

# Digital Cookie<sup>®</sup>

## Mobile App for Cookie Booths

**Previous Steps:** [Mobile App for Caregivers and Girl Scouts](#)

Girl Scouts and troop volunteers can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site as well as the troop site.

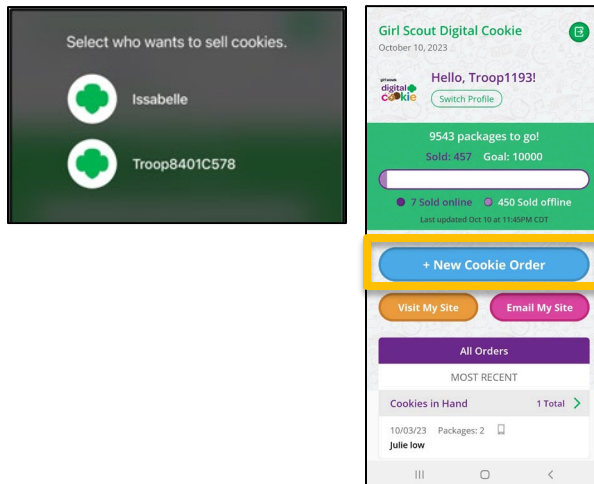
### Step 1: Log in to the Mobile App

The email and password used to access Digital Cookie is the same to log into the mobile app.

### Step 2: Selecting the Troop Role

Once a user is logged into the app they may see account for their Girl Scout(s) and for their troop(s). This tip sheet will cover the troop role. *This role will only be available if the troop site has been set up by the Troop Site Lead and the council troop site dates have started.*

When users are logged in as the troop, they will see the same dashboard as if they were a Girl Scout and have the same choices "New Cookie Order", "Visit My Site," "Email My Site," or "All Orders." Many of the steps taken as a Girl Scout are the same as a troop. This tip sheet will focus on using the troop role at a cookie booth.



Caregivers should check with the troop cookie manager before using the troop role for anything other than taking a payment at a cookie booth.

### Step 3: New Cookie Order

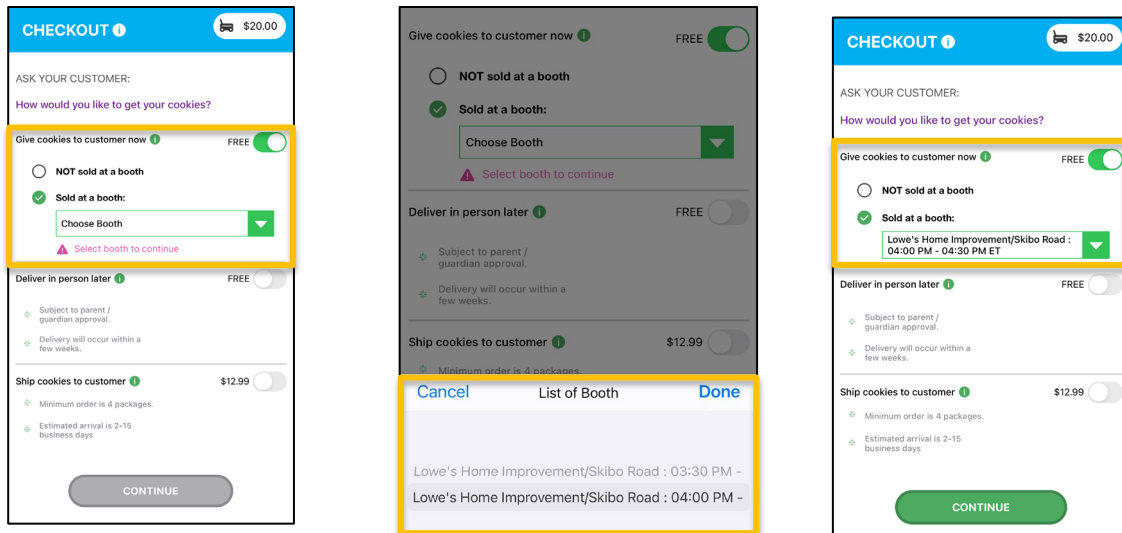
When processing a new order at a cookie booth, users will select New Cookie Order to be taken to the order screen to enter which cookies the customer wants to order by using the "+" and "-" buttons.

Once the correct number of cookies have been selected, the Girl Scout will click the "CHECKOUT" button and select "Give cookies to customer now".

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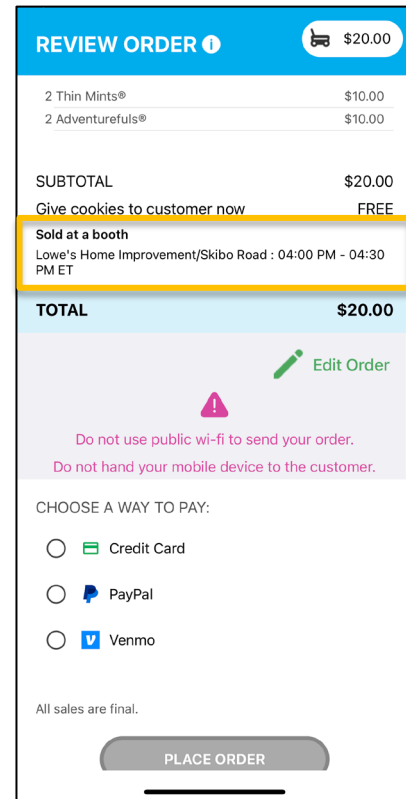
## Step 4: Selecting a booth

If the troop has signed up for cookie booths, once a user has selected “Sold at a booth” they will 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.



After selecting the booth, users will go through the check out steps as prompted by the site.. 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 then click the Place Order button.



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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 an issue with payment. Email address is great if customer would like a receipt or thank you email.

**REVIEW ORDER** ⓘ \$20.00

Card Number

CVV or 3CSC

Expiration Date  Month  Year

Name on credit card and contact details:

First Name (optional)

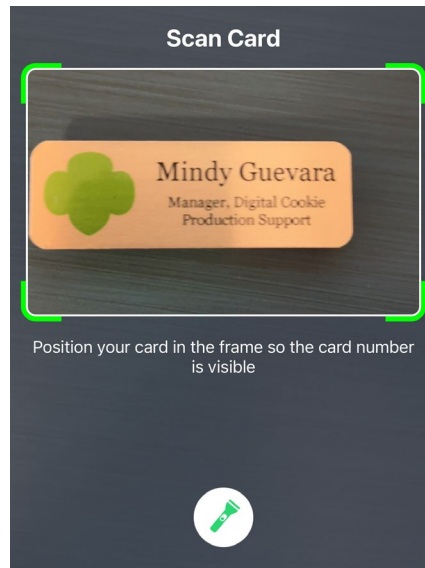
Last Name (optional)

Billing Email (optional)

ZIP (optional)

All sales are final.

**PLACE ORDER**



**Use Scan Card feature instead of typing all the details.**  
Tip: Have good lighting, us hand for shade.

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.

**REVIEW ORDER** ⓘ \$20.00

1 Girl Scout S'mores® \$5.00  
2 Lemon-Ups® \$10.00  
1 Toffee-tastic® \$5.00

SUBTOTAL \$20.00  
Give cookies to customer now FREE  
Not sold at a booth

**TOTAL \$20.00**

Edit Order

Do not use public wi-fi to send your order.  
Do not hand your mobile device to the customer.

CHOOSE A WAY TO PAY:

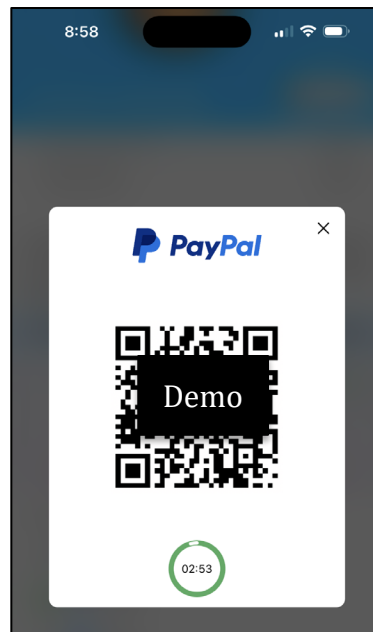
Credit Card

PayPal

Venmo

All sales are final.

**PLACE ORDER**



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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!

