

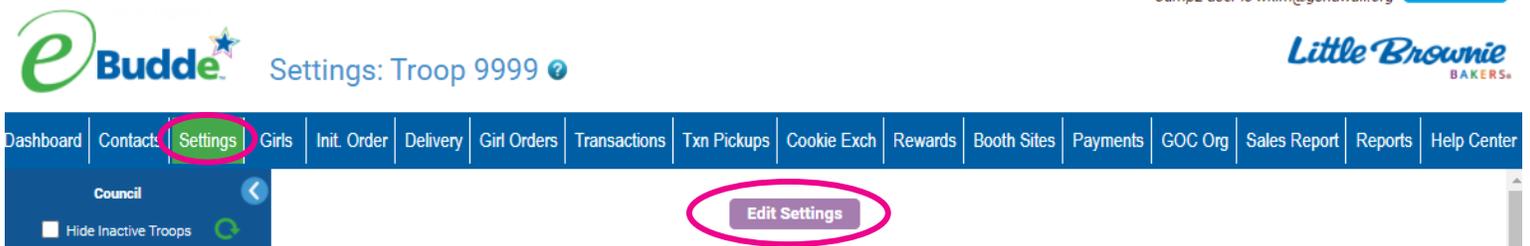
# eBudde Tip-Sheet

## Setting Up Your Troop

Now that you've signed into [eBudde](#), follow the steps below to setup your troop!

### Settings tab

The Settings tab allows you to change/update your troop information. Click the 'Settings' tab and click "Edit Settings."



You will now have the opportunity to edit your troop information. Be sure to:

1. Verify if your troop number is correct.
2. Enter your troop goal.
3. Verify your troop level. If this is incorrect, contact [cookies@gshawaii.org](mailto:cookies@gshawaii.org).
4. Check the box if your troop decides to opt out of rewards (this option is for C/S/A troops only. See [Volunteer Cookie Manual, page 24](#) for details).
5. Enter Bank name, routing number and account information. This information should be your Girl Scout troop account information, NOT your personal account.
6. Update the Parent Initial Order deadline if you wish. This information will be sent to the Digital Cookie system to inform parents there of the initial order deadline to Troop Cookie Managers.

### Settings

Number: <b>1</b> <input type="text" value="9999"/>	#Girls Registered: <input type="text" value="0"/>
#Girls Selling: <input type="text" value="0"/>	Troop Goal (pkgs): <b>2</b> <input type="text"/>
<b>3</b> Level: DAISY (can only be edited by DOC Mgr)	<b>4</b> Opt out of rewards for additional proceeds: <input type="checkbox"/> You will receive rewards.
<b>5</b> Bank name: <input type="text"/>	Bank routing number: <input type="text"/>
Bank Account No: <input type="text"/>	

### Deadlines

<b>6</b> Parent initial order: <input type="text" value="2021-01-18 11:59pm"/>
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## eBudde Tip-Sheet: Setting Up Your Troop

You can add several different types of troop level users. Leaders, Cookie Chairs and View Only. Leaders and Cookie Chairs have full access to the troop. View Only can only see the information. You can also delete troop users.

### Troop Leaders

wkim@gshawaii.org	(Woo Ri Kim)	<input type="checkbox"/> Primary?	<input type="checkbox"/> Remove?
mschmidt@gshawaii.org	(Molly Schmidt)	<input type="checkbox"/> Primary?	<input type="checkbox"/> Remove?

----- Add a new Troop Leader -----

E-mail:

First name:  Last name:

Active?  
 Receives email?  
 Primary?  
 Add to all seasons?

### Troop Cookie Chairs

woorik85@gmail.com	(Woo Kim)	<input type="checkbox"/> Primary?	<input type="checkbox"/> Remove?
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----- Add a new Troop Cookie Chair -----

E-mail:

First name:  Last name:

Active?  
 Receives email?  
 Primary?  
 Add to all seasons?

### Troop Cookie Pickup Only Users

Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.  
This user can ONLY sign for cookies received at a cupboard.

----- Add a new Troop Cookie Pickup Only User -----

E-mail:

First name:  Last name:

Active?  
 Receives email?  
 Primary?

### Troop Booth Recorder Only Users

Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.  
This user can ONLY record booth sites.

----- Add a new Troop Booth Recorder Only User -----

E-mail:

First name:  Last name:

Active?  
 Receives email?  
 Primary?

### Troop View Only Users

----- Add a new Troop View Only User -----

E-mail:

First name:  Last name:

Active?  
 Receives email?  
 Primary?  
 Add to all seasons?

- **Remove?** – You can remove users by clicking the remove? Box next to the email and name. NOTE: Do not remove yourself or you will not be able to get back into the system.
- **Email:** – Enter the email address of a new troop contact under the appropriate header
- **Active** – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.
- **First name: (Optional)** – You can enter in the contact's first name. The contact person once they log in can enter it as well.
- **Last name: (Optional)** – You can enter in the contact's last name. The contact person once they log in can enter it as well.
- **Receives email** – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.
- **Primary?** – You may designate a contact as the primary contact in the category. This designation will allow eBudde™ to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.
- **Add to all seasons?** – Allows you to give the contact access to the troop records for previous seasons.

Click the Update button to save your information. Click the Cancel button if you want to leave this screen and not save your changes.

You may specify additional cookie-pickup people known as **Troop Cookie Pickup Only Users**. For example, if you have a parent picking up cookies for you and your council uses the eBudde app, you will need to add this person's email in eBudde™. This user does not have access to anything in eBudde™ except updating their own contact information. Their email and password will be used by the eBudde app to verify that they are allowed to pick up cookies at the cookie buffer/cupboard.

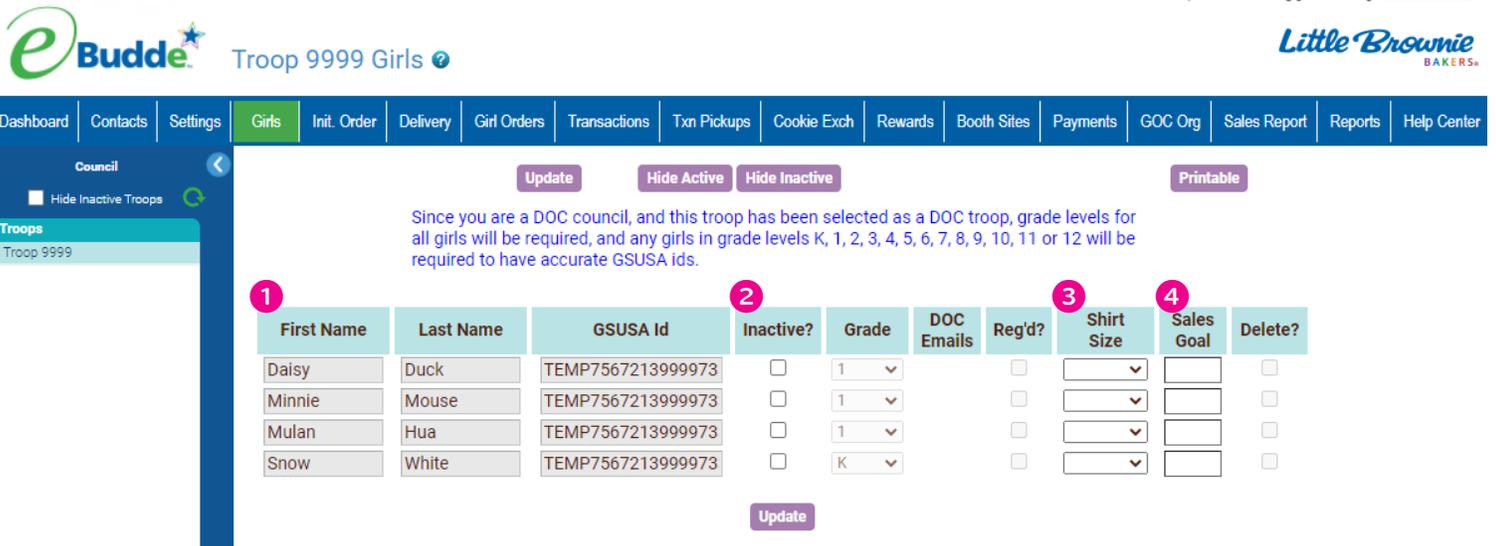
**NOTE: As a troop leader or troop cookie chair, you are able to pick up cookies. DO NOT add yourself as a troop pickup person or you will LOSE ACCESS to the other tabs in eBudde™.**

## Girls Tab

The girl tab allows you to view in the names of the girls in your troop. While on this tab, be sure to:

1. Verify all of your girl scouts are listed. If they are not, it may mean that they are not registered for the current membership year. Go to [MyGS](#) to register them or contact [customercare@gshawaii.org](mailto:customercare@gshawaii.org) for assistance.
2. Mark a girl 'inactive' if she is not participating in this season's cookie program.
3. Enter the girls' shirt size.
4. Enter the girls' sales goal.

Click the Update button to save your information.



**eBudde** Troop 9999 Girls

Little Brownie BAKERS

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

Council: Hide Inactive Troops

Troops: Troop 9999

Update | Hide Active | Hide Inactive | Printable

Since you are a DOC council, and this troop has been selected as a DOC troop, grade levels for all girls will be required, and any girls in grade levels K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12 will be required to have accurate GSUSA ids.

1	2	3	4						
First Name	Last Name	GSUSA Id	Inactive?	Grade	DOC Emails	Reg'd?	Shirt Size	Sales Goal	Delete?
Daisy	Duck	TEMP7567213999973	<input type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>
Minnie	Mouse	TEMP7567213999973	<input type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>
Mulan	Hua	TEMP7567213999973	<input type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>
Snow	White	TEMP7567213999973	<input type="checkbox"/>	K		<input type="checkbox"/>			<input type="checkbox"/>

Update