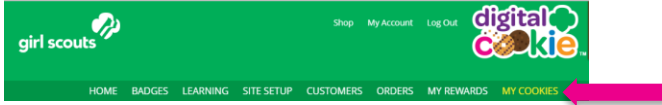


## My Cookies: Delivery Settings

A new tab labeled “My Cookies” exists on your Digital Cookie Dashboard



On that tab, your council may be giving you the opportunity to turn off girl delivery and off varieties of cookies. This might be useful if you run out of a variety of cookie and can't get any more to fill customer orders, or are entirely out of cookies for delivering to customers or otherwise are unable to deliver cookies to customers.

If you are worried about your inventory, always check with your troop cookie manager first to see if you can get more cookies before turning a variety off so a customer doesn't have the option to purchase it for delivery.

When you know you need to turn off delivery or a variety(ies), go to the bottom of your “My Cookies” tab and find the Girl Scout Delivery Settings section.

1

Girl Scout Delivery Settings

**Allow my Girl Scout to deliver cookies**

Your girl's Digital Cookie site and mobile app let a customer choose whether to have their cookies shipped or **delivered in person**. Having both options can increase sales. You can choose to make delivery inactive if needed, and turn it back on when you're ready.

**ACTIVE** Allow Girl Scout delivery on my girl's cookie site and mobile app
  **INACTIVE** Remove Girl Scout delivery from my girl's cookie site and mobile app

**My inventory for Girl Scout delivery**

If you're out of stock for a cookie, you can turn off delivery. Emily's cookie site and mobile app will update to reflect your settings. You can turn delivery back on at any time once you get stock. Customers can still purchase and ship cookies that are turned "off".

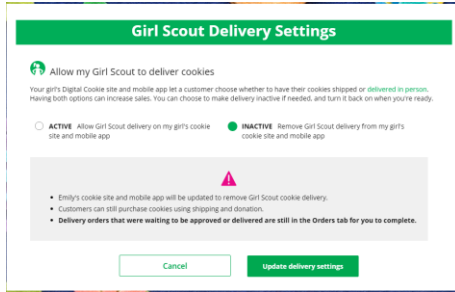
lemon-ups®	Off On	trefoils®	Off On
do-si-dos®	Off On	samoas®	Off On
tagalongs®	Off On	thin mints®	Off On
girl scout s'mores®	Off On	toffee-tastic®	Off On

Cancel

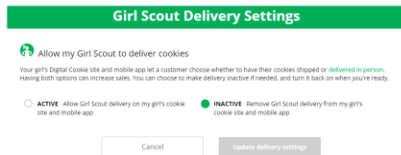
Update delivery settings

## 2

When you select “inactive” to turn off the girl delivery option for your customer, you will get a warning message. If you want to turn them off, click “Update delivery settings”.



Once you have turned it to inactive, the varieties section will be removed and is superseded by the active/inactive setting. You do not need to turn off each of the varieties individually if you set it to inactive.



Should you wish to turn delivery back on, simply click “active” and your customers will see delivery as an option again.

## 3

If you wish to offer delivery but are out of a variety of cookie and can't get more inventory, you can turn off just that variety of cookie for delivery and customers can only purchase those for shipping and not delivery.

To do that, simply click the “off” button and it will remove that variety from delivery option. If you are able to offer that to customers again, click the “on” and turn it back on.

