



HOW DOES A GIRL GET INTO COOKIE CLUB AND WHAT DOES SHE DO ONCE THERE?

- Once a troop leader has set up her troop, added her girls and given them all passwords, she needs to communicate with the girls that they can log in with their new user name and password and begin.
 - <https://cookieclub.littlebrownie.com>
 - Once logged in, select I am a Girl Scout from the drop down box.
- Girls must first complete the safety certification before entering into Cookie Club.
- Once in she will have several tabs to look at as well as enter her information in.
 - The Home tab is her dashboard. It will show her progress to goal, her personal learning goal, her service goal, how many emails she has sent and how many new orders she has.
 - The Goal tab is where she sets her package goal, her personal learning goal and her service goal.
 - The My Contacts tab is where she adds or imports her contacts into Cookie Club. She can also decide the best form of contact is for delivery.
 - The Ask Friends and Family tab is where the girls can choose a contact and send them an email asking for a cookie promise. She can also choose to follow up with Friends and Family if they have not submitted a cookie promise.
 - The My Orders tab is where the girls can view their orders in different forms.
 - Online Orders—promises to buy cookies
 - Traditional Orders—girls can put their order card orders in Cookie Club and track their progress towards reaching their goals
 - Recap—shows all orders/promises

Please remember that Cookie Club is for cookie promises. These are promises to buy cookies. Girls still need to deliver cookies and collect payment. A parent will need to total all of the Cookie Club cookie promises during the order card period and submit the order to the Troop Cookie manager. If promises are made after the initial order is submitted to the Troop Cookie manager, parents will need to request additional cookies.