# **Inputting your Initial Order**

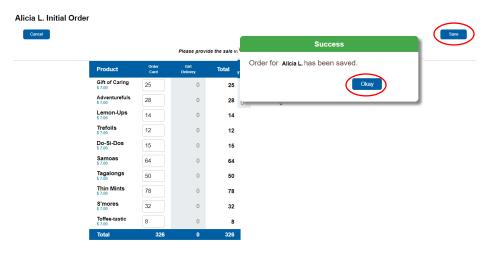
This can be done from March 2nd -March 4th (deadline 10pm), 2024.

Sign in to eBudde and go to your Initial Order tab.

Click on the first Girl Scout in your troop and boxes will appear. This is where you will input all of the cookies she has sold via her paper Order Card.



Input the number of packages the Girl Scout has sold into the corresponding boxes, and click "save" then "okay" when done. Repeat this for every Girl Scout in your troop who sold via the paper Order Card.



Note that the line under the Order Card is "DOC Girl Del"-- this stands for Digital Cookie Girl Delivery Orders. You do not need to input anything in this line, all of those orders will flow over from Digital Cookie into eBudde automatically. The Girl Scout's "Total Order"

will now show her Order Card & Digital Cookie Girl Delivery orders combined.



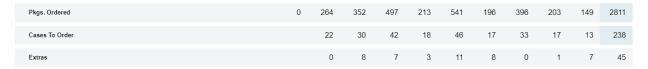
Then, once you are done, scroll to the bottom of the page. You'll see a line that says "Booth." Click on this line if you'd like to add Booth cookies to your Initial Order.



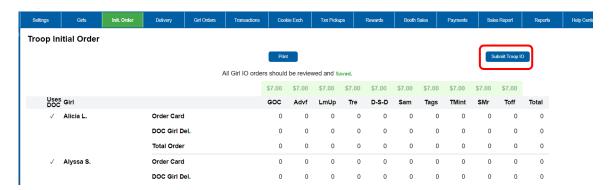
Enter the amount of Booth cookies you want to add into the boxes that appear. Note you are ordering individual packages, not cases (there are 12 packages in 1 case). Hit "save" then "okay" when done. Your troop is financially responsible for any Booth cookies you enter here.

## If you accepted any Girl Delivery orders via your Troop site follow the instructions here.

Once you have entered all of your Girl Scouts' Order Card orders, check out the last three lines on the page. They will show you the total amount of cookies your troop will receive, broken down into packages and cases. The very last line shows you the "extras" you'll receive. Extras exist because all Initial Order cookies must be delivered to you in full cases of 12. Your troop is responsible for selling the extras.

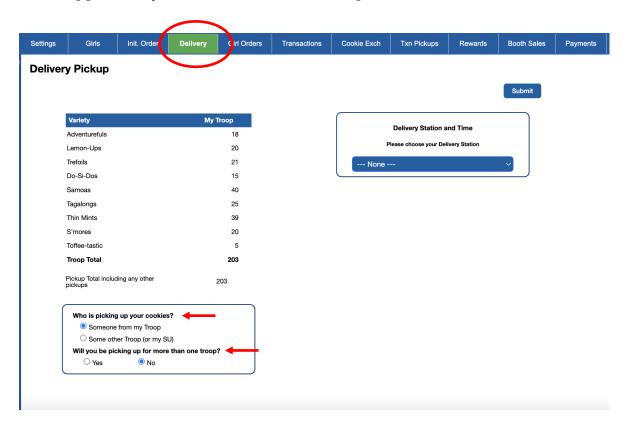


Once you are done inputting your Initial Order, hit the "Submit Troop IO" button. You've now submitted your Initial Order!

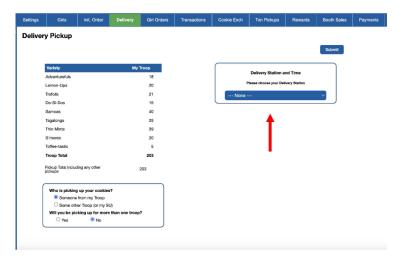


Now go to the "Delivery" tab and make the following selections:

- Who is picking up your cookies (someone from your troop, or someone from another troop or Service Unit?)
- Will you be picking up cookies for more than one troop? If yes, boxes will appear for you to enter the other troop #s.



Once you've made your selections, go to the dropdown menu and choose your delivery station.





Most troops will be choosing to pick up from a Cookie Drive-Thru on Saturday, March 16, 2024. These will be listed first in the drop down menu. Decide which one works for you and select it.

## 2024 Cookie Drive-Thru locations:

#### **Bronx**

PS 392 650 Hollywood Avenue Bronx, NY 10465

### Brooklyn

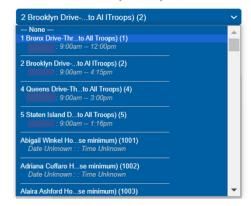
Brooklyn Army Terminal 140 58<sup>th</sup> Street, Pier 4 Brooklyn, NY 11220

#### Queens

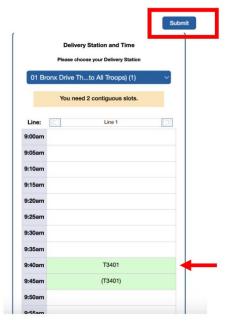
Queens Borough Hall 120-55 Queens Blvd Kew Gardens, NY 11424

#### Staten Island

Zion Lutheran Church 505 Watchogue Road Staten Island, NY 10314 Delivery Station and Time
Please choose your Delivery Station



Once you've selected your location, scroll down until you find an available time. Click on the time and it will turn green. Then hit "Submit"



If someone from another troop or Service Unit is picking up your cookies, select that option and hit "Submit."



The rest of the delivery locations on the menu are Home Delivery Stations. Your Home Delivery Station will only appear if you filled out the Cookie Home Delivery form (which is due to Council on February 28th). In order to be eligible for a Home Delivery, you must have a minimum of 75 cases (900 packages) or combine with another troop in order to reach that minimum.

If you have a Home Delivery station on the list, select it and hit "Submit" The date and time of the delivery will appear as "unknown"-this is because the delivery agent will reach out to you to confirm the date and time.



And that's it! You've submitted your 2024 Cookie Initial Order! Congratulations to you and all of your Girl Scouts on your hard work!

