Girl Scouts of Northern Illinois 2026 eBudde™ Troop Manual

What is eBudde™?

eBudde™ is the program software (https://ebudde.littlebrownie.com/) for management of the Girl Scout Cookie Program at all levels for councils working with Little Brownie Bakers. It is part of the Little Brownie Tech Portal. Troops will use eBudde™ for communication from service unit and council, placing/submitting orders, cookie cupboard transactions, tracking Digital Cookie orders, Girl Scout payments, rewards, cookie booth scheduling, delivery, reports that will provide a plethora of information and more!

Getting Started

All troop volunteers with the role of Troop Leader and Troop Cookie Chair will be uploaded into eBudde™. Reminder, Troop Cookie Chairs must also be registered Girl Scout members and have a current criminal background check on record.

On Friday, January 2, or when the troop/volunteer is uploaded into eBudde™, volunteers will receive a welcome email with a UNIQUE link to get started and login to eBudde™ for the first time. Returning volunteers still need to complete this process each year. This link will expire in 7 days, so it is important that this initial login step is completed as soon as the email is received.

eBudde™ login steps

- Click on the link in the welcome email.
- On the password screen, enter and confirm your personal password.
  - Passwords must be minimum 8 characters, have at least one capital letter and one non-alphabetic character (number or symbol).
- On the profile screen, enter same personal password. Next review/enter additional information. All fields are mandatory except for address line 2. Click Update Profile.
- Select the first eBudde™ box (see below).
- After this initial login, you can go directly to https://ebudde.littlebrownie.com and login with your email as the login and password you created. This is the login screen you will see.
- If you do not receive a welcome email, check your spam, junk, promotion, etc. inboxes. If still cannot find the email or the link in the email has expired, go to https://ebudde.littlebrownie.com enter your email, and click on Forgot Your Password. Keep in mind, you must be a currently registered Troop Leader or Troop Cookie and uploaded into eBudde™ for this option to work. Contact cookies4you@girlscoutsni.org for further assistance.
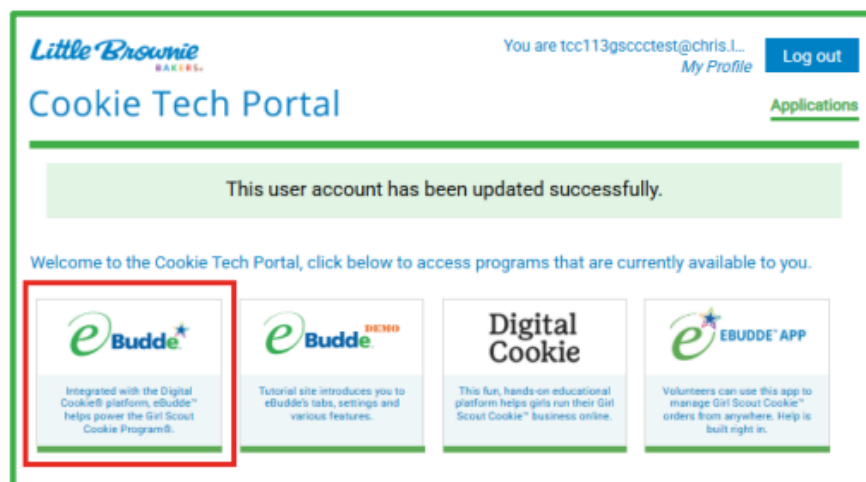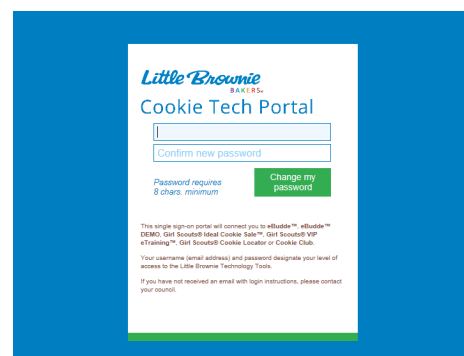
Forgot Password and Update Profile
- After 5 consecutive bad login attempts, your account will be disabled for 10 minutes.
- If you forgot your password, council cannot reset. You must use the "Forgot Your Password" link on the login screen and follow the instructions to reset your password.
- If you need to change your login email, password, or other profile information, on the login screen enter the original email address and password then click on Click Here in the lower section: *If you would like to update your contact info, please input your email and password above and Click Here.* You will be required to re-enter your current password. You can then change your email, password, or profile information. Click Update Profile to save. You can also click the Edit button on the Contacts tab by your information to make changes.

Computer Specifications Information
For best use of eBudde™, be sure you are using the most up to date web browser.

Approved Web Browsers
- o Latest version of Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari
- Supported Devices
  - o iPad with iPadOS18 or higher
  - o iPhone XS or newer with iOS 18+
  - o Android devices running version 13+
  - o Desktop/Laptop meeting minimum specs

Menu Bar
The menu bar provides additional support for you in eBudde™.
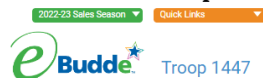
Season Drop Down
If a volunteer was also an eBudde™ troop user for previous years using the same email to login, this drop-down menu allows you to see previous season's data.

Quick Links
This drop-down menu provides a list of additional links for easier access.
- Cookie Portal provides a link for going back to the portal showing all applicable application access.
- Little Brownie.com provides a link to Little Brownie Bakers website with loads of additional resources!
- Digital Cookie provides a link to Digital Cookie website login page.
- Cookie Calculator provides a link to a built-in calculator with package pricing already entered. Just enter the packages for each variety and the calculator will do the rest!

Logout
This allows a user to log out of the system and end the session securely.

Hierarchy Tree
The hierarchy tree appears at the left side of the screen. If the volunteer manages multiple troops or has additional such as Service Unit Cookie Coordinator or Cupboard Manager, additional troops or access will be listed here.

Features
- Hierarchy Tree—Hide by clicking the blue < icon.
- Refresh Icon—Click to update hierarchy.
- Hide Inactive Troops—Check to remove non-participating troops.
- Highlighted Selections—Indicates your active selection.
- Scroll Bar—Use to view all available choices in sections like troops.
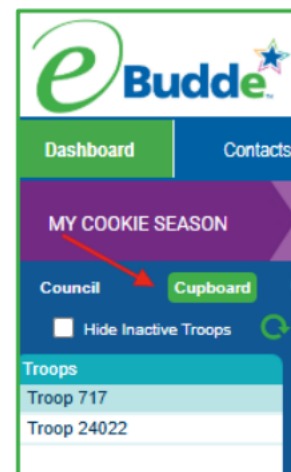
Tabs

Instructions in the Troop Manual or from your SU Cookie Coordinator or Product Program Manager may often refer to one of the tabs listed near the top of the eBudde™ page. These are all the features of eBudde™ to help you manage the Cookie Program for your troop. Below is an overview. This manual will review each of these and their purpose.

Dashboard	Contacts	Settings	Girls	Init. Order
Main landing page that provides overview of program, important messages, calendar and checklists. Page 4	Troop Cookie Chairs and Troop Leaders with access listed here. Parents of Girl Scouts can be emailed from here by selecting Email Caregivers. Page 4-5	Volunteers may enter troop goal here. Also, where Troop bank account information entered and older troops can opt-out of rewards. Page 5	Registered Girl Scouts in the troop will be listed here. Individual Girl Scouts' goals may be entered here. Page 6	Volunteers will enter/review each Girl Scout's Initial Order and Submit Initial Order for the troop. Page 7-8

Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups
Total cases of cookies to be picked up at delivery listed here. If your service unit uses eBudde™ scheduling for delivery, time is selected here. Page 8-9	Allocate and manage additional sales for Girl Scouts here after Initial Order. Page 9-14	Movement of packages of cookies listed here. This is where cupboard orders are placed, and troop-to-troop transactions are entered. Page 14-17	Post or look for extra cookies available to transfer between troops in your service unit. Page 17-18	This tab is not used by GSNI.

Rewards	Booth Sales	Payments	Sales Report	Reports	Help Center
Girl Scout rewards earned will be listed here. This is also where reward choices will need to be made and final rewards submitted. Page 18-19	View all the booths for troop here. Sign-up for Council Booths and enter Troop Booths for approval. Page 19-20	View all Digital Cookie transactions and council sweeps. Girl Scout payments are entered on Girl Orders tab. Page 21	Recap of all troop information and sales including PGA, proceeds and amount owed to council. Page 21	Multiple reports available here for the troop to use. Page 22	Excellent source of eBudde™ resources! **Updated and enhanced!** Page 22

eBudde™ app

Once a volunteer logs into eBudde™ on the desktop, the eBudde™ app can be used putting all the functionality of eBudde™ at a user's fingertips!

Help Bubbles
NEW Throughout eBudde™ help bubbles have been added. Tap the "?" icon for instance tops and guidance.

Dashboard tab
Every time you login to eBudde™ you will be directed to the Dashboard tab first.

Dashboard Features
- Messages from Council and possibly your service unit.
- Calendar of events including start dates and deadlines and a troops upcoming cookie booths.
- Troop checklist with general steps to follow through the Cookie Program.
- Print dashboard
- Sales Progress Report statistics
- DOC Girl Delivery Orders by Girl Scout.
- SU Cookie Coordinator's name and email.
- Cupboard Locations
- Reward selection data
- Troop Per Girl Average (PGA) by Girl Scouts selling.
- Links to Little Brownie website and eBudde™ Help Center
- **NEW** Balance Due widget shows amount due to council at a glance.
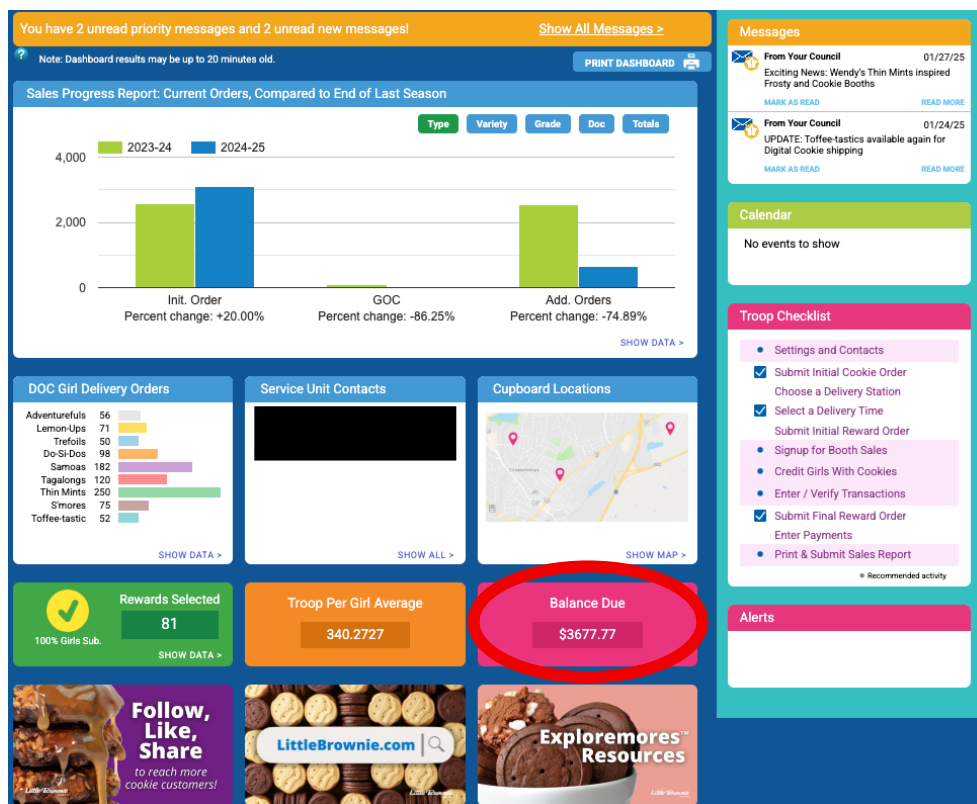

Message Board
Message board notifications are dated, prioritized, and can be marked as read. A priority message will have a star next to the envelope. If there is a longer message, there will be a Read More link to read the entire message. All read messages will fall to the bottom.

Calendar
The calendar will display upcoming dates. Click on View Full Calendar to see the full expanded calendar. Troop users can now release a cookie booth from the dashboard if the troop can no longer attend the reserved cookie booth. It is very important to release a cookie booth no longer being held, so customers using Cookie Finder do not go to an empty location and so other troops can potentially utilize.
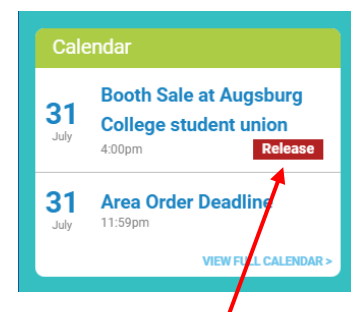
Contacts tab
All troop users for the troop will be listed here including Troop Leaders, Troop Cookie Chairs, Troop Cookie Pickup Only Users, Troop Booth Recorders, and Troop View Only Users. Troop Leaders and Troop Cookie Chairs have full access to all functions for the troop. Other users have limited access. A Troop Leader or Troop Cookie Chair, should not be added to any of the other special contact roles or full access will be lost.

To edit your own information, click on the Edit button and you will be directed to another page to click on Update Contact Info. Changes will not be reflected in eBudde™ until re-login. Always keep the Gets Email green by keeping Receives Email checked so all troop users receive important updates and reminder emails about the Cookie Program.

Troops can email the caregiver/parent of Girl Scouts in the troop directly from eBudde™. Click on the **E-mail Caregivers** button at the top of the Contacts tab. An email page will open. Enter the subject, choose between plain or Html email, write the email, select all or individual Girl Scouts/parents to receive, attach a file if needed, click on "I'm not a robot" and click Send email. When using this feature, keep in mind the email will come from eBudde™ and could be identified as spam. Additionally, parents will NOT be able to reply to the email.

Caregiver E-mail:

Calling all cookie communicators!

Please help us keep the eBudde™ system humming by using the best tool for the communication job:

1. For basic information such as policies and procedures, post files on your council's section of the VIP eTraining system. Volunteers can access them again and again without bogging down the system.
2. For alerts and timely reminders, use eBudde's™ in-system messaging. Now you can upload your file and the link will be sent to recipients. The attachment link will expire 45 days from the day of upload.

Remember "Caregiver email" is provided as a convenience to broadcast information to the caregivers for your girls. Unlike the "Notices" system, email messages will only go out once per "send". Recipients will not be able to reply to this email.

When you use the best tool for the communication job, you help keep eBudde™ quick and lively for everyone. Thanks!

Return-to Adress: eBudde(tm) <do_not_reply@littlebrowniebaker
* Subject:

* Message: Plain Email ◉ Html Email ○

(max 5MB)
Attachment: Choose File No file chosen

* Send Email To
☐ Select All
☐ Abiella A. (aa@becky.lbb.com)
☐ Becky H. (slickbh12@becky.lbb.com)
☐ Cindy W. (rharrigan6614@becky.lbb.com)
☐ Froska L. (fl@becky.lbb.com)
☐ Hattie K. (hk@becky.lbb.com)
☐ Kallie S. (ks@becky.lbb.com)
☐ Liliana A. (la@becky.lbb.com)
☐ Millie W. (mw@becky.lbb.com)
☐ Morgan M. (mm@becky.lbb.com)

☐ I'm not a robot   reCAPTCHA   Privacy - Terms

Cancel   Send email

Settings tab

Troops use the Settings tab for important steps at the beginning of the program. Click on **Edit** at the top to make changes and click **Save** when completed.

- For returning troops, banking information will be uploaded into eBudde™ on January 14. New troops or troops whose banking information has changed must enter it on this tab by the deadline of January 27. This banking information is used by council for bank sweep.
- Troops may enter their cookie package goal.
- Older Girl Scout troops (CAD, SR, AMB) choosing to opt-out of rewards, make the change on this tab. The option to opt-out of rewards must be done PRIOR to submitting initial order. If opted-out, this section will read:

  Opt out of rewards for add. proceeds: yes

  You will receive additional proceeds.

  o When troops opt-out of rewards, Girl Scouts only receive patches and charms for individual rewards and would not be invited to any rewrd events. Troops do not earn the Troop Membership Reward.
- The Parent IO Deadline is the date parents must enter paper order card orders into Digital Cookie to transfer to eBudde™. The date is set by council, but it can be edited by the troop if an earlier date is needed by the troop.
- NEW Previous Data Points are available for returning troops to review historical date of the previous year.

| Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Transactions | Txn |

Troop Settings ⍰

Edit

Troop Info

Number
35

Girls Reg'd: | Girls Sell
0 | 0

Troop Goal (pkgs): | Level
0 | Senior

☐ Outreach Troop   ☐ Active Seller

Global ID
B-70007

☐ Opt out of rewards for add. proceeds
   You will receive additional proceeds.
Participation
2025-26

Generic Proceeds

☐ Early Bird 26 (0.01)

DOC Status

☐ DOC Troop?

Parent IO Dt:
07/31/2026

DOC Sync Status
Not Synced

Previous Data Points

Initial Order Pkgs	600
Addl Order Pkgs	1400
Girls Selling	2
Girls Registered	5
Pkg Goal	0
Charity Pkgs CGOC	0

Bank Info

Bank Name
Truist

Bank Routing Number
XXXXX4260
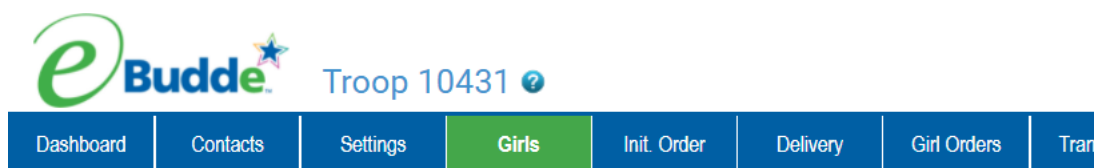
Bank Account Number
XXXXXX0717

5

Girls tab

Registered Girl Scouts in the troop will be uploaded by council into eBudde™ and listed on this tab.

- Imports from the membership system into eBudde™ occur weekly and are usually completed by end of day on Tuesday of each week.
- Girl Scouts cannot be deleted from a troop, however if a Girl Scout is moved out of the troop a notation in red will state where the Girl Scout was moved and will be marked as inactive (grayed out). This will NOT affect the troop's Per Girl Scout Selling Average (PGA).
- Caregiver/parent emails have been added to eBudde™. This will allow troops to email parents directly from eBudde™. Instructions under Contacts tab.
- A volunteer can uncheck the Show Inactive box so the inactive Girl Scouts will not be visible.

Troop Leaders and Cookie Chairs can update three items on this tab.

- Sales Goal – Click on Edit in the section of the Girl Scout updating, enter the package goal, and then Save after making updates.
- Caregiver (parent) email – Click on Edit in the section of the Girl Scout updating, add or update the email, Save after making updates.
- T-shirt size – Click edit and enter a Girl Scouts t-shirt size in advance of Initial Order (IO)reward submission. To avoid last minute messaging with a parent, enter the t-shirt size of a Girl Scout at the beginning of the program so if she earns the IO t-shirt reward, you will already have this information.

Init. Order tab

The Initial Order tab is used to enter and submit the initial orders from Girl Scouts' paper order cards and Digital Cookie (DOC) Girl Delivery orders. This must be completed by the deadline of Tuesday, January 27, 2026, at 11:59 p.m.

- 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 eBudde™ 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.

Uses DOC	Girl			CDON $5.00	Advf $5.00	LmUp $5.00	Tre $5.00	D-S-D $5.00	Sam $5.00	Tags $5.00	TMint $5.00	Exp $6.00	Toff $5.00	Total
✓	Elowyn K.	Order Card	Review Parent IO	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.

- 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.
    - o If no order is submitted from Digital Cookie, the Order Card line will not have a description and zero packages will be listed. The Troop Cookie Chair must manually enter these packages.
    - o 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. Here the line will still show 0 packages, but once the Troop Cookie Chair clicks on the Order Card line the packages will be visible and editable as shown at below. 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 so the original submission can always be verified.
    - o 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 and the main screen will reflect Saved with the packages visible.
    - o If an order needs to be edited again

The parents have submitted an order. As a convenience their values have been pre-loaded into the Order Card column. Choose 'Save' to accept their values or you may override with your own values and then 'Save'.

Product	Order Card	Girl Delivery	Total
Donation $5.00 PIO=0	0	0	0
Adventurefuls $5.00 PIO=6	6	7	13
Lemon-Ups $5.00 PIO=15	15	9	24
Trefoils $5.00 PIO=5	5	4	9
Do-Si-Dos $5.00 PIO=5	5	15	20
Samoas $5.00 PIO=0	0	16	16
Tagalongs $5.00 PIO=0	0	5	5
Thin Mints $5.00 PIO=40	40	8	48
Exploremores $6.00 PIO=10	10	27	37
Toffee-tastic $5.00 PIO=20	20	29	49
Total	101	120	221

even after saved, this can be done. Click on the Order Card line, make the needed changes and click on the Save button.
  - Continue the reviewing and saving process for all Girl Scouts in the troop as needed.
- Once all Girl Scouts are reviewed/edited, the Troop Cookie Chair can enter any additional **packages** wanted for Cookie Booths on the Booth line.
  - GSNI **does** recommend ordering any Toffee-tastics wanted for Cookie Booths as these may not be available at all cookie cupboards. Keep in mind these are typically only average at 3%-4% of total sales.
  - GSNI **does not** recommend over ordering Exploremores. This is not a specialty cookie like Toffee-tastics and cupboards will be fully stocked with this cookie variety. It is anticipated Exploremores will be about 8%-10% of total sales.

Imported		0	0	0	0	0	0	0	0	0		0
Other		0	1	1	0	0	0	6	1	1		10
Last Year (Other)		0	0	0	0	0	0	0	0	0		0
Booth		48	48	48	48	72	60	84	60	24		492
Last Year (Booth)		0	0	0	0	0	0	0	0	0		0
Pkgs. Ordered	5	49	52	54	56	83	72	107	81	25	9	593
Cases To Order		5	5	5	5	7	6	9	7	3		52
Other+Extras-Charity		11	8	6	4	1	0	1	3	11	-9	46

- After all reviews/edits of Girl Scout orders are complete and any additional cookie packages are entered, the Troop Cookie Chair must click on the blue button Submit Troop IO, near the top right corner by the deadline of Tuesday, January 27, at 11:59 p.m. If the Troop Cookie Chair missed reviewing any orders, the warning box at the right will appear. Once a troop's Initial Order is submitted, the Troop Cookie Chair cannot make any additional edits.

Unreviewed Order Warning

You have orders that have not been reviewed. Do you want to continue to submit or review those orders? Click Continue to submit or Cancel to Review those orders.

Cancel   Continue

  - The "Pkgs. Ordered" line will indicate the exact total of cookie packages ordered including Girl Scout paper orders and any additional packages ordered.
  - The "Cases To Order" line will automatically calculate the number of cases that will be ordered for the Troop Initial Order. This may include more total packages than ordered as the troop will receive their order in full cases.
  - The "Extras" line will indicate the number of extra packages that will be received by the troop above their exact order due to receiving the order in full cases.

Delivery tab

The Delivery tab is used for troops to choose a pickup time for their initial order delivery. **Please note, not all service units use this feature in eBudde™.** For service units that do, it will be open starting at 8 a.m. on Saturday, January 31, through Sunday, February 1, at 11:59 p.m. If your troop can only pick up at a specific window during your service unit's delivery time, be sure to login to eBudde™ and sign up at the very beginning of the sign-up window.

Delivery Pickup

Submit

Variety	My Troop
Adventurefuls	13
Lemon-Ups	7
Trefoils	13
Do-Si-Dos	9
Samoas	21
Tagalongs	19
Thin Mints	25
Exploremores	14
Toffee-tastic	4
Troop Total	**125**
Pickup Total including any other pickups	125

Delivery Station and Time
Please choose your Delivery Station

Marley Dog (0153)

You need 2 contiguous slots.

Line: ◄	Over 100	►
8:00am		
8:10am		
8:20am		
8:30am		
8:40am		
8:50am		
9:00am	T91	
9:10am	(T91)	
9:20am		
9:30am		
9:40am		
9:50am		

Who is picking up your cookies?
◉ Someone from my Troop
○ Some other Troop (or my SU)

Will you be picking up for more than one troop?
○ Yes   ◉ No

- During the sign-up window, go to the Delivery tab.
- The number of cases being picked up will be displayed.
- Below the Pickup total, answer the question *Who is picking up your cookies?* You can select *Someone from my Troop* or *Some other troop.*
- Next answer *Will you be picking up for more than one troop?* Answer yes or no. If answered yes, you will need to enter the troop number(s) of the other troop(s). It is important to select your times for multiple troops with this process, so the troops are automatically grouped together.
- The date and times of the delivery station will be shown.
- Select a blank time. eBudde™ may automatically enter your troop number into multiple slots depending on the size of your order and/or if you are picking up for multiple troops. If you are not allowed to select a time, it is likely because multiple time slots are needed and not enough are available.
- Once completed, click on the Submit button near the top center of the page. The system will confirm your submission. You can click on View Confirmation.
- If you do not select a time during the sign-up window, a time will be assigned to you by your SU Cookie Coordinator and they will notify you of that time.
- It is very important that troops arrive on time for their scheduled slot and have enough cars to handle the whole load. See the [Troop Cookie Manual](#) for more details on delivery procedures and [how many cookies will fit in your vehicle](#).

Girl Orders tab

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

- To allocate additional cookies sold by a Girl Scout, click on her name in the troop summary, then click on +Order button and a new page will appear (pictured at right).
- Enter a comment to identify the entry such as DOC girl delivery order, pick up 3/15, or payment.
- Check the Inv. (inventory) box when adding additional packages given to a Girl Scout for additional in-person sales and payments.
- Check the DOC box if the packages given are for a Digital Cookie girl-delivery order.
- Check the Booth box if the packages entered are related to cookie booth sales.
- Enter the packages and/or payment for entry. Click Save. Repeat for the same Girl Scout if needed. Always enter amount paid for the total of packages when allocating for packages sold at a Cookie Booth. The Record a Booth Sale button can also be used to record Booth Sale packages (see page 10).
- This process should be completed throughout the remainder of the cookie program **every time** packages of cookies are given to a Girl Scout for an additional in-person or DOC girl delivery orders.
- If adding only a payment, you may click on the +Pay button instead of the +Order.

View Options

The list of a Girl Scout's orders can get very long, so when viewing a Girl Scout, a sorting feature has been added.

- All Orders – displays all order records for the Girl Scout.
- IO Recap – Shows orders included in the Initial Order only.
- Inventory Items – displays all entries marked as Inv. (inventory) that will be sent to Digital Cookie for parent/Girl Scout inventory management.
- Girl Delivery – lists all Digital Cookie girl-delivery orders (includes delivered, in-hand and pick-up).

- Girl Del. (IO) – shows all Digital Cookie girl-delivery orders that are part of the initial order and included with the initial order delivery.
- Girl Del. (after IO) – shows all Digital Cookie girl-delivery orders placed and parent approved AFTER the initial order and were not part of the initial order delivery.

At the end of the program before submitting final rewards, troops want to be sure all packages sold are allocated to Girl Scouts for credit towards final rewards. Follow the steps above to assign the packages to Girl Scouts. All packages are allocated to Girl Scouts when the Difference line at the bottom of the page has all zeros. If not all packages are sold, a troop may choose not to allocates all packages.

Girl Orders Summary

☐ Show Inactive

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	Totals	Total Due	Paid	Bal. Due
		$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00				
✓		0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓		0	9	2	7	5	8	6	22	2	1	62	$310.00	$310.00	$0.00
✓		0	24	24	24	0	12	0	0	0	0	84	$420.00	$420.00	$0.00
✓		5	17	9	2	23	26	31	29	14	3	159	$795.00	$795.00	$0.00
✓		0	0	0	0	0	12	24	36	12	0	84	$420.00	$420.00	$0.00
✓		0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓		0	9	4	6	5	9	15	22	1	1	72	$360.00	$360.00	$0.00
✓		0	12	11	8	12	18	0	1	0	0	62	$310.00	$310.00	$0.00
✓		0	9	4	4	2	14	7	9	11	2	62	$310.00	$310.00	$0.00
✓		0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓		5	2	3	6	0	0	0	1	1	0	18	$90.00	$90.00	$0.00
	Girl Totals	10	82	57	57	47	99	83	120	41	7	603	$3015.00	$3015.00	$0.00
	Troop Order (Actual pkgs + GOC)	10	86	65	64	56	102	87	118	49	12	649			
→	Difference	0	-4	-8	-7	-9	-3	-4	2	-8	-5	-46			

Sometimes, if the correct variety of packages was not entered somewhere, the difference line may include positive and negative numbers. However, as long as the total represents the number of packages in the troops inventory or zero if all packages are allocated everything is okay.

Record a Booth Sale
Another feature on the Girl Orders tab is Record a Booth Sale. This is another way to allocate cookies sold at a booth sale to Girl Scouts in the troop.

- Click on [Record a Booth Sale]. On the Girl Orders tab or go directly to the Booth Sales tab.
- Click on Record Sale for the booth sale which you would like to record sales and a new screen will appear.
- Enter the total number of packages for each variety of cookie sold at the booth. Enter packages sold for Gift of Caring (donation) ONLY if NOT setting aside packages from inventory to donate as a troop.
- On Digital Cookie Payment, enter total dollar amount of payments received through the Troop Link in Digital Cookie.
- On Digital Cookie Charity Packages, **enter total packages** sold through Troop Link in Digital Cookie.
- Note, if some donation packages were paid in cash and some through Digital Cookie the Gift of Caring field and the Digital Cookie Charity Packages will not match.
- Click Goto Distribute button to take you to another page.

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]

⊙ Becky's Pizza Parlour
Date: 07/23/22 Time: 10:00am 4:00pm
1231 Upas St , San Diego, CA, 92103   [Record Sale]

⊙ Town Center at Cobb
Date: 02/07/23 Time: 11:00am 1:40pm
400 Ernest Barrett Pkwy, Suite 100, Kennesaw, GA, 30144

Booth Sale Recorder

[Cancel] [Revert] [Goto Distribute]

Becky´s Pizza Parlour: 2022-07-23 10:00am

Product	Cash Sales	DOC Sales	Total		Program	Cash Sales	DOC Sales	Total
Adventurefuls $5.00	1	0	1		Gift of Caring $5.00	1	0	1
Lemon-Ups $5.00	1	0	1					
Trefoils $5.00	1	0	1		Total	11	0	11
Do-Si-Dos $5.00	1	0	1		Received	$57.00	$0.00	$57.00
Samoas $5.00	1	0	1		**Digital Cookie Payment** (for orders processed by TroopSite; also included in Total Sale Receipts)			0
Tagalongs $5.00	1	0	1		**Digital Cookie Charity Packages** (for orders processed by TroopSite; also included in Total Sale Receipts)			0
Thin Mints $5.00	1	0	1		Amount is included in Total Sale Receipts above			
S'mores $6.00	1	0	1					
Toffee-tastic $6.00	1	0	1					
Total	9	0	9					

- Click the boxes on the right of a Girl Scout's name if you want them to be included in the distribution (or use the (De)Select All Girls box to select or unselect all Girl Scouts at one time) and click on Distribute or Distribute without Charity (Distr w/o Char). If choosing to distribute without charity, those donation packages will not be included in the distribution to Girl Scouts.

Booth Sale Recorder

Cancel | Distribute | Distr. w/o Char. | Save

Becky´s Pizza Parlour: 2022-07-23 10:00am
Cookie: 7 Spec: 2 C_GOC: 1 T_GOC: 1
Pkgs Sold: 11 ☐ (De)select All Girls

- Ashley E.   6 ☑
- Cindy W.   5 ☑
- Madison D.   0 ☐

- You can also manually key in packages (or make edits from the auto-distribution) for each Girl Scout by clicking on the down arrow to the left of a Girl Scout's name.
- When all edits are completed, click on the Save button to save your entries.

Digital Cookie orders in eBudde™
When you click on a Girl Scout on the Girl Orders tab, you may see lines labeled DOC DLVR, DOC DON, or DOC SHIP with a number (order number) if that Girl Scout has sold cookies through Digital Cookie.

	DOC	Dist	Comment	Inv	Bth	ARCA	$6.00 Advf	$6.00 LmUp	$6.00 Tre	$6.00 D-S-D	$6.00 Sam	$6.00 Tag	$6.00 TMint	$7.00 Exp	$6.00 Toff	TGOC	Total	Total Due	Paid	Bal. Due
🔒	✓	✓	DOC DLVR 12345-4			0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$12.00	$-12.00
🔒	✓		DOC SHIP 12345-5			0	0	0	0	0	0	0	1	3	0	0	4	$24.00	$24.00	$0.00
🔒	✓		DOC DLVR 98765-1			0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$6.00	$-6.00
🔒	✓		DOC DON 98765-1			1	0	0	0	0	0	0	0	0	0	0	1	$6.00	$6.00	$0.00
🔒	✓		DOC SHIP+ 98765-8			5	0	0	0	0	0	5	0	0	0	0	10	$60.00	$60.00	$0.00
🔒			Init. Order *Locked*			0	1	2	0	0	0	0	0	0	0	0	3	$18.00	$0.00	$18.00
			Totals			6	1	2	0	0	0	5	1	3	0	0	18	$108.00	$108.00	$0.00

- Shipped orders will be listed as **DOC SHIP** with the package quantity of each cookie variety, total quantity of packages as well as the total amount due in the Total Due column, amount paid in the Paid column and $0.00 in the Bal. Due column.
  - If an order is for Shipped and Donated cookies, it will be listed as **DOC SHIP+**.
- Donated orders will be listed as **DOC DON** with the total packages in the GOC column as well as the total amount due in the Total Due column, amount paid in the Paid column and $0.00 in the Bal. Due column.
- Nothing needs to be done by the Troop Cookie Chair for the Shipped or Donated orders.
- Parent approved Girl Delivery orders will be listed as **DOC DLVR** and will **NOT** list any package quantities under cookie varieties or total number of cookies. *Only a total amount paid in the Paid column and a credit (negative entry) in the Bal. Due column will be listed.*
- Hand to Customer orders taken through the mobile app will appear in eBudde™ labeled as **DOC INHAND**. *Similar to Girl Delivery orders no package quantities will be listed under cookie varieties and only a total amount paid in the Paid column and a credit (negative entry) in the Bal. Due column will be listed.*
- Troop Leaders have four options to find the specific quantity and types of cookies ordered by the customer that the Girl Scout needs for delivery.
  - **Click on the Girl Scout on the Girl Orders tab (see page 10) and choose Girl Delivery (or Girl Del. (IO) or Girl Del. (after IO)) and find the matching order number. Here you will see the specific packages for this order.** GSNI recommends this method.
  - Go to reports tab and select Girl Delivery – Varieties Only – By Girl report.
  - As a Troop Cookie Chair, login to Digital Cookie to look up the orders.
  - Ask/confirm with the parent.
- Troop Cookie Chairs need to enter into eBudde™ the specific packages of cookies sold and given to the Girl Scout for each Girl Delivery order **AFTER INITIAL ORDER**. This is an **EXTREMELY** important step. **If these packages of cookies are not entered, the Girl Scout's credit of cookie packages sold towards rewards and balance due will be incorrect. Additionally, the troop's inventory of cookie packages will also be incorrect.**

- o Click on Girl Orders tab in eBudde™ and click on a Girl Scout name.
- o Enter quantities/varieties of cookies needed to fulfill the Girl Delivery order(s). (More detailed steps described starting on page 10 under Girl Orders tab.)
- o If eBudde™ does not allow you to add the transaction due to lack of inventory, you will need to order cookies from a Cookie Cupboard (see page 14) or do a Troop-to-Troop Transaction (see page 16). You may also search for cookies from other troops using the Cookie Exchange in eBudde™.
- o DON'T PANIC! Adding these cookie quantities/varieties will NOT duplicate the order or amount of money due! The entry(ies) will be offset by the credit (negative entry) in the Balance Due column.
- o **NEW!** To mark that the packages for a specific Girl Delivery order have been given to a Girl Scout, there is a new Dist column to the right of the DOC column checkmark and to the left of the Comments column with the order specifics. Click here (see red box in graphic above) to mark the packages for this order has been distributed to the Girl Scout to be delivered to the customer.
- Troop Cookie Chairs must also enter specific packages of cookies for In Hand customer orders taken through the mobile app using the procedures listed above.
  - o If a Troop Cookie Chair distributed and recorded in eBudde™ an inventory of unsold cookies for a Girl Scout to sell to people face to face, no additional entries need to be made.
  - o However, if the Troop Cookie Chair distributed unsold cookies to a Girl Scout but DID NOT record in eBudde™ or the Girl Scout used her mobile app at a booth sale, an entry for the specific quantity/varieties of cookies needs to be entered following the steps above.

Distributing packages sold through Troop Link/Site to Girl Scouts in the troop
Troop Links will be available to set up starting on January 6. All packages on the troop link should be distributed to Girl Scouts in eBudde™ before the end of the program for credit towards Girl Scout rewards and overall troop PGA calculation. The Troop Link/Site in eBudde™ does not count as a "Girl Scout" for PGA, however the packages will also not count towards the troop PGA calculation if not distributed to Girl Scouts in the troop.
- Before submitting Final Rewards, go to the Girl Orders tab and click on Troop Site. If there are orders it will look similar to below.
- In this example, there are 2 shipped orders and 1 girl delivered order. The +DOC Payment and +Distribution features will be used to distribute these packages to Girl Scouts.
  - o The +Distribution button will only be visible if there are orders that needs to be distributed.
  - o Orders can be distributed or edited multiple times throughout the season or all at once at the end.

Troop Site

Cancel   **+DOC Payment** ⌄   **+Distribution**

Switch to Girl: **Troop Site** ⌄

DOC	Comment◇	Inv◇	Bth◇	C_GOC◇ $5.00	Rasp◇ $5.00	Advf◇ $5.00	LmUp◇ $5.00	Tre◇ $5.00	D-S-D◇ $5.00	Sam◇ $5.00	Tags◇ $5.00	TMint◇ $5.00	SMr◇ $5.00	Toff◇ $5.00	T_GOC◇ $5.00	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

- To distribute these orders to Girl Scouts in the troop, click on the + Distribute button to see the Distribute screen.
  - The total packages sold is listed as 8, representing the 8 packages sold for shipped orders.
  - 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.
    - eBudde™ will create an editable tow for the distribution so you can see the distribution was completed.

TroopSite Distribute

✓	VBth Dist 2 Ordrs	✓	0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	$-40.00	$-40.00	$0.00

  - Next, the payment for the Girl Delivered order must be balanced **ONLY if not already included with a Booth Recorder entry.**

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 Booth Sale the orders were sold.

Booth Sales

Booth Sale Recorder

  - Enter $20 in the box labeled Digital Cookie Payment.
  - Click Go to Distribute blue button.
  - Distribute all packages sold at the both 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.

13

| | | 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 |

- o If assigning the payment credit for an order to a Girl Scout, at the +DOC Payment drop down menu select a specific Girl Scout. Packages may still need to be assigned to this Girl Scout for this payment.
- 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. Follow the same procedures for the new orders.

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
				$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00				
🔒 ✓	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

Cookie Craver entries on Girl Orders tab

	Comment	Inv		C_GOC	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	Total Due	Paid	Bal. Due
	CC 3/21	✓		0	4	3	6	2	7	4	5	0	0			31	$186.00	$186.00	$0.00
	CC 3/21	✓		0	0	0	0	0	0	0	0	0	0	12	1	13	$78.00	$78.00	$0.00

There is one other type of entry leaders may see for a Girl Scout on the Girl Orders tab that was not entered by the Troop Cookie Chair. These are entries for a Girl Scout's Cookie Craver order.

Cookie Craver orders are brought by the Girl Scout/parent directly to a council cupboard to receive cookies for additional orders after initial order. The cookies are paid for at the time of receiving the cookies from the cupboard, and the GSNI Product Program team enters the transactions into eBudde™ to give credit to the Girl Scout towards total sales and rewards and to the troop for proceeds and payment received. Similar to the screen shot above, in the comment section the order will be listed as CC and the date the Girl Scout received the cookies. The cookies will also show as paid. No cookie packages need to be distributed to the Girl Scout and no money needs to be collected for these orders.

Transactions 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.

Additional cookies may be needed for booth sales, to fulfill Digital Cookie girl delivery orders (after Initial Order) or for any additional orders Girl Scouts in the troop receive from customers after initial order.

Initial Order Transaction

After the troop's initial order is submitted, it will appear on the Transaction tab labeled Init. Del. and the line will be grayed out. All other ordering or exchanging of cookies is completed on the Transaction tab after the Initial Order.

Troop Transactions and Pending Orders

The transaction tab will also list all additional transactions of cookies from a cupboard or another troop.

<u>View Options</u>
Sometimes the list of transactions can get very long, so a sorting menu is available.

- All – Lists all types of transactions and packages received which the troop is responsible for.
- DOC – This shows totals for all Digital Cookie shipped orders. These records are locked and cannot be edited. Please note, these are listed in bulk. The number before DOC is the number of DOC shipped orders and the packages listed are for the packages are the totals for all the shipped orders. To see details of all orders, click on the box by Exp. Doc Orders.
- Ready for Pickup – Orders ready to be picked up at the scheduled time. This is only applicable if using contactless pickup.
- Pending – Orders that have been placed by a troop at a cupboard but are not ready to be picked up yet.

Transactions ⊘

Receipt	Type	Date⬦	2nd Party	Pickup⬦	Line⬦	Advf⬦	Lmup⬦	Tre⬦	D-S-D⬦	Sam⬦	Tags⬦	Tmint⬦	Exp⬦	Toff⬦	Total
VII000	normal	09/25	T112	09/22		2	0	2	0	5	0	0	0	3	12
6JI000	normal	09/25	C700	09/25		0	12	0	0	24	0	0	24	0	60
DII000	normal	09/22	C725	09/23		12	0	0	0	0	0	24	24	0	60
Init. Del.		09/17	--			252	228	252	240	432	360	432	372	108	2676
2 DOC shipped orders	normal	08/31	C999			0	0	0	0	0	0	0	9	0	9
On Hand						266	228	254	240	437	360	456	405	111	2757
Pending (Cupd Orders)						0	12	0	0	24	0	0	24	0	60
After Pending						266	240	254	240	461	360	456	429	111	2817

Exp. Doc Orders □   View Info □   All ⌄   +Add

<u>Navigating the Transaction tab</u>
- Receipt – This is the label for the transaction. It may be Init. Del., an auto-generated receipt number indicating a cupboard order, a receipt number with CC for a Cookie Craver Order, DOC Digital Cookie shipped order(s), or EXC or RTN indicating an exchange and return orders at a cupboard.
- Pending – If there is a yes in this column, this means the order placed is still pending at the cupboard and is NOT ready to pick up yet. If the pending column is blank for a transaction, the order is ready for pick up at the scheduled time.
- Type – This is a reference for council.
- Date – This is the date of the transaction.
- 2nd Party – This is from where the cookies are received. A "C" with a number indicates the cupboard number. A "T" with a number indicates the troop from which the cookies were given/received.
- Pickup – This is the date the transaction was or is scheduled to be picked up.
- The next 9 columns indicate the # of packages of each variety of cookie ordered or exchanged for the transaction. Positive or negative numbers here indicate whether the packages were received (positive) or removed (negative).
- Total – The total number of packages of cookies ordered or exchanged for the transaction.
- View Info – check this box at the top of the chart to see additional details regarding who created and processed transactions.

Placing an Order from a Cupboard

- Click **+Add** near the top right center of the screen. New boxes will come up (see right).
- The current Date and Receipt # will automatically populate.
- The type selected should be left as normal.
- The 2ⁿᵈ party selected is cupboard.
- Choose a cupboard from which you want to pick up the order from the Select Location drop-down menu. Hours, address, and messages will be displayed.
- Click on the Date and Time boxes and choose a pickup date and time. Be aware, you must choose a date or time when the cupboard is open. For volunteer cupboards by appointment only, enter a preferred date and time and this may be adjusted once you have communicated and confirmed with the cupboard manager.
  - Council Cupboards will require a time selection based on available times.
- Enter the quantity of cases and/or packages of each variety of cookie you want to order. There is no minimum order. Packages may be ordered individually or by case.
- Contact information will be automatically entered based on the user logged in and entering the order. Additions or changes can be made to this field if necessary.
- **Click Save**.
- The order should now be listed on the transaction tab as pending.

Exchanging Cookies from a Cupboard

Cookies may **not** be returned to a cupboard but may be exchanged (individual packages or cases, no minimums) for another variety. When entering an exchange order, place the order following the steps above. In the Contact Info box, above your contact information, type RETURNING and list the variety/number of packages of cookies returning. This quantity must equal the total number of cookie packages ordered.

Damaged packages may be brought to any cupboard for a replacement of the same cookie variety. No entry is needed in eBudde.

Entering a Troop-to-Troop transaction

This type of transaction is necessary when packages of cookies are exchanged between troops. By entering a transaction for this exchange, the appropriate Girl Scout/troop selling the cookies receives credit towards rewards and proceeds and collects the money.

- Make arrangements with another troop to receive cookies. Information on troops that have cookies available can be found on the Cookie Exch tab.
- The troop RECEIVING or adding the cookies to their inventory enters the transaction in eBudde™ by going to the Transaction tab and clicking on **+Add**. A screen like this will appear.

- Follow the steps to place an order with a few changes.
  - Type should remain normal.
  - 2nd party should be changed to Troop.
  - Enter the troop number of the troop GIVING the cookies (**not** the troop number receiving the packages and entering the transaction).
  - Select the appropriate number and variety of cases/packages of cookies that are being transferred.
  - In this example Susie's troop is receiving 9 packages of Adventurefuls from troop 1234.
  - Click Save.
- When the cookies are actually changing hands, confirm the cookies transferred match what has been entered. This is VERY important for inventory and financially tracking.
- In this example, Susie's troop is now responsible for selling and collecting payment for these additional packages of cookies. Troop 1234 is no longer financially responsible for these packages of cookies.

Add Transaction

Cancel   Save

Time & Place

Date: 12/29/2025

Receipt: LPI000 [#]

◉ Normal ○ Booth ○ Adjustment ○ Return

◉ Troop ○ Service Unit ○ Cupboard

1234

Pickup

Date: ____ Time: ____

Contact Info

Susie Snowflake
ss@gmail.com

Cookie Order

◉ Add Product ○ Remove Product

Product	Cases	Packages
Adventurefuls	0	9
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
Exploremores	0	0
Toffee-tastic	0	0
Totals	**0**	**9**

Cookie Exch tab

The Cookie Exchange tab allows troops to post and see what extra cookies are available to exchange between troops in their service unit. As troops start to post extra cookies available, the screen for this tab will look similar to the snap-shot here with numbers of packages listed by Total: for each cookie variety.

Entering and updating extra cookies available to exchange

- Enter the quantities of packages of cookies your troop has available to exchange in the packages listed under each cookie variety at the top. Click Inc. my phone number if desired. Click Update Pkgs to Exchange.
- As the extras available changes (because you already exchanged with another troop or your troop was able to sell), update the extra cookies available by entering new numbers and click on Update Pkgs to Exchange. This will overwrite the previous submission. You can also click on Remove My Offerings if you no longer have any cookies to exchange.
- It is VERY important to keep this information up to date so troops looking for cookies are viewing accurate information, and you are not being contacted by other troops for cookies that are no longer available.

COOKIE EXCHANGE ❓

Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange.
The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply **Remove My Offering**

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	Exploremores	Toffee-tastic	☐ Inc. my phone number
0	0	0	0	0	0	0	0	0	**Update Pkgs to Exchange**

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

⊙	ADVENTUREFULS	Total:	0
⊙	LEMON-UPS	Total:	0
⊙	TREFOILS	Total:	0
⊙	DO-SI-DOS	Total:	0
⊙	SAMOAS	Total:	0
⊙	TAGALONGS	Total:	0
⊙	THIN MINTS	Total:	0
⊙	EXPLOREMORES	Total:	0
⊙	TOFFEE-TASTIC	Total:	0

<u>Viewing what cookies are available from other troops and making the exchange.</u>
- Click on the arrow next to the variety of cookies you are interested in receiving to expand the list.
- You will see a list of the troops with the cookies available with the date posted, quantity available, first name of the contact and their email (and phone number of chosen to share).

	ADVENTUREFULS						Total: 62
08/06/25	Troop: 447	Advf:	5 AK	aktest@chris.lbb.com	(907)111-4444		Wasilla
08/06/25	Troop: 717	Advf:	50 AK	aktest@chris.lbb.com	(907)111-4444		Gustavus
08/06/25	Troop: 23032	Advf:	7 AK	aktest@chris.lbb.com			Gustavus

- Contact the troop contact to confirm if the cookies are still available and arrange for an exchange. No money should be exchanged.
- Once arrangements have been confirmed for the transfer of cookies between two troops it is **very important** to complete the next two steps!
  o The troop **receiving** the cookies **must** go into eBudde™ and enter a troop-to-troop transaction (see page 16).
  o The troop giving the cookies must update the cookies available on the Cookie Exch tab (see page 17).

Rewards tab
Initial and Final Rewards are submitted using this tab.
- Initial Rewards must be submitted by Tuesday, January 27, at 11:59 p.m.
  o Recommend obtaining t-shirt sizes from every Girl Scout in the troop in anticipation of earning the reward and entering on the Girl tab to avoid last minute selection.
- Final Rewards must be submitted by Wednesday, March 12, at 11:59 p.m.

There are three buttons for each reward type – View, Fill Out and Girl Rpt.

Initial Rewards Order	View	Fill Out	Girl Rpt
Final Rewards Order	View	Fill Out	Girl Rpt

- View – This displays the total number of rewards earned for each Girl Scout and the total of each reward earned for the troop.
- Fill Out – This is where reward choices are selected and booth and volunteer patches may be ordered.
- Girl Rpt – Clicking on this button will generate an Excel document listing each Girl Scout and all rewards she earned. This is very helpful when sorting rewards for distribution and can be used to verify and have parents sign-off on rewards received.

GIRL ORDERS:

Edit All
Becky H. receives 0 reward(s)
Cindy W. receives 5 reward(s) (size/catalog selection done)
Patty W. receives 4 reward(s)
Rebecca H. receives 6 reward(s) (size/catalog selection done)
Sidney C. receives 0 reward(s)

TROOP ORDER: **PGA Selling: 327.0000**

Box Level	Quantity	Reward
0	1	Bracelet (25 C_GOC pkgs)
	0	Bandana (50 F_GOC pkgs)
	1	Duffle Bag (55 booth pkgs)
100	0	100+ Bar
150	3	150+ Patch
175	3	Fashion Crate
200	3	200+ Bar
500	2	500 Choice (pick 1)
		2 Wallet
		0 Wrist Pocket
		0 Fashion Crate
600	2	Amazing T-Shirt (Shirt Type)
		0 YM
		0 YL/AS
		2 AM
		0 AL
		0 AXL
		0 A2XL
		0 A3XL
75	5	Cupcake Notepad
1000	0	Special Dough
2000	0	iPad
3000	0	3000 Choice (pick 1)
		0 Tech Case
		0 Travel Cat Case
		0 Laptop
50	0	Rally Patch (no more than 2)

Cancel   Submit Reward Order

Initial Order Reward
- Packages sold by Monday, January 26 (and parent approved if a Digital Cookie girl delivery order) and included in the Initial Order are counted towards earning the Initial Order Reward.
- Click on the Fill Out button next to Initial Rewards Order.
- Verify all Girl Scouts earning the reward are listed.
- If the Girl Scout's t-shirt size was not filled in on the Girl tab in advance and you see (size/catalog selection needed). Click on the Girl Scout name and select the appropriate shirt size. Click Submit Girl Order.
- **Do not** submit early to allow for all packages sold to qualify towards the reward.
- Once all sizes are entered, click Submit Reward Order at the bottom by deadline.
- Once rewards are submitted, the Fill Out button will be gone.
- If a mistake is made or a change is needed after submitting, contact your Service Unit Cookie Coordinator.

<u>Final Rewards</u>
- Rewards earned by each Girl Scout will be automatically generated by eBudde™.
- **After** the troop has completed all sales and **after** all cookie packages have been allocated to Girl Scouts on the Girl Orders tab, click on Fill Out next to Final Rewards.
- If a selection needs to be made for a Girl Scout, you will see (size/catalog selection needed) in red. Once it is completed the message (size/catalog selection done) will be in green.
- To get the information needed to enter,
  - Contact the Girl Scout/parent.
  - Review the report in Digital Cookie where Girl Scouts can make selections. Please note: the selections made in Digital Cookie by a Girl Scout **do not** automatically transmit to eBudde™, but can be a handy tool to get the information so it is good to encourage Girl Scouts to enter.
- If you are ready to make edits to ALL Girl Scouts, you can click on "Edit All" at the top of the list of Girl Scouts. This can ONLY be done once, so don't use if you don't have all the information you need.
- Otherwise, make edits by clicking on each Girl Scout with a red message. Save for each Girl Scouts as completed.
- Scroll to the bottom of the screen and entered how many booth patches and volunteer patches are needed. There is no additional cost for these patches, but they must be ordered/entered to receive. A maximum of 5 volunteer patches can be ordered.
  - Note: To earn the Gift of Caring patch, a Girl Scout must have 18+ packages listed in the GOC column and eBudde™ automatically generates. This patch is not ordered by the Troop Cookie Chair.
- Once all edits are done, click on Submit Reward Order in the box at the bottom of the screen.
- Once rewards are submitted, the Fill Out button will be gone.
- If a mistake is made or a change is needed after submitting, but within 1 day of the submission deadline, contact your Service Unit Cookie Coordinator to un-submit the rewards so you can make the changes and submit again or so they can make the necessary changes for you.

Booth Sales tab

There are two types of booth sites.

- Council Booth – Council Booth sites are defined as a merchant location with multiple opportunities which are secured and entered into eBudde™ by GSNI staff. These sites will include, but not limited to, Walmart, Walgreens, Ziegler's Ace Hardware, and other are high-traffic locations such as local food chains.
- Troop Booth – Troop Booth sites are defined as a merchant location where a volunteer secures a location suitable for a troop booth sale and is **not** listed as a Council Booth site. Some examples of Troop Booth sites are banks, churches, or other small businesses.

The Find Free Slots button will allow you to enter specific criteria to filter booth sites available. Current signups will be listed on the page or can be emailed to yourself (the person logged into eBudde™).

<u>Reserving a Council Booth site</u>
- Click on Sign up for a Council Booth
- Select a city.
- 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.
- 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.

First Booth Sale sign up for Council Booth sites
- Wednesday, January 21 (6 a.m.)—Sunday, January 25 (11:59 p.m.).
- Troops may only sign up for three sites. Each site must be a different type of retailer.

Second Booth Sale sign-up for Council Booth sites
- Monday, January 26 (6 a.m.)—Sunday, March 9.
- Troops may sign up for a maximum of 15 sites at the same type of retailer. No limits on total number of sites.

Booth Site Waitlist Notification in eBudde™
Troops will have the opportunity to be notified if a scheduled booth site date/time becomes available due to a troop cancellation.
- Move the "Email me if slots open" toggle to on.
- eBudde™ will then send you an email if one or more of the slots become open.
- Remember, this is a first come, first serve format to signing up for the released slot. There may be several troops that have requested notifications. There is a possibility that another troop could get into eBudde™ faster and claim the open slot.

Reserving a Troop Booth site
- After receiving permission from the business owner/manager or property owner, you must enter the Troop Booth site into eBudde™ here to receive approval from council.
- Click on **Add / Edit a Troop Booth** on the Booth Sales tab.
- Click on **+Add**.
- Enter all the information pertaining to the booth site: Business Name, address, city, state, zip, and date/time of booth. It is **required** that the full address (not just corner of Main Street and Route 20) be entered or your request will be denied by council.
  - Cookie Stand or "lemonade stand style" booths are allowed. When planning please consider traffic safety and personal safety as booth addresses are listed on the Cookie Finder. We recommend labeling these as Cookie Stand booths instead of listing a name or labeling as a residence or driveway. Same as "traditional" booths, these must be at designated dates/times and Girl Scouts must be present.
- Click Save.
- Troop Booth requests are generally approved within 3 business days. If there is a conflict or question about the type of business, council will contact you or deny the request.
- In general, requests will only be denied if the full address is not provided, the location is not appropriate, or another troop requested the same location and time before your troop. A location is considered inappropriate if the Girl Scout cannot legally patronize the business or if there is a safety concern.

See **Girl Orders tab** and Record a Booth Sale on page 10 for instructions on recording a booth sale.

Payments tab

This tab, previously labeled Deposits tab, only provides information to troops. Nothing can be entered by troops here. Payments received from Girl Scouts must be entered on the Girl Orders tab.

Troop Payments

The Payments tab will reflect payments for all Digital Cookie orders, labeled DOC Bank. These payments will be listed in bulk with the total number of orders and total money listed. Click on the Expand DOC Payments to see details of each order.

Also, payments for all Cookie Craver orders will be listed here with the Resource Center listed as the bank and CC and the Girl Scout's name in the Ref. Number column.

Sales Report tab

The Troop Sales Report which is found on this tab can be **very** helpful to troops. This report represents a final accounting of all cookies sold by the troop. It details all cookies sold including Initial Order, any additional orders, Digital Cookie sales (DOC) and Gift of Caring (donation) sales.

Per Girl Average (PGA) for Girl Scouts selling and additional proceeds tiers are also listed on this report.

You can change the report to be listed in cases instead of packages, print the report or show as a PDF.

Reports tab

The reports tab provides troops with many useful reports to use throughout the Cookie Program and many can be viewed in Excel spreadsheet (XLSX) and/or PDF format.

Initial Cookie Order Reports
This pickup sheet is the "bubble sheet" displaying the total cases of each variety of cookie to be picked up at initial order delivery. Parent IO provides a report of what the parent entered in Digital Cookie for the Girl Scout's order card. Girl IO is a summary of all the Girl Scouts in the troop initial orders.

Cupboards
This report will provide a list with address of all cupboards for the council. This includes council cupboards at resource centers and volunteer cupboards.

Delivery Stations
This report details the address and time of your assigned service unit delivery location.

Booth Reports
These display current booths and packages sold at a booth if you used the booth recorder to enter into eBudde™.

Reward Reports
These reports provide a list of what each Girl Scout earned or a list of the totals rewards a troop is receiving.

GOT Reports
These are reports of actions taken on the Girl Order Tab (GOT).

DOC Reports
Specifically, the **DOC Orders by Girl and the Girl Delivery-Varieties Only-By Girl** can help Troop Cookie Chairs determine packages of cookies needed to enter for Girl Delivery online orders.

Help Center tab

There are many useful resources on the Help Center tab. Under Managing your Sale, troops will find descriptions of all the tabs in eBudde™ and Microburst Training Videos. GSNI resources are available on GSNI website at www.girlscoutsni.org/cookieresources.