

# Girl Scouts of Greater Mississippi Troop Quick Sheet

## Initial Order

### First Time Users

1. <https://ebudde.littlebrownie.com>
2. Enter your email address, temporary password: **samoas**. Click **LOGIN**
3. Change your password, enter contact information, Click **SUBMIT**
5. System works through tabs at top of page.

### Returning Users

1. Same email address and password as last year. Forgotten password? See login page

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

### **Contacts Tab**

- a. Review information; edit as necessary

### **Setting Tab**

- a. Enter number of girls selling and registered (if applicable); goal in packages.
- b. Mark Receives proceeds if applicable
- c. Enter banking information
- d. Click **UPDATE** to accept all changes.

### **Girls Tab**

- a. Enter names of girls. GSUSA ID, grade and Cookie Club login optional, click box for registered, enter goal in packages
- b. Click **UPDATE** to accept all changes.

### **Init Order Tab**

- a. Click each girl's name; go to bottom of screen, click squares to begin entry. TAB to enter your girls total cookies order in boxes by variety. Press
- b. **ENTER**(on keyboard) or **OK** button.
- c. Repeat for each girl
- d. **BOOTH** – Click BOOTH, bottom of screen, click squares to begin entry. TAB to enter in boxes and variety number of cookies for booth sales. **ENTER** (on keyboard) or **OK** button
- e. **SAVE** the page.
- f. Review the totals at the bottom, if correct Click **SUBMIT** order. You cannot change order after it has been submitted. Contact your volunteer manager or the product sales staff to make changes.
- g. Print copy for your records.

### **Delivery Tab**

- a. Review, and enter delivery information. SUBMIT information.
- b. Select time slot if applicable

### **Incentive Tab**

- a. Click **FILL OUT** next to **Initial Incentive Order**.
- b. Review Girl orders and Submit if applicable
- c. Enter or review total awards earned.
- d. Click **SUBMIT** to submit your order.

## **Booth Sales**

### **Booth Sales Tab**

#### **Council Sites**

- a. Click the Council Sales button
- b. Find booth sales you would like to sign up for, click date and time
- c. Click time slot and click submit button

#### **Troop Requests**

- a. Click the My Sales button
- b. Click add a location
- c. Fill in location site information, date and time range
- d. Click update. Request will be pending until approved or denied

## **Final Order**

### **Girl Orders Tab**

- a. Update girl orders to include all additional packages sold and payments made.
- b. Click **Save** to save your information

### **Incentive Tab**

- a. Click **FILL OUT** next to **Final Incentive Order**.
- b. Review Girl Orders and Submit if applicable
- c. Enter or review total awards earned.
- d. Click **SUBMIT** to submit your order.

### **Transactions Tab**

- a. Enter troop-to-troop transactions. (if applicable)
- b. Enter pending order to the cupboards (if applicable)
- c. Click **Save** to save your information.

### **Deposit Tab**

- a. Click add a deposit at the top of page. TAB through boxes, press ENTER on keyboard.
- b. Enter on Deposit tab: bank, date, transaction number, and amount of deposit. (use decimal points, 157.50)

### **Sales Report Tab**

- a. Review final package numbers.
- b. Review your receipts
- c. Review your Gift of Caring (if applicable)