



# Troop Quick Sheet

## Initial Order

### All Users

1. <https://ebudde.littlebrownie.com/>
2. Click **LOGIN**.
3. Change your password. Enter/review contact information. Click **SUBMIT**.
4. System works through tabs at top of page.

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

### Contacts Tab

1. Review information. Click **EDIT** to make changes.
2. Click **SUBMIT** to save those changes.

### Setting Tab

1. Enter cookie goal in packages.
2. Click **UPDATE** to accept all changes.

### Girls Tab

1. Enter cookie goal in packages and T-shirt size for each girl.
2. Click **UPDATE** to accept all changes.

### Initial Order Tab

1. Click **OTHER**, bottom of screen, click squares to begin entry. **TAB** to enter in packages and variety number of cookies. **ENTER** (on keyboard) or **OK** button.
2. **SAVE** the page.
3. Review the totals at the bottom, if correct click **SUBMIT** order. You cannot change your order after it has been submitted. Contact your service unit cookie manager or product sales staff to make changes.
4. Print copy for your records.

### 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 rewards and submit if applicable
3. Enter or review total rewards earned.
4. Click **SUBMIT** to submit your order.

## **Booth Sales**

### **Booth Sites Tab**

#### **Council Booths**

1. Choose Council Sales from the drop down menu.
2. Find booths you would like to sign up for, click date and time.
3. Click time slot and click **SUBMIT** button.

#### **Troop My Sales Requests**

1. Choose My Sales from the drop down menu.
2. Click add a location.
3. Fill in location site information, date, and time range.
4. Click **UPDATE**. Request will be pending until approved or denied

## **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 Reward Order**.
2. Review girl rewards and submit if applicable.
3. Enter or review total rewards earned.
4. Click **SUBMIT** to submit your order.

### **Reports Tab**

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.

### **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).