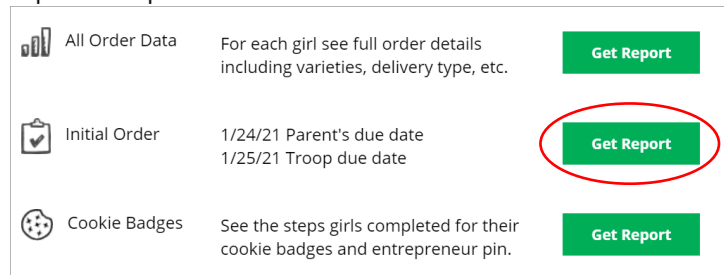
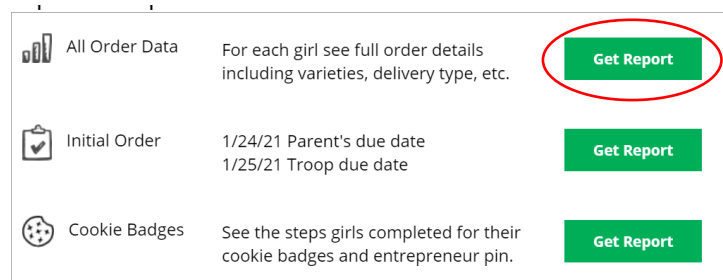


Troop Leaders - How to place your initial order:

1. Make sure you have all of the order information that you need from parents and girls in your troop.
 - a. Parents will need to relay to you how many packages of cookies girls have on their paper order cards and how many girl delivered boxes they have in Digital Cookie. There are two ways to do this:
 - i. Have parents enter this information into their 'Inventory' tab on Digital Cookie and then you will be able to pull a report with the information you need to insert into eBudde.
 - ii. If you have parents who might have a hard time with this or are only using paper order cards, have them text or email you the amount of packages they need from their paper order card, and you will be able to pull a report from Digital Cookie that will allow you to figure out how many packages girls need to fulfill their Girl Delivered orders on Digital Cookies.
 - iii. To Pull Reports –
 1. Scroll down on the dashboard of your troop page in Digital Cookie.
 2. If parents were able to enter their information on their girl's inventory tabs, click 'Get Report' next to Initial Order.



3. If you have some parents that may have struggle to assemble this information digitally, click 'Get Report' next to All Order Data and you will be able to double check the information. *This is definitely the more tedious option – I'm only explaining it in case you have parents running late or having a hard time. It will produce an excel spreadsheet that you will need to comb through a bit to find all of the information you need.



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