



# Troop Quick Sheet

## Initial Order

### New User

1. Click the email link for your first-time login
2. Enter your personal password, confirm that password
3. Enter/review your name, address and phone numbers.
4. Click **LOGIN**
5. You will then be given access to the system.

### Users who have entered the system

1. <https://ebudde.littlebrownie.com>
2. You will be sent to the Cookie Portal
3. Enter your email address as your login and password. Click **LOGIN**
4. You will then be given access to the system.

Click each **TAB** to enter each page.

### Contacts Tab

1. Review information; edit as necessary

### Setting Tab

1. Enter number of girls selling and registered (if applicable); goal in packages.
2. Mark Opt-out rewards for additional profits (if applicable)
3. Enter banking information (if applicable)
4. Click **UPDATE** to accept all changes.

### Girls Tab

1. Enter names of girls, Global/GSUSA ID, grade, click box for registered, enter goal in packages, enter t-shirt size (if applicable)
2. Click **UPDATE** to accept all changes.

### Init Order Tab

1. Click each girl's name; enter quantities on the edit screen
2. TAB to enter your girl's total cookies order in packages by variety OR verify parent initial order from Digital Cookie.
3. Press **Save** button.
4. Repeat for each girl
5. **BOOTH** – Click BOOTH, enter quantities on the edit screen. TAB to enter in boxes and variety number of cookies for booth sales. Press **Save** button
6. **OTHER** – Click OTHER, enter quantities on the edit screen. TAB to enter in boxes and variety number of cookies for booth sales. Press **Save** button
7. Review **IMPORTED** row quantities (if applicable)
8. Review the totals at the bottom, if correct Click **Submit Troop IO**. You cannot change order after it has been submitted. Contact your volunteer manager or the product sales staff to make changes.

### **Reports Tab (Optional)**

1. Need additional information on delivery sites? Click *Reports Tab* and run Delivery Stations report.
2. Need information on Initial Order? Click *Reports Tab* and print Initial Order report.

### **Delivery Tab**

1. Review, and enter delivery information. SUBMIT information.
2. Select time slot if applicable
3. Print Confirmation Form

### **Rewards Tab**

1. Click **FILL OUT** next to **Initial Rewards Order**.
2. Review Girl orders and Submit if applicable
3. Enter or review total rewards earned.
4. Click **Submit Reward Order** to submit your order.
5. Print **Girl Rpt** for details.

## **Booth Sales**

### **Booth Sales Tab**

#### **Council Sites**

1. Click the Sign up for a Council Booth Sales button
2. Find booth sales you would like to sign up for, click date and time
3. Click time slot and click submit button
4. Site full – click the slider button to email me if slots open up and it will send you an email when there is an opening. Want to know how many are waiting, see that number below the button.
5. Cannot attend the booth site – release the site from the dashboard or the booth sales tab.

#### **Troop Requests**

1. Click the Add/Edit a Troop Booth button
2. Click +add button to add a location
3. Fill in location site information, date and time range
4. Click save. Request will be pending until approved or denied

## Cookie Exchange

Have extra cookies to exchange. Click the Cookie Exchange Tab. Enter the packages you have available to exchange and click **Update Packages to Exchange**. If you want others to see you phone number to contact, click the Inc. my phone number

Looking for some cookies. Click the Cookie Exchange Tab and see offerings from other troops. Click the down arrow on any variety to see offerings.

Exchanged all your extra cookies – come back out and click **Remove My Offering**.

## **Final Order**

### **Girl Orders Tab**

1. Update girl orders to include all additional packages sold and payments made.
2. Click **Save** to save your information

### **Rewards Tab**

1. Click **FILL OUT** next to **Final Rewards Order**.
2. Review Girl orders and Submit if applicable
3. Enter or review total rewards earned.
4. Click **Submit Reward Order** to submit your order.
5. Print **Girl Rpt** for details.

### **Reports Tab (Optional)**

1. Need additional information on cupboard location and hours? Click *Reports Tab* and run Cupboards report.

### **Transactions Tab**

1. Enter troop-to-troop transactions. (if applicable)
2. Enter pending order to the cupboards (if applicable)
3. Click **Save** to save your information.

### **Payment Tab**

1. Click add a payment at the top of page. TAB through boxes, press ENTER on keyboard.
2. Enter on Payment tab: bank, date, transaction number, and amount of payment (use decimal points, 157.50)

### **GOC Org. Tab**

1. Enter in troop Gift of Caring organization(s) information (if applicable)

### **Sales Report Tab**

1. Review final package numbers.
2. Review your receipts
3. Review your Gift of Caring (if applicable)

-updated rh:08/01/2023