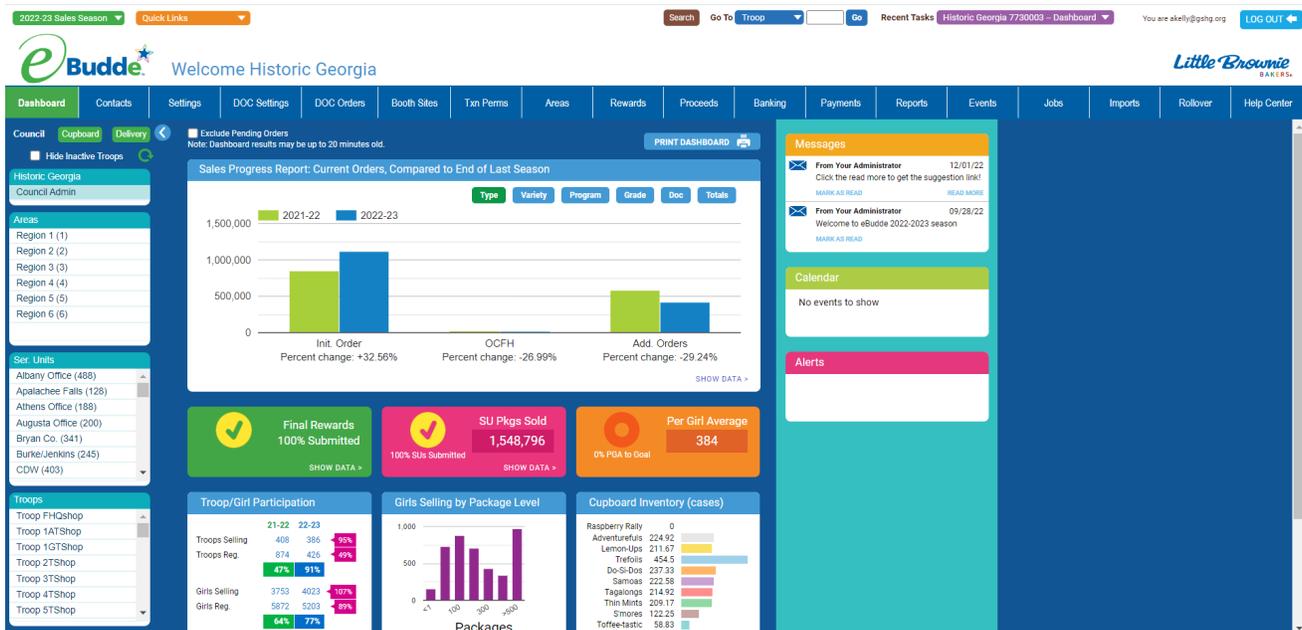# eBudde Overview

NEW! This year - eBudde and Digital Cookie have created a more integrated system for an easier cookie program.

Using eBudde you can...

- Submit rewards
- Schedule booth sales
- Pick up cookies

A council timeline, checklist, message board and current sales data are located on your Troop Dashboard.

Click here to watch the _eBudde Overview_ video on the
Little Brownie Bakers YouTube channel!

Initial Order

Used for...

- Inputting traditional order cards
- Ordering troop cookies
- Tracking online orders for initial girl-delivery

On the Init. Order tab you'll see the active girls in your troop. Click on a girl's name to view her order. Any changes made will be reflected on the Girl Order tab. DOC Girl Delivered are Read Only and come from Digital Cookie - these are noneditable! You can update this order at any time before the IO deadline. Once you submit it will be locked and sent to your SUPPM.

Imported			0	0	0	0	0	0	0	0	0	0
Other			0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0
Booth			0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)		0	0	0	0	0	0	0	0	0	0
Pkgs. Ordered		0	26	25	28	31	46	34	54	25	27	0	296
Cases To Order			3	3	3	3	4	3	5	3	3		30
Other+Extras-Charity		0	10	11	8	5	2	2	6	11	9	0	64

The last row is the extras you'll receive in your order + charity packages that have been ordered during the Initial Order time period. Initial order is delivered in cases but your girl order total will be in packages!

Imported = cookies that have been put in manually
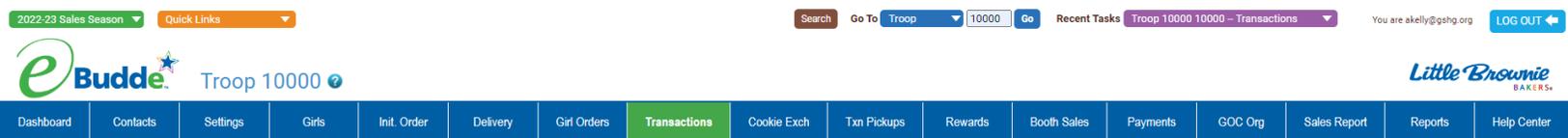Other = any extra cookies
Booth = booth sale cookies

Make sure to check out the guide to reviewing your Initial Order!

Click here to watch the Initial Order video on the Little Brownie Bakers YouTube channel!

Transactions

Used for...
- Viewing your troop's on hand cookies
- Tracking digital shipped orders
- Placing orders to the cookie cupboard
- Record cookie exchanges between other troops

eBudde★ Troop 10000 ⓘ   Little Brownie BAKERS®

| Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center |

Click the Transaction tab to view pending orders, orders that are ready to be picked up and DOC orders. Tap Exp DOC Orders to see the details on all DOC Shipped Orders. Note that IO, DOC Shipped and cupboard transactions will be locked for editing.

Transactions

+Add

☑ Exp. Doc Orders   ☐ View Info   All ▼

All
DOC
Ready For Pickup
Pending

Receipt	Type	Date	2nd Party	Pickup	Line	Rasp	Advf	Lmup	Tre	D-S-D		Smr	Toff	Total
🔒 MJQ000	normal	05/04	C10000			0	-29	-27	0	0		0	0	-56

At the bottom you'll see the following important information:
- On Hand = DOC Shipped + received cupboard orders + cookies exchanged with ither troops + initial order. These are all the cookie you will/have had in your possession and is the total amount of cookies you are financially responsible for at the end of the cookie program.
- Pending = the sum of the cookies that are waiting to be picked up for you at your cupboard.
- After Pending = all the cookies you will have after this pending order is added to your inventory.

On Hand		6	194	153	324	282	285	200	385	79	36	1944	
Pending (Cupd Orders)		0	0	0	0	0	0	0	0	0	0	0	
After Pending		6	194	153	324	282	285	200	385	79	36	1944	

Click here to watch the Transactions video on the
Little Brownie Bakers YouTube channel!

Transactions cont'd

To make an order to cookie cupboard for more cookies, click the +Add button.

For a cookie exchange between another troop, click Troop. You will be prompted to type in the troop number you are exchanging with, date and time of the trade and the quantity and variety of cookies added or taken from your inventory.

Receiving Cookies = Add Product
Giving Cookies = Remove Product

Add Transaction

Cancel

Time & Place

Date
11/06/2023

Receipt
QKQ000   #

○ Normal ○ Booth ○ Adjustment ○ Return

○ Troop ○ Service Unit ○ Cupboard

Pickup

Date: Time:

Contact Info

Save

Cookie Order

○ Add Product ○ Remove Product

Product	Cases	Packages
Raspberry Rally	0	0
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0

Take a look at the Cookie Exchange guide below!

Add Transaction

Cancel

Time & Place

Date
11/06/2023

Receipt
QKQ000   #

○ Normal ○ Booth ○ Adjustment ○ Return

○ Troop ○ Service Unit ○ Cupboard

⊙ Select Location

Pickup

Date: Time:

AddieKelly
akelly@gshg.org
185 Newton Bridge Rd

Save

Cookie Order

○ Add Product ○ Remove Product

Product	Cases	Packages
Raspberry Rally	0	0
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0

If you are ordering more cookies for an upcoming booth sale or to add to your parents digital cookie inventory, you'll need to order from the Cupboard. Click Cupboard and choose from the locations closest to you. Complete the necessary information to make your order by choosing the pick up date and time and the quantity and variety of cases you are requesting. Only order in CASES from your Cookie Cupboard!

Click here to watch the Transactions video on the
Little Brownie Bakers YouTube channel!

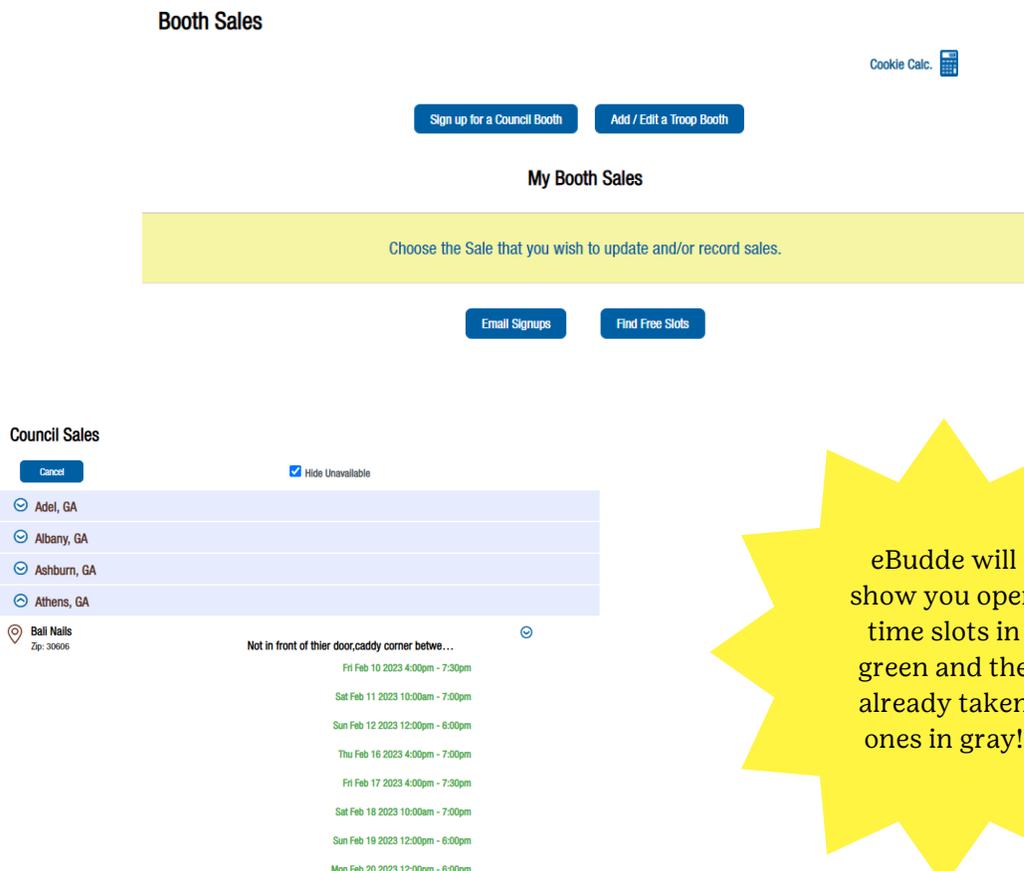# Council Booth Sales

Used for...

- Browsing and reserving booth sites and times
- Joining a waiting list for currently unavailable sites
- Search for available sites

To view council booth sales click the Booth Sales tab and tap Sign Up For a Council Booth button. eBudde only shows the city, sites and times for all available booth sites. Click the check box by Hide Unavailable to see the already reserved slots and put yourself on a waiting list.

eBudde will show you open time slots in green and the already taken ones in gray!

Click here to watch the Council Booth Sales video on the
Little Brownie Bakers YouTube channel!

Council Booth Sales cont'd

Click Find Free Slots to view available slots and eBudde will send you a filtered report based on your criteria. If you want an email report that lists all the booths you have for the season, click email signups button.

Booth Reports

[Back]

Booth Signups Page

[Email Html]

Booth Signups Rpt

[Show Pdf] [Email Pdf] [Email Xlsx]

Booth Site Sales

[Show Pdf] [Email Pdf] [Email Xlsx]

Available Slots

Business Name:

City: State: Zip:

Date from: to

Time from: to

[Email Xlsx]

Council Sales

[Cancel]   [Submit]

⊙ Bali Nails on 02/10
@196 Alps Rd, Suite 19

Choose a time slot and then Submit.

To opt out click on that slot again and re-submit.

Time	Troop
4:00pm	

Once you've found a booth sale you want to participate in, click the time slot to reserve. After you've clicked Save/Okay/Submit, you'll see your upcoming booth sales on the booth sites tab and on your troop dashboard in the calendar. Click update time in the booth slot you reserved if you need to make any edits.

Click here to watch the Council Booth Sales video on the
Little Brownie Bakers YouTube channel!

Booth Sale Recorder

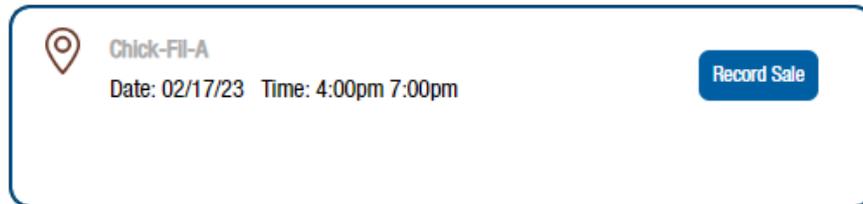## Used for...
- Recording packages sold at your booth sale
- Making Digital Cookie Troops site payments
- Distributing credit to girls

2022-23 Sales Season ▼   Quick Links ▼   Search   Go To Troop ▼ 10000 Go   Recent Tasks Troop 10000 10000 – Booth Sales ▼   You are akelly@gshg.org   LOG OUT ◀

eBudde   Troop 10000 ❓   Little Brownie BAKERS

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Head over to the eBudde app and click Booths found on your app dashboard or the Booth Sales tab in the eBudde desktop version.
When a booth sale date and time has passed, you'll see the Record Sale button appear.
Tap Record Sale and enter the number of each variety sold.

📍 Chick-Fil-A

Date: 02/17/23   Time: 4:00pm 7:00pm   **Record Sale**

Booth Sale Recorder

Cancel   Go to Distribute

Chick-Fil-A: 2023-02-17 4:00pm

Were there any packages donated?

Any credit card payments processed through your Digital Cookie Troop Site link?

Product	Packages
Adventurefuls $5.00	0
Lemon-Ups $5.00	0
Trefoils $5.00	0
Do-Si-Dos $5.00	0
Samoas $5.00	0
Tagalongs $5.00	0
Thin Mints $5.00	0
S'mores $5.00	0
Toffee-tastic $5.00	0
Total	**0**

Program	Packages
Operation Cookies-Home $5.00	0
Gift of Caring $5.00	0
Total Packages Sold	**0**
Total Sale Receipts	**$0.00**

Click here to watch the <u>Booth Sale Recorder</u> video on the Little Brownie Bakers YouTube channel!

Booth Sale Recorder cont'd

eBudde will default to equally distribute the amount of cookies sold at the booth sale to all the girls actively selling in your troop. Note that it won't be exactly the same for each girl but eBudde will do it's best.

Tap the check box to deselect a girl from the distribution. The value you manually entered to distribute to your girls must equal the total sold on the previous page.

Booth Sale Recorder

Cancel								Distribute									Save	

Chick-Fil-A: 2023-02-17 4:00pm

Advf: 10   LmUp: 0   Tre: 0   D-S-D: 0   Sam: 0   Tags: 0   TMint: 0   SMr: 0   Toff: 0   OCFH: 0   GOC: 0

Pkgs Sold: 10   ☑ (De)select All Girls

🔒	Striplings, 02/10 @ 3:00pm	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
🔒	Bells Grocery, 02/10 @ 4:00pm	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
🔒	GameStop, 02/10 @ 4:00pm	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
🔒	Kroger, 02/10 @ 4:00pm	✓	0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00

On the Troop Site page on the eBudde desktop version, you can see the Digital Cookie payments made will have the name listed as your booth sale. This payment is locked on the troop site screen. To make changes you must go to the Booth Sale Recorder screen. You can return to the Booth Sale Recorder for every booth you have participated in during the entire cookie program.

Troop Site

Cancel								+Order										+Pay			

Switch to Girl:

Troop Site ▾		☐ Show Doc Orders																			

					$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00				
	DOC	Comment◇	Inv◇	Bth◇	OCFH◇	Rasp◇	Advf◇	LmUp◇	Tre◇	D-S-D◇	Sam◇	Tags◇	TMint◇	SMr◇	Toff◇	GOC◇	Total◇	Total Due	Paid	Bal. Due◇
🔒	✓	57 Shipped Orders		✓	8	2	71	0	0	5	0	1	209	61	0	0	357	$1785.00	$1785.00	$0.00
🔒	✓	934 Delivered / Inhand Orders		✓	0	0	0	0	0	0	0	0	0	0	0	0	0	$14805.00	$14805.00	$0.00
🔒	✓	1 Donated Order		✓	8	0	0	0	0	0	0	0	0	0	0	0	8	$40.00	$40.00	$0.00
	✓	VBth Dist 1 Ordrs		✓	0	-2	0	0	0	0	0	0	-4	0	0	0	-6	$-30.00	$-30.00	$0.00
		Totals			16	0	71	0	0	5	0	1	205	61	0	0	359	$16600.00	$16600.00	$0.00

Click here to watch the <u>Booth Sale Recorder</u> video on the
Little Brownie Bakers YouTube channel!

Cookie Exchange

Used to...
- Offer cookies for trade
- Find cookies from other troops
- Contact troops to set up an exchange

2022-23 Sales Season ▼	Quick Links ▼				Search	Go To	Troop ▼	10000	Go	Recent Tasks	Troop 10000 10000 – Cookie Exch ▼	You are akelly@gshg.org	LOG OUT ←

eBudde ☆ Troop 10000 Cookie Exchanges   *Little Brownie* BAKERS

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments	GOC Org	Sales Report	Reports	Help Center

Click to the Cookie Exchange tab in eBudde. The top section is for you to offer any extra cookies you have in troop inventory to trade with another troop. When you make your offer, you can include your phone number and/or email so another troop is able to reach out to you. Note that you can only have one (1) active cookie exchange offer! Make sure to work with the other Troop Cookie Manager to see what they need and what you are able to give.

⚙ COOKIE EXCHANGE
Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange.
The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering]

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	☑ Inc. my phone number
0	0	0	0	0	0	0	0	0	Update Pkgs to Exchange

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

⊙	ADVENTUREFULS		Total:	0
⊙	LEMON-UPS		Total:	0
⊙	TREFOILS		Total:	0
⊙	DO-SI-DOS		Total:	0
⊙	SAMOAS		Total:	0
⊙	TAGALONGS		Total:	0
⊙	THIN MINTS		Total:	0
⊙	S'MORES		Total:	0
⊙	TOFFEE-TASTIC		Total:	0

Initiating the exchange...
In the lower portion of the page, click the drop down arrow under the flavor you are looking for. Information includes:
- Troop number
- Packages available
- Troop Cookie Manager name and contact information
- Service Unit

Use the contact info available to contact the Troop Cookie Manager and exchange flavors. Remember to ALWAYS confirm with the Troop Cookie Manager that they have what you need before completing the trade!

After you've traded cookies, update your cookie exchange offer to reflect the cookies you currently have available to trade. Click the Remove My Offer button at the top to reset your numbers to zero.

Click here to watch the <u>Cookie Exchange</u> video on the Little Brownie Bakers YouTube channel!

Cookie Exchange cont'd

Once you've completed the exchange...
Click the Transaction tab and tap the +Add button.
Type = Normal
2nd Party = Troop (you will be asked to enter the troop number you exchanged cookies with - NOT YOUR OWN)
Add Product = you grabbed cookies from another troop
Remove Product = you gave cookies to another troop
Enter the date and time of the exchange (it doesn't have to be exact) and the package quantity and variety.
Click Save and Okay

eBudde will add/subtract the cookies from both troops based on one troop's transaction...meaning that both troops DO NOT need to enter the exchange under the transaction tab. Be sure to confirm that the transaction has been properly recorded on yours and the other troop's transaction screen!

Click here to watch the Cookie Exchange video on the
Little Brownie Bakers YouTube channel!

Distribute Troop Site Shipped Orders

Tap Cookies in the eBudde app and head over to Girl Orders or tap the Girl Order tab on the eBudde desktop version. Your Troop Site is located at the bottom of the screen.

To distribute orders placed using your Digital Cookie Troop Site link click the +Distribute button. At the top, you'll see the breakdown of variety and numbers to disperse throughout the girls in your troop.

Note that the Add Distribution button is only available for DOC Shipped Order not already credited to the girls in your troop.

eBudde will automatically select all the active girls in your troop but you can deselect those you do not want to spread the packages to. Click the drop down next to the girl's name to manually change the exact flavors and quantity credited to each girl. Click Save and Okay once you're done.

You'll see a summary of the distribution on the troop site link and you can see the exact distribution on each girl under the Girl Order tab.

✓	Virt Bth Distr		0	1	0	0	0	0	0	0	0	0	0	0	0		1

Once you've finished your distribution, the Distribute button will disappear and the screen will list any previous actions you've made on the troop site link along with all DOC Shipped Orders. Note that you cannot edit the the total shipped packages sold.
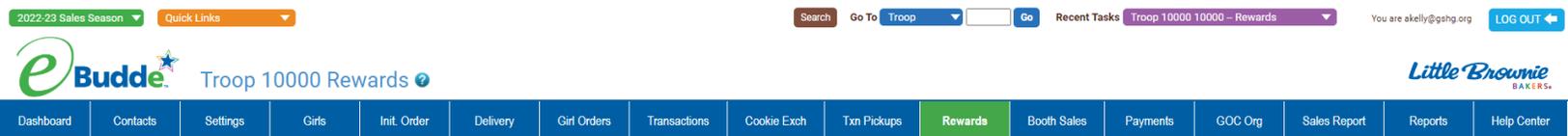
To edit a distribution you must go back to the troop site link!

Click here to watch the Distribute Troop Site Shipped Orders video on the Little Brownie Bakers YouTube channel!

Girl Rewards

Used for...

- Viewing individual reward orders
- Entering options for rewards
- Submitting initial and final reward orders

eBudde Troop 10000 Rewards ❓   Little Brownie BAKERS.

| Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center |

Looking at the Rewards tab you can view two types of rewards:

Initial Order Rewards and Final Rewards

Click View to see the read-only report.

Troop Rewards Order Forms

| Initial Rewards Order | View | Girl Rpt |
| Final Rewards Order | View | Girl Rpt |

Once you're submitted your rewards, you cannot make any changes and the Fill Out button will disappear!

On both reward types, you'll see your Troop PGA, Rewards Per Girl, and Current Sales Totals Per Girl. A reward that requires a selection will be in red! Click on the girl's name to view her detailed reward order and total boxes sold. Once you've viewed it, click cancel to return to your troop reward order form.

View = read only

Fill Out = changes can be made

Click here to watch the Girl Rewards video on the
Little Brownie Bakers YouTube channel!

Girl Rewards cont'd

Opt-out of Troop Rewards: No
PGA-Selling: 514.00
PGA-Registered: 411.20

Values shown above are as of
Mar 27, 2023 at 11:25AM

GIRL ORDERS:

receives 18 reward(s) (size/catalog selection done)
receives 12 reward(s) (size/catalog selection done)
receives 14 reward(s) (size/catalog selection done)
receives 20 reward(s) (size/catalog selection done)
receives 0 reward(s)

TROOP ORDER:

Box Level	Quantity	Reward
DOC 120	2	Clicker the Mini Dolphin
DOC 30	4	Cookie Techie Patch
DOC 90	2	Email Charm
PGA 425	1	Troop Leader PGA Reward Goal Getter Patch Go Bright Ahead Tee (sized) 0 YS 0 YM 0 YL 0 AS 1 AM

Boxes sold: **863**

DOC Boxes sold: **325**

DOC Charity: **8**

Booth pkgs sold: **543**

Values shown above are as of
Mar 27, 2023 at 11:25AM

Adult volunteers will make their selections under the reward breakdown at the bottom of the screen.

The IO (Initial Order) Rewards will have a more limited number of rewards compared to the Final Rewards.

Box Level	Reward
DOC 120	Clicker the Mini Dolphin
DOC 30	Cookie Techie Patch
DOC 90	Email Charm
PGA 425	Troop PGA Reward (425 pga sellg) Goal Getter Patch Go Bright Ahead Tee (sized) ○ YS ◉ YM

Remember if a reward is in red it means a selection is needed! Click Fill Out and click on a girl's name to make your selection and/correction. Submit Girl Order once you are done.
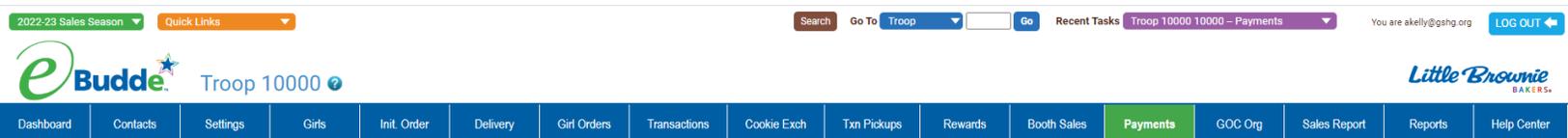
Click here to watch the Girl Rewards video on the
Little Brownie Bakers YouTube channel!

Payments

Used to...

- Show payment you have made to the council
- Add troop payments
- Track automatic council ACH withdrawals
- See DOC payment details

eBudde★ Troop 10000 ❓   Little Brownie BAKERS®

| Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center |

On the Payments tab you'll see the total and individual payments made through your troop. DOC Bank cannot be edited on the payment tab and is only viewable in read-only. To see the full record of DOC payments, click Expand DOC Payments.

Click the +Add button to add a payment. You will be prompted to select your bank, enter the date and amount, and type the reference/deposit number. You can edit this at any time.

Troop Payments

☑ Exp. DOC Paymts   +Add

Total Payments $ 10065.00

🔒	03/18/23	Troop: 10000	DOC Bank	DOC SHIP 77030148	$25.00
	03/13/23	Troop: 10000	Council Shop		$625.00
🔒	03/11/23	Troop: 10000	DOC Bank	DOC SHIP+ 76161316	$45.00
	03/09/23	Troop: 10000	Council Shop		$930.00
🔒	03/09/23	Troop: 10000	DOC Bank	DOC SHIP 75889240	$25.00
🔒	03/08/23	Troop: 10000	DOC Bank	DOC SHIP 75810125	$30.00
🔒	03/07/23	Troop: 10000	DOC Bank	DOC SHIP 75640818	$20.00
🔒	03/07/23	Troop: 10000	DOC Bank	DOC SHIP 75613167	$25.00
	03/06/23	Troop: 10000	Council Shop	Natalie J.	$525.00
🔒	03/06/23	Troop: 10000	DOC Bank	DOC SHIP 75466365	$60.00
🔒	03/05/23	Troop: 10000	DOC Bank	DOC SHIP 75430193	$25.00
🔒	03/05/23	Troop: 10000	DOC Bank	DOC SHIP 75129766	$25.00
🔒	03/05/23	Troop: 10000	DOC Bank	DOC SHIP 75127308	$20.00

Add A Payment

Cancel   Save

Bank
ACH Synovus ▼

Date [ ]   **$ Amount** [0]

Refnum [ ]   **Troop** [10000]

☐ Verified

You can always see how much you owe in council proceeds by checking the bottom of the Sales Report screen!

Click here to watch the <u>Payments</u> video on the Little Brownie Bakers YouTube channel!

The Automated Clearing House (ACH) Sweep cannot be manually added in eBudde. The ACH Sweep is how your council collects funds from your cookie season!

Sales Report

The Troop Sales Report contains all the details on sales, transactions and payments made throughout your cookie program.

eBudde Troop 10000 Sales Report ❓   Little Brownie BAKERS

The Sales Report tab displays..

- Packages received
- Payments made
- Troop sales and proceeds
- Council proceeds
- Troop contact information
- Girls selling vs registered
- Total sales
- Inital Order sales, additional sales, and DOC sales
- Total Troop Sales = total dollar amount sold
- Troop Proceeds = amount you keep as troop proceeds
- Amount you Owe Council
- Payments made
- Troop sales goal
- PGA (a very important number to track the success of your season!)

View report in cases shows you cases, not packages – we are a package council!

Total Troop Sales	$ 10,065.00		Council Proceeds	$ 8,655.90
Troop Proceeds	- $ 1,409.10		Payments Made	- $ 10,065.00
	_____			_____
Council Proceeds	$ 8,655.90		Amount You Owe Council	$ -1,409.10

Signature: _____

Expand DOC **View report in CASES** **Print Page** **Show as PDF**
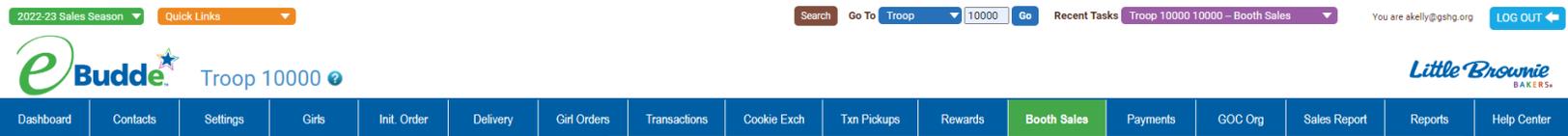
Report will display all pending transactions by default. If you do not want this information displayed, click the Include Pending Transactions button.

Click here to watch the <u>Sales Report </u>video on the Little Brownie Bakers YouTube channel!

Troop Booth Sites

Used to...

- Request a troop booth sale (that isn't already on the council booth scheduler)
- Review your request
- Communicate with council

eBudde Troop 10000 ❓   *Little Brownie* BAKERS.

| Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | Cookie Exch | Txn Pickups | Rewards | **Booth Sales** | Payments | GOC Org | Sales Report | Reports | Help Center |

Looking at the Booth Sales tab, it displays the council and/or troop booths you have already reserved. Click the Add/Edit a Troop Booth button then +Add to request a booth sale your troop. This request will be listed as pending until it is approved by either your SUPPM or council staff member.

Troop Booth Sales

Cancel   +Add

Below are your currently defined Booth Sales.

📍 Chick-Fil-A
Date: 02/17/23   Time: 4:00pm 7:00pm
151 45-441,
Clayton, GA, 30525
Approval: approved   Edit   Delete

📍 Chick-Fil-A
Date: 03/03/23   Time: 4:00pm 7:00pm
151 45-441,
Clayton, GA, 30525
Approval: approved   Edit   Delete

If/when a conflict arises with your request, you'll see a message immediately from eBudde.

Booth Sales

Cookie Calc. 🧮

Sign up for a Council Booth | Add / Edit a Troop Booth

My Booth Sales

Choose the Sale that you wish to update and/or record sales.

Email Signups | Find Free Slots

Add A Troop Sale

Cancel   Save

Business

Contact | Phone

Email

Address

Address2

Date | Start Time | End Time

City | State | Zip

Approval
Pending ▼

Reason for Approval/Denial

To check on the status of your booth sale, go to the Booth Sales tab. When it's approved you'll see it along with the approved council booths you already have reserved. If your request is pending, you'll see it under the Add/Edit a Troop Booth button along with any notes on why it might've been denied. You'll receive an email on the status of your troop cookie booth along with any requests for edits via email. If your request is denied, you can make edits. After it is edited it will be sent back to the council. Edits to a troop booth request always requires new approval by the council!

Click here to watch the Troop Booth Sites video on the Little Brownie Bakers YouTube channel!

App Dashboard

On the app dashboard you can see...

- Messages from council and SU
- Data
- Progress, orders and sales total
- Cupboard locations
- DOC orders to be delivered by girls
- Calendar (Click Add to Phone to add to your mobile calendar !)
- Order due dates, Cupboard order pickups and booth sales
- Contacts (You can also add these to your phone!)
- Upcoming Booth Sales
- Troop Checklist (As you complete tasks, eBudde will keep track of these!)
- Girls registered and girls selling
- Troop sales goal
- Banking information
- Previous sales data from LY
- Girls, cookie orders, booth request function and help center
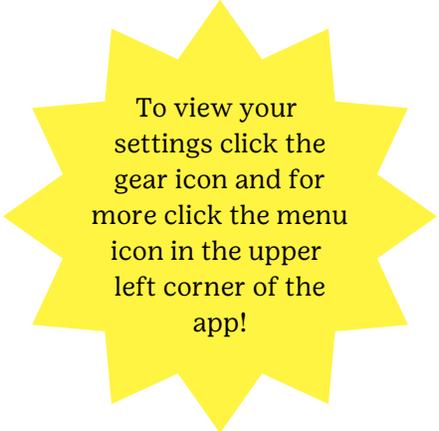
To view your settings click the gear icon and for more click the menu icon in the upper left corner of the app!

Click here to watch the App Dashboard video on the Little Brownie Bakers YouTube channel!

Digital Cookie Troop Site DOC Payments

Used to...

- Balance troop site payment totals
- Pay specific booth sale for credit card orders
- Credit girls for delivery orders

On the Girl Order tab, scroll down to the bottom to find the Troop Site order screen.
At the top of the Troop Site page you'll see the +DOC Payment button.
Note that the +DOC Payment button is available only after you submit troop initial order.
Tap Show DOC Orders checkbox to show each DOC order (filters out payments and distribution).

Download All DOC Orders report to get information on cookie variety OR view the orders in your Troop Sites DOC account.

Girl Orders Summary

☑ Show Inactive

Record a Booth Sale

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions select the appropriate row.

Uses DOC	Girl◊	OCFH	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	GOC	Total◊	Total Due	Paid	Bal. Due◊
		$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00				
		49	0	51	25	91	80	39	13	47	7	0	0	402	$2010.00	$2010.00	$0.00
✓	Natalie I	12	5	26	25	24	24	37	26	45	27	24	0	275	$1375.00	$1375.00	$0.00
✓	Olivia R	0	0	26	27	76	98	69	53	91	18	15	0	473	$2365.00	$2365.00	$0.00
✓	Scout W	8	1	91	62	97	69	168	123	212	23	9	0	863	$4315.00	$4315.00	$0.00
✓	Skye W	0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Troop Site	0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
	Girl Totals	69	6	194	139	288	271	313	215	395	75	48	0	2013	$ 10065.00	$ 10065.00	$ 0.00
	Troop Order (Actual pkgs + OCFH)	69	6	194	153	324	282	285	200	385	79	36		2013			
	Difference	0	0	0	-14	-36	-11	28	15	10	-4	12		0			

Troop Site

Cancel   **+Order**   **+Pay**

Switch to Girl:
[Troop Site ▾]   ☐ Show Doc Orders

	DOC	Comment◊	Invo	Btho	OCFH◊	Rasp◊	Advf◊	LmUp◊	Tre◊	D-S-D◊	Sam◊	Tags◊	TMint◊	SMr◊	Toff◊	GOC◊	Total◊	Total Due	Paid
					$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00			
🔒					0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00
		Totals			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00

Orders processed through the DOC app at a booth sale are called DOC INHAND and will show the payment fort the specific booth sale .

Orders to be delivered by a Girl Scout are DOC DLVR.

Click here to watch the _Digital Cookie Troop Site DOC Payments_ video on the Little Brownie Bakers YouTube channel!

Troop Site Add Payment

Cancel   Save

Comment	☐ DOC ☐ Inv

Financials

Overall Total Due	$ 0.00
Paid	0
Bal. Due	$ 0.00

Scout W.

Cancel   +Order   +Pay +DOC Payment

Switch to Girl

| Scout W. ▾ | All Orders ▾ |

	DOC	Comment	Inv	Bth	OCR	Rasp	Adv	LmUp	Tre	D-S-Do	Sam	Tago	TMint	SMre	Tof	GOC	Total	Total Due	Paid	Bal. Due
🔒	✓	DOC DLVR 63209734			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$60.00	$-60.00
🔒	✓	DOC DLVR 63245052			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$40.00	$-40.00
🔒		38			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$30.00	$-30.00
🔒	✓	DOC DLVR 63259675			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$20.00	$-20.00
🔒	✓	DOC DLVR 63410120			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$40.00	$-40.00
🔒	✓	DOC DLVR 63410308			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$75.00	$-75.00
🔒		Init. Order *Locked*				1	4	7	9	10	16	1	3	0			53	$265.00	$0.00	$265.00
🔒	✓	DOC DLVR 64244473			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$60.00	$-60.00
🔒	✓	DOC DON 64244473			6	0	0	0	0	0	0	0	0	0	0	0	6	$30.00	$30.00	$0.00
🔒	✓	DOC DLVR 64395301			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$110.00	$-110.00
🔒	✓	DOC DLVR 65054532			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$25.00	$-25.00
🔒	✓	DOC DLVR 65649226			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$35.00	$-35.00
🔒	✓	DOC DLVR 65442500			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$55.00	$-55.00
		Totals	8	1	91	62	97	69	168	123	212	23	9	0			863	$4315.00	$4315.00	$0.00

DOC DLVR	☐ DOC ☐ Inv ☐ Booth

Product	Packages
Operation Cookies-Home $5.00	0
Raspberry Rally $5.00	0
Adventurefuls $5.00	0
Lemon-Ups $5.00	0
Trefoils $5.00	0
Do-Si-Dos $5.00	0
Samoas $5.00	0
Tagalongs $5.00	0
Thin Mints $5.00	0
S'mores $5.00	0

Financials

Total Due	$ 0.00
Paid	0
Bal. Due	$ 0.00

For a digital payment made for a girl delivered order...
Head over to the Girl Order tab and Click +DOC Payment under the girl's name. Enter amount paid, add the order number in the comment field. Click Okay and Save. You'll see the payment made to the girl scout in the debit column. Tap on the Comment under the Girl Order tab to edit.

If the girl already has the cookies to be delivered, you're done!

If the girl still needs the cookies you'll need to create a new girl order. On the Girl Order tab click +Add, type your comment for delivered order. DO NOT enter a payment – because you already did it! Click Okay and Save.

For a digital payment made during a booth sale...
Scroll to the bottom and enter the total credit card sales made, then click distribute. Tap Okay and Save. To make changes go to the Booth Sale Recorder and follow the same steps.

If you use your troop site for credit card payments at booth sales or to accept digital delivery orders, you'll need to transfer those payments to ensure that girls are credited for payment of the sale!

Click here to watch the Digital Cookie Troop Site DOC Payments video on the Little Brownie Bakers YouTube channel!

Girl Orders

Used to...

- Review totals
- Add and edit additional orders
- Record payments and check balances
- Check cookie inventory

The Girl Order tab shows all the girls registered under your troops. On your troop rosters, deselect Show Inactive to stop showing the non-selling girls.

After submitting the initial order for your troop, the Girl Order tab will display Booth Sales, Digital Orders, Distribution and Payments made from the Troop Site.
Click on a girl's name to view an individual order screen. To view orders by a certain criteria, click the drop down button. To view packages and variety for girl delivery, you must select the Girl Delivery view! Use the Switch to Girl drop down to navigate to another girl.

Girl Totals	69	6	194	139	288	271	313	215	395	75	48	0	2013
Troop Order (Actual pkgs + OCFH)	69	6	194	153	324	282	285	200	385	79	36		2013
Difference	0	0	0	-14	-36	-11	28	15	10	-4	12		0

Difference row = pkgs you should have in your inventory after you have fulfilled all girl orders

Click here to watch the <u>Girl Orders</u> video on the Little Brownie Bakers YouTube channel!

Girl Orders cont'd

To manually add an order click the +Order button.

DOC = it will show on Digital Cookie under her sales goal line

Booth = if it's from a booth sale

Inv = the packages are coming from the cookie inventory

Comment		☐ DOC ☐ Inv ☐ Booth

Product	Packages
Operation Cookies-Home $5.00	0
Raspberry Rally $5.00	0
Adventurefuls $5.00	0
Lemon-Ups $5.00	0
Trefoils $5.00	0
Do-Si-Dos $5.00	0
Samoas $5.00	0
Tagalongs $5.00	0
Thin Mints $5.00	0
S'mores $5.00	0
Toffee-tastic $5.00	0

Financials	
Total Due	$ 0.00
Paid	0
Bal. Due	$ 0.00

Click on the order after you've saved it if you need to make edits!

To manually add a payment under a girl, click the +Pay button.

+Pay = paid in cash

+ DOC Payment = if a girl takes responsibility for a troop site girl delivery order and the payment is seen on the troop site

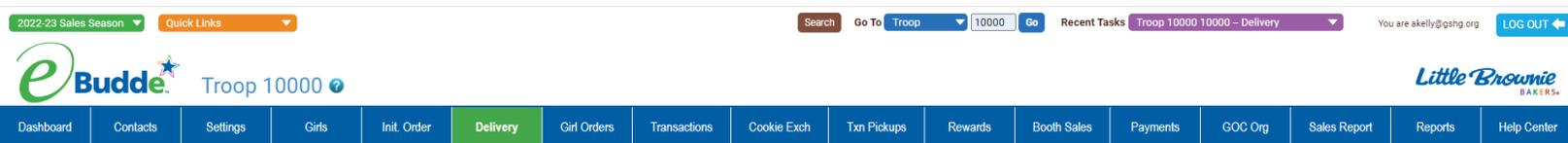| Comment		☐ DOC ☐ Inv

Financials	
Overall Total Due	$ 0.00
Paid	0
Bal. Due	$ 0.00

Click here to watch the Girl Orders video on the Little Brownie Bakers YouTube channel!
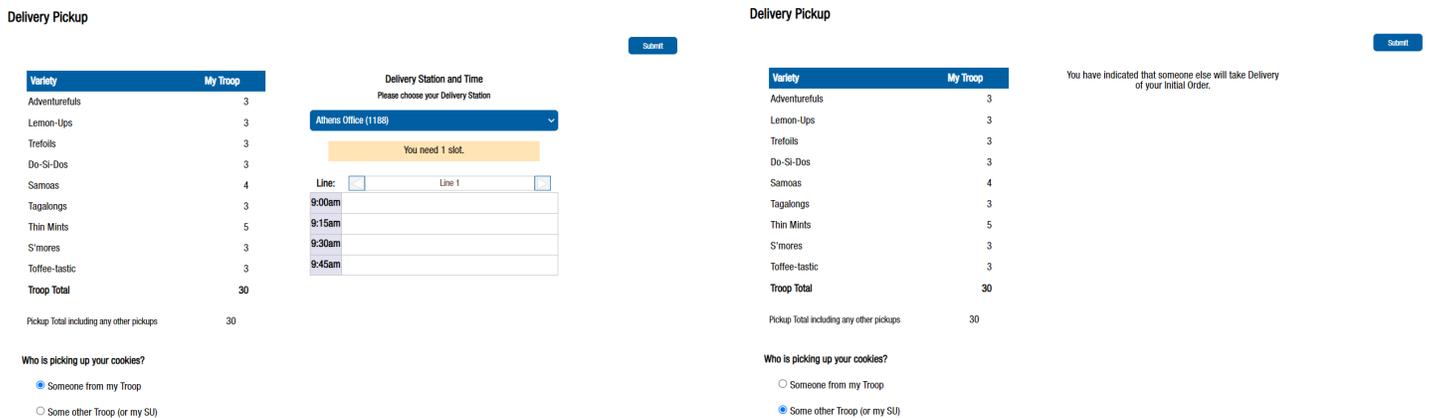
Delivery Station Scheduling and Pick Up

Used to...

- Set up your delivery pickup appointment
- Arrange to pick up other troops' cookies
- Plan for helper and vehicles
- Confirm your delivery pickup

eBudde★ Troop 10000 ⓘ   Little Brownie BAKERS

Dashboard | Contacts | Settings | Girls | Init. Order | **Delivery** | Girl Orders | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

In the eBudde mobile app under the Delivery section or the eBudde desktop version under the Delivery tab, you'll see the number of cookies you are picking up by tapping the down arrow.

Here you can select you delivery station, time and line/door. Based on the size of your order, eBudde decides the number of time slots you'll need. You can make changes by going back to the Delivery tab. This date and time will show up on your troops calendar and the details of your pick up will be mailed to you.

Delivery Pickup

Variety	My Troop
Adventurefuls	3
Lemon-Ups	3
Trefoils	3
Do-Si-Dos	3
Samoas	4
Tagalongs	3
Thin Mints	5
S'mores	3
Toffee-tastic	3
Troop Total	30
Pickup Total including any other pickups	30

Delivery Station and Time
Please choose your Delivery Station

Athens Office (1188)

You need 1 slot.

Line: Line 1
- 9:00am
- 9:15am
- 9:30am
- 9:45am

Submit

Who is picking up your cookies?
- ⦿ Someone from my Troop
- ○ Some other Troop (or my SU)

Delivery Pickup

Variety	My Troop
Adventurefuls	3
Lemon-Ups	3
Trefoils	3
Do-Si-Dos	3
Samoas	4
Tagalongs	3
Thin Mints	5
S'mores	3
Toffee-tastic	3
Troop Total	30
Pickup Total including any other pickups	30

You have indicated that someone else will take Delivery of your Initial Order.

Submit

Who is picking up your cookies?
- ○ Someone from my Troop
- ⦿ Some other Troop (or my SU)

If you are picking up for a troop and yourself, you can indicate that here! Make sure to indicate which troop you are picking up for or you might get an added time slot.

Who is picking up your cookies?
- ⦿ Someone from my Troop
- ○ Some other Troop (or my SU)

Will you be picking up for more than one troop?
- ⦿ Yes   ○ No

_____   # _____

If another troop is picking up for you, make sure that eBudde knows that and click Submit. eBudde will double check and make sure that is confirmed with the other troop!

Click here to watch the <u>Delivery Station Scheduling and Pickup</u> video on the Little Brownie Bakers YouTube channel!