

Troop Cookie Manager Training

Troop Cookie Manager training will provide you with a thorough look at the 2012 Cookie Program. The training is divided into two parts – the Cookie Program Overview and the eBudde module. The Cookie Program Overview will provide you with the information needed to confidently lead troops through a successful Cookie Program. The eBudde module will take participants step-by-step through the user-friendly software that you will use to do everything from ordering cookies to signing up for booth sales.

This training is approximately two hours long. You will receive a certificate of completion at the end of the course, which you can either print or save. This certificate should be presented (in person or via email) to your Service Unit Cookie Coordinator before you are able to pick up your troop's materials.

Before You Get Started:

1. Complete your Criminal Background Check and Volunteer Application at www.gsnetx.org/applynow
2. We suggest reading over this list of [Frequently Asked Questions](#) before registering for this online course.

Registration and Completing the Course:

1. Go to www.gsnetx.org/myaccount and login or create a login for Ebiz using the same email address listed on your membership form. If you receive an error or are not found in the eBiz system, please contact the Help Desk at 972-349-2400 ext. 299.* The GSNEX Help Desk is available during normal business hours, M-F 9a-5p.
2. Click on Adult Training & Events on the left hand menu and choose Course 801: Troop Cookie Manager Online 2012 to add the product to your cart.
3. Check out.
4. Using the link provided to you in your confirmation email, complete the Troop Cookie Manager Course. If this is your first time in the Learning Management System, you will be guided through setting up your personal log in and will find that Troop Cookie Manager training has already been added to your personal course catalog!
5. After completing the course, you will receive a personalized certificate of completion which you can either print or save. This certificate should be presented (in person or via email) to your Service Unit Cookie Coordinator before you are able to pick up your troop's materials. This certificate will also be saved in your Transcript in the Learning Management System.

In addition, please take a moment to self-report your Girl Scout Troop position.

Position Reporting Process:

1. Go to www.gsnetx.org/myaccount and login or create a login for Ebiz using the same email address listed on your membership form. If you receive an error or are not found in the eBiz system, please contact the Help Desk at 972-349-2400 ext. 299.*
2. Follow [these instructions](#) to report your volunteer position as 03 – Troop Committee Member (translated to Troop Cookie Manager for GSNEX). If you are unable to self-report, please send an email to cookies@gsnetx.org with the words “self-report” in the subject line.

GSNETX Online Troop Cookie Manager Training made possible by a generous gift from Deloitte.

*The GSNEX Help Desk is available during normal business hours, M-F 9a-5p.