

Mobile App for Troop Volunteer

Troop volunteers can use the Digital Cookie Mobile App to help Girl Scouts process and review orders placed through the troop's digital site.

Step 1: Log in to the Mobile App

The email and password used to access Digital Cookie is the same to log into the mobile app. If the troop site is not set up, users will not abe able to log into the troop account on mobile app. See the <u>Troop Site Setup tip sheet</u> for help on setting up the troop site.

Step 2: Selecting the Troop Role

Once a user is logged into the app they may see different accounts available for their Girl Scout(s) if they are a caregiver and they will see their troop account. The troop role is available once the council troop site and mobile app access dates have started.



From the home page, the user can select:

- <u>New Cookie Order</u>
- <u>Visit My Site</u>
- Email My Site
- <u>All Orders</u>





New Cookie Order

Allows users to take cookie orders directly through the app.

Step 1: Select Cookie Varieties

Select "New Cookie Order" from the dashboard. The user will be taken to the order screen to enter which cookies the customer wants to order by using the "+" and " – " buttons.



Once the correct number of cookies have been selected click the "CHECKOUT" button.





Step 2:

Select how the customer would like to receive their cookies ("Give cookies to customer now", "Deliver in person later", "Ship cookies to customer.") Options may vary based on what your council has available. After marking the selection, click continue.

ASK YOUR CUSTOMER: How would you like to get your cookies?				
Give	Give cookies to customer now 0 FREE			
Deliv	ver in person later 🕕	FREE		
*	Subject to parent / guardian approval.			
*	Delivery will occur within a few weeks.			
Ship	cookies to customer 🌒	\$12.99		
*	Minimum order is 4 packages.			
÷	Estimated arrival is 2-15 business days			
	CONTINUE			

Give cookies to customer now: (This will be the most used option.)

Depending on the council's settings, if the troop is making a sale at a booth, once theuser has selected "Sold at a booth" they may be able to select that specific booth. This option is not available when using the Girl Scout role. Depending on your phone type, viewing the troops could be different from the below image.

	Give cookies to customer now ① FREE	CHECKOUT 🛛 ⊨ 🕯
ASK YOUR CUSTOMER: How would you like to get your cookies?	 NOT sold at a booth Sold at a booth: 	ASK YOUR CUSTOMER: How would you like to get your cookies?
Give cookies to customer now FREE ONOT sold at a booth	Choose Booth	Give cookies to customer now ① FREE
 Sold at a booth: Choose Booth A Select booth to continue 	Deliver in person later FREE Subject to parent /	Sold at a booth: Lowe's Home Improvement/Skibo Road : 04:00 PM - 04:30 PM ET
Deliver in person later FRE Subject to parent / guardian approval.	guardian approval. Delivery will occur within a few weeks.	Deliver in person later FREE Gubiect to parent / guardian approval.
Delivery will occur within a few weeks. Ship cookies to customer \$12.99	Ship cookies to customer \$12.99 Minimum order is 4 packages	Delivery will occur within a few weeks. Ship cookies to customer \$12.99
Minimum order is 4 packages. Estimated arrival is 2-15 business days	Cancel List of Booth Done	 Minimum order is 4 packages. Estimated arrival is 2-15 business days
CONTINUE	Lowe's Home Improvement/Skibo Road : 03:30 PM - Lowe's Home Improvement/Skibo Road : 04:00 PM -	CONTINUE

After selecting the booth, users will go through the same checkout steps as if using the <u>Girl Scout role</u>. When reviewing the order users can see which booth was selected and select how the customer would like to pay.

There are three ways a customer can pay (credit card, PayPal, or Venmo). The user will select the payment type and then click the Place Order button.



If the customer chooses to pay with a **credit card**, the user will enter the credit card information or use the scan feature to enter the card number. Contact details are optional, but helpful if there is a payment issue. Email address is great if a customer would like a receipt or thank you email.

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Card Number	Scan Card	Use Scan Card feature
CVV or 3CSC Expiration Date Month Year	Mindy Guevara	typing all the details. Tip: Have good
Name on credit card and contact details: First Name (optional) Last Name (optional)	Production Support	lighting and double check the numbers before placing
Billing Email (optional)	Position your card in the frame so the card number is visible	the order.
ZIP (optional) All sales are final.		
PLACE ORDER		

When the **PayPal or Venmo** option is selected and after clicking the Place Order button, a QR code will pop up on the screen. The Girl Scout/Caregiver can turn the phone around for the customer to scan the QR code and continue the payment process on their end. **Please note, PayPal/Venmo is only available when "Give cookies to customer now" has been selected.**



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Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!



Deliver in person later/Ship cookies to customer:

Similar to placing an order through a Girl Scout's online store, the customer will need to let the Girl Scout know what they would like to do with the order if the troop is unable to deliver the order.

Once the delivery method selection is made, continue with the checkout process.



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Next, review order and enter customer and payment details. Girl Scout's can review the order with the customer and gather the customer's information including payment details.

If the order is shipped or delivery, the Girl Scout will then complete the customer information for where the cookies will be shipped/delivered to. After completing the required info, click review or place order depending on the order type to select the payment type. The mobile app has three different payment types (see above for processing the payment).

снескоит 💿 🛛 ⊨	\$20.00				
Ship cookies to customer Edit					
Ship to 🕕					
First Name					
Last Name					
Phone					
Are you sending the Cookies in "care of" another person or to a company?					
Address 1					
Address 2 (Optional)					
City					
State					

СНЕСКОИТ 💿 🛛 ⊨	\$20.00
Deliver in person later Delivery to 🌒	Edit
First Name	
Last Name	
Phone	
Are you sending the Cookies in "care of" another person or to a company?	
Address 1	
Address 2 (Optional)	
City	
State	

Visit My Site

View the troop's QR code and show a customer the phone to scan which will take them directly to the troop's site to make a purchase for shipped or in-person delivery.





Email My Site

Send the troop's cookie site link to a potential customer who doesn't want to continue the transaction at the immediate time. The Girl Scout will ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

← EMAIL MY SITE	
ASK YOUR COSTUMER:	
Can I email you a link to my Digital Cookie site right now? That way, you can order any time during the Girl Scout Cookie season.	
First Name	
Last Name	
Email	
See our privacy statement	



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All Orders

View all of the orders visible 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 to the right of the order details.





Digital Cookie[®]

Users can then review the order, see the status, approve, decline, or mark the order as delivered if applicable.

Note: All users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can from their account. Troop volunteers should discuss with family members how they want the troop orders to be handled prior to using the app.

ORDER DETAILS	ORDER DETAILS		
Approve For Delivery	Orders to Deliver		
RDER DATE 10/8/2024 08:04 PM CST #05759757	ORDER DATE 10/8/2024 08:04 PM CST #05759757		
LIVER TO:	DELIVER TO:		
ny Tone	Jenny Tone		
Upas St	1231 Upas St		
Diego, CA 92103-5127	San Diego, CA 92103-5127		
867-5309	619-867-5309		
ER STATUS Needs Approval	ORDER STATUS Approved for Delivery, 10/9/2024		
S LEFT TO APPROVE: 4	It's important to mark when the cookies are delivered so		
The delivery address. 'Your cookie inventory	Thin Mints®, 4 packages Peanut Butter Patties®, 3 packages Peanut Butter Sandwich, 6 packages		
	ORDER SUMMARY		
Approve Order	Cookie Packages: 13 \$78.00		
Approve order	Delivery FREE		
Decline Order	Order Total \$78.00		
	Added to sales goal 13 packages		
okies Selected	PAID BY		
I NIN MINTS®, 4 packages Peaput Butter Patties® 3 packages	Jenny Tone		
Peanut Butter Sandwich, 6 packages	mgtags22@gmail.com		
	mgtagazz@gman.com		

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