COOKIE CLUB is where girls do *Amazing* things
FOR ONLINE ORDER-TAKING!

STEP #1

Your troop leader will give you access to the site and will let you know what your ID and password are. If you have login credentials from last year and remember your credentials, you can use those to login to the system as well. Login to Cookie Club at **https://cookieclub.littlebrownie.com/**.

STEP #2

Take the **Cookie Season Safety Quiz** upon entering the site for the first time each season. The quiz is FUN and successful completion gives you full access to the site.

STEP #3

Use the **My Goals** tab to *enter your Package, Personal and Service Goals* for this cookie season. Come back to this tab anytime during the season to set new goals.

STEP #4

Use the **My Contacts** tab to *Add a Contact, Export Contacts, Print Contacts* and *Import Contacts*. You can also edit previously entered contacts from this tab. Note: If you used Cookie Club in previous years and had contacts in the system, they will be visible here.

STEP #5

Use the **Ask Family & Friends** tab to *send eCards*. Depending upon the timing of the season that you access the site, you may not be able to send out cards until your cookie season begins. Check your council's calendar to see when the eCard feature will be available to you.

STEP #6

Use the **My Orders** tab to track your *Online, Traditional and Other* orders. All editing is done on the Online, Traditional and Other order section. The *Order Recap* is a summary of the three previous tabs. All data on the Online, Traditional and Other tab will automatically display on the Order Recap tab – no additional clicks are needed! After all edits are made, you can run reports of the three previous tabs combined from the Order Recap page or you can print from each tab and give to your Troop Cookie Manager to order.

Girls manage their cookie business online!

HELPFUL TIPS

HOME tab gives you a snapshot of how close you are to earning the eCard reward, your new cookie orders, your service and learning goals, view Safety Certificate and see where you are in eCards sent for your troop!

Use the **MY ORDERS** tab to track your ONLINE, TRADITIONAL and OTHER orders.

- 🍪 Online orders - Online (or electronic) orders are orders that you have received from eCards sent to friends and family. You can also print this tab using the "Printer Friendly" button.

- 🍪 Traditional orders – Traditional orders are the orders that you have collected on your printed order card/sheet. These are the orders you typically record while going door to door or visiting your parents' places of business. You can also "Add an order" here and print this tab using the "Printer Friendly" button.

- 🍪 Other orders - Other Orders include orders for cookies that will be used in direct sales, cookie booths, or any other initial orders not recorded under Online Orders or Traditional Orders. You can also "Add an order" here and print this tab using the "Printer Friendly" button.

On the **ORDER RECAP** tab, you can

- 🍪 "Export Orders" for a spreadsheet of all of your orders
- 🍪 Print "Order Sheets" so that you have each customers' order on a single line that can be cut and attached to the customers' bag at delivery
- 🍪 Print an "Order Recap" to give to your Troop Cookie Manager.

Use the **HELP** button in the upper right hand corner of the screen for more FAQs.