How to Submit Your Inital Order

girl scouts of hawai`i

Submitting an initial order is an important step in your Troop's cookie experience. Your Troop may submit an initial order for individual Girl Scouts and the Troop.

Submitting Initial Orders for Girl Scouts

1. Click the Init. Order tab at the top
2. You will see the Girl Scout list view – click on an individual Girl Scout to begin inputting their initial order totals
3. A new window will open to begin inputting their totals by package. If their parent/caregiver submitted an initial order via Digital Cookie, you will view those totals in grey denoted as PIO=#
4. The Parent Initial Order submitted via Digital Cookie will automatically populate in the Order Card column under each Girl Scout. You can always edit order card totals before the deadline.
5. Click Save at the top once you are finished
6. Repeat the process for each Girl Scout
7. Next to each Girl Scout's name, you will see the status highlight in yellow or red: Needs Review, Review Parent IO or Saved.
   a. Needs Review = No parent Initial Order submitted; needs to be reviewed and saved
   b. Review Parent IO = Parent submitted an Initial Order via Digital Cookie. Review the order and save.
   c. Saved = You did a great job submitting the initial order!

eBudde Tip Sheet

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Submitting your Troop's Initial Order

1. Click the Init. Order tab at the top
2. Towards the bottom of the screen, you will see the option for Other and Booth. Other is the initial order for extra cookies you want your Troop to have on hand. Booth is the initial order for booth cookie sales. You can use just one or both of the options – it's completely up to you!
3. If you are submitting a Booth initial order, click Booth
4. A new window will open to begin inputting the total packages per variety
5. Your last year totals are denoted in grey as LY=#, if you are a returning troop and submitted a booth initial order
6. Click Save at the top once you are finished.
7. Follow the same process if you are submitting an Other initial order
8. Once you are satisfied with your Troop's initial order (and have completed the steps for individual Girl Scouts if applicable), be sure to click Submit Order
9. A submission warning and confirmation window will appear for your approval