

Digital Cookie®

Troop Site Links

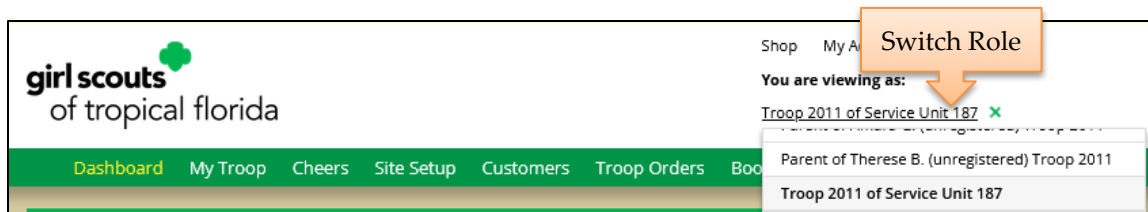
The images in this document show the desktop view. If you're using a mobile device, refer to the [mobile version](#) for a view that matches your experience. A [video walkthrough](#) is also available.

Your troop site links make it easy to sell cookies online—whether that's in addition to your regular cookie booths or instead of them. When you set up your troop site, you may have two links available (depending on your council's settings). These links help your troop reach new customers in your community and beyond.

Setting Up Your Troop Site

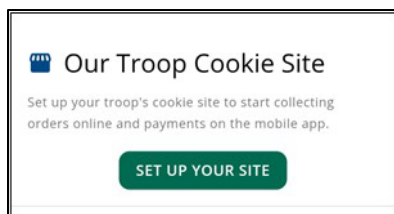
Step 1: Log in to Digital Cookie and Select Troop Role

- Log in to Digital Cookie.
- Click the caret next to your current role and make sure you select Troop.



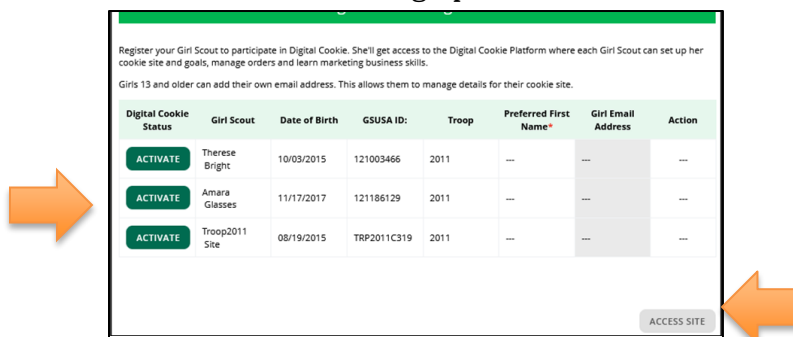
Step 2: Set Up Your Site

- Go to the Our Troop Cookie Site section on Dashboard.
- Click SET UP YOUR SITE.



Step 3: Activate the Site

- You'll land on the Digital Cookie Registration page.
- Click ACTIVATE to register the site.
- Then click ACCESS SITE to start setting up.



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Step 4: Customize Your Troop Site

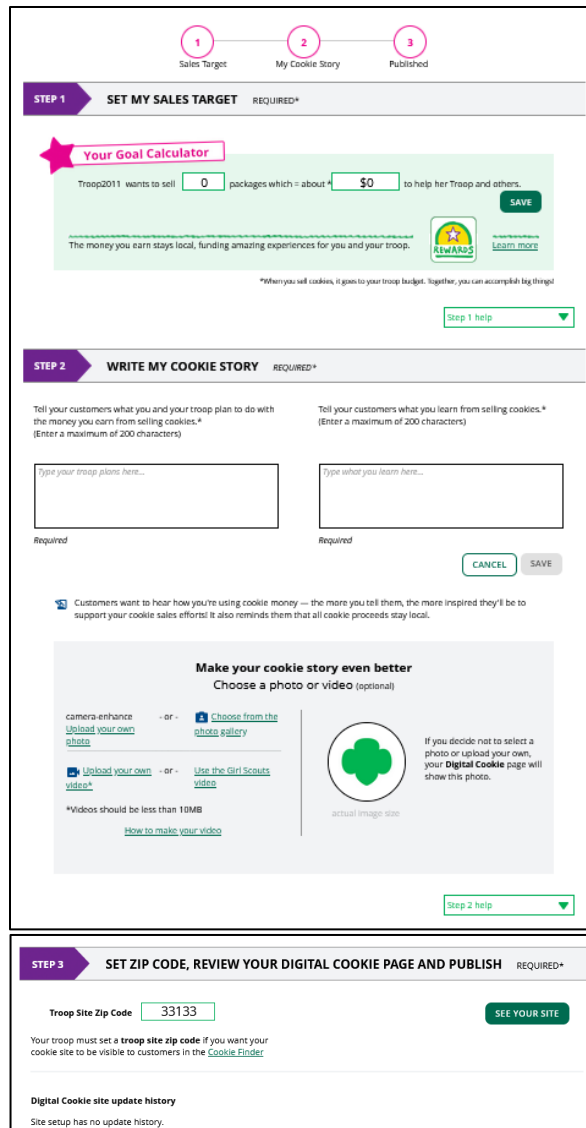
Once you click ACCESS SITE, you'll be taken to the setup page. Here's what you'll do:

- Enter your troop's sales goal.
- Write your troop story.
- Upload a photo or video.

At the bottom:

- Confirm your troop's zip code (or enter one).
- Click SEE YOUR SITE AND PUBLISH.

Tip: The zip code usually comes from your troop's meeting place in the membership system.



The screenshot shows the Digital Cookie setup interface with three steps:

- STEP 1: SET MY SALES TARGET** (REQUIRED*)
 - Your Goal Calculator:** Troop2011 wants to sell packages which = about to help her Troop and others. A **SAVE** button is next to the amount.
 - Text: "The money you earn stays local, funding amazing experiences for you and your troop." with a **REWARDS** icon and a [Learn more](#) link.
 - Footnote: "*When you sell cookies, it goes to your troop budget. Together, you can accomplish big things!"
 - [Step 1 help](#) link.
- STEP 2: WRITE MY COOKIE STORY** (REQUIRED*)
 - Two text areas: "Tell your customers what you and your troop plan to do with the money you earn from selling cookies.* (Enter a maximum of 200 characters)" and "Tell your customers what you learn from selling cookies.* (Enter a maximum of 200 characters)".
 - Buttons: **CANCEL** and **SAVE**.
 - Text: "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! It also reminds them that all cookie proceeds stay local."
 - Make your cookie story even better** section: "Choose a photo or video (optional)".
 - Options: "camera enhance", "upload your own photo", "Choose from the photo gallery", "upload your own video*", "Use the Girl Scouts video".
 - Footnote: "*Videos should be less than 10MB" with a [How to make your video](#) link.
 - Image placeholder: "actual image size" with a Girl Scouts logo.
 - Text: "If you decide not to select a photo or upload your own, your **Digital Cookie** page will show this photo."
 - [Step 2 help](#) link.
- STEP 3: SET ZIP CODE, REVIEW YOUR DIGITAL COOKIE PAGE AND PUBLISH** (REQUIRED*)
 - Troop Site Zip Code: with a **SEE YOUR SITE** button.
 - Text: "Your troop must set a **troop site zip code** if you want your cookie site to be visible to customers in the [Cookie Finder](#)."
 - Digital Cookie site update history:** "Site setup has no update history."

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After Publishing

Once your site is live you can:

1. See your troop site link QR code and click the print button to print the QR code.
2. Click the copy button, then choose which link you want to copy (troop site or ship only link)
3. Click the share button, choose which link you want to share, then share the link through your mobile device.
4. You'll also have access to the mobile app. For tips on using it, check out the [Mobile App – Troop Tip Sheet](#).



When your council's sale is live, your troop will have two links available for the season.

Troop Site Link

This link works just like a Girl Scout's personal link. Customers can choose from:

- Shipping
- Donation
- Delivery
- In-Hand (via the app)

(Options depend on what your council has enabled.)

You can turn delivery off for the troop link the same way a caregiver can for their Girl Scout.

If pickup is an option in your council, this link will allow customers to select pickup orders. See the ["Troop Pickup Orders" tip sheet](#) for details.

Troop Ship Only Link

This link is for Shipped and Donated orders only.

Once your site is published and the National Girl Scout Cookie Finder is live, your Troop Ship-Only link will automatically appear for customers searching for troops nearby. Links go live on the cookie finder starting January 6.

Important Notes

All purchases from either link will show in your troop records in your baker software.

Your council team will provide more details during training.