditions statements and Girl Pledge, plus registering her name. NOTE: It is important to <u>leave</u> the Preferred First Name as it appears so that your Troop URL is correct. If there is an issue with the troop number, please contact your Council Customer Care to resolve before proceeding.

	Girl Account	
Troop12359 Site		
Preferred First Name:* (or use a nickname)	Troop12359	Leave it like this!
	Cancel Save	

Step #6: Go to SITE SETUP

girl scouts	Shop My Account	Log Out digital	
⁻ of greater new york	Set up and publish your Girl Scout's Digital Cookie site		
HOME BADGES	LEARNING SITE SETUP INVENTORY	CUSTOMERS ORDERS	
Select a Girl Scout Troop4090 Site	e Select a Rol	e Parent	

Step #7: You should now see this view. From here you can set up your troop's site, in the same way you'd set up a girl's site.

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Select a Girl Scout	Troop4090 Site			Select a Poly	Pare	ant.	
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	Sales	Target	My Cookie	Story	Published		
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STEP 1 SET	MY SALES T	ARGET	REQUIRED				
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Your Go	oal Calculato	or .		et \$0			
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Your Go Troop4090	wants to sell	0 packa	ges which = abo	ut * \$0	to help her Ti	roop and others.	e
Your GC	wants to sell	0 packa	ges which = abo	ut * \$0 for you and your	to help her Tr	roop and others.	e
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