

Volunteer Registration/Login

1

Watch for your registration email* from the Girl Scout Cookie Program (email@email.girlscouts.org) Your council will let you know what date to expect that. You will receive your volunteer email before parents have access. Be sure to add that email address to your safe senders list so you don't miss any emails!

**If you didn't receive a registration email, please see the ["No Registration Email"](#) tip sheet.*



Dear latasha,

Thank you for all you do to support the Girl Scout Cookie Program. Together we can help power new, unique, and amazing experiences for your troop year-round!

And with the Digital Cookie® platform, you have one more way to help girls achieve their goals. By registering, you'll be able to see troop participation, follow sales progress, and access tips and FAQs to support your girls' online sales.

Although you may have signed up last year, everyone who wishes to participate in the Digital Cookie platform this year must register again.

As a volunteer, you're getting a head start—parents and girls will receive their registration emails soon.

- If you're also a parent, you won't see your Girl Scout listed until parent access to the Digital Cookie platform has opened.

Register Now



2

In the email is a "Register Now" 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 your password.

You will receive a registration confirmation email. Keep it somewhere handy during cookie season.

4

Use your new password to log in. Remember to use the same email address where you received your registration email.

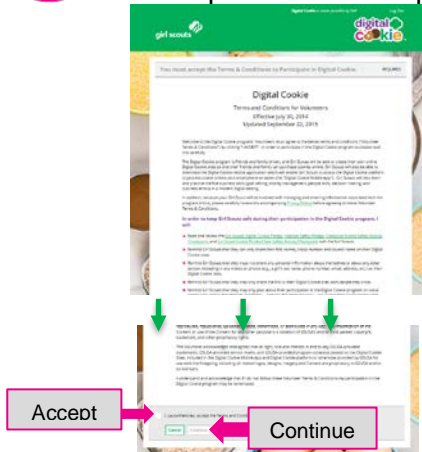
5

If you are also the parent of a Girl Scout under 13 and parent registration is open, you will then watch a quick “Safe Selling for Smart Cookies” safety video. Note you can't proceed any further until you have viewed the video.



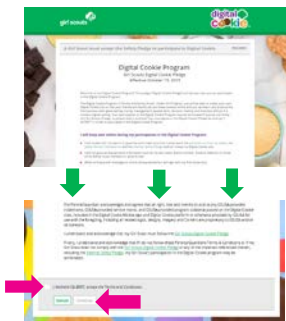
6

Read and accept the Terms and Conditions-Volunteer. If you are also a parent, you will need to read and accept the Terms and Conditions for parent when parent access opens.



7

If you are also a parent of a Girl Scout under 13, you will see the girl pledge appear on your next login once parent access begins. Be sure to read it to/with your Girl Scout(s).
If you only have a Girl Scout 13 or older, she will sign the pledge when she logs in. For more information, see the [“Site Setup-13 and Older” Tip Sheet.](#)”

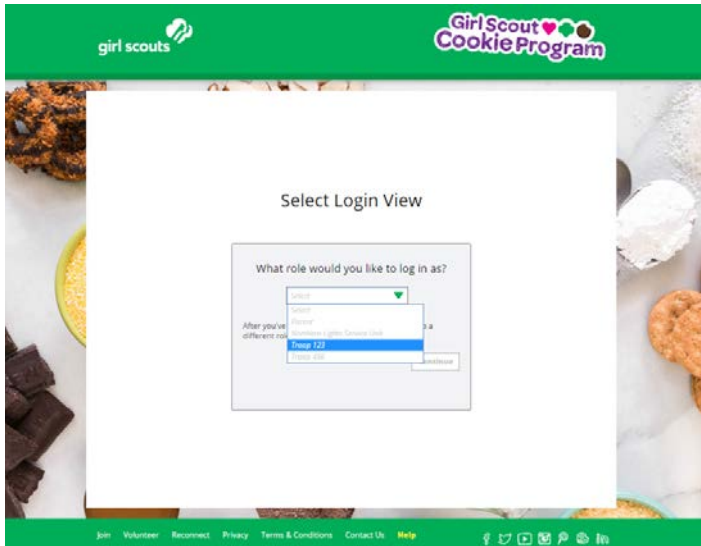


After reading it with your daughter(s), check the box for “accept’ and then click “continue”.

8

If you have roles in addition to Troop Leader, you will be taken to a “role selector” screen once parent access opens, which may be a week after your volunteer access.

If one of your roles is parent, you should choose “parent” from the drop down menu.



If you have additional roles and aren't taken to this screen OR all of your roles do not show up on the drop down, please contact your Girl Scout Council for assistance.

9

You will next be taken to a screen to register your girl(s).



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

After registering all of your girls (if you have multiple daughters), 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

ACCESS SITE

11

Each time you login you can indicate what role you want in order to get to the correct homepage. You can also navigate to your other roles at the top of all of your screens using the “Select a Role” dropdown.



Next Steps: [Troop Dashboard tip sheet](#)