Girl Scouts of Connecticut
2021-2022 Troop eBudde Instructions
Through Initial Order Taking Period
Initial Order Entry Deadline: February 11, 2022 at 11:59 p.m.

Welcome to eBudde! New and returning users will want to review these instructions to make sure all orders and troop information are recorded accurately. Questions about eBudde can be directed to your service unit cookie manager or GSOFCT Customer Care.

Login Information

If you are using the eBudde system for the first time this year, please refer to the

Getting Started with eBudde instructions located at gsofct.org under Cookies+, Cookie Program Resources.

If you have logged into eBudde before, follow the steps below:

1) Enter Little Brownie Cookie Tech Portal

2) Select eBudde (not eBudde DEMO).

This will bring you to your troop's dashboard.
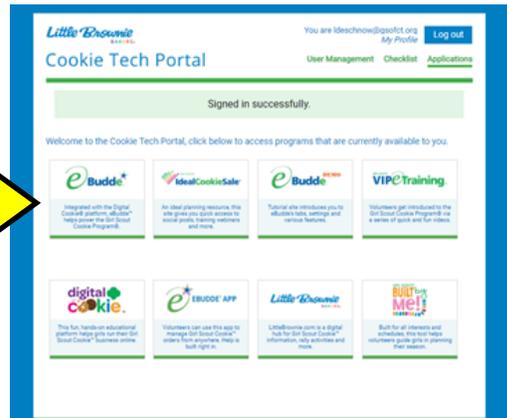
Navigating eBudde

You control where you want to go in eBudde by using the navigation tabs that run across the top of the page, within the blue bar. Click the tab once to enter each page.
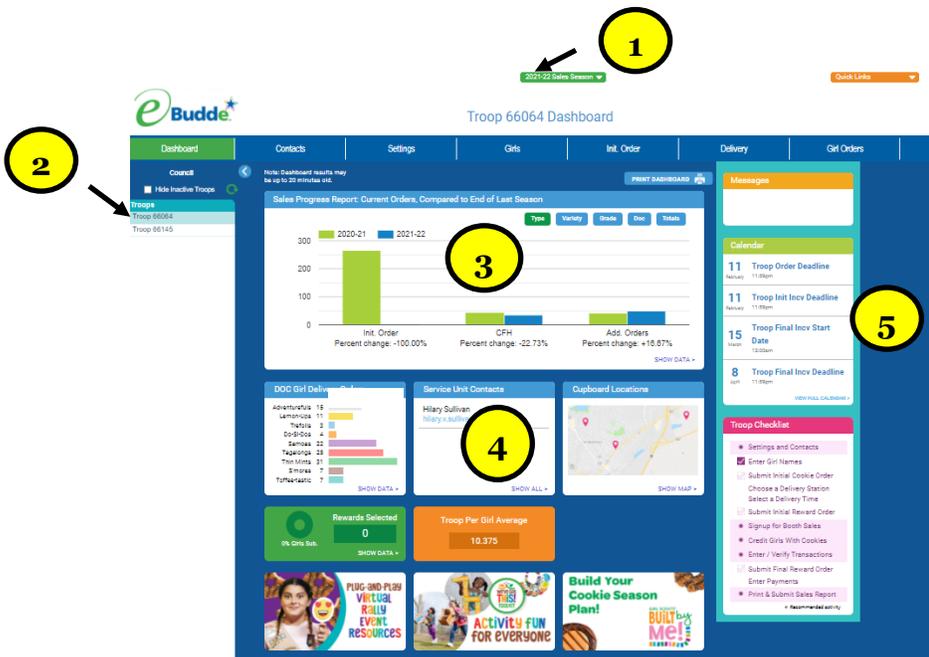
1) Indicates what season you are viewing. Make sure it is the 2021-2022 season.

2) Shows what troops you have access to.

3) Chart shows last year and this years sales data.

4) Your SU cookie manager contact.

5) Upcoming important dates.

Girls Tab

Click on the **Girls tab** to view the girls in your troop. The girls in your troop are listed in eBudde with their first and last names, grade, and GSUSA ID number. Girls have been uploaded into eBudde from our membership database. If you do not see one of your girls, please contact Customer Care. It could be that the girl is not registered or needs to be transferred into this troop from another troop in eBudde.

NEW! Caregivers' emails can be found on the **Girls tab**. For instructions on how to send an email to the caregivers through eBudde, please refer to the Getting Started with eBudde instructions.

Initial Order Tab

This is where you will enter and confirm your troop's Initial Order. You will need to verify the totals on the girls' order cards before you enter their orders. If girls in your troop participated in Digital Cookie AND have customers who ordered packages to be delivered by the girl, these packages are automatically included on the Initial Order on the DOC Girl Del line and should <u>not</u> be manually entered.

Each girl has three lines of data.

1) Order Card - this is where you enter paper order card orders.
2) DOC Girl Del - this is where the Digital Cookie Girl delivery orders placed during the Initial Order are recorded.
3) Total Order - is the paper order card plus the Digital Cookie girl delivery orders.

*Note: Digital Cookie orders for shipped on donated cookies placed during the Initial Order Taking Period populate on the **Girl Orders tab**, not the **Initial Order tab**. But the shipped/donated orders <u>WILL BE</u> included as part of the girl's total Initial Order sales.*

Entering an order from a girl's paper order card:

- Click on her name.
- Go to the bottom of the screen where the boxes have turned orange.
- Enter the number of packages for each flavor, using the tab button to move from variety to variety. Note that the first column is for council's Cookies for Heroes Program (GOC) packages. If the girl sold cookies for council's Cookies for Heroes Program, enter the number of packages in this first column.
- Note: Packages sold for Cookies for Heroes on a girl's Digital Cookie site should NOT be manually entered here. They have already been automatically recorded on the **Girl Orders** tab.
- eBudde will total the number of packages entered. Double check that the number entered equals the total number on the order card. This will help you to catch any math or entry errors.

Note : Cookies entered under the CFH column are designated for council Cookies for Heroes program. Troops do not physically handle these packages.

Save your entries by clicking on the **Save** button. ***DO NOT*** click the **Submit Order** button until you are ready to submit the troop's order. You may go back and make additions and corrections to the orders **until** you click the **Submit Order** button.

Uses DOC	Girl		CFH $5.00	Advf $5.00	LmUp $5.00	Tre $5.00	D-S-D $5.00	Sam $5.00	Tags $5.00	TMint $5.00	SMr $6.00	Toff $6.00	Total
✓	Mia S.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	1	1	4	1	0	1	0	0	8
		Total Order	0	0	1	1	4	1	0	1	0	0	8
✓	Sabrina P.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	5	0	2	3	14	5	13	3	0	45
		Total Order	0	5	0	2	3	14	5	13	3	0	45
✓	Vrinda N.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
	IMPORTED		0	0	0	0	0	0	0	0	0	0	0
	LY Imported		0	0	0	0	0	0	0	0	0	0	0
	OTHER		NA	0	0	0	0	0	0	0	0	0	0
	LY Other		0	0	0	0	0	0	0	0	0	0	0
	BOOTH		NA	0	0	0	0	0	0	0	0	0	0
	LY Booth		0	0	12	12	12	48	24	60	12	12	192
	Sabrina P.		0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered		0	31	18	27	26	59	39	128	23	7	358
	Cases to Order			3	2	3	3	5	4	11	2	1	34

At the bottom of the screen you will see lines labeled Imported, LY Imported, Other, and LY Other. GSOFCT does not use these lines.

Ordering Booth Sale Cookies on the Initial Order- If your troop is ordering booth sale cookies on the Initial Order, scroll to the bottom of the screen and click on the **Booth** row. Enter the number of **packages (not cases)** you would like for each variety. You will note that the entry starts with Adventurefuls.

LY Booth shows the prior year's order. Packages on the LY Booth line are not cookies ordered for this year and for reference only.

Troops will earn a $20.00 bonus for every 20 cases **(240 packages)** ordered on the booth sale line of the troop's Initial Order. The troop may order a smaller or larger number of packages to meet their booth sale and Goal Getter Order needs, but the bonus is awarded for every 20 cases. **Booth cookies ordered on the Initial Order may not be returned**.

				$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$6.00	$6.00		
Uses DOC	Girl		CFH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	
☑	IMPORTED		0	0	0	0	0	0	0	0	0	0	0	
	LY Imported		0	0	0	0	0	0	0	0	0	0	0	
☑	OTHER		NA	0	0	0	0	0	0	0	0	0	0	
	LY Other		0	0	0	0	0	0	0	0	0	0	0	
	BOOTH		NA	0	0	0	0	0	0	0	0	0	0	
	LY Booth		0	0	12	12	12	48	24	60	12	12	192	
	Pkgs. Ordered		0	31	18	27	26	59	39	128	23	7	358	
	Cases to Order			3	2	3	3	5	4	11	2	1	34	

eBudde will automatically round up the Initial Order to full cases. The "Extras" will show the number of surplus or "roundup" packages that were added to the troop's Initial Order to make full cases (case = 12 packages). These cookies can be used by the troop to fill Goal Getter orders or for booth sales. **Please note**: Troops are financially responsible for all packages ordered, including the packages in the "Extras" line. Please connect with troop families to let them know that these packages are available to fill additional orders.

		CFH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Pkgs. Ordered		0	18	24	47	47	36	63	21	1	257	
Cases to Order			2	2	4	4	3	6	2	1	24	
Extras			6	0	1	1	0	9	3	11	31	

Submitting the Initial Order

When you are ready to submit the order, review the entries to be sure they are correct and click the **Submit Order** button. *You may do this only once.* The system will ask you to confirm that you want to submit the order. Click **Yes** if you are ready to submit. After you have successfully submitted your troop's order, a pop up will appear that reads '"Initial Order Submission OK." Click on the **Ok** button to complete the process. This pop up will also remind you to go to the **Delivery** tab to select your troop's pickup time slot on your designated cookie delivery day, which you will need to do **on or after February 18, 2022**.

You cannot change the troop's Initial Order after it has been submitted. If you need to make a change or correction, contact your service unit cookie manager or GSOFCT Customer Care.

You must submit the troop's Initial Order by 11:59 pm on February 11, 2022. Once the troop submits its Initial Order, the Digital Cookie girl delivery orders will stop populating on the Initial Order tab.

				$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$6.00	$6.00	
Uses DOC	Girl			CFH	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total

Rewards Tab

After you have submitted your troop's Initial Order you will need to confirm the Initial Order Rewards that your girls may have earned.

Note: eBudde will take into account ALL packages sold during the Initial Order Taking Period, including those sold through the Digital Cookie platform, (shipped, donated, and girl delivery packages) when calculating girl and troop Initial Order Rewards.
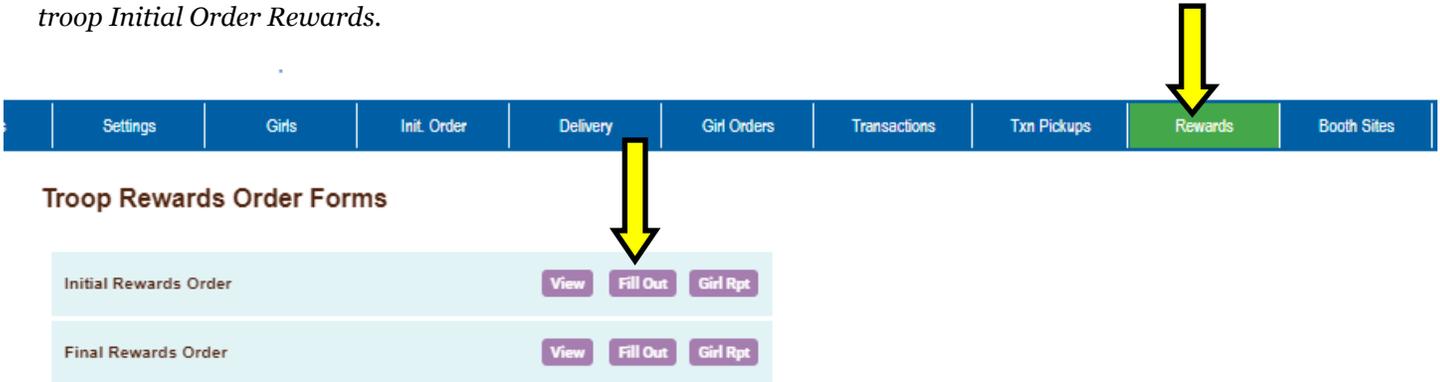
Girls with 140 or more packages sold will earn the Samoas Beach Towel. This will automatically populate in eBudde (no selection needed).

Troops that have a per girl selling average of 140 packages or higher will earn a motivational water bottle and bandana for each girl with sales during the Initial Order Taking Period. This reward will also automatically populate in eBudde and there is no selection needed.

Review the reward information for the Initial Order and click on **Submit Reward Order**.
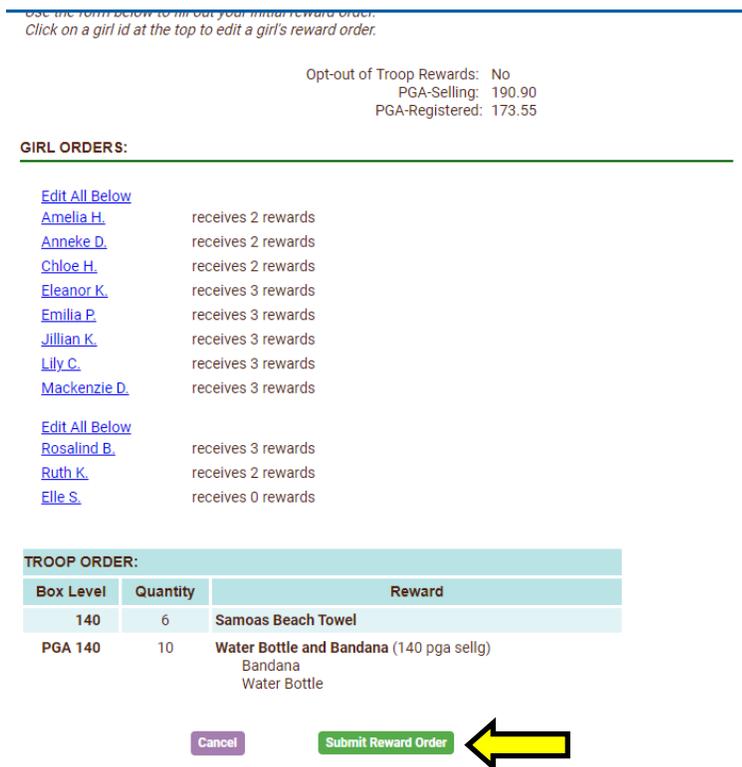
Selecting a Delivery Time

AFTER FEBRUARY 18, 2022, troop volunteers will need to select their drive-thru delivery pickup time from time window allotted to their service unit.

Click on the Delivery tab and you will be brought to a page with your troop's order. It will allow you to select whether someone from the troop will be picking up the cookies or another troop volunteer or the service unit will be picking up on the troop's behalf

If you select that a volunteer from another troop or SU will be picking up for the troop, you will not select a pick up time for the troop. The service unit or troop picking up the order will be the one to select the time.

- When you select that someone from your troop will be picking up the cookies, you will be asked if you are picking up for more than one troop. If you are picking up for multiple troops, choose **Yes** and then enter the other troop number(s).

- You can then choose your time slot from the those that are currently available within the service unit's time window by clicking on the selected time slot and then clicking on **Submit My Info**.

After submitting your information, you will be able to view your confirmation by clicking on **View Confirmation**. Be sure to make a note of your selected time and the date of your drive-thru delivery, as you will need it in March.

Other tabs

Txn Pickups

This tab is not used by GSOFCT at this time.

Payments Tab

Because the amount that the troop owes to council will be deducted from the troop's bank account via electronic payment (ACH), the troop should not enter a deposit amount into eBudde. The **Payments tab** will be updated by council to reflect the amounts debited from each troop's bank account. DOC deposits are listed under this tab.

Reports Tab

This section will allow you to print reports for your troop. Click View to open the report as a Microsoft Excel document. The system will display a box to open the report or save it to your computer. eBudde uses Microsoft Excel .xlsx for the printing of the reports.

Sales Report

This tab shows a summary of the transactions, payments, troop proceeds, the troop's per girl average, and other information about the troop's cookie sales. When it comes time for the ACH payments to be withdrawn from your troop's account, you will use the sales report to determine those amounts.

Help Center Tab

Refer to this tab for helpful information about eBudde. However, bear in mind that these resources may contain information about functions in eBudde that are not used by GSOFCT. Nonetheless, they can be a great resource for general eBudde and cookie information.

The following tabs will be fully functional after the Initial Order is submitted. Additional eBudde instructions will be provided to guide you through the use of these tabs and complete your troop's eBudde entries for the remainder of the cookie program.

Girl Orders Tab

You will be able to view the Girl Orders tab prior to the troop's Initial Order being submitted; however, you cannot change or add any information until after the Initial Order has been submitted. This is where you will see the shipped and donated packages as well as the payment for the Digital Cookie girl delivery packages.

Transactions Tab

Troop volunteers cannot make entries under this tab but they can review all initial delivery, cupboard, and shipped Digital Cookie transactions.

Booth Sites Tab

This tab will allow troops to request booth sites and request that they be approved by the service unit cookie manager. Further discussion about this tab will be included in future eBudde instructions.

Computer Specifications Information

The eBudde™ system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Latest version of Microsoft Edge, Firefox, or Chrome.

Macintosh OS version 10.14 and later. – Latest version of Safari, Firefox, or Chrome.

Approved platforms:

iPad iOS 12.x and above

iPhone 6 and above using iOS 12.x and above

Android v. 6.x and above

Apps (all with mobile web version)

eBudde™ App

Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 4GB RAM

Recommended Systems:

3 GHz CPU - 6GB RAM

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports.

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html

eBudde™ has scheduled time-outs at 12 hours of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 12 hours.