

## Entering Girls and Their Orders into eBudde

Step 1 – go to your troop”settings” tab and make sure that you put in the number of girls registered and the number of girls selling. The council goal for each girl is 100 packages. Please put your troop’s goal in the place indicated. Make sure you input your email address. This is very important so that messages from the eBudde system can be sent to you. This will be helpful as we go through the sale.

Step 2 – go to the “girls” tab on the top of the screen. Take a good look at the girls who are listed. Are there any missing? If so, please call the council registrar to make sure that her registration has been received before listing her in the system. If the registrar does not have her registration, please have the parent sign a registration form and get her registered immediately.

Once registration has been confirmed, add her to the list. Update and save.

Step 3 – go to the “initial order” page. Highlight the girl’s name whose order you want to put in and input the information on the bottom of the screen where each box is highlighted. Remember to hit “ok” when done inputting the girl’s order. Please save often. DO NOT hit the submit button until all girls’ orders have been confirmed. Once confirmed and all girls’ orders have been placed, you can then submit the order.

If you need to order down, look at the instructions for ordering down on the website.

If you order down, then once the “ordered down” cookies are picked up from the council office, you will need to place the orders back under the girl’s name. Please follow these instructions:

Be sure that your community has submitted their order in full and then go to the “girl orders” tab and add the extra cookies on the line under that girl’s name, not the same line on which her initial order appears.