

BRAVE.

FIERCE.

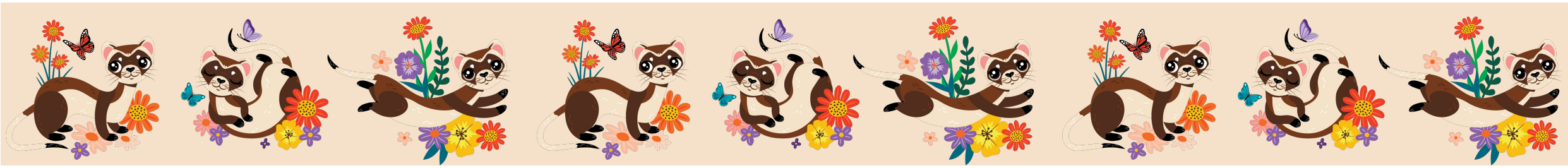
FUN!



2026 Cookie Program

Virtual MicroTraining
January 15, 2026

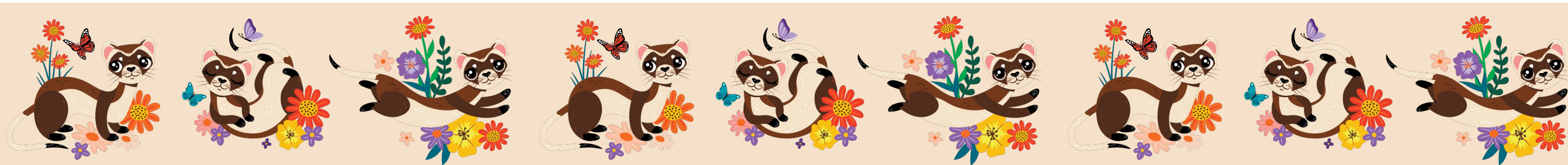
girl scouts 
of northern illinois



AGENDA



1. Troop Links
 - a) Set up
 - b) Distribution to Girl Scouts
2. Initial Order Submission
 - a) Troop Cookie Chair login to eBudde
 - b) Parent Steps
 - c) Troop Steps
3. Council Cookie Booth sign-up
 - a) Council Booth vs. Troop Booth
 - b) First Round, Second Round
4. Other Important Dates and Deadlines coming up
 - a) Pause of orders transferring from Digital Cookie to eBudde
 - b) Troop Links available to set up
 - c) Delivery time sign-up
 - d) Deliveries
5. Questions



Purpose of Training

Virtual MicroTrainings

Thursday, January 15

Monday, February 2

Monday, March 2

12-1 p.m. and 7-8 p.m.

Link can be found on Rallyhood and GSNI website

Virtual Office Hours

Every Tuesday from January 6 – March 24

12-1 p.m. and 7-8 p.m.

Members of the Product Program Team are available to assist you.

Special Weekend Office Hours

Saturday & Sunday at 3-5 p.m.

January 24 & 25

Program questions, eBudde and Digital Cookie help.

Resources

GSNI website

- www.girlscoutsnri.org/cookieresources

Rallyhood – Cookie Program, GSNI

- <https://rallyhood.com/157732>

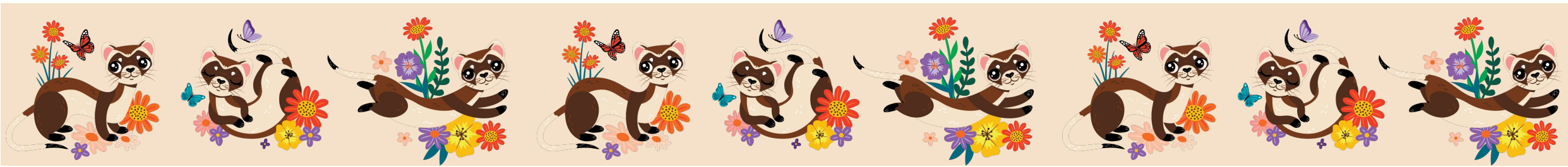
Little Brownie Bakers

- www.littlebrowniebakers.com

Manuals

- [Troop Cookie Manual](#)
- [eBudde Troop Manual](#)
- [Digital Cookie Manual](#)

Cookie Chat and Tip Tuesday emails sent to volunteers and parents starting January 6.



Troop Link

- Login to Digital Cookie and select Troop.
- In the Our Troop Cookie Site section, select Set Up Your Site.
- Click Activate on the Digital Cookie Registration page.
- Set up the page same as setting up a Girl Scout's site.
 - Work with the Girl Scouts in the troop to decide on the troop sales goal, troop story, and upload a photo/video.
 - Do Not change the Preferred First Name of the troop site.
- Click See Your Site and Publish.
- Once the site is live, two links are available (regular or ship only).
 - See your troop site link QR code and tap the print button to print the QR code.
 - Tap the copy button, then choose which link you want to copy (troop site or ship only link).
 - Tap the share button, choose which link you want to share.
 - You'll also have access to the mobile app.
- Orders taken through the troop link cannot be distributed to Girl Scouts until after Initial Order is completed. Packages for girl delivery orders taken during Initial Order will not be included in the delivery.

The screenshots illustrate the steps for setting up a troop's digital cookie site. The first screenshot shows the login page for kie.girlscouts.org with a 'Menu' button and a 'Switch Role' button. The second screenshot shows the 'Our Troop Cookie Site' setup page with a 'SET UP YOUR SITE' button. The third screenshot shows the 'Digital Cookie Registration' page with instructions and a table of registered sites. The fourth screenshot shows the 'Our Troop Cookie Site' page with a QR code and buttons for print, copy, and share.

Digital Cookie Registration

Register your Girl Scout to participate in Digital Cookie. She'll get access to the Digital Cookie Platform where each Girl Scout can set up her cookie site and goals, manage orders and learn marketing business skills.

Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.

Show / hide columns

Digital Cookie Status	Girl Scout	Action
Registered	Troop13060 Site	08/24/2015 TR
ACTIVATE	Troop53279 Site	08/24/2015 TR

ACCESS SITE

Our Troop Cookie Site

Set up your troop's cookie site to start collecting orders online and payments on the mobile app.

SET UP YOUR SITE

Our Troop Cookie Site

QR code

1 2 3

Print Copy Share




Initial Order

Initial Order

- Initial Order ends Monday, January 26
- Includes all paper order card orders entered in eBudde and Digital Cookie girl delivery orders received and parent approved by January 26.
- At the service unit delivery, troops will receive all cookies for these orders. No cookies will be received for Digital Cookie shipped or donation orders.

Troop Cookie Chair/Leaders

- Login to eBudde
- Confirm all participating Girl Scouts are listed in the troop on the Girls tab

 Troop 10431

Dashboard | Contacts | Settings | **Girls** | Init. Order | Delivery | Girl Orders | Trans

Girls

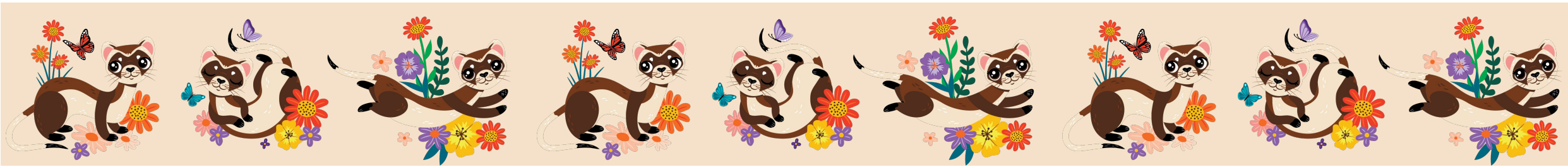
☒ Show Inactive [+Add](#)

Ashley Emerton Edit		
Sales Goal: 50	Grade: 12	Caregiver: blakeemerton@bellsouth.net
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311796

Cindy Wright Edit		
Sales Goal: 0	Grade: 6	Caregiver:
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311798

Madison Denman Edit		
Sales Goal: 0	Grade: 12	Caregiver: mdenman22@aol.com
T-Shirt Size:	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: 103728992

Becky Wright Edit		
Sales Goal: 0	Grade: 2	Caregiver:
T-Shirt Size: --	Inactive: yes	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311797



Initial Order submission—Parent Steps

Parents/Girl Scouts can enter their paper order card packages into Digital Cookie on the My Cookies tab by the deadline of Monday, January 26. When submitted, these packages will transfer to eBudde™ on the Order Card line.

My Cookies: Initial Order

- Enter the total packages from the Girl Scout's paper order card. Do NOT include packages from any type of Digital Cookie order.
- Once completed and by the deadline, click on “Submit to Troop Volunteer”.
- Suggest asking Girl Scouts/parents to share a copy or pictures of their order card so Troop Cookie Chair can verify.

[< Back to Dashboard](#)
[My Cookies help](#)

Emma's Cookies

Enter Your Offline Initial Order:

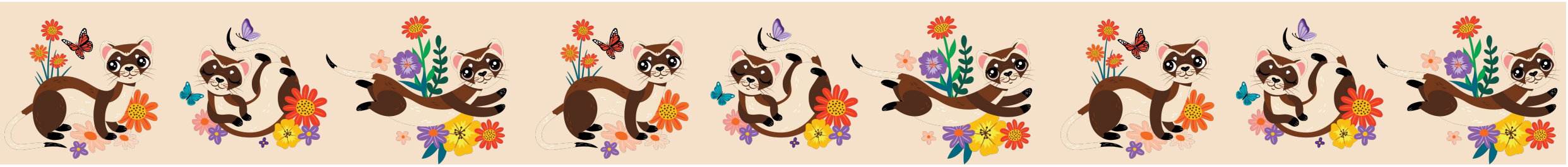
Using your paper order card, enter the number of cookie packages you are requesting from the troop. Do not enter the packages from your approved [Digital Cookie in-person delivery orders](#). Those packages are automatically included in your Initial Order.

Adventurefuls® <input type="text" value="0"/>	Lemon-Ups® <input type="text" value="0"/>
Trefoils® <input type="text" value="0"/>	Do-si-dos® <input type="text" value="0"/>
Samoas® <input type="text" value="0"/>	Tagalongs® <input type="text" value="0"/>
Thin Mints® <input type="text" value="0"/>	Girl Scout S'mores® <input type="text" value="0"/>
Toffee-tastic® <input type="text" value="0"/>	Donate Cookies <input type="text" value="0"/>

Total packages entered (updates after saving): 0
 Digital Cookie in-person delivery packages: 0
 Total packages in your Initial Order: 0

You can update and save your Initial Order as often as you wish prior to 10/02/2023.
 You will need to submit the order to your troop volunteer on or before 10/02/2023.

Initial Order not yet sent to your troop volunteer.
 Please finalize and send this information before the Initial Order Date.



Initial Order submission—Troop Steps

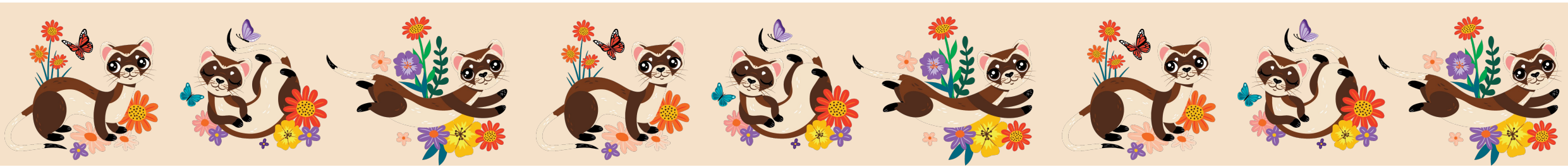
Digital Cookie Girl Delivery orders placed and parent approved by January 26 or when the troop submits their initial order (whichever is first) will feed into eBuddle™ Initial Order tab. The packages for these girl delivery DOC orders will NOT need to be entered by the Troop Cookie Chair. These packages will be shown on the DOC Girl Del. line and cannot be edited.

Troop Initial Order

Uses DOC	Girl		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$5.00	Total
			CDON	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	
✓	Elowyn K.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	7	9	4	15	16	5	8	27	29	120
		Total Order	0	7	9	4	15	16	5	8	27	29	120
✓	Emma J.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0

Elowyn's caregiver has submitted a **Parent Initial Order (PIO)** from Digital Cookie.

Emma's caregiver emailed her initial order to the troop volunteer for data entry into eBudde.

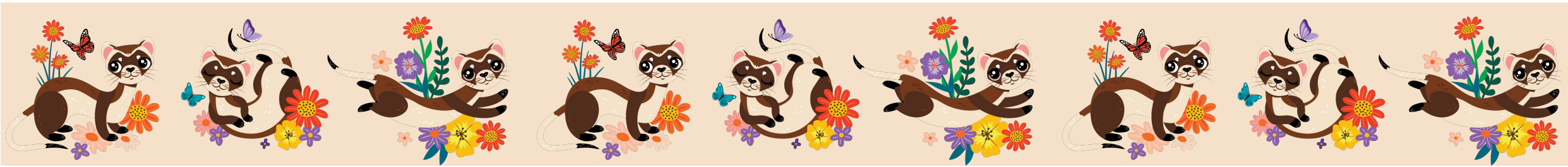


Initial Order submission—Troop Steps

Uses DOC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓	Addison B	Order Card	Review Parent IO	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0



- After the parent/Girl Scout submits the paper order card orders from Digital Cookie, the line description will read in red “Review Parent IO” as shown above.
- Click on the order card line for an expanded and editable view.
- If needed, the Troop Cookie Chair can edit the packages now, but the original Parent IO submitted will be shown in gray as PIO=X.
- After reviewing and/or editing this line, the Troop Cookie Chair clicks the blue Save button. A pop-up box will state the order has been saved. The red Review Parent IO will change to green **Saved**.
- If paper order card orders are not submitted from the Parent/Girl Scout, the Troop Cookie Chair can click on the Order Card line and enter the packages manually.
- Continue for each Girl Scout in the troop.

Product	Order Card
Gift of Caring \$ 5.00	PIO=0
Adventur-fuls \$ 5.00	PIO=10
Lemon-Ups \$ 5.00	PIO=7
Trefoils \$ 5.00	PIO=4
Do-Si-Dos \$ 5.00	PIO=8
Samoas \$ 5.00	PIO=12
Tagalongs \$ 5.00	PIO=6
Thin Mints \$ 5.00	PIO=24
S'mores \$ 5.00	PIO=20
Toffee-tastic \$ 5.00	PIO=1
Troop GOC \$ 5.00	PIO=0
Total	92

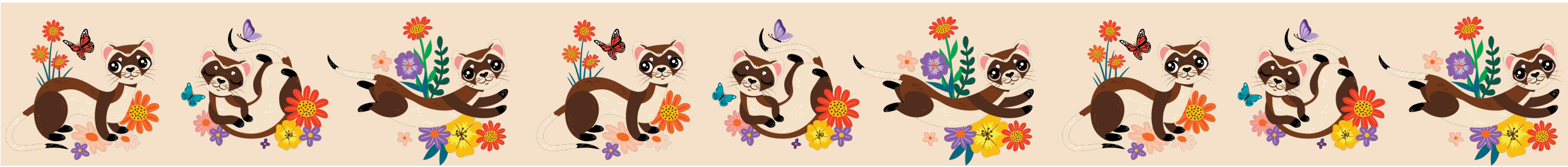


Initial Order submission—Troop Steps

- If any paper order card orders entered by parents are not reviewed, a pop-up warning will appear.
- Once all Girl Scouts are reviewed/edited, the Troop Cookie Chair can enter any additional **packages** wanted for Cookie Booths on the Booth line. New this year, there is no Initial Sweep of troop bank accounts.
- Recommended to order any Toffee-tastics wanted for Cookie Booths as these will be limited in cupboards, but don't over order.
- Click on Submit Troop IO blue button when done and by deadline of Tuesday, January 27 at 11:59 p.m.

	Imported		0	0	0	0	0	0	0	0	0	
	Other		0	0	0	0	0	0	0	0	0	
	Last Year (Other)		0	0	0	0	0	0	0	0	0	
	Booth		96	24	36	36	60	60	96	24	24	456
	Last Year (Booth)		0	12	12	12	48	48	60	12	24	228
	Pkgs. Ordered	5	218	83	110	137	236	236	442	99	82	1648
	Cases To Order		19	7	10	12	20	20	37	9	7	141
	Extras		10	1	10	7	4	4	2	9	2	49





Initial Order Reward submission

Troop Rewards Order Forms ?

Initial Rewards Order

View

Fill Out

Girl Rpt

Final Rewards Order

View

Fill Out

Girl Rpt

- Go to the Reward tab.
- Click on "Fill Out" on the Initial Rewards Order line.
- Two Girl Scouts have earned, but their t-shirt size needs to be added by clicking on the Girl Scouts name (hidden).
- Once a size is entered, will change to "size/catalog selection done" and will show receives 1 reward. The total number for each size shirt will also be listed with the troop order.

Edit All Below



receives 0 rewards
receives 0 rewards (size/catalog selection needed)
receives 0 rewards
receives 0 rewards
receives 0 rewards
receives 0 rewards (size/catalog selection needed)
receives 0 rewards



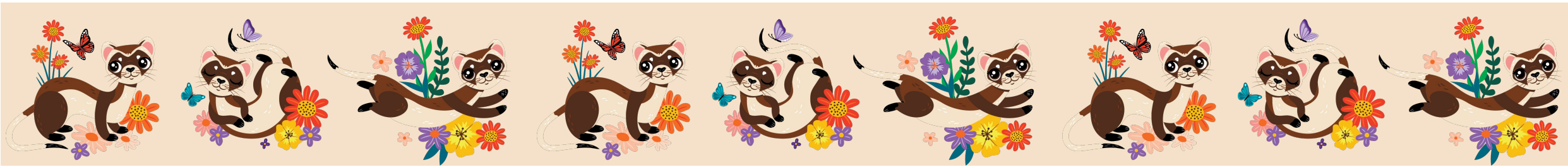
TROOP ORDER:

Box Level	Quantity	Reward
150	0	Girl Scout Life T-shirt
	0	YS
	0	YM
	0	YL
	0	AS
	0	AM
	0	AL
	0	AXL
	0	A2XL



Cancel

Submit Reward Order



Cookie Booths

Use Booth Sales tab in eBudde for reserving Cookie Booths.

Two types of booth sites

- Troop Booths
 - Reserved by Troop
 - Can request approval in eBudde now.
- Council Booths
 - First Round
 - Wednesday, January 21 @ 6 a.m.-Sunday, January 25 @ 11:59 p.m.
 - Three sites, three different retailers
 - Second Round
 - Monday, January 26 @ 6 a.m.-Sunday, March 22
 - Unlimited total sites, max. 15 sites at same retailer

Booth Sales

Cookie Calc. 

[Sign up for a Council Booth](#)

[Add / Edit a Troop Booth](#)

My Booth Sales

Choose the Sale that you wish to update and/or record sales.

[Email Signups](#)

[Find Free Slots](#)



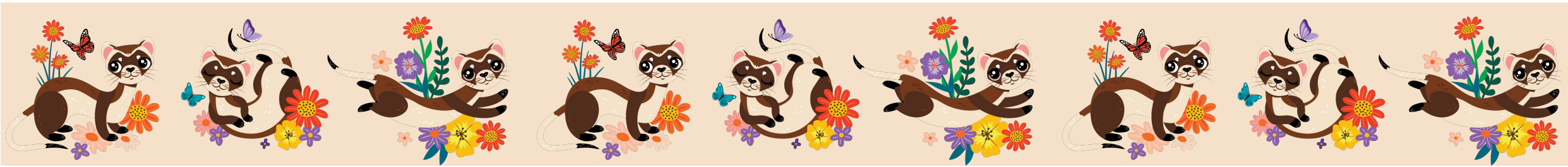
Jewel-Osco

Date: 02/25/23 Time: 9:00am 4:00pm
800 N Main St,
Elburn, IL, 60119



Caputo's Fresh Market

Date: 03/04/23 Time: 9:00am 4:00pm
622 S Randall Rd,
South Elgin, IL, 60177



Troop Cookie Booths

Add A Troop Sale

Cancel

Save

Business

Contact

Phone

Email

Address

Address2

Date

Start Time

End Time

City

State

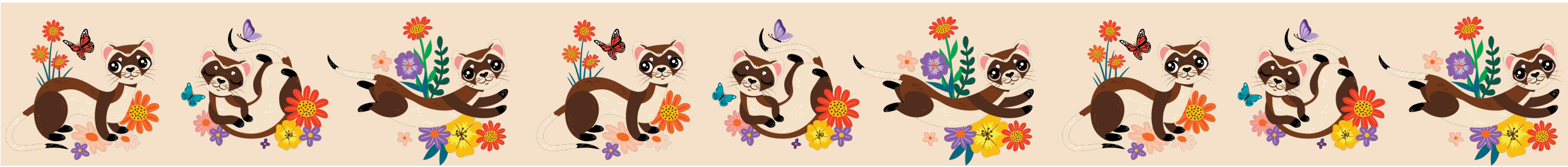
Zip

Approval

Pending








Reason for Approval/Denial



Council Cookie Booths

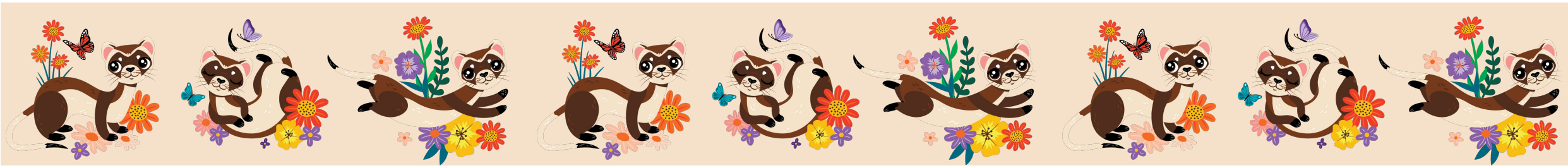
- Select the retailer to expand the booth dates/times. Click on the point icon to link to Google Maps to see location and/or directions for the sites at same retailer.
- Select the date and time desired. Anything in green has openings.
- Any special instructions or messages will be displayed in the yellow box below the name and address of the retail location.
- Click on the box next to the desired time and click Submit.
- If your troop is no longer going to use a site that is reserved, please remove the troop by following the same steps above, click on the troop number and click submit. The box next to the time should now be blank and another troop can sign up for the time.

 Lake Zurich, IL			
 GSNI Lake Zurich Resource Center Zip: 60047	499 Ela Road	Full	
 Walgreens Zip: 60047	910 Rand Rd	Full	
Fri Feb 24 2023 4:00pm - 7:00pm			
Sat Feb 25 2023 9:00am - 6:00pm			
Sun Feb 26 2023 9:00am - 6:00pm			



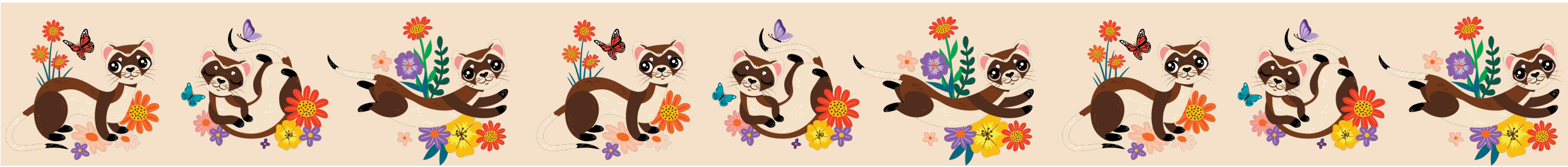
Other Important Dates and Deadlines

Wednesday-Sunday	Jan 21-25	Council Cookie Booth first round sign-up through eBudde begins at 6 a.m. Wednesday through 11:59 p.m. Sunday.
Saturday & Sunday	Jan. 24 & 25	Virtual Office Hours hosted from 3-5 p.m. for any program questions and Initial Order submission.
Monday	Jan. 26	Council Cookie Booth second round sign-up through eBudde begins at 6 a.m.
Monday	Jan. 26	<p>Last Day of Initial Orders</p> <ul style="list-style-type: none"> • Troops must meet the minimum troop size requirement. • Girl Scout/Parent enters paper order card orders into Digital Cookie on My Cookies tab by 11:59 p.m. or turns paper order card into Troop Cookie Chair.
Tuesday	Jan. 27	<p>Troop Cookie Chair enters/reviews Girl Scout orders in eBudde and submits Troop Initial Order (IO) and Initial Rewards. Troop Cookie Chair locked out of eBudde at 11:59 p.m. for Initial Order SUBMIT.</p> <ul style="list-style-type: none"> • New troop deadline to enter banking information into eBudde. Returning troop deadline to review uploaded banking information in eBudde. • Troop Cookie Chair locked out of Setting Tab in eBudde.
Tuesday-Thursday	Jan. 27-29	Pause in transfer of online orders from Digital Cookie to eBudde. Tuesday through approximately 5 p.m. on Thursday.
Saturday-Sunday	Jan. 31-Feb. 1	Troop Delivery Time sign-up begins at 8 a.m. Saturday through 11:59 p.m. on Sunday in eBudde for service units using this scheduling method.



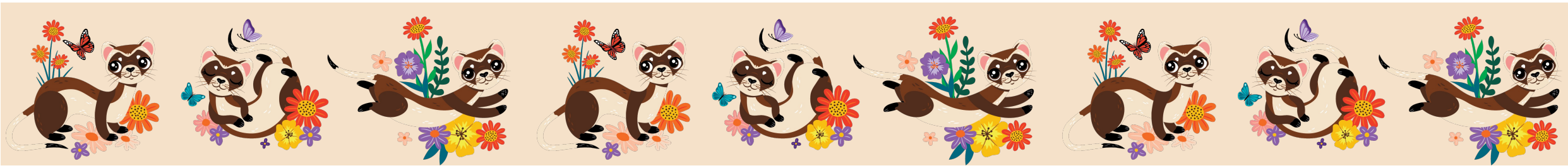
Questions?





GSNI Product Program Team & Vendor Contacts

cookies4you@girlscoutsni.org	847-214-9295 (during regular business hours)
Chelsea Bomher, Product Program Manager	Michele Doonan, Product Program Manager
Debbie Karner, Product Program Manager	Samantha LeHew, Product Program Manager
Nicole Murphy, Chief Revenue Officer	
GSNI Cookie Program Rally https://rallyhood.com/157732	Girl Scouts of Northern Illinois www.girlscoutsni.org/cookieresources
GSNI Customer Care (for membership, finance-related or general questions) customercare@girlscoutsni.org or 844-476-4463	
Little Brownie Bakers https://www.littlebrowniebakers.com/	Little Brownie Bakers Customer Service (for cookie quality concerns) 800-962-1718
eBudde – https://cookieportal.littlebrownie.com/	
Digital Cookie https://digitalcookie.girlscouts.org/login	Digital Cookie, Technical & Customer Order Support https://digitalcookie.girlscouts.org/help/customer



Thank you!



and have an amazing
2026 Cookie Program!