HOW DO I SET UP MY TROOP?

To set up your troop, complete the following steps:

- Sign into Cookie Club using your eBudde Credentials.
  - https://cookieclub.littlebrownie.com

- Click on the Troop Setup Tab

- If you have more than one troop, select the appropriate troop number that you are currently entering data for. If you have more than one troop, the troop number will automatically be displayed.

- Enter **Our Troop Goal**, **Boxes Needed to Reach Goal**, **Troop Pledge** text, and **Girl Information**.
  - Our *Troop Goal* is the goal that girls have chosen in troop meetings. Girls will see this goal when they join the Cookie Club. Examples of troop goals are a trip you'll take together or a community project that your funds will support.
  - *Boxes Needed to Reach Goal* is the total number of boxes that your troop would like to distribute in order to reach the end of the season troop goal.
  - *Our Troop Pledge* text is the text that will appear in the troop message section for the girls' Friends and Family promises emails. The salutation and signature will be system-generated.
  - Now enter names and ages of the girls, and create a password for each girl. You can give each girl the same password.
    - Girl user names will be automatically generated for each girl. The girl's user name is her first name and her troop number.
      - Susie47714

- Click the submit button next to Enter/Edit Girl Information header.

Please remember that Cookie Club is for cookie promises. These are promises to buy cookies. Girls still need to deliver cookies and collect payment. A parent will need to total all of the Cookie Club cookie promises during the order card period and submit the order to the Troop Cookie manager. If promises are made after the initial order is submitted to the Troop Cookie manager, parents will need to request additional cookies.