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Using the Digital Cookie Mobile App:
A Training Guide for Caregivers and Girl Scouts

This guide provides Girl Scouts and families with a step-by-step instructions for using the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's Digital Cookie storefont.

Additional Resources: Using the Mobile App Video

Step 1: Download the App
Download the free Digital Cookie Mobile App from the App Store (iphone) or Google Play (Android). Search for "Digital Cookie Mobile App." Be sure to download the latest version or update the app each year to ensure full functionality.

Step 2: Log In
Use the same email and password associated with your Digital Cookie account to log in to the mobile app. ***The app will function only after the Girl Scout's Digital Cookie site is set up and approved, and the council's mobile app access date has begun.***
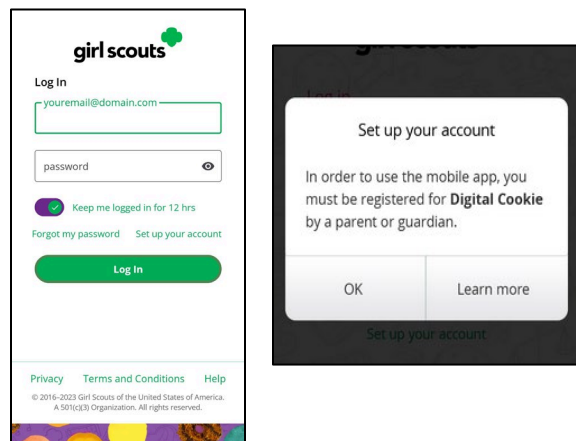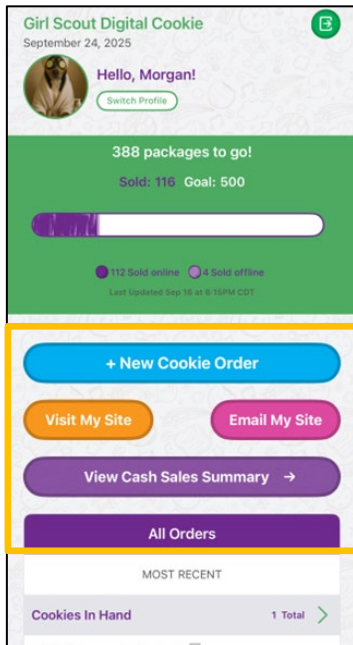

Step 3: Select the Girl Scout Role
After logging in, you may see multiple accounts listed for your Girl Scout(s) and troop(s). This guide focuses on the **Girl Scout role**. For instructions on using the **Troop role**—typically used at cookie booths—refer to the *Mobile App Booths Tip Sheet.* To begin, select the Girl Scout's name.
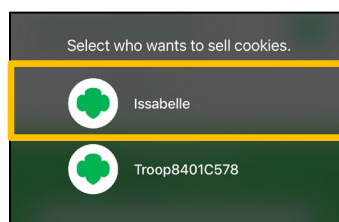
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Home Page Features

From the home page, you can access the following features:

- **New Cookie Order** – Place orders directly through the app.
- **Visit My Site** – Display the Girl Scout's cookie site QR code for customers to scan and purchase cookies.
- **Email My Site** – Send the cookie link to potential customers via email.
- **View Cash Sales Summary** – Review the total cash collected for the day, including a breakdown by cookie variety.
- **All Orders** – View and manage all orders by delivery method.

Email My Site

Use this feature to send your cookie link to potential customers who aren't ready to purchase immediately. Enter the customer's contact information to send the link. The customer will receive an email with a direct link to your cookie site.

Customer information will appear in the Customer tab under the Mobile App section. To send follow-up emails or retain the customer for future seasons, add them to your customer list.
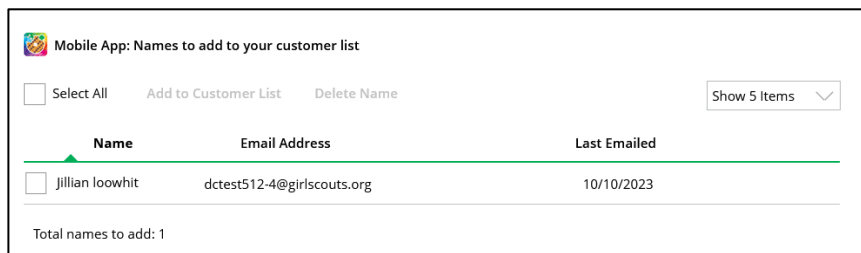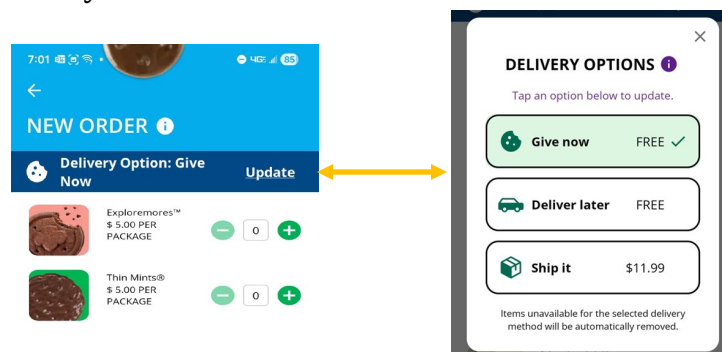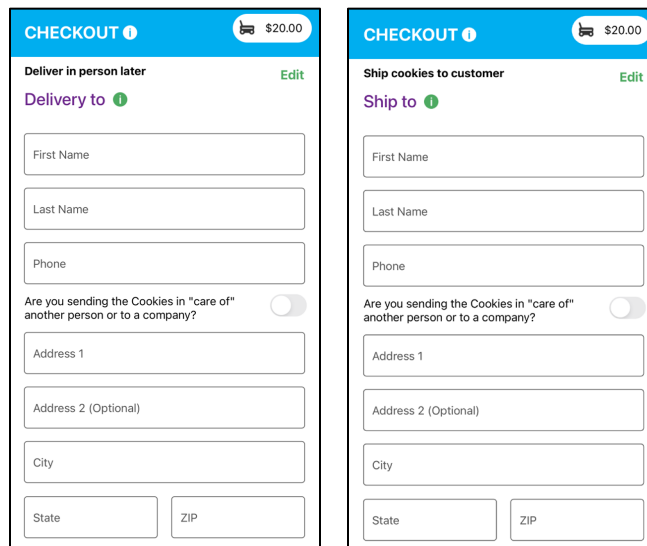
Visit My Site
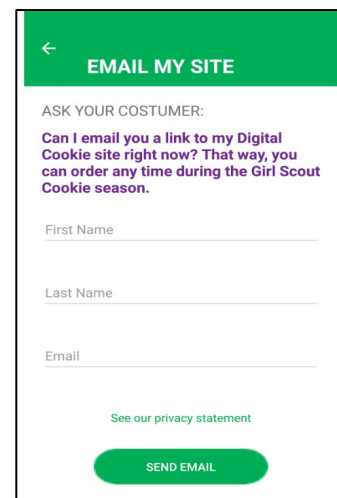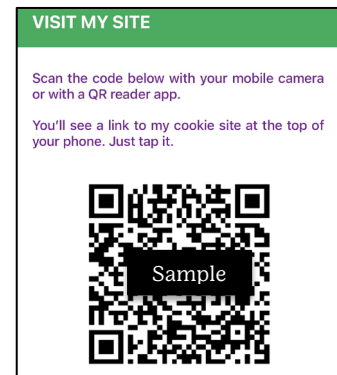
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New Cookie Order

Use this feature to take cookie orders directly through the app.

1. Click 'New Cookie Order' to open the order screen.
2. Review Delivery Option – Defaults to 'Give Now' or last selected. Tap 'Update' to change. Note: Deliver later orders still need to be approved within five days or the order will be canceled.

3. Select Cookie Quantities – Use '+' and '−' buttons, then click 'Checkout'.
4. Review Order and Enter Customer & Payment Details – For shipped or delivery orders, enter address. For 'Give Now', customer info is optional.
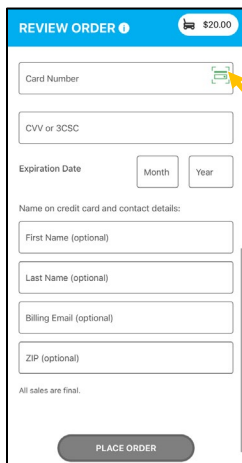
Note: Cash payment is only available for 'Give Now' orders
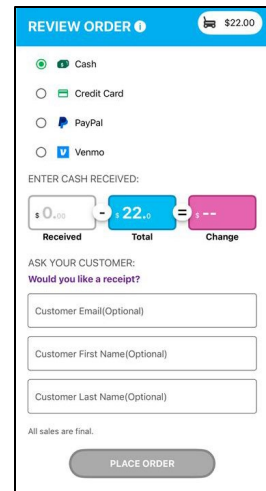
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Payment Methods

Cash – Available for 'Give Now' orders. Enter the amount received and the app will calculate change. Optionally enter customer name and email.

Credit Card – Enter or scan card details. Contact info is optional but useful for receipts or issues.
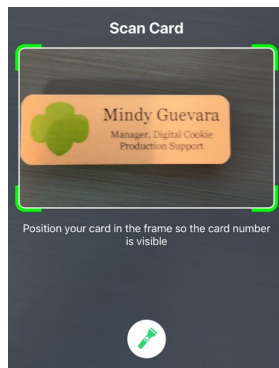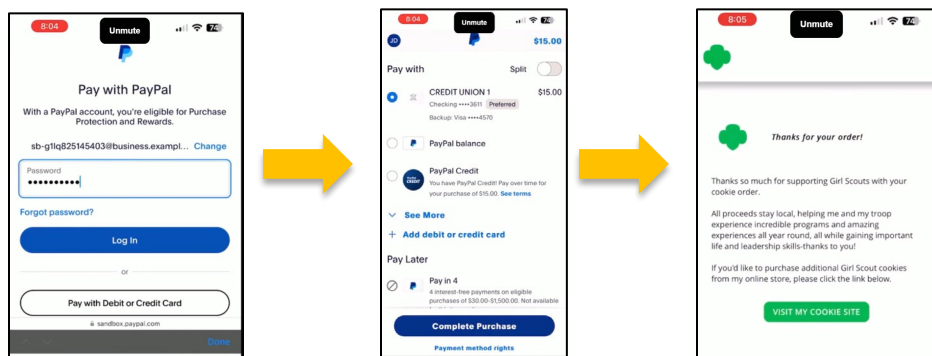
Tip: Have good lighting and double check the numbers before placing the order.

PayPal/Venmo – After clicking Place Order, a QR code appears for the customer to scan and complete payment.

Customers must log in to their account from their phone to complete the order.
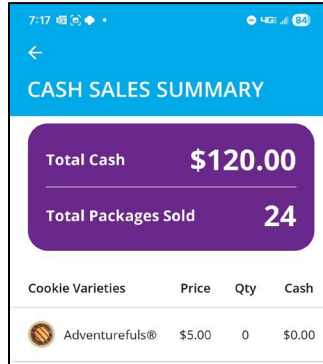
Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!

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View Cash Sales Summary
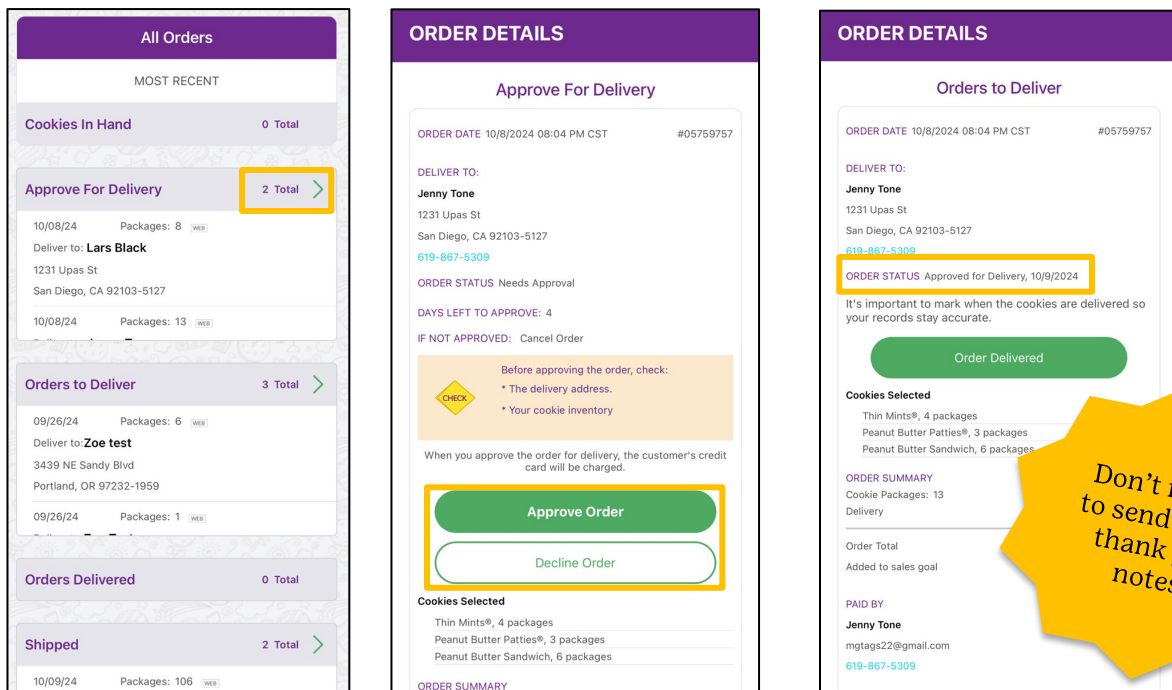View a snapshot of the amount of cash that has been collected.

All Orders
Use this feature to view and manage all orders by delivery method.

Step 1: Click the green arrow to view all orders under that specific delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.

Don't forget to send those thank you notes!