

#### **Troop Virtual Booth Links**

Your Troop Virtual Booth links will help your troop make sales online instead of, or in addition to, your regular in person cookie booths. When you set up your Troop Virtual Booth site, there may be two links you can use, depending on your council's settings. These links will let your troop reach new customers in your local community and beyond.

#### Setting up your Troop Virtual Booth Site

**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 process to have a troop virtual booth link.

To begin, click the "Start" button.

	Stats last updated 7/28/23 8:45
New! Troop Cookie Site	📀 Pending Virtual Booth Orders
A troop cookie site can increase sales. To begin, the troop ap code and site lead must be entered first. Learn more	Delivery orders pending approval: 0 orders Delivery orders pending delivery: 0 orders Pickup orders pending approval: 0 orders Pickup orders pending pickup: 0 orders
	Delivery orders pending approval: 0 orders Delivery orders pending delivery: 0 orders Girls with a cookie delivery change: 1 girl

**Step 2**: You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the Girl Scouts in your troop

You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of "Troop site lead". The Troop site lead will be responsible for working with the Girl Scouts in the troop to set up the Troop site and approving orders.

The second se	Edit Details
roop cookie site can increase sales. To begin, the op zip code and site lead must be entered it. Learn more	Troop's zip code * 99504 required
it Details	The zip code is used in the Cookie Booth locator.
oop's zip code * required	Troop site lead * Jennifer Campbell
zip code is used in the Cookie Booth locator.	This person sets up the troop cookie site.
op site lead * Select a name 🔍	Cancel Save
s person sets up the troop cookie site.	Cancel Save

Once the first volunteer for the troop has made those selections, everyone will see the selections that have been made and can change them if needed.



**Step 3:** If you assigned yourself to be the troop site lead, your dashboard will be updated with a Set up your site button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log into Digital Cookie they will see the new role in their role selector drop down.

To begin setting up the troop site, click set up your site.

Troop 3300 Digital Cookie <sup>®</sup> Platform		
	Stats last updated 7/28/23 8:30 PM CDT	
(Internet in the set of the set o	Pending Virtual Booth Orders	Select the role you would like to view
Set up your site Troop Virtual Booth Link: Not Published Details: Zip: 97213 Lead: eeaet eirzrer Edit	Delivery orders pending approval: 0 orders Delivery orders pending delivery: 0 orders Pickup orders pending approval: 0 orders Pickup orders pending pick-up: 0 orders	Role Parent of Anon 4. Tricop 3300 Site Lead of Troop3300 S. When logged in, switch Parent of Linii a. Tricop 3300 role* drop down menu.
	© Girl Orders Delivery orders pending approval: 0 orders Delivery orders pending delivery: 0 orders	When logged in, switch f ratem or Lama 1 roop 3300 Troop 3300 of Service Unit 601
	Girls with a cookie delivery change: None	

The site lead will then need to complete the registration process as if the troop were a new Girl Scout by possibly watching the safety video and accepting the terms & conditions and Girl Scout pledge, plus activating the account.

It is important to leave the Preferred First Name as it appears so it's clear this is your Troop Site. If there is an issue with the troop number, please contact your Council Customer Care to resolve before proceeding.

Girl Account		
Troop12359 Site		
Preferred First Name:* (or use a nickname)	Troop12359	
	Cancel Save	

After that, the Troop Site Lead will use the "Site Setup" to work with the Girl Scouts in the troop to create their message and photo/video. It functions the same way as the Girl Scouts' Site Setup. Be sure to see the "*Site Setup Girl Scout Under 13*" Tip Sheet for additional information.

Once the site is published and the council's sale is live, the troop will have two links to use if they wish for the cookie season.



#### Troop Virtual Booth Link

From your Troop Dashboard, you may see two links available for your troop. If you only see one, your council has made a decision that the second link is not a good fit for the program at this time.

If you see both, the top link is your Troop Virtual Booth Link.

Troop 12359 Digital Cookie <sup>®</sup> Platform		
	Stats last updated 10/4/22 3:02 PM CI	
Our Troop's Virtual Booth: Open for Business	Pending Virtual Booth Orders	
Status: Published Learn more	Delivery orders pending approval: 0 orders	
Troop Virtual https://DigitalCookie.GirlScouts.org/sc (j)	Delivery orders pending delivery: 2 orders	
Booth Link: out/troop12359-512?fpkp=1	Pickup orders pending approval: 0 orders	
Copy Link View QR Code	Pickup orders pending pick-up: 2 orders	
	🧑 Girl Orders	
Click to view Troop's Ship Only Link	Delivery orders pending approval: 0 orders	
	Delivery orders pending delivery: 3 orders	
Click to view Troop's Ship Only Link () Details: Zip: 80219 Lead: Jennifer Campbell Edit	Delivery orders pending approval: 0 orders	

This link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.

If pickup is an option in your council, this link will enable customers to select pickup orders as a delivery type. See the *Troop Pickup Orders* tip sheet for more information.

The Virtual Booth link is available to copy and share and even has a QR code that can be used on marketing materials. Your Girl Scout Council can provide ideas on how to best use your Troop's Virtual Booth Link.



#### **Troop Ship Only Link**

The Troop Shipped Only link is available if you need a shipped/donated only link. You can find this beneath the Troop Cookie Link and if you click on it, you will see the full URL and QR code for this link.

Our Troop's Virtual Booth: Open for Business		
Status: Published Learn more		
Troop Virtual Booth Link:	https://DigitalCookie.GirlScouts.org/sc (j) out/troop12359-512?fpkp=1	
	Copy Link View QR Code	
Troop Shipped Only Link:	https://DigitalCookie.GirlScouts.org/sc (i) out/troop12359-512	
	Copy Link View QR Code	
Hide		

This link will only allow customers to purchase Shipped and Donated orders. This link will be sent to the National Girl Scout Cookie Finder beginning National Girl Scout Cookie Weekend (check with your council for specific date).

Once your site is set up and published, there is nothing additional you will need to do in order to have your Troop Ship Only link appear to customers coming to the cookie finder to find a troop near them to purchase shipped cookies from.

All purchases on either of your links will appear in your troop records in your baker software. Your council team will share additional information about that with their training.