

Digital Cookie®

Site Setup – Girl Scout Under 13

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

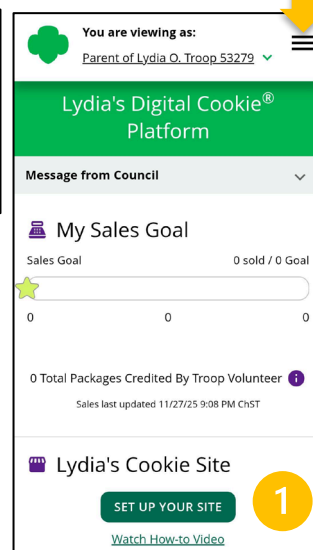
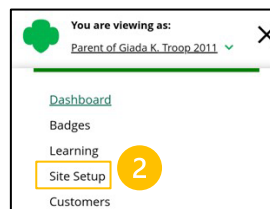
Menu

Previous Steps: [Site Registration](#)

Log In

Go to **digitalcookie.girlscouts.org** and log in. To help your Girl Scout set up her cookie site for customers:

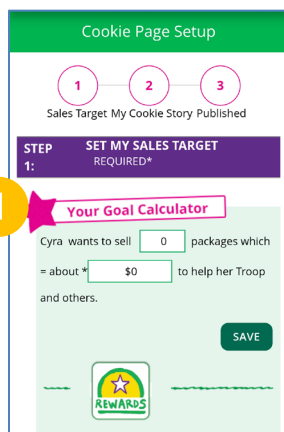
1. Tap “**Set up your site**” in the **Cookie Site** section,
or
2. Use the **Site Setup** link from the menu at the top of the page.



Set Up Your Site

The **Site Setup** page has several sections. Tap each heading to jump to the section.

1. [Goal Setting: Set My Sales Target](#)
2. [My Cookie Story](#)
 - a. [Photo/Video Upload](#)
3. [Preview and Publish Your Site](#)



Step 1: Goal Setting: Set My Sales Target

Enter the number of cookie packages your Girl Scout plans to sell (online and offline).

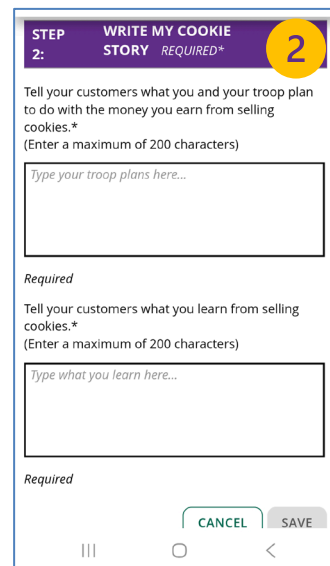
- The calculator will display approximately how much money the troop will earn from her efforts.
- Tap **Rewards** to view your council’s rewards tab (if available) and see what she can work toward.

✓ **Don’t forget to save the goal before moving on.**

Step 2: My Cookie Story

Girl Scouts tell their customers about a troop goal and why it’s important. Then, Girl Scouts share what they’ve learned from the cookie program.

✓ **Don’t forget to save the goal before moving on.**



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Step 2a: Photo/Video Upload

Girl Scouts can choose to upload a photo or use a picture from the gallery. Or Girl Scouts can upload a video or use the “Cookie Boss” video. For more support see the Photo/Video Upload [tip sheet](#).

Bonus! Girl Scouts can get tips on how to make a great video.

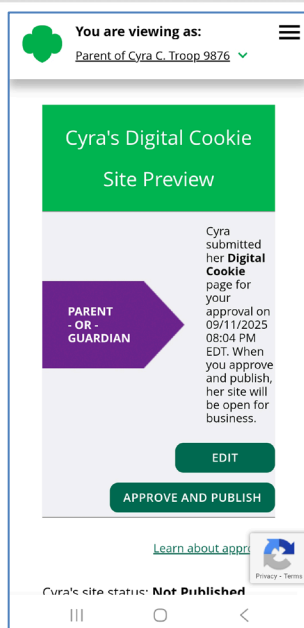
Step 3: See Your Cookie Site and Publish

Almost there! Simply tap the button to see how the site appears to customers and publish. If your button only says “see your site” you may be missing some required fields or didn’t make any changes. Go back and check that everything has been completed.

STEP 3: REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH REQUIRED*

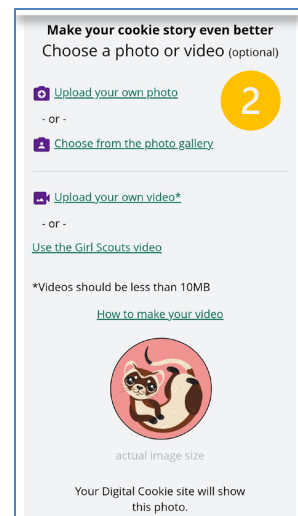
PARENT OR GUARDIAN: Your girl's **Digital Cookie** page **must be published** if she wants to send marketing emails or have customers order cookies online.

3 SEE YOUR SITE AND PUBLISH



You will see what the customer will see. Some things to check:

- Is the spelling and grammar correct and does it tell a story?
- Make sure the photo or video are displaying correctly.
- Are the goals accurate?
- If you need to change anything, tap **Edit** and make changes, then tap **see your site and publish** again.
- If it looks good, approve and publish it.
- Your Girl Scout’s cookie store now has its own website!
- If your council’s digital cookie sale hasn’t started, the link will not be active.



Next Steps: [Marketing to Customers](#)

[Cookie Entrepreneur Family Pins and Cookie Business Badges](#)