

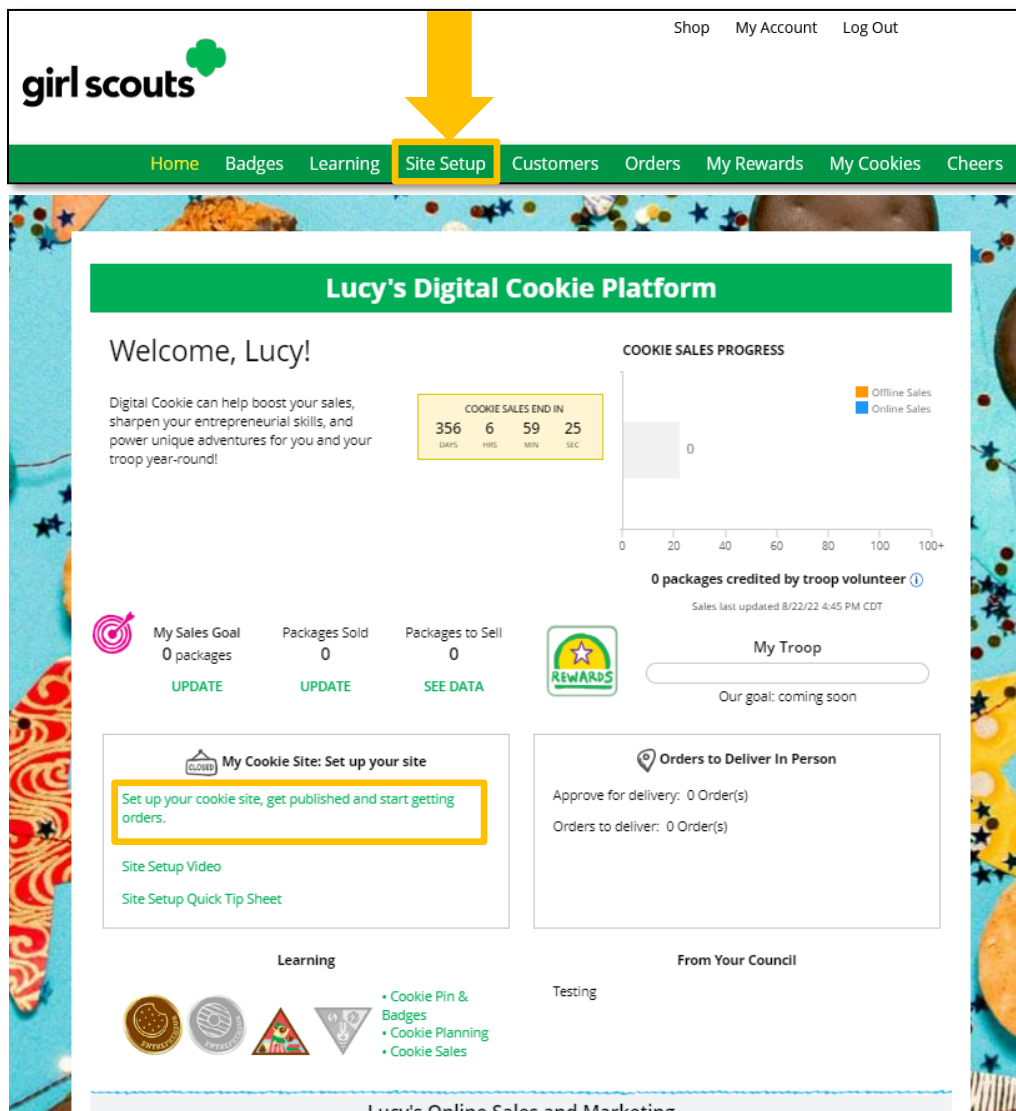
Digital Cookie®

Site Setup – Girl Scout Under 13

Previous Steps: [Site Registration](#)

Step 1: Log in to digitalcookie.girlscouts.org

To help your Girl Scout set up her business for customers, click on the “Set up your Digital Cookie site...” link in the “My Cookie Site” section, or the “Site Setup” at the top.



Step 2: There are several different sections to her home page. Click on the headings to be taken to the instructions for that section.

- [Goal Setting: “Set My Sales Target”](#)
- [“My Cookie Story”](#)
- [Photo/Video Upload](#)
- [Preview and Publish Your Site](#)

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Goal Setting: Set My Sales Target

1. Girl Scouts enter how many packages of cookies they are working to sell this year through online and offline sales.
2. When the information is entered, the calculator will show how much money the troop will get from her hard work.
3. Clicking on “Rewards” will take you to your council’s rewards tab (if available) to see what rewards the Girl Scout might want to work towards.
4. Girl Scouts can enter any offline packages they have sold so their customers will see their total sales, not just their digital sales.

Don't forget to save your goal before moving on.

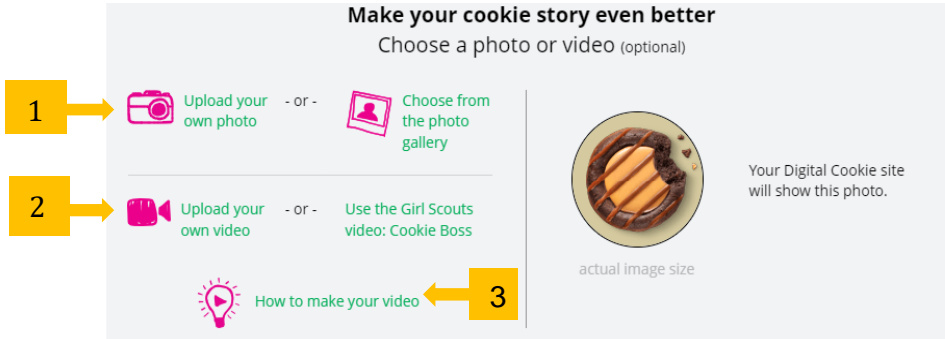
My Cookie Story

1. Girl Scouts tell their customers about a troop goal and why it's important.
2. Girl Scouts share what they've learned from the cookie program.
3. Save their story. They can make edits to it at any time.

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Photo/Video Upload

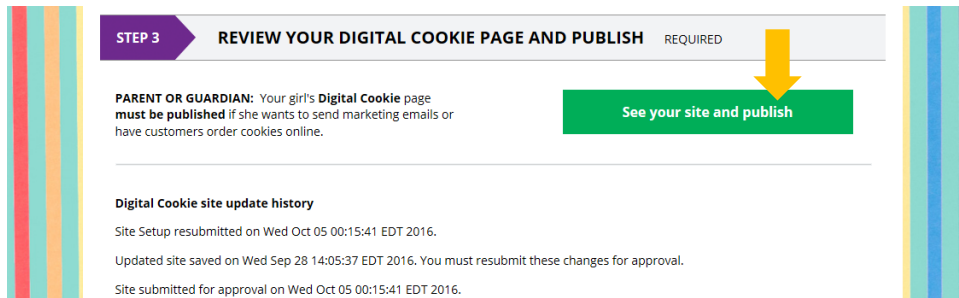
1. Girl Scouts can choose to upload a photo or use a picture from the gallery.
2. Or, Girl Scouts can upload a video or use the “Cookie Boss” video.
3. Bonus! Girl Scouts can get tips on how to make a great video.



Girl Scouts who uploaded a photo or video of themselves sold more than double the boxes on average than those who did not.

See Your Cookie Site and Publish

Almost there! Simply click the button to see how the site appears to customers and publish.

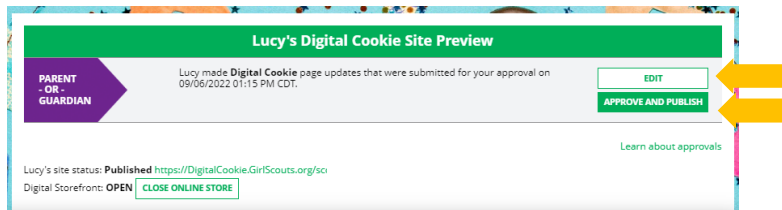


If your button only says “see your site” you may be missing some required fields or didn’t make any changes. Go back and check that everything has been completed.

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, click *Edit* and make changes, then go back to Step 2a.
- If it looks good, *approve and publish it*.

Your Girl Scout’s cookie store now has it’s own website! If your council’s digital cookie sale hasn’t started, the link will not be active yet.



Next Steps: Marketing to Customers Accessing the Games and Videos