EBUDDE™ FINGERTIP FACTS FOR TROOPS

eBudde is a cookie volunteer's best friend. Here's where you'll order cookies, track deliveries and more. You will receive eBudde training that will make the season a snap. Here are some quick reference facts. **Detailed information about each step can be found in Cookie Connections.**

INITIAL ORDER

All Users
1. **ebudde.LittleBrownie.com**
2. Enter your email address, temporary password: council specific default password: **Toff6479** Click **LOGIN**.
3. Change your password, enter/review contact information, Click **SUBMIT**.
4. System works through tabs at top of page.

Click each TAB to enter each page.

Contacts Tab
1. Review information; edit as necessary.

Setting Tab
1. Set troop goal in packages.
2. Mark Opt-out rewards for additional profits.
3. Click **UPDATE** to accept all changes.

Girls Tab
1. Girls will be uploaded for you; enter goal in packages, enter t-shirt size.
2. Click **UPDATE** to accept all changes.

Initial Order Tab
1. Click each girl's name; go to bottom of screen, click squares to begin entry.
2. TAB to enter your girls total cookies order in packages by variety.
3. Press **ENTER** (on keyboard) or OK button.
4. Repeat for each girl.
5. **BOOTH** – Click **BOOTH**, bottom of screen, click squares to begin entry. **TAB** to enter in boxes and variety number of cookies for booth sales. **ENTER** (on keyboard) or **OK** button.
6. **OTHER** – Click **OTHER**, bottom of screen, click squares to begin entry. **TAB** to enter in boxes and variety number of cookies for booth sales. **ENTER** (on keyboard) or **OK** button.
7. **SAVE** the page.
8. Review the totals at the bottom, if correct Click **SUBMIT** order. You cannot change order after it has been submitted. Contact your volunteer manager or the product sales staff to make changes.
9. Print copy for your records.

Delivery Tab
1. Review, and enter delivery information. **SUBMIT** information.
2. Select time slot if applicable.
3. Print Confirmation Form.

Rewards Tab
1. Click **FILL OUT** next to **Initial Rewards Order**.
2. Review Girl orders and submit if applicable.
3. Enter or review total rewards earned and click SUBMIT to submit your order.

Goal Getter Orders – February 4-22 ONLY
1. Enter orders in the GGOAL column of the girl order tab for each girl.
2. Care to Share cookie orders taken during this phase do count and must be recorded in the GGOAL column by the deadline.
   After February 22, these cookies must be moved to the C2S column in eBudde.

BOOTH SALES (BOOTH SALES TAB)

Council Sites
1. Click the **Council Sales** button.
2. Find booth sales you would like to sign up for, click date and time.
3. Click time slot and click submit button.

Troop Requests
1. Click the **My Sales** button.
2. Click **add a location**.
3. Fill in location site information, date and time range.
4. Click **update**. Request will be pending until approved or denied.

REMEMBER:

Please keep Booth Scheduler in eBudde up to date with your group's times and dates. This data powers Cookie Locator and allows customers to find you.

FINAL ORDER

(Girl Orders Tab)

1. Update girl orders to include all additional packages sold and payments made.
2. Click **Save** to save your information.

Rewards Tab
1. Click **FILL OUT** next to **Final Reward Order**.
2. Review Girl Orders and Submit.
3. Enter or review total rewards earned.
4. Click **SUBMIT** to submit your order.

Reports Tab
1. Need additional information on cupboard location and hours? Click Reports Tab and run Cupboards report.
2. Click on Digital Cookie reports for quick reference to Digital Cookie orders.

Transactions Tab
1. Enter troop-to-troop transactions. Troop receiving cookies enters the transfer.
2. Enter pending order to the cupboards.
3. Click **Save** to save your information.

Sales Report Tab
1. Review final package numbers.
2. Review your receipts.
3. Review Care to Share and booth orders.
4. Review Digital Cookie orders.
5. Find council amount due and troop proceeds.