

# Digital Cookie®

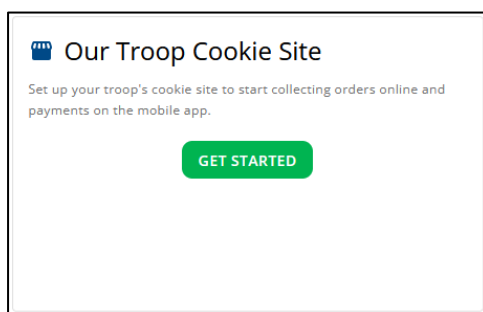
## Troop Site Links

Your troop site links will help your troop make sales online in addition to, or instead of, your regular in-person cookie booths. When you set up your troop site, there may be two links you can use, depending on your council's settings. These links will let your troop reach new customers in your community and beyond.

### Setting Up Your Troop Site

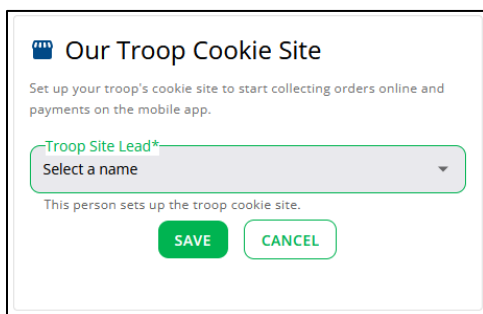
#### Step 1: Click the “Get Started” Button on Troop Dashboard

The first time the troop cookie volunteer logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a troop site. Clicking the

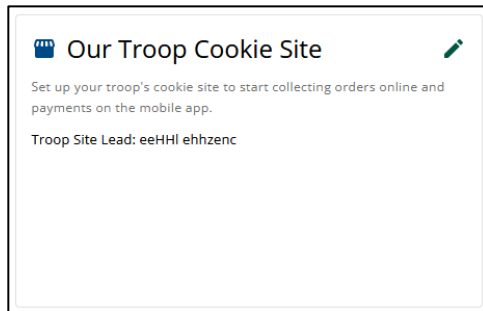


“Get Started” button will begin the process.

Then you will select a name from the drop down of one of the volunteers from the troop to serve in the role of “Troop Site Lead”. The Troop Site Lead will be responsible for working with the Girl Scouts in the troop to set up the troop site and approving orders.



Once the first volunteer for the troop has selected the troop lead, other troop volunteers can see the selection and can change it to a new person if needed.

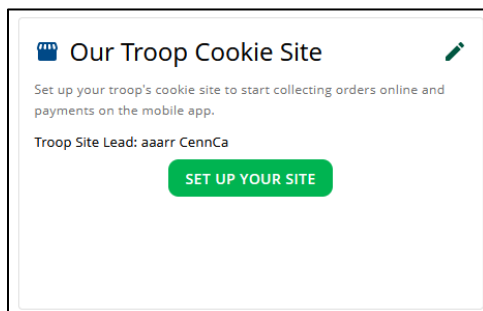


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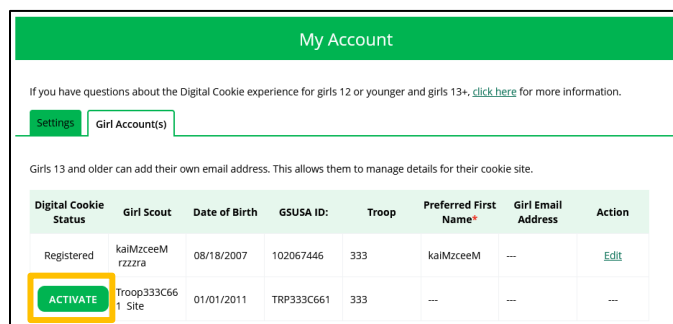
## Step 3: Set Up Your Site

If you assigned yourself to be the troop site lead, your dashboard will be updated with a “Set Up Your Site” button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log into Digital Cookie they will see the “Set Up Your Site” button on their troop dashboard.

To begin setting up the troop site, click set up your site.



The site lead will then need to activate the troop site. By clicking on the Activate button to complete the site’s registration.



After that, the Troop Site Lead will use the “Site Setup” page to work with the Girl Scouts in the troop to create their message and photo/video. It functions the same way as the Girl Scouts’ Site Setup. Be sure to see the “[Site Setup Girl Scout Under 13](#)” [tip sheet](#) for additional information.

During site setup, the volunteer will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the Girl Scouts in your troop

STEP 3

SET ZIP CODE, REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH REQUIRED\*

Troop Site Zip Code

SEE YOUR SITE AND PUBLISH

Your troop must set a **troop site zip code** if you want your cookie site to be visible to customers in the [Cookie Finder](#)

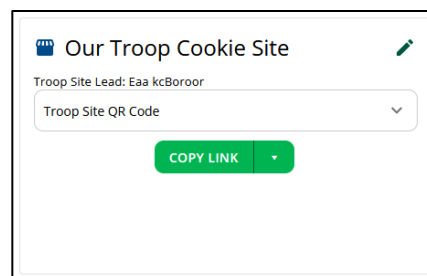
Once the site is published and the council’s sale is live, the troop will have two links to use if they wish for the cookie season.

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## Troop Site Link (In-person Delivery)

From your Troop dashboard, you can access your troop site links. Click the drop down arrow to see the Troop Site QR Code.

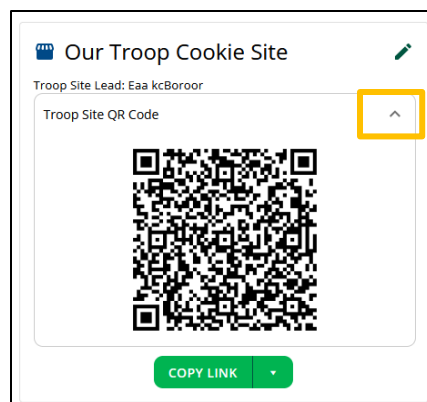
By clicking on the drop down arrow next to “Copy Link” you can copy the troop site links. If you only see one, your council has made a decision that the second link is not a good fit for the program at this time.



## Troop Site Link

This link will function the same as any Girl Scout’s link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.

If pickup is an option in your council, this link will enable customers to select pickup orders as a delivery type. See the *Troop Pickup Orders* tip sheet for more information.

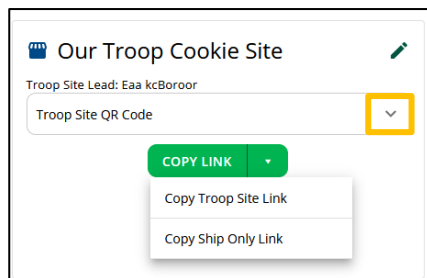


## Troop Ship Only Link

This link will only allow customers to purchase Shipped and Donated orders. This link will be sent to the National Girl Scout Cookie Finder beginning National Girl Scout Cookie Weekend (check with your council for specific date).

Once your site is set up and published, there is nothing additional you will need to do in

Once your site is set up and published and the Cookie Finder has opened, your Troop Ship Only link will automatically be visible to customers using the cookie finder to locate a troop nearby for purchasing shipped cookies.



All purchases on either of your links will appear in your troop records in your baker software. Your council team will share additional information about that with their training.