

Entering Initial Orders in Digital Cookie

Parents & Guardians:

Submitting Your Girl Scout's Initial Cookie Order from a Paper Order Card

1. In Digital Cookie, select the "My Cookies" tab.



2. As listed on your girl's paper order card, enter the number of packages sold for each cookie.











Initial Order Due: **01/27/2022**

Enter Your Initial Order:

- Packages previously entered: **74**
- Packages from approved [Digital Cookie girl delivery orders](#): **58**

The packages entered here do not automatically transmit to the Troop Cookie Volunteer's order entry system. Digital Cookie delivery orders that you approve before the Initial Order due date will automatically be counted in the initial order. Do not enter them here.

Using your paper order card, enter the number of cookie packages you sold.
Your order can be viewed by the Troop Cookie Volunteer who will then enter it in the order system.

 adventurefuls™ - <input type="text" value="8"/> +	 lemon-ups® - <input type="text" value="4"/> +
 trefoils® - <input type="text" value="3"/> +	 do-si-dos® - <input type="text" value="0"/> +
 samoas® - <input type="text" value="12"/> +	 tagalongs® - <input type="text" value="19"/> +
 thin mints® - <input type="text" value="25"/> +	 girl scout s'mores® - <input type="text" value="4"/> +
 toffee-tastic® - <input type="text" value="0"/> +	 Donate Cookies - <input type="text" value="0"/> +

3. Click "Save Updates."

*Note: This will **NOT** automatically add the order to eBudde. The troop leader must follow the steps below to pull the Initial Order Report and then submit the troop's total number of cookie packages to eBudde.*

Troop Leaders:

Digital Cookie: Pulling the Initial Order Report

1. In Digital Cookie, under "Troop Leader's Role," select the "My Troop" tab.



2. Click the "Initial Order Report" link and download the report spreadsheet, which can be opened in Microsoft Excel.

Note: The report can also be opened with free alternatives like Google Sheets, Zoho Sheet, Apache OpenOffice, and LibreOffice.



3. The report should have every initial order that your troop's parents/guardians have already entered into Digital Cookie.

B	C	D	E	F	G	H	I	J	K	L	M	N	O
Girl First Name	Girl Last Name	GSUSA ID	lemon-ups	adventurefuls	trefoils	do-si-dos	samoas	tagalongs	thin mints	girl scout s'mores	toffee-tastic	Troop Donations	Total Packages (Includes Donations)
			4	7	3	0	12	19	25	4	0	0	74

4. In eBudde, select the "Initial Orders" tab.
5. Enter the cookie package totals for your troop and then submit the order.

If you need any help, please email productsales@gssem.org.