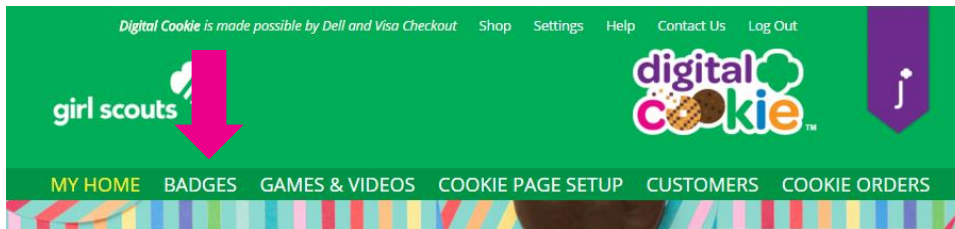


## Completing Badges

1


While you are logged in to Digital Cookie, click the link for “Badges” to be taken to the Cookie Business badges that your Girl Scout can view and complete.



2

You'll be taken to a page that lists the earned recognitions appropriate to your Girl Scout's level. Girls can click on the instructions for each badge step:

**My Brownie Badges**



**GIVE BACK**  
It's Your Business—Run It!

You will be using your cookie money to do lots of fun things with your Brownie friends, but you also can use some to help others, too!


**Purpose:** When I've earned this badge, I'll know how to "give back."

**Steps to complete "Give Back"**

- ✓ **STEP 1** Find out about businesses that give back
- ✓ **STEP 2** Set a giving goal
- ✓ **STEP 3** Involve your customers
- ✓ **STEP 4** Practice giving back
- ✓ **STEP 5** Tell your cookie customers how they helped

**Congratulations**

Yahoo! You've earned the Give Back badge! Keep up the good work! Be sure to tell your troop leader so you can get your badge!



**Meet MY CUSTOMERS**  
It's Your Business—Run It!

When you run a business, you need to know all about your customers: who they are, how to talk to them, and how to make them happy.

**Purpose:** When you've earned this badge, you'll know how to find customers, make them happy, and help your cookie business grow.

**Steps to complete "Meet My Customers"**

- STEP 1 Find out where your customers are
- STEP 2 Talk to some customers
- STEP 3 Practice handling money and making change
- ✓ **STEP 4** Role-play good customer relations
- STEP 5 Thank your customers!

Click on a step.



3

The instructions for that step will pop up. If there are activities within Digital Cookie that will help her complete the step, links will be included. When she is finished with each step, she can check the box to show she completed it.

**NOTE** that when a girl checks the box for the last step in earning that badge, she will get a pop-up asking her to confirm it. Once she marks the steps as complete and the badge earned, she can't go back.

4

When she marks the box as completed, it will show as completed on her badge page.  
Girls can mark the steps as completed even if they finished the badge earlier. If she wants to do the steps again, she can— they are all great tools for her cookie sale.  
When she has completed all the steps, a star will appear at the end of her progress bar and she will get a message of congratulations!

5

Once the girl has completed her badge it will display in color on her home page.