

# Digital Cookie®

## Site Setup - Girl Scout 13 or Older

Previous steps: Site Setup

Site Registration Girl Scout 13 and over

#### Step 1: Girl Scout's Site Setup

Once logged into **Digital Cookie**, the setup process works the same as for Girl Scouts under 13.

• **Key difference:** At the bottom of Step 3, there will be a button labeled **"See your site and submit for approval."** 

#### Step 2: Submit Site for Approval

- A preview of the site will appear.
- You can review and make any edits before submitting for caregiver approval.

#### Step 3: Caregiver Reviews and Approves Site

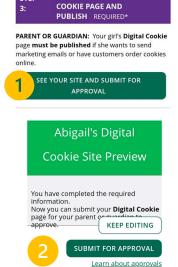
- After submission, your caregiver receives an email notification that the site needs approval.
- Your caregiver will click/tap the "Review Site" button in the email (or access it from the Digital Cookie dashboard), log in, and be taken directly to the site preview. From there, the caregiver can:
  - o **Approve and Publish** to make the site live, or
  - Click **Edit** to make changes.
    - If edits are made, the caregiver must click **Approve and Publish** again.
- Be sure to inform the Girl Scout if changes were made.

### **Step 4: Girl Scout Recieves Confirmation**

- You will receive an email confirming the site is approved.
- Once the council's Digital Cookie sale is open, you can start sending marketing emails to customers.

**Next Steps:** Marketing to Customers

Cookie Entrepreneur Family Pins and Cookie Business Badges



Abigail's site status: Not Published