

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



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 booth.



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.

\leftarrow	CANCEL	\leftarrow	c
СНЕСКОИТ •	\$12.00	CHECKOUT O	
ASK YOUR CUSTOMER:		ASK YOUR CUSTOMER:	
How would you like to get your cookie	\$?	How would you like to get your	cookies?
Give cookies to customer now ()		Oive cookies to customer now ()	FRI
 NOT sold at a booth Sold at a booth: 		 NOT sold at a booth Sold at a booth: 	
Test Booth : 10:00 am - 12:00 pm		Test Booth : 10:00 am - 12	:00 pm
Deliver in person later 🕕	FREE	Deliver in person later	FRE
 Subject to parent / guardian approval. 	_	Bulgett to parent / guardian approve.	
· few weeks.		few meeks.	
Ship cookies to customer ()	\$12.99	Ship cookies to customer ()	\$12.9
Minimum order is 4 packages.		Minimum order is 4 packages,	
 Estimated arrival is 2-15 business days 		Cancel List of Bo	oth
CONTINUE			
		Test Booth : 10:00 a	um - 12:00 pm

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.

\leftarrow	CANCEL	~ -	
REVIEW ORDER O	\$12.00		in \$12.00
1 Thin Mints® 1 Caramel deLites®	\$6.00 \$6.00		闫
SUBTOTAL Give cookies to customer now Sold at a booth Test Booth : 10:00 am - 12:00 pm	\$12.00 FREE	CVV er 3CSC	Month 79aur 07 2027
TOTAL	\$12.00	Name on credit card and conta	act details:
Do not use public wi-fi to send y Do not hand your mobile device to t	your order.	First Name Juliette Low Low	
ASK YOUR CUSTOMER: Which credit card would you like to u (Visa, Mastercard, Discover, American Exp	use? ress)	girlscouts@girlscouts.org	
Card Number	Ξ	All sales are final.	
CVV or 3CSC		PLACE OR	DER

Step 5:

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