

### Digital Cookie®

### Photo/Video Upload

Want to double or triple your sales? Let your customers see YOU!

### Step 1: Log in to Digital Cookie and go to Site Setup Page

Once logged in to Digital Cookie, click on "Site Setup" to get started. If the site is already published, click on the Edit button at the top of the page.



#### Step 2: Go to "Write My Cookie Story" Section

From there, scroll down to Step 2: "Write My Cookie Story." The bottom half of that section, "Make your cookie story even better" is where Girl Scouts can show their cookie colors to their customers by uploading a photo <u>or</u> video.

ell your customers what you and your troop plan to do with ie money you earn from selling cookies.* nter a maximum of 200 characters)	Tell your customers wha (Enter a maximum of 20	at you learn from selling cookies.* 00 characters)		n average, Girl Scouts
sting	Testing		ai cc up	o uploaded a photo sold Imost twice as many pokies and those who ploaded a video three
				ies as many packages
Customers want to hear how you're using cookie money support your cookie set efforts! It also reminds them t	hat all cookie proceeds stay lo	ocal.		ies as many packages Girl Scouts who didn't upload anything!
support your cookie storefforts! It also reminds them t		te more inspired they'll be to ocal.		Girl Scouts who didn't
Support your cookie st effortsi it also reminds them t Make your cookie Choose a phote O Upload your own -or-	hat all cookie proceeds stay in the story even better	ne more inspired they'll be to ocal.		Girl Scouts who didn't

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#### Step 3: Choose a Photo

Girl Scouts can choose to use a photo from the gallery already in Digital Cookie by clicking on "Choose from the photo gallery."

Clicking on that gives them some images they can choose from.



Or they can click "Upload your own photo" and search their own computer files for the photo they want to upload.

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Organize 🔻		🖬 🔹 🚺 🔞
🚖 Favorites 💻 Desktop	Pictures library     Includes: 2 locations	Arrange by: Day 🔻
Downloads	<ul> <li>9/23/2015 (1)</li> </ul>	
Recent Places Libraries	•	E
Documents Music	<ul> <li>9/8/2015 (1)</li> </ul>	
Pictures		
🤞 Homegroup	<ul> <li>8/14/2015 (1)</li> </ul>	
F	ile name:	All Files     Open     Cancel

The photo will appear in the preview pane. Girl Scouts can choose to either "Save" and use it on their site, or "Delete" and start over with a new upload.



### Step 4: Upload Video

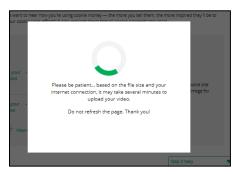
Girl Scouts can use the *Cookie Boss* video already in Digital Cookie or they can upload their own video by clicking the "Upload your own video" link.

Clicking the link will take them to their computer files to browse for the video they want to upload.



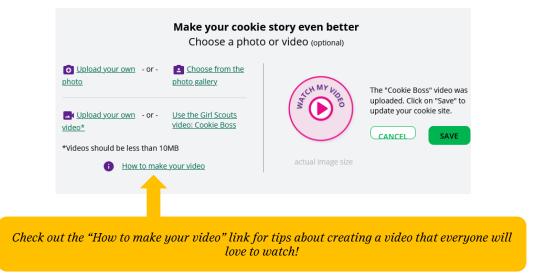
## Digital Cookie®

A spinner will appear while the video uploads



When it uploads, they will see a "Watch My Video" icon. Users can also click the graphic to see a preview of the video in a pop-up video window.

When Girl Scouts are satisfied with the video, they can click "Save." If they don't like it, they can click "Delete" which will remove it; they will need to re-upload using the "Upload your own video" link again.



When Girl Scouts are satisfied with the photo or video, caregivers will click "See your site and publish." Girl Scouts 13 or over will need to click "See your cookie page and submit for approval" and their caregiver will need to log into Digital Cookie and publish their page.