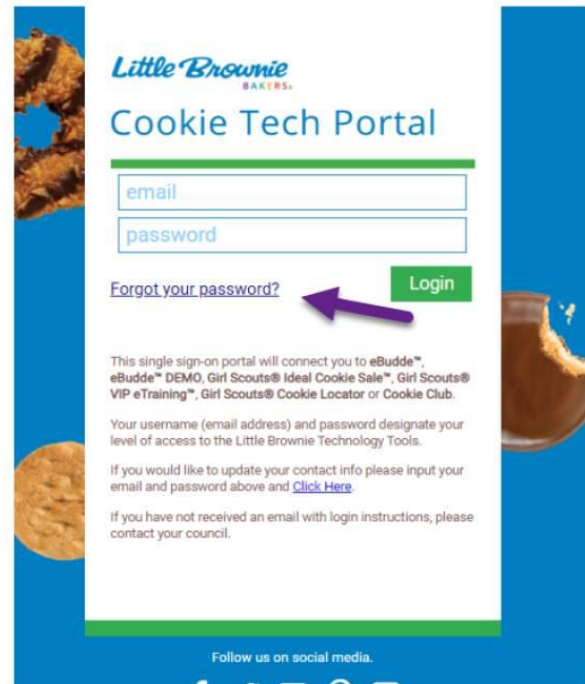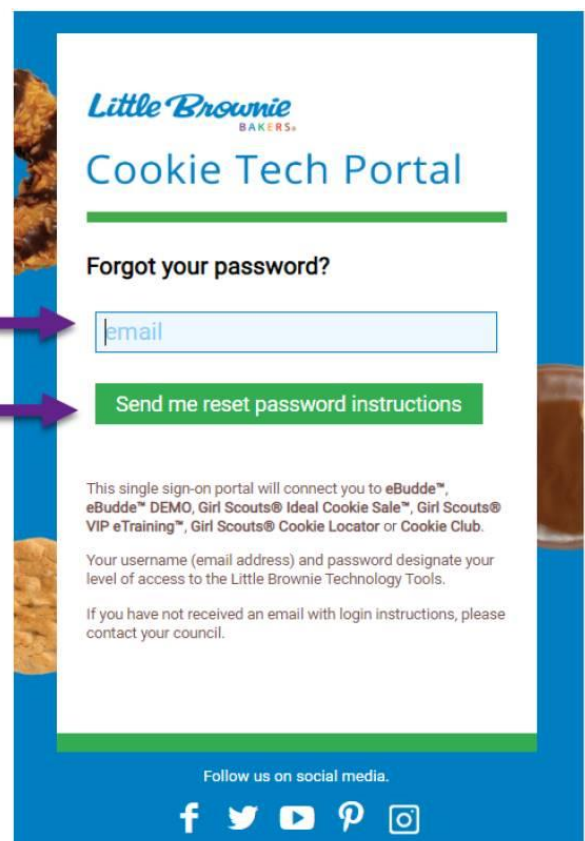# Getting started with eBudde

Troop Cookie Managers

- On January 7, you should have received an introductory email from eBudde allowing you to set up your account. Please follow the instructions in this email to get started.
- If you cannot access this email, go to cookieportal.littlebrownie.com.
- Enter your email address.
- Click on *Forgot your password?*

- Re-enter your email address
- Click Send me reset password instructions
- Follow the instructions to reset the password
- These will be your eBudde login credentials for the 2022 cookie program – your email address and the password you created.

Make sure the 2021-2022 season is active (green bar in the upper left-hand corner).

When you first log in, the default view is the **Dashboard** for your troop.

If you are a troop co-leader OR troop cookie manager for more than one troop, you will see all troops listed on the left side of the screen.

Troops you are associated with as a troop cookie manager and/or co-leader.

If a troop you are associated with is not listed, please contact the Customer Care team (customercare@gsofct.org).

Spend some time reviewing the data points on the troop dashboard including:
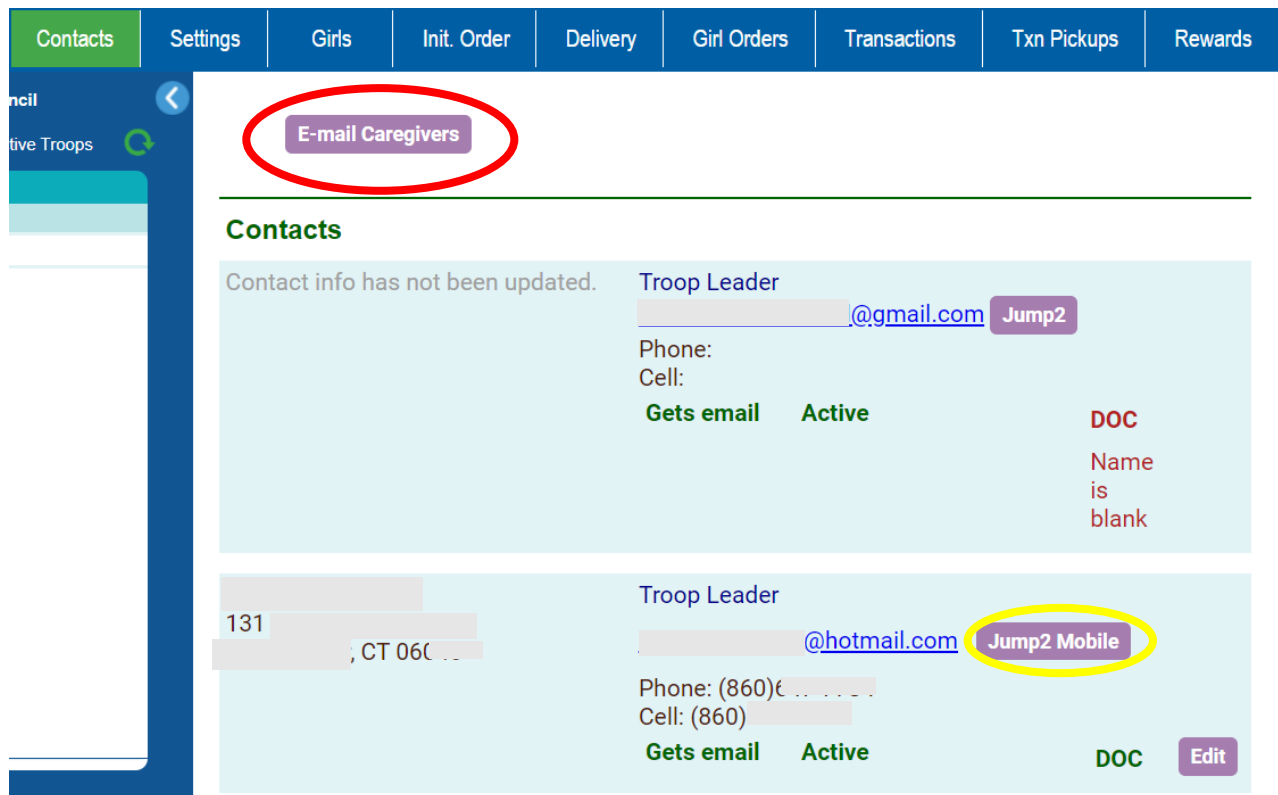
- Order Sales Totals (last year vs. this year)
- DOC Girl Delivery orders (clicking on the Show Data link in this box will bring up girl specific details once girls in the troop have girl delivery orders).
- Contact information for your service unit cookie manager
- Calendar of key dates

On the **Contacts** tab, be sure your contact information is complete, including your first and last name, address, and best phone number to contact you.

If any information is missing or incorrect, click the purple Edit button to revise.

NEW this year is the ability to email the caregivers of the girls in the troop. The email addresses can be found on the **Girls** tab, which is discussed next, but you use the purple button circled in red below on the **Contacts** tab to send emails to the caregivers of the girls in the troop.

You can also use the purple "Jump2 Mobile" button next to your email address to easily access the eBudde mobile app.

NOTE: If your first and last name are not entered (as is shown for the Troop Leader listed first on the above graphic), you will NOT gain access to the troop

dashboard on the Digital Cookie platform. This will NOT impact your access to your individual Girl Scout's Digital Cookie record.

On the **Girls** tab, you can view the girls that are in your troop.

Girls that are registered for the 2021-2022 membership year will have been uploaded to your troop's eBudde record.

NEW!! For the first time, caregiver emails appear on the **Girls** tab. As discussed above, the caregivers in a given troop can be emailed using the purple button on the **Contacts** tab for that troop.

Volunteers do NOT have access to add girls to eBudde nor to change the caregiver email, grade, or GSUSA ID. We will be uploading girls' names to eBudde twice weekly through March. So, it is likely that if a girl is missing from the list, she will be added in the next upload. If a girl's caregiver email or grade are incorrect on the **Girls** tab, please contact the Customer Care team (customercare@gsofct.org) with the girl's full name and troop number. Customer Care can verify registration details and help with correcting any incorrect information in the membership database.

| | Girls | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Rewards | Booth Sites | Payments | Sales Report | Reports |

First Name	Last Name	GSUSA Id	Caregiver email	Inactive?	Grade	DOC Emails	Reg'd?	Sales Goal	Delete?
Ad	Da	10	@yahoo.co	no	4		✓	0	
Ali	Wi	10	@ymail.c	no	4		✓	0	
An	Va	10	2@yahoo.	no	4		✓	0	
Ela	Jo	11	@cox.net	no	4		✓	0	
Ele	Da	11	@gmail.com	no	4		✓	0	
Ev	Do	10	@cox.net	no	4		✓	0	