Digital Cookie: How to Take Credit Card Payments at a Cookie Booth

girl scouts
of western new york
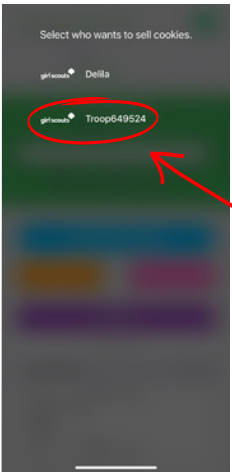
Step 1:

When taking a credit card payment at a cookie booth, always select the troop option when first logging into Digital Cookie or when switching profiles. Never take credit card payments under the girl's name for a troop b o oth.
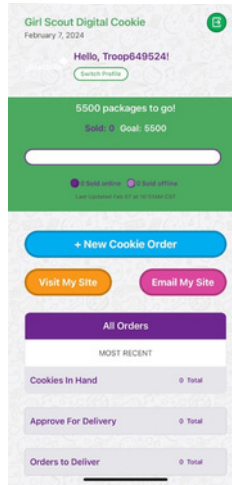
Step 2:

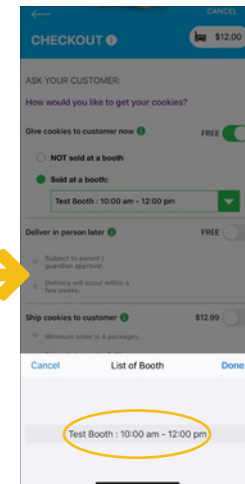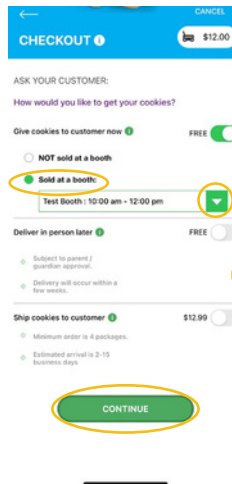To start a new cookie booth sale, confirm you are still signed in under TROOP at the top of the screen ("Hello, Troop###!). Then click +**New Cookie Order.**

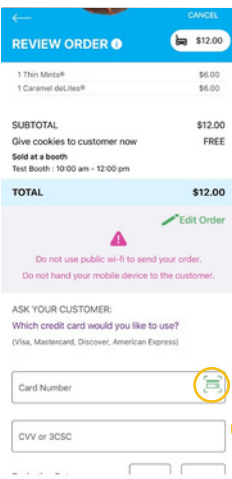*Note: If you don not see Troop ### at the top of the screen, click Switch Profile and return to Step 1.*
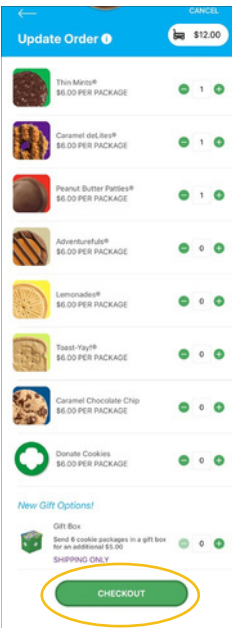
Step 3:

Enter the total number of cookies in order by variety. Then scroll down and click **CHECKOUT.**

Step 4:

Select Sold at a Booth - then choose the correct booth in the drop down (the booth you're currently at) then click Done. Click **CONTINUE.**

Step 5:

Click **Scan the card icon** (or enter card information) then enter the customer's name, email, and zip code. **Click PLACE ORDER.**