

Submit Initial Cookie Order

To order girls' pre-orders (door-to-door orders) and troop's booth cookies:

Step 1:

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

Step 2:

Enter Girl Orders:

- Click on a girl's name listed on the screen; the line will highlight
- Click the first square (at the bottom of the screen) and enter the girl's total quantity in **packages** (not cases) for the listed cookie variety
- Use the **TAB** button on keyboard to move across the line to continue entering the girl's total **packages** for each cookie variety
- Click **ENTER** (on keyboard) or **OK** button on the screen
- Repeat above steps for each girl

NOTE: Confirm troop has received a complete/signed "Parent/Guardian Permission Form" for each girl who sold cookies. If not, do not enter girl's order until form is received.

Troop 6073 Initial Order

Settings | Girls | **Init. Order** | Delivery | Girl Orders | Transactions | Rewards | Booth Sites | Deposits | GOC Org | Sales Report | Reports | Help Center

Printable Version | Save | Submit Order

Save as often as you like but Submit to your SU only Once!

Girl	C_GOC	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total	F_GOC
Becky H.	5	10	5	5	15	5	20	20	5	0	90	0
Cindy W.	0	0	0	0	0	0	0	0	0	0	0	0
Olivia H.	0	0	0	0	0	0	0	0	0	0	0	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0	0
Sydney C.	0	0	0	0	0	0	0	0	0	0	0	0
IMPORTED	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	NA	0	NA
BOOTH	NA	0	0	0	0	0	0	0	0	NA	0	NA
Patty W.	5	15	10	10	25	15	35	15	15	5	150	5
Pkgs. Ordered	5	10	5	5	15	5	20	20	5	0	90	0
Cases to Order		1	1	1	2	1	2	2	1		11	
Other*Extras-Charity	0		2	7	7	9	7	4	4	7	47	

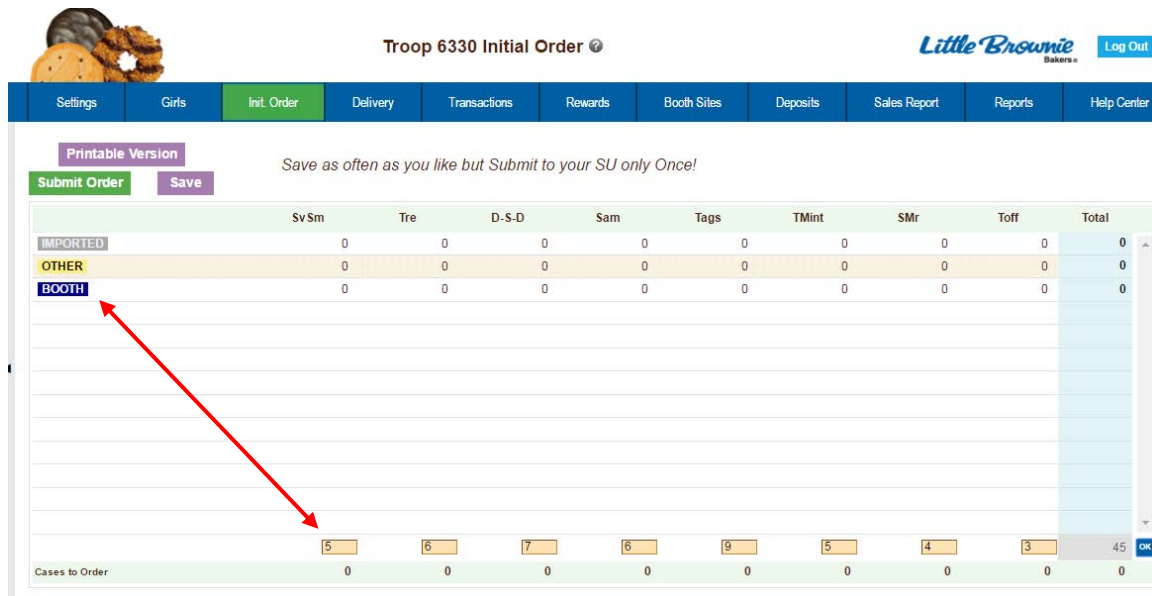
Step 3:

Enter Booth Order: *(if applicable)*

- Click on the word **BOOTH** on the screen; the line will highlight
- Click the first square (at the bottom of the screen) and enter the quantity in **packages** (not cases) for the listed cookie variety
- Use the **TAB** button on keyboard to move across the line to continue entering the package totals for each cookie variety

NOTE: The GOC (Gift of Caring) column is not available for booth sales/orders.

- Click **ENTER** (on keyboard) or **OK** button on the screen



Troop 6330 Initial Order

Printable Version Save as often as you like but Submit to your SU only Once!

Submit Order Save

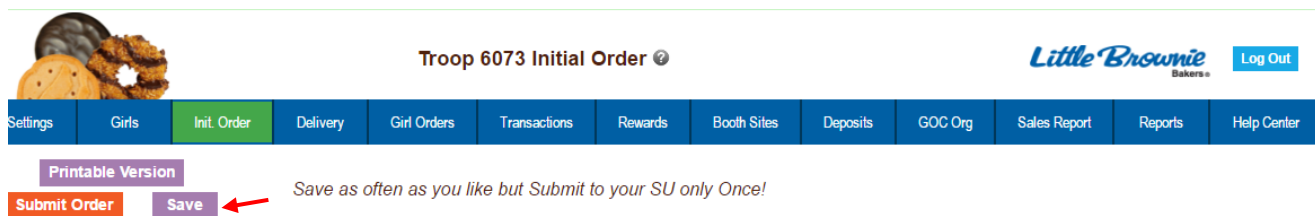
	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
IMPORTED	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	5	6	7	6	9	5	4	3	45
Cases to Order	0	0	0	0	0	0	0	0	0

Step 4:

Save Total Order:

- Click **SAVE** button to save the troop's order
NOTE: The system will display that it is saving the information.
- Review the totals at the bottom of the screen
- Make any corrections/additions (if applicable)
- Click **SAVE** button to save any changes

Save In Progress!
Please Wait!



Troop 6073 Initial Order

Printable Version Save as often as you like but Submit to your SU only Once!

Submit Order Save

	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Cases to Order	0	0	0	0	0	0	0	0	0

Step 5:

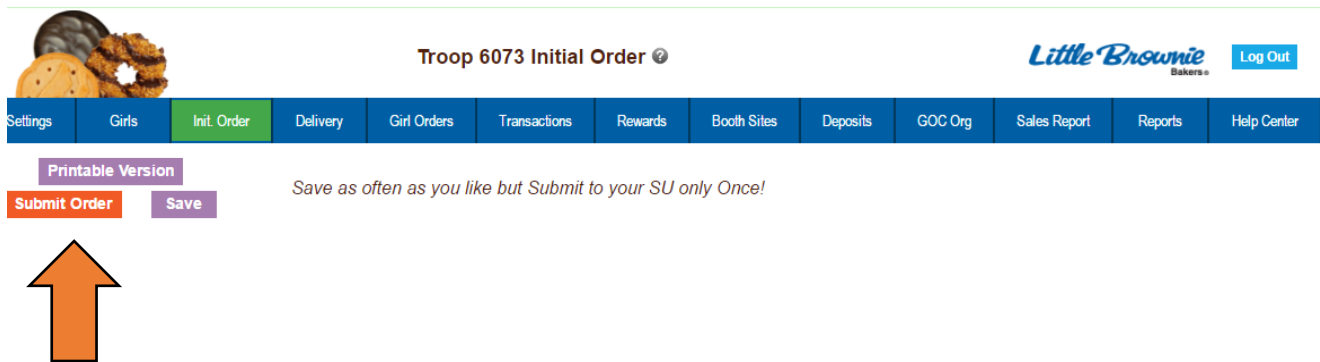
Submit Total Order: **No later than posted Troop Cookie Manager (TCM) deadline**

- Review totals at the bottom (*complete Step 4 to make necessary corrections, if applicable*)
- If correct, click **SUBMIT ORDER** button

IMPORTANT:

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

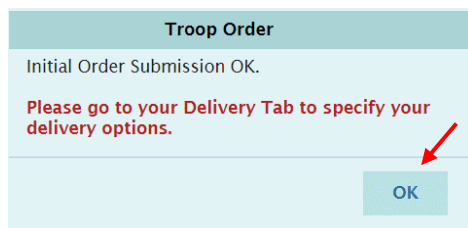
TCM is informing troop's Cookie Program Representative, the council and eBudde™ that troop's cookie order is completed. eBudde™ will confirm (on the screen) that the troop order was submitted and will send TCM a confirmation email.



Step 6:

Once the troop submits order, the below message appears.

- Click **OK** button



For additional instructions on what needs to be completed on the Delivery tab, refer to Step 8.

IMPORTANT:

- If the required steps on Delivery tab are not completed, the troop cookie order will not be placed with the bakery.

Step 7:

Delivery tab

The purpose of this tab is for a troop's initial cookie order to be assigned to a delivery pick up site. If the following steps are not completed, the troop cookie order will not be placed with the bakery.

After submitting troop order on the Init. Order tab:

- Click **Delivery** tab



- Click drop down arrow and select applicable Delivery Station
- Click **Submit My Info** button



View Confirmation

Submit My Info Print

SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total	Pickup Total	
Cases	4	13	10	6	4	10	15	3	65	65

Who is picking up your cookies? Someone from my Troop Some other troop (or my SU)

Will you be picking up for more than one troop? yes no # #

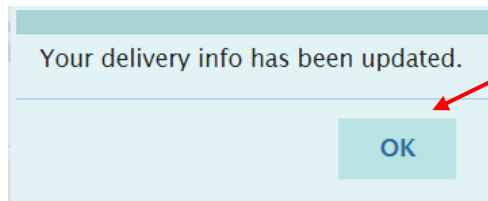
Please choose your Delivery Station:

Redman SLC (699) : date unknown : time unknown

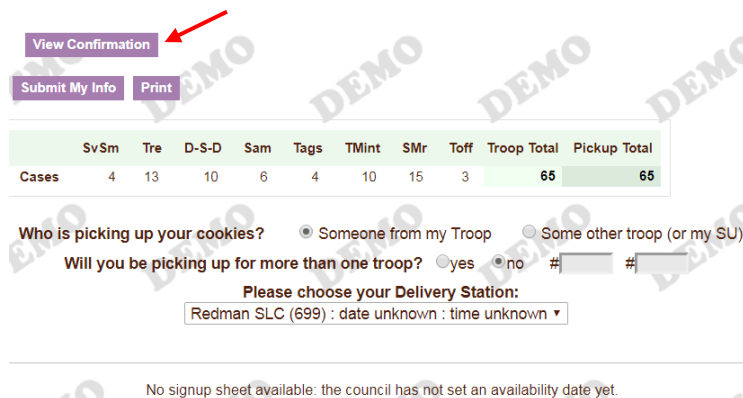
No signup sheet available: the council has not set an availability date yet.

Once the troop submits their delivery station information, the below message appears:

- Click **OK** button



- Click **View Confirmation** button



View Confirmation

Submit My Info Print

SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total	Pickup Total	
Cases	4	13	10	6	4	10	15	3	65	65

Who is picking up your cookies? Someone from my Troop Some other troop (or my SU)

Will you be picking up for more than one troop? yes no # #

Please choose your Delivery Station:

Redman SLC (699) : date unknown : time unknown

No signup sheet available: the council has not set an availability date yet.

- Click **Print** button
- Take copy to delivery site when picking up cookie order

More details regarding date and time of delivery/pickup will be provided by Troop's Cookie Program Representative.

Printed On: Dec 13, 2017 at 06:20PM

Signup

Print

Please print this page and bring it with you.

	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total
Your Cases	37	46	43	39	38	44	15	3	265

Pickup Name: Redman SLC

Pickup Location: 855 S 500 W, Salt Lake City 84101

Pickup Date: date not established

Pickup Time: time not established

ESTIMATED Number of Vehicles:

(you will need ONE of the following)

- 12 Compact Cars
- 9 Hatchback Cars
- 8 Mid-size sedans
- 5 Sport utility vehicles
- 4 Station Wagons
- 4 Mini van (seats in)s
- 3 Pick-up truck (full-size bed)s
- 2 Cargo van (seats in)s

Message from your Delivery Clerk

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.



2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Signature