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Girl Scout and Caregiver Dashboard

Your Digital Cookie Dashboard has information that helps you support your Girl Scouts in her Digital Cookie sales.

There may be up to nine tabs on your dashboard.

Home
Badges
Learning
Site Setup
Customers
Orders
My Rewards
My Cookies
Cheers

Home
The dashboard has seven sections.
1. Cookie Sales Progress and Cheers
2. My Cookie Site
3. Orders to Deliver In Person
4. Learning
5. From your Council
6. Online Sales and Marketing

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1. Cookie Sales Progress and Cheers

KitKK's Digital Cookie® Platform

Welcome, heiieihan!

Digital Cookie can help boost your sales, sharpen your entrepreneurial skills, and power unique adventures for you and your troop year-round!

COOKIE SALES END IN

88	9	53	20
DAYS	HRS	MIN	SEC

COOKIE SALES PROGRESS ⓘ

- Offline Sales
- Online Sales

0   1   2   3   4   50+

0 packages credited by troop volunteer ⓘ
Sales last updated 8/4/23 2:00 PM CDT

You don't have any new cheers.
But you can still inspire your troop members!   **Send a Cheer**

My Sales Goal	Packages Sold	Packages to Sell
50 packages	**0**	**50**
UPDATE	UPDATE	SEE DATA

REWARDS

My Troop

Our goal: coming soon

Track your cookie sales and how your troop is doing towards their goal. You can update your goal and enter offline sales all from your dashboard.

You will also be notified from your dashboard if you have a new Cheer or easily send a Cheer to another Girl Scout in your troop right from your dashboard.

2. My Cookie Site

My Cookie Site: Open for Business

Sam's cookie site url:
https://DigitalCookie.GirlScouts.org/scout/laeaaladd34999965

Copy Link   **View QR Code**

Site setup approved: 08/09/2023 01:20 AM CDT

Site Setup Video

Site Setup Quick Tip Sheet

Once your site is set up, you can copy your site's URL or download a QR code to share with customers. If you have not set up your site, you can use the link to help you. You can also view the Site Setup Tip Sheet for support.

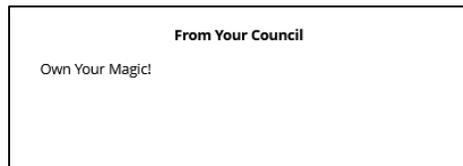### 3. Orders to Deliver In Person
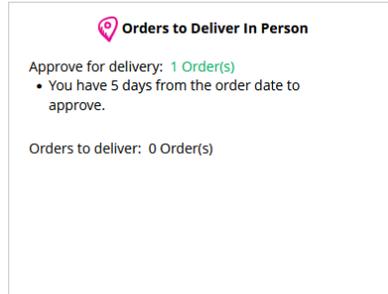
In this section you can see if you have orders to be approved or delivered.

4. Learning

This section will let you know when you have completed a cookie pin or badge. Once you have completed the steps on the Badges page, the pin or badge you have completed will be colored in, as show on the right.
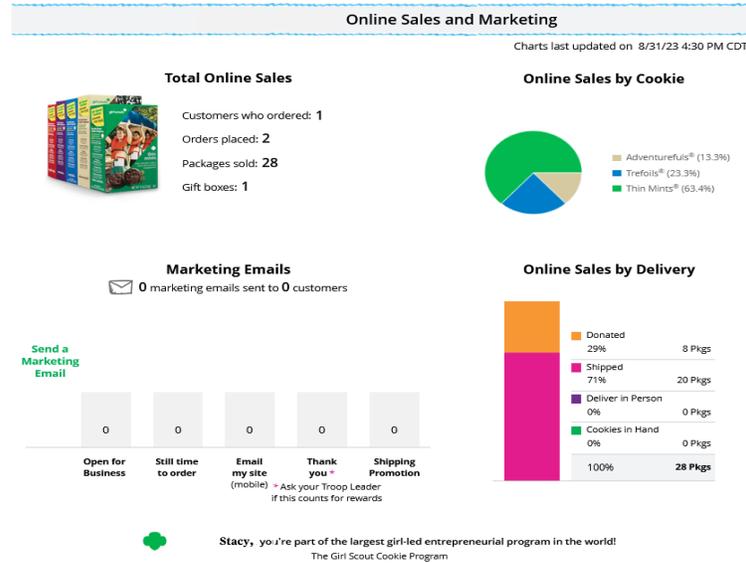
5. From Your Council

Your council may choose to write a note of encouragement that you will be able to read here.

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6. Online Sales and Marketing

Monitor your cookie business by viewing your total sales as well as a breakdown of sales by cookies and delivery options. You can also see how many marketing emails you have sent to customers.

Badges

This page displays the Cookie Entrepreneur Family Pins, and the Cookie Business badges appropriate to your Girl Scout's level. For more information see the "Cookie Entrepreneur Pins/Badges" tip sheet.

Learning

This page has games, videos, and other cookie program exercises tailored to the Girl Scout's age level.

Site Setup

Use this page to set up your cookie site. For support on how to set it up, view the "Site Setup" tip sheet.

Customers

Connect with customers on this page by adding new friends and family, send emails, and monitor their orders.

Orders

View all orders placed on your cookies site. For details on the delivered orders section, view the "Order Received In-person Delivery" tip sheet.

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My Rewards

If your council has this functionality, Girl Scouts will be able to see the rewards they can earn and make selections once they get to that level.
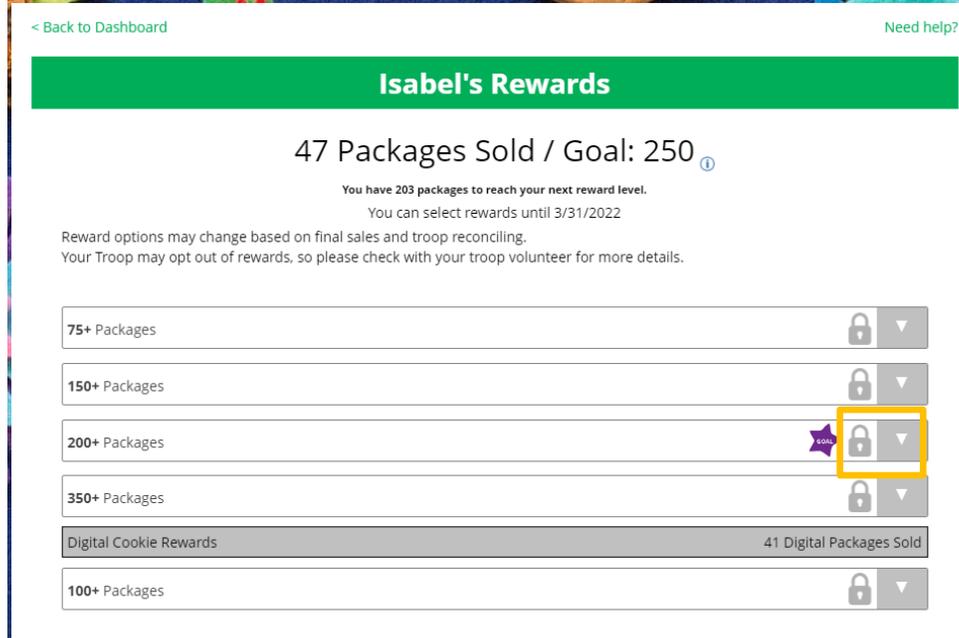
My Rewards

Girl Scouts can see the rewards they can earn for selling cookie packages, get more details about each reward, and select which ones they want when they unlock a new reward level through sales.

Step 1: To access the information and see what rewards are available, click the "My Rewards" tab in Digital Cookie.

Girl Scouts can see what rewards are available at various packages sold levels AND if the council offers other types of rewards from Digital Cookie sales or emails, they would be displayed here also.

Girl Scouts can also see where their cookie goal is in relation to the rewards!

Purple Star = Girl's Goal

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Girl Scouts can see all the rewards they can earn by clicking on the down arrow on the right side. It may still be locked, which means the Girl Scout hasn't yet sold enough packages to earn the reward, but they can still see the rewards and get more details by clicking on them.

Details on the reward

UAT Test Council 6

The book description is the pitch to the reader about why they should buy your book. It is sales copy to get them to see that the book is for them (or not), and then make the purchase. ... In many cases, the description is the factor that solidifies in the reader's mind whether the book is for them

Step 2: As Girl Scouts earns a reward, they will see a message on their "My Rewards" tab letting them know they earned another reward.

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The data for what rewards the Girl Scout has earned comes from the amount of cookies the troop volunteer has in their records for the Girl Scout. Check with the troop volunteer if you believe the information is

**47 Packages Sold / Goal: 250** ⓘ

You have 203 packages to reach your next reward level.
You can select rewards until 3/31/2022

Reward options may change based on final sales and troop reconciling.
Your Troop may opt out of rewards, so please check with your troop volunteer for more details.

incorrect.

Step 3: When Girl Scouts earn a new reward, they can select if there is more than one choice at that level. They can also indicate the size they want if the item has size options.

To change a reward selection, the Girl Scout simply needs to check the box for her new selection at any point prior to the rewards due date. That date can be found at the top of the screen.
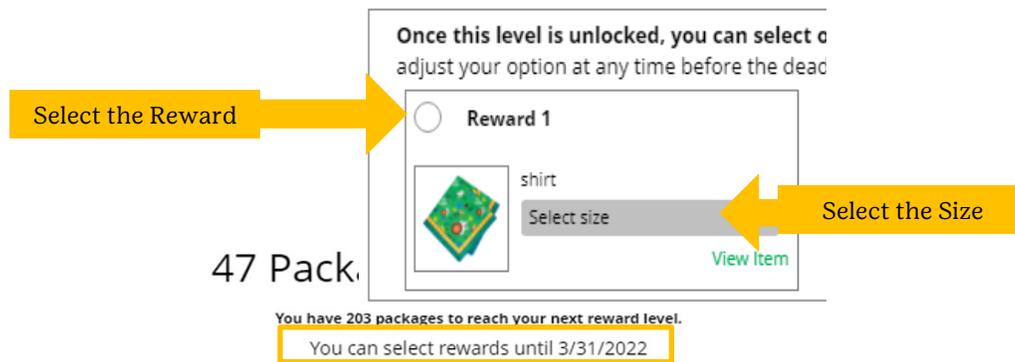
Once this level is unlocked, you can select o
adjust your option at any time before the dead

Select the Reward ➔ ◯ **Reward 1**

shirt
Select size ← Select the Size

View Item

47 Pack

You have 203 packages to reach your next reward level.
You can select rewards until 3/31/2022

Step 4: If the troop volunteer needs to adjust the record of sales, it could impact the Girl Scout's rewards. Should that happen, the Girl Scout would see a message letting them know that rewards had changed.

After the rewards due date, Girl Scouts can still see the rewards that they earned but can't make any more selections. The troop volunteer will have

Your earned rewards have been changed.

Troop sales reconciliations can cause reward levels to change.

Please contact your troop volunteer for more information.

OK

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pulled the rewards selections from Digital Cookie and placed the order for them, so they can't be changed.

My Cookies

This page has three different sections depending on your council's type of sale and selections.

- **Cookie Inventory:** monitor your cookie inventory throughout the sale, to keep track when you need to order additional cookies for orders from your troop cookie volunteer.

• My Cookies: Inventory by Variety

- Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your record of cookies received agrees with what your troop cookie volunteer has given your Girl Scout.

- To learn more, go to your "My Cookies" tab.

- •
- NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the troop cookie volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are financially responsible for.

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- **Step 1:** The inventory section gives you a quick view of how many cookies you should still have undelivered and how many you may need to fill your in-person orders.
- The first thing to note is "My Offline Sales"

Isabel's Cookies Inventory (Packages) ⓘ

Girls should enter the cookies they sold/delivered to customers that were not paid for in digital cookie.

My Offline Sales	0▼

Need help? View Tutorials

| Current Inventory	49▼	Pending Delivery/To Approve	0▼	Inventory Needed	49▼

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- This is something that needs to be updated by the Girl Scout/her caregiver when she delivers cookies and receives a cash or check payment for them. If they are not entered in this section, they will not be removed from her inventory and this section will not be correct.
- To enter offline sales, click the down arrow by the number of packages on the left side and open a screen to enter those sales.
- When those are entered, click "Save Updates"
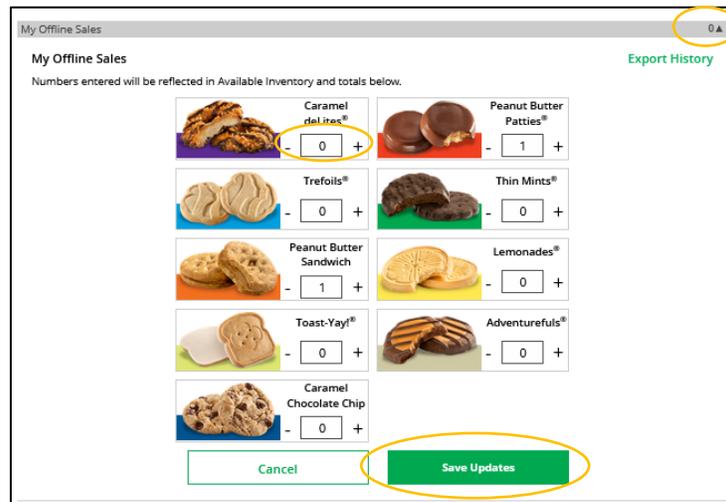
- Once you click Save Updates, you will be asked to confirm you want to update the inventory.
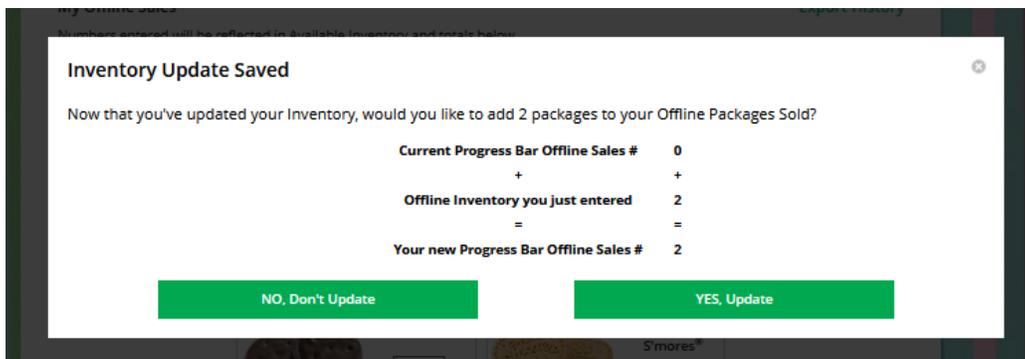
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- **Step 2:** There are three other sections that calculate your inventory. The first is "Current Inventory". Clicking the arrow next to the total number of packages will show you this information by variety.
- If you click the arrow next to any of the varieties, you will see more detail on how that number was calculated.

- The "Received" numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.
- The "Delivered" section will reflect the Offline Sales the Girl Scout has entered above, any sales the Girl Scout made on her Mobile app using the "Give Cookies to Customer Now" feature and any girl delivery orders that have been delivered and marked delivered to her customer on the orders tab.

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- **Step 3:** The next section will show how many cookies you need to fill girl delivery orders you have approved and girl delivery orders that you have yet to approve.
- Expanding each variety will show you how many orders are approved and how many are needing to be approved with how much inventory you need for each of those categories.

Pending Delivery/To Approve	19 ▲
Variety	**Pending**
🟩 Thin Mints®	10 ▼
🟦 Trefoils®	4 ▼
🟨 Adventurefuls®	5 ▼
⬜ TOTAL	19 ▼

- **Step 4:** The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders.
- Expanding any of the sections that show a number will show you how many

Inventory Needed	25 ▲
Variety	**Available**
🟥 Peanut Butter Patties®	6 ▼
🟨 Adventurefuls®	2 ▼
🟦 Caramel Chocolate Chip	1 ▼
🟩 Thin Mints®	14 ▼
🟪 Caramel deLites®	2 ▼

you need and why. If you see a number for a variety in this column, be sure you can get the cookies you need before approving an order for a customer.

- If you have questions about any of the numbers of received orders listed in your Current Inventory, ask your Troop Cookie Volunteer for more information.
- Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.
-

My Cookies: Inventory by Category

- Digital Cookie can help you make sure that you have enough cookies for your orders, track your progress on delivering/selling offline orders AND/OR make sure that your records of cookies received agrees with what your Troop Cookie Volunteer has given your Girl Scout.
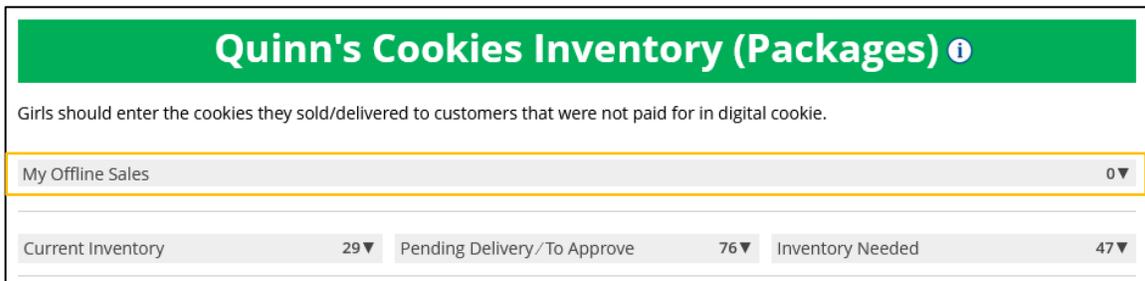
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- To learn more, go to your "My Cookies" tab.

- NOTE: The top part of your dashboard shows the total number of packages that have been allocated to your Girl Scout from the Troop Cookie Volunteer. It could include booth sales or troop sales. It is not the same as the number of cookies you are personally responsible for.

- **Step 1:** The inventory section gives you a quick view of how many cookies

you should still have available and how many you may need to fill your in-person orders.

- The first thing to note is "My Offline Sales"

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- This is something that needs to be updated by the Girl Scout/her caregiver when she delivers cookies and receives a cash or check payment for them. If they are not entered in this section, they will not be removed from her inventory and this section will not be correct.
- To enter offline sales, click the down arrow by the number of packages on the left side and open a screen to enter those sales.
- Use the plus and minus buttons to enter the totals. When those are entered, click "Save Updates"
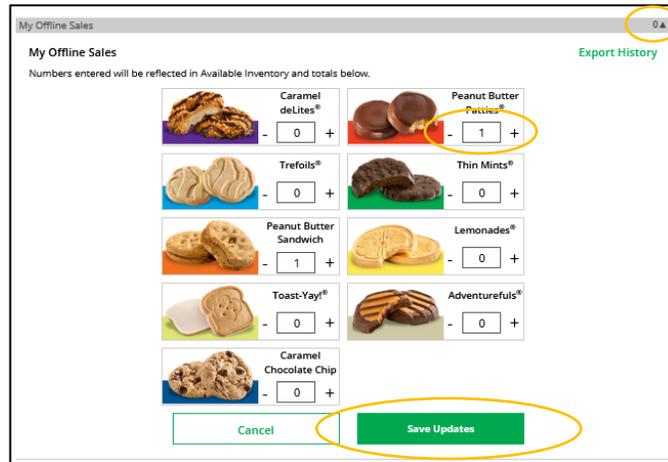
- **Step 2:** There are three other sections that calculate your inventory. The first is "Current Inventory".
- Clicking the arrow next to the total number of packages will show you this information by type of cookie. In general, if you see "Specialty" and "Specialty 2", those are cookies that are at a higher price than the rest of the cookies. Check with your Troop Cookie Volunteer for more information on what varieties are considered Specialty or Specialty 2.
-
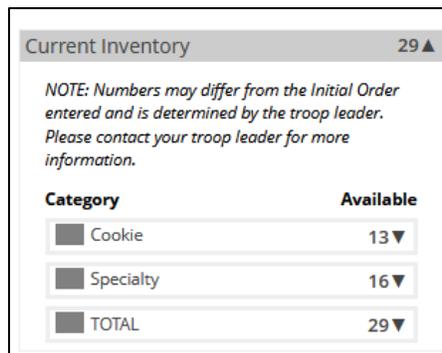
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If you click the arrow next to any of the categories, you will see more detail on how that number was calculated.

Current Inventory	29▲
NOTE: Numbers may differ from the Initial Order entered and is determined by the troop leader. Please contact your troop leader for more information.	
Category	**Available**
▢ Cookie	13▼
▢ Specialty	16▼
▢ TOTAL	29▲
RECEIVED:	
Initial Order	51
Additional Inventory	29
DELIVERED:	
Offline Sales	0
"In Hand" App Sales	0
Delivered Online Sales	51
CURRENT INVENTORY	**29**

- The "Received" numbers come from the information the Troop Cookie Volunteer has of how many cookies you have received and signed for. If you believe there is an error in this, please contact your Troop Cookie Volunteer.
- The "Delivered" section will reflect the Offline Sales the girl has entered above, any sales the Girl Scout made on her Mobile app using the "Give Cookies to Customer Now" feature and any girl delivery orders that have been delivered and marked delivered to her customer on the orders tab.
- **Step 3:** The next section will show how many cookies you need to fill girl delivery orders you have approved and girl delivery orders that you have yet to approve.
- Expanding each category will show you how many orders are approved and how many need to be approved with how much inventory you need for each of those categories.

Pending Delivery/To Approve	76▲
Category	**Pending**
▢ Cookie	46▲
Unapproved (Online Delivery)	34
Undelivered (Online Delivery)	12
CURRENT PENDING	**46**
▢ Specialty	30▼
▢ TOTAL	76▼

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- **Step 4:** The final inventory section is Inventory Needed. This will show if you need any packages of cookies to fill your orders.
- Expanding any of the sections that show a negative number will show you how many you need and why. To know what varieties are needed, you will have to review your orders tab and then work to secure more cookies to fill

those orders.

- If you have questions about any of the numbers of received orders in your Current Inventory section, ask your Troop Cookie Volunteer for more information.
- Remember, it may take the volunteer a few days to enter transactions, so be patient if you have received cookies from the troop that need to be entered.

- **Financials:** monitor the financial piece of the cookie business to see if any money is due to the troop cookie volunteer.

My Cookies: Financials

The Financials section is a valuable tool to help you understand the amount due for the cookie sale and how the troop is calculating the amount.

To access the financials section, you will click on the tab labeled "My Cookies" on your Digital Cookie Dashboard.

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In that tab, there is a section for "Financials".

Using the "at a glance" view is a great way to see the overall amounts paid and due. If you need more detail, you can expand any of the sections to find out more.

There are four sections to your financials that you can expand to get details.
- Initial Cookies (Order Card)
- Additional Cookies Received

Aldeiiiaea's Financials

Reflects cookies and payments entered by the troop cookie volunteer.   09/26/23 12:00 AM CDT

| Initial Cookies (Order Card) | 28▼ | Payments | $18.00▼ |
| Additional Cookies Received | 6▼ | Total Balance Due | $186.00▼ |

- Payments
- Total Balance Due

Initial Cookies (Order Card)
This section may not apply to you based on your council's sale type.
If you expand this section with the arrow, you will find information on the initial packages you received at pickup, minus any packages you received for in-person delivery orders because those were pre-paid and you do not owe for those.

Initial Cookies (Order Card)	28▲
Cookie Packages ($6.00)	28
PACKAGES	**28**

You will also see any Council or Troop Charity (Cookie Share or Gift of Caring) packages that you had orders for.

NOTE: Cookie and Specialty packages may apply if your council sells cookies at two different pricing tiers. Contact your Troop Cookie Volunteer for additional information.

Additional Cookies Received
The categories are the same as the Initial Cookies but reflect packages transferred to you from the troop. For any questions about this or if this figure does not reflect the packages you picked up, please contact your troop volunteer.

Additional Cookies Received	6▲
Cookie Packages ($6.00)	6
PACKAGES	**6**

Payments
Online Paid: This reflects any online payments you received for In-Person Delivery, Donation or Cookies in Hand orders.

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Offline Paid: This amount is any payments for cookies received offline, generally cash or check, that you have given to your troop volunteer that they have entered.

Payments	$18.00 ▲
Online Paid	$18.00
Offline Paid	$0.00
TOTAL PAID	**$18.00**

If this does not match your records, contact the troop cookie volunteer to help understand the differences.

Total Balance Due

Total Money Owed: The amount you owed for the cookies received at initial pickup and additional cookies received. Note, if your council sells cookies at two different prices, that has been accounted for in your money owed.

Total Money Paid: The total from the "Payments" section.

Total Balance Due: The difference between the amount owed and the amount paid.

Total Balance Due	$186.00 ▲
Total Money Owed	$204.00
Total Money Paid	$18.00
TOTAL BALANCE DUE	**$186.00**

If you think any of the figures in this section are incorrect, contact your troop cookie volunteer to compare the information she has on file for you from what you think this should be.

- **Delivery Settinges:** this section you can turn off/on cookie varieties as well as the in-person delivery option for customers.

• My Cookies: Delivery Settings

- The "My Cookies" tab contains a number of different functions for parents. This sheet explains the "Delivery Settings" portion.
- If enabled by your council, the Delivery Settings function gives you the opportunity to turn off Girl Scout delivery and off varieties of cookies. This might be useful if you run out of a cookie variety and can't get any more to fill customer orders or you 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 volunteer first to see if you can get more cookies before turning off a variety. Turning it off means a customer doesn't have the option to purchase it for delivery so you don't have to decline their order and disappoint them if they can't get the variety they ordered.

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- **Step 1:** 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.


-
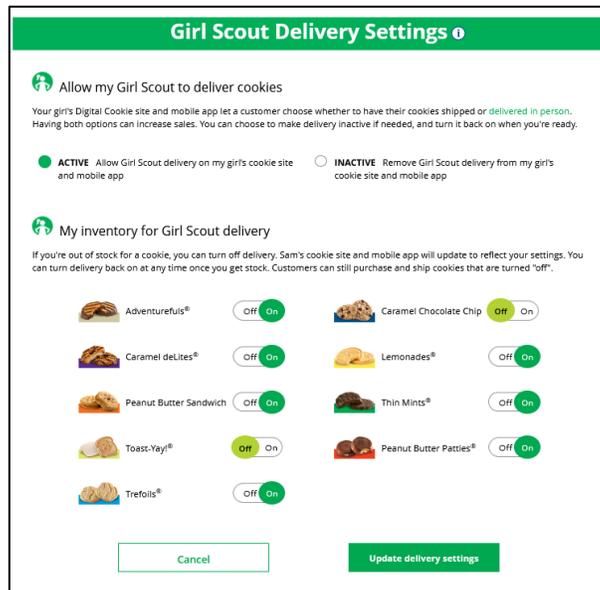
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- **Step 2:** When you select "inactive" to turn off the Girl Scout delivery option for your customer, you will get a warning message. If you want to turn delivery off, click "Update delivery settings".
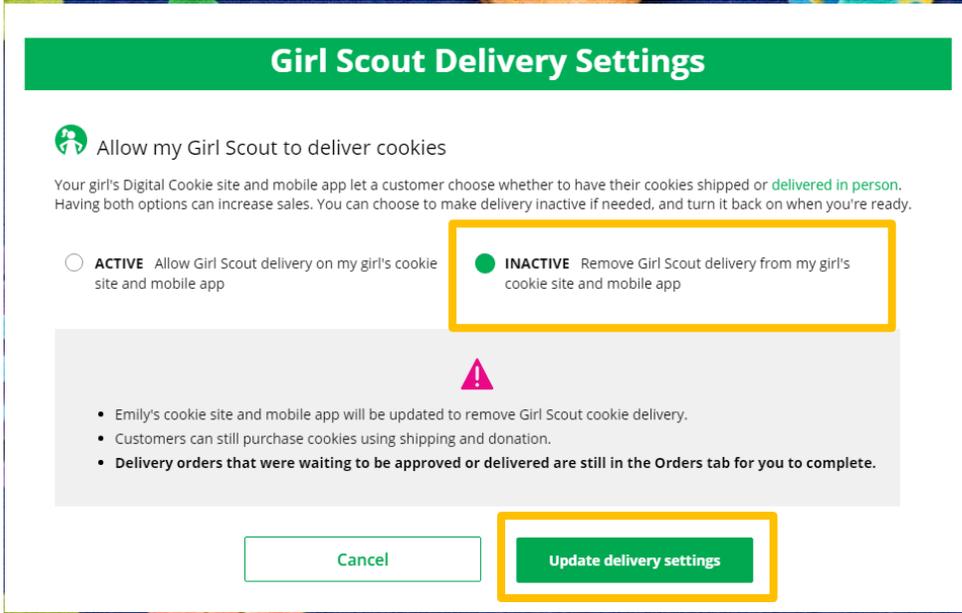
-
- Once you have turned it to inactive, the varieties section will be removed and is superseded by the active/inactive setting. You do not need to turn off each of the varieties individually if you set it to inactive.

-
- Should you wish to turn delivery back on, simply click "active" and your customers will see delivery as an option again. Make sure you click "Update delivery settings".

-

-
-
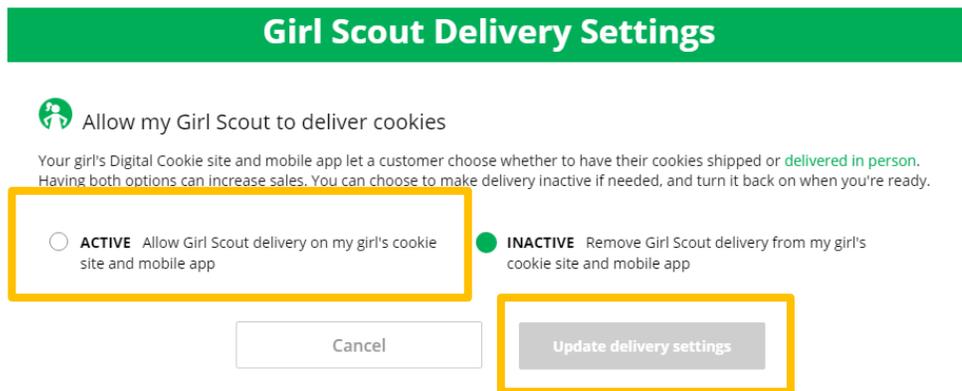
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- **Step 3:** If you wish to offer delivery but are out of a cookie variety and can't get more inventory, you can turn off just that variety of cookie for delivery and customers can only purchase those for shipping and not delivery.
- To do that, simply click the "off" button then click the Update delivery settings button, and it will remove that variety from the Girl Scout delivery option. If you are able to offer that to customers again, return to this section and click the "on" slider to turn that variety back on.
  -
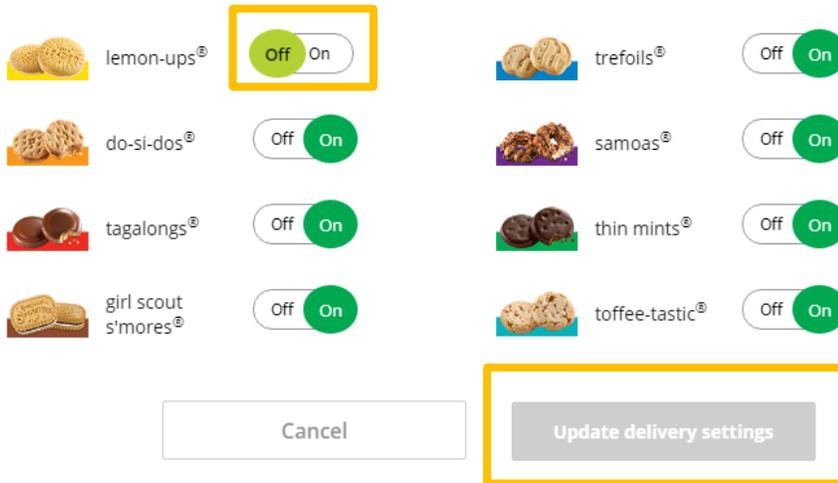
Note image is for LBB cookies, but it is the same process for ABC councils.

Cheers
Send words of encouragement to other Girl Scouts in your troop and view any Cheers you may have received from customers, your troop volunteer, or other Girl Scouts from your troop.