



2025 Cookie Program

Virtual MicroTraining
February 25, 2025



girl scouts 
of northern illinois



**Welcome
and Thank you!**





AGENDA



1. Girl Orders tab – Allocating cookies
 - a) Girl scout view
 - b) Digital Cookie girl delivery orders
 - c) Entering a +Order
 - d) Booth Recorder
 - e) Distributing packages from Troop Link
 - f) Cookie Craver entries
2. Submitting Rewards
3. Gift of Caring Opportunity
4. Schedule review – Extending Cookie Program
5. Promotions
6. Questions



Trainings and Resources

Virtual MicroTrainings

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

Tuesday, February 25

- Girl Orders Tab
- Allocating Cookies
- Submitting Rewards
- Season extension
- Promotions

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.



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
✓		0	0	0	0	1	2	4	4	1	0	12	\$60.00	\$90.00	\$-30.00
✓		8	21	17	19	18	57	45	70	16	14	285	\$1425.00	\$1475.00	\$-50.00
✓		0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	\$-20.00
✓		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	56	34	879	\$ 4395.00	\$ 4515.00	\$ -120.00
Troop Order (Actual pkgs + GOC)		29	808	375	358	537	1133	924	1850	450	258	6520			
Difference		0	-543	-330	-317	-454	-978	-796	-1605	-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.

Cancel

+Order

+Pay

+DOC Payment

Switch to Girl:

All Orders

doc	Comment	Inv	Bth	GOC	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	DOC DLVR 86799450			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	\$-20.00
	Init. Order *Locked*			0	2	0	0	0	0	0	1	1	0	4	\$20.00	\$0.00	\$20.00
✓	DOC DLVR 87285656			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	\$-30.00
✓	DOC DLVR 89003748			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$35.00	\$-35.00
✓	DOC DLVR 89019032			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$50.00	\$-50.00
✓	DOC DLVR 89019425			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$20.00	\$-20.00
✓	DOC SHIP 89077974			0	0	2	2	2	3	0	3	1	2	15	\$75.00	\$75.00	\$0.00
✓	DOC DLVR 89057668			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	\$-30.00
✓	DOC SHIP 90350184			0	0	0	0	0	2	2	0	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC orders after IO			0	3	1	5	5	10	2	4	1	2	33	\$165.00	\$0.00	\$165.00
Totals				0	5	3	7	7	15	4	8	3	4	56	\$280.00	\$280.00	\$0.00

See eBudde Troop Manual for more detailed instructions.

Using the Girl Orders tab

Here are the package details after changing All Orders drop down to Girl Del (after IO).

Cancel

+Order

+Pay

+DOC Payment

Switch to Girl:

Isabella N.

Girl Del. (after IO)

DOC	Comment	Inv	Bth	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	DOC DLVR 87285656				1	0	1	0	2	0	2	0	0	6			
✓	DOC DLVR 89003748				1	1	2	0	2	0	0	0	1	7			
✓	DOC DLVR 89019032				0	0	0	4	4	0	2	0	0	10			
✓	DOC DLVR 89019425				0	0	1	0	1	1	0	1	0	4			
✓	DOC DLVR 89057668				1	0	1	1	1	1	0	0	1	6			
Totals					3	1	5	5	10	2	4	1	2	33			

Here are the package details after changing All Orders drop down to Girl Del (after IO).



Using the Girl Orders tab

- Enter comment and cookie packages for the girl delivery order(s) and click Save.
- Click the INV little box.
- Do Not enter paid amount if packages for DOC DLVR orders. Enter paid amount if money has been received for these packages.
- You will see the line added to the Girl Scout you just entered.

DOC #999999999

☐ DOC ☒ Inv ☐ Booth

Product	Packages
Gift of Caring \$ 6.00	<input type="text" value="0"/>
Adventurefuls \$ 6.00	<input type="text" value="0"/>
Lemon-Ups \$ 6.00	<input type="text" value="03"/>
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

Financials	
Total Due	\$ 48.00
Paid	<input type="text" value="0"/>
Bal. Due	\$ 48.00

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



Using Booth Recorder on Girl Orders tab

Cancel

Go to Distribute

Jewel - Osco:

Product	Packages
Adventurefuls \$ 5.00	<input type="text" value="21"/>
Lemon-Ups \$ 5.00	<input type="text" value="14"/>
Trefoils \$ 5.00	<input type="text" value="14"/>
Do-Si-Dos \$ 5.00	<input type="text" value="41"/>
Samoas \$ 5.00	<input type="text" value="37"/>
Tagalongs \$ 5.00	<input type="text" value="52"/>
Thin Mints \$ 5.00	<input type="text" value="102"/>
S'mores \$ 5.00	<input type="text" value="22"/>
Toffee-tastic \$ 5.00	<input type="text" value="3"/>
Total	306

Program	Packages
Gift of Caring \$ 5.00	<input type="text" value="0"/>
Total Packages Sold	306
Total Sale Receipts	\$1530.00

TroopSite	Amount
Digital Cookie Payment (for orders processed by TroopSite; also included in Total Sale Receipts)	<input type="text" value="40"/>
Amount is included in Total Sale Receipts above	



Using Booth Recorder on Girl Orders tab

Assigning packages to Girl Scouts.

- Use the Distribute button
- Adjust manually

Booth Sale Recorder

Jewel - Osco

Advf: 21 LmUp: 14 Tre: 14 D-S-D: 41 Sam: 37 Tags: 52 TMint: 102 SMr: 22

Toff: 3 GOC: 0

Pkgs Sold: 306 ☒ (De)select All Girls

<input checked="" type="checkbox"/>	C [redacted]	0	<input type="checkbox"/>
<input checked="" type="checkbox"/>	[redacted]	0	<input type="checkbox"/>
<input checked="" type="checkbox"/>	[redacted]	0	<input type="checkbox"/>
<input checked="" type="checkbox"/>	[redacted]	0	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Z [redacted]	306	<input checked="" type="checkbox"/>



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

Buttons: [Cancel](#) [+DOC Payment](#) [+Distribution](#)

Switch to Girl: [Troop Site](#)

DOC	Comment	Inv	Bth	C_GOC	Rasp	Adv	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

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.

- The +Distribution button will only be visible if there are orders that needs 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 checked="" type="checkbox"/> Jade C.	2 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Quinci S.	1 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Julia B.	1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Suzie A.	1 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Kelsey J.	1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Tori C.	1 <input checked="" type="checkbox"/>
<input checked="" 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	<input type="text" value="8"/>	Gift of Caring \$ 5.00	<input type="text" value="0"/>
Lemon-Ups \$ 5.00	<input type="text" value="8"/>	Troop GOC \$ 5.00	<input type="text" value="0"/>
Trefoils \$ 5.00	<input type="text" value="8"/>	Total	72
Do-Si-Dos \$ 5.00	<input type="text" value="8"/>	Received	\$360.00
Samoas \$ 5.00	<input type="text" value="8"/>	TroopSite	Amount
Tagalongs \$ 5.00	<input type="text" value="8"/>	Digital Cookie Payment (+DOC Payment)	<input type="text" value="20"/>
Thin Mints \$ 5.00	<input type="text" value="8"/>		
S'mores \$ 5.00	<input type="text" value="8"/>		
Toffee-tastic \$ 5.00	<input type="text" value="8"/>		
Total	72		

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
✓	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	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	Comment	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 Troop Manual to review these procedures again.



Cookie Cravers entered on Girl Orders tab

Cancel

+Order

+Pay

+DOC Payment

Switch to Girl:

All Orders

DOC	Comment	Inv	Bth	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
	Init. Order *Locked*			0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	CC 2/15	✓		0	4	2	1	2	1	1	8	0	0	19	\$95.00	\$95.00	\$0.00
	CC 2/21	✓		0	0	2	1	1	1	3	3	0	0	11	\$55.00	\$55.00	\$0.00
	Totals			0	4	4	2	3	2	4	11	0	0	30	\$150.00	\$150.00	\$0.00



Submitting Rewards

- Settings
- Girls
- Init. Order
- Delivery
- Girl Orders
- Transactions
- Cookie Exch
- Txn Pickups
- Rewards

Troop Rewards Order Forms

Final Rewards Order

View

Fill Out

Girl Rpt

View when click on Rewards tab (above)
View when click on Fill Out (right)
Scroll to bottom when on Fill Out button (below)
Deadline: Wednesday, March 26 @ 11:59 p.m.

18

0

Patch, Booth Sale

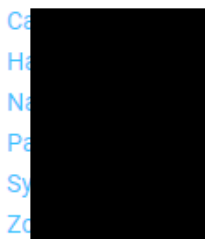
0

Patch, Vounteer (no more than 5)

Cancel

Submit Reward Order

Edit All Below



receives 0 rewards
receives 0 rewards
receives 3 rewards
receives 8 rewards
receives 1 reward
receives 15 rewards (size/catalog selection needed)

TROOP ORDER:		
Box Level	Quantity	Reward
DOC 72	0	Patch, Cookie Tech
GOC 18	0	Patch, GOC (18 GOC pkgs)
24	4	Patch, Theme
60	3	Charm Patch
	3	Charm, Own Your Magic
100	0	Bar, 100+
	2	Playing Card Set, DIY
	2	Charm, Stand
160	2	Patch, Action
	2	Magical Marker
200	1	Bar, 200+
215	1	Plush, Axolotl
	1	Patch, 2024



Gift of Caring Opportunity

GSNI encourages troops to delivery Gift of Caring (GOC) cookies.

- Donate packages sold and collected by the troop.
- Pick up donation cookies from council.
 - By appointment, April 8-10
 - Council Cupboards only.
 - Varieties based on what is available.
 - Email cookies4you@girlscoutsni.org to schedule an appointment.
- Donate to First Responders, essential businesses, teachers/schools, service organizations, etc.
- Complete the entry form by Monday, April 14, for Girl Scouts in the troop to receive the Cookie Bundle charm.





Super Seller-bration Update

GSNI listened and heard questions and concerns regarding Super Seller-bration. As a result, Girl Scouts in Cadette, Senior, and Ambassador troops that opt-out of rewards will continue to be invited to the event and can [qualify with a sister](#) if the package level has been reached. If a troop wishes to change their reward selection from receiving rewards to opting out of rewards due to this change, please contact us at cookies4you@girlscoutsni.org to make this change.

As a reminder, Girl Scouts must achieve sales of 600+ packages to earn the event reward or combined total of 1,000+ packages for sisters to qualify together. Super Seller-bration is Saturday, June 7, at Camp McCormick for all Girl Scout levels. Approximately two weeks after the end of the cookie program, Girl Scouts who earned the event reward will be sent an invitation with event details.



Extension of Cookie Program

We have heard your concerns about bad weather, slower sales, and troops with significant remaining inventory. To give more time for troops to sell their inventory and for Girl Scouts to reach their goals, GSNI will be extending the 2025 Girl Scout Cookie Program to Sunday, March 23. Continued participation in the 2025 cookie program extension is completely optional for troops and Girl Scouts.

If a troop's inventory is sold and Girl Scouts are no longer using Digital Cookie, Cookie Cravers or reaching out to customers, [Final Rewards may be submitted](#) at any time.



Extension of Cookie Program

- Digital Cookie will remain open through Sunday, March 23. However, the last day Digital Cookie girl delivery orders can be placed will be Sunday, March 9. The ability to take credit cards at a booth with Digital Cookie in-hand orders and for customers to place Digital Cookie shipped orders will remain available through Sunday, March 23.
- No additional council cookie booths will be added, with the possible exception of Wendy's locations. Troops may continue to reserve cookie booths themselves through March 23. These must continue to be entered into eBudde for approval. Troops may not contact Walmarts, Sam's Clubs, or Walgreens for cookie booth sites.
- [Cookie Cravers](#) will continue to be available to pick up from GSNI Resource Centers during regular cupboard hours through Saturday, March 8. Starting Tuesday, March 11, Cookie Cravers can be fulfilled at Resource Centers during [regular store hours](#). Please note: Resource Centers will return to [regular Saturday hours](#) on March 15 and 22.
- After March 9, [council cookie cupboards](#) will be open Tuesdays and Thursdays, March 11-25, from 11 a.m.-3 p.m. and 3:30-7 p.m. Limited volunteer cupboards may be open during this extension determined by availability and inventory. Troops may place orders for additional cookies or exchanges. See page 16 of the [eBudde Troop Manual](#) regarding exchanges.
- Submission for Final Rewards will be extended to Wednesday, March 26. It is important that cookies are added to Girl Scouts on the Girl Order tab in eBudde for all Digital Cookie orders and any additional cookie orders after Initial Order. See pages 10-15 of the [eBudde Troop Manual](#).
- Final Sweep of troop accounts will be changed to Wednesday, April 9. If a troop is receiving a credit due to high use of Digital Cookie, this date will change to Wednesday, April 16.
- Pick up of cookies for donation ([GOC Opportunity](#)) will be changed to April 8-10, by appointment at Resource Centers during store hours.
- Additional date changes
 - The deadline to submit names for [Multi-Girl Scout Family Special Rewards](#) and entries due for [Cookie Business Challenge](#) will be changed to Friday, March 28.
 - The deadline for NSF Check Notification to Finance Department from Troop Cookie Chairs will be changed to Friday, April 11.



Promotions

NEW Promotions for Troops and Customers

- **\$50 for 50 cases** – Could your troop use a \$50 gift card for GSNI merchandise, programs, camp, and Build-a-Bear parties? We'll be giving away a \$50 gift card e-code for every 50+ case order placed February 23–March 23 at a volunteer or council cookie cupboard. That's like receiving an additional \$.08 cents in troop proceeds per package! Orders cannot be part of exchanges but must be additional cases ordered. The 50+ cases must be on a single cupboard order, but the \$50 gift card e-code can be earned for every 50 cases on a single order or from multiple 50+ cases orders. Gift card e-code will be sent to the volunteer placing the cupboard order after the cookie program ends.
- **Digital Cookie Shipping promotion** – Buy Girl Scout Cookies and save! Customers who place a shipped order of 6+ packages of cookies online from GSNI Girl Scouts will receive \$6 off shipping from Friday, February 28–Sunday, March 2, only! That's like getting a free package of cookies! Don't know a Girl Scout? Visit www.girlscoutsni.org/buycookies to place an order or enter your zip code in www.girlscoutsni.org/findcookies to order online from a troop in your area!



Questions?





GSNI Product Program Team & Vendor Contacts

Anna Jarrett, Product Program Manager
home base Oswego
ajarrett@girlscoutsni.org

Debbie Karner, Senior Product Program Manager
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Michele Doonan, Product Program Manager
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Samantha LeHew, Product Program Manager
home base Oswego
slehew@girlscoutsni.org

Nicole Murphy, Director of Revenue
nmurphy@girlscoutsni.org

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!