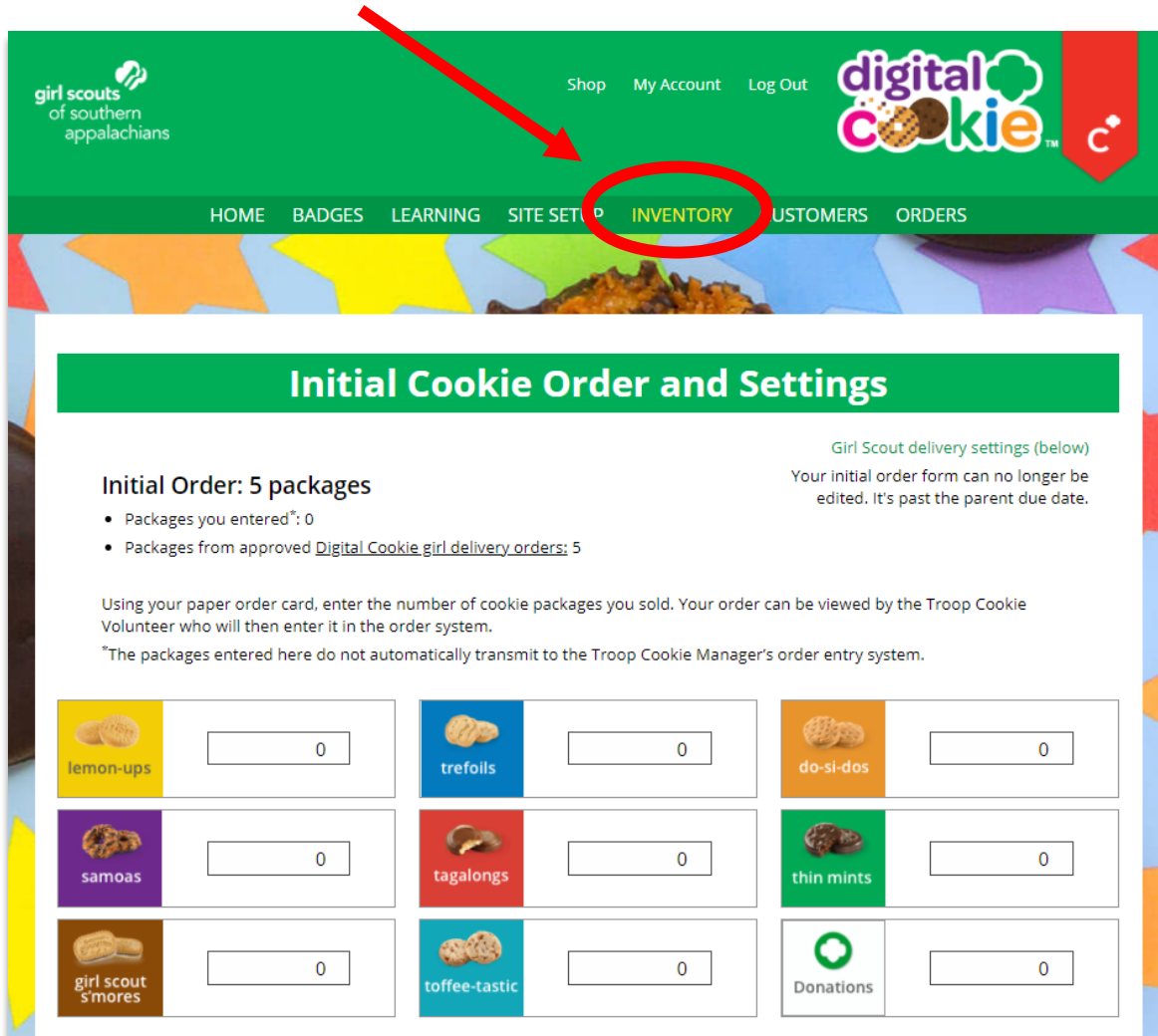


Caregiver: Enter Initial Order Card in DOC

STEP 1: Log in to your **DOC** account at: <https://digitalcookie.girlscouts.org/login>

STEP 2: Go to your **INVENTORY** tab at the top.



The screenshot shows the 'Initial Cookie Order and Settings' page. At the top, the 'INVENTORY' tab is circled in red, and a red arrow points to it from the text above. The page displays a grid of cookie types with input boxes for quantities.

Cookie Type	Quantity
lemon-ups	0
trefoils	0
do-si-dos	0
samoas	0
tagalongs	0
thin mints	0
girl scout smores	0
toffee-tastic	0
Donations	0

STEP 3: Count up your total order card sales for each type of cookie, and enter it in the appropriate box. You will **ONLY** count order card sales (do **not** include any cookies bought online through Digital Cookie, even if they were bought for girl delivery). Make sure you also include any donations made on your order card.

STEP 4: At the top of the screen you will see your initial order summary update as you add cookies. This Girl Scout has entered 227 cookies from her order card, and she already has 5 boxes sold on Digital Cookie for girl delivery (DOC girl delivery orders were automatically credited to her and NOT entered by her caregiver). So, her total

initial order will be 232 boxes with both her order card and DOC girl delivered sales. Her DOC sales that were shipped or donated are not listed here because they will not be included in her initial cookie pickup, but she will receive credit for those sales in order to earn rewards.

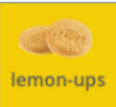

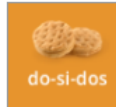





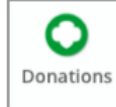
Initial Cookie Order and Settings

Initial Order: 232 packages

- Packages you entered*: 227
- Packages from approved [Digital Cookie girl delivery orders](#): 5

Using your paper order card, enter the number of cookie packages you sold. Your order can be viewed by the Troop Cookie Volunteer who will then enter it in the order system.

*The packages entered here do not automatically transmit to the Troop Cookie Manager's order entry system.

 lemon-ups	<input type="text" value="23"/>	 trefoils	<input type="text" value="12"/>	 do-si-dos	<input type="text" value="11"/>
 samoas	<input type="text" value="31"/>	 tagalongs	<input type="text" value="45"/>	 thin mints	<input type="text" value="52"/>
 girl scout smores	<input type="text" value="5"/>	 toffee-tastic	<input type="text" value="2"/>	 Donations	<input type="text" value="46"/>

- Digital Cookie delivery orders that you approve before the parent due date will automatically be counted in the initial order. Do not enter them here.
- After the parent's due date, you can't edit the form. You'll have to contact your troop leader to make a change.

CancelUpdate initial order

Girl Scout delivery settings (below)

Your initial order form can no longer be edited. It's past the parent due date.

STEP 5: Review your order for accuracy, making sure you are including only order card sales, and then click the green **Update Initial Order** button.

You can return and make changes to your order up until January 25, but make sure your Troop Volunteer is aware if you make any changes. If you miss the January 25 deadline to input your order, contact your Troop Volunteer immediately for other ordering options.