

Place Your Initial Cookie Order

Entering & Submitting Cookie Orders

- Log into eBudde—Click the **INIT. ORDER** tab
- Click on a girl's name—orange fields will open at the bottom of the screen
- Enter total boxes by variety
- Click “OK” or use your ENTER key to complete the line. Click SAVE if numbers are correct
- Repeat this for each girl in the troop
- Click the BOOTH line to enter cookies for your first two planned Cookie Booths. Picking these cookies up with your initial order will save time and travel to pick up more cookies later. If you have Gluten Free customers, this would be a great time to have inventory on-hand for them.
- **SUBMIT** your initial order once you have confirmed that ALL cookies are accounted for.

****IMPORTANT****

While girls will place their orders in boxes—ALL troops have to place their orders in FULL CASES by variety. Don't worry—eBudde does the math for you. The example below demonstrates how this will be calculated for you:

Girl	S4M	SvSm	Tre	D-S-D
Ann Marie S.	6	2	4	4
Aulani C.	30	41	58	49
Cameron H.	1	3	3	0
Chloe G.	0	12	12	12
Katherine D.	0	0	0	0
Pkgs. Ordered	41	86	113	97
Cases to Order		8	10	9
Extras		10	7	11

- ⇒ Pkgs. Ordered = total BOXES for each variety entered for girls
- ⇒ Case to Order = total CASES being ordered for each variety (the rounded box count to make a full case order)
- ⇒ Extras = the total of remaining boxes that make up your full case count that have not been credited to any girl. Credit for these extra cookies can be distributed on the GIRL ORDERS tab later.

Selecting & Submitting Initial Girl Rewards

- Click on the **REWARDS** tab
- Click the FILL OUT button on the Initial Rewards Order line
- A listing of your girls will appear. Girls who need an item selected will be shown as: **Size/Catalog Needed**
- Click on the respective girl names

GIRL ORDERS:

[Edit All](#)

[Ana R.](#) receives 8 rewards
[Emily A.](#) receives 11 rewards (size/catalog selection needed)
[Sariah H.](#) receives 12 rewards (size/catalog selection needed)
[Test G.](#) receives 20 rewards (size/catalog selection needed)

- Make any necessary item selections or sizes if needed.
- **SUBMIT** the girl's reward order
- Her record will now be shown in green as: **Size/Catalog Selection Done**; indicating completion

GIRL ORDERS:

[Edit All](#)

[Ana R.](#) receives 8 rewards
[Emily A.](#) receives 12 rewards (size/catalog selection done)
[Sariah H.](#) receives 15 rewards (size/catalog selection done)
[Test G.](#) receives 23 rewards (size/catalog selection done)

- Repeat for each girl where necessary
- When all girls have their appropriate selections made, **SUBMIT** the order for the troop by the troop deadline, January 28.