

Parents of Individually Participating Girls - How to place your initial order:

****I have previously discussed with many of you alternative plans. If you and I have touched base and we have a plan to submit your initial order another way, we are sticking to that. No need to read any further.**

1. Make sure you have all of the order information that you need from your girl's sale. This includes:
 - a. How many packages and what kind sold on the paper order card.
 - b. How many packages and what kind sold on Digital Cookie for Girl Delivery. Packages that are shipped through Digital Cookie we *do not* need to worry about.
 - i. To view how many packages you sold on Digital Cookie for Girl Delivery click on 'Orders' on your Digital Cookie Dashboard.
 - ii. Scroll down to the section that says 'Orders to deliver' click the box that says 'Select All' and then click 'Export Orders'. This will pull the orders into an excel sheet for you that will make it easy to count how many packages of each kind of cookie you need to order.

1 Orders to deliver
Click on a name to mark when the cookies were delivered. ⓘ

Select all Show 5 Items ▾

All 1 orders in the list are selected. [clear all](#)

Order #	Cookie Pkgs	Deliver to	Delivery Address	Order Date	Initial Order	ⓘ
<input checked="" type="checkbox"/> 37391571	7	Ali Alaska	223 Main Street	1/20/2021	<input checked="" type="checkbox"/>	

2. Once you have all of the information that you need, log into eBudde to fill in your initial order.
 - a. This video is a detailed tutorial of how to do this: [Initial Order How To](#)
 - b. Helpful hints –
 - i. Remember you are entering # of packages into eBudde – eBudde will automatically do the math and translate to how many cases of each cookie you need.
 - ii. Make sure you hit save after entering information for each girl, just to be safe.
 - iii. Digital cookie shipped orders automatically transfer to eBudde once they have been processed – read, you don't need to worry about them at all.
 - iv. You're doing a great job!

If you get hung up and need help submitting your order, feel free to call or text 907-273-0302 or email customercare@girlscoutsalaska.org