girl scouts

Digital Cookie®

Mobile App for Troop Volunteers

This guide provides troop volunteers with step-by-step instructions for using the Digital Cookie Mobile App to support Girl Scouts in managing cookie sales through the troop's digital site. A video version is also available.

Step 1: Download the App

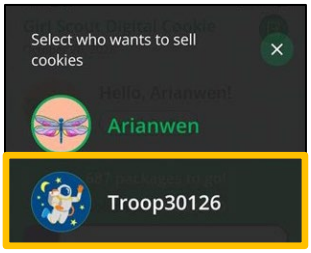
Download the free Digital Cookie Mobile App from the App Store (iphone) or Google Play (Android). Search for "Digital Cookie Mobile App." Be sure to download the latest version or update the app each year to ensure full functionality.

Step 2: Log in to the Mobile App

Use the same email and password associated with your Digital Cookie account to log in. **Access to the troop role is only available once the troop site has been published and the council's mobile app access date has begun.** Refer to the Troop Site Setup tip sheet for guidance.

Step 3: Select the Troop Role

After logging in, users may see multiple accounts—such as their Girl Scout(s) if they are also a caregiver, and their troop account. **All troop volunteers with access to Digital Cookie will have access to the mobile app troop account.**



Home Page Features

From the home page, you can access the following features:



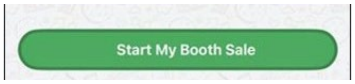
- Start My Booth Sale – Place orders for a specific booth. **Tip: Check the Booths page in the Digital Cookie site at least 24 hours prior to your booth to ensure it appears in the mobile app.**
- New Cookie Order – Place orders directly through the app when a booth is not available or the customer wants to place a deliver later or shipped order.
- Visit My Site – Display the troop's site QR code for customer scanning.
- Email My Site – Send the troop's site link to potential customers via email.
- View Cash Sales Summary – Review the total cash collected for the day, including a breakdowns by cookie variety.
- All Orders – View and manage all orders placed on the troop's site by delivery method.

Distributed by GSUSA – 11/01/2026 © 2026 Girl Scouts of the United States of America. All Rights Reserved.

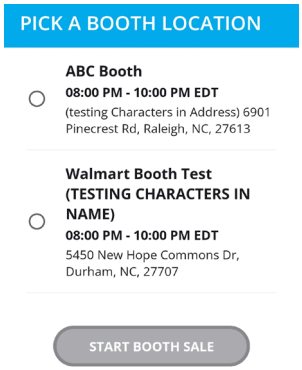
Digital Cookie®

Start My Booth Sale

Follow these steps when taking orders at a cookie booth.

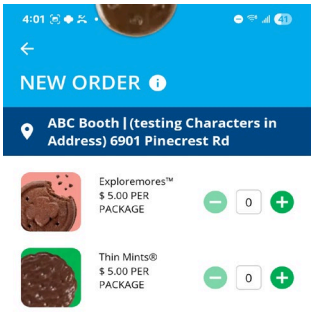


Step 1: Tap Start My Booth Sale



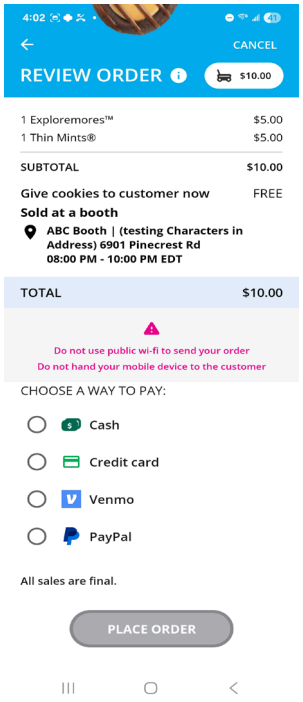
Step 2: Select Booth and Start Booth Sale

Choose from the list of booths you are signed up for. If a booth is missing, check the Booth Pickup page in Digital Cookie or use the New Cookie Order option.



Step 3: Select Cookie Varieties

Use the '+' and '–' buttons to enter quantities, then tap 'Checkout'.



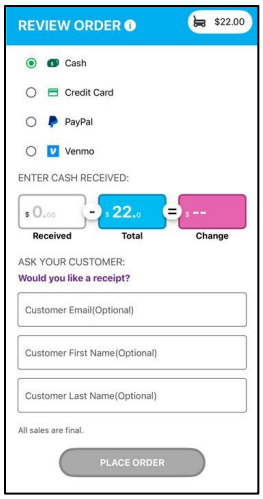
Step 4: Review Order and Select Payment Type

Choose from cash, credit card, Venmo, or PayPal.

Distributed by GSUSA – 11/01/2026 © 2026 Girl Scouts of the United States of America. All Rights Reserved.

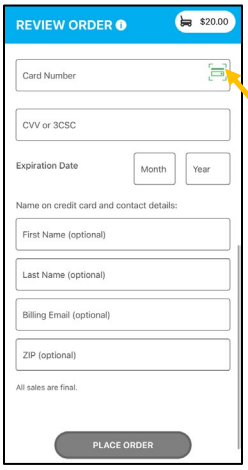
Digital Cookie®

Payment Methods



Cash – Available for 'Give Now' orders. Enter the amount received and the app will calculate change. Optionally enter customer name and email.

Credit Card – Enter or scan card details. Contact info is optional but useful for receipts or issues. Billing details must match Credit Card details.





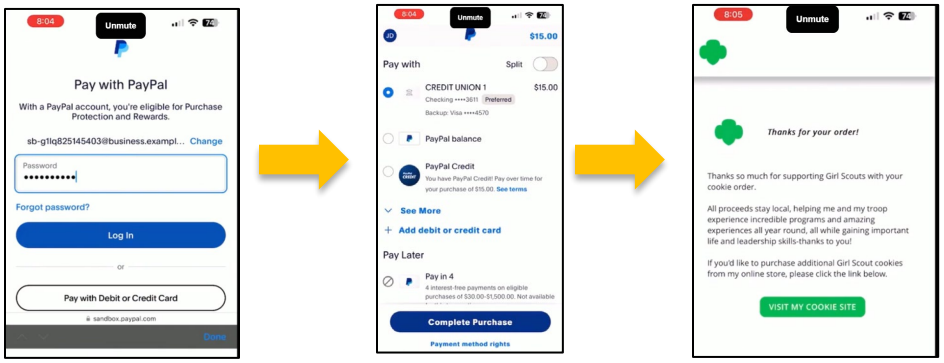
Tip: Have good lighting and double check the numbers before placing the order.

PayPal/Venmo – After tapping Place Order, a QR code appears for the customer to scan and complete payment.





Customers must log in to their account from their phone to complete the order.

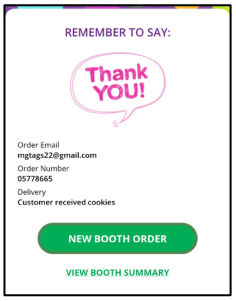


Distributed by GSUSA – 11/01/2026 © 2026 Girl Scouts of the United States of America. All Rights Reserved.

Digital Cookie®

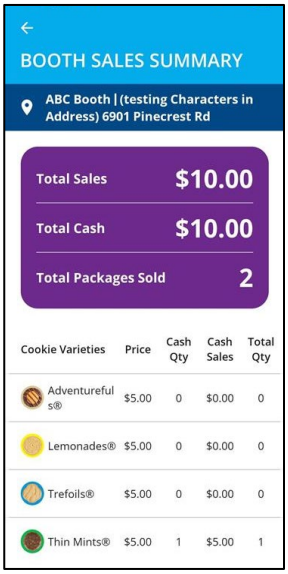
Order Confirmation

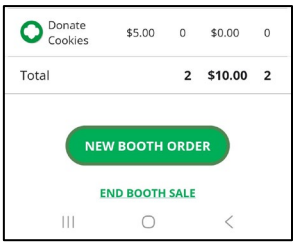
Once the order is placed, a confirmation screen appears. **Important: Do not provide cookies to the customer until this screen appears.** You can start a new booth order or view the booth summary.



Booth Summary

On the order confirmation screen, tap the View Booth Summary link. The summary shows packages sold and total money collected. Here you can end the Booth Sale. If you accidentally end a booth sale early, it can be opened at any time on the day of the booth.

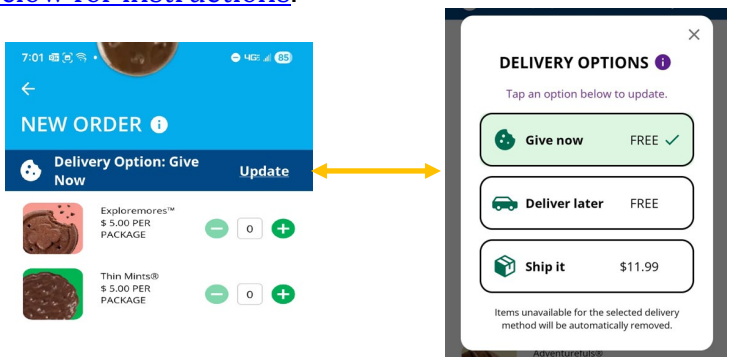




New Cookie Order

Use this feature when not at a booth or when no booth is selected:

1. From the Home Screen tap New Cookie Order.
2. Review Delivery Option. System defaults to 'Give Now' or last selected. Tap 'Update' to change.
    a. Note: Deliver later orders still need to be approved within five days or the order will be canceled. You can approve the order in the app see below for instructions.

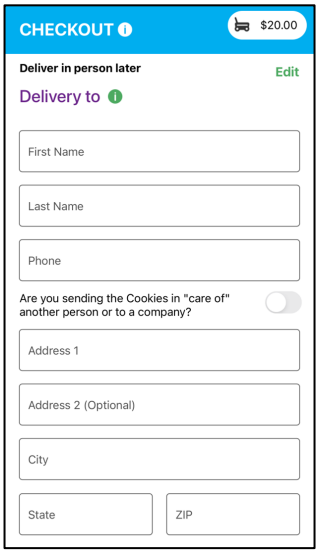


3. Select Cookie Quantities – Use '+' or '–' buttons, then tap 'Checkout'.

Distributed by GSUSA – 11/01/2026 © 2026 Girl Scouts of the United States of America. All Rights Reserved.

Digital Cookie®

4. Review Order and Enter Customer & Payment Details – For shipped or delivery orders, enter address. Tap Review Order to continue.





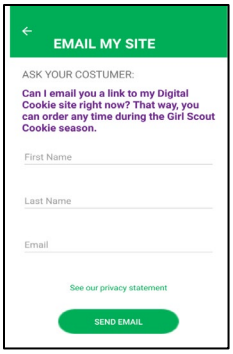
5. Enter payment details similar to above. Cash payment is only available for 'Give Now' orders
6. Tap Place Order and receive confirmation screens as above.
7. Let customer know when they can expect their order.

Sharing the Troop Site from the Home Screen



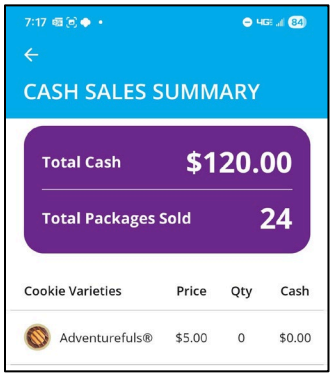
Visit My Site – Show the troop's QR code for customers to scan and access the site.

Email My Site – Send the site link via email. Enter customer contact info to send the message.



View Cash Sales Summary

From the Home screen tap View Cash Sales Summary. Review the total cash collected, including a breakdown by cookie variety. This summary is specific to troop orders.



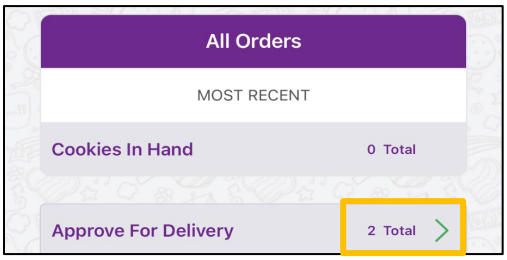
Distributed by GSUSA – 11/01/2026 © 2026 Girl Scouts of the United States of America. All Rights Reserved.

Digital Cookie®

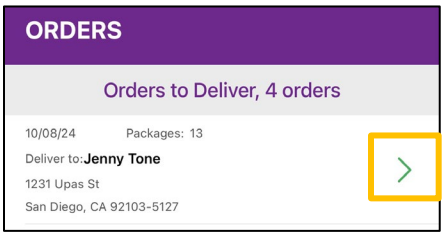
Managing Orders with All Orders

From the Home screen, scroll down to the All Orders section to view all of the orders by delivery method.

1. Tap the green arrow to view all orders by delivery method.

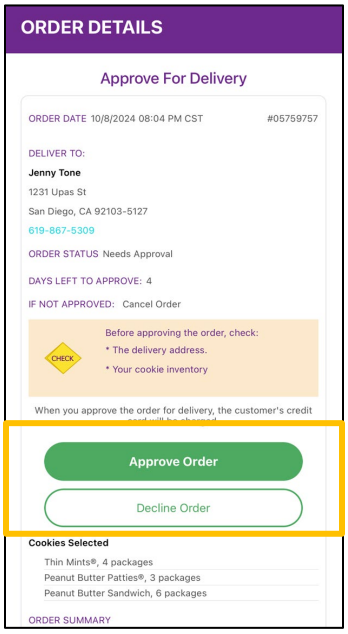


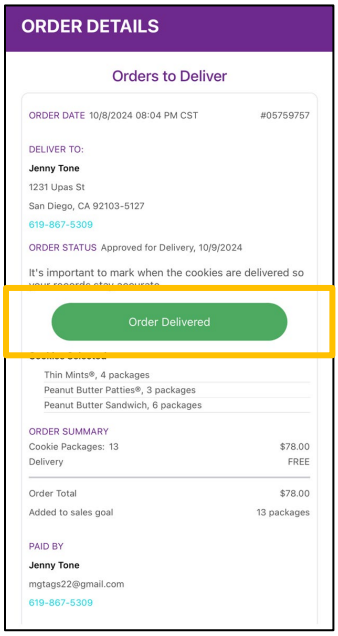
2. Tap the green arrow next to an order to view details.



3. From the Order Details screen you can review the order Status. You can approve, decline, or mark it as delivered.

Note: All users logged in as the troop can manage orders similarly to Girl Scouts. Coordinate with caregivers before handling troop orders.





Distributed by GSUSA – 11/01/2026 © 2026 Girl Scouts of the United States of America. All Rights Reserved.