

# Digital Cookie®

## Photo/Video Upload

Want to **double or even triple your sales**? Let customers see **YOU!**

Menu

**Previous Steps:** [Site Setup](#)

### Step 1: Log in and Access Site Setup

1. Log in to **Digital Cookie**.
2. Tap **Site Setup** from your menu to begin.  
(If your site is already published, click *Edit* at the top of the page.)

### Step 2: Go to “Write My Cookie Story”

- Scroll down to **Step 2: Write My Cookie Story**.
- At the bottom of this section, under “**Make your cookie story even better**,” you can upload a photo or video to personalize your site.

### Step 3: Add a Photo

1. Choose a photo from the **Digital Cookie gallery** by clicking **Choose from the photo gallery**,
- or
2. Click **Upload your own photo** to select an image from your computer.
  - The photo will appear in the preview pane.
  - Click **Save** to keep it or **Delete** to remove and upload a new one.

### Step 4: Add a Video

1. Use the **Cookie Boss** video provided in Digital Cookie,
- or
2. Click **Upload your own video** to select one from your computer.
  - A loading spinner will appear while the video uploads.
  - Once uploaded, you’ll see a **Watch My Video** icon. Click it to preview the video in a pop-up window.
  - If satisfied, click **Save**. If not, click **Delete** and re-upload.

### Step 5: Publish Your Site

When the photo or video looks great:

- **Caregivers** click **See your site and publish**.
- **Girl Scouts 13+** click **See your site and submit for approval**. Their caregiver will then log in and publish the page.

Bonus: Tap the “How to Make Your Video” link for helpful tips on creating a video your customers will love!

