



Girl Scouts of Connecticut 2024-2025 Troop eBudde Instructions Through Initial Order Taking Period Troop Initial Order Entry Deadline: March 2, 2025 at 11:59 p.m.

Welcome to eBudde! New and returning users will want to review these instructions to make sure all orders and troop information are recorded accurately. Questions about eBudde can be directed to your service unit cookie manager or GSOFCT customer care at customercare@gsfct.org.

Login Information

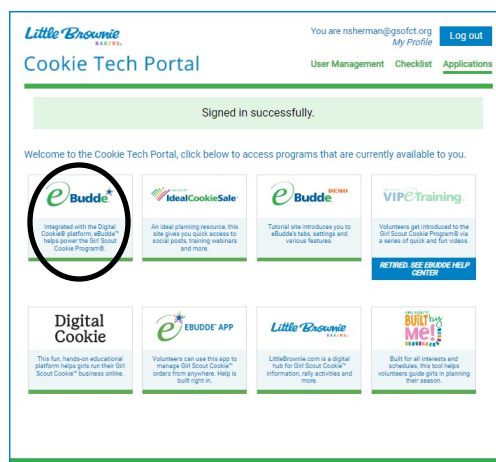
The first time you log in this year, follow the link provided in the registration email that you received from eBudde.

To log into eBudde after the first login:

1) Go to: https://cookieportal.littlebrownie.com/users/sign_in

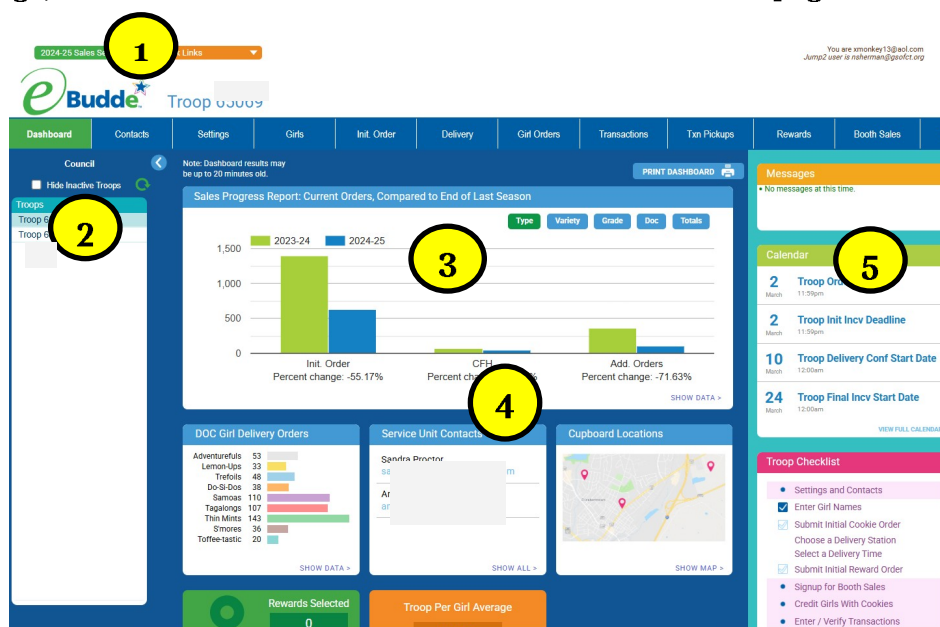
2) Select eBudde (NOT eBudde DEMO).

This will bring you to your troop's dashboard.



Navigating eBudde

You control where you want to go in eBudde by using the navigation tabs that run across the top of the page, within the blue bar. Click the tab once to enter each page.



- 1) Indicates what season you are viewing. Make sure it is the 2024-2025 season.
- 2) Shows what troops you have access to if you have multiple troops.
- 3) Chart shows last year and this year's sales data.
- 4) Your SU cookie manager contact.
- 5) Upcoming important dates.

Girls Tab

Click on the **Girls tab** to view the Girl Scouts in your troop. The Girl Scouts are listed in eBudde with their first and last names, grade, and GSUSA ID number. This tab also includes a caregiver email, how many DOC emails the Girl Scout sent, and t-shirt size. Girl Scouts have been uploaded into eBudde from our membership database. If you do not see one of your Girl Scouts, please contact customercare@gsofct.org. It could be that she/they is not yet registered or needs to be transferred into this troop from another troop in eBudde.

You can edit a Girl Scout record from the **Girls tab** to add a goal. Click on the **Edit** button next to the Girl Scout you wish to edit.

☐ Show Inactive

Adelyn [redacted]

Edit

Sales Goal:0 Grade:3 Caregiver:[redacted]
T-Shirt Size: Outreach Girl: [redacted]
DOC Emails:26
Inactive: No Registered: Yes Global/GSUSA ID:[redacted]
DOC Eligible: Yes

Birdie [redacted]

Edit

Sales Goal:0 Grade:3 Caregiver:[redacted]
T-Shirt Size: Outreach Girl: [redacted]
DOC Emails:19
Inactive: No Registered: Yes Global/GSUSA ID:[redacted]
DOC Eligible: Yes

Please note that GSOFCT cannot delete Girl Scouts who are not active in the troop from the **Girls tab** on eBudde. The only exception to this would be if a Girl Scout was moving to another troop. In that case, we can do a troop to troop transfer in the membership database and also on eBudde. If an inactive Girl Scout remains in the troop roster on eBudde, she does not affect the troop's per girl selling average. The per girl averages for the Initial Order troop reward, the tiered proceeds, and the TOP Troop use the per girl selling average—if a Girl Scout does not sell any cookies, they do not count in the troop's per girl average.

Troop [redacted]

Edit A Girl

Cancel

Save

First Name Last Name

Ad [redacted]

[redacted]

☐ Inactive
☒ Registered

Grade

3

Caregiver Email

sl [redacted]4@gmail.com

Global/GSUSA ID:

1 [redacted]

Sales Goal:

0

☐ Outreach Girl

You may only edit the Girl Scout's sales goal. If you do make edits, be sure to click on the "Save" button. Please do NOT change the caregiver email, as it will cause problems in syncing with Digital Cookie. If the parent email, or another field is incorrect and needs to be changed, contact Customer Care at customercare@gsofct.org.

Initial Order Tab

This tab is where the Initial Orders for the Girl Scouts in the troop are recorded. The types of orders that will be found on the tab are orders taken on the paper order card, the Digital Cookie girl delivery orders (the money collected and the packages sold during the Initial Order are automatically credited to the Initial Order tab and should NOT be entered into eBudde), and the Cookies for Heroes sales, both on Digital Cookie and in person. The Digital Cookie shipped orders are recorded on the Girl Orders tab, but, if they are completed prior to 3/2 (or earlier if the troop submits their order sooner), they count as part of the Initial Order for purposes of rewards. The Initial Order tab is where you will enter the paper order card Initial Orders for the Girl Scouts in your troop if the parent/guardian did not already submit. It is also where you will review and confirm the orders that were entered by the parent/guardian.

		\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	
Uses	Girl	CFH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Ava P.											
	Order Card	0	0	0	0	0	0	0	0	0	0	0
	DOC Girl Del.	0	1	0	0	3	3	1	0	0	0	8
	Total Order	0	1	0	0	3	3	1	0	0	0	8

On the Initial Order tab, each Girl Scout has three lines of data.

- 1) Order Card - the paper order card orders are tracked here.
- 2) DOC Girl Del - this is where the Digital Cookie Girl delivery orders placed during the Initial Order are recorded.
- 3) Total Order - is the paper order card plus the Digital Cookie girl delivery orders.

Even though the orders that parents/caregivers enter into Digital Cookie flow through to eBudde, the troop volunteers must review and save the order for it to be part of the troop's Initial Order. So if a parent submits an order through Digital Cookie and then reaches out to the volunteer later to add additional cookies to the order, the troop volunteer will be allowed to make that change in eBudde, as long as the troop has not yet submitted its Initial Order and it is prior to the troop submit date. If the parent/caregiver does not submit the order by the parent Initial Order deadline date, Digital Cookie will not allow the order to be sent and parent will now have to communicate with troop cookie manager directly.

To accommodate this process, eBudde has messaging on the initial order tab to indicate if initial order for the girl has been saved, **needs review**, **review parent IO in red**, and **review parent IO in orange**. This messaging is discussed further in the tip sheet entitled **Submitting Troop Initial Order with Parent Entered Paper Orders**.

To enter a Girl Scout's Initial Order from her/their paper order card into eBudde if their parent/guardian did not enter the order on Digital Cookie, click on her/their name on the **Initial Order tab** and you will be brought to the screen below. Please note that you only need to enter the Girl Scout's Cookies for Heroes packages that were sold on the paper order card NOT those Cookies for Heroes packages sold on Digital Cookie. As stated previously, donated and shipped packages purchased on the Digital Cookie platform will appear on the **Girl Orders tab** and not on the **Initial Order tab**. As a note, the Digital Cookie shipped and donated cookies purchased during the Initial Order period ARE counted towards the Girl Scout's Initial Order total and the troop's per girl Initial Order average even though they are not shown on the **Initial Order tab**.

Ava P. Initial Order

Cancel

Save

Product	Order Card	Girl Delivery	Total
Cookies For Heroes \$ 6.00	<input type="text" value="0"/>	0	0
Adventurefuls \$ 6.00	<input type="text" value="0"/>	9	9
Lemon-Ups \$ 6.00	<input type="text" value="0"/>	5	5
Trefoils \$ 6.00	<input type="text" value="0"/>	5	5
Do-Si-Dos \$ 6.00	<input type="text" value="0"/>	4	4
Samoas \$ 6.00	<input type="text" value="0"/>	22	22
Tagalongs \$ 6.00	<input type="text" value="0"/>	9	9
Thin Mints \$ 6.00	<input type="text" value="0"/>	21	21
S'mores \$ 6.00	<input type="text" value="0"/>	8	8
Toffee-tastic \$ 6.00	<input type="text" value="0"/>	2	2
Total	0	85	85

eBudde will total the number of packages entered. Double check that the number entered equals the total number on the order card. This will help you to catch any math or entry errors.

After you enter a Girl Scout's Initial Order (paper order card), click on the **Save** button at the top. Click **OK** on the popup, and you come back to the **Initial Order tab** and you will be able to enter another Girl Scout's order.

Ordering Booth Sale Cookies on the Initial Order

If your troop is ordering booth sale cookies on the Initial Order, scroll to the bottom of the screen and click on the **Booth** row. You will go to a screen that will allow you to enter the troop's Initial Order booth sale cookies.

Last Year Booth shows the prior year's order. Packages on the **Last Year Booth** line are not cookies ordered for this year and for reference only.

Troops will earn a \$20.00 bonus for every 20 cases (**240 packages**) ordered on the booth sale line of the troop's Initial Order. The troop may order a smaller or larger number of packages to meet their booth sale and Goal Getter Order needs, but the bonus is awarded for every 20 cases. **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** button until you are ready to submit the troop's Initial Order.

Troop Initial Order

		CPH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Uses DOC	DOC Girl Del.	0	0	1	0	0	1	1	1	0	1	5
	Total Order	0	0	1	0	0	1	1	1	0	1	5
✓ Val.	Order Card	0	0	0	0	0	0	0	0	0	0	0
	DOC Girl Del.	0	1	3	0	0	5	1	3	0	2	15
	Total Order	0	1	3	0	0	5	1	3	0	2	15
Imported		0	0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0	0
Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0
Booth		0	0	0	0	0	0	0	0	0	0	0
Last Year (Booth)		24	12	12	12	60	36	60	12	12	240	
Pkgs. Ordered		0	10	12	7	7	33	27	44	11	11	162
Cases To Order		1	1	1	1	3	3	4	1	1	1	16
Extras		2	0	5	5	3	9	4	1	1	1	30

Booth Initial Order

Cancel Save

Product	Packages
Adventurefuls \$ 6.00 LY=24	0
Lemon-Ups \$ 6.00 LY=12	0
Trefoils \$ 6.00 LY=12	0
Do-Si-Dos \$ 6.00 LY=12	0
Samoas \$ 6.00 LY=60	0
Tagalongs \$ 6.00 LY=36	0
Thin Mints \$ 6.00 LY=60	0
S'mores \$ 6.00 LY=12	0
Toffee-tastic \$ 6.00 LY=12	0
Total	0

Enter booth sale cookies in packages—
12 packages = 1 case

Click on **Save** when you are done entering the troop's booth sale order

Above the booth line, you will see lines labeled Imported, Other, and Last year Other. GSOFCT does not use these lines.

Extras

eBudde will automatically round up the troop's Initial Order to full cases. The "Extras" will show the number of surplus or "roundup" packages that were added to the troop's Initial Order to make full cases (case = 12 packages). These cookies can be used by the troop to fill Goal Getter orders or for booth sales. **Please note:** Troops are financially responsible for all packages ordered, including the packages in the "Extras" line. Please connect with troop families to let them know that these packages are available to fill additional orders.

Pkgs. Ordered	0	70	57	85	55	130	78	106	54	36	671
Cases To Order		6	5	8	5	11	7	9	5	3	59
Extras		2	3	11	5	2	6	2	6	0	37

Submitting the Troop's Initial Order

When you are ready to submit the order, review the entries to be sure they are correct and click the **Submit Troop IO** button. **You may do this only once.** After you click the **Submit Troop IO** button, a pop up will appear that reads "Submission Warning" Click on the **Submit Order** button to complete the process.

You cannot change the troop's Initial Order after it has been submitted. If you need to make a change or correction, contact your service unit cookie manager or GSOFCT customer care at customercare@gsfct.org.

You must submit the troop's Initial Order by 11:59 pm on March 2, 2025. Once the troop submits its Initial Order, the Digital Cookie girl delivery orders will stop populating on the Initial Order tab. Girl delivery orders that are approved after the troop submits its Initial Order will be part of a Girl Scout's Goal Getter sales and can be filled either from a troop's Initial Order extras or by picking up additional cookies from a cookie cupboard.

If the troop has Initial Orders (entered by parents/guardians in Digital Cookie) that haven't been reviewed and saved by the troop, the following warning will pop up. You will need to review any unreviewed orders before you submit the troop's order.

Troop Initial Order

Troop Initial Order														
		Print		Submit Troop IO										
		\$6.00		\$6.00 \$6.00										
Uses DOC	Girl	CFH	Unreviewed Order Warning								SMr	Toff	Total	
✓	Sc	Order Card	0	You have orders that have not been reviewed. Do you want to continue to submit or review those orders? Click Continue to submit or Cancel to Review those orders.								0	0	0
		DOC Girl Del.	0									2	2	18
		Total Order	0									2	2	18
✓	Sri	Order Card	0									4	4	45
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0		
		Total Order	0	12	4	2	4	7	2	6	4	45		
✓	St	Order Card	0	0	0	0	0	0	0	0	0	0		
		DOC Girl Del.	0	0	1	0	0	1	1	1	0	5		
		Total Order	0	0	1	0	0	1	1	1	0	5		
✓	Val	Order Card	0	0	0	0	0	0	0	0	0	0		
		DOC Girl Del.	0	1	3	0	0	5	1	3	0	15		
		Total Order	0	1	3	0	0	5	1	3	0	15		
Pkgs. Ordered		0	10	12	7	7	33	27	44	11	11	162		
Cases To Order			1	1	1	1	3	3	4	1	1	16		
Extras			2	0	5	5	3	9	4	1	1	30		

Submitting Troop Initial Order Rewards

After you have submitted your troop's Initial Order you will need to confirm the Initial Order Rewards

Troop 600N Rewards

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards
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Troop Rewards Order Forms

Initial Rewards Order	View	Fill Out	Girl Rpt
Final Rewards Order	View	Fill Out	Girl Rpt

Girl Scouts with 150 or more packages sold on the Initial Order will earn the Bento Box and Utensils. This will automatically populate in eBudde (no selection needed).

Troops that have a per girl selling average of 140 packages or higher in the Initial Order will earn a Handle with Pop-in and Butterfly Charm for each girl with sales during the Initial Order Taking Period AND a \$50-\$75 Amazon Credit for the troop (depending on the number of girls with an Initial Order—troops with seven or fewer Girl Scouts with Initial Order sales will earn \$50, while troops with 8 or more will earn \$75). The Handle with Pop-in and Butterfly Charm for each Girl Scout will populate automatically. However, the Amazon credit will only show up if a troop has earned it and, the volunteer must select 1 in the fill-in box next to that reward.

Troop 600N Initial Reward Order

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards
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Opt-out of Troop Rewards: Yes
PGA-Selling: 201.00
PGA-Registered: 201.00

Edit All Below
Saffron N. receives 4 rewards
Sage M. receives 4 rewards
Samantha J. receives 4 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
150	3	Bento Box and Utensils Bento Box Utensil Set
PGA 140	3	Handle with Pop-in and Butterfly Charm (140 pga sellg) Handle with Pop-in Charm, Butterfly
	<input type="text" value="0"/>	\$50-\$75 Amazon Credit (no more than 1)

Cancel Submit Reward Order

Even if the troop volunteer does not need to make any selections as far as size or choice of reward, rewards should be submitted for each Girl Scout by clicking on each Girl Scout's name and then on the "Submit Girl Order" button. Note that the Amazon Credit reward will not show up under individual Girl Scouts' reward list. This is because it is one reward for the troop as a whole.

Saffron N. Initial Rewards

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch
<p>Boxes sold: 215</p> <p>DOC Boxes sold: 0</p> <p>DOC Charity: 0</p> <p>Values shown above are current values</p>						
Box Level	Selected	Reward				
150	<input checked="" type="checkbox"/>	Bento Box and Utensils Bento Box Utensil Set				
PGA 140	<input checked="" type="checkbox"/>	Handle with Pop-in and Butterfly Charm (140 pga sellg) Handle with Pop-in Charm, Butterfly				
		<input type="button" value="Cancel"/> <input type="button" value="Submit Girl Order"/>				

Once you have submitted all of the Girl Scouts in the troop, you can submit the order for the troop.

Opt-out of Troop Rewards: Yes

PGA-Selling: 201.00

PGA-Registered: 201.00

[Edit All Below](#)

[Saffron N.](#) receives 4 rewards

[Sage M.](#) receives 4 rewards

[Samantha J.](#) receives 4 rewards

TROOP ORDER:		
Box Level	Quantity	Reward
150	3	Bento Box and Utensils Bento Box Utensil Set
PGA 140	3	Handle with Pop-in and Butterfly Charm (140 pga sellg) Handle with Pop-in Charm, Butterfly
	<input type="text" value="1"/>	\$50-\$75 Amazon Credit (no more than 1)
		<input type="button" value="Cancel"/> <input type="button" value="Submit Reward Order"/>

When you have submitted the troop's rewards, you will get a green banner telling you that the rewards have been submitted.



Rewards Submitted

Opt-out of Troop Rewards: Yes
PGA-Selling: 201.00
PGA-Registered: 201.00

[Edit All Below](#)

[Saffron N.](#) receives 4 rewards
[Sage M.](#) receives 4 rewards
[Samantha J.](#) receives 4 rewards

TROOP ORDER:

Box Level	Quantity	Reward
150	3	Bento Box and Utensils Bento Box Utensil Set
PGA 140	3	Handle with Pop-in and Butterfly Charm (140 pga sellg) Handle with Pop-in Charm, Butterfly
	<input type="text" value="1"/>	\$50-\$75 Amazon Credit (no more than 1)

Cancel

Submit Reward Order

Computer Specifications Information

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

Approved web browsers:

IBM Compatible – Latest version of Microsoft Edge, Firefox, or Chrome.

Macintosh OS version 12 and later. – Latest version of Safari, Firefox, or Chrome.

Approved platforms:

- iPad iOS 16 and above
- iPhone 8 and above using iOS 16 and above
- Android v. m and above
 - Apps (all with mobile web version) eBudde™ App

Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 4GB RAM

Recommended Systems:

3 GHz CPU - 6GB RAM

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports. The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

eBudde™ has scheduled time-outs at 12 hours of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 12 hours.