Submitting the Troop Initial Order

Initial Order is due by 11:59pm on Monday, December 11 as part of qualifying for the Team Player Bonus.

STEP 1: Submit your Troop's Initial Order

STEP 2: Select your Cookie Pick Up Day delivery location and time slot

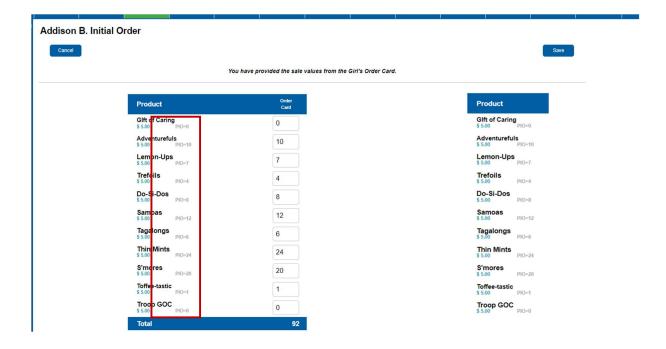**STEP 3:** Submit Girl and Troop Rewards
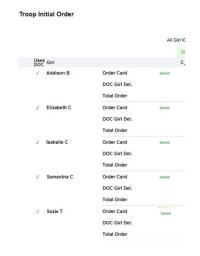
STEP 1: Submit your Troop's Initial Order

You can save your work as needed; however, you can only submit once. Make sure you have taken all necessary steps before you submit by December 11th at 11:59pm. If you notice any errors or need to make a correction, contact your Community Cookie Coordinator or GSTF Cookie Team. We will be able to make changes before we are also locked out.

1. **Girl Pre-Orders** (Order Cards or Parent Initial Order)
   a. From eBudde go to the *Init. Order* Tab. You will see a list of your girls. If the message says *Needs Review* or *Review Parent IO* that means that nothing has been done for this girl yet.
   b. Now click the Order Card row on the entry screen, all the numbers will be zero or will have the PIO. Your job will be to enter the order if the girls return the order cards or review the numbers the parents entered in Digital Cookie. You can add/modify the numbers and save. If you change the PIO you will be able to see the original PIO.

Troop Initial Order

Print   Submit Troop IO

All Girl IO orders should be reviewed and *Saved.*

Uses DOC	Girl			C_GOC $6.00	Advf $5.00	LmUp $5.00	Tre $5.00	D-S-D $5.00	Sam $5.00	Tags $5.00	TMint $5.00	SMr $6.00	Toff $6.00	T_GOC $6.00	Total
✓	Addison B	Order Card	Review Parent IO	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Elizabeth C	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Isabelle C	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Samantna C	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie T	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0	0

Cancel   Save

You have provided the sale values from the Girl's Order Card.

Product	Order Card
Gift of Caring $5.00 PIO=0	0
Adventurefuls $5.00 PIO=10	10
Lemon-Ups $5.00 PIO=7	7
Trefoils $5.00 PIO=4	4
Do-Si-Dos $5.00 PIO=8	8
Samoas $5.00 PIO=12	12
Tagalongs $5.00 PIO=6	6
Thin Mints $5.00 PIO=24	24
S'mores $5.00 PIO=20	20
Toffee-tastic $5.00 PIO=1	1
Troop GOC $5.00 PIO=0	0
Total	**92**

Product
Gift of Caring $5.00 PIO=0
Adventurefuls $5.00 PIO=10
Lemon-Ups $5.00 PIO=7
Trefoils $5.00 PIO=4
Do-Si-Dos $5.00 PIO=8
Samoas $5.00 PIO=12
Tagalongs $5.00 PIO=6
Thin Mints $5.00 PIO=24
S'mores $5.00 PIO=20
Toffee-tastic $5.00 PIO=1
Troop GOC $5.00 PIO=0

c. Repeat for each girl in the Troop. You will need to do this for each girl before submitting. Once all are save the message will change to *Saved*.

Troop Initial Order

Uses DOC	Girl			All Girl IC
				$6
				C.
✓	Addison B	Order Card	Saved	
		DOC Girl Del.		
		Total Order		
✓	Elizabeth C	Order Card	Saved	
		DOC Girl Del.		
		Total Order		
✓	Isabelle C	Order Card	Saved	
		DOC Girl Del.		
		Total Order		
✓	Samantna C	Order Card	Saved	
		DOC Girl Del.		
		Total Order		
✓	Suzie T	Order Card	Saved	
		DOC Girl Del.		
		Total Order		

Please note: If girls order a number of boxes that are not divisible by 12, eBudde automatically adds "extra" boxes to your Initial Order to make a full case. Troop orders can *only* be placed in full cases. Case = 12 boxes

2. **Girl Delivery** (Girl Delivery Orders that have been approved)
    a. Volunteers will be able to review only. These orders automatically come from DOC and cannot be changed.
3. **Booth Cookies** – This is the order you will use for the Booth Sales. Order enough booth cookies for the first two weeks of booth sales. Look at Girl preorders to help you determine quantities by cookie flavor. And if you participated last year, your 2023 initial order shows on the "Last Year" line, this will also help you in determining what to order.
    a. Click BOOTH at the bottom of screen

    b. Enter the order in the fields on the following screen. Press the tab key to enter order *IN BOXES* by variety. Click Save to save changes.

4. Review the totals carefully. Remember the order is in boxes but will be received by the case.
5. Check your *Cases to Order* line for accuracy.
6. Click **Submit Troop IO** by 11:59pm on December 11th

STEP 2: Select your Cookie Pick Up Day delivery location and time slot

Note: Delivery selection is not available until the Initial Order is submitted.

1. In eBudde go to the **Delivery** Tab.
2. Review and enter delivery station information.

    NOTE:
      a. *Troops in the Keys* Please select 'Keys Delivery' and GSTF staff will contact you with additional details.
      b. *Troop with 500+* cases of cookies, you can select Home Delivery. GSTF staff will contact you with additional details on the delivery date.

3. Select a time slot.
4. Click submit.

STEP 3: Submit Girl and Troop Rewards

Note: Rewards selection is not available until the Initial Order is submitted.

1. eBudde go to the **Rewards** Tab.
2. In the *Initial Order* section select *Fill Out* to view a list of girls who earned Initial Order rewards. If rewards are in red, a selection is needed (size).
3. Select an individual girl's name to make any necessary item or t-shirt size selections, then click *Submit Girl Order*. All selections are complete when "size/catalog selection done" now shows in green text.
4. Repeat for each girl as necessary.
5. Enter or review total rewards earned, then select *Submit Reward Order* to submit your total order.
6. Troops receive Initial Order rewards at Cookie Pick Up Day on January 13th.

Initial Order Troop Reward

210+ PGA: GSTF Axolotl T-Shirt for each selling girl + 2 volunteers

Troop must have a minimum of 3 selling girls. Each selling girl must have a pre-order of at least 1 box to earn the t shirt.

Initial Order Girl Reward

180+ Packages: Axolotl Bandana

230+ Packages: S'Amazing Apron and Stand Charm

If you have any questions reach out to the *GSTF Cookie Team*!

Email: customercare@girlscoutsfl.org

Phone: 305-253-4841