



Fingertip Facts for Volunteers

It's almost here! Now is the time to set up Cookie Club and get ready for a great Girl Scout Cookie Season. With the few quick steps listed below you can customize your site to perfectly fit your group of girls.

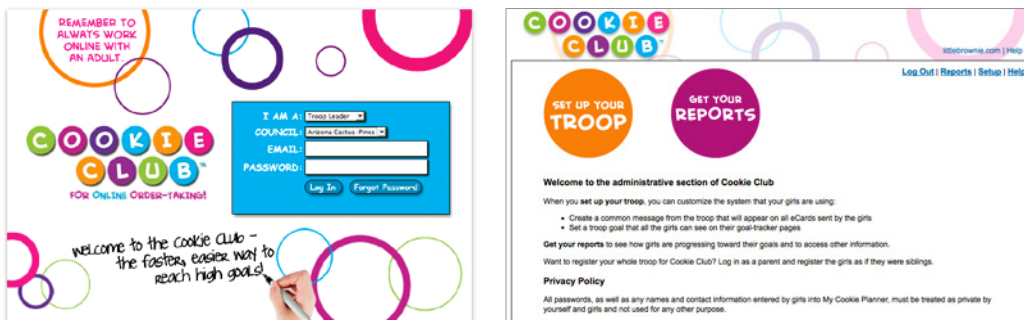
Step 1: Set up girls in eBudde™

Set up girls in eBudde, the online cookie management system used by your council. Families cannot register their girls for Cookie Club until the girls' names are in the eBudde system.

NOTE: When parents register their Girl Scouts, they must use the same name that is used by eBudde. For example, if a girl's name appears as "Becky" in eBudde, she cannot register for Cookie Club as Rebecca. If there is uncertainty, you may wish to print out the eBudde list of names and provide it to parents.

Step 2: Register

Register yourself online as Troop Leader at <http://cookieclubpilot.littlebrowniebakers.com>. Once you've logged in, choose SET UP YOUR TROOP.



Step 3: Customize Your Troop

On the SET UP YOUR TROOP page, you can customize the experience for the girls. Enter the number of packages the group needs to sell to reach their goal. Girls will be able to see how close they are getting during the season.

Next, create a common message that will be used when the girls send eCards to their contacts. You'll want to tell customers what girls plan to do with their cookie money. Do they have a service goal you can feature? Customers want to help. You can edit this message at any time by returning to this page. The salutation and signature will be generated automatically.



Step 4: Getting Reports

It's easy to track how your troop is progressing. From the main page choose GET YOUR REPORTS, which will show you a list of useful reports. You can choose to see how each girl is doing or review your troop's overall Cookie Club usage. This is a great way to encourage girls to share their experiences with Cookie Club and to generate excitement.