

## Digital Cookie®

### Site Setup – Girl Scout 13 or Older

#### Previous steps: <u>Site Setup</u>

Site Registration Girl Scout 13 and over

#### Step 1: Girl Scout's Site Setup

Once in the Digital Cookie site, the setup functions just like the <u>Site Setup Girl</u> <u>Scout Under 13</u>. The difference is that Step 3 will have a button at the bottom of the page instructing the Girl Scout to: "See your site and submit for approval."

STEP 3 REVIEW YOUR DIGITAL COOKIE PAG	SE AND PUBLISH REQUIRED
PARENT OR GUARDIAN: Your girl's Digital Cookie page must be published if she wants to send marketing emails or have customers order cookies online.	See your site and submit for approval
Digital Cookie site update history	
Updated site saved on 11/05/2019 03:58 PM CST. You must resubmit th Site submitted for approval on 11/05/2019 03:49 PM CST.	nese changes for approval.
Site submitted for approval on 11/05/2019 03:49 PM CST.	

#### **Step 2: Submit Site for Approval**

A preview of the site will display and the Girl Scout can either make additional edits or submit it for caregiver approval.

Sage's Digital Cookie Site Preview			
	You have completed the required information. Now you can submit your <b>Digital Cookie</b> page for your parent or guardian to approve.	KEEP EDITING SUBMIT FOR APPROVAL	
Learn about approvals Sage's site status: Published https://DigitalCookie.GirlScouts.org/scout/sage8178			
girl scouts of north-central alabama			
Sage's Cookie World			
Ø	My Cookie Story	53 Packages Left To Go!	
	My Troop is working to earn money for both travel and higher awards in service to our community, Cookies has taught me to appreciate differences in my customers and to always expect the unexpected.	Help me reach my goal. Thanks for your support.	



# Digital Cookie®

#### **Step 3: Caregiver Reviews and Approves Site**

Once the site has been submitted for approval, the caregiver will receive an email that the Girl Scout's site needs approving.

When the caregiver clicks the pink "Review Site" button in the email, the caregiver will login and be sent to their Girl Scout's site preview.

From there the caregiver will review the site and either "Approve and Publish" to have the site go live, or click the "Edit' button to make changes.

If changes are made, the caregiver will need to click "Approve and Publish. Make sure to let the Girl Scout know changes have been made..



#### **Step 5: Girl Scout Recieves Confirmation**

The Girl Scout will receive an email confirmation that the site is approved. Now the Girl Scout is ready to send marketing emails to customers once the council's Digital Cookie sale is open.

Caregivers and Girl Scouts can also review the Cookie Entrepreneur Family Pin instructions to start the work for earning the pin and cookie badges.

#### Next Steps: Marketing to Customers

Cookie Entrepreneur Family Pins and Cookie Business Badges