Adding or Editing Parent Details

Adding Parent Details

1. Go to the Girls/Parents tab

2. Fill in at least some letters of the Girl's First and Last name. You are required to use at least 2 letters for the name fields. Then click the "Search" button.
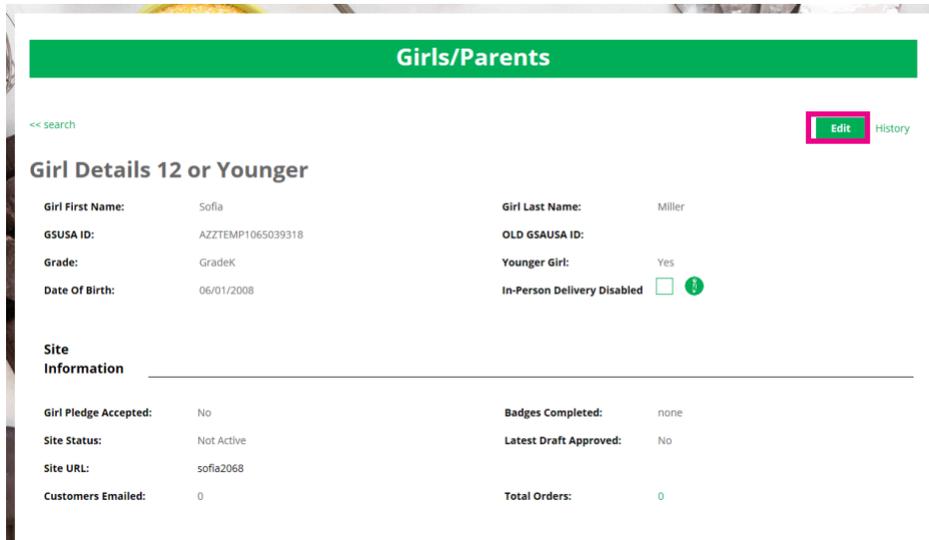

3. When you find the girl you are looking for, if her parent details do not appear, the parent has not been imported into DOC. You can either import her information or, you can enter the details directly into DOC. To add directly in the record, click on the Girl's Last name.

Girl Last Name	Girl First Name	GSUSA ID	Younger Girl	Grade	Site Status	Girl Email Address	Parent Last Name	Parent First Name	Parent Email	Council Name	Troop Number
Walker	Jasmine	888888888	No	Grade8	Draft					Louisiana East	12355

4. Clicking on the girl's last name will bring up her details page. Click the "Add Parent" box in the upper right hand column.
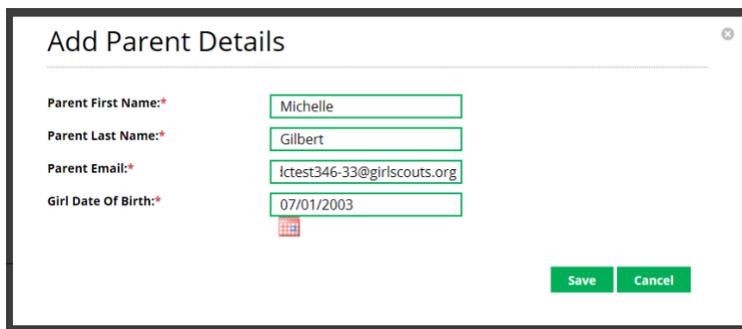

5. Enter the Parent's Details and the Girl's Date of Birth.

Once you save the details, the parent will receive the registration email the next time the emails are sent by the system (6pm & 4am CT). You can also go back to the parent details page and click the "Send Registration Email" to trigger the email to the parent immediately. See the "Re-sending a Registration Email" tip sheet for details on that.

Editing Parent Details

1. If you need to change the parent's name, email or password, begin by looking up the parent on the girl/parent tab.

If you cannot find the parent name in the search, look for the girl member instead. The parent may not have been loaded into DOC yet. If not, follow steps to add parent details.

2. When you locate the parent, click on the parent's last name

3. The Parent Details page will come up. Click the "Edit" button in the upper right hand corner of the page.

4. You will have three things you can choose from in a drop-down menu.
- Update Parent Name
- Update Parent Password
- Update Parent Email Address
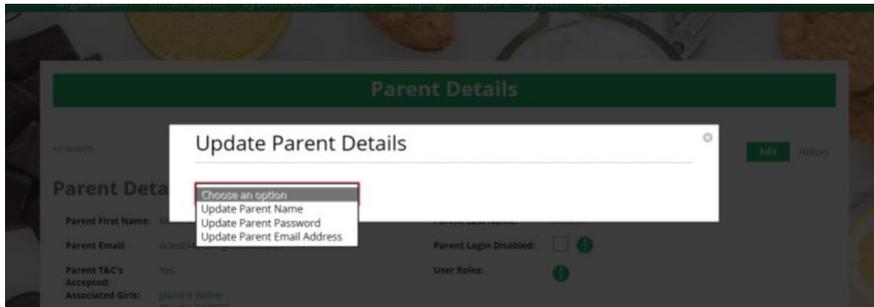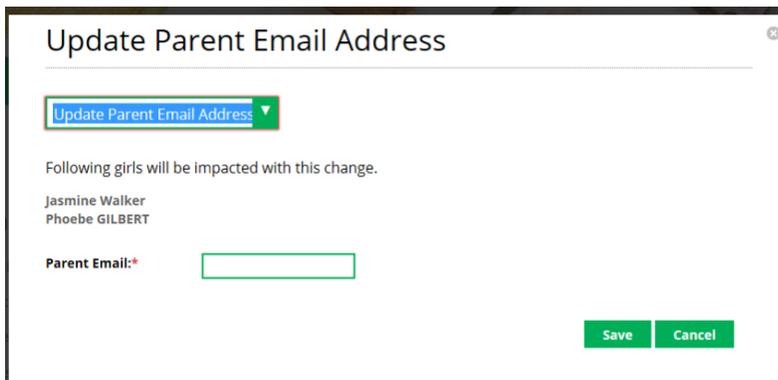

NOTE! You should only use "Update Parent Password" as a last resort. For security reasons, the parent should reset her password with the "Forgot Password" link on the login screen or on her "My Account" tab in Digital Cookie.

If updating parent address, it will let you know that the email will be updated for all girls that have that email address.

If the parent has not yet registered for Digital Cookie, she will receive a registration email.

If she is registered, she will receive a password reset email as she has to reset her password to access the system with her new email.