

## Inputting your Initial Order

**This can be done from February 15th - 17th (deadline 10pm), 2025.**

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.

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## Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and **Saved**.

Uses DOC	Girl		\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00			
			GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	Tmint	SMr	Toff	Total		
✓	Alicia L.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0	
✓	Alyssa S.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0	
✓	Bonnie J.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0	
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	
		Pkgs. Ordered	0	0	0	0	0	0	0	0	0	0	0	0	
		Cases To Order	0	0	0	0	0	0	0	0	0	0	0	0	
		Extras	0	0	0	0	0	0	0	0	0	0	0	0	

Product	Order Card	Girl Delivery	Total
Gift of Caring \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Adventurefuls \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic \$ 7.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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.

Alicia L. Initial Order

Cancel

Please provide the sale value

Product	Order Card	Gift Delivery	Total
Gift of Caring \$ 7.00	<input type="text" value="25"/>	<input type="checkbox"/>	25
Adventurefuls \$ 7.00	<input type="text" value="28"/>	<input type="checkbox"/>	28
Lemon-Ups \$ 7.00	<input type="text" value="14"/>	<input type="checkbox"/>	14
Trefoils \$ 7.00	<input type="text" value="12"/>	<input type="checkbox"/>	12
Do-Si-Dos \$ 7.00	<input type="text" value="15"/>	<input type="checkbox"/>	15
Samoas \$ 7.00	<input type="text" value="64"/>	<input type="checkbox"/>	64
Tagalongs \$ 7.00	<input type="text" value="50"/>	<input type="checkbox"/>	50
Thin Mints \$ 7.00	<input type="text" value="78"/>	<input type="checkbox"/>	78
S'mores \$ 7.00	<input type="text" value="32"/>	<input type="checkbox"/>	32
Toffee-tastic \$ 7.00	<input type="text" value="8"/>	<input type="checkbox"/>	8
<b>Total</b>	<b>326</b>	<b>0</b>	<b>326</b>

Success

Order for Alicia L. has been saved.

Okay

Save

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.

[illegible]

### Troop 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.

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!

[illegible]

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.

Settings
Girls
Init. Order
**Delivery**
Girl Orders
Transactions
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### Delivery Pickup

Submit

Variety	My Troop
Adventurefuls	18
Lemon-Ups	20
Trefoils	21
Do-Si-Dos	15
Samoas	40
Tagalongs	25
Thin Mints	39
S'mores	20
Toffee-tastic	5
<b>Troop Total</b>	<b>203</b>

Pickup Total including any other pickups 203

**Who is picking up your cookies?**

☒ Someone from my Troop

☐ Some other Troop (or my SU)

**Will you be picking up for more than one troop?**

☐ Yes ☒ No

**Delivery Station and Time**

Please choose your Delivery Station

--- None ---

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

Settings
Girls
Init. Order
**Delivery**
Girl Orders
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Booth Sales
Payments

### Delivery Pickup

Submit

Variety	My Troop
Adventurefuls	18
Lemon-Ups	20
Trefoils	21
Do-Si-Dos	15
Samoas	40
Tagalongs	25
Thin Mints	39
S'mores	20
Toffee-tastic	5
<b>Troop Total</b>	<b>203</b>

Pickup Total including any other pickups 203

**Who is picking up your cookies?**

☒ Someone from my Troop

☐ Some other Troop (or my SU)

**Will you be picking up for more than one troop?**

☐ Yes ☒ No

**Delivery Station and Time**

Please choose your Delivery Station

--- None ---

01 Bronx Drive Th...to All Troops (1)  
08/02/22 : 9:00am -- 12:00pm
02 Brooklyn Drive... to All Troops (2)  
02/27/21 : 9:00am -- 1:30pm
04 Queens Drive T...to All Troops (4)  
02/27/21 : 9:00am -- 2:00pm
06 Staten Island ...to All Troops (8)  
02/27/21 : 9:00am -- 1:00pm
Abigail Winkler Ho... Case Min.) (1021)  
Date Unknown : Time Unknown
Alexandra Kudo... Case Min.) (1002)  
Date Unknown : Time Unknown
Alcia Solentino ... Case Min.) (1003)  
Date Unknown : Time Unknown
Anna Lambert Home... Case Min.) (1004)  
Date Unknown : Time Unknown
Annie Su Home (P... Case Min.) (1005)  
Date Unknown : Time Unknown
Ariene Blacketh... Case Min.) (1006)  
Date Unknown : Time Unknown
Bethany Hale Home... Case Min.) (1007)  
Date Unknown : Time Unknown
Blessed Sacrament... Case Min.) (1008)  
Date Unknown : Time Unknown
Brianne Lynch Hom... Case Min.) (1009)

Most troops will be choosing to pick up from a **Cookie Drive-Thru on Saturday, March 1, 2025** These will be listed first in the drop down menu. Decide which one works for you and select it.

### 2025 Cookie Drive-Thru locations:

#### **Bronx**

PS 392  
650 Hollywood Avenue  
Bronx, NY 10465

#### **Queens**

NY Hall of Science  
47-01 111th Street  
Corona, NY 11368

#### **Brooklyn**

Brooklyn Cyclones Parking Lot  
1904 Surf Avenue  
Brooklyn, NY 11224

#### **Staten Island**

Zion Lutheran Church  
505 Watchogue Road  
Staten Island, NY 10314

Delivery Station and Time  
Please choose your Delivery Station

2 Brooklyn Drive-...to All ITroops) (2)  
-- None --  
1 Bronx Drive-Thr...to All Troops) (1)  
: 9:00am -- 12:00pm  
2 Brooklyn Drive-...to All ITroops) (2)  
: 9:00am -- 4:15pm  
4 Queens Drive-Th...to All Troops) (4)  
: 9:00am -- 3:00pm  
5 Staten Island D...to All Troops) (5)  
: 9:00am -- 1:15pm  
Abigail Winkel Ho...se minimum) (1001)  
Date Unknown : Time Unknown  
Adriana Cuffaro H...se minimum) (1002)  
Date Unknown : Time Unknown  
Alaira Ashford Ho...se minimum) (1003)

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"

Delivery Station and Time  
Please choose your Delivery Station

01 Bronx Drive Th...to All Troops) (1)

You need 2 contiguous slots.

Line: < Line 1 >

9:00am	
9:05am	
9:10am	
9:15am	
9:20am	
9:25am	
9:30am	
9:35am	
9:40am	T3401
9:45am	(T3401)
9:50am	
9:55am	

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

Delivery Pickup

Variety	My Troop
Adventures	18
Lemon-Lips	20
Treats	21
Do-Si-Do	15
S'mores	40
Tagalongs	25
Thin Mints	39
S'mores	20
Tuffee-Lastic	5
<b>Troop Total</b>	<b>203</b>
Pickup Total including any other pickup	203

Who is picking up your cookies?  
☐ Someone from my Troop  
☒ Someone other Troop (or my SU)

You have indicated that someone else will take Delivery of your Initial Order.

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 January 22nd). 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.

Date Unknown : : Time Unknown
Anna Lambert Home... Case Min.) (1004)
Date Unknown : : Time Unknown
Annie Siu Home (P... Case Min.) (1005)
Date Unknown : : Time Unknown
Arlene Blackett-J... Case Min.) (1006)
Date Unknown : : Time Unknown
Bethany Hale Home... Case Min.) (1007)
Date Unknown : : Time Unknown
Blessed Sacrament... Case Min.) (1008)
Date Unknown : : Time Unknown
Brihan Lynch Hom... Case Min.) (1009)
Date Unknown : : Time Unknown
Bronx Works (Priv... Case Min.) (1010)
Date Unknown : : Time Unknown
Brooke Nixon-Frie... Case Min.) (1011)
Date Unknown : : Time Unknown
Capital Prep Char... Case Min.) (1012)
Date Unknown : : Time Unknown
Cassandra Roberts... Case Min.) (1013)
Date Unknown : : Time Unknown
Challenge Prep Ch... Case Min.) (1014)
Date Unknown : : Time Unknown
Christi Anderson... Case Min.) (1015)
Date Unknown : : Time Unknown

And that's it! You've submitted your 2025 Cookie Initial Order!  
Congratulations to you and all of your Girl Scouts on your hard work!

