

Digital Cookie®

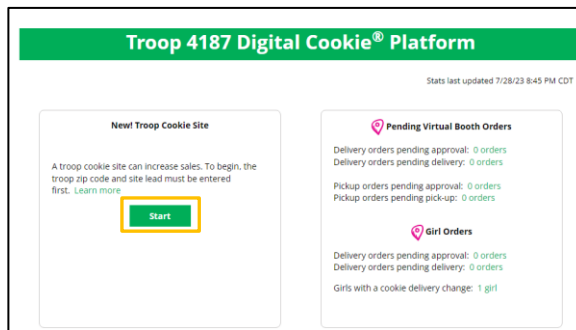
Troop Virtual Booth Links

When you set up your Troop Virtual Booth site, there are two links you can use: Virtual Booth link and the Troop Ship Only link.

Setting up your Troop Virtual Booth Site

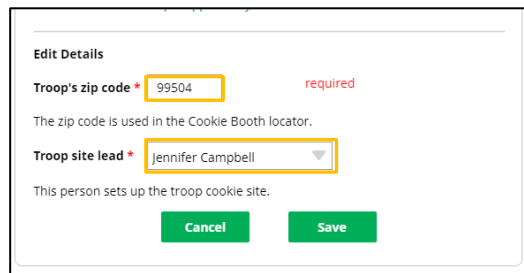
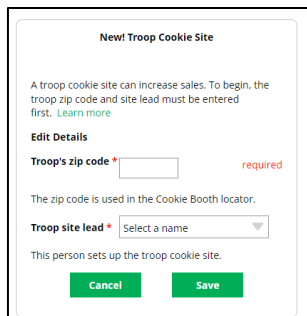
Step 1: The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a troop virtual booth link.

To begin, click the “Start” button.



Step 2: You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the Girl Scouts in your troop

You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of “Troop site lead”. The Troop site lead will be responsible for working with the Girl Scouts in the troop to set up the Troop site and approving orders.

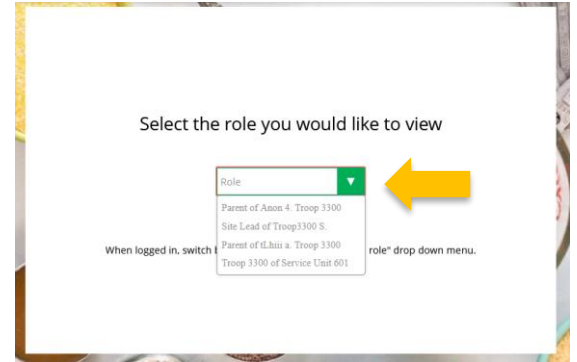
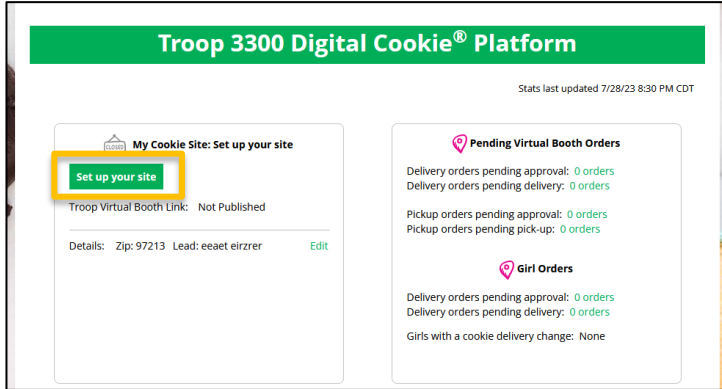


Once the first volunteer for the troop has made those selections, everyone will see the selections that have been made and can change them if needed.

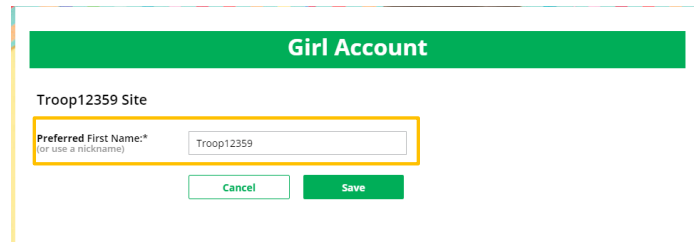
Digital Cookie®

Step 3: If you assigned yourself to be the troop site lead, your dashboard will be updated with a Set up your site button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log into Digital Cookie they will see the new role in their role selector drop down.

To begin setting up the troop site, click set up your site.



It is important to leave the Preferred First Name as it appears so it's clear this is your Troop Site. If there is an issue with the troop number, please contact River Valleys to resolve before proceeding.

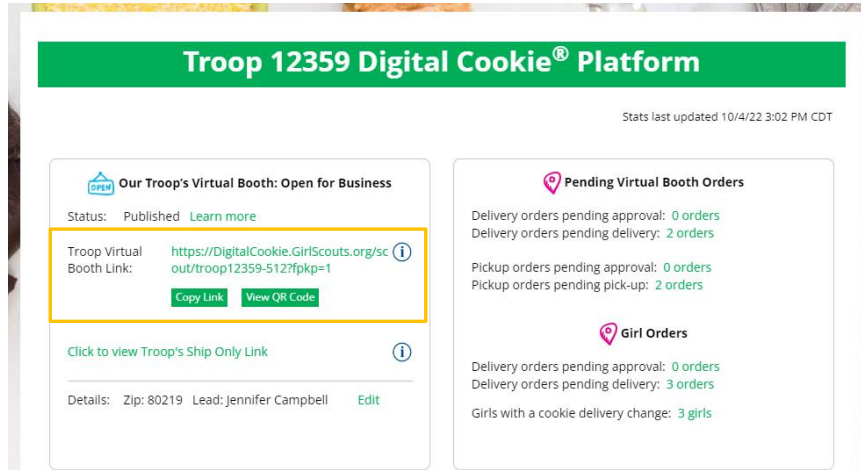


Once the site is published and the council's sale is live, the troop will have two links to use if they wish for the cookie season.

Digital Cookie®

Troop Virtual Booth Link

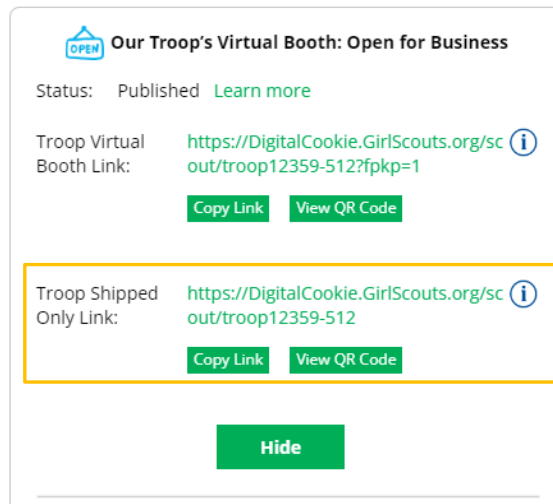
From your Troop Dashboard, you will see two links available for your troop. The top link is your Troop Virtual Booth Link.



This link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand (on the app). You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout. The Virtual Booth link is available to copy and share and even has a QR code that can be used on marketing materials. It is important to approve any orders for local delivery or pick up orders within five days or the orders will be cancelled.

Troop Ship Only Link

The Troop Shipped Only link is available if you need a shipped/donated only link. You can find this beneath the Troop Cookie Link and if you click on it, you will see the full URL and QR code for this link.

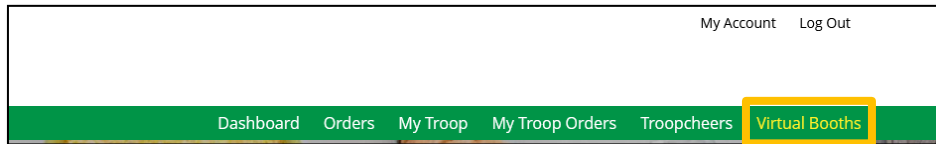


Digital Cookie[®]

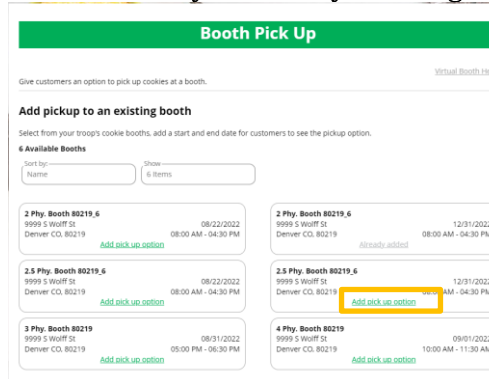
Troop Booth Pickup Orders

The ability for customers to purchase from your troop can happen at a booth, or virtually using Digital Cookie. One great feature your troop can offer customers is the option to pre-pay for an order for pickup at a cookie booth your troop has scheduled. To activate that for your troop customers, there are just a few steps to set up that option using the cookie booths you have signed up for.

Step 1: Start by navigating to the “Virtual Booths” tab on your troop dashboard.



Select an existing cookie booth from your list by clicking on “Add Pick-Up Option”



Digital Cookie®

Step 2: Once you have selected a booth to add a pickup option for customers to, you will need to enter a few details about when the customer will see that pickup location as an option.

NOTE! Consider ending that option 12-24 hours before the booth sale will begin so you have time to review and approve all orders. If you have concerns about inventory for pickup orders, consider ending the option even earlier so you can secure the necessary product for the orders.

Step 3: If you need to edit or delete your pickup locations, you can view your list of pickup locations and edit or delete them.

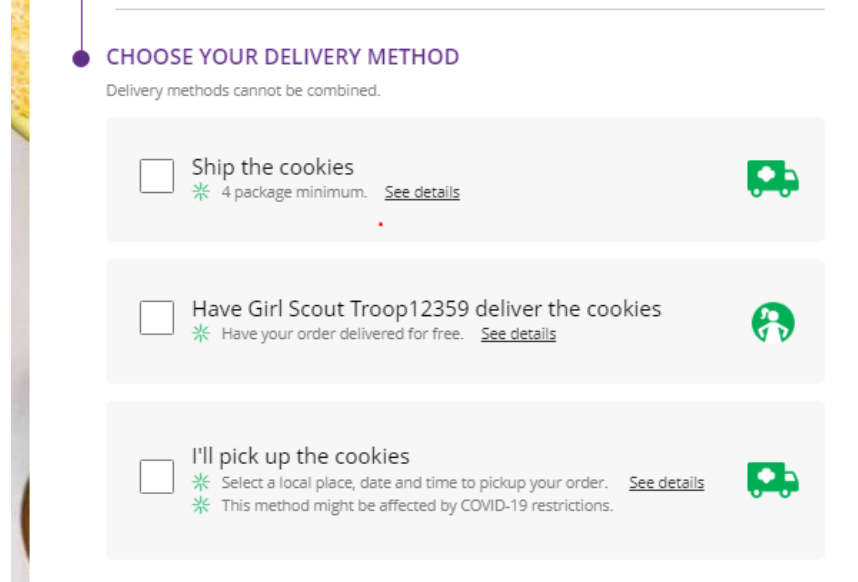
Important! If you cancel a booth in Smart Cookies, you must delete the booth from here so customers can no longer select it as a pick-up option. Check your orders tab for any orders that were scheduled to be picked up and make alternate arrangements or cancel and refund them

Digital Cookie®

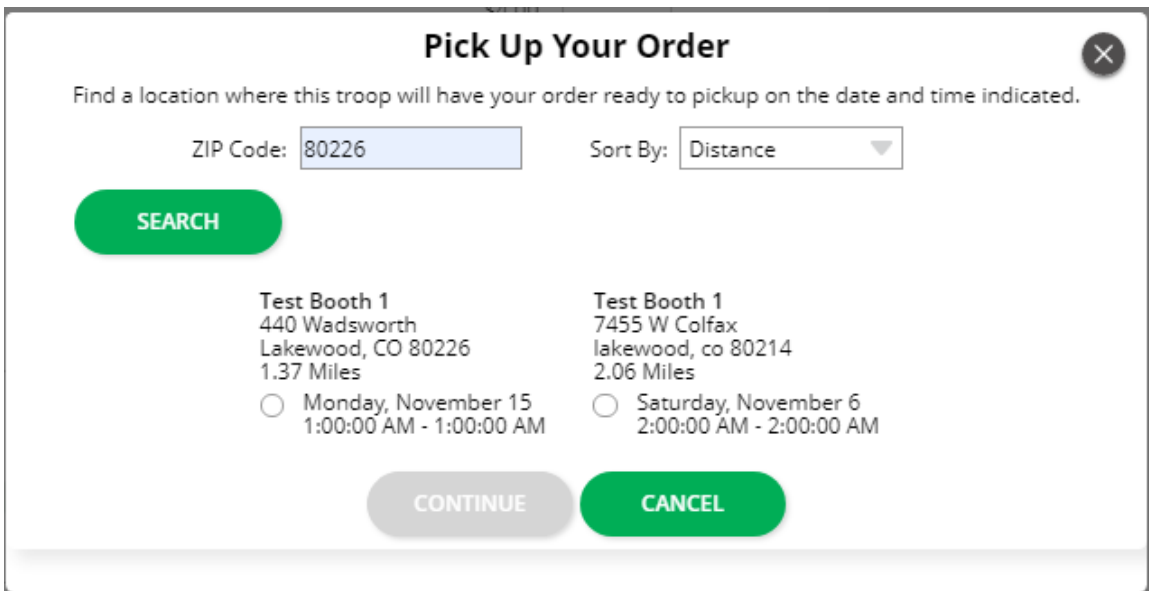
Customer View

When the customer gets your troop link and wishes to make a pickup order, here is what it will look like for them.

Step 1: They select “I’ll pick up the cookies” as an option at checkout.



Step 2: They will be asked for a zip code and see your booths with pick up options closest to that zip code. They will select with booth location and date/time they want to pick up those cookies.



Digital Cookie®

Step 3: The checkout screen will automatically populate the address as the pickup location.

Order Checkout

PICK UP INFORMATION

First Name Last Name

CO or Company Name (optional)
Test Booth 1

Address 1
7455 W Colfax

Address 2 (optional)

City lakewood State Colorado Zip Code 80214

Phone Number

Billing Email (in case we need to reach you)

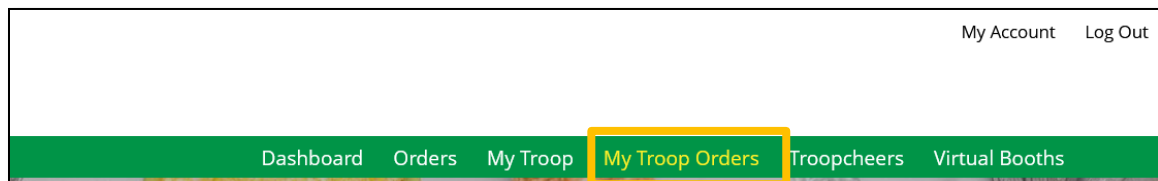
[CONTINUE](#)

Customers will receive an email letting them know their order needs to be approved and letting them know if it was approved or not after you review it. If it was approved, it will also remind them of when/where they are picking up their cookies.

Orders

As customers order cookies to be picked up at your cookie booth, those orders will need to be reviewed and approved within 5 days of the order being placed.

Step 1: To review the orders navigate to your “My Troop Orders.”




Digital Cookie®

Step 2: Scroll down until you see the pickup orders section, below the delivery section.


Digital Cookie Orders to Pickup


Running a Good Business
Keep track of what's been ordered, when it's approved, and when it's delivered.


5 Orders to approve for Pickup
Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

Select all in view [Approve Order](#) [Decline Order](#) [Show 5 Items](#) 

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input checked="" type="checkbox"/> 05119495	6	Jasmine garcia	Jasmine garcia	Chautauqua Mall, Lakewood, NY	10/15/2021	5

4 Orders to Pickup
Click on a name to mark when the cookies were pickedup. 

Select all [Order Pickedup](#) [Export Orders](#) [Show 5 Items](#) 

Order #	Cookie Pkgs	Deliver to	Delivery Address	Order Date	Initial Order 
<input type="checkbox"/> 05119495	6	Jasmine garcia	Chautauqua Mall, Lakewood, NY	10/15/2021	
<input type="checkbox"/> 05119045	8	Leslie Thomas	Chautauqua Mall, Lakewood, NY	10/7/2021	

You can check the box in front of the customer order to approve or decline it. If you approve it, it will move into the “orders to pick up” section. In the orders to pick up you can click on any of the column headers to sort the orders. You can also check the boxes in front of the orders to select some or all the orders to export to get a list of orders to prepare for your booth sale,

When the customer has picked up their order, mark the order as “Order Picked Up” so that it will clear out of your list of orders that need attention.