

Mobile App – In-Person Delivery

1

Start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for “Digital Cookie Mobile app.”

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Once you have the app installed and opened on your phone, you will use the same login and password that you use to access your Digital Order Card site. NOTE that the app will only work if the girl’s website is set up and approved





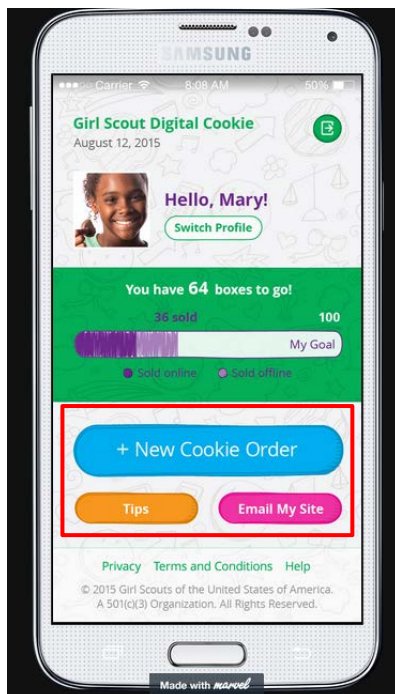
3

If you have more than one Girl Scout under 13, you will select one girl's account you want to use for the transaction.



4

When the girl's name is selected, her mobile app home page will appear. From her home page, she can select "Tips," "Email My Site," or "New Cookie Order."

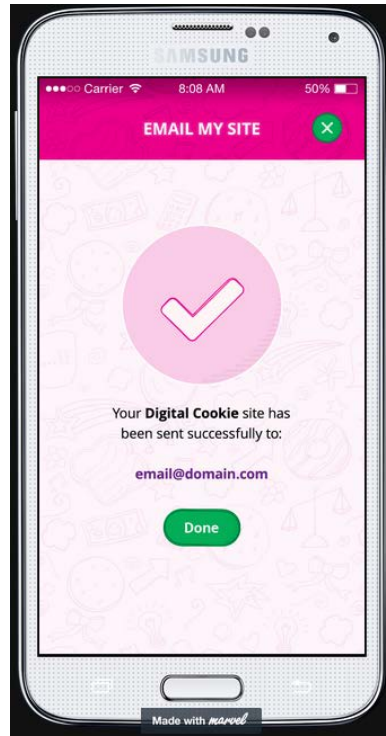
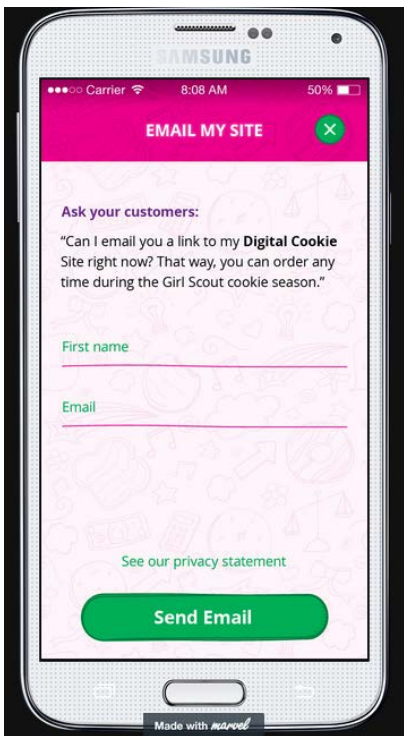


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“Email My Site” would be used by the girl when she is with a customer who doesn’t have time to make a purchase in full, or perhaps who doesn’t have a credit card available at the point of purchase. It allows a girl to collect customers’ email addresses and email them invitations to purchase cookies through her Digital Order Card website.

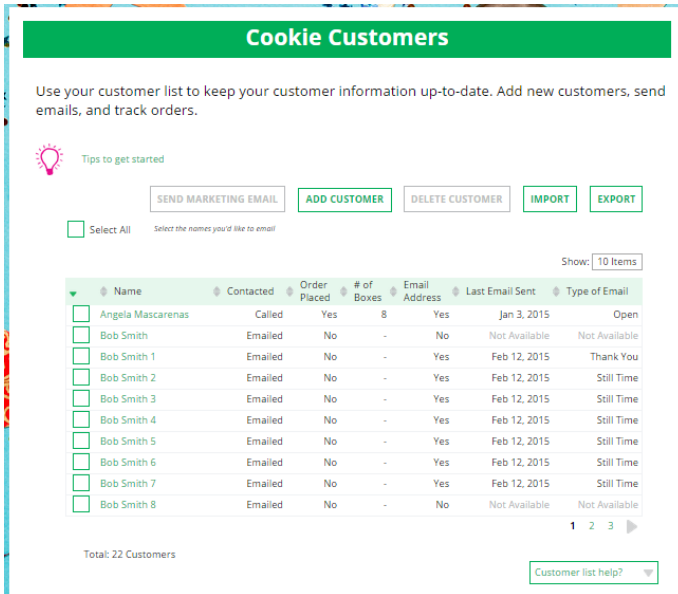
The girl asks the customer for her or his name and email address and enters it in her app; the app will send the customer an invitation to purchase cookies.

Parents and leaders should make sure that girls are only using this feature to send their sites to people they or their families know.



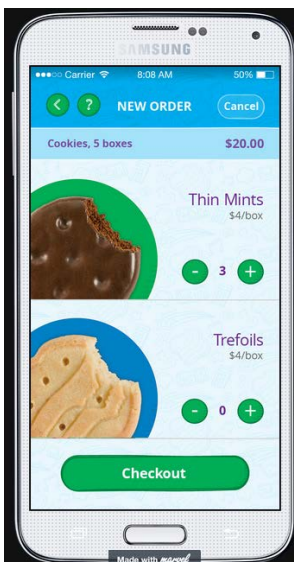
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The customer will be sent an email to purchase cookies and that person's information will populate the girl's customer tab. The customer will show up as "mobile" in the "Type of Email" field.



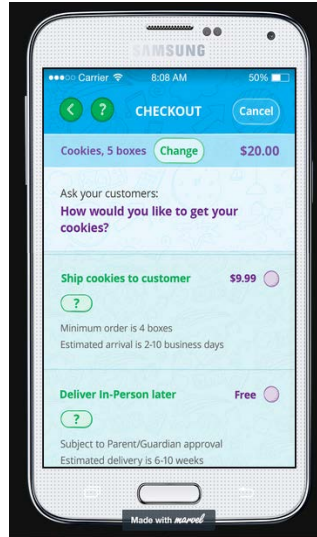
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When a girl clicks the "New Order" button on the app, she will be taken to the order screen. She can scroll down through the cookie varieties and enter the quantity of cookies the customer wants to order by using the "+" and "-" buttons.



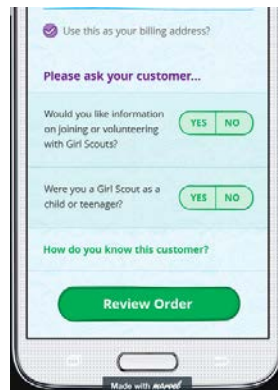
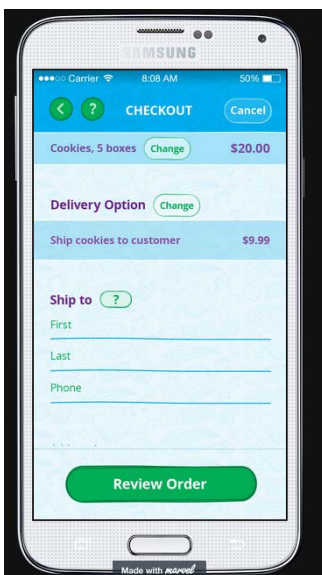
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When the customer has made a selection and the girl clicks “Checkout,” the app moves to a checkout screen



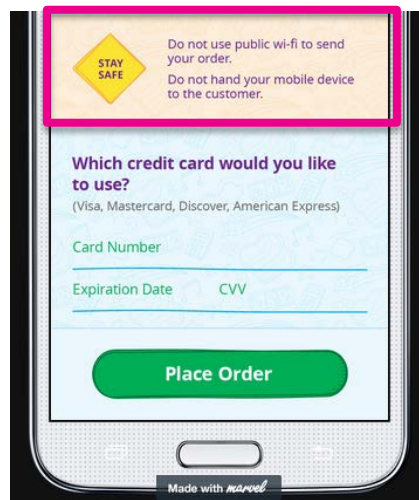
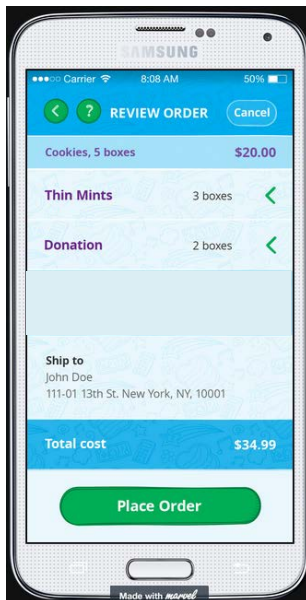
9

The girl then completes the customer information for where the cookies will be delivered to and asks if the billing address is the same. She will also scroll down and ask the customer the questions at the bottom of the checkout page.



11

When the girl clicks the review order page, it will bring her to a screen where she can confirm the order with the customer. When she scrolls down, she can input the payment information from the customer.

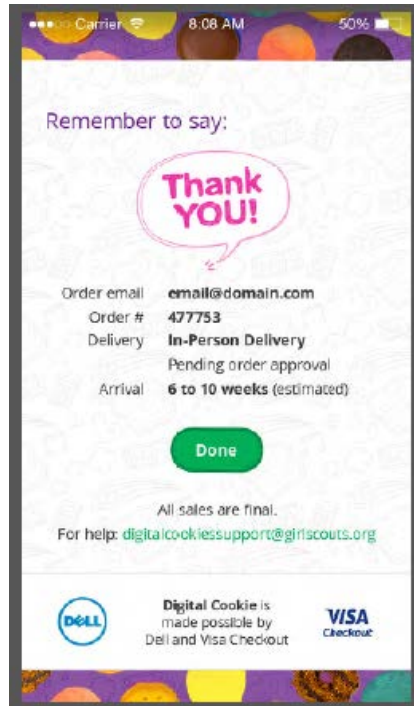


Remember not to use public Wi-Fi to send your order and not to give your phone to the customer!



12

When she clicks the “Place Order” button, she will receive an order confirmation screen and thank the customer for the order!



13

This order is now treated as a pending order—the parent still needs to approve it and make sure the girl delivers the cookies. For more information about that process, see the [Parent Order Received—In-Person Delivery](#).