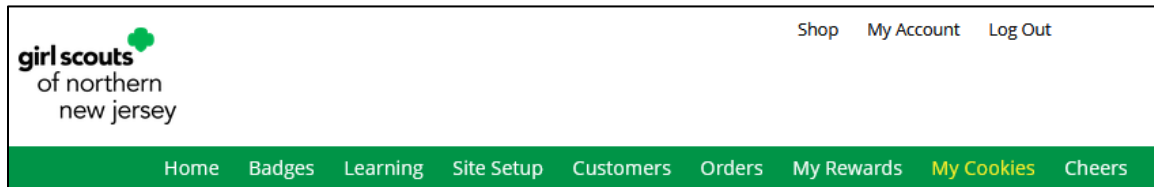


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My Cookies: Delivery Settings

The “My Cookies” tab contains a number of different functions for parents. This tip sheet explains the “Delivery Settings” portion.

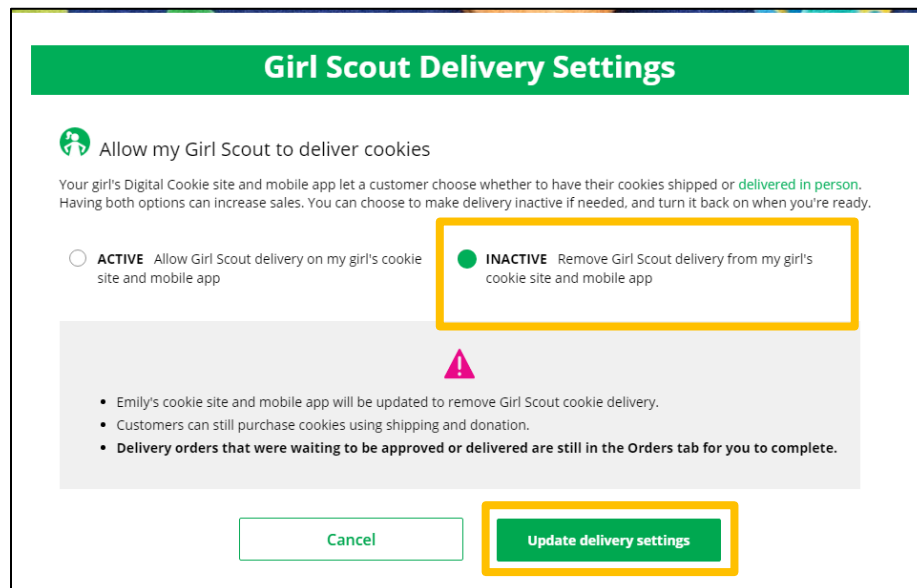


If enabled by your council, the Delivery Settings function lets you turn off the In-Person delivery option for customers or turn off varieties of cookies for in person delivery. You might want to use this if you are out of a cookie variety and can't get more, if you are entirely out of cookies for delivering to customers, or if your family is unable to deliver cookies to customers. Turning it off means a customer won't purchase something your Girl Scout can't fulfill, requiring you to decline their order and disappoint them.

If you are worried about your inventory, always check with your troop cookie volunteer first to see if you can get more cookies before turning off a variety.

Step 1: Turn off In-person Delivery

When you select “inactive” to turn off the Girl Scout delivery option for your customer, you will get a warning message. If you want to turn delivery off, click “Update delivery settings”.



Once you have turned it to inactive, the varieties section will be removed and is superseded by the active/inactive setting. You do not need to turn off each of the varieties individually if you set it to inactive.

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Should you wish to turn delivery back on, simply click “active” and your customers will see delivery as an option again. Make sure you click “Update delivery settings”.

Girl Scout Delivery Settings

 **Allow my Girl Scout to deliver cookies**
Your girl's Digital Cookie site and mobile app let a customer choose whether to have their cookies shipped or **delivered in person**. Having both options can increase sales. You can choose to make delivery inactive if needed, and turn it back on when you're ready.

☐ **ACTIVE** Allow Girl Scout delivery on my girl's cookie site and mobile app

☒ **INACTIVE** Remove Girl Scout delivery from my girl's cookie site and mobile app

Cancel

Update delivery settings

Step 2: Turn Off Cookie Variety for In-person Delivery

If you wish to offer delivery but are out of a cookie variety and can't get more inventory, you can turn off just the out of stock variety of cookie for delivery and customers won't see them as an option for their delivered order.

To do that, simply click the “off” slides next to the cookie variety, then click the Update delivery settings button and it will remove that variety from the Girl Scout delivery option. If you are able to offer that cookie to customers again, return to this section and click the “on” slider to turn that variety back on.

 **My inventory for Girl Scout delivery**
If you're out of stock for a cookie, you can turn off delivery. Emily's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".

 lemon-ups®	☒ Off On	 trefoils®	☐ Off On
 do-si-dos®	☐ Off On	 samoas®	☐ Off On
 tagalongs®	☐ Off On	 thin mints®	☐ Off On
 girl scout smores®	☐ Off On	 toffee-tastic®	☐ Off On

Cancel

Update delivery settings

 **My inventory for Girl Scout delivery**
If you're out of stock for a cookie, you can turn off delivery. Sam's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".

 Adventurefuls®	☐ Off On	 Caramel Chocolate Chip	☒ Off On
 Caramel deLites®	☐ Off On	 Lemonades®	☐ Off On
 Peanut Butter Sandwich	☐ Off On	 Thin Mints®	☐ Off On
 Toast-Yay!®	☒ Off On	 Peanut Butter Patties®	☐ Off On
 Trefoils®	☐ Off On		

Cancel

Update delivery settings