



## Girl Scouts of Connecticut 2012 Troop eBudde Instructions Through Initial Order Placement

Need Help with eBudde? Contact your Service Unit Cookie Manager or the Product Sales Team at [productsales@gsofct.org](mailto:productsales@gsofct.org)

### Processing Initial Orders:

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### 1. [Log On](#)

To access the eBudde system, go to <https://ebudde.littlebrownie.com> (see the last page of these instructions for Computer Specifications Information).

Returning Troop Cookie Managers – You will use the same email and password from last year. If you have forgotten your password, there is a link on the log-in page for assistance.

New Troop Cookie Managers – You will enter your email address (the one you provided to your SU Cookie Manager) and your temporary password is “samoas.” Click the **LOG ON** button. If your email does not give you access to the system, contact your SU Cookie Manager or [productsales@gsofct.org](mailto:productsales@gsofct.org)

The first time you log in with a new email address, a screen requesting a customized password and contact information will open. Enter the information and click **Submit**. The Troop Dashboard page will then open.

**eBudde works through the tabs at the top of the page. Click the tab to enter each page.**

The **Menu Bar** (blue bar) at the top of the Dashboard page provides additional support for you in eBudde.

**Home** – Returns you to the Dashboard page

**Help** – Provides you detailed information on all screens. It is set up in categories and gives you additional information for inputting data in the different screens. Please note that these instructions may include some feature of eBudde that Girl Scouts of Connecticut does not use.

**eLearning** – These are audio/visual 15-minute training modules on each of the tabs for troops

**Manuals** – This provides a comprehensive general manual for the eBudde system. The manual contains some information on features that GSOFCT does not use at this time, but the manual is still very helpful.

**LittleBrownie.com** – This provides a link for you to go to the Little Brownie website that has additional resources.

**Cookie Club** – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises, and maintain their contact list.

**Log Out** – This allows you to log out of the system.

### **Dashboard**

The Dashboard is the first page you see when you enter eBudde. The Dashboard gives you important sale dates, Troop Checklist, and messages from your SU Cookie Manager and the Council. If you are the Troop Cookie Manager for more than one troop, go to the left side of the screen and click on the appropriate troop number.

Returning Troop Cookie Managers can access their eBudde Cookie Program information from last year. From the Dashboard page, click the green box at the top of the page that says 2011-12 Sales Season; this will open a drop-down box where you can select either 2009-10 or 2010-11 Sales Season. To view last year's information click on the 2010-2011 Sale. If you are a new Troop Cookie Manager and need access to last year's troop information, contact the Product Sales Dept. at [productsales@gsofct.org](mailto:productsales@gsofct.org).

**To make entries and view the information for this year's Cookie Program, make sure the "Login to:" box at the top of the navigation bar says 2011-12 Sales Season.**

On the Dashboard, there is a troop checklist for tracking your activity in eBudde. As you complete the entry into eBudde, some of the items will be checked off the list. These items include entering girls, cookie initial order, choosing a delivery station/time, incentive initial and final order submission and can serve as a reminder of some of the items you need to complete in eBudde.

## **2. Add/update information on Contacts and Settings Tabs**

### **Contacts Tab**

Click on the **Contacts** tab to view your information. This page will show the contacts for this troop. Your name and contact information will be listed. If you need to update your information, click the **Edit** button in the lower right corner, and using the tab key, move through the screen making any necessary changes. Click the **Submit** button when completed. Please note that the eBudde site uses the term Troop Cookie Chair; for our purposes, this is the Troop Cookie Manager.

Under your contact information, the page should read "Gets email" and "Active." If it displays "No email", please click the **Edit** box, check the email box, and click **Submit**. The page will then show "Gets email" and "Active." It is very important that all contacts remain active and have the ability to receive emails from eBudde.

### **Settings Tab**

Click on the **Settings** tab to edit the information for your troop. Click on the **Edit Settings** button and use the tab key to move through the items.

Note two new features - The # Girls Registered will be automatically filled in by the number of girls registered on the girl tab. The # Girls Selling will be automatically filled in by number of girls selling 1 box or more on the Girl Order tab.

Update the troop goal and your troop level. You do not need to enter in your banking information.

If your troop is opting for the Junior/Older Girl Troop Income Option Plan, check the **No incentives/additional proceeds** box. If the girls have not yet decided, you can make this selection at the end of the sale. All girls who earned the initial order incentive by selling 110 boxes or more during the initial order time will receive the

playing cards and girls who sell 160+ boxes will also receive the neck pillow *whether or not this box is checked*.

Data Points from Last Year – You will see the information that eBudde has from this troop’s sale last year. If you wish to change or update this information, click on the **Override** button, and you can enter in the correct information. This will not change the official information in the 2010-11 eBudde system; it will simply update the information used to compare the 2010-11 sale to the 2011-12 sale.

Troop Leaders and Troop Cookie Chairs – You can add and remove eBudde users for your troop on the Settings Tab. Enter the email for the new user, first and last name, check “Gets email” and “Active.” “Add to all seasons?” allows you to give the contact access to the troop records for previous seasons. eBudde will send an email inviting them to use eBudde and give them a temporary password.

To delete a troop user, scroll down to the Current List of Troop Leaders or Troop Cookie Chairs and click the **Remove** button. Do not delete yourself or you will be removed from the system.

There is also a Troop View Only User option. These users can view the troop information, but cannot make entries or change the data.

To save any changes that you make, scroll to the bottom of the page and click the **Update** button.

### 3. Add Girl’s Information

#### **Girls Tab**

Click on the **Girls Tab** to enter the girls in your troop.

Using the tab key, enter the information for each girl:

- First name
- Last name

If you have girls with the same spelling of their first name and same first letter of their last name, modify the first name to differentiate the girls as eBudde lists the girls by first name. **It is important that you enter the girl’s complete and accurate name as we use the list of names in eBudde to print the Cookie Credits.**

Note:

- GSUSA ID number is not required
- Enter her grade from the drop down menu
- If the girl is using the Cookie Club, you may enter her Login, but it is not required
- Check the registered box if the girl is registered. **All selling girls MUST be registered.**
- If she has set a cookie goal, enter it here.

Click the **Update** button to save the information.

After you click the **Update** button, a reminder to enter the girls in Cookie Club will pop up. Click ok. (If you are not familiar with Cookie Club, see the Cookie Activity Guide or [www.littlebrownie.com](http://www.littlebrownie.com) for more information on this password-protected website where girls can track their progress to their goals and send emails to family and friends asking them for Cookie Order Promises.)

If you need to remove a girl, click the **Delete** button next to the girl’s name and click **Update**.

Export List to Cookie Club and Import/Export - If you wish to Import the girls to Cookie Club see Appendix A pages 53-54 in the Troop User Manual from the **Manuals** tab for instructions.

### 4. Enter Girl’s Initial Orders-submit only when complete

#### **Init. Order Tab (Initial Order Tab)**

This tab is where you will enter your troop’s initial cookie order.

You will need to check the totals on the girls' order cards before you enter their orders.

To enter a girl's order:

- Click on her name.
- Go to the bottom of the screen where the packages (boxes) have turned orange.
- Enter the number of boxes for each flavor. Use the tab button to move from flavor to flavor. Note that the first column is for Council Military Gift of Caring (GOC) packages. If the girl sold cookies for the Council Military Gift of Caring, enter the number of packages in this first column. If the girl sold cookies for a local gift of caring organization, the number of packages should be included in her order by flavor.
- Click the **OK** button at the end of the row after the order is correctly entered.
- Repeat for each girl.

Save your entries by clicking on the **Save** button – **DO NOT** click the **Submit Order** button until you are ready to submit your order. You may go back and make additions and corrections to the orders until you click the **Submit** button.

Do not use the **Other** line – this is not used by our Council when placing the initial cookie order.

**Ordering Booth Sale Cookies** – If your troop is ordering booth sale cookies on the initial order, scroll to the bottom of the screen and click on the **Booth** box. Enter the number of **packages (not cases)** you want of each flavor. You will note that the entry starts with Sv Sm (Savannah Smiles). Remember – your troop will earn a \$20.00 bonus for each 20 cases (240 boxes) of booth sale cookies ordered on initial order. You may order whatever flavors you wish. Booth cookies ordered on the initial order may not be returned. Save your entry by clicking the **Save** button. **Do NOT** click the Submit Order box until you are ready to submit your initial order.

eBudde will automatically round your total order up to full cases. The last line on the page (Extras) will show the number of surplus or “round-up” boxes that were needed to make full cases.

When you are ready to submit your order, review the entries to be sure they are correct, and click the **Submit Order** button. **You may only do this once.** The system will ask you to confirm that you want to submit the order, click **Yes** if you are ready to submit. After you have successfully submitted, a box will pop up and say your Initial Order Submission was ok; click on the **Ok** button to complete the process.

You cannot change the initial order after it has been submitted. If you need to make a change or correction after you have submitted, contact your Service Unit Cookie Manager or the Product Sales Department.

You must submit your initial cookie order by 11:59 p.m. on February 10, 2012. Print a copy of the page for your records. Click on **Printable Version** and then press the print option.

### **5. Fill Out Initial Incentives-submit only when complete**

#### **Incentives Tab**

After you have submitted your troop's initial cookie order, you will need to confirm the initial order incentives that your girls' may have earned.

Click on the **Incentives** tab. Click **Initial Incentives Order** then the **Fill Out** button and then click on the each girl's name to update her incentive. Confirm her box count and click on the **Submit Girl Order**. Girls with 110 or more packages will show one incentive (playing cards). Girls with 160+ packages will show two incentives (playing cards and neck pillow).

The Troop Order section will show the total number of playing cards and neck pillows ordered for your troop.

After each girl is updated, click **Submit Incentive Order** under the Troop Order Summary. You must submit your initial order incentives by 11:59 p.m. on February 10, 2012.

## 6. Select Your Troop's Cookie Pick-up time

### Delivery Tab

The delivery tab allows you to see your delivery site and select your preferred cookie pick-up time. After you have submitted your Troop's initial order and initial incentive order, you need to select your preferred delivery time.

Click on the **Delivery** tab and answer the questions about who is picking up the cookies for your troop. If someone from your troop is picking up only your troop's cookies, select that button and the delivery site and times available will open (see graphic below). In the column labeled Line #1, click next to the time that you want to pick up your Troop's cookies. Available times will have an open space in the Line #1 column. After you have selected your delivery time, click on the blue **Submit My Info** button and your time will be selected.

If someone from your troop is picking up more than one troop's cookies, the system will ask for the troop number(s) and will provide the times that are available for the cookie pick up.

If someone from another troop is picking up your troop's cookies, they will select the time of the pick up.

SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Troop Total	Pickup Total
1	1	1	1	1	1	1	1	8	8

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:  
Delivery Site (1) : 07/31/2011 : 8:00am - 5:00pm

Time	Line #1
8:00am	
8:05am	
8:10am	
8:15am	T6073
8:20am	
8:25am	
8:30am	

A delivery confirmation page will be available after your service unit has verified your order.

**You have now completed the steps for submitting your Troop's Initial order.**

**eBuddle instructions for finalizing the sale  
will be sent to you in late January**

### Computer Specifications Information

The eBuddle system has been tested on a variety of computer types and different web browsers.

**Approved web browsers:**

IBM Compatible – Microsoft Internet Explorer version 7.0 and higher, Firefox 3.0 and higher.

Macintosh – Safari 2.0.4 and higher, Camino 1.5.4 and higher, and Firefox 3.0 and higher.

**Approved computer specifications:**

Firefox Internet Explorer

Recommended Minimums:

700 MHz Pentium 3 512MB RAM 1.0 GHz Pentium 3 512MB RAM

Recommended Systems:

1.0 GHz Pentium 4 1024MB RAM 1.5 GHz Pentium 4 1024MB RAM

To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

**NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at [://www.mozilla.com](http://www.mozilla.com).**

The eBudde system uses Microsoft Excel for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:

[://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10](http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10)

To download Adobe Acrobat, use the following web address:

[://get.adobe.com/reader/](http://get.adobe.com/reader/)