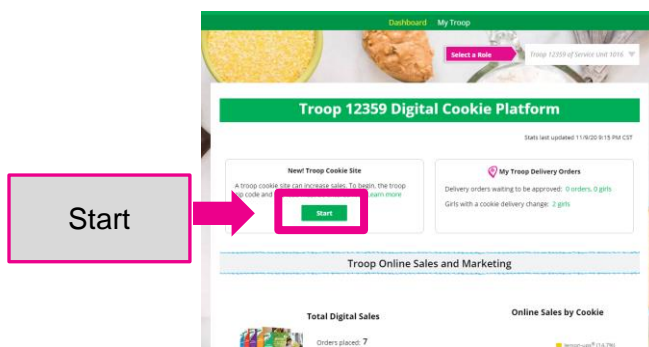


Troop Link

NEW this year. Your Girl Scout troop can set up a Troop Site that enables customers looking for Girl Scout Cookies to support your troop with a Shipped or Donated cookie order.

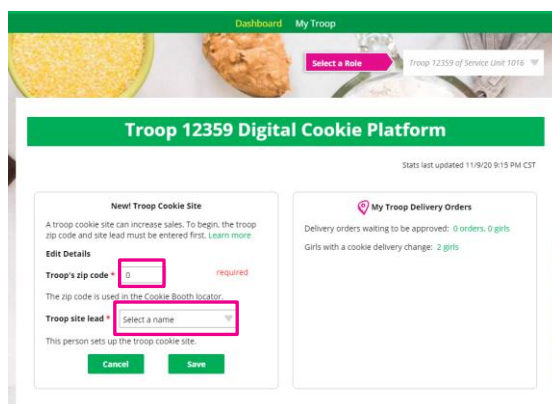
1

The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, she will see a place to begin the process to have a troop shipped link. To begin, click the “Start” button.



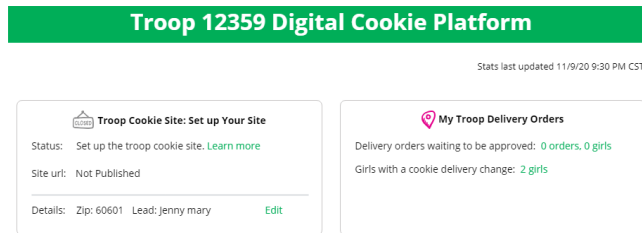
2

You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the girls in your troop



You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of “Troop Site Lead”. The Troop Site Lead will be responsible for working with the girls in the troop to set up the troop’s site.

Once the first volunteer for the troop has made those selections, everyone will see the selections that have been made and can change them if needed.



3

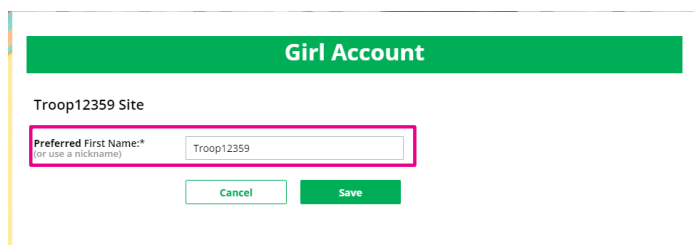
The Volunteer designated as the Troop Site Lead can login to Digital Cookie and select the “parent” role. At that point, she will be able to select the Troop as one of her Girl Scouts from the drop down at the top of her page.



The Troop Site Lead will need to complete the registration process as if the troop were a new girl by signing the Terms & Conditions statements and Girl Pledge, plus registering her name*.

*The Preferred First Name should be your troop # - ‘Troop xxxxx’. Unfortunately, the system is not accepting numbers in this field at this

time. GSUSA is updating the system the week of 02/25/21 to allow numbers in the name field. You will be able to change the name once the update is installed. If you are setting up the Troop Link before this update is in place, use 'Girl Scout Troop' as the Preferred First Name .



The screenshot shows a web form titled "Girl Account". Below the title, it says "Troop12359 Site". There is a text input field labeled "Preferred First Name*" with the instruction "(or use a nickname)" below it. The field contains the text "Troop12359". Below the input field are two buttons: "Cancel" and "Save".

After that, the Troop Site Lead will use the "Site Setup" to work with the girls in the troop to create their message and photo/video.

Once the site is published, the troop's link is available and will be added to the Cookie Finder when it is active for the season in early February.

Troop Direct Ship Link FAQ's

- **What do I need to do to get my link on the cookie finder?**
Just set up the troop's link and publish it. It will automatically be added to the Cookie Finder when the Cookie Finder is activated early February.
- **What happens to sales that come in from the cookie finder on my link?**
The sales will appear in eBudde under the *Girl Orders* tab for the girl named "Troop#####".
- **How do girls get credit for the sales from the link?**
The Troop Cookie Manager will divide the cookies sold among the girls in the troop in eBudde-the order management software that she uses for managing the sale. [Check out this video for step-by-step directions](#) when you are ready to credit girls with the cookie sales.
- **When is the link active?**
Troops can use their link once the setup appears on their homepage and they publish their site. The links will appear in the Cookie Finder in early February.
- **Why is it only shipping?**
For links that appear in the **GSUSA Cookie Finder**, they will only have shipping and donation available for the customer. We did not want a troop link where the customer is a complete stranger and may want girl delivery that the troop is unable to deliver.
- **Can I use my link for other purposes?**
The link will be available for the troop to use. If the troop needs a shipping/donation only link where the sales credit would go to the troop and not an individual girl in the troop, the link is available to share once the site is setup and published.

Troop Link - Enabling Delivery

Troop Links were originally designed to be shipped and donation orders only. GSUSA has expanded the scope to also include girl delivery with limitations.

You can turn your Troop Link from Shipping/Donation only to allowing Girl Delivery in order to use it for Virtual Booths, Curbside Pickup orders, etc.

If you turn on the girl delivery option for the Troop Link, your Troop Link will no longer be featured on the Cookie Finder for the remainder of the 2021 cookie program.

You will still be able to toggle between girl delivery and no girl delivery. However, we strongly discourage you from toggling the girl delivery option on and off. This could frustrate your potential customers that were previously sent the Troop Link.

1. Login as the parent of the Troop “girl”. Then, proceed to the “Inventory” tab.
2. On the Inventory tab, scroll to “Girl Scout Delivery Settings” and change the status from “Inactive” to “Active”.
3. Once you do that, you will see a message letting you know that the site will be removed from the Cookie Finder. If you want to have a delivery option for your troop link, you must approve that change and your troop’s link will now be available for delivery and will be removed from the Cookie Finder if the Finder is active.

CAUTION: Unlike the girls’ Digital Cookie girl delivery orders, girl delivery orders placed with the Troop Link before the initial order submission will NOT be automatically orderd on the initial order. You can order these on your troop’s Booth line OR you can use any troop extras and/OR place a pending order to a cookie cupboard for additional cookies.