



Registering for Digital Order Card Parents/Girls Under 13

1

Watch for your registration email* from “Girl Scout Cookies” (email@email.girlscouts.org) with the subject “Register for the Digital Cookie Platform Today”. Your council will let you know the approximate date you can expect to see that email.

*If you did not receive a registration email, see the [“No Registration Email” Tip Sheet](#).



Click:
Green
Button

Be sure to add email@email.girlscouts.org to your address book so you get your email!

2

In the email is a green button to take you to the Digital Order Card registration site. Simply click that button!

(For best results, use the following web browsers: Internet Explorer 11+, Safari 10, Chrome v60+, FireFox v50+)

3

Once you click the link you'll be on the Digital Order Card 4.0 site. You'll need to create a password.

Create your New Digital Cookie Password

When you create your password, a confirmation email will be sent.

New Password:

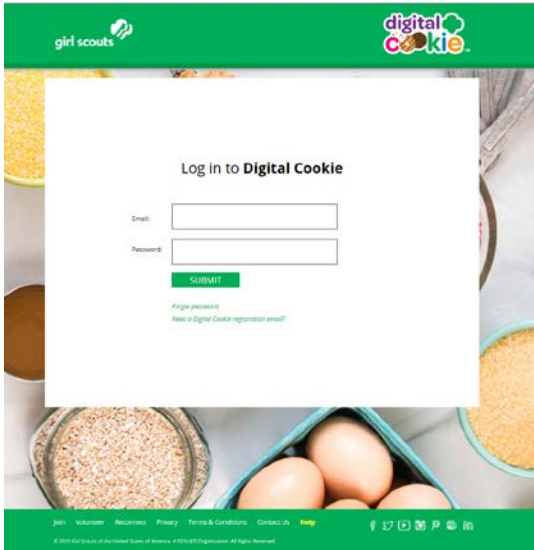
Passwords must be 8-10 characters, including 1 number, capital letter and lowercase letter, with optional special characters !, #, or \$

Confirm Password:



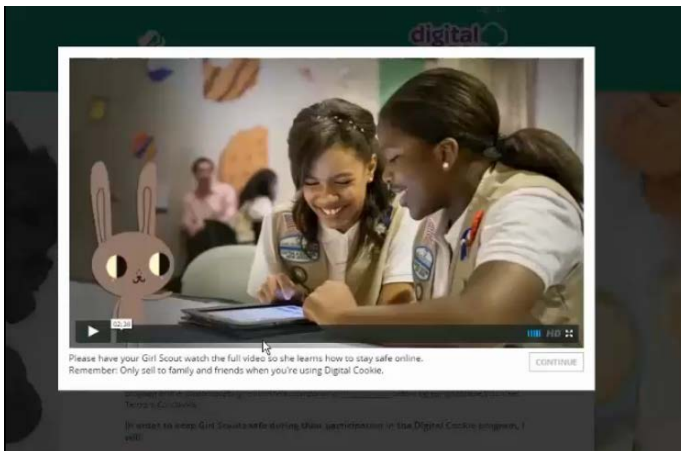
4

Use your new password to log in. Remember to use the same email address where you received your registration email-that's the one your Girl Scout Council has on file for you.



5

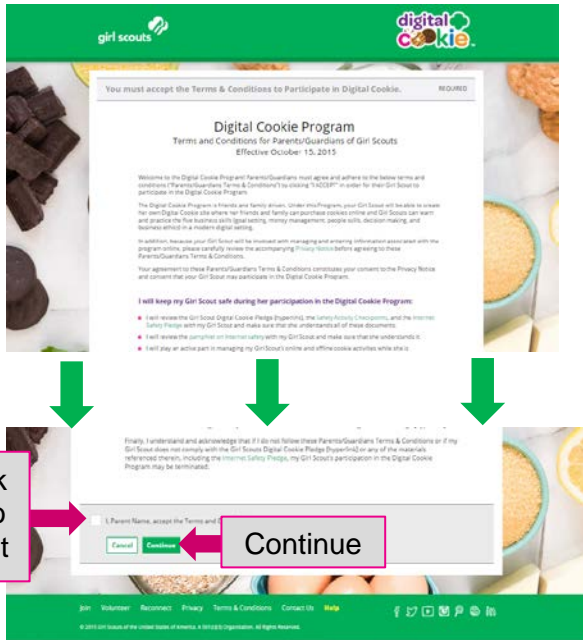
When you first log in, you will have the “Safe Selling for Smart Cookies” safety video pop-up to watch and review with your Girl Scout(s). You can't proceed any further until the full video has been viewed.





6

Read and accept the Terms and Conditions agreement. Note, if you are a volunteer, you will see an additional Terms and Conditions for Volunteers.

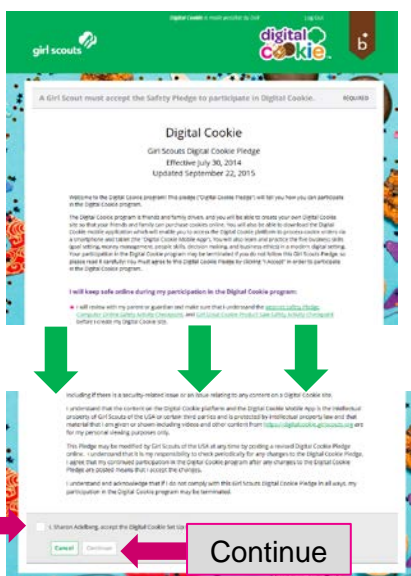


Check box to accept

Continue

7

Next, the "Girl Scout Safety Pledge" will appear. Be sure to read it to/with your Girl Scout(s). Then check the box for "accept" and click "continue."



Check box to accept

Continue



You will then be taken to a screen to register your girl or girls for the Digital Cookie program.

Click to register girls

Digital Cookie Registration

Register your Girl Scout to participate in Digital Cookie. She'll get access to the Digital Cookie Platform where each Girl Scout can set up her cookie site and goals, manage orders and learn marketing business skills.

Girls 12 or younger participate by using a parent or guardians email. If your Girl Scout is 13 or older you'll need a unique email address for her. Thanks for your participation!

Digital Cookie Status	Girl Scout	DOB	GSUSA ID	Troop	Girl Preferred First Name*	Girl Email Address*	Action
Register	Raegan FIELD	07/01/2011	9992499030	12350			

If the Girl Scout you are registering is 13 or older, you will enter her email address and she will complete her own registration process. (See [“Site Registration--Girl 13 and Older”](#) Tip Sheet for instructions.) If she is under 13, an email address is not required for her.

After registering all your girls (if you have multiple girls), you will click the “Access Site” button to be taken to the first girl’s home page.

Digital Cookie Status	Girl Scout	DOB	GSUSA ID	Troop	Girl Preferred First Name*	Girl Email Address*	Action
Registered	Phoebe GILBERT	07/01/2003	9992499046	12355	Phoebe	dctest346-23@girlscouts.org	Edit



Once you have registered, watch your inbox for a registration confirmation email and save this email where you can find it during cookie season!

Next Steps: [Site Setup](#)
[Marketing to Customers](#)

Other useful trainings: [Earning Badges](#)
[Accessing the Games/Videos](#)