

Step by Step eBudde Guide

<https://ebudde.littlebrownie.com>

Tracking Additional Cookie Orders and Girl Payments

- Any cookies sold or payments received by girls after February 7, 2010 must be tracked in the Girl Orders Tab. Remember you can add girls names under the Girl Tab at any time during the Cookie Sale Program.
- Click GIRL ORDERS tab. Girl Orders Tab must be accurate for recognitions to calculate properly.
- To Attribute Additional Boxes Sold to a Girl Scout
 - Click blank row below girl's name.
 - Scroll to bottom of screen, click squares to begin entry. Enter girls additional sales by variety in each box
 - Click the blue SAVE button after making any changes.
 - Each additional order should be entered on a new line on the Girl Orders Tab to minimize errors.
 - Remember the Girl Orders Tab is simply for tracking boxes sold by girl and calculating recognitions.
 - No cookies will be ordered and delivered by using this tab. All cookies entered in the Girl Orders Tab must be picked up at a Cookie Cupboard OR transferred to troop by another troop.
 - Any cookies sold at a Cookie Booth should be attributed evenly to all girls participating in the Cookie Booth under this tab as well. GSNWGL recommends dividing the number of boxes sold at the Cookie booth by the number of girls helping at the Cookie Booth and attributing that number of boxes to each participating girl.
- To Track Payments Received by a Girl Scout:
 - Click on the girls name
 - Scroll to bottom of screen and enter the amount received by the Girl Scout in the last editable box.
 - Click the blue SAVE button after making any changes.

Review and Place Recognition Order

- Click on SALES REPORT tab.
- Locate PGA Selling number on the right side of the screen. Make note of this number here: _____
- PGSA
- Click INCENTIVES tab.
- Click FILL OUT
- Click on each girls name and a new page will open.
- Review recognitions earned. All recognitions have been automatically calculated.
- Make any necessary choices according to selections on Parent/Guardian Permission and Responsibility Agreement. NOTE: If the \$50 Target GiftCard and Participation Patch are chosen, all other recognitions or Cookie Dough at the 200 box level or below will automatically be unselected.
- Click orange SUBMIT GIRL ORDER button at the bottom of page.
- Repeat for each girl.
- Enter the number of girls sold at least one box of cookies, but did not sell 24 boxes of cookies or more in the Participation Certificate quantity box.
- If your troop had a PGSA of 125 boxes or more, each registered Girl Scout in your troop will earn a Tie Dye Bandana. (Refer to second bullet point of this step.)
 - Enter the number of girls REGISTERED to your troop as of April 20, 2010, in the Tie Dye Bandana quantity box.
- If your troop had a PGSA of 150 boxes or more, each registered Girl Scout in your troop will earn a GSNWGL T-Shirt (plus the troop earns up to two GSNWGL T-Shirts for the volunteers.)
 - Enter the number of each size your troop would like based on the number of girls REGISTERED to your troop as of April 20, 2010. Total number ordered will equal the number of girls registered plus up to two additional for volunteers. (Refer to second bullet point of this step.)
- Click orange SUBMIT INCENTIVE ORDER button after reviewing order; recognition order cannot be changed after it has been submitted.
- Print a copy of the recognition order for your records.