

# Digital Cookie®

## My Cookies: Initial Order

Prefer a video? A step-by-step demonstration is available [here](#).

The **My Cookies** tab on your Digital Cookie dashboard may include the option to enter your Girl Scout's **Initial Cookie Order**—if accessed before the initial order deadline.

**Important:** Once submitted, the initial order cannot be edited in Digital Cookie. Contact your **Troop Cookie Volunteer** for changes.

### Step 1: Enter the Initial Order

- Tap the **My Cookies** link from the Menu.
- Enter the number of cookie packages needed to fulfill orders from your Girl Scout's **paper order card**, plus any extras you want.

✓ **Do NOT include online in-person delivery orders**—those are automatically included.

### Step 2: Submit the Initial Order

- When ready, click **Submit to Troop Volunteer**.
- This sends the order to your troop volunteer for entry into the baker's system.
- Cookies ordered online for in-person delivery before the initial order date will also be included automatically.
- Submit your order **before the due date** listed above the **Save Updates** button.
- After the deadline:
  - You cannot edit the order.
  - The section will display only as a view-only summary.

### Step 3: Verify In-Person Delivery Orders

To confirm if an approved digital order was included in the initial order:

- Go to the **Orders** page.
- View the **Orders to Deliver** section.
- Check the **Initial Order** column:

1 Orders to deliver  
Click on a name to mark when the cookies were delivered. ⓘ

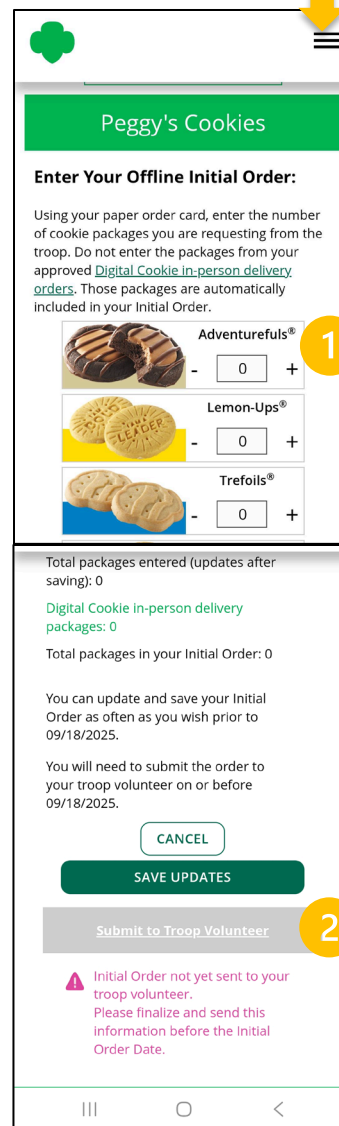
ORDER DELIVERED EXPORT ORDERS

Show 5 items Show / hide columns

Cookie pkgs	Deliver to	Initial Order ⓘ
<input type="checkbox"/> 15	Maya Killgore	

- **Green checkmark** = included in initial order.
- **No checkmark** = not included; you'll need to get cookies from your troop volunteer to fulfill the order.

### Menu



Orders  
My Rewards  
**My Cookies**  
Cheers