



Girl Scouts of Connecticut 2023-2024 Troop eBudde Instructions Through Initial Order Taking Period Troop Initial Order Entry Deadline: February 25, 2024 at 11:59 p.m.

Welcome to eBudde! New and returning users will want to review these instructions to make sure all orders and troop information are recorded accurately. Questions about eBudde can be directed to your service unit cookie manager or GSOFCT customer care at customer care@gsofct.org.

Login Information

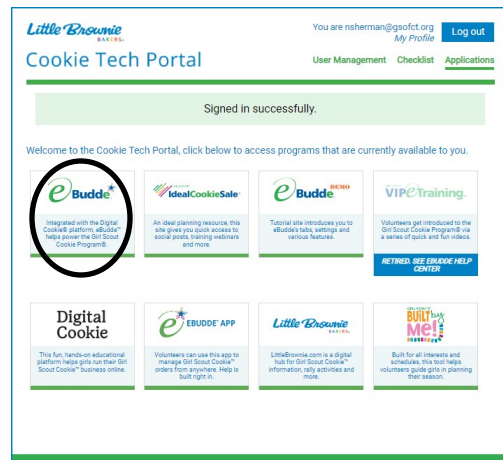
The first time you log in this year, follow the link provided in the registration email that you received from eBudde.

To log into eBudde after the first login:

1) Go to: https://cookieportal.littlebrownie.com/users/sign_in

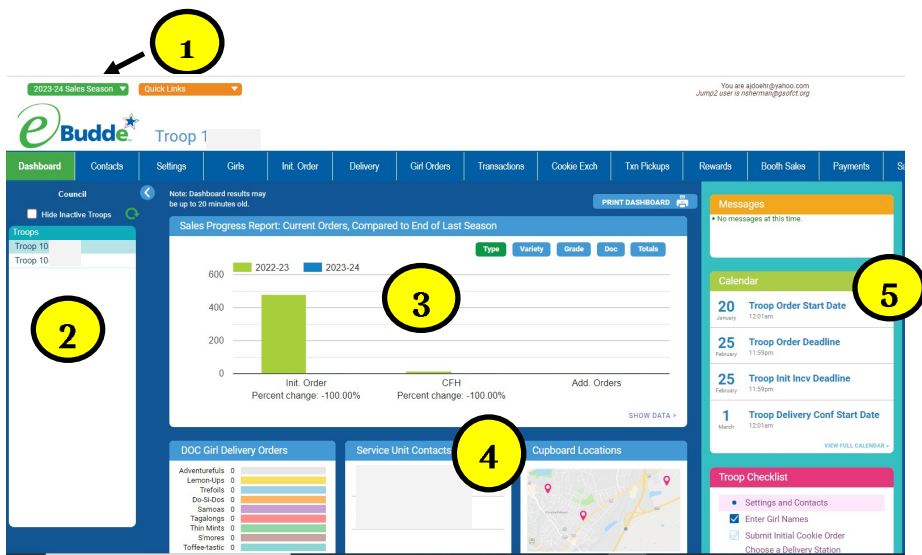
2) Select eBudde (NOT eBudde DEMO).

This will bring you to your troop's dashboard.



Navigating eBudde

You control where you want to go in eBudde by using the navigation tabs that run across the top of the page, within the blue bar. Click the tab once to enter each page.

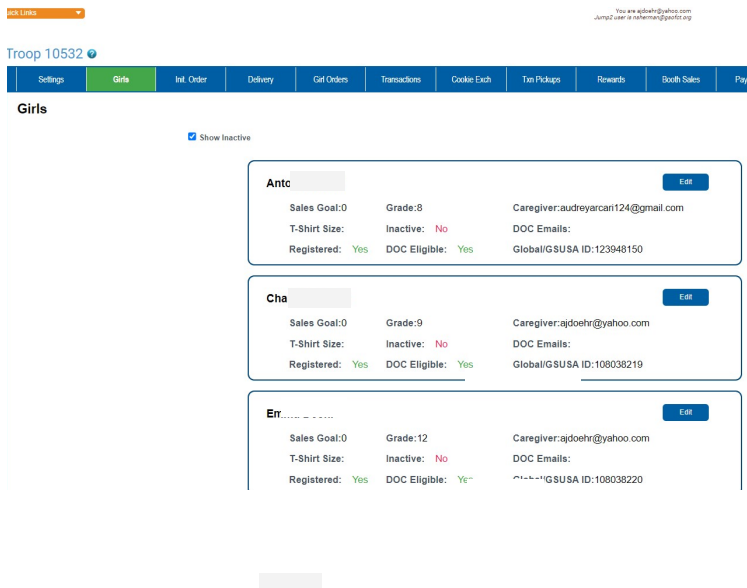


- 1) Indicates what season you are viewing. Make sure it is the 2023-2024 season.
- 2) Shows what troops you have access to if you have multiple troops.
- 3) Chart shows last year and this year's sales data.
- 4) Your SU cookie manager contact.
- 5) Upcoming important

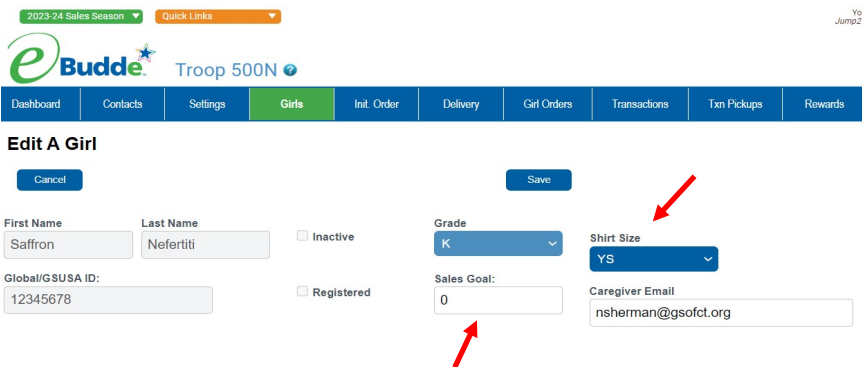
Girls Tab

Click on the **Girls tab** to view the Girl Scouts in your troop. The Girl Scouts are listed in eBudde with their first and last names, grade, and GSUSA ID number. This tab also includes a caregiver email, how many DOC emails the Girl Scout sent, and t-shirt size. Girl Scouts have been uploaded into eBudde from our membership database. If you do not see one of your Girl Scouts, please contact customercare@gsofct.org. It could be that she/they is not yet registered or needs to be transferred into this troop from another troop in eBudde.

You can edit a Girl Scout record from the **Girls tab** to add a goal and t-shirt size. Click on the **Edit** button next to the Girl Scout you wish to edit.



Please note that GSOFACT cannot delete Girl Scouts who are not active in the troop from the **Girls tab** on eBudde. The only exception to this would be if a Girl Scout was moving to another troop. In that case, we can do a troop to troop transfer in the membership database and also on eBudde. If an inactive Girl Scout remains in the troop roster on eBudde, she does not affect the troop's per girl selling average. The per girl averages for the Initial Order troop reward, the tiered proceeds, and the TOP Troop use the per girl selling average—if a Girl Scout does not sell any cookies, they do not count in the troop's per girl average.



You may only edit the fields noted with the red arrows. If you do make edits, be sure to click on the “Save” button. If another field is incorrect and needs to be changed, contact Customer Care at customercare@gsofct.org.

Initial Order Tab

This tab is where the Initial Orders for the Girl Scouts in the troop are recorded. The types of orders that will be found on the tab are orders taken on the paper order card, the Digital Cookie girl delivery orders (the money collected and the packages sold during the Initial Order are automatically credited to the Initial Order tab and should NOT be entered into eBudde), and the Cookies for Heroes sales, both on Digital Cookie and in person. The Digital Cookie shipped orders are recorded on the Girl Orders tab, but, if they are completed prior to 2/23, they count as part of the Initial Order for purposes of rewards. is where you will enter and confirm your troop's Initial Order if the caregiver did not already submit it through Digital Cookie.

			\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Uses DOC	Girl		CFH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Ava P.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	1	0	0	3	3	1	0	0	0	8
		Total Order	0	1	0	0	3	3	1	0	0	0	8

On the Initial Order tab, each Girl Scout has three lines of data.

- 1) Order Card - the paper order card orders are tracked here.
- 2) DOC Girl Del - this is where the Digital Cookie Girl delivery orders placed during the Initial Order are recorded.
- 3) Total Order - is the paper order card plus the Digital Cookie girl delivery orders.

Even though the orders that parents/caregivers enter into Digital Cookie flow through to eBudde, the troop volunteers are allowed to update the numbers. So if a parent submits an order through Digital Cookie and then reaches out to the volunteer later to add additional cookies to the order, the troop volunteer will be allowed to make that change in eBudde, as long as the troop has not yet submitted its Initial Order and it is prior to the troop submit date. If the parent/caregiver 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**.

Entering the Initial Order

Scenario 1

The parent/guardian has not entered an Initial Order for the Girl Scout and it is after the parent Initial Order entry deadline. In this case, you will see a red “Needs Review” message (see below) on the Order Card line on the Initial Order tab. This means that the troop volunteer will need to enter the Initial Order for that Girl Scout, as they have in the past.


Troop Initial Order														
			All Girl IO orders should be reviewed and Saved.											
Uses DOC	Girl		ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	TGOC	Total
✓	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

To enter a Girl Scout's Initial Order from her/their paper order card into eBudde, click on her/their name on the **Initial Order tab** and you will be brought to the screen below. Please note that you only need to enter the Girl Scout's Cookies for Heroes packages that were sold on the paper order card NOT those Cookies for Heroes packages sold on Digital Cookie. As previously mentioned, donated and shipped packages purchased on the Digital Cookie platform will appear on the **Girl Orders tab** and not on the **Initial Order tab**. As a note, the Digital Cookie shipped and donated cookies purchased during the Initial Order period ARE counted towards the Girl Scout's Initial Order total and the troop's per girl Initial Order average even though they are not shown on the **Initial Order tab**.

Ava P. Initial Order

Cancel Save

Product	Order Card	Girl Delivery	Total
Cookies For Heroes \$ 6.00	<input type="text" value="0"/>	0	0
Adventurefuls \$ 6.00	<input type="text" value="0"/>	9	9
Lemon-Ups \$ 6.00	<input type="text" value="0"/>	5	5
Trefoils \$ 6.00	<input type="text" value="0"/>	5	5
Do-Si-Dos \$ 6.00	<input type="text" value="0"/>	4	4
Samoas \$ 6.00	<input type="text" value="0"/>	22	22
Tagalongs \$ 6.00	<input type="text" value="0"/>	9	9
Thin Mints \$ 6.00	<input type="text" value="0"/>	21	21
S'mores \$ 6.00	<input type="text" value="0"/>	8	8
Toffee-tastic \$ 6.00	<input type="text" value="0"/>	2	2
Total	0	85	85



eBudde will total the number of packages entered. Double check that the number entered equals the total number on the order card. This will help you to catch any math or entry errors.

After you enter a Girl Scout's Initial Order (paper order card), click on the **Save** button at the top. Click **OK** on the popup, and you come back to the **Initial Order tab** and you will be able to enter another Girl Scout's order.

Scenario 2

When the parent/caregiver enters the Girl Scout's Initial Order in Digital Cookie, the message on the order card line will read **"Review Parent IO"**. Note that the order card line on the troop Initial Order tab still has all zeros, even though the order was put in by the parent/guardian. Because the troop is financially responsible for all of the cookies ordered on the Initial Order, a troop volunteer needs to review and save any orders that are entered by the parent/guardian.

Troop Initial Order

Print Submit Troop IO

All Girl IO orders should be reviewed and saved.

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
✓	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



To view and approve the orders, click on the Order Card line under the Girl Scout for which you want to view. The light grey numbers near the varieties are the quantities that the parent/guardian entered (they start with PIO). If the quantities entered by the parent/guardian are accurate, click on the Save button in the upper right corner. If you need to make changes in any of the amounts, do so in the right hand column. Click the Save button when you either decide to use the order entered by the parent, or change the order. The order that the parent/guardian entered in Digital Cookie will always be saved for reference, in case it needs to be reviewed again.

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 PIO-0	0
Adventurefuls \$ 5.00 PIO-10	10
Lemon-Ups \$ 5.00 PIO-7	7
Trefoils \$ 5.00 PIO-4	4
Do-Si-Dos \$ 5.00 PIO-8	8
Samoas \$ 5.00 PIO-12	12
Tagalongs \$ 5.00 PIO-6	6
Thin Mints \$ 5.00 PIO-24	24
S'mores \$ 5.00 PIO-20	20
Toffee-tastic \$ 5.00 PIO-1	1
Troop GOC \$ 5.00 PIO-0	0
Total	92

The order is saved.

Addison B Initial Order

Cancel Save

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

Success

Order for Addison B has been saved.

Close

Product	Order Card	Est. Revenue	Total
Gift of Caring \$ 5.00 PIO-0	1	0	1
Adventurefuls \$ 5.00 PIO-10	10	0	10
Lemon-Ups \$ 5.00 PIO-7	1	0	1
Trefoils \$ 5.00 PIO-4	4	0	4
Do-Si-Dos \$ 5.00 PIO-12	12	0	12
Samoas \$ 5.00 PIO-4	4	0	4
Tagalongs \$ 5.00 PIO-8	8	0	8
Thin Mints \$ 5.00 PIO-24	24	0	24
S'mores \$ 5.00 PIO-10	10	0	10
Toffee-tastic \$ 5.00 PIO-3	3	0	3
Troop GOC \$ 5.00 PIO-0	0	0	0
Total	77	0	77

Once the order is saved, the status on the troop Initial Order screen will change from "Review Parent IO" to "Saved".

Troop Initial Order

Print Submit Troop IO

All Girl IO orders should be reviewed and saved.

Uses Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓ Addison B	Order Card	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	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

The goal is to have “Saved” for each Girl Scout in the troop. The Initial Order for a Girl Scout will not be placed if the status is not “Saved”.

Troop Initial Order

Print Submit Troop IO

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl		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	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

Scenario 3

The troop volunteer enters a Girl Scout’s Initial Order and, after that (but before the troop submits its Initial Order) the parent enters an Initial Order into Digital Cookie. In this case, eBudde will add a message (Review Parent IO in orange) next to that Girl Scout on the Initial Order tab that will let the troop volunteer know that the order has come after those numbers were saved.

In the case below, a parent Initial Order came in from Digital Cookie for Suzie. The troop volunteer had already keyed one package of each variety for her Initial Order and saved it. The troop volunteer would likely need to get in touch with the parent/caregiver to find out what the actual order should be.

Troop Initial Order

Print Submit Troop IO

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl		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	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
✓ Samantha 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

Click the order card row to see more information about the order that was entered by the parent.

Will use the order that the parent entered

Suzie T. Initial Order

Cancel Use Parent's 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.

Parent's order

Product	Order Card
Gift of Caring \$ 5.00 PIO=0	1
Adventurefuls \$ 5.00 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 \$ 5.00 PIO=0	1
Total	11

Order entered into eBuddy by troop volunteer.

Uses order entered by troop volunteer, including any changes made to this order

When the troop volunteer uses the parent's submission instead of what they keyed in, there is a green "Saved" on the troop Initial Order tab.

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	Saved	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

When the troop volunteer zeroes out or keys in an order that is different from what the parent entered and uses those numbers (and not the order the parent entered), there will be an orange “Saved” on the troop Initial Order tab.

Troop 41192

Acts Settings Girls **Init. Order** Delivery Girl Orders Transactions Tin Pickups Rewards Booth Sales Payments

Troop Initial Order

Print Submit Troop IO

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	\$5.00	\$5.00	Total
			CD	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	
✓	Aname A.	Order Card	Saved*	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0
✓	Bname B.	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0
✓	cname C.	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0
	Imported			0	0	0	0	0	0	0	0	0	0

As stated previously, the order the parent entered will not be totally erased. It will be able to be looked at if needed. Also, if a volunteer overrides what a parent entered, they can always revert back to the order that the parent entered by clicking on the Girl Scout’s order card line and using the “Revert” button as shown below.

Troop 41192

Acts Settings Girls **Init. Order** Delivery Girl Orders Transactions Tin Pickups

Aname A. Initial Order

Cancel Revert

You have overridden the parent submission.
If this is an error choose 'Revert' above to restore the parental values.

Product	Order Card	Girl Delivery	Total
Council Dona... \$ 5.00 P10=0	0	0	0
Adventurefuls \$ 5.00 P10=0	0	0	0
Lemon-Ups \$ 5.00 P10=0	0	0	0
Trefoils \$ 5.00 P10=0	0	0	0
Do-Si-Dos \$ 5.00 P10=0	0	0	0
Samoas \$ 5.00 P10=0	0	0	0
Tagalongs \$ 5.00 P10=0	0	0	0
Thin Mints \$ 5.00 P10=0	0	0	0
S'mores \$ 5.00 P10=2	0	0	0
Toffee-tastic \$ 5.00 P10=2	0	0	0
Total	0	0	0

Ordering Booth Sale Cookies on the Initial Order

If your troop is ordering booth sale cookies on the Initial Order, scroll to the bottom of the screen and click on the **Booth** row. You will go to a screen that will allow you to enter the troop's Initial Order booth sale cookies.

Last Year Booth shows the prior year's order. Packages on the **Last Year Booth** line are not cookies ordered for this year and for reference only.

Troops will earn a \$20.00 bonus for every 20 cases (**240 packages**) ordered on the booth sale line of the troop's Initial Order. The troop may order a smaller or larger number of packages to meet their booth sale and Goal Getter Order needs, but the bonus is awarded for every 20 cases. **Booth cookies ordered on the Initial Order may not be returned.**

Save your entry by clicking the **Save** button. **Do NOT** click the **Submit Order** button until you are ready to submit the troop's Initial Order.

Troop Initial Order

		CFH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Uses DOC	DOC Girl Del.	0	0	1	0	0	1	1	1	0	1	5
	Total Order	0	0	1	0	0	1	1	1	0	1	5
✓ Val.	Order Card	0	0	0	0	0	0	0	0	0	0	0
	DOC Girl Del.	0	1	3	0	0	5	1	3	0	2	15
Total Order		0	1	3	0	0	5	1	3	0	2	15
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)		24	12	12	12	60	36	60	12	12	240	
Pkgs. Ordered		0	10	12	7	7	33	27	44	11	11	162
Cases To Order		1	1	1	1	3	3	4	1	1	1	16
Extras		2	0	5	5	3	9	4	1	1	1	30

Booth Initial Order

Cancel Save

Product	Packages
Adventurefuls \$ 6.00 LY=24	0
Lemon-Ups \$ 6.00 LY=12	0
Trefoils \$ 6.00 LY=12	0
Do-Si-Dos \$ 6.00 LY=12	0
Samoas \$ 6.00 LY=60	0
Tagalongs \$ 6.00 LY=36	0
Thin Mints \$ 6.00 LY=60	0
S'mores \$ 6.00 LY=12	0
Toffee-tastic \$ 6.00 LY=12	0
Total	0

Enter booth sale cookies in packages—
12 packages = 1 case

Click on **Save** when you are done entering the troop's booth sale order

Above the booth line, you will see lines labeled Imported, Other, and Last year Other. GSOFACT does not use these lines.

Extras

eBudde will automatically round up the troop's Initial Order to full cases. The "Extras" will show the number of surplus or "roundup" packages that were added to the troop's Initial Order to make full cases (case = 12 packages). These cookies can be used by the troop to fill Goal Getter orders or for booth sales. **Please note:** Troops are financially responsible for all packages ordered, including the packages in the "Extras" line. Please connect with troop families to let them know that these packages are available to fill additional orders.

Pkgs. Ordered	0	70	57	85	55	130	78	106	54	36	671
Cases To Order		6	5	8	5	11	7	9	5	3	59
Extras		2	3	11	5	2	6	2	6	0	37



Submitting the Troop's Initial Order

When you are ready to submit the order, review the entries to be sure they are correct and click the **Submit Troop IO** button. **You may do this only once.** After you click the **Submit Troop IO** button, a pop up will appear that reads "Submission Warning" Click on the **Submit Order** button to complete the process.

You cannot change the troop's Initial Order after it has been submitted. If you need to make a change or correction, contact your service unit cookie manager or GSOFCT customer care at customercare@gsfct.org.

You must submit the troop's Initial Order by 11:59 pm on March 25, 2024. Once the troop submits its Initial Order, the Digital Cookie girl delivery orders will stop populating on the Initial Order tab. Girl delivery orders that are approved after the troop submits its Initial Order will be part of a girls' Goal Getter sales and can be filled either from a troop's Initial Order extras or by picking up additional cookies from a cookie cupboard.

If the troop has Initial Orders that haven't been reviewed and saved by the troop, the following warning will pop up.

Troop Initial Order

Prevt
Submit Troop IO

Uses DOC	Girl	CFH											SMr	Toff	Total
✓ Sc	Order Card	0											0	0	0
	DOC Girl Del.	0											2	2	18
	Total Order	0											2	2	18
✓ Sri	Order Card	0											4	4	45
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Order	0	12	4	2	4	7	2	6	4	4	45			
✓ St	Order Card	0											0	0	0
	DOC Girl Del.	0	0	1	0	0	1	1	1	0	1	5			
	Total Order	0	0	1	0	0	1	1	1	0	1	5			
✓ Val	Order Card	0											0	0	0
	DOC Girl Del.	0	1	3	0	0	5	1	3	0	2	15			
	Total Order	0	10	12	7	7	33	27	44	11	11	162			
Pkgs. Ordered			10	12	7	7	33	27	44	11	11	162			
Cases To Order			1	1	1	1	3	3	4	1	1	18			
Extras			2	0	5	5	3	9	4	1	1	30			

Unreviewed Order Warning

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

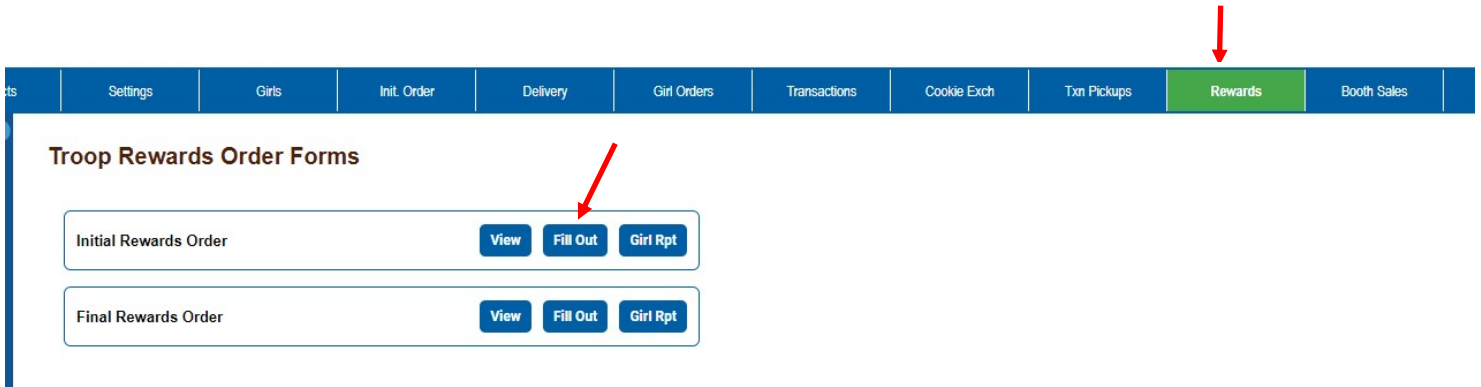
Cancel
Continue

Submitting Troop Initial Order Rewards

After you have submitted your troop's Initial Order you will need to confirm the Initial Order Rewards that your girls may have earned.

Note: eBudde will take into account ALL packages sold during the Initial Order Taking Period, including those sold through the Digital Cookie platform, (shipped, donated, and girl delivery packages) when calculating girl and troop Initial Order Rewards.

Select **Rewards** tab and then **Initial Rewards Order— Fill Out**.



Girl Scouts with 150 or more packages sold on the Initial Order will earn the Crossbody Bag and Fashion Patches. This will automatically populate in eBudde (no selection needed).

Troops that have a per girl selling average of 140 packages or higher in the Initial Order will earn a Baseball Cap and Cookie Box Charm for each girl with sales during the Initial Order Taking Period. This will also automatically populate in eBudde and no selection is necessary.

Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | **Rewards** | Booth Sales

Opt-out of Troop Rewards: Yes
 PGA-Selling: 164.00
 PGA-Registered: 0.00

[Edit All Below](#)

Saffron N. receives 2 rewards
 Sage M. receives 4 rewards
 Samantha J. receives 2 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
150	1	Crossbody Bag/Fashion Patches Crossbody Bag Fashion Patches
PGA 140	3	Baseball Cap/Cookie Box Charm (140 pga sellg) Baseball Cap Charm, Cookie Boxes

Even though the troop volunteer does not need to make any selections as far as size or choice of reward, rewards should be submitted for each Girl Scout by clicking on each Girl Scout's name and then on the "Submit Girl Order" button.

Sage M. Initial Rewards

Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | **Rewards**

Boxes sold: 200
 DOC Boxes sold: 0
 DOC Charity: 0
 Values shown above are current values
 Shirt size: YM

Box Level	Selected	Reward
150	<input checked="" type="checkbox"/>	Crossbody Bag/Fashion Patches Crossbody Bag Fashion Patches
PGA 140	<input checked="" type="checkbox"/>	Baseball Cap/Cookie Box Charm (140 pga sellg) Baseball Cap Charm, Cookie Boxes

Cancel **Submit Girl Order**

You will get a green banner that tells you that the rewards have been submitted.

Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | **Rewards** | Booth Sales

Rewards Submitted

Opt-out of Troop Rewards: Yes
 PGA-Selling: 164.00
 PGA-Registered: 0.00

[Edit All Below](#)

- [Saffron N.](#) receives 2 rewards
- [Sage M.](#) receives 4 rewards
- [Samantha J.](#) receives 2 rewards

TROOP ORDER:

Box Level	Quantity	Reward
150	1	Crossbody Bag/Fashion Patches Crossbody Bag Fashion Patches
PGA 140	3	Baseball Cap/Cookie Box Charm (140 pga sellg) Baseball Cap Charm, Cookie Boxes

Computer Specifications Information

The eBudde™ system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Latest version of Microsoft Edge, Firefox, or Chrome.

Macintosh OS version 11 and later. – Latest version of Safari, Firefox, or Chrome.

Approved platforms:

- iPad iOS 12.4 and above
- iPhone 6 and above using iOS 12.4 and above
- Android v. 11 and above
 - Apps (all with mobile web version) eBudde™ App

Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 4GB RAM

Recommended Systems:

3 GHz CPU - 6GB RAM

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports. The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

eBudde™ has scheduled time-outs at 12 hours of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 12 hours.