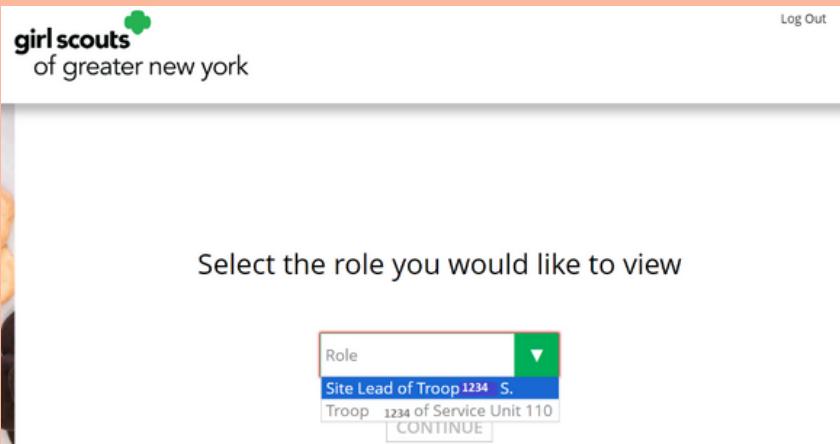


COOKIE SEASON 2026

Initial Order Girl Delivery - Troop Site Link

If you accepted any Girl Delivery orders via your Troop site, there are additional steps you must now take. This does not apply to Initial Order Girl Delivery orders via a Girl site; those flow over into eBudde automatically and do not require any extra steps.

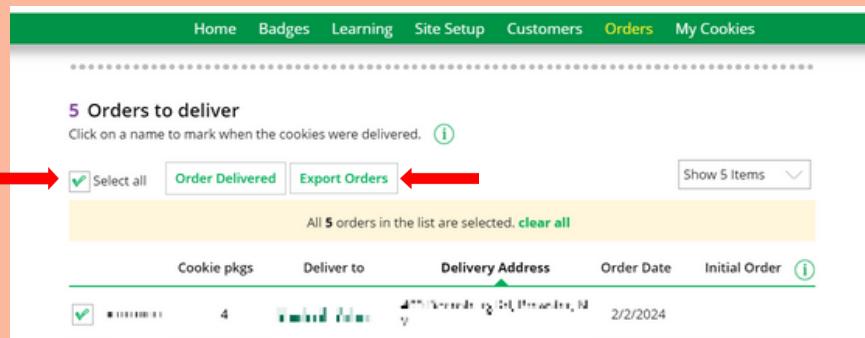
Log in to Digital Cookie as the Site Lead of the Troop Site role.



Go to the Orders tab.

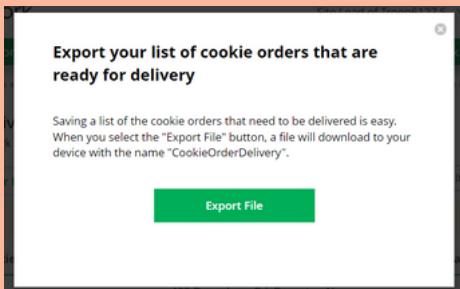


Scroll down to where it says “Orders to deliver.” Click the “Select all” box and then click the “Export Orders” button.



girl scouts
of greater new york

This screen will pop up. Click “Export File”



A Microsoft Excel document will now be downloaded onto your computer. Open that document and scroll to the right until you see the cookie varieties.

If you do not have excel or have problems downloading the file please email us at customercare@girlscoutsnyc.org.

K	L	M	N	O	P	Q	R	S
Adventurefuls	Lemon-Ups	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Toffee-tastic
5	1	0	0	1	1	0	0	2
0	0	3	1	1	2	1	0	0
2	4	0	0	4	4	2	5	0
0	0	0	4	1	0	0	0	1
0	0	6	0	0	2	2	2	0

These are the cookies you need to add into eBudde for your Troop Site's Girl Delivered orders.

Head back to eBudde and go to the Initial Order tab. Scroll down until you see the “Other” line.

Troop Initial Order												
		Initial Order										
		Initial Order										
Uses DOC	Girl	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
		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
	Total Order	0	0	0	0	0	0	0	0	0	0	0
Imported		0	0	0	0	0	0	0	0	0	0	0
Other	←	0	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)	7	2	1	2	8	7	6	2	0	35	
	Pkgs. Ordered	0	16	9	11	9	28	11	11	19	1	115
	Cases To Order	2	1	1	1	3	1	1	2	1	13	

Click on “Other” and you’ll be taken to this screen:

Other Initial Order	
Product	Packages
Adventurefuls	7
Lemon-Ups	5
Trefoils	9
Do-Si-Dos	5
Samoas	7
Tagalongs	9
Thin Mints	5
S'mores	7
Toffee-tastic	3
Total	57

This is where you will need to enter the packages from the Microsoft Excel sheet.

Other Initial Order

[Cancel](#) Save

Product	Packages
Adventurefuls \$7.00 LY=7	7
Lemon-Ups \$7.00 LY=2	5
Trefoils \$7.00 LY=1	9
Do-Si-Dos \$7.00 LY=2	5
Samoas \$7.00 LY=8	7
Tagalongs \$7.00 LY=7	9
Thin Mints \$7.00 LY=6	5
S'mores \$7.00 LY=2	7
Toffee-tastic \$7.00 LY=0	3
Total	57

K	L	M	N	O	P	Q	R	S
Adventurefuls	Lemon-Ups	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Toffee-tastic
5	1	0	0	1	1	1	0	2
0	0	3	1	1	2	1	0	0
2	4	0	0	4	4	2	5	0
0	0	0	4	1	0	0	0	1
0	0	6	0	0	2	2	2	0

Click “Save” and you’re done.

Now head back to the [Inputting Your Initial Order guide](#) to finish!