



BRAVE.

FIERCE.

FUN!



2026 Cookie Program

Virtual MicroTraining
February 2, 2026

girlscouts 
of northern illinois



AGENDA



1. Cupboard orders
 - a) Placing a cupboard order
 - b) Transaction tab
2. Cookie Cravers
 - a) Cookie Cravers
 - b) Cookies on the Go! - Mobile Cookie Craver Van
3. Using the Girl Orders tab
 - a) Allocation of packages to Girl Scouts
 - b) For Digital Cookie girl delivery orders after IO
 - c) For any additional packages sold
4. Troop Links
 - a) Setting up Site
 - b) Allocating packages to Girl Scouts
5. Important program dates and deadlines.
6. Questions



Purpose of Training

Virtual MicroTrainings

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.

Resources

GSNI website

- www.girlscoutsni.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.



Cookie Cupboard Orders & Transaction tab

The transaction tab is a listing of all cookies ordered through a cupboard and DOC shipped orders. It is also where additional cookies can be ordered from a cupboard and where troop-to-troop transactions are entered. The tab will default to pending cupboard orders, but when All is selected more information is available.

Transactions

Exp. Doc Orders
 View Info
+Add

All ▾

Receipt	Type	Date	2nd Party	Pickup	Line	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Smr	Toff	Total
GUI000	booth	01/29	C11	02/09	1	24	12	12	48	60	36	120	0	0	312
16 DOC shipped orders	normal	01/29	C100			13	12	7	13	20	16	21	7	5	114
Init. Del.		01/23	--			96	72	84	120	228	180	372	108	72	1332
On Hand						109	84	91	133	248	196	393	115	77	1446
Pending (Cupd Orders)						24	12	12	48	60	36	120	0	0	312
After Pending						133	96	103	181	308	232	513	115	77	1758

All ▾

All

DOC

Ready For Pickup

Pending

Click the +Add button to place a cupboard order.



Cookie Cupboard Orders & Transaction tab

After clicking the +Add button you will see this screen.

- Council Cupboards and some volunteer cupboards will require a specific date and time selection.
- No minimum order.
- Encourage troops to place orders on Sunday or Monday to ensure inventory available.
- Cookies are paid for through the final bank sweep.

For a list of all cupboards, go to [Rallyhood](#) or Cookie Chats.

Add Transaction

Cancel
Save

Time & Place

Date: Receipt: #

Pickup

Date: Time:

Contact Info:

Cookie Order

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	0	0



Cookie Cravers

Cookie Cravers are a way for parents to pick up cookies from a council cupboard without the troop placing an order.

- Intended for orders already taken from customers.
- Only available at Council Cupboards and McHenry East and Dixon Volunteer cupboards.
- Cookies are paid for at the time of pick up.
- Digital Cookie orders CANNOT be fulfilled through Cookie Cravers.
- Girl Scouts can earn the Goal Getter patch with 18 packages sold through Cookie Cravers.
- Council enters into eBudde so the Girl Scout and the troop receives credit.

[Cookies on the Go – Mobile Cookie Craver Van](#)



Cookie Craver Submission Form



- This order must be paid in full (once cupboard inventory is confirmed) before cookies will be issued. Cookie needed for Digital Cookie online orders cannot be submitted as part of this activity.
 - Credit/debit card, cash or check is accepted for payment at Council Cupboards.
 - Credit/debit card **only** is accepted for payment at designated volunteer cupboards.
- Minimum 18 packages required to earn the Goal Getter patch. Only **one** patch per Girl Scout.
 - Goal Getter patch issued

Council Cupboards			
Thursday, February 12 through Saturday, March 21, 2026, during cupboard hours			
Oswego Resource Center 3425 Orchard Road, Oswego	Rockford Resource Center 1886 Daimler Road, Rockford	South Elgin Resource Center 353 Randall Road, South Elgin (next to Jewel at Stearns and Randall Roads)	
Thursdays 11 a.m.-3 p.m. & 3:30-7 p.m.	Fridays 9 a.m.-12:30 p.m. & 1-5 p.m.	Saturdays 9 a.m.-1 p.m.	Sunday- Wednesday CLOSED
Designated Volunteer Cupboards			
See Rallyhood at http://rallyhood.com/157732/ for volunteer cupboard details.			
McHenry East Cupboard 2007 N. Pebble Drive, McHenry Mike 815-236-3219/Leslie 815-236-6476 Monday-Wednesday 4-7 p.m., closed Tuesday, March 17		Dixon Cupboard 641 Palmyra Road, Dixon Melanie 815-499-1930 Wednesdays 5:30-6:30 p.m.	

Girl Scout Name _____ Troop Number _____ Date _____

Parent Name _____ Parent email _____

As inventory runs low at cupboards, all varieties of cookies are at risk for being unavailable.

Cookie Variety	Quantity	Cost	TOTAL
Gift of Caring (donation)		\$6.00	
Adventurefuls		\$6.00	
Lemon-Ups		\$6.00	
Trefoils		\$6.00	
Do-Si-Dos		\$6.00	
Samoas		\$6.00	
Tagalongs		\$6.00	
Thin Mints		\$6.00	
Exploremores		\$6.00	
Toffee-tastic (if available)		\$6.00	
GRAND TOTAL			

Cookies Received _____
Parent Signature _____ Cupboard Mgr. Initials _____

For Office Use Only:
Date entered in eBudde _____ eBudde Receipt Number _____

Transaction Receipt Number _____



Using the Girl Orders tab

Following the submission of the initial order, all assignments to Girl Scouts for additional cookies sold will be entered on the Girl Orders tab. Payments received from Girl Scouts should also be entered here for efficient record keeping.

Show Inactive

[Record a Booth Sale](#)

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions select the appropriate row.

Uses doc	Girl	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	[Redacted]	0	0	0	0	1	2	4	4	1	0	12	\$60.00	\$90.00	\$-30.00
✓	[Redacted]	8	21	17	19	18	57	45	70	16	14	285	\$1425.00	\$1475.00	\$-50.00
✓	[Redacted]	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	\$-20.00
✓	[Redacted]	21	42	28	22	64	96	79	171	39	20	582	\$2910.00	\$2930.00	\$-20.00
✓	Troop Site	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
→	Girl Totals	29	83	45	41	83	155	128	245	58	34	879	\$ 4385.00	\$ 4515.00	\$ -120.00
→	Troop Order (Actual plggs + GOC)	29	808	375	358	537	1133	924	1850	450	258	8520			
→	Difference	0	-543	-330	-317	-454	-978	-798	-1805	-384	-224	-5641			

Click on a Girl Scout's name/line for more details.



Using the Girl Orders tab

Here are the details after clicking on a Girl Scout's name/line.

- All Orders
- IO Recap
- Inventory Items
- Girl Delivery
- Girl Del. (IO)
- ✓ Girl Del. (after IO)

+Order

+Pay

+DOC Payment

Switch to Girl:

[Redacted] [Dropdown Arrow]

All Orders [Dropdown Arrow]

doc	Comment	Inv	Bth	GOC	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	DOC DLVR 86858703			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$25.00	-\$25.00
✓	DOC DLVR 86941842			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	-\$20.00
	Init. Order *Locked*			1	37	23	16	20	28	42	72	23	11	273	\$1365.00	\$0.00	\$1365.00
✓	DOC DLVR 87512400			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$25.00	-\$25.00
✓	DOC DLVR 89700412			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	-\$30.00
✓	DOC DLVR 89962328			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	-\$30.00

See [eBudde Troop Manual](#) for more detailed instructions.



Using the Girl Orders tab

- Enter comment and cookie packages for the girl delivery order.
- Check the Inv. box. This is a correction from the eBudde manual.
- Click save.
- **Do Not** enter any amount in the Paid box.
- You will see the line added to the Girl Scout you just entered.
- If entering additional packages, use same process and click the INV little box. Only enter dollar amount in the paid box if you have received the money for these packages.

DOC #999999999 Inv Booth

Product	Packages	Financials	
Gift of Caring \$ 6.00	<input type="text" value="0"/>	Total Due	\$ 48.00
Adventurefuls \$ 6.00	<input type="text" value="0"/>	Paid	<input type="text" value="0"/>
Lemon-Ups \$ 6.00	<input type="text" value="03"/>	Bal. Due	\$ 48.00
Trefoils \$ 6.00	<input type="text" value="04"/>		
Do-Si-Dos \$ 6.00	<input type="text" value="0"/>		
Samoas \$ 6.00	<input type="text" value="01"/>		
Tagalongs \$ 6.00	<input type="text" value="0"/>		
Thin Mints \$ 6.00	<input type="text" value="0"/>		
S'mores \$ 6.00	<input type="text" value="0"/>		
Toffee-tastic \$ 6.00	<input type="text" value="0"/>		
Total	8		

DOC #999999999		0	0	3	4	0	1	0	0	0	0	8	\$48.00	\$0.00	\$48.00
Additional Sales	✓	0	0	0	0	5	8	0	10	0	0	23	\$138.00	\$138.00	\$0.00
Totals		0	1	3	6	7	12	3	11	1	1	45	\$270.00	\$222.00	\$48.00



Troop Links

Troop Link, Troop Site, Virtual Booth Link all the same thing! Most often the Troop Link is used at a Cookie Booth to take credit card payments from customers. It is also available on Cookie Finder for customers searching by zip code to place a Digital Cookie shipped order.

Troop Site Set-up

- Login to Digital Cookie as Troop Lead, click on SET UP YOUR SITE.
- Work with the Girl Scouts in the troop to decide on the troop sales goal to enter, create their troop story, and upload a photo/video. **Do not** change the Preferred First Name when registering the Troop Site.
- Enter a zip code representing the troop location.
- Click See Your Site and Publish.
- Once the Troop Link is set up, two links will be available.
- [Digital Cookie Tip Sheet](#) and [Video](#) available on website with more instructions.

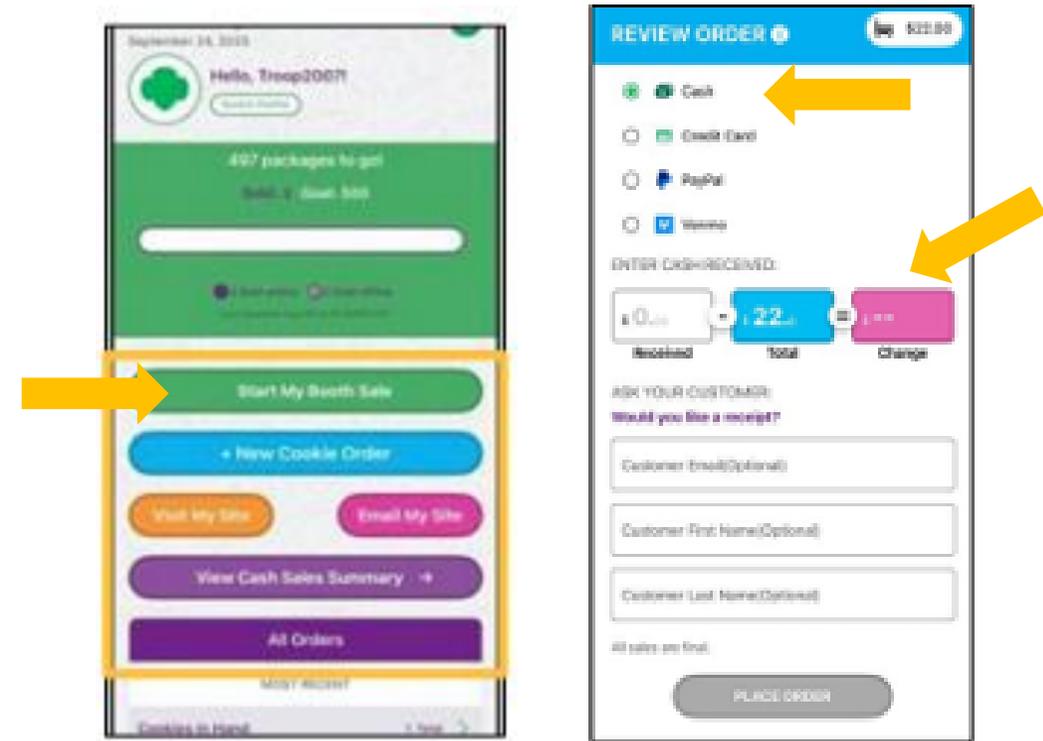




Using Troop Link at a Cookie Booth

Use the Digital Cookie Mobile App

- All parents of Girl Scouts in the troop will have access to the Troop Link on the app so it can be used at multiple booths at the same time.
- Select Start My Booth Site, then select the specific booth and click Start Booth Sale.
- Enter orders as taken. Select Give Now as the delivery option.
- Select payment option. Credit card, PayPal, Venmo or NEW Cash option available as payment option so all purchases can be recorded in Digital Cookie if desired.
- [Mobile App Troop tip sheet](#) and [video](#).



- ❖ Advantage of using Troop Link, sales are not assigned to one Girl Scout.
- ❖ These packages sold can be allocated to Girl Scouts attending the cookie booth later for credit towards rewards.



Distributing packages from Troop Link

After each cookie booth and/or before submitting final rewards, go to the Girl Orders tab in eBudde and click on the Troop Site “Girl Scout”. If there are orders, it will look similar to below.

Troop Site ?

Cancel +DOC Payment +Distribution

Switch to Girl: Troop Site Show Doc Orders

DOC	Dist	Comment	Inv	Bth	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total	Total Due	Paid	Bal. Due
	✓	0 Shipped Orders		✓	0	0	0	2	0	4	0	4	0	0	10	\$60.00	\$60.00	\$0.00
	✓	2 Delivered / Inhand Orders		✓	0	0	0	0	0	0	0	0	0	0	0	\$48.00	\$48.00	\$0.00
Totals					0	0	0	2	0	4	0	4	0	0	10	\$108.00	\$108.00	\$0.00

In this example, there is 1 shipped orders and 2 girl delivered order. The +DOC Payment and +Distribution features will be used to distribute these packages to Girl Scouts.

- The +Distribution button will only be visible if there are orders that need to be distributed.
- Orders can be distributed or edited multiple times throughout the season or all at once at the end.



Distributing packages from Troop Link

To distribute the shipped orders, click on the +Distribute button.

- The total packages is listed as 8.
- The next steps are similar to Record a Booth Sale steps.
 - Click a check mark on the box to the right of a Girl Scout's name if including that Girl Scout in the package distribution.
 - Use (De)select All Girls if, want to select or deselect all Girl Scouts at one time.
 - Use the Distribute button to have eBudde™ distribute or click on the down arrow to the left of each Girl Scouts name to manually distribute the packages.
 - When completed click on Save.

TroopSite Distribute

Cancel Distribute Save

TroopSite:
Rasp: 2 Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 2 Tags: 0 TMint: 2 SMr: 2 Toff: 0
C_GOC: 0 T_GOC: 0
Pkgs Sold: 8 (De)select All Girls

<input type="checkbox"/> Jade C.	2 <input checked="" type="checkbox"/>	<input type="checkbox"/> Quinci S.	1 <input checked="" type="checkbox"/>
<input type="checkbox"/> Julia B.	1 <input checked="" type="checkbox"/>	<input type="checkbox"/> Suzie A.	1 <input checked="" type="checkbox"/>
<input type="checkbox"/> Kelsey J.	1 <input checked="" type="checkbox"/>	<input type="checkbox"/> Tori C.	1 <input checked="" type="checkbox"/>
<input type="checkbox"/> Layla C.	1 <input checked="" type="checkbox"/>		



Distributing packages from Troop Link

Next, the payment for the girl delivered order must be balanced.

Booth Sale Recorder

Cancel Go to Distribute

Becky's Pizza Parlour: 2022-08-16 10:00am

Product	Packages	Program	Packages
Adventurefuls \$ 5.00	8	Gift of Caring \$ 5.00	0
Lemon-Ups \$ 5.00	8	Troop GOC \$ 5.00	0
Trefoils \$ 5.00	8	Total	72
Do-Si-Dos \$ 5.00	8	Received	\$360.00
Samoas \$ 5.00	8	TroopSite	Amount
Tagalongs \$ 5.00	8	Digital Cookie Payment (+DOC Payment)	20
Thin Mints \$ 5.00	8		
S'mores \$ 5.00	8		
Toffee-tastic \$ 5.00	8		
Total	72		

Troop Site

Cancel +DOC Payment ▾ +Distribution

Switch to Girl: Troop Site ▾

DOC	Comment	Inv	Bth	C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	2 Shipped Orders		✓	0	2	0	0	0	0	2	0	2	2	0	0	8	\$40.00	\$40.00	\$0.00
✓	1 Delivered Order		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	\$20.00	\$20.00	\$0.00
Totals				0	2	0	0	0	0	2	0	2	2	0	0	8	\$60.00	\$60.00	\$0.00

Click on the +DOC Payment drop down menu and select Booth Site to post to a specific Booth Sale. This will bring you to the Booth Sale screen. Click on Record Sale on the Cookie Booth the orders were sold.

- Enter \$20 in the box labeled Digital Cookie Payment.
- Click on Go to Distribute blue button
- Distribute all packages sold at the cookie booth as appropriate and click Save.
- eBudde will create a payment record on the Troop Site on the Girl Orders tab.
- When all orders are distributed from the Troop Site, all \$amounts on the totals line will be zero.



Distributing packages from Troop Link

- ❖ The red box shows how the recorded orders look.
- ❖ As additional orders are received through the Troop Site, they will add to the total number of Shipped or Delivered orders. In the screen shot below, one additional shipped order and one additional delivered order has been received and the +Distribute button is available.

Troop Site

Cancel +DOC Payment ▾ +Distribution

Switch to Girl: Troop Site ▾

DOC	Comments	Inv	Bth	C_GOC	Rasp	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
✓	3 Shipped Orders	✓		0	2	0	0	0	1	2	0	2	2	0	0	9	\$45.00	\$45.00	\$0.00
✓	2 Delivered Orders	✓		0	0	0	0	0	0	0	0	0	0	0	0	0	\$30.00	\$30.00	\$0.00
✓	VBth Dist 2 Ordrs	✓		0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	-\$40.00	-\$40.00	\$0.00
✓	Pymts: Becky's Pizza Parlour, 08/16 @ 10:00am	✓		0	0	0	0	0	0	0	0	0	0	0	0	0	-\$20.00	-\$20.00	\$0.00
Totals				0	0	0	0	0	1	0	0	0	0	0	0	1	\$15.00	\$15.00	\$0.00

Use the [eBudde Microburst Training](#) to review these procedures again.



Other Important Dates and Deadlines

February		
Monday	2	Troops start placing Cookie Cupboard orders.
Monday	2	Virtual <u>MicroTraining</u> hosted from 12-1 p.m. OR 7-8 p.m. Topics: Delivery, Cookie Booths, Cookie Cravers and Allocating Cookies.
Thursday-Monday	5-9	Delivery of cookies to troops (date varies by service unit).
Thursday	12	<ul style="list-style-type: none"> • Cookie Cupboards open. See full cupboard list in Rallyhood for times and locations. • Walk-about with cookies in-hand begins.
Thursday-Saturday	12-Mar. 21	Cookie Craver submission forms will be accepted at Resource Center Council Cookie Cupboards and designated volunteer cupboards during cupboard hours.
Friday	13	Troop Cookie Booth sites begin. Cookie Booths reserved by troop and entered in eBudde for approval.
Friday-Sunday	20-22	National Girl Scout Cookie Weekend.
Friday	27	Council Cookie Booths start and Troop Cookie Booths continue.



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!