



## Girl Under 13-Site Setup

**Previous Steps:** [Site Registration](#)

There are three main sections to setting up your Girl Scout's site:

- Goal Setting: My Sales Target
- Her Cookie Story & Photo/Video upload
- Previewing and Publishing Her site

1

Log in to [digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org)

To help your Girl Scout set up her business for customers, click on the "Setting Up your Digital Cookie Site" link in the Welcome section, or the "Cookie Page Setup" at the top.

The screenshot shows the 'Isabel's Digital Cookie Platform' dashboard. At the top, there is a navigation bar with links for HOME, BADGES, LEARNING, SITE SETUP (highlighted in pink), INVENTORY, CUSTOMERS, ORDERS, MY REWARDS, and MY COOKIES. A pink arrow points to the 'SITE SETUP' link. Below the navigation, the dashboard displays 'Welcome, Jessica!' and various metrics including 'My Sales Goal', 'Packages Sold', and 'Packages to Sell'. A pink box highlights the link 'Set up your cookie site, get published and start getting orders.' in the 'My Cookie Site' section.



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”

### Step 1>My Sales Target

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1. Girls enter how many boxes 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 might want to work towards.

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

The screenshot displays the 'Cookie Page Setup' interface. At the top, there are three numbered steps: 1. Sales Target, 2. My Cookie Story, and 3. Published. The current step is 'STEP 1 SET MY SALES TARGET'. Below this, there is a 'Your Goal Calculator' section with a text input field containing '100' and a 'Save' button. A red arrow points from the '2' in the progress bar to the calculator. Below the calculator, there is a 'REWARDS' button with a red arrow pointing from the '3' in the progress bar to it. At the bottom, there is a 'Total Sale Progress' graph for 'Isabel' showing '100 packages left to reach Isabel's goal of 100'. A 'Step 1 help' dropdown is located at the bottom right.



## Step 2>Her Cookie Story

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

STEP 2
**WRITE MY COOKIE STORY** REQUIRED

Tell your customers what you and your troop plan to do with the money you earn from selling cookies.

My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park.

Required

Tell your customers what you learned from selling cookies.

I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people.

Required 87 characters

3

SAVE

CANCEL

Customers want to hear how you're using cookie money — the more you tell them, the more inspired they'll be to support your cookie sales efforts!

## Step 2>Photo/Video Upload

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1. Girls can choose to upload a photo of themselves or use a picture from the gallery.
  - OR
  2. Girls can upload a video of themselves or use the “Cookie Boss” video.
  3. Bonus! Girls can get tips on how to make a great video.
- Need help? You can also see the [photo/video upload](#) training for more tips.

**Make your cookie story even better**

Choose a photo or video (optional)

1 Upload your own photo - or - Choose from the photo gallery

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2 Upload your own video - or - Use the Girl Scouts video: Cookie Boss

**GIRL SCOUTS ROCK!**

actual photo size

If you decide not to select a photo or upload your own, your **Digital Cookie** page will show this photo.

[How to make your video](#) 3

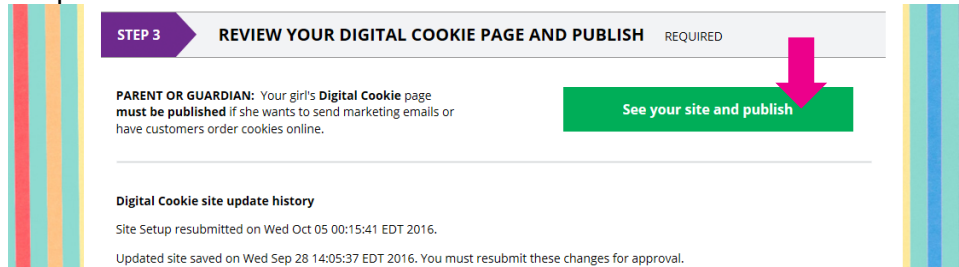
Girls who uploaded a photo or video of themselves sold more than double the boxes on average than girls who did not.



## 6

## Step 3a&gt;See Your Cookie Site and Publish

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



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.

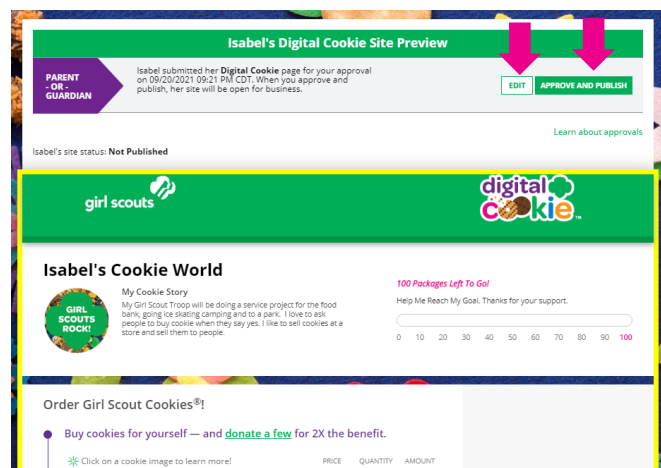
## 7

## Step 3b&gt;Preview Her Site and Approve

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

- Is the spelling and grammar correct and does it tell her 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 6.
- 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, her link will not be active yet.



Next Steps: [Marketing to Customers](#)  
[Accessing the Games and Videos](#)