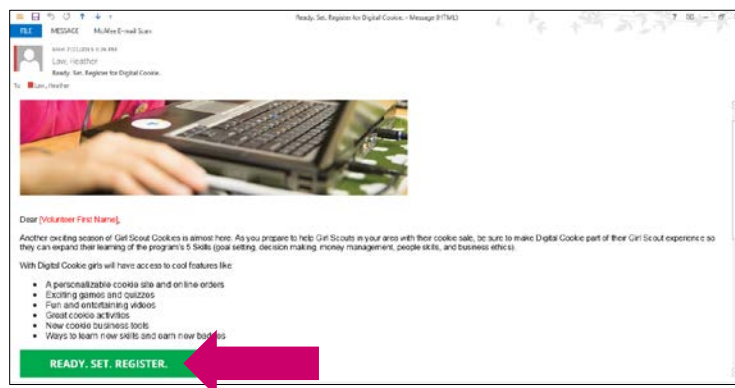


Volunteer Registration/Login

1

Watch for your registration email* from the Girl Scout Cookie Program (email@email.girlscouts.org) with the subject: Ready. Set. Register for Digital Cookie. You will only receive one email, even if you are also a parent. 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.*



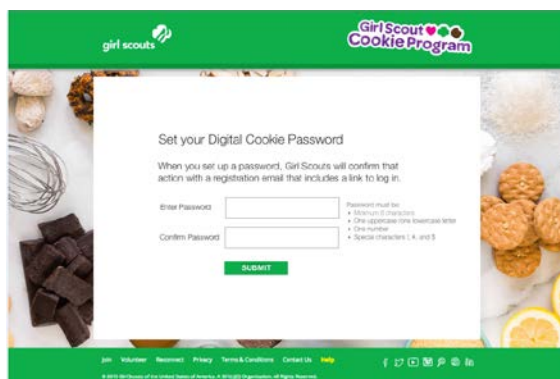
2

In the email is a 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 10+, Safari 7, Chrome 34+, FireFox v32+)

3

Once you click the link you'll be on the Digital Order Card 2.0 site. You'll need to create your password.



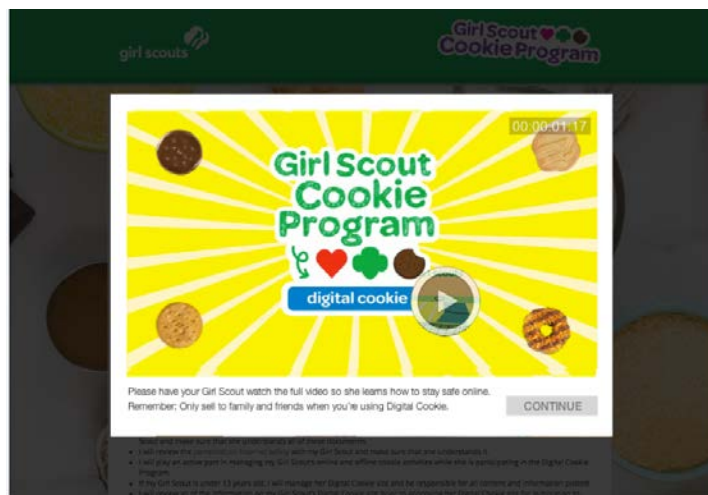
You will receive a registration confirmation email. Keep it somewhere handy during cookie season.

4

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

5

Watch a quick “Safe Selling for Smart Cookies” safety 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-Parent as well.

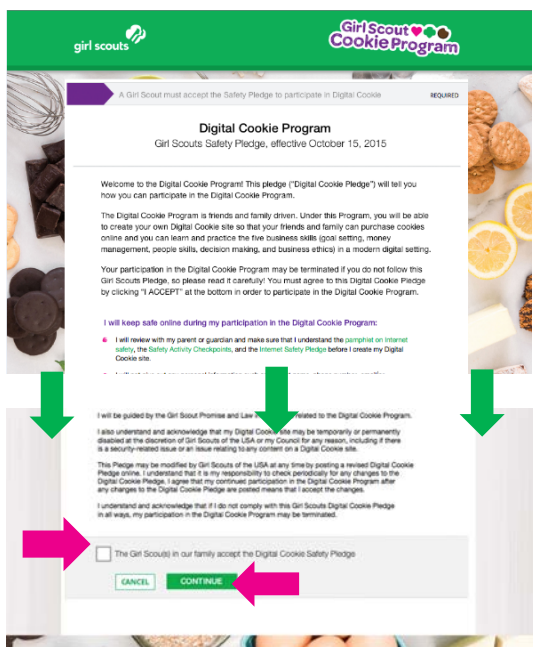


Accept

Continue

7

If you are also a parent of a Girl Scout under 13, you will see the girl pledge appear. Be sure to read it to/with your Girl Scout(s). If you only have a Girl Scout over 13, she will sign the pledge when she logs in. For more information, see the [“Site Setup-Over 13” 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 now be taken to a “role selector” screen. If one of your roles is parent, you should choose “parent” from the drop down menu.

Select Login View

What role would you like to log in as?

Troop Leader
Parent
Troop 123

After you've selected a role, click on the role you want to log in as.

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

Upon selecting “parent” you will be taken to a screen to register your girl(s).

Register my Girl Scout(s) for the Digital Cookie program

Girl Account(s)

Please provide a valid email address for each scout who is 13 or older. Younger scouts will share your email.

Status	Girl Scout	Birth Date	GSUSA ID	Troop	Girl Preferred First Name *	Girl Email *	Action
Not Registered	Jessica Smith	3/31/2000	12345678	12345			REGISTER
Not Registered	Katherine Marie Smith	3/31/2000	12345678	12345			REGISTER

ACCESS SITE

If you have questions regarding the difference in experience of girls 12 years old or younger and girls 13 years old or older, click [here](#) for more information.

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](#)”

Over 13 Tip Sheet” for instructions) If she is under 12, an email address is not required for her.

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

Not Registered	Katherine Marie Smith	3/31/2000	12345678	12345			REGISTER
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ACCESS SITE

If you have questions regarding the difference in experience of girls 12 years old or younger and girls 13 years old or older, [click here](#) for more information.

When you have successfully accepted the Terms and Conditions, pledge, and registered all of your girls, you will be taken to your Girl Scout’s home page.

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.

MY HOME BADGES GAMES & VIDEOS COOKIE PAGE SETUP CUSTOMERS COOKIE ORDERS

Select a Girl Scout Sarah Smith

Select a Role Parent

Next Steps: Troop Dashboard tip sheet