

Cookie Program Representative

Email Troop Cookie Managers

Cookie Program Representatives (CPR) are able to send emails directly to Troop Cookie Managers from eBudde™.

Important:

- The system will display a screen with instructions and email limitations.
- Emails sent through eBudde™ (do_not_reply@littlebrowniebakers.com) will be sent to troop contact's regular email box. There is no replying to email in eBudde™.
- Able to include one or more attachments with email as long as the total size does not exceed 5 MB. If you add attachments, eBudde™ will not send attachments via email. eBudde™ will upload your attachments and send a link to the attachments via email to your selected recipients. The links will be active for 45 days from date sent.

Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>

Step 2:

- Click **Contacts** tab



Step 3:

- Click **E-mail Branch** button



Step 4:

- Key in message
- Check **Troop Cookie Chairs** box
- Check **reCAPTCHA** box
- Click **Send email** button

