

Review & Submit Girl/Troop Reward Orders

eBudde™ automatically calculates what rewards and activity credits a girl has earned. This is based on her pre-sales and allocated booth cookies. This information is listed on the Girl Orders tab. For girls to receive rewards and activity credits, Troop Cookie Managers need to verify and submit **both the Girl Rewards Order and Troop Reward Order.**

Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>
- Click **Rewards** tab



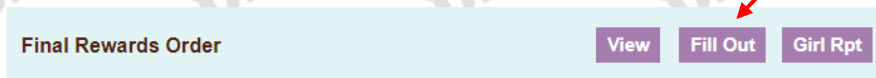
View and Submit Individual Girl Rewards Order:

Step 2:

- Click **Fill Out** button



Troop Rewards Order Forms



Step 3:

This screen provides the number of rewards each girl earned. To display all the girls' rewards:

- Click **Edit All Below** link

GIRL ORDERS:

Edit All Below	
Brooke T.	receives 4 rewards
Cahterine B.	receives 2 rewards
Makenna S.	receives 3 rewards
Maria W.	receives 2 rewards
Rebecca S.	receives 2 rewards

Step 4:

- Review and confirm information is accurate/complete.

NOTE: If changes need to be made, refer to “eBudde™ Quick Tip - Record Booth Sales & Allocate Booth Cookies” document for instructions.

- Click **Submit All Girl Orders** button (If you do not want to submit the order, click **Cancel** button.)

Girl: **Maria Wright**
Boxes sold: **80**
DOC Boxes sold: **0**

Box Level	Reward
36	Theme Patch
50	\$12.50 Activity Credits

Girl: **Rebecca Shoari**
Boxes sold: **72**
DOC Boxes sold: **0**

Box Level	Reward
36	Theme Patch
50	\$12.50 Activity Credits

IMPORTANT:

eBudde™ confirms the Girl Rewards Order was submitted and reminds TCM to submit their Troop Reward Order.

Rewards Submitted for 5 Girls

Warning: Don't forget to submit your troop order if it's now ready!

Submit Troop Reward Order: No later than posted Troop Cookie Manager deadline

Step 5:

- Review information listed on screen (*be sure to scroll to the end of the screen*)

NOTE: *If changes need to be made, refer to “eBudde™ Quick Tip - Record Booth Sales & Allocate Booth Cookies” document for instructions.*

- If correct/complete, click **Submit Reward Order** button (*If you do not want to submit the order, click **Cancel** button.*)

*Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.*

Opt-out of Troop Rewards: No
Per Girl Average: 645.60

GIRL ORDERS:

[Edit All Below](#)

[Brooke T.](#) receives 4 rewards
[Catherine B.](#) receives 2 rewards
[Makenna S.](#) receives 3 rewards
[Maria W.](#) receives 2 rewards
[Rebecca S.](#) receives 2 rewards

TROOP ORDER:

Box Level	Quantity	Reward
DOC 36	0	DOC - 36+ pkgs Marketing Patch

4000	0	\$1185.00 Activity Credits
4050	0	\$1200.00 Activity Credits
4100	0	\$1215.00 Activity Credits
4150	0	\$1230.00 Activity Credits
4200	0	\$1245.00 Activity Credits

Cancel

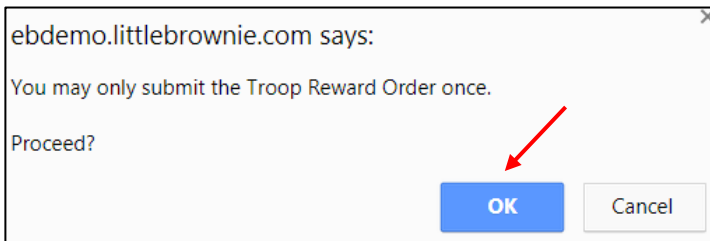
Submit Reward Order



Step 6:

Since troops can only submit their reward order once, eBudde™ will confirm Troop Cookie Manager wants to submit their troop reward order.

- If correct/complete, click **OK** button (If you do not want to submit the order, click **Cancel** button.)



The following message will appear on the screen confirming the troop's reward order was submitted.



IMPORTANT:

- Troops can only submit their reward order ONCE.
- Troops cannot change the order after it has been submitted.
- If troop does not submit order by deadline, troop reward order will not be processed.
- If troop needs to make changes/corrections after the order was submitted, immediately contact their Cookie Program Representative (CPR).
- Once CPR clicks the SUBMIT ORDER button, she/he cannot make any changes/corrections.