

How to enter the Troop Initial Cookie Order?

Parents may enter girl's paper order card initial order totals into Digital Cookie.

*This is an optional process. TCMs can choose which process works best for them to receive the paper order cards.

*For Parents to enter paper order card totals into Digital Cookie:

- Login to Digital Cookie as a parent
- Click Inventory tab
- Enter the total number of packages on the paper order card for each variety including Care to Share.
- **DO NOT INCLUDE ORDERS PURCHASED THROUGH DIGITAL COOKIE**
- Click "Update Initial order"

TCM pulls report for Initial Orders entered in Digital Cookie by Parents:

- Log in to Digital Cookie as a Troop Leader
- Scroll to the bottom of your dashboard to the Reports section.
- Click "Get Report" beside the Initial Order report. The report will download.
- Use this report to enter the paper order card orders in the Initial Order tab of eBudde.
- **DO NOT ENTER ORDERS PURCHASED THROUGH DIGITAL COOKIE**

Troop Initial Order Entry:

Login to the Cookie Tech Portal here: <https://cookieportal.littlebrownie.com/>

Click eBudde.

Click on the Initial Order tab.

DO NOT ENTER ORDERS PURCHASED THROUGH DIGITAL COOKIE

- Click the "Order Card" line on the girl you wish to enter.
- The line to enter totals, shows on the bottom of the screen in yellow.
- Enter the total number of packages to order for each variety, including Care to Share.
- Press the blue "ok" button on the right when the totals are accurate.
- Click "Save" in the top left corner.
- Repeat the previous five steps for each girl in your troop.
- Enter any extra cookies you wish to order for your troop in the "Other" or "Booth" lines

Estimate aggressive, normal, and cautious initial orders based on the girl-delivery orders for your troop.

Remember eBudde rounds the initial order up to nearest case.

Council Cupboards will open the week following Count and Go.

- Once each girl's paper order card is entered, confirm each girl's total listed in the Initial Order tab matches the paper order card the parent gave you (or entered in Digital Cookie)
- Once you are confident your initial order is correct, click the red "Submit Order" button.
- A notice that your Initial Order has been submitted will display with instructions to go to the Delivery tab in eBudde to select your Count and Go location, date, and time.

Next select your Count & Go location, date and time

- Click on the Delivery tab.
- Answer the two questions appropriately.
- Select the Delivery Station (Count and Go location) from the drop-down menu.
- Choose a date and time that is available.
- Click "Submit My Info"
- A confirmation will show of the Count and Go location, date, and time you selected.

Service Unit / Troop Drop Deliveries:

- Available on orders of more than **600 cases**
- Please alert Angie at ahines@girlscoutsnca.org as soon as possible for a direct delivery
- Do not enter a delivery station if planning a direct drop.