



How To: Submit The Troop's Initial Order Rewards

What are Initial Order rewards?

Initial Order Rewards are rewards that can be earned individually by girls as well as rewards that can be earned by the girls who, as a group, place an Initial order. Make sure to check out this year's full cookie reward line up to share with your girls and families. There are individual rewards for girls who place an Initial Order through their troop in eBudde during the Initial Order period in November as well as troop per girl average (PGA) rewards. The PGA Initial Order rewards are calculated based on only the girls who place an Initial Order with the troop in eBudde. For example, if the PGA reward is for troops who reach a PGA of 275+ packages, this means that eBudde will take the total number of cookies ordered by the troop, including "Other" and "Booth" cookies and divide that number by the number of girls who placed an Initial Order. If the troop met the PGA on the Initial Order, all of the girls who placed an Initial Order would receive that reward in addition to their individual rewards.

Here's an example and how you can find that information in eBudde. This troop has three girls who placed orders on the Troop's Initial Order in eBudde. They ordered a total of 1,000 packages of cookies, including the extras that eBudde uses to round up to full cases.

Troop Initial Order

| Use DOC | Girl | Submit Troop IO | | | | | | | | | | Total |
|------------|-------------------|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
| | | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$6.00 | \$6.00 | |
| | | Advr | LmUp | Tre | D-S-D | Sam | Tags | TMint | SMr | Toff | | |
| ✓ | Molly M. | 27 | 24 | 24 | 24 | 63 | 39 | 78 | 12 | 9 | 300 | |
| ✓ | Nancy N. | 54 | 48 | 48 | 48 | 126 | 78 | 156 | 24 | 18 | 600 | |
| ✓ | Tabitha T. | 9 | 8 | 8 | 8 | 21 | 13 | 26 | 4 | 3 | 100 | |
| | Imported | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Last Year (Other) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Booth | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Last Year (Booth) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Pkgs. Ordered | 90 | 80 | 80 | 80 | 210 | 130 | 260 | 40 | 30 | 1000 | |
| | Cases To Order | 8 | 7 | 7 | 7 | 18 | 11 | 22 | 4 | 3 | 87 | |
| | Extras | 6 | 4 | 4 | 4 | 6 | 2 | 4 | 8 | 6 | 44 | |

Clicking on the “Sales Report” tab in eBudde, the Troop Cookie Manager can find the Troop’s Initial Order Per Girl Average (PGA).

Council Girl Scouts of Northeast Texas, Troop 99999 Sales Report

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Girls Selling: 3
Girls Reg.: 3
Init. Girls Sellg: 3
Level: GRP
SU Name: SU999
SU Number: 999
Sales Goal: 0
PGA Selling: 348.00
PGA Registered: 348.00
Initial PGA: 348.00

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How do Troops submit their Initial Order in eBudde?

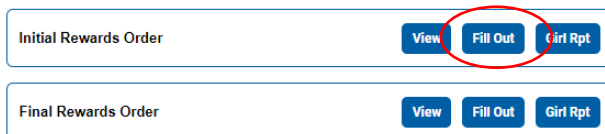
Once the Troop’s Initial Order has been submitted in eBudde, the Troop Cookie Manager can submit the troop’s Initial Order Rewards. Make sure to refer to the [TCM Quick Start Guide](#) for the date and time this order is due in eBudde.

1. Log into [eBudde](#).
2. From the troop dashboard, select the “Rewards” tab.

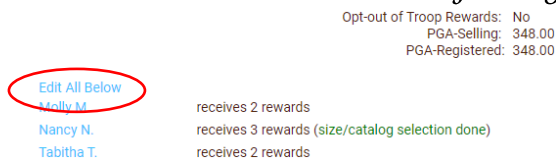


3. In the Initial Rewards Order section, click “Fill Out”.

Troop Rewards Order Forms



4. eBudde will list all of the girls in the troop that have been loaded into eBudde. Click “Edit All Below” to review and update the selections for each girl. **Cookie Tip:** eBudde will have a note in green, as shown below, if there are selections that are needed for a girl.



| TROOP ORDER: | | |
|--------------|----------|---------------------|
| Box Level | Quantity | Reward |
| 100 | 3 | Goal Getter Patch |
| 325 | 1 | Long Sleeve T-Shirt |
| | | 1 YS |
| | | 0 YM |
| | | 0 YL |
| | | 0 AS |

5. Below is an example of a Girl Scout who requires selections based on rewards she has earned by placing an Initial Order of 600+ packages. The Troop Cookie Manager should confirm her t-shirt size with her parent/caregiver prior to submitting the Troop's Initial Order Rewards. Girl Scouts of Northeast Texas orders rewards based on these submissions and we often do not have overage if the incorrect size was ordered by the Troop/Family.

Cookie Tip: eBudde lists the shirt size that was provided on the Parent Permission Form, but TCMs should still double check that this is correct with the parent/caregiver before submitting.

Note: Reward levels vary by year, the image below is an example and levels may not reflect this year's Initial Order reward levels.

Girl: Nancy Nut

Boxes sold: 600

DOC Boxes sold: 0

DOC Charity: 0

Values shown above are current values

Shirt size: YS

| Box Level | Selected | Reward |
|-----------|-------------------------------------|---|
| 100 | <input checked="" type="checkbox"/> | Goal Getter Patch |
| 325 | <input checked="" type="checkbox"/> | Long Sleeve T-Shirt <input checked="" type="radio"/> YS <input type="radio"/> YM <input type="radio"/> YL <input type="radio"/> AS <input type="radio"/> AM <input type="radio"/> AL <input type="radio"/> AXL <input type="radio"/> A2XL <input type="radio"/> A3XL <input type="radio"/> A4XL |
| PGA 275 | <input checked="" type="checkbox"/> | Stadium Cup (275 pga sellg) |

6. After all selections have been made, click "Submit All Girl Orders".

