



2024 Girl Scout Cookie Program Troop Product Program Manager Guide

Name: _____

Troop#: _____

Girl Scouts of Virginia Skyline Council, 5488 Yellow Mountain Rd, Roanoke, VA
24014 Phone: 540-777-5100 | Email: info@gsvsc.org

Letter from CEO

Dear Troop Product Program Managers,

Welcome to the 2024 GSVSC Cookie Product Program. We are so excited that your troop is going to be a part of the Cookie Product Program!

In Virginia Skyline, over 3,000 girls each year participate in incredible adventures and share experiences with their adult leaders and Girl Scout friends. Girls engage in a variety of activities designed to help them grow as leaders, develop their self-potential, and learn important life skills.

Girl Scouts of Virginia Skyline Council is an inclusive organization, engaged in our communities and committed to providing exciting opportunities for exploration, growth, and leadership! Girl Scouts is, as it always has been, the organization best positioned to offer girls the tools they need to be successful leaders now and throughout their lives. The Cookie Product Program is a wonderful opportunity for your girls to use and further develop some of those same important skills.

Your support for the girls in your troop enriches her experiences in Girl Scouts and the Cookie Product Program is no different. I am grateful for your commitment to Girl Scouts and the girls of Virginia Skyline. All of the experiences that the girls have are a direct reflection of your hard work and we say “THANK YOU!” We are here to support you and help you in any way during the Cookie Product Program. Please feel free to reach out should you have any questions or concerns.

I look forward to partnering with you to provide our girls with all of the events, experiences, tools, and skills to help her continue to develop into the G.I.R.L. that she is meant to be.

Yours in Girl Scouting,



Nikki Williams

Chief Executive Officer



Important Dates

November 4: Cookie College-Sweet Briar College

December 1: Volunteer access start date in Digital Cookie and eBudde

December 2: Cookie College-Virtual

December 11: Parents/Girls will have access to Digital Cookie and Order Card is open

(Please do not take orders before December 11)

December 16: Initial order is due from the troops in eBudde, (your SU Cookie Product Program Manager will let you know their deadline)

December 23 – January 2, 2023: No new girls will be added to the eBudde program during this time period

January 8 – 12: Initial order delivery (date will depend on your location)

January 13: Booth Sales Start

January 13: First optional reorder due from troops in eBudde (9 weekly reorder possibilities)

January 15: Opt out form/emails are due to the council (productsale@gsvsc.org)

January 20: Annual Meeting Radford, VA

January 27: Annual Meeting (inclement weather/snow date)

February 9-11: Super Bowl Weekend (highest booth sales)

February 14 (9-11): Valentine's Day Weekend (2nd highest booth sales)

February 15: 50% Payment due to the Council or Service Unit Cookie Product Program Manager

Feb. 16-18: National GS Cookie Weekend (3rd highest booth sales)

March 18: Booth Sales End

March 18: All sales end

March 21: Reward deadline in eBudde and parents final payment to troop

March 29: Final Cookie Payment is due to the Council or Service Unit Cookie Product Program Manager

TBD: Date String of Pearls/String of Charms/Fall & Cookie Program Top Achievers Celebration

July ____: Final date that Troops will have access to eBudde to see/run troop & girl reports such as rewards earned

Deadlines for Orders

Start Date: December 11, 2023

End Date: March 18, 2024

REMINDER: ALL TROOP COOKIE ORDERS MUST BE IN FULL CASES (12 packages per case) AND CONSULT WITH YOUR SERVICE UNIT COOKIE PRODUCT PROGRAM MANAGER TO CONFIRM DEADLINES THEY NEED. IF YOU MISS THE DEADLINE, YOU MIGHT HAVE TO WAIT FOR THE FOLLOWING WEEK TO RECEIVE YOUR ORDER.

Type Of Delivery	Date Deadline for eBudde	Time deadline for eBudde	Delivery Dates
Initial Order	Saturday December 16, 2023	Saturday 10:00 PM	Tuesday-Friday January 8-12, 2024
Week 1 Pending Reorder	Saturday January 13, 2024	Saturday 10:00 PM	Tuesday-Friday January 16-19, 2024
Week 2 Pending Reorder	Saturday January 20, 2024	Saturday 10:00 PM	Tuesday-Friday January 23-26, 2024
Week 3 Pending Reorder	Saturday January 27, 2024	Saturday 10:00 PM	Tuesday-Friday January 30- Feb. 2, 2024
Week 4 Pending Reorder	Saturday February 3, 2024	Saturday 10:00 PM	Tuesday-Friday Feb. 6-Feb.9, 2024
Week 5 Pending Reorder	Saturday February 10, 2024	Saturday 10:00 PM	Tuesday-Friday Feb. 13-16 2024
Week 6 Pending Reorder	Saturday February 17, 2024	Saturday 10:00 PM	Tuesday-Friday Feb. 20-23 2024
Week 7 Pending Reorder	Saturday February 24, 2024	Saturday 10:00 PM	Tuesday-Friday Feb. 27-March 1,2024
Week 8 Pending Reorder	Saturday March 2, 2024	Saturday 10:00 PM	Tuesday-Friday March 5-8 ,2024
Week 9 Pending Reorder	Saturday March 9, 2024	Saturday 10:00 PM	Tuesday-Friday March 12-15 ,2024

Payment Due Dates

February 15, 2024: 50% Payment is due to the Council or Service Unit Cookie Product Program Manager. The troop can give a check to the Service Unit Cookie Product Program Manager for deposit or call the council to pay with the troop debit card. The phone number at the council is 540-777-5100. Please notify your Service Unit Cookie Product Program Manager if you made payment to the council.

All cookies from December 11, 2023 to February 4, 2024 will be included in this calculation for the 50% payment, including pending orders.

You can find the Amount You Owe Council under the sales report tab in eBudde. This is the amount that the 50% will be calculated on.

Your Area/Service Unit Cookie Product Program Manager will provide the troop with the 50% amount due by February 11.

March 29, 2024: Troop Final Payment is due to the Council or Service Unit Cookie Product Program Manager. The troop can give a check to the Service Unit Cookie Product Program Manager for deposit or call the council to pay with the troop debit card. The phone number at the council is 540-777-5100. Please notify your Service Unit Cookie Product Program Manager know you made the payment to the council.

You can find the Amount You Owe Council under the sales report tab in eBudde.

Note on Girl Payments: Please collect money from the girls/parents at each troop meeting and deposit into the troop checking account timely. All monies are due to the troop no later than March 21, 2024.

Note on your Fiduciary responsibility: Please remember that you and the troop co-leaders are responsible for the safety of the troop's cookie product program money.

2024 Cookie Program Information

BASIC REQUIREMENTS	<p>Girls must be a registered Girl Scout member in the current FY24.</p> <p style="color: red;">Parents/Guardians that participate in any Girl Scout activity with their daughter must have a volunteer role (Chaperone or other) and be registered in FY24 membership and have a Criminal Back Ground Check</p> <p>Troop Cookie Program Product Manager must be a registered Girl Scout member in the current FY24, have a current clear criminal background check and complete all required training.</p> <p>The troop must be in good standing and not have any outstanding finance reports or money due to the council.</p> <p>All products sold must be the FY24 product and must be sold at the council’s current price. Money owed to the troop by a girl/parent must be paid before any rewards or prizes will be distributed to the girl.</p> <p>Remember the Girl Scout Promise and Law throughout the program!</p>
COST	\$6.00 per package for all varieties
TROOP PROFIT	\$1.05 per package if the troop chooses rewards; \$1.15 for troops that OPT OUT of the rewards program. Other promotions can earn up to \$.04 per package for the troop
VARIETIES	Nine cookie varieties on the order card: Lemon-Ups, Trefoils, Do-Si-Dos, Samoas, Tagalongs, Thin Mints, Girl Scout S’mores, Toffee-tastic (gluten free) and Adventurefuls.
BENEFITS	The cookie program provides each girl an opportunity to develop skills in goal setting, decision making, money management, people skills and business ethics. Additionally, girls gain confidence as they realize their goals and achieve success by participating in the cookie program.
GSVSC SERVICE PROJECT	<p>The Gift of Caring program for our council is called Cookies For A Cause—Local Heroes.</p> <p>Customers can buy a virtual package of cookies to donate to the Cookies For A Cause program. Girls can get a special “Gift of Caring” patch for 50 packages sold.</p> <p>The GOC column in eBudde cannot be adjusted for booth and in person donations. Any booth or in person customer donations must be taken from the troop’s stock like a sale for donating to an acceptable non-profit.</p> <p>(See Separate sheet for details)</p>
BASIC COOKIE BOOTH GUIDELINES	<p>Cookie Booths for the troop must be scheduled through eBudde and approval from the Service Unit Booth Manager. The minimum attendees must be two girls and two adults.</p> <p>Cookie Booths for an individual girl must be scheduled through the Troop Cookie Program Manager in eBudde and approval from the Service Unit Booth Manager. The minimum attendees must be a girl and two adults. (See exceptions for Seniors and Ambassadors)</p> <p>Cookie Booths at the girl’s home/private property is considered a Lemonade Stand. A parent must be on the property and the girl must be visible. These are not placed in eBudde and do not need approval.</p> <p>For any booth one adult must be a female and one of the adults must be a FY24 registered Girl Scout with a clear background check. For an individual booth one adult must be a parent.</p> <p>If the troop wants to host a booth in a different service unit or council, you must contact your Service Unit Booth Manager so that proper permission can be obtained.</p> <p>(See Separate sheet for details)</p>

<p>TROOP TRAINING</p>	<p>Please require all parents to attend your troop training for the cookie program. These are the items that must be covered (additional reference is the Family Guide):</p> <ul style="list-style-type: none"> • Dates/Deadlines-please review all due dates for orders, deliveries and payments • Troop votes on rewards or opting out and complete approval form • All parents must sign a Parent Permission Form • Explain the benefits of their daughter participating and the five essential skills they will learn in the program • Explain your expectations for troop support • Explain the cookie booth guidelines* • Explain the cookie and cookie program restrictions* • Explain the social media guidelines* • Explain the GOC-Cookies for a Cause service project* • Explain the money handling procedures* • Explain the Digital Cookie online program and how the girls can participate <p>(See Separate sheet for details)</p>
<p>DIGITAL COOKIE</p>	<p>Please make sure the girls/parents understand that they can participate online in Digital Cookie.</p> <ul style="list-style-type: none"> • The customer can choose to have their order shipped or delivered by a girl. These are paid for at the time of the online order. The cookies needed for girl delivery are included in the Initial Order quantity by the system but the parent will need to communicate to you the quantities needed for these orders after December 15. The parent/girl has five days to approve these orders for girl delivery. • The Digital Cookie mobile app can be used to process credit card transactions for in person sales • We recommend to a custodial parent to set up an email & password that can be shared with a non-custodial parent to help their daughter reach their goal (a legal guardian must provide a copy of the court custody agreement to the council before they can assist the girl with the program)
<p>GIRL SCOUT COOKIE RESTRICTIONS</p>	<ul style="list-style-type: none"> • Cookies cannot be sold by a business • Girl Scout girls must be present for the sale of cookies • A business cannot purchase Girl Scout cookies to use in a recipe or other way by their business with the Girl Scout cookie names, packaging images or references to the fact that Girl Scout cookies are in their product. • Refer to the booth guidelines & tip sheet publication for the details for: <ul style="list-style-type: none"> ○ Hosting booths at a winery or brewery ○ Booth business partners such as Walmart; volunteers and parents cannot go to their local Walmart or Neighborhood store to setup booth dates <p>(See Separate sheet for details)</p>
<p>DELIVERIES, PICKUPS & PAYMENTS</p>	<p>When you go to a delivery site, pickup cookies or exchange cookies please make sure you count the cookies, inspect them for damage, sign a delivery ticket or a receipt and retain a copy.</p> <p>When you receive payments from the girls/parents always count the money, write up a receipt, sign it and have the parent sign, give them a copy and retain a copy.</p> <p>If you make payments to the Service Unit Cookie Manager please sign a receipt and retain a copy.</p> <p>(See Separate sheet for details)</p>
<p>WAREHOUSE PICKUPS</p>	<p>All requests for extra cookies for pickup from a warehouse will need to be submitted by email to productsale@gsvsc.org for approval/processing before you can go to a warehouse (Lawrence Transportation in Roanoke and Waynesboro). The request must include the quantity and variety of cookies needed and the name and the phone number for the person that will be picking them up.</p> <p>When the order is ready to be picked up the contact person will be notified that they are ready for pick up.</p>

<p>DAMAGES, REFUNDS, RETURNS & EXCHANGES</p>	<p>Visible damages should be addressed at the delivery or pickup site if possible. Concealed damages should be reported to productsale@gsvsc.org with a picture of the damage. You will receive instructions on how to handle the situation. No good cookies can be returned or exchanged by the council. If an in person customer contacts you about damages or defects the troop must handle the issue if possible and then follow the above visible damages procedure. If they are not satisfied, please refer them to the contact on the cookie box: 1-800-962-1718 or littlebrowiebakery.com. If an online customer contacts you about damages, defects or receipt of the incorrect product, they should have their sales order information and reach out to the contact information from their order confirmation</p>
<p>REWARDS</p>	<p>Please explain to the parents that they should help their daughter set her reward goals for the program – for example, patches, t-shirt, plush animal, pearl necklace, cookie dough. Refer to the back of the order card to see the entire list of rewards being offered. (Segment bars for certain levels can be purchased through the Skyline Shop in Roanoke.) The rewards are cumulative from 24 packages through our “String of Pearls” membership for the 1000+ participants and there is a Top Achiever reward of a Photo on next year’s order card and an iPad with accessories.</p>
<p>CHOICE TO OPT OUT OF REWARDS</p>	<p>A troop can vote to OPT OUT of the rewards program if a majority of the girls vote to do so. The girls will still be eligible to receive the patches, the pearl and the Top Achiever reward. Each girl and parent must sign an opt out form that must be submitted to the council. Please be sure to complete the bottom of the form.</p>
<p>PARENTS NEED TO KNOW</p>	<p>Each parent must submit a signed parent permission slip per girl to the Troop Cookie Manager before participating in the program. Parents need to attend the troop’s cookie program training session so that they can review the selling techniques for the girls, vital safety points, the troop’s goal for selling and other troop/girl decisions.</p>
<p>BASIC SOCIAL MEDIA GUIDELINES</p>	<ul style="list-style-type: none"> ➤ A girl must be 13 or older and has her parents’ permission to post a private post with friends’ or family with no sharing. ➤ A parent/guardian may place a post in a private group with no sharing ➤ No one is allowed to post on Craigslist, Marketplace or any Yard Sale Pages. ➤ The girl or parent must not include a photo of the girl or any reference to names, addresses or meeting arrangements <ul style="list-style-type: none"> • If you do not follow the guidelines for social media, there might be consequences that could include loss of rewards, loss of troop profit, and/or removal from the program ➤ (See Separate sheet for details)
<p>COMMUNICATIONS AND UPDATES</p>	<ul style="list-style-type: none"> ➤ Please make sure you are receiving the Girl Scout Connection, a weekly emailed newsletter from the council for general information and special product program promotions ➤ Specific and more time sensitive information will be sent to you via email through eBudde from the council during the program (see sender’s email address later) ➤ Please maintain routine communication with your Service Unit Cookie Product Program Manager
<p>RESOURCE LINKS</p>	<p>https://www.gsvsc.org/en/cookies/find-cookies.html https://cookieportal.littlebrownie.com/users/sign_in https://www.littlebrowniebakery.com/ productsale@gsvsc.org info@gsvsc.org</p>



End of Sale Reminders for Troop 2024 Cookie Product Program

Attach this form to your final paperwork and turn into your local Service Unit Cookie Product Program Manager by **March 29, 2024 (consult with your Service Unit Cookie Product Program for their deadline)**

Service Unit _____ Troop# _____
Troop leader name: _____
Phone number _____ Email address _____

Did you:

- _____ Complete the evaluation online form (*found at www.gsvsc.org*)
- _____ Transfer product to the girls in eBudde
- _____ Confirm the “Rewards” order for your troop and submit
- _____ If your troop opted out of incentives, confirm the troop is marked appropriately in system
- _____ You may request two volunteer patches in eBudde per troop

Turn in:

- _____ Sale Report Summary with all delivery or pickup receipts attached
- (Only if there is a collection issue)**
- _____ Any collection issues with parents that you are unable to collect over \$100, notify council at productsale@gsvsc.org by including all documentation such as the signed parent permission slip, all cookie product and money receipts, and all communications you have sent to try to collect
- _____ Payment to the Service Unit Cookie Product Program Manager (make check out to GSVSC), OR
- _____ Payment to council (use the troop debit card and call council at 540-777-5100 to pay. You will need to let your Service Unit Cookie Product Program Manager know in advance that this is the option you have chosen). If your payment is over \$1,000.00 you might need to contact your bank and have your limit raised for the day



You will receive a welcome email once you have completed all requirements.

Sign in Screen

Little Brownie BAKERS
Cookie Tech Portal

email
password

[Forgot your password?](#)

This single sign-on portal will connect you to eBudde™, eBudde™ DEMO or Girl Scouts® Ideal Cookie Sale™.

Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.

If you would like to update your contact info please input your email and password above and [Click Here](#).

If you wish to unsubscribe from emails please [Click Here](#).

If you have not received an email with login instructions, please contact your council.

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Little Brownie BAKERS
Cookie Tech Portal

Cookie Portal Profile
Please update your information below.

..... Current password is required for any updates.

beckydemo@lbb.com Your email is your user name.

GSUSA Id: Becky

Harrigan: (555)555-5555

(666)666-6666: 123 Any Street

Apt., Suite, etc.: San Diego CA

99999

Change Password (Optional)
If you would like to change your password you may do so here.

New Password
Confirm New Password

Password requires 8 chars: minimum, a capital letter and a number or special character

Dashboard

Contacts Tab – Email Caregivers

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!

* Subject:

* Message: Plain Email Html Email

* Send Email To


Select All

Ashley E. (blakeemerton@bellsouth.net)

Madison D. (mdenman22@aol.com)

(max 5MB)

Attachment: No file chosen

I'm not a robot 

Initial Order – Order by Individual Girl

Troop Initial Order

Submit Troop IO

Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓	Jade C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Julia B.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Kelsey J.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Layla C.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Quinci S.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie A.	0	0	0	0	0	0	0	0	0	0	0	0
✓	Tori C.	0	0	0	0	0	0	0	0	0	0	0	0
	Imported		0	0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered	0	0	0	0	0	0	0	0	0	0	0	0
	Cases To Order		0	0	0	0	0	0	0	0	0	0	0
	Other+Extras-Charity	0	0	0	0	0	0	0	0	0	0	0	0

Girl Tab-This is where you will find the girls listed selling in the troop

First Name	Last Name	GSUSA Id	Caregiver email	Inactive?	Grade	DOC Emails	Reg'd?	Sales Goal	Delete?
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
		<input type="text"/> ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Troop Initial Order- Can be done 3 ways

1. Girl order (Screen Shot 1)
2. Troop order
3. Booth Order

Screen Shot 1- ordering under the girl who sold

Troop Initial Order

				\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Uses DOC	Girl			GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Caralyn C.	Order Card		0	60	12	12	12	60	60	60	24	12	312
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	60	12	12	12	60	60	60	24	12	312
	Imported			0	0	0	0	0	0	0	0	0	0	0
	Other			0	0	0	0	0	0	0	0	0	0	0
		Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered			0	60	12	12	12	60	60	60	24	12	312
	Cases To Order				5	1	1	1	5	5	5	2	1	26
	Extras				0	0	0	0	0	0	0	0	0	0

Screen Shot 2-troop order under the other or booth

Troop Initial Order

				\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Uses DOC	Girl			GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Rachel B.	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
✓	Alana M.	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
	Imported			0	0	0	0	0	0	0	0	0	0	0
	Other			120	144	96	168	192	60	216	72	24	1092	
		Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered			0	120	144	96	168	192	60	216	72	24	1092
	Cases To Order				10	12	8	14	16	5	18	6	2	91
	Extras				0	0	0	0	0	0	0	0	0	0

NEW in eBudde

Parent Initial Order Submitted by Parent in Digital Cookie and Sent to Girl Initial Order Record in eBudde™ With Girl Delivery

There is now a new feature which allows a parent in Digital Cookie to submit an initial order for the girl that will post to the girl's initial order record. To allow this to work the troop will have a parent initial order deadline date and a troop initial order deadline date that is sent to Digital Cookie. The council sets these default dates. The parent initial order date populates to the troop record so the troop can make changes if needed. The rule is that the parent initial order date must be before the troop initial order deadline date. In addition, you cannot change the time which will be set at 11:59 p.m. This means the latest date/time would be the day before for the parent initial order deadline date/time.

Your council has chosen to allow this information to flow over to help reduce your data entry for the girl order but keep in mind, you are allowed to update the numbers. So if a parent submits from the Digital Cookie system and then texts you later to add additional cookies to the girl order, you will be allow to make that change in eBudde as long as you have not submitted your order to your service unit yet. If the parent does not submit the order by the parent initial order deadline date, Digital Cookie will not allow the order to be sent and parent will now have to communicate with troop cookie chair directly.

To accommodate this new process, eBudde now has messaging on the initial order tab to indicate if initial order for the girl has been saved, needs review, review parent IO in red, and review parent IO in orange.

Let's walk through the proper process. The troop cookie chair is expecting orders to be submitted by parents from the Digital Cookie system. You will go to the **Init. Order** tab in eBudde. You will see a list of your girls. If the messaging says **Needs Review** that means that nothing has been done for this girl yet. If you click the order card row on the entry screen, all the numbers will be zero. Your job will be to wait until the parent initial order comes in, review the numbers and save.



Troop Initial Order

All Girl IO orders should be reviewed and **Saved**.

Uses DOC	Girl		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00	Total
			ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	TGOC	
✓	Addison B	Order Card	Needs Review	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
✓	Elizabeth C	Order Card	Needs Review	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
✓	Isabelle C	Order Card	Needs Review	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
✓	Samantha C	Order Card	Needs Review	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
✓	Suzie T	Order Card	Needs Review	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
	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			0	0	0	0	0	0	0	0	0		0
	Last Year (Booth)			0	0	0	0	0	0	0	0	0		0
	Pkgs. Ordered			0	0	0	0	0	0	0	0	0		0
	Cases To Order			0	0	0	0	0	0	0	0	0		0
	Other+Extras-Charity		0	0	0	0	0	0	0	0	0	0		0

When the parent sends the initial order from Digital Cookie to eBudde, the messaging will change to let you know that eBudde got the order. It will go from Needs Review to **Review Parent IO**.



Troop Initial Order

Print

Submit Troop ID

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl		\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	Total
			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC
✓ 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
✓ Elizabeth C	Order Card	Needs Review	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
✓ Isabelle C	Order Card	Needs Review	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
✓ Samantna C	Order Card	Needs Review	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
✓ Suzie T	Order Card	Needs Review	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
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				0	0	0	0	0	0	0	0	0	0
Last Year (Booth)				0	36	48	48	96	48	96	24	12	408
Pkgs. Ordered			0	0	0	0	0	0	0	0	0	0	0
Cases To Order				0	0	0	0	0	0	0	0	0	0
Other+Extras-Charity			0	0	0	0	0	0	0	0	0	0	0

Addison B. Initial Order

Cancel

Save

You have provided the sale values from the Girl's Order Card.

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

You will notice that there is PIO= under the product name in grey. This tells you the packages that were sent from the parent in the Digital Cookie system. If you update the numbers in the order, you will always be able to see the original numbers that were sent. You review the order and click **Save**.

Addison B Initial Order

You have provided the sale values from the Girl's Order Card.

Product	Order Card	Gift Delivery	Total
Gift of Caring \$ 6.00 PIO=1	<input type="text" value="1"/>	0	1
Adventurefuls \$ 5.00 PIO=10	<input type="text" value="10"/>	0	10
Lemon-Ups \$ 5.00 PIO=1	<input type="text" value="1"/>	0	1
Trefoils \$ 5.00 PIO=4	<input type="text" value="4"/>	0	4
Do-Si-Dos \$ 5.00 PIO=12	<input type="text" value="12"/>	0	12
Samoas \$ 6.00 PIO=4	<input type="text" value="4"/>	0	4
Tagalongs \$ 5.00 PIO=8	<input type="text" value="8"/>	0	8
Thin Mints \$ 5.00 PIO=24	<input type="text" value="24"/>	0	24
S'mores \$ 6.00 PIO=10	<input type="text" value="10"/>	0	10
Toffee-tastic \$ 6.00 PIO=3	<input type="text" value="3"/>	0	3
Troop GOC \$ 6.00 PIO=0	<input type="text" value="0"/>	0	0
Total	77	0	77

Success

Order for Addison B has been saved.

This will return you to the Init, Order recap screen. You will now see that the girl's initial order has been **Saved**.

- Saved
- Needs Review
- Needs Review
- Needs Review
- Needs Review

If you open up the order card row, you will notice that eBudde tells you that you have:

*You have accepted the parent submission.
If that situation has changed please enter corrected values in the Order Card column and chose 'Save'.*

Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and saved.

Uses DOC	Girl		\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	Total		
			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	
✓	Addison B	Order Card	saved	1	10	1	4	12	4	8	24	10	3	0	77
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	10	1	4	12	4	8	24	10	3	0	77
✓	Elizabeth C	Order Card	Needs Review	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Isabelle C	Order Card	Needs Review	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Samantna C	Order Card	Needs Review	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie T	Order Card	Needs Review	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
	Imported			0	0	0	0	0	0	0	0	0	0	0	0
	Other			0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)			0	0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)			0	36	48	48	96	48	96	24	12			408
	Pkgs. Ordered			1	10	1	4	12	4	8	24	10	3	0	77
	Cases To Order				1	1	1	1	1	2	1	1			10
	Other+Extras-Charity			0	2	11	8	0	8	4	0	2	9	0	44

You will continue to do this for each girl that has submitted an parent initial order. If the parent does not submit an initial order, you will open the order card row for the girl, enter in the packages manually and save the girl's order. If there are changes to any order, you open the girl by clicking the order card row and make those updates and save. You may not have a girl with an order. That is ok, You do not need to open her order card row and save. You can save all zeroes, but it is not necessary. You will submit your order when you are ready and before the troop initial order deadline date. Once you submit, the numbers cannot be changed.

Troop Initial Order

Print
Submit Troop IO

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl			\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	Total	
				C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff		T_GOC
✓	Addison B	Order Card	Saved	1	10	1	4	12	4	8	24	10	3	0	77
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	10	1	4	12	4	8	24	10	3	0	77
✓	Elizabeth C	Order Card	Saved	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Isabelle C	Order Card	Saved	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Samantna C	Order Card	Saved	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie T	Order Card	Saved	1	1	1	1	1	1	1	1	1	1	1	11
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	1	1	1	1	1	1	1	1	1	1	11
	Imported			0	0	0	0	0	0	0	0	0	0	0	0
	Other			0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)			0	0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)			0	36	48	48	96	48	96	24	12			408
	Pkgs. Ordered			2	11	2	5	13	5	9	25	11	4	1	88
	Cases To Order			1	1	1	2	1	1	3	1	1			12
	Other+Extras-Charity		0	1	10	7	11	7	3	11	1	8	-1		58

So, what happens if things are not done in order?

What if you submit earlier than the parent initial order deadline date? If you submit too early without changing the parent initial order date, the parents will not know that their orders are not going to be part of the initial order. eBudde will get the data and there is a report that will let you know that the order was not processed as part of the initial order.

What if you enter numbers in the order card row and then the parent initial order is submitted by the parent? eBudde is going to message you to **Review Parent IO** in orange to let you know that you have keyed in numbers and now the parent IO came in after those numbers were saved. When you click the order card row there is additional messaging from eBudde as to what is going on. Let's look at that.

A parent initial order came in from Digital Cookie for Suzie. The troop cookie chair had already keyed one package of each variety for her initial order and saved it. Now the troop cookie chair has a decision to make. Do I take what I keyed or use the parent initial order?

Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl		\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	Total	
			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC		
✓	Addison B	Order Card	Saved	1	10	1	4	12	4	8	24	10	3	0	77
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	10	1	4	12	4	8	24	10	3	0	77
✓	Elizabeth C	Order Card	Saved	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Isabelle C	Order Card	Saved	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Samantna C	Order Card	Saved	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie T	Order Card	Review Parent IO	1	1	1	1	1	1	1	1	1	1	1	11
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	1	1	1	1	1	1	1	1	1	1	11
	Imported			0	0	0	0	0	0	0	0	0	0	0	0
	Other			0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)			0	0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)			0	36	48	48	96	48	96	24	12			408
	Pkgs. Ordered			2	11	2	5	13	5	9	25	11	4	1	88
	Cases To Order				1	1	1	2	1	1	3	1	1		12
	Other+Extras-Charity			0	1	10	7	11	7	3	11	1	8	-1	58

Click the order card row to open up the record. You will see messaging and numbers for what is currently keyed in and what the parent submitted.

Suzie T. Initial Order

Cancel
Use Parents
Save

After you initially saved this girl's order the parent made a submission.
Their values are visible below.

Choose 'Save' to keep your version or 'Use Parent's' to use their submission.

Product	Order Card
Gift of Caring \$ 5.00 PIO=0	1
Adventurefuls \$ 3.00 PIO=15	1
Lemon-Ups \$ 5.00 PIO=8	1
Trefoils \$ 5.00 PIO=2	1
Do-Si-Dos \$ 5.00 PIO=8	1
Samoas \$ 5.00 PIO=12	1
Tagalongs \$ 5.00 PIO=5	1
Thin Mints \$ 5.00 PIO=23	1
S'mores \$ 5.00 PIO=18	1
Toffee-tastic \$ 5.00 PIO=1	1
Troop GOC \$ 3.00 PIO=0	1
Total	11

So let's review this page. You will see a new button that says **Use Parent's**. And below that it states that you had already submitted some numbers for this girl. To easily update all the numbers to use what was submitted by the parent, click the **Use Parent's** button. It will automatically do a save when you click this button,

If you do not want to use the parent's numbers and have no changes, just click **Save**.

You will also notice that the current numbers are in boxes that are orange. This is to clue you in that there is something different about this girl's order. Mainly, that the numbers were keyed first and the parent initial order came in later.

Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and *saved*.

			\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00		
Uses DOC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	
✓	Addison B	Order Card	<i>saved</i>	1	10	1	4	12	4	8	24	10	3	0	77
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	10	1	4	12	4	8	24	10	3	0	77
✓	Elizabeth C	Order Card	<i>saved</i>	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Isabelle C	Order Card	<i>saved</i>	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Samantna C	Order Card	<i>saved</i>	0	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	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie T	Order Card	<i>saved</i>	1	10	2	4	12	4	8	24	10	3	0	78
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	10	2	4	12	4	8	24	10	3	0	78
	Imported			0	0	0	0	0	0	0	0	0	0	0	0
	Other			0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0	0
	Booth			0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)		0	36	48	48	96	48	96	24	12	0	0	408
	Pkgs. Ordered			2	20	3	8	24	8	16	48	20	6	0	155
	Cases To Order			2	1	1	2	1	2	4	2	1	0	0	16
	Other+Extras-Charity			0	4	9	4	0	4	8	0	4	6	0	39

Delivery tab

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

Delivery Pickup

Submit

Variety	My Troop
Adventurefuls	10
Lemon-Ups	5
Trefoils	6
Do-Si-Dos	7
Samoas	10
Tagalongs	8
Thin Mints	11
S'mores	5
Toffee-tastic	4
Troop Total	66

Pickup Total 66

Delivery Station and Time

Please choose your Delivery Station

--- None ---

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

Delivery – Location And Time Slot if applicable for your location

Delivery Pickup

Submit

Variety	My Troop
Adventurefuls	17
Lemon-Ups	17
Trefoils	17
Do-Si-Dos	17
Samoas	17
Tagalongs	17
Thin Mints	9
S'mores	9
Toffee-tastic	9
Troop Total	129

Pickup Total 129

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

Delivery Station and Time

Please choose your Delivery Station

3 Sisters (752) ▼

You need 1 slot.

Line: ▶

10:00am	T11625
10:10am	
10:20am	S615
10:30am	
10:40am	
10:50am	
11:00am	
11:10am	
11:20am	
11:30am	
11:40am	
11:50am	

Girl Order tab- How to Allocate Cookies to your girls....

This is troop has 47 packages of cookies to allocate.

Click on the girl that you would like to allocate cookies to

Click Add a Transaction

Enter information about the transaction in the comments at the bottom.

Allocate based on category.

GOC=Gift of Caring (virtual donation)

Booth=Cookies sold at a booth sale

Other=Cookies or Extra Cookies given to the girl

Click Ok, Click Save

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

Girl Orders Summary

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's	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Totalo	Total Due	Paid	Bal. Dueo
✓	Curren L.	0	47	39	45	46	90	57	65	12	24	425	\$2125.00	\$2125.00	\$0.00
✓	Everlee S.	0	9	5	3	15	18	27	47	12	0	136	\$680.00	\$425.00	\$255.00
	Girl Totals	0	56	44	48	61	108	84	112	24	24	561	\$ 2805.00	\$ 2550.00	\$ 255.00
	Troop Order (Actual plusGOC)	0	56	44	48	61	108	84	112	24	24	561			
	Difference	0	0	0	0	0	0	0	0	0	0	0			

You can also add a payment through this same process. Payment made goes under the paid column.

You can return to the summary view or change/switch to another girl for an additional transaction.

Transactions

Add Transaction

Cancel
Save

Time & Place

Date: Receipt: #

Pickup

Date: Time:

Schedule Notes

Contact Info:

Cookie Order

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

Transactions

View Info

Receipt	Type	Date	2nd Party	Pickup	Line	Rasp	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Smr	Toff	Total
UII000	normal	07/30	TBecky	08/01		0	0	0	0	0	6	0	0	0	0	6
<input type="button" value="lock"/> EI1000	normal	07/28	C1000	07/28		0	0	0	0	12	0	0	12	0	0	24
BI1000	normal	07/28	TBecky			0	0	0	0	-6	0	0	0	0	0	-6
<input type="button" value="lock"/> 3 DOC shipped orders	normal	07/23	C2000			2	0	0	0	0	0	2	0	0	2	6
<input type="button" value="lock"/> TH1000	normal	07/14	C1000	07/14		0	0	0	0	25	0	0	0	0	0	25
On Hand						2	0	0	0	31	6	2	12	0	2	55
Pending (Cup Orders)						0	0	0	0	0	0	0	0	0	0	0
After Pending						2	0	0	0	31	6	2	12	0	2	55

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	S'mores	Toffee-tastic	<input checked="" type="checkbox"/> Inc. my phone number
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	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: 5
THIN MINTS	Total: 0
S'MORES	Total: 0
TOFFEE-TASTIC	Total: 0

Rewards Order – Fill Out



Dashboard	Contacts	Settings	Girls	Int. Order	Delivery	Girl Orders
-----------	----------	----------	-------	------------	----------	-------------

Opt-out of Troop Rewards: No
PGA-Selling: 633.50
PGA-Registered: 633.50

Edit All Below

Ashley E. receives 4 rewards (size/catalog selection done)
Cindy W. receives 4 rewards (size/catalog selection done)
Madison D. receives 3 rewards (size/catalog selection done)
Becky W. receives 0 rewards

Box Level	Quantity	Reward
10	3	tshirt 2 YS 1 YM 0 YL
50	3	Journal
	3	Go Ahead Bright Hoodie (sized) 2 YS 0 YM 0 YL/AS 1 AM 0 AL 0 AXL 0 A2XL 0 A3XL
100	2	Hula Hoop

[Cancel](#) [Submit Reward Order](#)

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
Near Center Court [Update Time](#)
-  **One White Oak Apartments**
Date: 03/11/23 Time: 4:00pm 7:00pm
2080 One White Oak Lane, Cumming, GA, 30041
Check-in with Sade Stokes or Symone Stephens at leasing office [Update Time](#)

Council Sales

[Cancel](#)

Hide Unavailable

-  ATLANTA, GA
 -  Kendra Scott Shops Around ... 3400 Around Lenox Rd. NE
Weather Dependant-Check I... 
 -  Phi Kappa Theta Fraternity 800 Fowler Street NW
Outside 
 -  Skylin@ West Apartments 1390 Northside Dr. NW
Weather Dependent. Check-I... 
 - Fri Mar 03 2023 4:00pm - 6:00pm
 - Sat Mar 04 2023 4:00pm - 6:00pm
 - Sun Mar 05 2023 10:00am - 5:00pm
 - Tue Mar 07 2023 4:00pm - 6:00pm
 - Fri Mar 10 2023 4:00pm - 6:00pm
 - Sat Mar 11 2023 4:00pm - 6:00pm
 - Sun Mar 12 2023 10:00am - 5:00pm
 -  Transwestern 3445 Peachtree Rd. NE Ste 150
Inside 
-  BUFORD, GA
 -  CUMMING, GA
 -  DACULA, GA

Council Sales

Cancel

Submit

⌵ Skyline West Apartments on 03/07
@1390 Northside Dr. NW

Choose a time slot and then Submit.

To opt out click on that slot again and re-submit.

Email me if slots open up.



Time	Troop
4:00pm	

Troop Booth Sales

Cancel

+Add

Below are your currently defined Booth Sales.

📍 Becky's Pizza Parlour Edit

Date: 07/23/22 Time: 10:00am 4:00pm
1231 Upas St., San Diego, CA, 92103
Approval: approved

📍 Becky's Pizza Parlour Edit

Date: 07/30/22 Time: 10:00am 12:00pm
1231 Upas St., SAN DIEGO, CA, 92103
Approval: denied
Conflicts

Booth Sale Recorder

Cancel

Distribute

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 <input checked="" type="checkbox"/>	⌵ Becky W.	0 <input type="checkbox"/>
⌵ Cindy W.	5 <input checked="" type="checkbox"/>		
⌵ Madison D.	0 <input type="checkbox"/>		

Sales Report Tab



Dashboard	Contacts	Settings	Girls	Init. Order	Delivery
-----------	----------	----------	-------	-------------	----------

Exclude Pending Transactions

Council Demo, Troop 10431 Sales Report

email: trp10431cc@becky.lbb.com
 Phone:
 Cell:

Becky Harrigan
 1231 Upas St.
 San Diego, CA 92103
 email: trp10431@becky.lbb.com
 Phone: (555)555-5555
 Cell:

Cindy Wright

email: cw@lbb.com
 Phone:
 Cell:

Cookie
 Pkg price: 5.00 Case price: 60.00 Pkgs sold: 999
 Trp Proceeds Rate: 1.000 No Reward Proceeds: 0.000
 Generic Proceeds 1 (T&K Super Troop (Core)): 0.05 no
 Girl Init. Pkgs: 114
 Booth Init. Pkgs: 700
 DOC Init. Girl Del. Pkgs: 2
 Init. Charity Pkgs: 3

Specialty
 Pkg price: 6.00 Case price: 72.00 Pkgs sold: 268
 Trp Proceeds Rate: 1.000 No Reward Proceeds: 0.000
 Generic Proceeds 1 (T&K Super Troop (Core)): 0.05 no
 Girl Init. Pkgs: 34
 Booth Init. Pkgs: 200
 DOC Init. Girl Del. Pkgs: 2
 Init. Charity Pkgs: 0

Girls Selling: 2
 Girls Reg.: 2
 Init. Girls Sell: 3
 Level: OTHER
 SU Name: 100 Acre Wood
 SU Number: 615
 Sales Goal: 1000
 PGA Selling: 633.50
 PGA Registered: 633.50
 Initial PGA: 375.00
 T_GOC Pkgs: 44

Bank Name: Bank of America
 Routing No.: XXXXX7899 Acct No.: XXXXX4959

Pkgs Received				Payments Made		
Date	Initial Order			Date	Reference	Amount
07/30	Initial Order	---	1116	2022-07-30	6 DOC Orders	\$ 61.00
07/14	C1000	THI000	25	2022-07-19	becky1	\$ 500.00
07/23	C2000	3 DOC shipped orders	6	Total Payments		\$ 561.00
07/28	TBecky	BIH000	-6	Total DOC Payments		\$ 61.00
07/28	C1000	EIH000	24			
07/30	TBecky	UIH000	6			
	C_GOC pkgs.		96			
	Total Pkgs Received		1267			
	Total DOC Pkgs Received		6			
	Total DOC Charity Pkgs Received		0			
	In addition there was:					
	Total DOC Delivered Pkgs Received		5			

Total Troop Sales	\$ 6,603.00	Council Proceeds	\$ 5,336.00
Troop Proceeds	- \$ 1,267.00	Payments Made	- \$ 561.00
Council Proceeds	\$ 5,336.00	Amount You Owe Council	\$ 4,775.00

Signature: _____

Expand DOC View report in CASES Print Page Show as PDF

Reports

Troop 10431 Reports

Initial Cookie Order Reports

Pickup Sheet Pre-printed Form [View](#)

Blank Pickup Sheet (Bubble Form) [View](#)

Cupboard Information Reports

Cupboards [XLSX](#) [PDF](#)

Delivery Station Information Reports

Delivery Stations [XLSX](#) [PDF](#)

Booth Reports

Current Signups [XLSX](#) [PDF](#)

Booth Site Sales [XLSX](#) [PDF](#)

Reward Reports

Girl Rewards HTML Initial Final [View](#)

Troop Rewards HTML Initial Final [View](#)

GOT Reports

GOT Balance Report [XLSX](#)

DOC Reports

DOC Added Girl [Filter](#) [XLSX](#)

DOC Orders by Girl [Filter](#) [XLSX](#)

DOC Financial Report by Girl [Filter](#) [XLSX](#)

Girl Delivery - Varieties Only - By Girl [XLSX](#)

All DOC Orders [XLSX](#) [PDF](#)

Cancelled DOC Orders [XLSX](#) [PDF](#)

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Volunteer Registration/Login

Step 1: Watch for your registration email* from the Girl Scout Cookie Program (email@email.girlscouts.org) Your council will let you know what date to expect that. You may receive your volunteer email before parents have access. Be sure to add that email address to your safe senders list so you don't miss any emails!

**If you didn't receive a registration email, please see the ["No Registration Email"](#) tip sheet.*



Step 2: In the email is a “Register Now” button to take you to the Digital Cookie registration site. Simply click that button!

(For web)

Create your New **Digital Cookie** Password

When you create your password, a confirmation email will be sent.

New Password:

Passwords must be 8-16 characters, including 1 number, capital letter and lowercase letter, with optional special characters !, @, or %

Confirm Password:

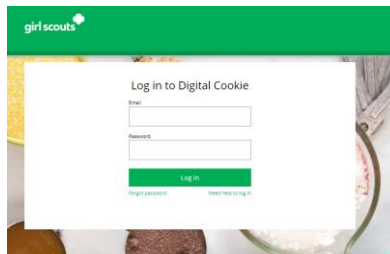
best results, use the most up to date version of your browser)

Step 3: Once you click the link you'll be on the Digital Cookie platform. You'll need to create your password.

You will receive a registration confirmation email. Keep it somewhere handy during cookie season.

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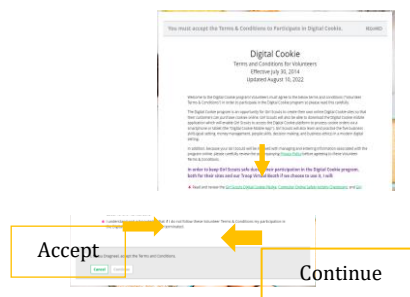
Step 4: Use your new password to log in. Remember to use the same email address where you received your registration email.



Step 5: If you are also the parent of a Girl Scout under 13 and parent registration is open, you will then watch a quick “Safe Selling for Smart Cookies” safety video. Note you can’t proceed any further until you have viewed the video.



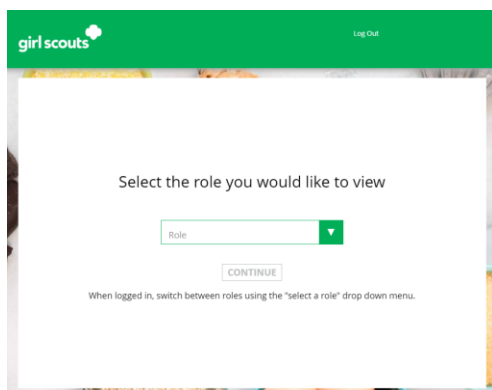
Step 6: Read and accept the Terms and Conditions-Volunteer. If you are also a parent, you will need to read and accept the Terms and Conditions for parent when parent access opens.



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Step 7: If parent registration has opened in your council and you are also a parent of a Girl Scout under 13, you will see the girl pledge appear. If parent access has not opened, you will see it appear on your next login once parent access begins. See the **“Site Registration”** tip sheet for more information on the pledge.

Step 8 If you have roles in addition to Troop Leader, you will be taken to a “role selector” screen once parent access opens, which may be a week after your volunteer access.

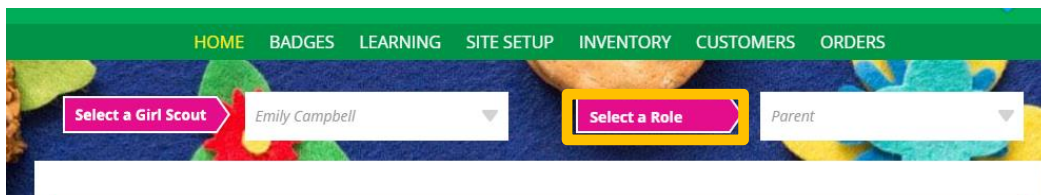


NOTE: If parent access has not opened in your council, you will not see your Girl Scout’s information or be able to access her site until it opens.

Once parent access has begun, if you have additional roles and aren’t taken to this screen OR all of your roles do not show up on the drop down, please contact your Girl Scout Council for assistance.

Step 9: For information on completing the girl registration process, please see the “Site Registration” tip sheet.

Each time you login you can indicate what role you want in order to get to the correct homepage. You can also navigate to your other roles at the top of all of your screens using the “Select a Role” dropdown.



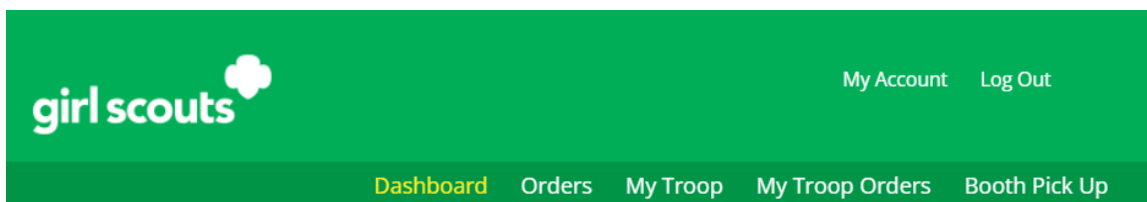
Digital Cookie[®]

Troop Dashboard

Your Digital Cookie Dashboard has information that helps you support your Girl Scouts and their parents in their digital cookie sales.

All appointed Troop Leaders and Cookie Volunteers for the troop should have access to this Dashboard when they login to Digital Cookie.

There may be up to five tabs on your Troop Leader dashboard.



[Dashboard](#)

[Orders](#)

[My Troop](#)

[My Troop Orders](#)

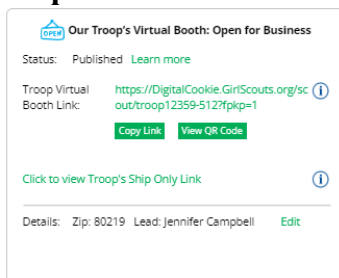
[Booth Pick Up](#)

Dashboard

The dashboard has six sections.

1. [Troop Virtual Booth info](#)
2. [Pending Virtual Booth Orders](#)
3. [Troop Rewards Deadline](#)
4. [Troop Online Sales and Marketing + Troop Goal Progress](#)
5. [Reports](#)

Troop Virtual Booth Info



For more details about this section and setting up your Troop Cookie Link, please see the “Troop Virtual Booth Link” tip sheet.

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Pending Virtual Booth Orders

Pending Virtual Booth Orders

Delivery orders pending approval: **0 orders**
 Delivery orders pending delivery: **0 orders**

Pickup orders pending approval: **1 orders**
 Pickup orders pending pick-up: **0 orders**

Girl Orders

Delivery orders pending approval: **0 orders**
 Delivery orders pending delivery: **2 orders**

Girls with a cookie delivery change: **4 girls**

This section will let you know if your Virtual Booth Link OR any girls in your troop that have an order that needs to be approved.

It will also let you know if any parents have turned off a cookie variety or in-person delivery in their site. For details on that function for parents, view the “My Cookies-Delivery Settings” tip sheet.

Troop Rewards Deadline

Troop Rewards

Troop Reward End Date

Save

If you have a need for your girls/parents to submit their rewards choices to you earlier than what the council has set, you can change this date.

Troop Online Sales and Marketing

Troop Sales

Troop goal not set
 2293 sold / 0 troop goal not set

2015 sold online, 278 sold offline

Troop's Virtual Booth Sales

Cookie Goal 100
CONGRATULATIONS!
You reached your goal!

0 Shipped / 0 Delivery / 2 In Hand / 43 Donated
 / 63 Pick-up

Troop Online Sales and Marketing

Total Digital Sales

Orders placed: **38**
 Packages sold: **2,015**
 Gift boxes: **8**

Online Sales by Cookie

Online Sales by Delivery

Girls Campaign Statistics

77% of girls in DOC
81% of girls in DOC
23% of girls in DOC
100% of merchant sales





These two sections will show you the sales for the girls in your troop at a glance. It's a great way to make sure they are actively participating in reaching their customers.

Reports

You have four reports to view that can help you manage your girl's Digital Cookie activity.

- "All Order Data" will show you details on every order for every girl.
- "Initial Order" (If applicable) will show you the initial paper order card entry by the parents to allow you to easily enter their orders into eBudde.
- "Cookie Badges" will let you know if girls are completing any of the Cookie Business badges and/or the Family Entrepreneur Pins. Encourage them to complete these with their families to increase their cookie program learnings!
- Rewards Selection will be helpful if your council enabled girls to select their rewards in Digital Cookie. You simply pull this report and transfer their choices to eBudde without need to track down each choice for each girl in the troop.

Reports: Troop 12359

	All Order Data	For each girl see full order details including varieties, delivery type, etc.	Get Report
	Initial Order	8/24/22 Parent's due date 8/24/22 Troop due date	Get Report
	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report
	Rewards Selection	See which rewards girls have selected to enter in your baker software.	Get Report

Orders

If this tab is greyed out, this functionality is not currently offered by your council. Please contact your council if you need to refund an order.

If the tab is available to you, you will see the information you need to look up order details for any order in your troop. You can then refund an order if necessary. For more information, please see the "Troop Refunds" tip sheet.

Orders

Search for ● Orders ?

	Customer Information	Girl/Parent	Organization
Order # <input type="text"/>	First Name <input type="text"/>	Girl First Name <input type="text"/>	Council Name <input type="text" value="Colorado"/>
Date Range <input type="text"/> to <input type="text"/>	Last Name <input type="text"/>	Girl Last Name <input type="text"/>	Council Code <input type="text" value="512"/>
Order Status <input type="text" value="Choose an option"/>	Phone <input type="text"/>	GGUSA ID <input type="text"/>	SU Name <input type="text" value="UAT 164879950948001"/>
Payment Status <input type="text" value="Choose an option"/>	Email <input type="text"/>	Site URL <input type="text"/>	SU ID <input type="text" value="1016"/>
		Parent Email <input type="text"/>	Troop # <input type="text" value="12359"/>

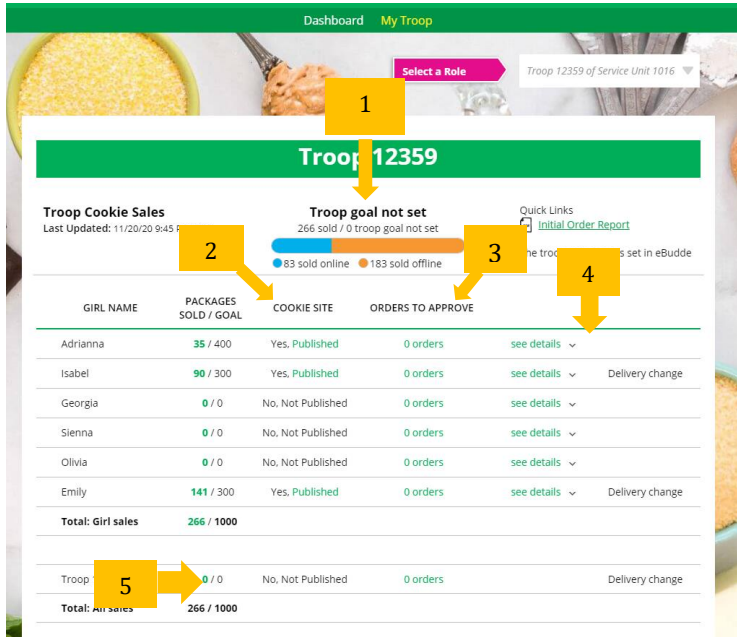
Orders Pending Validation [See List](#)

[Search](#)

Digital Cookie[®]

My Troop

Use this tab to see many sale details for each girl in the troop



- 1. Troop Goal**
 This pulls the troop goal set in eBudde and measures the troop's progress towards that goal. If the goal has not been set yet, it shows total troop's sales to date.
- 2. Cookie Site**
 If the girl's site is published, click on the link to be taken to her customer facing site. If it shows as Not Published, offer to help the girl and her family to help her get started and seeing sales roll in.
- 3. Orders to Approve**
 If your council has In-Person Delivery available you can see details on what orders the parent needs to approve and what cookies they may need to fulfill orders.
- 4. See Details/Delivery Change**



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Clicking “See Details” will bring up details on the girl, her orders, her email marketing to customers and if her parent has turned off delivery or any varieties (if available in your council).

GIRL NAME	PACKAGES SOLD / GOAL	COOKIE SITE	ORDERS TO APPROVE	
Adrianna	35 / 400	Yes, Published	0 orders	see details v
Isabel	90 / 300	Yes, Published	0 orders	see details ^ Delivery change

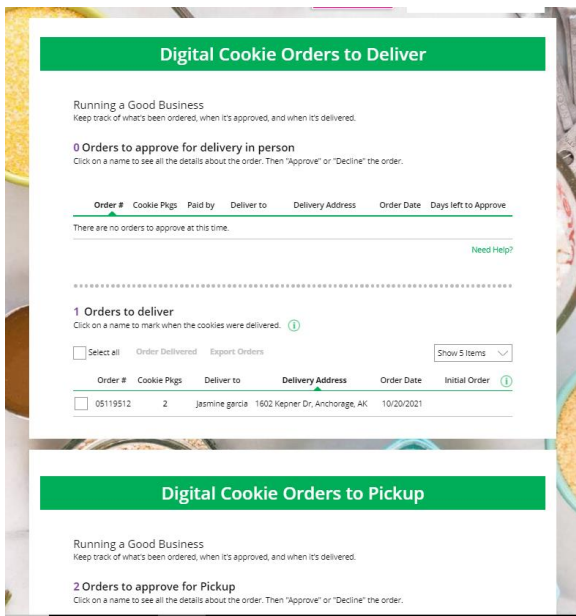
COOKIES SOLD	PARENT / GUARDIAN	DELIVERY SETTINGS	CUSTOMERS EMAILED
Online: 23 Offline: 67 Total: 90	Jessica Garcia dctest512-1@girlscouts.org	Girl Scout delivery: Inactive Cookie varieties: Off	Marketing emails: 0

- 5. If your troop link has been published you will see what the goal is for the Troop ##### “girl”, you can click the link to go to the troop site and you can see any sales that have come in for the troop link.

My Troop Orders

For details on the Delivered orders section, view the Girl Delivery tip sheet.

For details on the Pick Up orders section, view the Troop Pick Up orders tip sheet.



Booth Pick Up

This is your Pick Up Order section. For details on this, please view the Troop Pick Up Orders Tip Sheet.

The screenshot shows a web interface titled "Booth Pick Up" with a green header. Below the header, there is a "Virtual Booth Help" link and a brief instruction: "Give customers an option to pick up cookies at a booth." The main section is "Add pickup to an existing booth", which includes a sub-instruction: "Select from your troop's cookie booths, add a start and end date for customers to see the pickup option." Below this, it says "38 Available Booths". There is a "Sort by:" dropdown menu set to "Name" and a "Show:" dropdown menu set to "6 Items". The interface displays a grid of booth cards. Each card contains the booth name, address, date, and time, along with an "Add pickup option" link.

Booth Name	Address	Date	Time	Action
Cheautauque Mall	Fairmount Ave Lakewood NY, 14750	11/25/2021	12:00 AM - 12:00 AM	Add pickup option
Cub Duluth	615 West Central Entrance Duluth MN, 55811	12/30/2021	12:00 AM - 12:00 AM	Add pickup option
Family Video N Main St Mish	5714 North Main Street Mishawaka IN, 46545	12/30/2021	12:00 AM - 12:00 AM	Add pickup option
Food City - Pikeville	215 Cassidy Blvd Pikeville KY, 41501	12/15/2021	12:00 AM - 12:00 AM	Add pickup option
Kroger - Bellevue	53 Donnermeyer Drive Bellevue KY, 41073	11/15/2021	12:00 AM - 12:00 AM	Add pickup option
Kroger - Burlington	1751 Patrick Drive Burlington KY, 41005	12/20/2021	12:00 AM - 12:00 AM	Add pickup option

Refer to Digital Cookie Tip Sheets in Family Guide for the following:

No Registration Email Received

Forgot Password/Reset Password

Unlock Account

My Account tab

Changes for 2024

- ◆ Gift of Caring will be handled only by the Council. Please report the booth and in person donations as a sale and we encourage a troop community service project to deliver these cookies from the troop inventory to an approved non-profit organization
- ◆ Communication Feature:
 - Troops, Service Unit, and Council will be able to send communication from eBudde to the parents (Council will mainly use this to inform you on updates and promos) Please check your spam folder on occasion for emails from eBudde

eBudde <do_not_reply@littlebrowniebakers.com>

Troop Links:

Troop link to the cookie finder. More details coming soon