girl scouts

Digital Cookie®

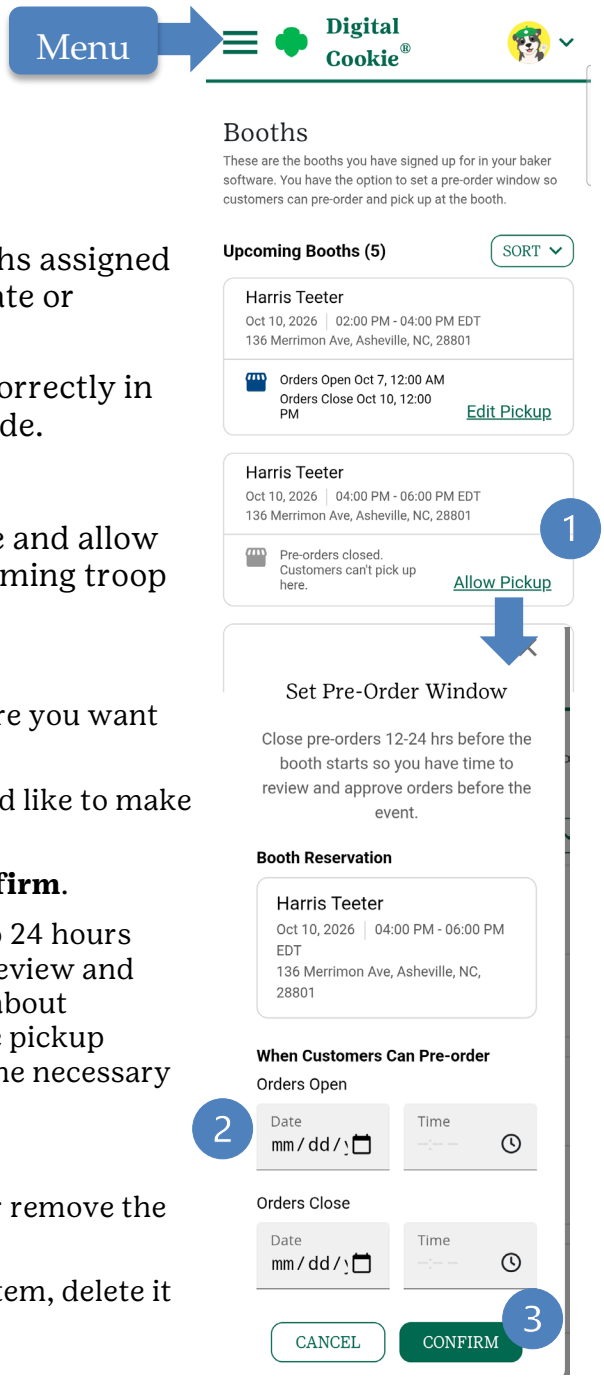
Troop Booths

A video walkthrough is also available.

After signing up for booths in your baker system, they will appear in Digital Cookie, allowing you to select the correct booth when taking orders in the mobile app under the troop account.

Access the Booths page

- Log in to Digital Cookie.
- Select the Troop role
- Open the Menu and tap Booths.



Viewing Booths

From the Booths page, you can view all booths assigned to your troop in the baker system. Sort by date or location to quickly find a specific booth.

If a booth is missing, verify that it is set up correctly in the baker system and includes a valid ZIP code.

Booth Pickup

From the Booths page, you can enable online and allow customers to pick up their orders at an upcoming troop cookie booth.

To set up booth pickup, follow these steps:

1. Tap **Allow Pickup** next to the booth where you want to offer customer pickup.
2. Enter the p**ickup time window** you would like to make available to customers.
3. Once your pickup window is set, tap **Confirm**.

NOTE: Consider ending the pickup window 12 to 24 hours before the booth begins. This gives you time to review and approve incoming orders. If you have concerns about inventory availability, you may want to close the pickup window even earlier to ensure you can reserve the necessary product for all pickup orders.

Step 3: Manage Pickup Locations

You can make changes to the pickup schedule or remove the pick up window by tapping **Edit Pickup.**

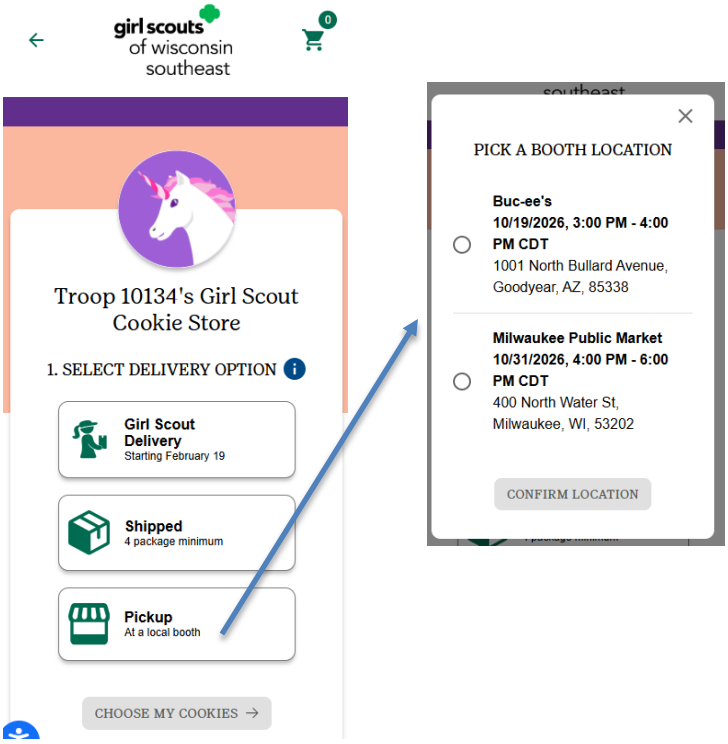
Important: If you cancel a booth in the baker system, delete it here so customers cannot select it.

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Customer View

When customers use your troop link to place a pickup order, they will see **Pickup** as a delivery option. After selecting it, they can choose from any booth locations with pickup windows you have made available.



Orders

Pickup orders are similar to must be **reviewed and approved within 5 days** of placement. These steps are the same as approving or declining an in-person delivery order. For detailed guidance, refer to the In-Person Delivery Tip Sheet.

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