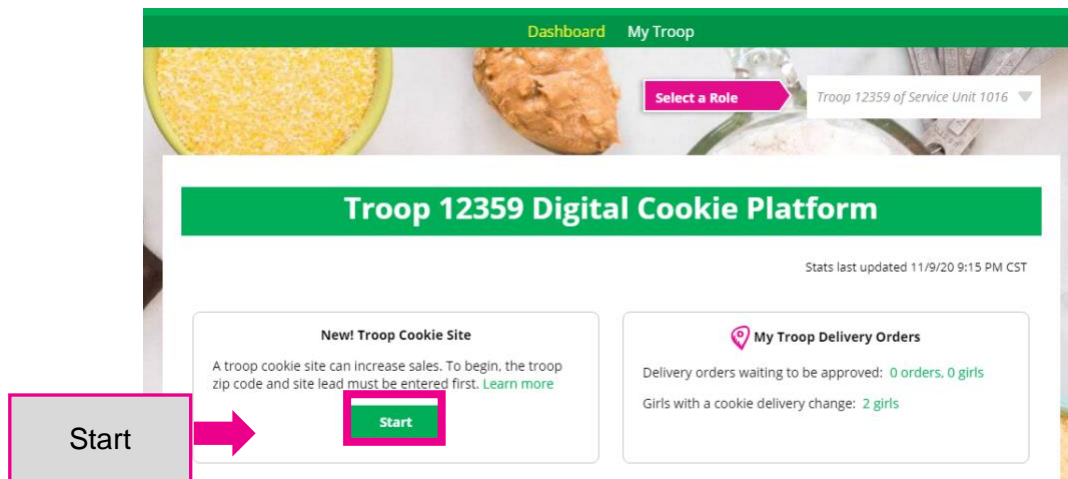


## Steps for setting up your troop's Digital Cookie site

**Note:** Before you start on these steps, make sure you have filled out the [Troop Cookie Manager Agreement](https://www.girlscoutsnyc.org) (Can also be found on <https://www.girlscoutsnyc.org> under Cookies – For Cookie Sellers – Forms & Documents).

You will be unable to proceed without this form.

**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 troop link process. To begin, click the “Start” button.

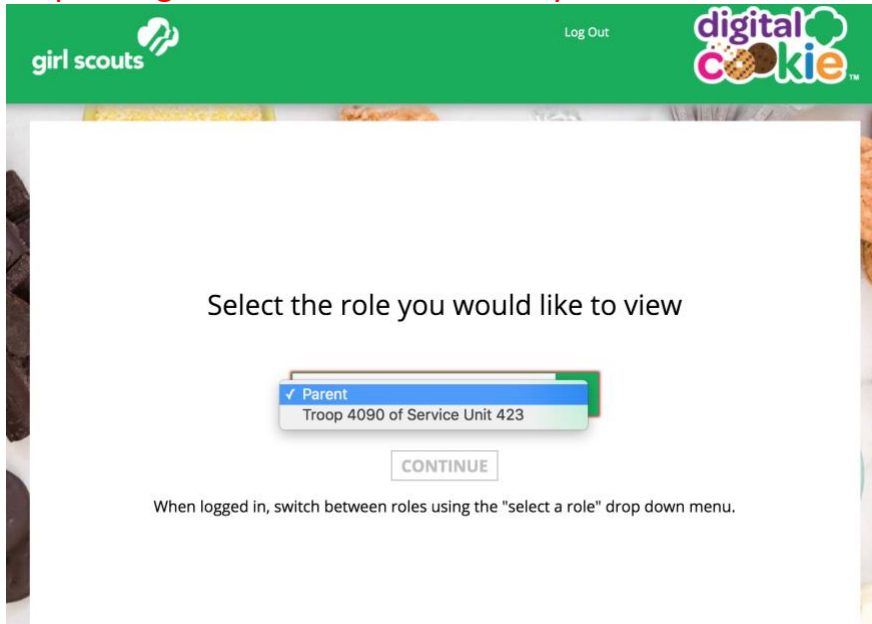


**Step 2:** Enter a zip code and Troop site lead.

The screenshot shows the 'New! Troop Cookie Site' form on the dashboard. The form has a title 'New! Troop Cookie Site' and a description: 'A troop cookie site can increase sales. To begin, the troop zip code and site lead must be entered first. Learn more'. Below the description is an 'Edit Details' section with two input fields: 'Troop's zip code \*' with a text input containing '0' and a red 'required' label, and 'Troop site lead \*' with a dropdown menu showing 'Select a name'. Below the input fields is a note: 'This person sets up the troop cookie site.' At the bottom of the form are two buttons: 'Cancel' and 'Save'. The 'My Troop Delivery Orders' section is also visible on the right side of the form, showing 'Delivery orders waiting to be approved: 0 orders, 0 girls' and 'Girls with a cookie delivery change: 2 girls'.

The volunteer designated as the “Troop site lead” can then do the following:

Step 3: Log in and select PARENT as your role.



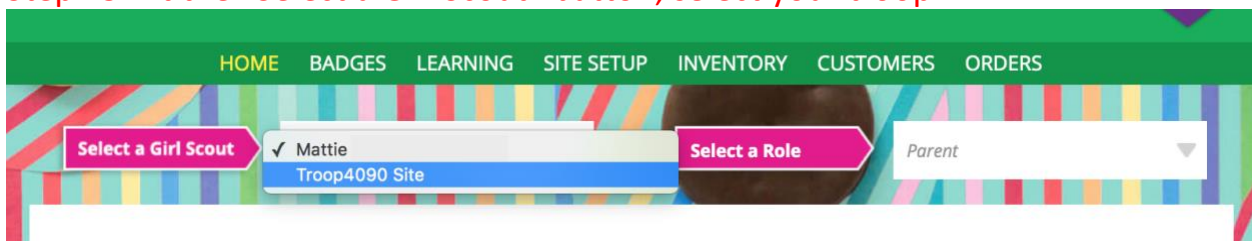
Step #4: Hit CONTINUE

Select the role you would like to view

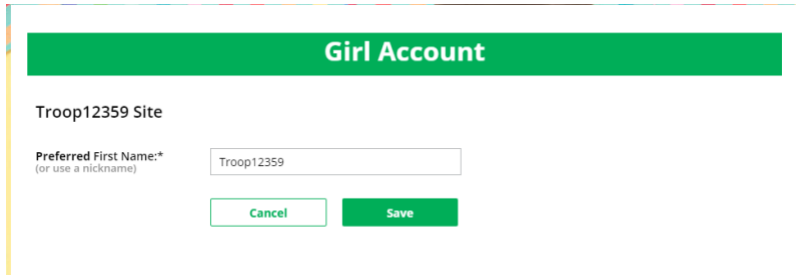
CONTINUE

When logged in, switch between roles using the "select a role" drop down menu.

Step #5: At the “Select a Girl Scout” button, select your troop

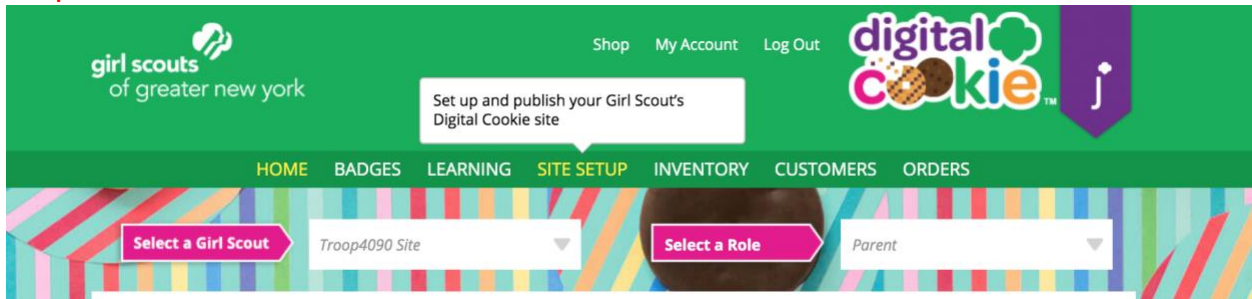


You will need to complete the registration process as if the troop were a new girl by signing the Terms & Conditions statements and Girl Pledge, plus registering her name. NOTE: It is important to leave the Preferred First Name as it appears so that your Troop URL is correct. If there is an issue with the troop number, please contact your Council Customer Care Team to resolve before proceeding.



Leave it like this!

### Step #6: Go to SITE SETUP



Step #7: You should now see this view. From here you can set up your troop's site, in the same way you'd set up a girl's site.

