

# Cookie Pick-up Person

This is a short guide on how to authorize your Troop's Cookie Pick-up Person in eBudde.

## PICKING UP YOUR COOKIES AT THE BUFFER

You've placed your Pending Order, now it's time to pick up the cookies at the Cookie Buffer! But who will be picking them up? A troop helper, spouse, grandparent or neighbor?

Any individual picking up cookies from the Cookie Buffer must be authorized to do so through eBudde. This authorized person is called the Cookie Pick-Up Person. Using an authorized Cookie Pick-Up Person ensures better inventory control and product safety because troops are financially responsible for all cookies. Troops may have more than one designated person.

## IMPORTANT

- If you are a Troop Leader but also Cookie Pick-Up Person for a different troop, you must use a different email address to ensure your access remains the same for your troop.
- You must enter your Cookie Pick-Up Person in eBudde **BEFORE** sending them to the buffer.
  - Once entered, they will receive an email with a link to eBudde. Following the link, they will login using their email and **create** their own password. *There is no longer a default password.*
  - At the buffer, the Manager will ask the Pick-Up Person to enter their eBudde password into the app to verify the order!

## How to designate a Cookie Pick-Up Person in eBudde:

1. Click the “**Settings**” Tab
2. Click on the purple “**Edit Settings**” button
3. Scroll down to the “**Troop Cookie Pickup Only Users**” section
4. Fill in all information—email, first and last name
5. Click on the “**Update**” button at the bottom of the page.

The screenshot shows the eBudde interface with the following elements:

- 1**: A navigation bar with tabs: Settings (highlighted), Girls, Init. Order, Delivery, Girl Orders, Transactions, Rewards, Booth Sites.
- 2**: A purple button labeled "Edit Settings" below the navigation bar.
- 3**: A section header "Troop Cookie Pickup Only Users" with a warning: "Troop Leaders and Cookie Chairs should NOT add yourselves to this user type. This user can ONLY sign for cookies received at a cupboard." Below this is a sub-header "Add a new Troop Cookie Pickup Only User".
- 4**: Input fields for "E-mail:", "First name:", and "Last name:". To the right are checkboxes for "Active?", "Receives email?", and "Primary?".
- 5**: Two buttons at the bottom: "Update" and "Cancel".