

# Digital Cookie®

## Training Material Index for LBB Council Users

\*Instructions for both Girl Scout/Caregiver and Volunteer accounts for <u>Digital Cookie</u>. \*\* Functionality depends on council settings.

### Girl Scout/Caregiver

Digital Cookie Help:

https://digitalcookie.girlscouts.org/help/parent-girl

FAQs, Daisy the Chat Bot, Live Chat, or contact the customer support team

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Registration	า

Site Registration	<u>Tip Sheet</u>	<u>Video</u> (initial login)
Site Registration Girl Scout 13 and Over	<u>Tip Sheet</u>	, g
Forgot Password/Password Reset*	<u>Tip Sheet</u>	
No Registration Email*	<u>Tip Sheet</u>	
Unlock Account*	<u>Tip Sheet</u>	
My Account Tab*	<u>Tip Sheet</u>	
Dashboard	<u>Tip Sheet</u>	
Site Setup		

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Site Setup	<u> 11p Sneet</u>	<u>v1aeo</u>
Site Setup-Girl Scout 13 and Over	<u>Tip Sheet</u>	
Photo/Video Upload	<u>Tip Sheet</u>	<u>Video</u>
Marketing to Customers	Tip Sheet	Video

#### Order Management

My Cookies: Initial Order**	<u>Tip Sheet</u>	<u>Video</u>
Order Received: Shipped/Donated	<u>Tip Sheet</u>	
Order Received: In-Person Delivery	<u>Tip Sheet</u>	<u>Video</u>
My Cookies: Delivery Settings**	<u>Tip Sheet</u>	<u>Video</u>
My Cookies: Inventory by Variety**	<u>Tip Sheet</u>	<u>Video</u>
My Cookies: Inventory by Category**	<u>Tip Sheet</u>	<u>Video</u>
My Cookies: Financials	<u>Tip Sheet</u>	<u>Video</u>

#### Site Features

Entrepreneur Pin and Badges	<u>Tip Sheet</u>	
My Rewards**	<u>Tip Sheet</u>	<u>Video</u>
Cheers	<u>Tip Sheet</u>	

Closing Your Site

Mobile App Mobile App\*\* Tip Sheet

## **Customer Experience**

Customer Experience: In-person Delive	ery Order <u>Tip Sheet</u>
Customer Experience: Shipped Order	<u>Tip Sheet</u>

### Digital Cookie Help: Check Order Status:

https://digitalcookie.girlscouts.org/help/customer https://digitalcookie.girlscouts.org/customer-order/orders

Tip Sheet



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#### Volunteer

Digital Cookie Help: <a href="https://digitalcookie.girlscouts.org/help/customer">https://digitalcookie.girlscouts.org/help/customer</a>

Registration

Volunteer Login
Forgot Password/Password Reset\*
Unlock Account\*
No Registration Email\*
Tip Sheet
Tip Sheet
Tip Sheet
Tip Sheet
Tip Sheet
Tip Sheet

Site Use

Service Unit Access\*\*

Troop Dashboard
Troop Site Setup\*\*

Virtual Booth Links\*\*

Tip Sheet
(see Virtual Booth Links)

Virtual Booth Links\*\*

Tip Sheet
Video

Video

Video

Troop Cheers Tip Sheet

**Customer Support Help** 

eBudde™ Site Help (Access • Registration • Apps • Submitting Troop Initial Order • Signing up for Booths • Tech Issues, etc.)	• Council – reach out to <u>Info@gsnypenn.org</u>
Direct Shipped Order Questions	<ul> <li>Order Status Page</li> <li>Customer FAQs</li> <li>Contact Customer Support with an Order Issue</li> </ul>
Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)	<ul> <li>Volunteer FAQs</li> <li>Parent/Girl Scout FAQs</li> <li>Contact Customer Support with a System Issue</li> </ul>
Digital Cookie Registration & In-Person Delivery Inquiries	<ul> <li>Volunteer FAQs</li> <li>Parent/Girl Scout FAQs</li> <li>Contact Customer Support with Registration Issue</li> <li>Contact Customer Support with Account Information Issue</li> </ul>
Other	<ul> <li>Contact Customer Support with Other Questions</li> <li>Provide Feedback to Customer Support</li> </ul>