

Troop eBudde™ Quick Instruction Guide

Cookie Club™ Registration Instructions

eBudde™ Registration

Troop Manager Log-in

- Your service unit cookie manager (SUCM) will enter your troop number into eBudde™™ after your 2012 membership registration has been verified. Troops that are not registered will not have access to eBudde™
 - Add <http://ebudde.littlebrownie.com> to your FAVORITES in your browser (NOTE: No www)
- New troop Log-in = your email address
 - If you are a new troop your TEMPORARY password is **Samoas**
 - The system will prompt you to change your password
 - ✓ Enter ALL contact information – do not leave blank fields
 - ✓ Click **SUBMIT**
- If you are a returning troop your password is the same as last year (contact your SUCM if you do not remember your password)
- Click **LOGIN**

Cookie Club™ Registration

Enter girl information under the **Girls** tab in eBudde™. You can then export the girl information into Cookie Club™

<http://littlebrowniebakers.com/pages/2012-cookie-club>

- Go to **Legacy Cookie Club** at the bottom of the page
- Click on **Leader Log In** (if you registered last year) or **Leader Registration** (if this is your first time on Cookie Club™)
- Enter all information – do not leave blanks
- Click **Register**
 - You are now logged in – click **here** to continue
- Click **I AGREE** on the leader affirmation page
- Click on the **Team Set up** button
 - Select Troop
 - New (default)
 - Select Council
 - Be sure to select Gr. Chicago and NW Indiana
 - Troop Group Number (must be 5-digit troop number)
 - Number of girls selling cookies (required field)
 - Troop Goal= enter text of what girls want to do
 - Enter number of packages to sell to reach goal
 - Click **Submit**
 - ✓ You can stop here - import girl information directly from eBudde™
- To get a Cookie Club report, go to the top of the page and click on the word **Reports**
 - **Print a roster of girl access information** – located at the top of the page under Set Up

Tab Definitions and Data Entry Instructions

Dashboard

Your Troop Dashboard provides you up to date information on your troop sales and provides important messages from your SUCM throughout the sale on the Messages board.

Each time you log in to eBudde™ check the dashboard for messages, the calendar and checklist to keep yourself on track.

The following information is available to you on the dashboard:

- Messages from your SUCM
- Calendar of events
- Troop Checklist

Contacts

- Review, add or edit the information
- Enter all fields – do not leave any blanks

Settings

- Enter:
 - # girls registered and # girls selling will automatically be entered once you add your girls – no manual entry allowed
 - Your troop goal in packages
 - Troop level from drop down box
- **IMPORTANT** - Click the box called **No Incentives/Additional Proceeds** **IF the troop has voted to receive 75¢ per package and receive No incentives**
- Add/ modify the leader's information in the third section
- Add/ modify the TCM information in the 4th section
- Click **UPDATE** at the bottom of the screen to accept all changes

Girls

- **Register the troop in the Cookie Club™ before completing the information in this tab – see Cookie Club™ registration instructions above**
- Enter:
 - Girl first name
 - Add middle initial if you have duplicate girl names
 - Girl full last name
 - **GSUSA ID number – no entry required**
 - Grade from drop down box
 - Cookie Club – Girl log-in
 - Enter a log in for each girl (must be unique) (i.e., troop number with girl initials – 12345js)
 - Click the square “Registered” box to enter a checkmark
 - Enter girl goal in packages
 - Delete if girl did not participate

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- Click **UPDATE** to accept all changes
- If new girls are added to the troop
 - Add the girl's name to the **GIRL** Tab
- After you have registered in the Cookie Club™ you can import the girl information from the Girls tab to the Cookie Club™ by clicking the **Export List to Cookie Club** button.

Initial Order

- Click girl name
 - Go to the bottom of screen
 - Enter number of packages for each variety, including *Gift of Caring* packages (first column)
 - **Be very careful when entering girl orders – the first column is for Gift of Caring – if the girl does not have any GOC packages – you must tab to the second column. Most troop order mistakes happen here!**
 - Gift of Caring packages will not be included in troop delivery
- Click the **OK** button or press **ENTER** on your keyboard to accept the girl order
 - Repeat for each girl
- **Other – DO NOT USE THIS LINE**
- Booth Sale Troop Order
 - Click the BOOTH line at the bottom of screen
 - TAB to each box and enter the number of **PACKAGES** you want to pre-order for your booth sales – **not CASES**.
 - Packages ordered for booth sales will be included in the calculation of the troop's per girl average (PGA)
- Click the **OK** button or press **ENTER** on your keyboard to accept the booth order
- Review the totals at the bottom
 - Your order will be rounded up to the nearest case
 - If you find an error, edit the girl's order before clicking SUBMIT ORDER
 - Click **SUBMIT ORDER** if girl orders are correct
 - You cannot add to or modify the troop order after it has been submitted. Contact your SUCM or the PPM if changes are necessary
- Print a copy for your records – click on Printable Version button
 - Bring a copy of your order with you to delivery
 - Orders are final – no packages or cases may be returned or exchanged

Delivery

- Click the appropriate button for who is picking up the troop order
 - "Someone from my Troop" - OR
 - "Some other troop (or my SU)"

- If picking up for more than one troop, select the "Yes" button and enter the 5-digit troop number(s).
- Choose the Delivery Station from the drop down box.
- Click on an empty time slot under the "Line" column to choose your pickup time (if this option is available to you). Your SUCM may have a different sign up process
- Click **"Submit My Info"** to save your entries

Girl Orders

- To add packages to a girl's order click on the **Girl Orders** tab:
 - YOU CANNOT MODIFY THE GIRL'S **INITIAL ORDER**
 - Click on the girl's name
 - Enter her total additional packages in the appropriate column (GOC=Gift of Caring or booth) as a total amount – no need to break out by variety.
 - You can distribute the booth sale cookies to each girl participating in booth sales. Assigning booth sale packages to girls affects her final incentives
 - Post each girl's payment - **REQUIRED This is a very important step to identify girl delinquencies**
- Click on the girl name
- Click on ADD A TRANSACTION
- At the Bottom of the screen enter:
 - Field 1: Payment
 - Fields 2-3-4 (leave blank)
 - Field 5: Enter the exact amount she paid in the PAID column
 - Press ENTER on your computer
 - SAVE

Booth Sales (Sign up)

- Council Sites
 - Click the **Council Sales** button
 - Click on the **community** where you would like to sell
 - Click on the **merchant name**
 - Click on any green day or time (blue indicates that day and time are already taken)
 - Click **time slot**
 - Click **submit button**
- My Sales
 - Check the cookie locator first to find out if the site has already been requested to avoid site conflict
 - Request merchant permission before entering the required information into eBudde™
 - Click the **My Sales** button
 - Click **add a location**
 - Fill in location site information, date and time range
 - Click **update**. Your request will be pending until approved or denied by the SUCM

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Transactions – Placing an advance order - Pending Orders

Troops may place an order from this tab. By placing a “pending” order you are notifying your cupboard that you need more products. Your cupboard will review pending orders each morning and have the order waiting for you on the day and time you scheduled your pick up. Check the cupboard schedule for day and time availability and allow at least 24 hours for pick up.

- Click the **Add a Transaction** tab
- Date: Change to date of pick up
- Type = Booth
- Receipt #: Automatically assigned
- Second Party = Cupboard
- # = Cupboard Number
- Add Product
- Cases = number of cases of each variety you need
- Packages = NO ENTRY – we issue in cases only
- Save and Print your order

Cupboard Numbers:

- 120-GP (Homewood GP)
- 130-GP (Joliet GP)
- 140-GP (Lisle GP)
- 150-GP (Merrillville GP)
- 160-GP (Vernon Hills GP)
- 110-P (1919 Pershing, Chicago)
- 110-K (3001 Knox, Chicago)

The Transactions tab details all troop activity for the sale – including initial sales and all cupboard or roving trailer orders.

TCMs are not allowed to make changes or additions to their troop account. Transactions between troops are not recorded in eBudde™ because it affects girl incentive calculations and troop PGA.

Incentives

- Initial Incentive Order
 - Initial incentives are the two additional awards that girls and the troop earn regardless of the troop proceed plan. Girl and troop awards are based on initial sales only
 - Click on the **Fill Out** button
 - Click on each girl’s name
 - If the girl earned the 100+/150+ girl award(s) the items will automatically appear in the initial incentive order – no entry required
 - If the troop earned the t-shirt award, quantities of each size must be entered on the lower half of the screen; the order will not be placed if sizes are not included
 - Click **SUBMIT INCENTIVE ORDER**

- Initial Incentive Order **Report**
 - Click on Incentive Tab
 - Initial Incentives line - Click **GIRL REPORT**
 - Click **OK** to open the file
 - Print the Report
 - Bring the report with you when you pick up your order
 - Use the report to distribute items to the girls
- Final Incentive order
 - For troops who chose the 65¢ proceed plan only
 - Final incentives are the items earned at the end of the sale detailed on the back panel of the order card
 - Re-assign booth sale cookies before reviewing the girl’s final incentives (see Girl Tab instructions above)
 - No other data entry required
 - **NOTE: If incentives show up on this tab and your troop elected the 75¢ proceed plan – Go to the SETTINGS tab and click the NO INCENTIVES checkbox.** Click **SUBMIT FINAL ORDER**
- Final Incentive Order **Report**
 - Click on Incentive Tab
 - Final Incentives line - Click **GIRL REPORT**
 - Click **OK** to open the file
 - Print the Report
 - Bring the report with you when you pick up your order
 - Use the report to distribute items to the girls

Sales Report

- Review the entire report to insure troop account accuracy
- Final package totals include initial order, Gift of Caring (GOC) packages (initial and add-on) ,and cupboard or roving trailer transactions
- Review your deposits
 - Allow your SUCM a few days to post your deposit receipts
 - Submit late receipts to the Gathering Place directly – not to the SUCM. **IDENTIFY YOUR TROOP NUMBER ON ALL DEPOSIT SLIPS AND RECEIPTS**
- Report discrepancies in your troop account to your SUCM as soon as possible
- Print a copy of the sales report
- Give the leader:
 - Final Sales Report
 - Pink copy of all council bank deposit slips and white bank teller receipts
 - Deposit slip for troop proceeds (troop bank account)

REMINDER - -

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**Submit all deposit slips and bank teller receipts your SUCM
at the conclusion of the sale.**