



How to Share Your Site Link in Digital Cookie

A Digital Cookie site isn't effective without customers! Follow these steps to enter customer information and send marketing emails.

Step 1: Access the Customers Tab

- From your **Dashboard**, tap the Customers link from the Menu.



Step 2: Share Your Site

- Share Button:** Use your device's sharing options (social media, email, text message) to share your Digital Cookie link with customers.
- Print Button:** Print a QR code for easy sharing.
- Copy Button:** Copy your cookie site's URL to paste anywhere you like.

Note: Orders placed through a shared link or QR code count the same as other orders, but they will not appear in your email totals.

Step 3: Understand the Customers Page

The page has two sections:

- [My Cookie Customers](#) – Manage your customer list.
- [Connect with Customers](#) – Learn more about marketing strategies.

Step 4: Manage Customers

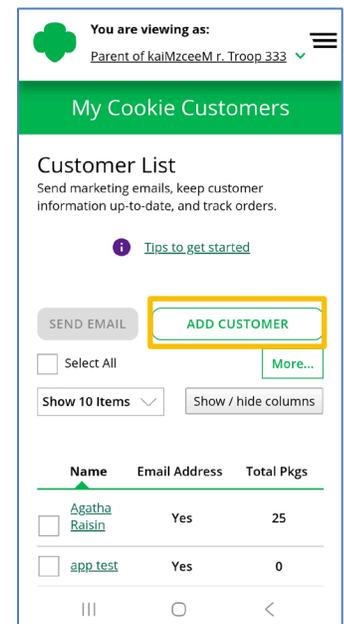
This section reviews how to build and maintain your customer list, send marketing emails, and keep contact information organized for future cookie seasons.

Jump to Section:

[Add Customers](#) | [Send Emails](#) | [Delete Customers](#) | [Import Customers](#) | [Export Customers](#)

Add Customers

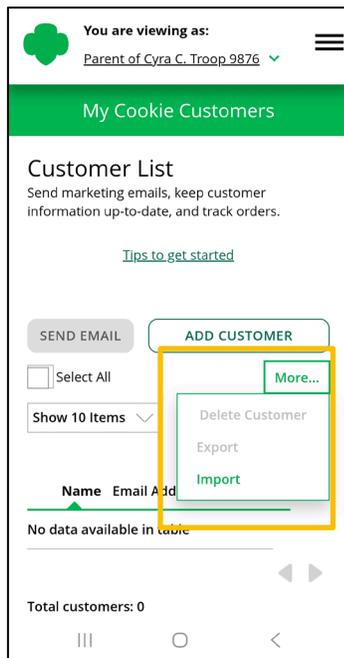
- Click **Add Customers** to enter information manually.
- Required field:** Name.
- If you enter a **Nickname**, emails will use that instead of the first name.
- Click **Add Customer** when finished.
- If a duplicate email exists, the system will prompt you to resolve it.
- You can also add customers who purchased but aren't in your list (see *Parent Orders* tip sheet).





Send Marketing Emails

1. Check the box next to the customers you want to email.
2. Click **Send Marketing Emails**.
3. Choose one of the available email types:
 - o *Open for Business or Shipping Promotion*
 - o *There's Still Time to Order Cookies*
 - o *Thanks for Your Support*
4. To preview emails and learn when to use them, visit **Connect with Customers**.
5. Select your email(s), then click **Send Email**.



Delete Customers

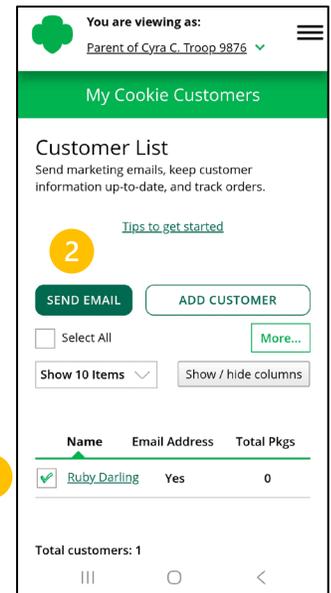
- Select the box next to the customer(s) you want to delete.
- Click **More > Delete Customer**.
- Confirm deletion in the pop-up warning (deletion is permanent).

Import Customers

- Click **More > Import**.
- Follow on-screen instructions and use the provided template (*Import_Customer* tab).
- After preparing your file, click **Choose File**, then **Import File**.
- Review template instructions to ensure your file is set up correctly. The state must be in the 2-digit format.
- Once imported, you can send marketing emails to these customers.

Export Customers

- Click **More > Export**.
- Follow instructions on the pop-up screen.
- Click **Export File** and choose where to save it.



Import Template Example

A	B	C	D	E	F	G	H	I	J	K
First Name	Last Name	Nickname	Street Address	City	State	Zipcode	Phone Number	Email Address	Notes	
Jane	Dow	Aunt Jane	123 Main St	Rolling Hills	OK	23902		dctest664-14@girlscouts.org		

Step 5: Connect with Customers

- Preview available marketing emails.
- Get tips on when to send each email for maximum impact.