Girl Under 13-Site Setup

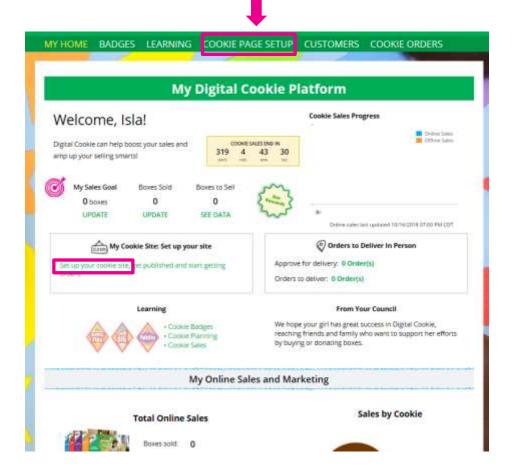**Previous Steps**: Site Registration

There are three main sections to setting up your Girl Scout's site:
- Goal Setting: My Sales Target
- Her Cookie Story & Photo/Video upload
- Previewing and Publishing Her site

1 Log in to digitalcookie.girlscouts.org
To help your Girl Scout set up her business for customers, click on the "Setting Up your Digital Cookie Site" link in the Welcome section, or the "Cookie Page Setup" at the top.
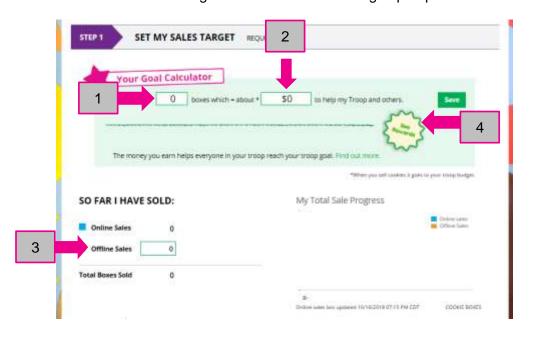
2 There are several different sections to her home page. Click on the headings to be taken to the instructions for that section.

- Goal Setting: "Set My Sales Target"

- "My Cookie Story"

- Photo/Video Upload

- "Preview and Publish Your Site"

Step 1>My Sales Target

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1. Girls enter how many boxes of cookies they are working to sell this year through online and offline sales.
2. When the information is entered, the calculator will show how much money the troop will get from her hard work.
3. Girls can also input how many boxes she has sold in face-to-face sales to see her complete progress.
4. Clicking on "Sales Rewards" brings up a .pdf of council cookie rewards.

Encourage your Girl Scout to update her in-person progress regularly so she and her online customers can see how close she is to her goal.
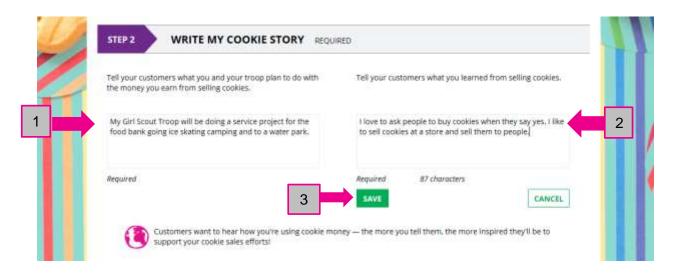
Step 2>Her Cookie Story

4

1. Girls tell their customers about a troop goal and why it's important.
2. Girls share what they've learned from the cookie program.
3. Save her story. She can make edits to it at any time.

STEP 2   **WRITE MY COOKIE STORY** REQUIRED

Tell your customers what you and your troop plan to do with the money you earn from selling cookies.

Tell your customers what you learned from selling cookies.

1 → My Girl Scout Troop will be doing a service project for the food bank going ice skating camping and to a water park.

I love to ask people to buy cookies when they say yes. I like to sell cookies at a store and sell them to people. ← **2**

Required

Required   *87 characters*

3 → SAVE   CANCEL

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!

Step 2>Photo/Video Upload

5

1. Girls can choose to upload a photo of themselves <u>or</u> use a picture from the gallery.
   <u>OR</u>
2. Girls can upload a video of themselves <u>or</u> use the "Cookie Boss" video.
3. Bonus! Girls can get tips on how to make a great video.
4. Need help? Just click! You can also see the [photo/video upload](#) training for more tips.

Make your cookie story even better
Choose a photo or video (optional)

1 → Upload your own photo   - or -   Choose from the photo gallery

2 → Upload your own video   - or -   Use the Girl Scouts video: Cookie Boss ← **3**

dream BIG

Saved but not published.

actual photo size

How to make your video

4 → Step 2 help ▼

Girls who uploaded a photo or video of themselves sold more than double the boxes on average than girls who did not.

⑥ Step 3a>See Your Cookie Site and Publish

Almost there! Simply click the button to see how the site appears to customers and publish it.

If your button only says "see your site" you may be missing some required fields, or didn't make any changes. Go back and check that everything has been completed.

⑦ Step 3b>Preview Her Site and Approve

You will see what the customer will see. Some things to check:
- Is the spelling and grammar correct and does it tell her story.
- Make sure the photo or video are displaying correctly.
- Are the goals accurate? Do they reflect all online sales?
- If you need to change anything, click *Edit* and make changes, then go back to Step 6.
- If it looks good, *approve and publish it*.

Your Girl Scout's cookie store now has it's own website! If your council digital cookie sale hasn't started, her link will not be active yet.

Next Steps: