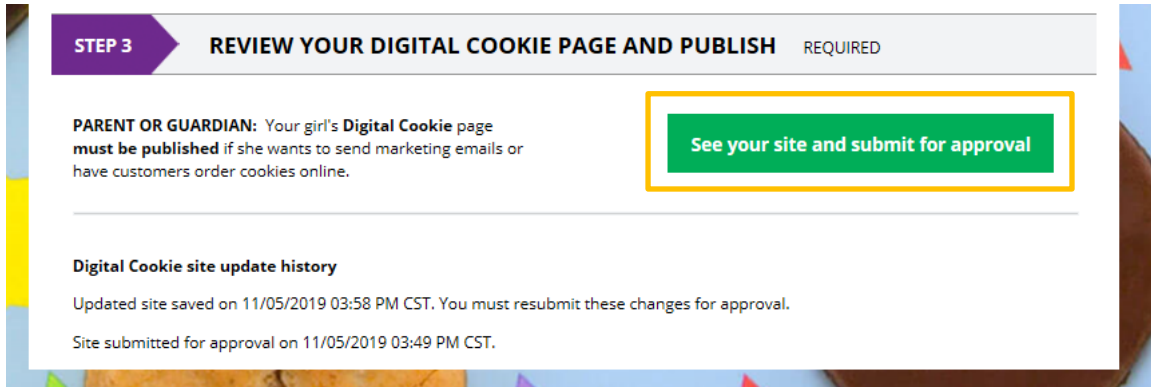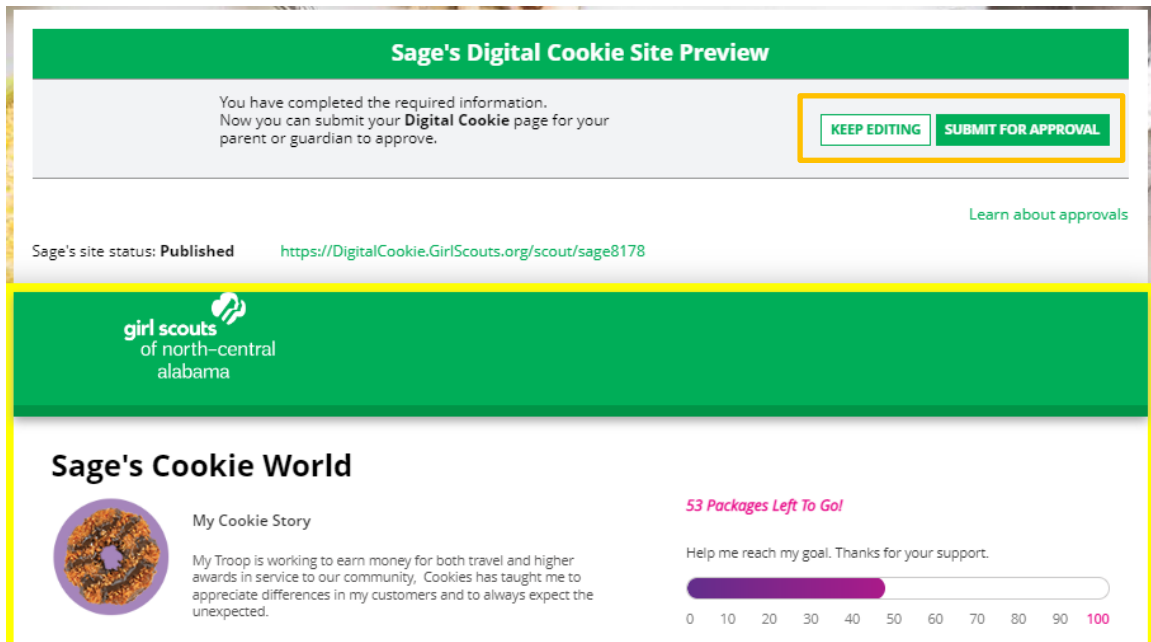# Digital Cookie®

Site Setup – Girl Scout 13 or Older

Previous steps: Site Registration Girl Scout 13 and over

Step 1: Once in the Digital Cookie site, the setup functions just like the Site Setup Girl Scout Under 13. The difference is that Step 3 will have a button at the bottom of the page instructing the Girl Scout to: "See your site and submit for approval."

Step 2: A preview of her site will display and she can either make additional edits or submit it for caregiver approval.

Digital Cookie®

Step 3: Once she has submitted the site for approval, you will receive an email that your Girl Scout's site needs approving.

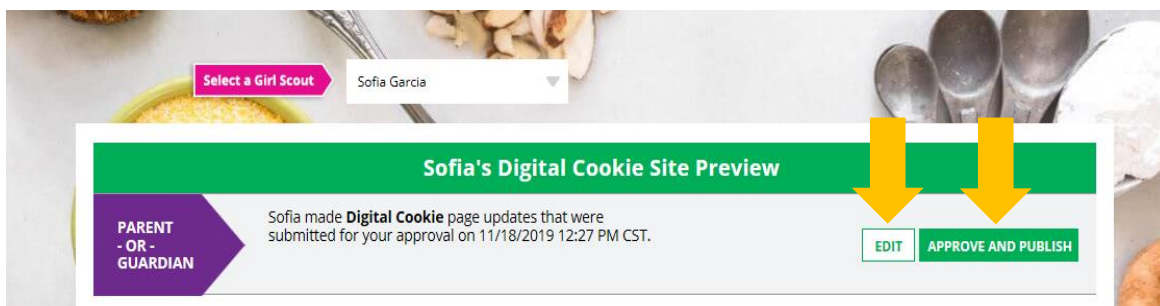**Step 4:** When you click the pink "Review Site" button in the email, you will login and be sent to your Girl Scout's site preview.

From there you can review it and either "Approve and Publish" to have her site go live, or click the "Edit' button to make changes.

If you make changes, when they are complete, click "Approve and Publish". Make sure to let your Girl Scout know you made changes.

Step 5: The Girl Scout will receive an email confirmation that her caregiver has approved her site. Now she is ready to send marketing emails to customers once the council's Digital Cookie sale is open.

Next Steps: Marketing to Customers