



Submitting the Troop Initial Order

Due by 11:59 pm on
Monday, Dec. 6

Complete all 3 steps by 11:59 pm on December 6, as part of qualifying for the Team Player Bonus.



Troop 99999 Initial Order

1. Submit your Troop's Cookie Order
2. Select your Jan. 8 delivery location and time slot
3. Submit Girl Rewards



STEP 1 – Place Order on the Initial Order Tab

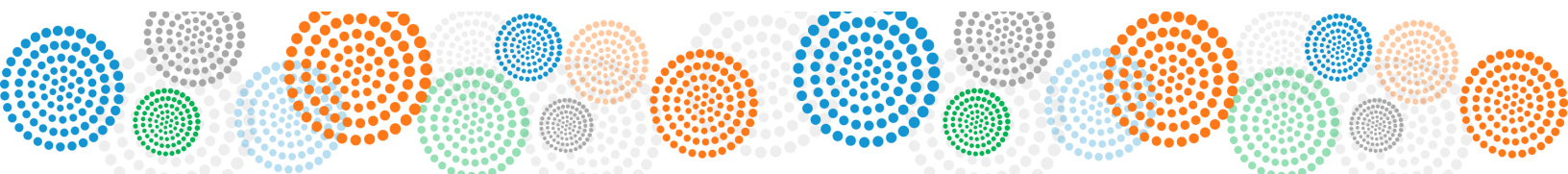
Save your work as needed, however, SUBMIT only once. You cannot make changes after you SUBMIT. Contact your Community PPM or GSTF Cookie Team if you need to make changes after the order is submitted.

Girl Pre-Orders

- Select each girl's name and enter the order in the highlighted fields.
- Press the Tab key to navigate fields and enter the girl's total cookie order IN BOXES by cookie flavor.
- Click the OK button to save the entry for the girl.
- Repeat for each girl in the troop.

Abigail E.*	12	10	0
Pkgs. Ordered	12	10	0
Cases to Order		1	0
Extras		2	0

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



STEP 1 cont'd. – Place Order on the Initial Order Tab

Cookie Booths and Cookie Delivery

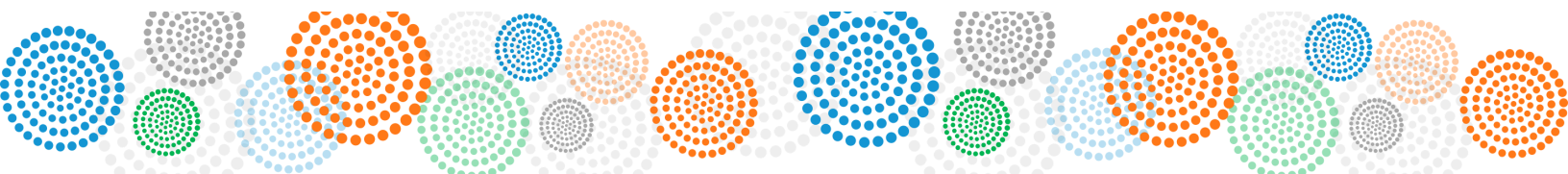
Order enough booth cookies for the first two weeks of cookie booth sales. Look at girl Pre-Orders to help you determine quantities, or use previous Council data.



Variety	Varieties Mix: Cookie Program '19-20	Varieties Mix: Cookie Program '20-21
Lemon-Ups	8.6%	7.8%
Trefoils	8.9%	8.7%
Do-si-Dos	9.5%	9.6%
Samoas	21.0%	21.0%
Tagalongs	15.0%	15.2%
Thin Mints	27.3%	27.6%
S'mores	6.1%	6.3%
Toffe-Tastic	3.2%	3.5%

If you participated last year, your 2020 Initial Order shows on the “LY Other” line.

- Click **BOOTH** at the bottom of screen
- Click the highlighted fields to begin entry. Press the Tab key to enter order **IN BOXES** by variety.
- Click **OK** to save changes.
- **SAVE** the page.
- Review Totals Carefully – Remember you enter in boxes but **RECEIVE BY CASE!**
- Check your **Cases to Order** line for accuracy.
- **SUBMIT** the order by 11:59 pm on Dec. 6.



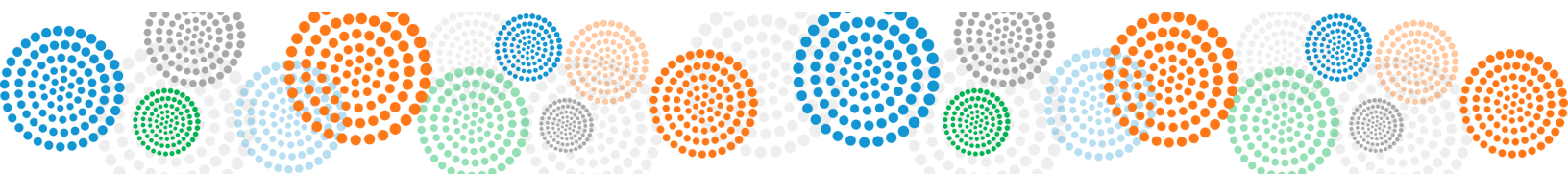


STEP 2 – Pick a Delivery Location and Time Slot on the Delivery Tab

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

- Review and enter delivery information and select a time slot.
- Click **SUBMIT**.

Troops in the Keys – Please do not reserve a delivery location or time, GSTF staff will contact you.





STEP 3 – Order Girl & Troop Rewards on the Rewards Tab

Note: Rewards tab is not accessible until your Initial Order is submitted.

- Select **FILL OUT** to view a list of girls who earned Initial Order rewards. If rewards are in red, a selection is needed (size).
- 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.
- Repeat for each girl as necessary.
- Enter or review total rewards earned, then select **SUBMIT REWARD ORDER** to submit your total order.
- Troops receive Initial Order rewards at Cookie Pick-Up on Jan. 8.

Initial Order Troop Reward

200+ PGA: Climb with Courage 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 Rewards

180+ Boxes: Cooling Fabric Bandana

230+ Boxes: Koala Bracelet and Samoas Bracelet

