

Cookie Program Representative

Submit Community Rewards Order

No later than posted Cookie Program Representative deadline!

Reward orders are entered at the girl and troop level. The Cookie Program Representative's (CPR) role is to monitor the entry of troops' reward orders and submit the Community rewards order to the council.

Step 1:

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

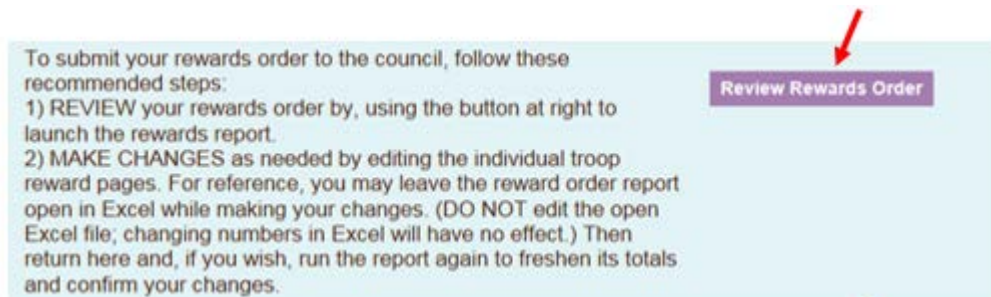
Step 2:

- Click **Rewards** tab



Step 3:

- Click **Review Rewards Order** button



To submit your rewards order to the council, follow these recommended steps:

- 1) REVIEW your rewards order by, using the button at right to launch the rewards report.
- 2) MAKE CHANGES as needed by editing the individual troop reward pages. For reference, you may leave the reward order report open in Excel while making your changes. (DO NOT edit the open Excel file; changing numbers in Excel will have no effect.) Then return here and, if you wish, run the report again to freshen its totals and confirm your changes.

- Review troop reward orders via Excel spreadsheet (located at the bottom of screen)
- Make any additions/corrections to troops' "Girl Order" and "Reward" screens. If changes have been made, CPRs must inform Troop Cookie Managers of these changes.

Caution: Do not edit the Excel report; changing number in Excel will have no effect. Changes must take place on the troop's "Girl Order" and/or "Reward" screens in eBudde™.

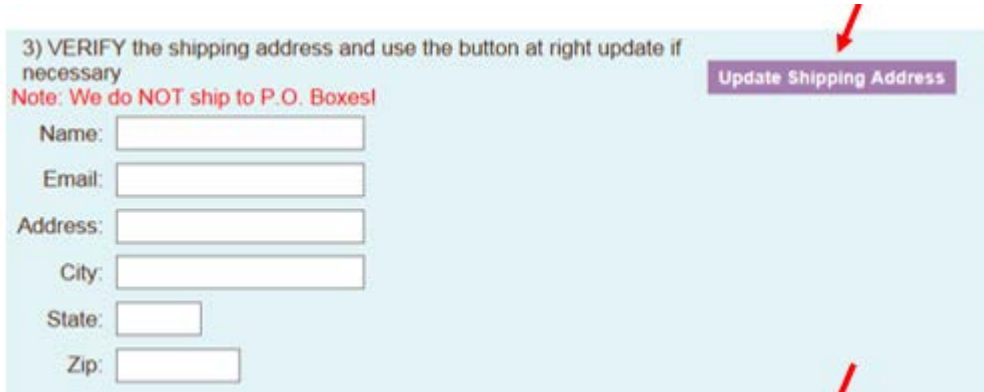
- Confirm troops have submitted their reward orders, if not refer to "Review & Submit Girl/Troop Reward Orders" document for instructions.

Step 4:

- Verify/update CPR shipping address

Caution: Do not use a PO Box as a delivery address. Little Brownie Bakers only ships to physical addresses.

- Click **Update Shipping Address** button



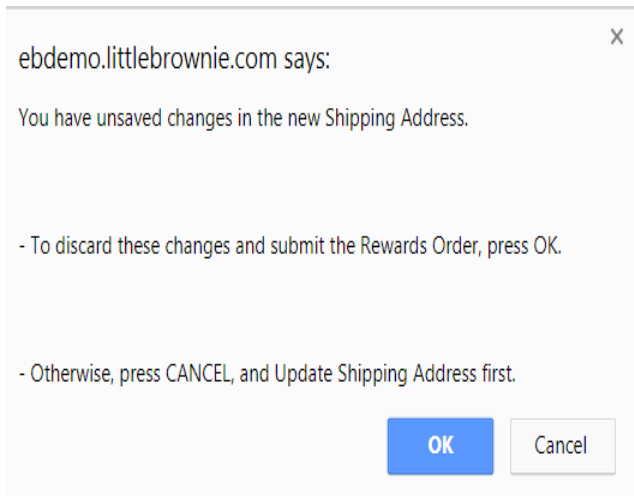
3) VERIFY the shipping address and use the button at right update if necessary
Note: We do NOT ship to P.O. Boxes!

Name:
Email:
Address:
City:
State:
Zip:

Update Shipping Address

If the shipping information has not been completed, eBudde™ will inform CPR via the below message.

- Click appropriate response



ebdemo.littlebrownie.com says: X

You have unsaved changes in the new Shipping Address.

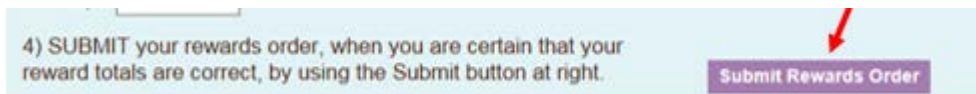
- To discard these changes and submit the Rewards Order, press OK.

- Otherwise, press CANCEL, and Update Shipping Address first.

OK Cancel

Step 5:

- Click **Submit Rewards Order** button



4) SUBMIT your rewards order, when you are certain that your reward totals are correct, by using the Submit button at right.

Submit Rewards Order

Step 6:

If all required information was entered, the following message will appear.

Your final rewards submission has been queued. You will be sent email when it's complete. PLEASE DO NOT SUBMIT AGAIN.