

Digital Cookie®

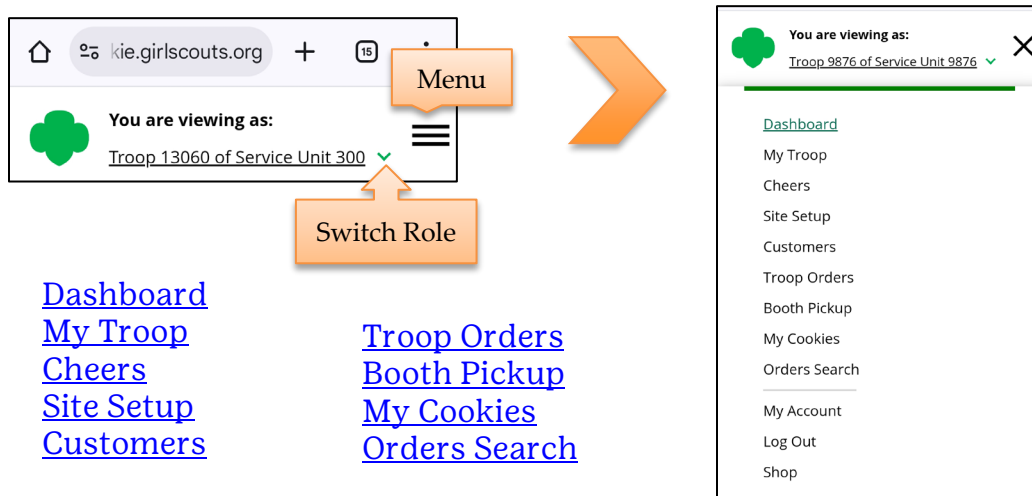
Troop Dashboard

The images in this tip sheet show the mobile view. If you're using a desktop computer, refer to the [desktop version](#) for a view that matches your experience. A [video walkthrough](#) is also available.

Your Digital Cookie Dashboard is your go-to spot for everything you need to support your Girl Scouts and their caregivers during cookie season. It gives you quick access to tools, reports, and features that make managing troop sales easier.

All appointed Troop Leaders and Cookie Volunteers should have access to this dashboard when they log in to Digital Cookie.

Depending on your council, you may have access to nine pages from your menu.



Dashboard

The Dashboard is divided into six sections.

[Our Troop Cookie Site](#)

[Troop Site Sales](#)

[Troop Online Sales and Marketing](#)

[Pending Orders](#)

[Cheers](#)

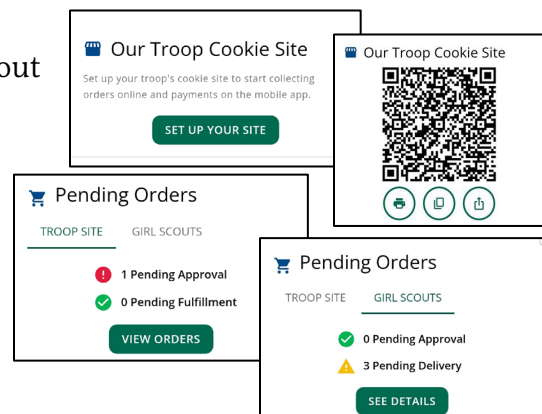
[Reports](#)

1. Our Troop Cookie Site

For details on setting up your troop site, check out the [Troop Site Links tip sheet](#).

2. Pending Orders

See if your troop site or any Girl Scouts have orders waiting for approval or delivery.



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3. Troop Site Sales

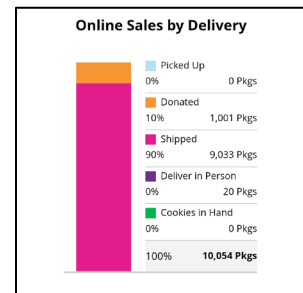
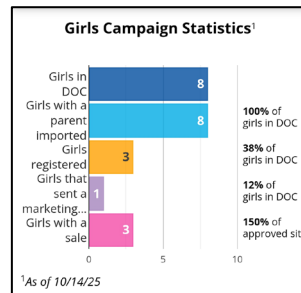
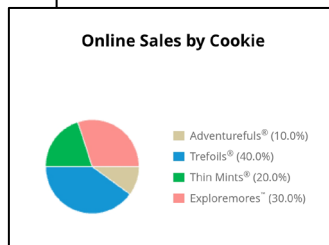
Track sales coming through your troop's cookie site.

4. Cheers

Send quick cheers to Girl Scouts in your troop to celebrate their efforts.

5. Troop Online Sales and Marketing

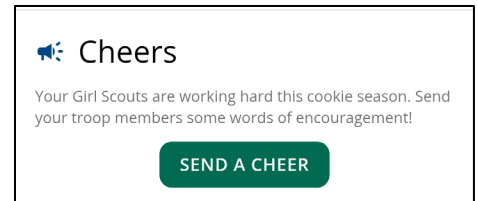
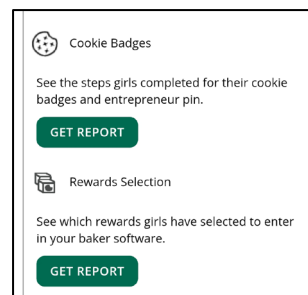
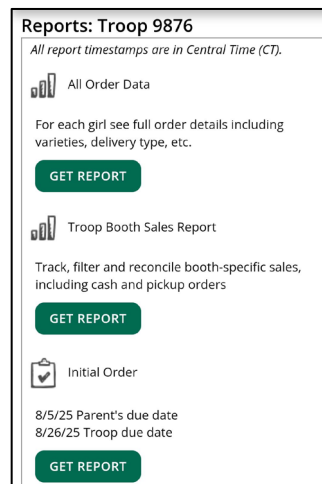
Monitor progress for each Girl Scout and make sure they're actively reaching customers.



6. Reports

Access five helpful reports:

- **All Order Data** – Details for every order (troop site and Girl Scout orders).
- **Troop Booth Sales Report** – Track, filter, and reconcile booth-specific sales, including cash and pickup orders.
- **Initial Order** – See initial orders submitted by parents in Digital Cookie. Orders sync directly to the baker system. (If applicable)
- **Cookie Badges** – See which badges and pins girls are completing.
- **Rewards Selection** – Pull reward choices for easy entry into the baker system (if applicable).



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My Troop

Use this tab to view detailed sales information for each Girl Scout in your troop:

1. The list is organized by Girl Scouts with published or unpublished sites
2. Click the caret next to a Girl Scout's name to see additional details:
 - a. If the site is published, you'll see more sales information.
 - b. If the site is unpublished, you'll see the caregiver's email address.
3. Once a Girl Scout's site is published, you can quickly view:
 - a. Total packages sold
 - b. A quick link to her site
 - c. Whether in-person delivery is enabled
4. Click View Variety Details to see:
 - a. Any pending orders and the cookie varieties needed to fulfill them
 - b. If in-person delivery is turned off for specific varieties

Troop 9876

0 Girl Scouts with Orders Pending Approval

Last Updated: 10/15/25 9:02 PM EDT
[View All Reports](#)

1 TROOP MEMBER ▼ ORDERS TO APPROVE ▲

^ Site Published (2)

Girl Scout	Status	Orders
> Cyra C.	Published	0
> Molly C.	Published	0

^ Site Unpublished (6)

2 ^ Alber ta D.

Caregiver Information
 Quilla Blevins
dctesting+100349564@girlscouts.org

3 Site Published (2)

^ Cyra C. 0

[VIEW VARIETY DETAILS](#) [VIEW COOKIE SITE](#)

Goal Progress 100%

Caregiver Information
 Tricia Floyd
dctesting+100176010@girlscouts.org

Packages Sold
 Online: 84
 Offline: 0
Total: 84
 Credited: 170

In-Person Delivery
 On

4 Rita's Variety Details

Cookie Variety	Pending Packages	In-Person Delivery
Adventurefuls®	0	On
Lemon-Ups®	0	On
Trefoils®	6	On
Do-si-dos®	0	On
Samoas®	0	On
Tagalongs®	0	On
Thin Mints®	7	On
Toffee-tastic®	0	On
Exploremores™	4	On

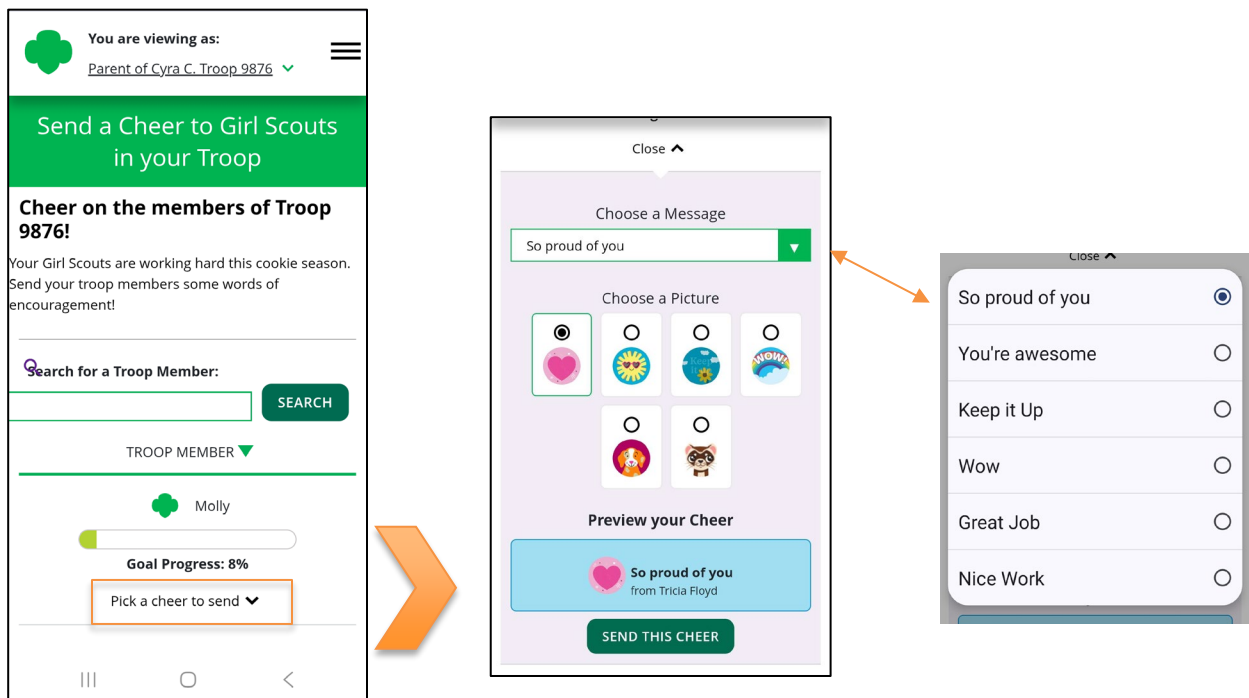
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Cheers

Troop Volunteers can send cheers to Girl Scouts in their troop, just like troop members can send cheers to each other. Note: Girl Scouts cannot send cheers back to volunteers.

How to Send a Cheer:

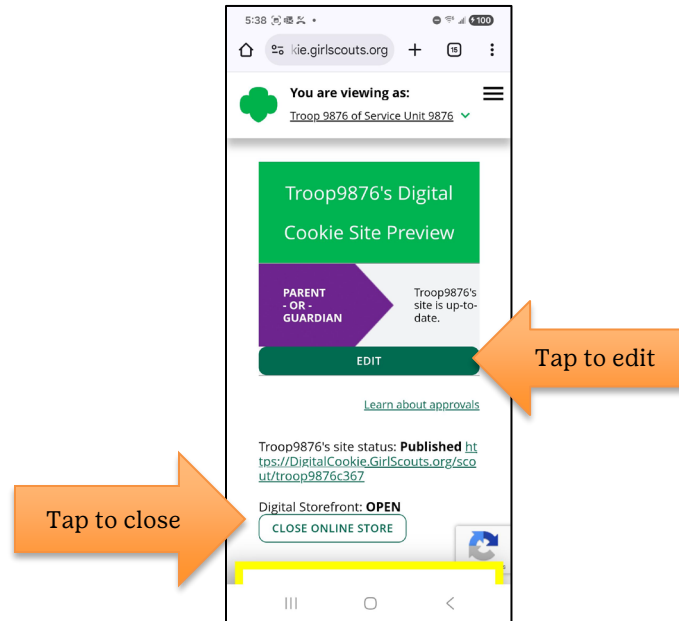
1. Go to the Cheers page to view Girl Scouts in your troop and their progress toward their sales goals.
2. Next to the Girl Scout you want to cheer, click the “Pick a Cheer to Send” dropdown.
3. Choose from a selection of GIF images and short messages.
 - a. As you make your selections, a preview of the cheer will appear.
4. Click “Send this Cheer” to deliver your message.



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Site Setup

After your troop site is set up, you can return to the Site Setup page at any time to make edits or close the site. For instructions on how to setup the troop's site view the [Troop Site Links](#) tip sheet.

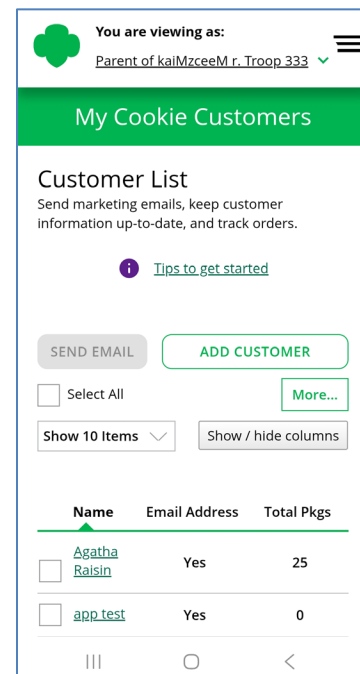


Customers

The Customers page allows your troop to manage customer information and send marketing emails for your troop's cookie site.

- Add customers
- View and edit customer details, including see if customers have made purchases.
-
- Sending marketing emails
 - Open for Business/Shipping Promotion
 - Still Time to Order Cookies
 - Thanks for Your Support
- If Open for Business is missing, your council is running a shipping promotion, and the promotion email replaces it. If you prefer not to use the promotion email, select Still Time to Order Cookies.

Note: Girl Scouts can only send emails once council sales have started.

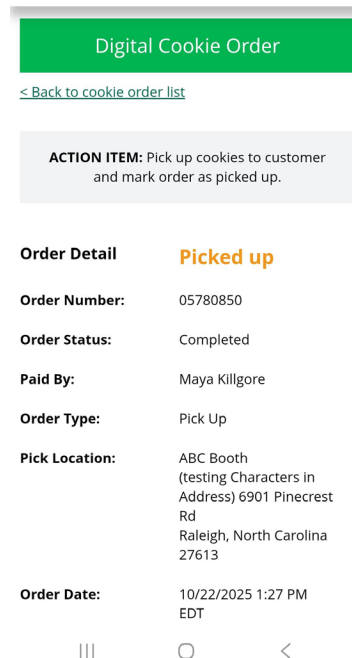
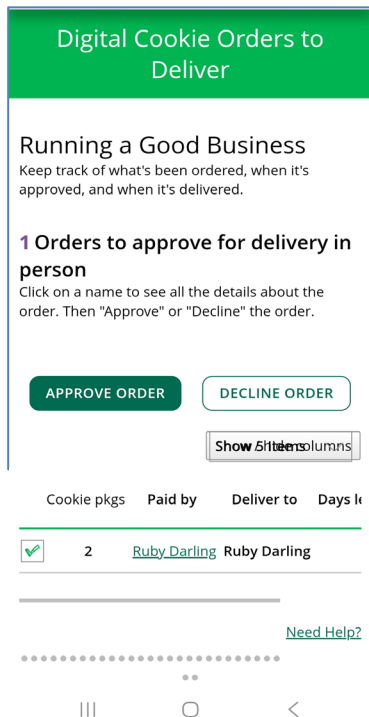


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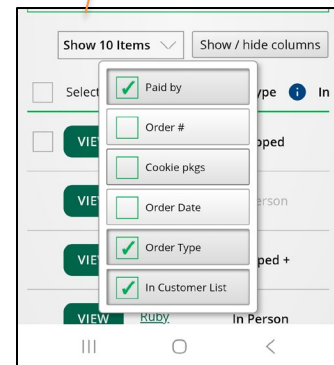
Troop Orders

The **Troop Orders** page displays all orders placed through your troop's site. From here, you can:

- Approve or decline orders
- View detailed order information
- Mark orders as delivered or picked up
- And more



Mobile Browser Tip:
Use the Show/Hide Columns feature to customize your view for easier navigation.



For additional guidance:

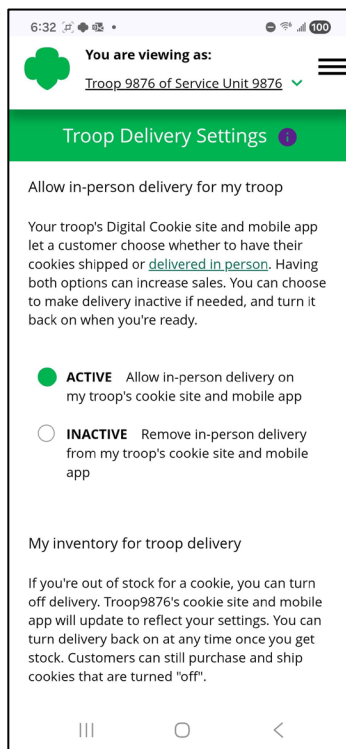
- **Delivered Orders:** Refer to the [Orders Received: In-person Delivery Tip Sheet](#).
- **Pickup Orders:** Refer to the [Troop Pickup Orders Tip Sheet](#).

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Booth Pickup

This section displays the booths your troop is signed up for in the baker system and allows you to schedule pick-up times for customers.

For detailed instructions, please refer to the [Troop Pickup Orders Tip Sheet](#).



My Cookies

The Delivery Settings feature allows you to:

1. Turn off Girl Scout Delivery entirely
2. Turn off specific cookie varieties for delivery

This is helpful if your troop:

- Cannot deliver cookies to customers
- Runs out of a cookie variety and cannot restock

How to Turn Off Girl Scout Delivery

1. Select Inactive for Girl Scout Delivery.
2. Click Update Delivery Settings to confirm.

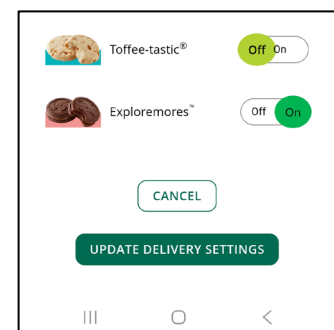
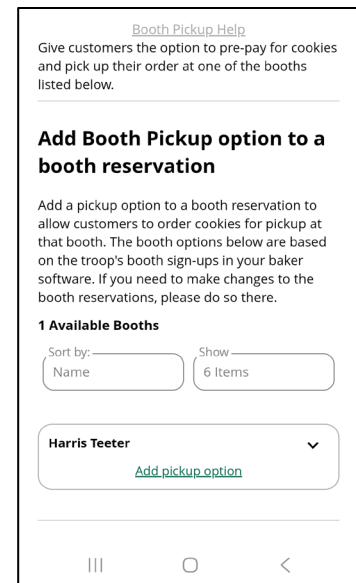
Once inactive, the varieties section will be removed and replaced with a message. You can turn delivery back on anytime during council sale dates.

How to Turn Off a Specific Variety

If delivery remains active but you are out of a specific variety:

-
- Click the Off button next to that variety.
- Click Update Delivery Settings to confirm.

Customers can still purchase that variety for shipping, but not for delivery. To re-enable, return to this section and click the on slider for that variety.



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Orders Search

If you don't see this tab, your council does not offer this feature. Please contact your council if you need to look up an order placed on a Girl Scout's site or process a refund. For more info, see the *Troop Refunding Orders Tip Sheet* ([ABC](#) or [LBB](#)).

The Orders page allows you to:

- Look up orders placed for all Girl Scouts in your troop
- Refund in-person delivery, donation, booth, and cookies-in-hand orders (placed via the mobile app)

How to Search for an Order

You can search using one of the following recommended options:

- Customer Order #
- Customer Email Address
- Parent Email Address
- Girl Name (first and last)
- Customer Name (first and last, minimum 2 letters)

Tip: Using more than one search field may cause results to display incorrectly.

You can also narrow results by:

- Order Status
- Payment Status
- Order Type

For the best experience, view this page on a desktop computer rather than a mobile device.

6:48 100%

kie.girlscouts.org

You are viewing as:
Troop 9876 of Service Unit 9876

Orders

Search for Orders

Order #

Date Range to

Order Status Choose an option

Payment Status Choose an option

Order Type Choose an option

[Customer Information](#)

First Name

Last Name

Phone

Email

[SEARCH](#) [Export to Excel](#)

Order #	Order Date	Order Type
05780227	10/15/25 21:48	In-Person Del
05780221	10/15/25 21:02	In-Person Del
05780218	10/15/25 21:00	Pick Up
05780215	10/15/25 20:55	Pick Up
05780206	10/15/25 18:37	Shipped with
05780203	10/15/25 18:33	In-Person Del

Showing 1 to 6 of 6 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[<< search](#)

Order Details

Order Number: 05780227
Order Date: 10/15/2025 9:48 P M EDT
Order Type: In-Person Delivery
Order Status: New
If Not Approved: Cancel Order

Payment Status: Payment Authorized
Delivery Status: Not Delivered
Baker: ABC
Baker Status: N/A
IO Status: N/A

[CANCEL](#)

[Parent Action](#) [Delivery Coni](#)

Status: Pending
Date Actioned: ---
Actioned Via: ---

Confirmed By: ---
Date Delivered: ---
Confirmed Via: ---