Cookie Chat

01/25/2024
Volume 4

Girl Scouts of Northern New Jersey | Girl Scout Cookie Program

This weekly newsletter is brought to you by the GSNNJ Product Program Team – Janet Barnes, Judy Schlemm, Vicki Christie, and Melanie Toj. Cookie Chat is designed to help Troop Cookie Managers navigate the Girl Scout Cookie Program with timely tips and tricks. Each week Cookie Chat is posted to the GSNNJ website and to the eBudde Help Center.

In this issue:

- Digital Cookie
- Initial Order FAQs
- Initial Order Information

This week's Cookie Chat is dedicated to all things Initial Order related. Please read through the information below for a smooth Initial Order submission.

Digital Cookie Technical Issues

The issues surrounding the dashboards and progress bars in Digital Cookie are ongoing. The tech team is close to a fix; however, we do not have an estimated restore date/time. GSNNJ understands the disappointment for girls in not seeing their hard work show on the dashboard when they receive an online order. We have communicated the need for a speedy resolution of these issues to the tech team.

While the dashboards are not updating, the orders are coming through to eBudde and girls are being properly credited with all their sales.

Troop Cookie Volunteers – it is important that you let parents know that you see the orders in eBudde and to reassure them their girls are being credited with the correct number of packages sold.

Parent Initial order Entry in Digital Cookie

As mentioned in Cookie Chat Volume 3, the newest feature added to Digital Cookie allows parents to enter offline sales that will flow into eBudde. This step is completely optional - the Troop Cookie volunteer can manually add these orders to the Initial order tab by girl. The volunteer can also edit any orders a parent does submit in the event there is an error.

Check out the latest "How To" video for parents (how to submit their offline orders) at
https://www.gsnnj.org/en/cookies/cookie-program-resources.html

Troop Initial Order Submission

We have a brand new "How To" video for troops which walks you through the steps below. Check it out at https://www.gsnnj.org/en/cookies/cookie-program-resources.html

Prior to submitting:

1. Remind parents to enter and submit any offline (order card) sales on the "My Cookie" tab in Digital Cookie. Parent deadline for entry is midnight on January 28. They must submit the order – saved orders will not flow to eBudde. If they are not using Digital Cookie to submit offline orders, they must give you their order another way (email/text/call/etc.)
2. Login to eBudde and go to the Initial Order tab. Girls who have submitted an Initial Order in Digital Cookie will have the message "Review Parent IO". You can edit these orders prior to submitting your Troop Order.

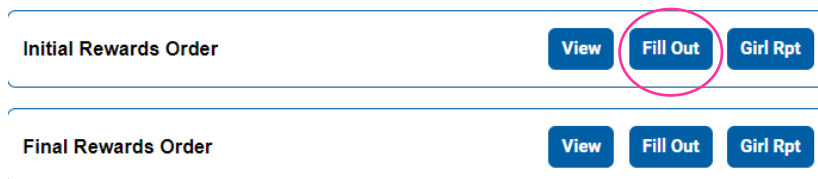|												
Order Card	Review Parent IO	0	0	1	0	2	2	2	4	0	0	0	11
DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
Total Order		0	0	1	0	2	2	2	4	0	0	0	11

3. Enter/edit any offline sales as needed for the girls in your troop. You do not have to add online sales as they have already been included in eBudde.
4. If you would like cookies for a Booth Sale, you can click the "Booth" line on the Initial Order tab and enter in the order. Please note you will need to multiply by 12 if you want full cases – for example to receive 4 cases of Thin Mints enter 48.

Submit your Troop's Initial Cookie Order:

1. You can only submit once – so please be sure you are done editing before you do so. We recommend not submitting your order earlier than the deadline of January 30 because it may affect last-minute Digital Cookie orders feeding to your troop order. If you are unable to submit on the 30th, we will roll up all orders as they are in eBudde.
2. When you are ready to submit, click the "Submit Troop IO" button on the Initial Order tab. This sends the order to your Service Unit team. You can no longer edit the order after you submit it.

Submit your Initial Order Rewards:

1. On the rewards tab, click the "Fill Out" button on the Initial Rewards Order. Then click the submit button.

Initial Rewards Order	View	Fill Out	Girl Rpt
Final Rewards Order	View	Fill Out	Girl Rpt

2. At this time, you are only ordering the Initial Order rewards (Mini Axolotl plush for 110+ Initial Order packages) the remainder of the rewards are ordered on March 19 as all sales through the end of the program count towards the remaining rewards.
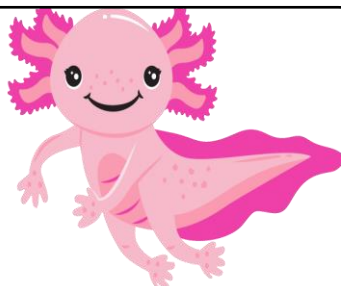
Initial Order FAQs

When is the deadline for parents to submit offline orders?	By 11:59 P.M. January 28
When is the Troop Initial Order due?	By 11:59 P.M. January 30
What if a parent does not submit an offline order through Digital Cookie?	The Troop Cookie Volunteer must manually enter it eBudde on the Initial Order tab.
A parent made a mistake on the Initial Order submission what can be done?	The Troop Cookie Volunteer can edit the order in eBudde until January 30.
Can I edit my Troop's order after I submit it?	No, you can no longer edit the order once you submit. Your Service Unit Cookie Manager can make edits to your order until 2/1.
Do parents choose the rewards their girls are earning?	No, the only choice needed this year is the size of the Axolotl socks. All other rewards are automatically earned based on final sales.
What happens in Digital Cookie after the Initial Order is over?	Digital Cookie pauses from adding orders to eBudde from 1/30 to 2/2 at which point it reopens for orders. This includes girl-delivered, shipped, and donated orders.
What if a girl no longer wants to receive girl-delivered orders?	The parent must toggle that option to "inactive" in Digital Cookie on the "My Cookies" tab.
How does a girl get additional cookies to fill orders that come in after the Initial Order?	Either from extras the troop already has, or the troop will need to place a Cookie Cupboard order for additional inventory.
When does the Troop link open in Digital Cookie?	On February 2, the Troop links will appear in Digital Cookie and eBudde. For more info, click the Help button on the Digital Cookie platform.
When is the money due for Initial Orders?	The first ACH payment will take place the week of March 4. This is only for in-person (offline Orders). Check the Troop Sales report for your payment amount.
How can I add my Troop bank account information in eBudde?	Please complete an ACH authorization form so it can be uploaded to eBudde. https://gsnnj.jotform.com/212444411785151
When do the Cookie Cupboards open?	Tuesday February 13
Does a Troop pay for Cookie Cupboard orders at pick up?	No, these are added to your Troop account in eBudde and will be billed at the very end of the program.
Will there be a "Bling your Booth" Contest this year?	Yes! Details will be added to a future Cookie Chat.

<u>Important Dates</u>

January

1/9 Program Begins

1/22 Council Booths Open for selection

1/28 Initial Order Ends

1/30 Troop Orders Due

February

2/8 SU Deliveries Begin

2/18 SU Deliveries End

2/17 Booth Sales Begin

March

3/4 Inital Payment Due

3/17 Booth Sales End

3/19 Troop Orders Due

3/19 Final Payment Due

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