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Become Familiar with



eBudde is your Troop's ordering system. You will use eBudde to place the troop's initial cookie order, track girls' totals, order additional cookies, order rewards, track your troop's proceeds and schedule cookie booths.

1 Log In @ eBudde.littlebrownie.com

After your Service Unit Cookie Manager grants you access

- Log in using your email address and **temporary password: "Toff6080"** and click "LOG IN"
- Create new password & select security questions
- Enter/update your contact information

2 Set Up Your Troop

- Click the Settings Tab and the "Edit Settings" button
- Enter your Troop's Goal in packages
- Update the Level of your troop if it is not accurate
- Update OPT OUT ONLY If your troop is Cadette or above and wants to receive additional proceeds in lieu of girl rewards. Eligible troops should select: YES
- Click "UPDATE" to save

3 Update Contacts/Add Users

- Click the "Contacts" tab and "Edit" next to your contact information to update as needed.
- To add another user, Click on the "Setting" tab
- Click "Edit" and enter email address of additional users in the respective fields at bottom of this page.
- Click "Update" to save. eBudde will email the new user a link to sign in.

User Access Levels: The **Troop Leader** and **Troop Cookie Chair** roles have full administrative rights which automatically gives them rights as a Cookie Pick-up User AND Troop Booth Recorder User. DO NOT duplicate login/contact information for these roles if you already have access as the Leader or Cookie Chair. **Troop Pick-up** user field is available to list an additional person that the troop has agreed to having permission to pick-up product. **Troop Booth Recorder** will ONLY have access to the BOOTH SITES tab of eBudde to update and edit.

4 Confirm Girl Members

All girls with a 2018 membership are being added to eBudde every Monday and Thursday by GSGATL. **IF you discover any errors or need updates to your troop roster, email Helpline@gsgatl.org with the subject line: eBudde Girl Update**