

Week of January 11<sup>th</sup>

## Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2022 cookie program. This is the second edition. You will get an email from me throughout the cookie program each Tuesday. This email is sent to Troop Cookie Chairs and Service Unit Cookie Chairs with cookie information only. You are encouraged to share the information with others in your troop as needed.

### Upcoming Important Dates

**Friday, January 14<sup>th</sup>** | Troops must complete training by this day to place an initial order.

**Monday, January 17<sup>th</sup>** | Families who complete [product permission forms](#) by this date gain access to Digital Cookie on **Wednesday, January 19<sup>th</sup>**; after this date, access will be given every other day.

**Tuesday, January 18<sup>h</sup> 6:30 pm** | Cookie Rookie Series – Digital Cookie. This virtual training will help troop volunteers use Digital Cookie and show volunteers what features are available to help your troop's cookie program. Another session is available on **Saturday, January, 22<sup>nd</sup> at 10 am**. To register, click here for our [event calendar](#).

**Wednesday, January 19<sup>th</sup>** | Troop initial orders are due by 11:59 pm.

**Wednesday, January 19<sup>th</sup>** | Emails to families to access Digital Cookie will be sent throughout the day. Only Girl Scouts who have product permission forms turned in by Monday, January 17<sup>th</sup> will get emails. After this date, emails will be sent every other day starting Wednesday, January 19<sup>th</sup>

**Wednesday, January 26<sup>th</sup> 8:00 pm** | 1<sup>st</sup> round of booth selections opens up in eBuddy

### Important Updates

### **Initial Order Deliver Schedule**

We have confirmed with Buehler the delivery schedule for initial order pick-up. Please see the schedule below. Times and locations will be emailed to the regional areas separately once those are confirmed so far we only have dates and cities. Albuquerque pick-ups can select their date and time in eBudde after placing an initial order. The cupboard schedule is still pending.

*Monday, February 7<sup>th</sup> – Taos, Las Vegas, Raton, & Gallup*

*Tuesday, February 8<sup>th</sup> – Santa Fe, Los Alamos & Farmington*

*Wednesday, February 9<sup>th</sup> – Santa Rosa, Tucumcari & Clovis*

*Thursday, February 10<sup>th</sup> – Albuquerque at Buehler Moving of Albuquerque*

*Friday, February 11<sup>th</sup> – Albuquerque at Buehler Moving of Albuquerque*

### **Adventurefuls Update**

We are happy to announce that production issues with Adventurefuls have been resolved at the bakery and Little Brownie is working to secure additional inventory of Adventurefuls that will help cover the supply shortage they were facing.

### **Product Permission Forms**

We will be working on updating Product Permission forms list at the end of the week. We will provide an update on Friday on where we are.

### **Cookie Booth Locations**

We are looking for volunteers to help secure booths at Walmart and Sam's Club. We are required to go in person to each store and speak with each manager and get a contract signed. If you are available to stop by a Walmart or Sam's Club and would like to help us, please email [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) and the Aubrie Bushaw, the Product Program Specialist, will connect with you.

Or if you know a business that would like to host a cookie booth for troops in your area and need help getting that set-up, please email [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) and we will help you.

## **eBudde Reminders**

### **Welcome Emails**

Emails to get set-up in eBudde were sent on Monday, January 10<sup>th</sup> if you completed the full troop cookie training by Sunday, January 9<sup>th</sup> at 6 pm. If you did not get an email, please email [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) and we will investigate the issue. The next round of emails will be sent on Wednesday, January 12<sup>th</sup> then every other day.

### **Initial Order Directions**

If you are needing assistance submitting your initial order, please see the attached Quick Sheet for directions. If you need further help, please reach out to your Service Unit Cookie Chair or attend a Troop Q&A Session.

## **Digital Cookie Reminders**

Emails to get set-up in Digital Cookie were sent on Monday, January 10<sup>th</sup> if you completed the full troop cookie training by Sunday, January 9<sup>th</sup> at 6 pm. However, we have learned there is an issue with eBudde and Digital Cookie syncing so there are about 20 volunteers who did not receive a Digital Cookie email. We are currently looking into the issue and should have it resolved by Thursday. If you did not get an email, please email [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) and we will investigate the issue. The next round of emails will be sent on Thursday, January 13<sup>th</sup> then every other day.

## **Resource Highlight**

### **Reviewing Trainings in gsLearn**

We know some of you have been concerned that if you review a training after it is complete, you will lose your complete status. Please know that if you review and it shows on your account that it is incomplete, we can see on the backend that it was complete. We are currently looking for a way to allow volunteers to

move through the training once it is complete. We will let you know when we have an update.

### **Troop Q&A**

Don't forget about virtual Troop Q&A sessions. This is a session for you to jump on Zoom to get your cookie questions answered. The next sessions will be:

- Thursday, January 13<sup>th</sup> 6 pm to 8 pm
- Saturday, January 15<sup>th</sup> 2:30 pm to 4 pm
- Monday, January 17<sup>th</sup> 6 pm to 8 pm


All sessions will use this Zoom link: <https://zoom.us/j/92656871797> and the password is: Troop22 You can join at anytime and jump off when you are done. The Zoom link will be open the whole time.

**Have questions?** We are here to help! Contact us at [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) or 505.343.1040.




## How to Place Your Troop's Initial Order

The Init. Order tab is used to enter your troop's initial cookie order.

Step 1: Click on the Init. Order tab located on your screen.

Troop 6777 Initial Order 

*Little Brownie*  
BAKERS

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report	Reports	Help Center
Printable Version		Click the Down Arrow to see your last year's order information.										
Submit Order		Save as often as you like but Submit to your SU only Once!										
		\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00		
Girl	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total			
 IMPORTED	0	0	0	0	0	0	0	0	0			
 OTHER	0	0	0	0	0	0	0	0	0			
 BOOTH	0	0	0	0	0	0	0	0	0			
Pkgs. Ordered	0	0	0	0	0	0	0	0	0			
Cases to Order	0	0	0	0	0	0	0	0	0			
Extras	0	0	0	0	0	0	0	0	0			

There is an easy way for you to see your troop's order from last year. Click on the down arrow next to the OTHER line and you will see LY (last year) numbers.

Troop 6073 Initial Order 

*Little Brownie*  
BAKERS

Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Rewards	Booth Sites	Payments	Sales Report	Reports	Help Center
Printable Version		Click the Down Arrow to see your last year's order information.										
Submit Order		Save as often as you like but Submit to your SU only Once!										
		\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00		
Girl	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total			
Patty W.	5	7	8	4	7	10	15	8	64			
 IMPORTED	0	0	0	0	0	0	0	0	0			
LY Imported	0	0	0	0	0	0	0	0	0			
 OTHER	0	0	0	0	0	0	0	0	0			
 BOOTH	120	120	120	120	120	120	120	120	960			
LY Booth	0	100	100	100	100	100	100	100	700			
Pkgs. Ordered	125	127	128	124	127	130	135	128	1024			
Cases to Order	11	11	11	11	11	11	12	11	89			
Extras	7	5	4	8	5	2	9	4	44			



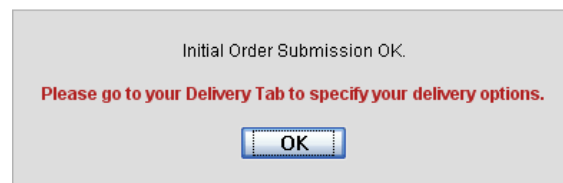
The system will display the completed order. Please review your order once it's complete.

To change any information, click the OTHER row. The data will be displayed on the bottom input row. Click anywhere in that row to make changes. Press enter once changes are complete.

Step 3: You must click the Save button to save your information. The system will display that it is saving the information.



Step 4: Submit Order – This button is used to submit a troop order to the service unit. You must click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.



**NOTE:** You can only submit your order once. If you have changes after you submit, you will need to contact your Service Unit Cookie Chair or the council office. Please note that any changes must be made by the evening of Thursday, January 20<sup>th</sup>.

To print the order, click the Printable Version button.

### **Next select your delivery station on the Delivery Tab**

The delivery tab allows you to select your cookie delivery site and view your delivery information. Troops in the Albuquerque Metro Area are required to select their pick-up date and time. Regional areas are not required to select a time but must select their location. The purpose of this tab is for a troop to be assigned to a delivery pick up site for the initial cookie order.

## Troop 6073 Delivery Sheet

ts
Settings
Girls
Init. Order
Delivery
Girl Orders
Transactions

View Confirmation

Note: you have not yet submitted your initial order.

Submit My Info
Print

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total	Pickup Total
Cases	0	0	0	0	0	0	0	0	0	0	0

Who is picking up your cookies?  Someone from my Troop  Some other troop (or my SU)

Will you be picking up for more than one troop?  yes  no #  #

Please choose your Delivery Station:

Becky 2 (4) : 08/26/2021 : 10:00am - 7:00pm

Time	door 1	door 2
10:00am		
10:10am		T6073
10:20am		
10:30am		
10:40am		
10:50am		
11:00am		

**Step 1: Answer the yes or no questions under your troop's order**

**Step 2: Choose your Delivery Station. Regional areas will see one location based on your Service Unit. The Albuquerque Metro area will have two stations one for Thursday pick-up and one for Friday pick-up. *Please check the date to make sure you pick the day you want.***

**Step 3: For the Albuquerque Metro area, select your time by clicking in the box to the right of the time. Make sure your troop number is listed.**

**Step 4: Click the Submit My Info button. The system will confirm your submission.**

You will no longer be able to select a location that has a time sheet if the time sheet does not have any openings. eBudde™ will display the location but it will be grayed out and will say (full) next to the location in the selection box. You can see an example below.

Please choose your Delivery Station:

▼

Clairemont (621) : 01/26/2019 : 7:45am - 10:30am (full)