

Troop Quick Sheet for Using eBudde

All Users

1. Registered girls and volunteers will be uploaded to the online ordering system eBudde in early December.
2. An email will be sent with a link and details on how to log into the new Little Brownie Bakers Digital Portal. After logging in, the names of the registered girls in your troop should appear. If there are any discrepancies, contact Nathan Birr, our Systems Administrator, at nate@gsmanitou.org. Volunteers cannot add or delete girls' names in eBudde.
3. The eBudde system works through TABS at the top of the page.

Click each TAB to enter each page

Contacts Tab

1. Review information; edit as necessary

Setting Tab

1. Enter Troop Bank Name and Troop Bank Account Information. Council needs the banking information of the troop.

Girls Tab

1. Check that all registered girls in your troop are listed. If girls are missing or girls listed who are not in your troop contact Nate Birr nate@gsmanitou.org
2. Volunteers do not have permission to add or delete girls

Init Order Tab

1. Parent approved Digital Cookie in-person girl delivery orders are automatically entered into the **TROOP INIT ORDER TAB**. 2024 parents will be able to add to Digital Cookie their daughter's sales from her order card. Check the Init. Order Tab if there are packages entered in the **Order Card**, and **DOC Delivery** rows and a total in the **Total** row then a parent has added the girl's orders from her order card. If you are collecting a girl(s) order card, then
2. Total all varieties on the girl order card.
3. Click on a girl's name and this will take you to another screen, add number of packages to each variety. Enter any cookies from the "donated" column on the girl's order card in the TGOC (Troop Gift of Caring section). Add # of customers in the last field on this page (cookie order card is numbered) and SAVE. Do this for each girl. Go back to the Init. Order page and make sure you have enough TGOC cookies to fulfill the total TGOC column order. If NOT then order enough cookies to fulfill the total TGOC order in the OTHER row. Then add booth sales order on the Init. Order Tab if appropriate. **SUBMIT** troop order.
4. We recommend troop volunteers pre-order booth cookies from a local cupboard via the eBudde **TRANSACTION TAB**. Booth cookies ordered with troop initial orders cannot be returned. Booth cookies obtained from a cupboard in full UNOPENED cases can be returned within 7 days of picking up the order.
5. **OTHER** - Do NOT ENTER cookies on this row unless you do not have enough Extra cookies to fulfill your Troop Gift of Caring Order. You will see a message at the bottom of the screen if you do not have enough extras to fill your TGOC order.
6. **SAVE** the page.
7. Review the totals at the bottom, if correct Click **SUBMIT** order. You cannot change order after it has been submitted. Contact your volunteer community cookie sale manager or the product sales staff to make changes.

Rewards Tab

INITIAL REWARDS ORDER (Cross Body Bag) girls receive at delivery for 240 package initial sales. eBudde automatically calculates the INITIAL rewards order, but Troop Cookie Sale Managers will need to **SUBMIT** the INITIAL troop rewards order.

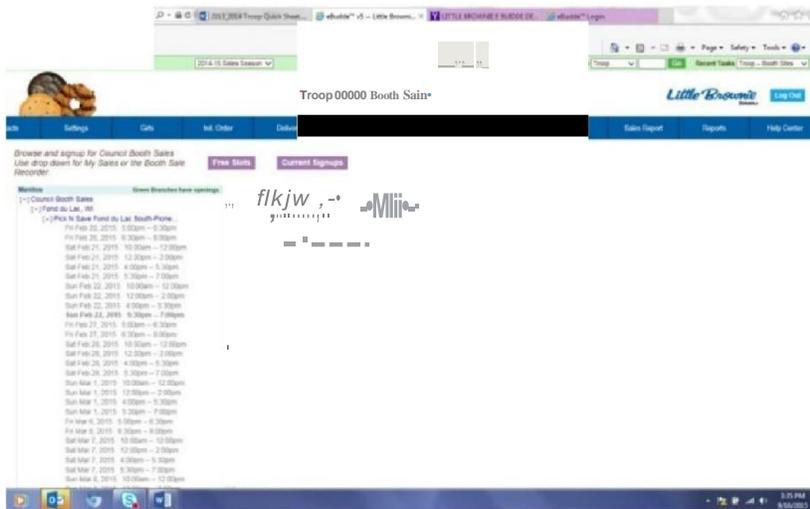
FINAL REWARDS ORDER:

1. Click on FINAL, FILL OUT next to Final Reward Order, complete choices for girls per their choices on the 2024 Parent Permission Form **SAVE** but **DO NOT SUBMIT** Final Reward Order. The Final Order will not be submitted to Little Brownie Bakers until after Digital Cookie and Cookie Booths are closed in late March. Troops will receive the girls' rewards on or about April 2.
2. If you are entering all girls' orders at one time click on **EDIT ALL**.
3. If any **red text** appears by a girl's name you need to do something - either select a reward or a T-shirt size.
4. After **MARCH 17**, check and complete all girls' reward orders and submit each girls' orders then **SUBMIT** troop order.

Booth Sales Tab

For Pick'N Save, Festival, and Copps stores:

1. Click on Booth Site Tab - make sure it says council Sales top right Council Booth Sales
2. Click on the city for your store. Select a store (there may be more than one listed)
3. Select a date and time slot. A blank field appears under Troop heading Click on Troop field and your troop number automatically is inserted. **SUBMIT**
4. You should receive a message Your Time is Reserved!
5. **TO CANCEL** - Click on the time slot to be deleted, click on troop number field. Troop number is deleted then click on **SUBMIT**. You should receive this message *Success. You have NO TIMES reserved/or this signupsheet.*



Troop Booth Requests

1. For Troops who want to set up booth sales at other than Pick'N Save, Festival, and Copps, Stores.
2. Click the My Sales button
3. Click add a location
4. Fill in location site information, date and time range
5. WAL MART has mandated troop volunteers must go through council staff to reserve a booth space. Contact us at growstrong@gsmanitou.org.
6. Click update. Request will be pending until approved or denied by your community cookie sale manager. eBudde time stamps requests so in the event of duplicate requests the troop that has the earliest date of request will receive approval.



Reports Tab

DOC Reports - DOC Orders by Girl - This report details girls digital orders.

Sales Report Tab

Girl Scouts of Manitou Council will debit troop bank account at 65% of amount owed to the council **in** early March (debit amount will be recorded **in** eBudde as a payment) and the balance owed after March 25.