

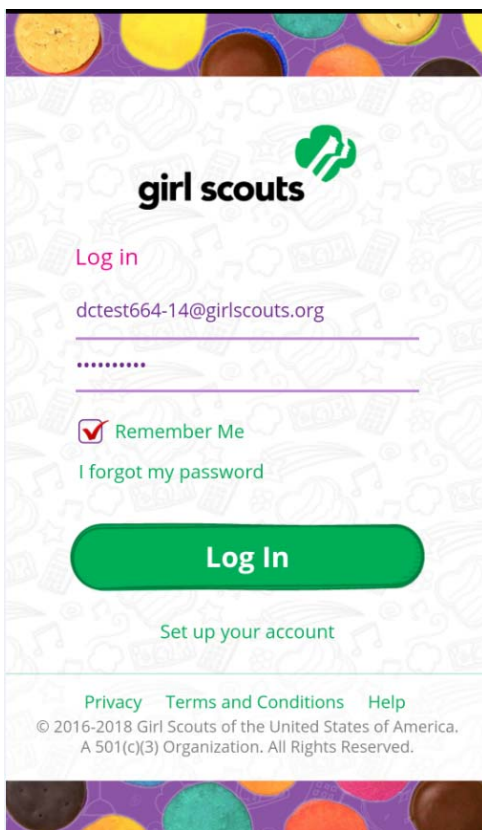
Mobile App-Shipped Order

1

Start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for “Digital Cookie Mobile app.”

2

Once you have the app installed and opened on your phone, you will use the same login and password you use to access your Digital Order Card site. NOTE: the app will only work if the girl’s website is set up and approved.



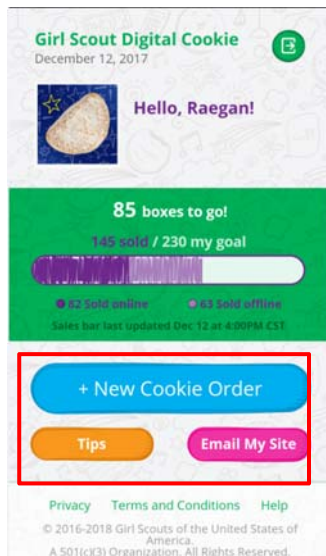
3

If you have more than one Girl Scout under 13, you will select one girl’s account for the transaction.



4

When the girl's name is selected, her mobile app home page will appear. From her home page, she can select "Tips," "Email My Site," or "New Cookie Order."



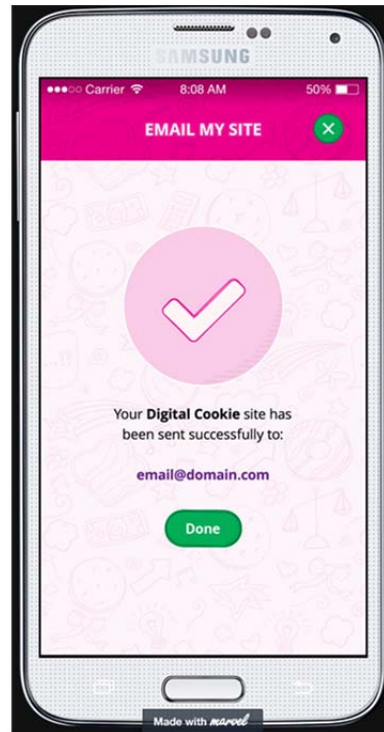
5

"Email My Site" would be used by the girl when she is with a customer who doesn't have time to make a purchase in full, or perhaps who doesn't have a credit card available at the point of purchase. It allows a girl to collect customers' email addresses and email them invitations to purchase cookies

through her Digital Order Card website.

The girl asks the customer for her or his name and email address and enters it in her app; the app will send the customer an invitation to purchase cookies.

Parents and leaders should make sure that girls are only using this feature to send their sites to people the families know.



The customer will be sent an email to purchase cookies and the person's information will populate the girl's customer tab. The customer will show up in the "Email My Site" section at the bottom of the customer list.

[Need help?](#) ▼

Email My Site: Add Names to Your Customer List
 People who received your mobile app marketing email.

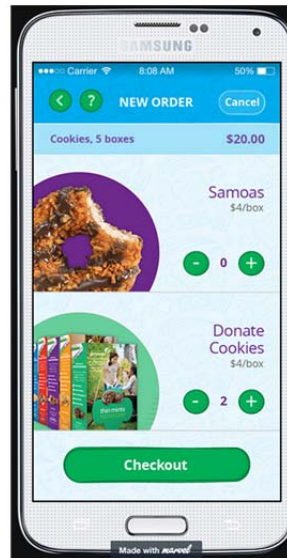
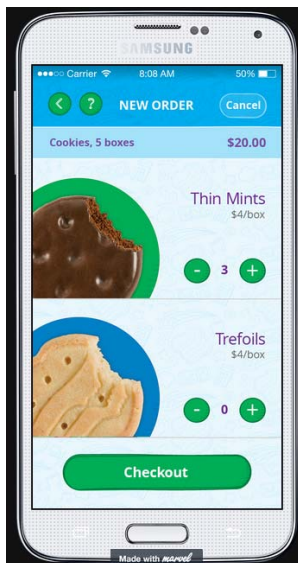
Select All Show:

Name	Email Address	Last Emailed
<input type="checkbox"/> Mobile2 Test	dctest664-16@girlscouts.org	Dec 13, 2017
<input type="checkbox"/> Mobile3 Test	hlaw@girlscouts.org	Dec 13, 2017
<input type="checkbox"/> Mobile3 Test	dchianese@girlscouts.org	Dec 13, 2017

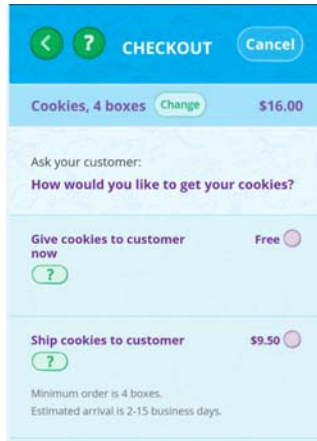
◀ 1 ▶

Total names to add: 3

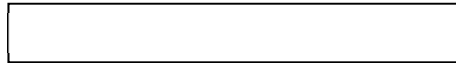
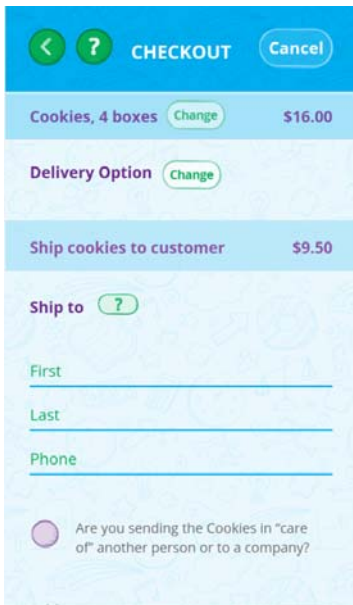
7 When a girl clicks the “New Order” button on the app, she will be taken to the order screen. She can scroll down through the cookie varieties and enter the quantity of cookies the customer wants to order by using the “+” and “-” buttons.



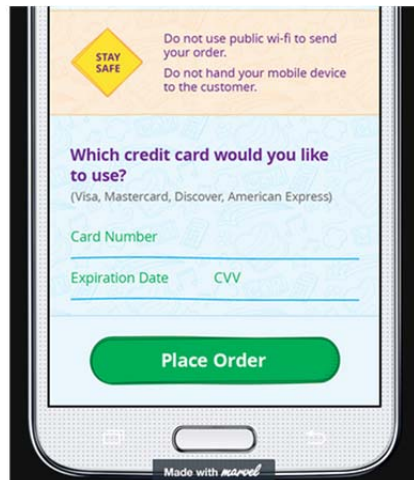
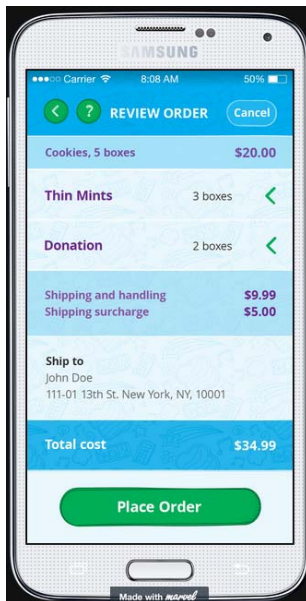
8 When the customer has made a selection and the girl clicks “Checkout,” the app moves to a checkout screen:



The girl then completes the customer information for the location the cookies will be shipped to and asks if the billing address is the same.

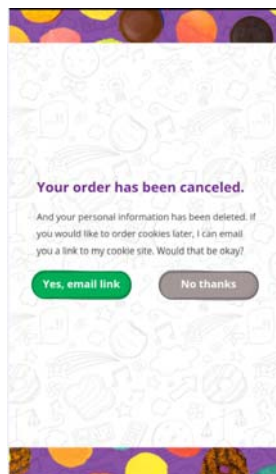


When the girl clicks the review order page, it will bring her to a screen where she can confirm the order with the customer. When she scrolls down, she can input the payment information from the customer.



12

If for some reason the customer can't complete the order, the girl can still send him a link to purchase later.



13

If she completes the order and clicks the "Place Order" button, she will receive an order confirmation screen and a reminder to thank the customer for the order!


Remember to say:

Thank YOU!

Order email **dcctest664-14@girlscouts.org**
Order # **05040800**
Delivery Did you hand the cookies to customer?

Yes

All sales are final.
For help: digitalcookiesupport@girlscouts.org

 Digital Cookie is made possible by Dell