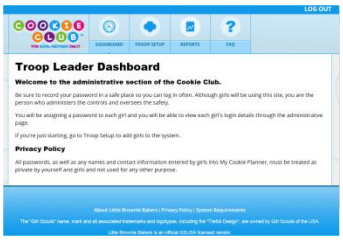
“Say Hello!” to the Digital Cookie Program

Step #1

Login to eBudde at **https://ebudde.littlebrownie.com/** and establish your password credentials for 2013 – 2014 cookie season. **Cookie Club** uses **eBudde** login credentials for Troop Leaders.

Step #2

Log into **Cookie Club** https://cookieclub.littlebrownie.com/.



Step #3

Click on the **Troop Setup** tab. If you have more than one troop, select the appropriate Troop from the drop down list.

Step #4

On the **Troop Setup** tab, enter your

- ***Our Troop Goal***
- ***Boxes Needed to Reach Our Goal*** and
- ***Our Troop Pledge Text***

Limit responses to 175 characters or less.

Step #5

Continuing on the **Troop Setup** tab, Enter ***Girl Information***. You can enter First Name, Last Name, Age, Girl’s Password. Submit to save the information. The system will generate the Girl’s ID once you submit.

how! we inspire girls **to reach high goals!**

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HELPFUL TIPS

- If you need to add additional girls or delete girls, you can login and make updates at any time by visiting the **Troop Setup** tab.
- From the **Reports** tab, you can run seven reports that will help you manage your cookie season. Reports include:
    1. ***Girl Access Information***
    2. ***Cookie Club Usage***
    3. ***Troop Performance***
    4. ***Girls’ Orders***
    5. ***Girl Other Sales***
    6. ***Girl Rewards***
    7. ***View All Troop Activity***
- To run a report, click on the **Reports** tab and click on the report title to the left. From here, you can ***export the report*** or right click and then select print to print the report as it appears on the screen. If you have more than one Troop, select the appropriate Troop Number in the drop down box from the Select Troop area.
- ***Archive reports*** are available for the following reports:
    1. Girls Orders
    2. Roster of Girls Access Information
    3. Team Performance Report
    4. Cookie Club Usage
- ***Troop Leader FAQs*** are included inside the site, on the **FAQ** tab. The FAQ tab also includes ***Girl FAQs*** so that you can assist girls during the cookie season.
- The **Our Troop Pledge** Text should be limited to 175 characters or less. The text you enter will be the troop message for your girls' Friends and Family Promises emails. You can edit this personalized troop message any time by returning to this page. The salutation and signature will be system-generated.