

# Digital Cookie®

## My Cookies: Initial Order

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



On that tab, your council may be offering the ability for you to enter your Girl Scout’s **Initial Cookie Order** if you are accessing the tab prior to the initial order deadline. Once the initial order is submitted it cannot be edited; you must contact your Troop Cookie Volunteer.

### Step 1: Enter the Initial Order

When you select the “My Cookies” tab, your screen will display a place to enter your Girl Scout’s Initial Order. Simply enter the cookies your Girl Scout needs to fill the orders from her paper order card (and any extras you may want). Do NOT include any in-person delivery orders received online prior to the initial order, those are already ordered for you.

leiecSe's Cookies

**Enter Your Offline Initial Order:**

Using your paper order card, enter the number of cookie packages you are requesting from the troop. Do not enter the packages from your approved [Digital Cookie in-person delivery orders](#). Those packages are automatically included in your Initial Order.

Adventurefuls® - 0 +	Toast-Yay® - 0 +
Lemonades® - 0 +	Trefoils® - 0 +
Thin Mints® - 0 +	Peanut Butter Patties® - 0 +
Caramel deLites® - 0 +	Peanut Butter Sandwich - 0 +
Caramel Chocolate Chip - 0 +	Donate Cookies - 0 +

Total packages entered (updates after saving): 0  
 Digital Cookie in-person delivery packages: 0  
 Total packages in your Initial Order: 0

You can update and save your Initial Order as often as you wish prior to 01/01/2025. You will need to submit the order to your troop volunteer on or before 01/01/2025.

Submit to Troop Volunteer

Initial Order not yet sent to your troop volunteer. Please finalize and send this information before the Initial Order Date.

In-person delivery orders already included

Emma's Cookies

**Enter Your Offline Initial Order:**

Using your paper order card, enter the number of cookie packages you are requesting from the troop. Do not enter the packages from your approved [Digital Cookie in-person delivery orders](#). Those packages are automatically included in your Initial Order.

Adventurefuls® - 0 +	Lemon-Ups® - 0 +
Trefoils® - 0 +	Do-si-dos® - 0 +
Samoas® - 0 +	Tagalongs® - 0 +
Thin Mints® - 0 +	Girl Scout S'mores® - 0 +
Toffee-tastic® - 0 +	Donate Cookies - 0 +

Total packages entered (updates after saving): 0  
 Digital Cookie in-person delivery packages: 0  
 Total packages in your Initial Order: 0

You can update and save your Initial Order as often as you wish prior to 10/02/2023. You will need to submit the order to your troop volunteer on or before 10/02/2023.

Submit to Troop Volunteer

Initial Order not yet sent to your troop volunteer. Please finalize and send this information before the Initial Order Date.

Date Initial Order needs to be submitted by.

# Digital Cookie<sup>®</sup>

## Step 2: Submit the Initial Order

Once you are satisfied with the amount of cookies you are ordering, click the “Submit to Troop Volunteer” button to send the offline order to your troop volunteer to be included in the baker’s order entry system. Those cookies, along with any cookies ordered online for in-person delivery by customers prior to the initial order date will be ordered by your troop for your Girl Scout.

If you find you need to make a change after you have submitted your order, please contact your troop cookie volunteer to see if changes can be made. You will need to submit your order prior to the due date noted above the “Save Updates” button .

After the due date, you can’t make edits to the numbers on this section, and it will only appear at the top of your “My Cookies” dashboard to view.

## Step 3: Viewing In-person Delivered Orders Marked for Initial Order

If you approved a digital order near the end of the initial order period and want to be sure it was included in the cookies you will be receiving in your initial order pickup, you can navigate to the “Orders” tab and check the Initial Order column for orders that need to be delivered.

A green checkmark indicates it was included in the initial order cookies automatically ordered.

No checkmark means it was not included in your initial order and you will need to be sure to get the cookies from your troop cookie volunteer to fill that customer’s order.

Order #	Cookie pkgs	Deliver to	Delivery Address	Order Date	Initial Order
05344423	5	Mindy Guevara	1231 Upas St, San Diego, CA	8/8/2023	<input checked="" type="checkbox"/>