



2025 Cookie Program

Virtual MicroTraining
January 14, 2025





**Welcome
and Thank you!**





AGENDA



1. Initial Order Submission
 - a) Troop Cookie Chair login to eBudde
 - b) Parent Steps
 - c) Troop Steps
2. Council Cookie Booth sign-up
 - a) Council Booth vs. Troop Booth
 - b) First Round, Second Round
3. 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
4. Questions



Purpose of Training

Virtual MicroTrainings

All trainings will be held at 12-1 p.m. and 7-8 p.m.

Tuesday, January 14

- Initial Order submission
- Council Cookie Booth sign-up
- Other upcoming deadlines

Tuesday, February 4

- Troop Links
- Cookie Booths
- Cookie Cravers
- Allocating Cookies

Tuesday, February 25

- Girl Delivery orders after Initial Order
- Allocating Cookies
- End of season tasks

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

Emails sent to volunteers and parents.





Initial Order

Initial Order

- Initial Order ends Sunday, January 19
- Includes all paper order card orders entered in eBudde and Digital Cookie girl delivery orders received and parent approved by January 19.
- 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

Sales Goal: 50
T-Shirt Size: YS
Registered: **yes**

Grade: 12
Inactive: **no**
DOC Eligible: **yes**

Caregiver: blakeemerton@bellsouth.net
DOC Emails:
GSUSA ID: TEMP799...4311796

Cindy Wright

Sales Goal: 0
T-Shirt Size: YS
Registered: **yes**

Grade: 6
Inactive: **no**
DOC Eligible: **yes**

Caregiver:
DOC Emails:
GSUSA ID: TEMP799...4311798

Madison Denman

Sales Goal: 0
T-Shirt Size:
Registered: **yes**

Grade: 12
Inactive: **no**
DOC Eligible: **yes**

Caregiver: mdenman22@aol.com
DOC Emails:
GSUSA ID: 103728992

Becky Wright

Sales Goal: 0
T-Shirt Size: --
Registered: **yes**

Grade: 2
Inactive: **yes**
DOC Eligible: **yes**

Caregiver:
DOC Emails:
GSUSA ID: TEMP799...4311797

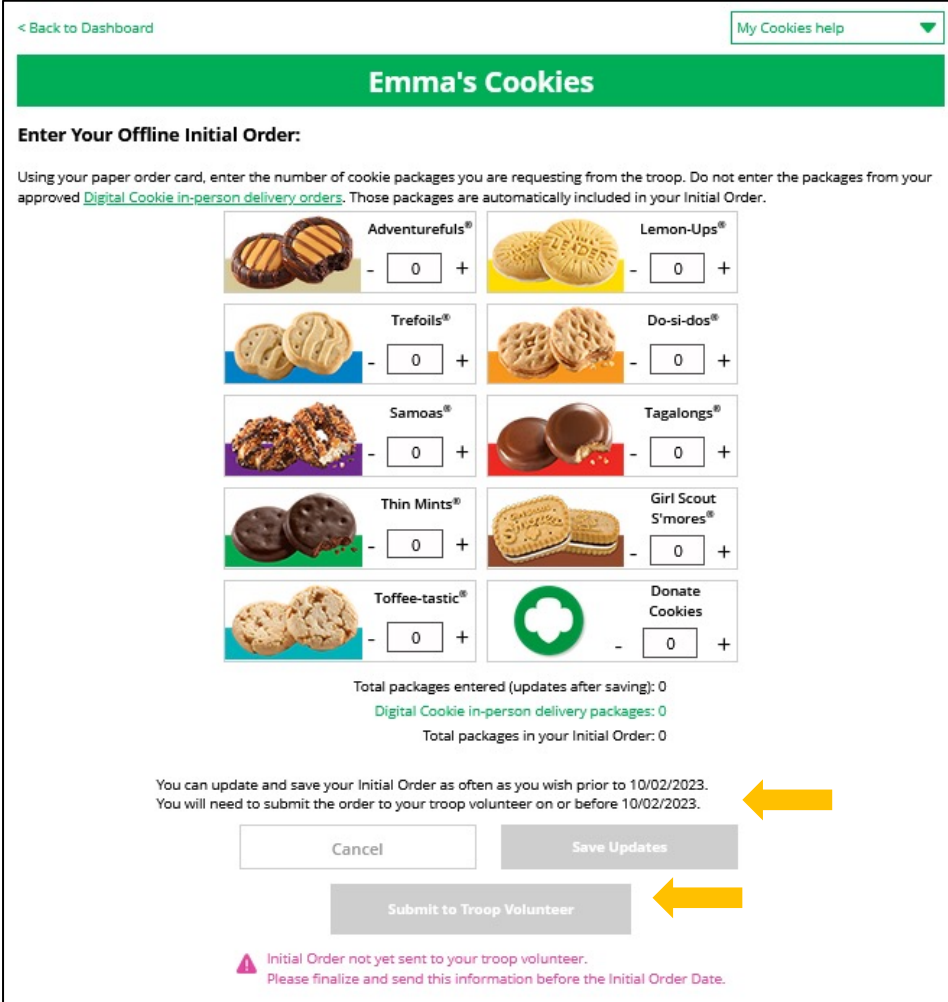


Initial Order submission—Parent Steps

Parents/Girl Scouts can enter their paper order card packages into Digital Cookie on the My Cookies tab by the deadline of Sunday, January 19. 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 19 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		ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	TGOC	Total
✓	Addison B	Order Card												
		DOC Girl Del.												
		Total Order												

Needs Review

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	<input type="text" value="0"/>
Adventurous \$ 5.00 PIO=10	<input type="text" value="10"/>
Lemon-Ups \$ 5.00 PIO=7	<input type="text" value="7"/>
Trefoils \$ 5.00 PIO=4	<input type="text" value="4"/>
Do-Si-Dos \$ 5.00 PIO=8	<input type="text" value="8"/>
Samoas \$ 5.00 PIO=12	<input type="text" value="12"/>
Tagalongs \$ 5.00 PIO=6	<input type="text" value="6"/>
Thin Mints \$ 5.00 PIO=24	<input type="text" value="24"/>
S'mores \$ 5.00 PIO=20	<input type="text" value="20"/>
Toffee-tastic \$ 5.00 PIO=1	<input type="text" value="1"/>
Troop GOC \$ 5.00 PIO=0	<input type="text" value="0"/>
Total	92



Initial Order submission – Troop Steps

- Once all Girl Scouts are reviewed/edited, the Troop Cookie Chair can enter any additional **packages** wanted for Cookie Booths on the Booth line. Keep in mind, 50% payment of all cookie packages received on Initial Order are due at the First Sweep.
- Recommended to order any S'mores or Toffee-tastics wanted for Cookie Booths.
- Not recommended ordering additional packages other than what is needed for the first and second weekend of booths to ensure the troop has the funds needed for the First Bank Sweep on Wednesday 2/19.
- Click on Submit Troop IO blue button when done and by deadline of Monday, January 20 at 11:59 p.m.

	Imported	0	0	0	0	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	0	0	0	0	
	Last Year (Other)	0	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	




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 22 @ 6 a.m.-Sunday, January 26 @ 11:59 p.m.
 - Three sites, three different retailers
 - Second Round
 - Monday, January 27 @ 6 a.m.-Sunday, March 9
 - 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



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	
			Fri Mar 03 2023 4:00pm - 7:00pm	



Other Important Dates and Deadlines



Sunday	Jan. 19	<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.
Monday	Jan. 20	<ul style="list-style-type: none"> Troop Cookie Chair enters/reviews Girl Scout orders in eBudde™ and submits Troop Initial Order. Troop Cookie Chair locked out of eBudde™ at 11:59 p.m. for Initial Order SUBMIT. 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™.
Monday-Wednesday	Jan. 20-22	Pause in transfer of online orders from Digital Cookie to eBudde™. Monday through approximately 5 p.m. on Wednesday.
Wednesday-Sunday	Jan. 22-26	Council Booth first round sign-up through eBudde™ begins at 6 a.m. Wednesday through 11:59 p.m. Sunday.
Thursday	Jan. 23	Digital Cookie Troop Links will be live in Digital Cookie.
Saturday-Sunday	Jan. 25-26	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.
Monday	Jan. 27	<ul style="list-style-type: none"> Council Booth second round sign-up through eBudde™ begins at 6 a.m. Troops may begin entering Cookie Cupboard orders in eBudde™.
Thursday-Monday	Jan. 30-Feb. 3	Delivery of cookies to troops (date varies by SU).



Questions?





GSNI Product Program Team & Vendor Contacts

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Nicole Murphy, Director of Revenue
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GSNI Product Program Team
cookies4you@girlscoutsni.org
Cookie Hotline 847-214-9295
(during regular business hours)

GSNI Customer Care
(for membership, finance-related or general questions)
customercare@girlscoutsni.org
844-476-4463
(during regular business hours)

Little Brownie Baker Customer Service
(for cookie quality concerns)
800-962-1718

Digital Cookie
Technical Support & Customer Order Support
<https://digitalcookie.girlscouts.org/help/customer>



Thank you!



EMBRACE POSSIBILITY

and have an amazing
2025 Cookie Program!