



e Budde 

For Troop Cookie Managers



go to...

<https://ebudde.littlebrownie.com>

The Product Sales Team!

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Troop Cookie Managers

Who do you contact if you have questions?

Troops should contact their SUCM with all questions!

SUCM Name: _____

SUCM Phone Numbers:

Home: _____

Cell: _____

Email Address: _____



Troop users will be given access to eBudde by their Service Unit Cookie Manager!

Welcome to eBudde 4.2 with new features and functions to make the 2010-2011 Cookie Sale Season a success.

eBudde★ **Member Log In**

eMail Address:

Password:

By logging on I am indicating my agreement with the terms and conditions of eBudde.

- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde.

To change info →

Forget your password? →

First time users or returning volunteer wishing to update their information.



As a first-time user, you must change your password. This enhances security and creates a password that's easy for you to remember.

Also, please take the time to enter your contact info.

New Password:

Confirm New Password:

E-mail:

First Name: Phone #:

Last Name: Cell #:

Address:

Address2:

City: State: Zip:

Upon clicking submit you will be taken back to the login screen where you will login using your updated information!

Troop Dashboard

eBudde DEMO 2011-12 Sales Season

Home Help eLearning Manuals LittleBrownie.com

Hide Navigation


Navigate Here: Council

Troops
Troop 20148

Troop (20148) Dashboard

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Incentives Deposits Sales Report

Messages: Important Things You Need To Know



Print Dashboard

Troop Checklist

- ◆ Settings and Contacts
- √ Enter Girl Names
- √ Submit Initial Cookie Order
- Submit Initial Incv. Order
- ◆ Signup for Booth Sales
- ◆ Credit Girls With Cookies
- ◆ Enter / Verify Transactions
- Submit Final Incentives
- ◆ Enter Deposits
- ◆ Print & Submit Sales Report

◆ Recommended activity

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Troop Order Due Troop Init Incv Due	27	28
29	30	31	1	2	3	4

The Troop Dashboard displays a Message Board, a Monthly Calendar, and a Checklist. Please check these daily for they may be updated at anytime!

Troop Contact Information

Contacts

Nedette Otterbein nnnnm mmmm mlllll, mn 12367	Troop Leader ngotter@comcast.net Phone: Cell: Gets email Active	Edit
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Troop (20148) Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Incentives Deposits Sales Report

**Nedette Otterbein
Contact Information**

First name: <input type="text" value="Nedette"/>	Home phone#: <input type="text"/> (opt)
Last name: <input type="text" value="Otterbein"/>	Cell phone#: <input type="text"/> (opt)
Address: <input type="text" value="nnnnm"/>	Receives email: <input checked="" type="checkbox"/> Active: <input checked="" type="checkbox"/>
Address2: <input type="text" value="mmmm"/>	Log in: ngotter@comcast.net
City: <input type="text" value="mlllll"/> State: <input type="text" value="mn"/> Zip: <input type="text" value="12367"/>	

Submit **Cancel**

If for some reason you feel you unsubscribed your self from email check to see if the receives email box is checked.

Troop Settings

[Edit Settings](#)

Settings

Number: 20041	#Girls Registered:
#Girls Selling:	Troop Goal (pkgs):
Level: Brownie	No incentives/additional Proceeds: no
Bank Name:	Bank Routing No.:
Bank Account No.:	

Generic Proceeds Fulfillment

250+ w/o incentives (0.050): no

Data Points From the 2010-11 Sale

Initial Order Pkgs: 708	Addl Order Pkgs: 0
Girls Selling: 7	Girls Registered: 7
Troop Goal Pkgs: 0	

Troop Cookie Chairs

dunawayelizabeth@yahoo.com	()	Gets email	Active
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Information found here is pulled from last years program for the Troop dashboard to track against last year.

Please review and edit if necessary!

Troop Settings-Edit

Dashboard | Contacts | **Settings** | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Incentives

Settings

Number:

#Girls Selling:

Level:

Bank name:

Bank Account No:

#Girls Registered:

Troop Goal (pkgs):

No incentives/additional Proceeds:

Bank routing no:

Data Points From the 2010-11 Sale

Initial Order Pkgs: 840	Addl Order Pkgs: 183
Girls Selling: 6	Girls Registered: 6
Troop Goal Pkgs:	

Troop Leaders

_____ Add a new troop leader _____

E-mail:

First name: Last name:

Act
 Rec
 Add

eBuddle will automatically calculate the number of girls registered with the troop as you enter their names into the system. It will also calculate the number of girls participating as you enter their orders.

Junior – Ambassador Troops vote to take the extra proceeds. If they vote to take the extra proceeds check this box.

Troop Cookie Chairs

b.pfeiffer@comcast.net (Becky Pfeiffer) Remove?

_____ Add a new troop cookie chair _____

E-mail:

First name: Last name:

Active?
 Receives email?
 Add to all seasons?

Troop View Only Users

_____ Add a new troop view only user _____

E-mail:

First name: Last name:

Active?
 Receives email?
 Add to all seasons?

Delivery Information

becky (1) Delivery Sheet

Dashboard | Contacts | Settings | Troops | Init. Order | **Delivery** | Transactions | Deposits | Incentives | Reports

Note: You have not yet submitted your initial order.

Print
Submit My Info

	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Cases per Variety	0	0	0	0	0	0	0	0	0
Total cases including any other troops picked up for									0

Will you be picking up for other troops? yes no

Please select your Delivery Station:
 Delivery Site (1) : 07/31/2011 : 8:00am - 5:00pm

Time	Line #1
8:00am	
8:05am	
8:10am	
8:15am	T6073
8:20am	
8:25am	
8:30am	

Troops will select a time frame to pick up their delivery.

To select a time:

- Click once to add the troop
- Click twice to remove the troop

Troops are able to pick up for more than one troop.

Dashboard | Contacts | Settings | Troops | Init. Order | **Delivery** | Transactions | Deposits | Incentives | Booth Sites | Reports

Note: You have not yet submitted your initial order.

Print
Submit My Info

	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Cases per Variety	0	0	0	0	0	0	0	0	0
Total cases including any other troops picked up for									0

Will you be picking up for other troops? yes no

What troops will you pick for?

Please select your Delivery Station:
 C900 Council Training (C900) : 02/14/2012 : 8:00am - 10:00am

Time	Line #1
8:00am	
8:03am	
8:06am	
8:09am	
8:12am	
8:15am	
8:18am	

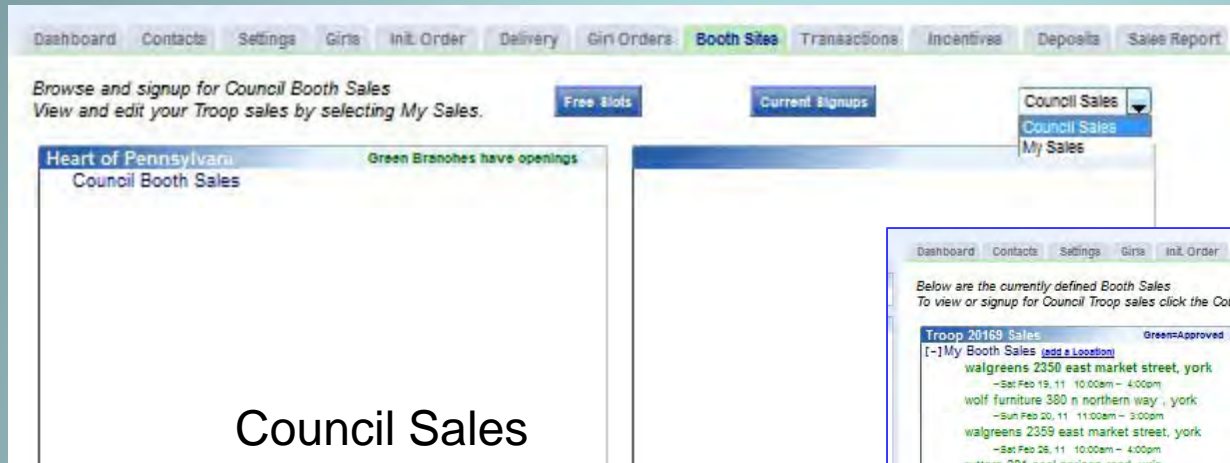
Individual Girl Orders

Comment	Initial	Booth	Other	Total	Total Due	Paid	Bal. Due
Init. Order *Locked*	33	0	0	33	\$ 115.50	\$ 0.00	\$ 115.50
Walmart	0	100	0	100	\$ 350.00	\$ 350.00	\$ 0.00
	33	100	0	133	\$ 465.50	\$ 350.00	\$ 115.50

To edit or add more orders to the girl

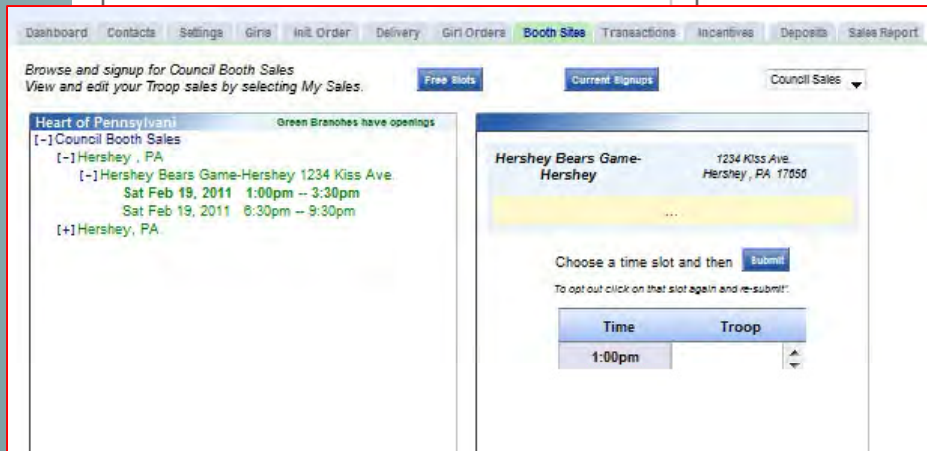
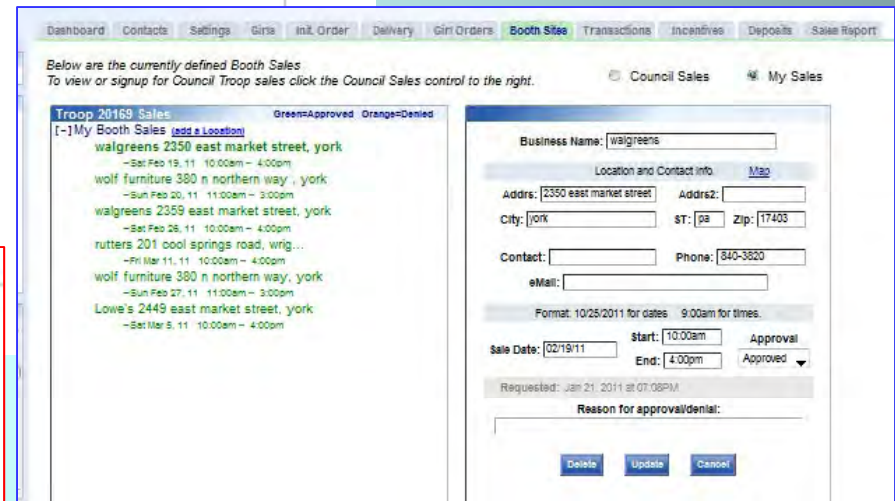
- Click on the girls name you wish to update. The program will open the individual girl's account.
- The Comment column is for you to enter a booth location name or anything to help you remember when this order is given to you. (Perhaps the date given to you or a customers name.)
- Enter the total amount of cookies in the column as needed.
 - Initial Order column is locked for editing
 - Booths Sales
 - Other- additional Cookie Order
- Enter the amount collected for booths sales cookies on the accounting side and each time a girl hands money into the troop.
- Remember to save each added transaction!

Troop Booth Request



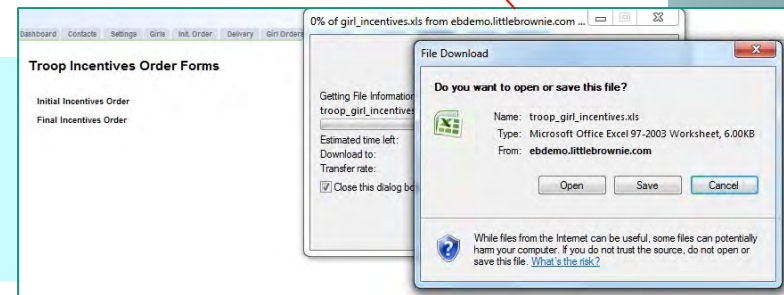
Council Sales

My Sales



Only Council Booth Approvers are able to approve booths. Council sponsored locations- troops must contact their area Cookie Booth Approver to be scheduled for this particular booth site.

Incentives Tab



Troop Incentives

All Troops must submit their incentive order-even those taken extra proceeds!

Patches are calculated for troops taking extra proceeds and are included as an incentive on the incentive tab.

- Click on the incentive tab
- Click View to see the incentives Calculations for the girls and the troop
- Click Fill out to actually go in and select incentives and submit for each girl and troop.
- Click Girl Report to obtain an excel spreadsheet of the incentives each girl has earned.

Troop & Girl

Dashboard | Contacts | Settings | Girls | Init Order | Delivery | Girl Orders | Booth Sites | Transactions | **Incentives** | Deposits | Sales Report

Use the form below to fill out your initial incentive order.
Click on a girl id at the top to edit a girl's incentive order.

GIRL ORDERS:

[Katelyn A.](#) receives 3 incentives (size/catalog selection needed)

TROOP ORDER:

Box Level	Quantity	Incentive
125	1	Bandana
	1	Super Patch
200	0	GSHPA T-Shirt
		<input type="radio"/> YM
		<input type="radio"/> AS
		<input type="radio"/> AM
		<input type="radio"/> AL
		<input type="radio"/> AXL
	1	Goal Achiever Patch

Girl Incentives

Notification

Incentives Submitted for Katelyn A.

Warning: You have made changes to the girl orders, don't forget to re-submit your troop order, if necessary!

Individual Girl

Dashboard | Contacts | Settings | Girls | Init Order | Delivery | Girl Orders | Booth Sites | Transactions | **Incentives** | Deposits | Sales Report

Boxes sold: 260

Box Level	Incentive
125	Bandana
	Super Patch
200	GSHPA T-Shirt
	<input type="radio"/> YM
	<input type="radio"/> AS
	<input checked="" type="radio"/> AM
	<input type="radio"/> AL
	<input type="radio"/> AXL
	Goal Achiever Patch

On the Troop & Girl Screen

Go in each girls account by clicking on their name to make sure their patches are included.

In the Individual girl account

- Select any incentives for the girl where a choice is given.
- Click Submit on the individual Girl Account screen only once when you are sure her incentive request are correct.
- You will see the notification at the top of each girls account after you submit their order for a few seconds and then it disappears.

Incentives

Troop

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions **Incentives** Deposits Sales Report

Use the form below to fill out your initial incentive order.

TROOP ORDER:

Box Level	Quantity	Incentive
125	1	Bandana
	1	Super Patch
200	1	GSHPA T-Shirt
		0 YM
		0 AS
		1 AM
		0 AL
		0 AXL
	1	Goal Achiever Patch

[Cancel](#) [Submit Incentive Order](#)

Upon completion of submitting each girls incentives- You must submit the entire troops incentive order!

- Click the orange Submit Incentive Order Button

Once council submits the order to Little Brownie your fill out button will disappear!

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions **Incentives** Deposits Sales Report

Troop Incentives Order Forms

Initial Incentives Order	View	Girl Rpt
Final Incentives Order	View	Fill Out Girl Rpt

Deposits

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Incentives Dep

Add Deposit
Export Save

Column Filter: No Filter
Low:
High:

+ Bank	▼ Date	+ Ref. Number	+ Verified	+ Troop	+ Amount
SACH Pilot Program Deposit					
Council Only- Adjustments					
Council Only- Debt Write Off					
Council Only- Juliette-PS Dough					
Council Only- Uncollected					
Council Only- Refund					
Harrisburg- Mailed or Drop Off					
Juliette Deposit					
SUCM Collected					
Total					0

You will see a listing of all deposits for your troop. To enter a deposit:

- Select the Bank-the method to which you are submitting the amount of council proceeds due.
- Enter the date and the amount of the deposit of council proceeds due that you are sending to council.
- Enter a code for the Ref. Number (check or money order number)
- Enter the amount being sent to Council.

Note

The Finance Department will check that the deposit has been received and check the verified column if received. If the amount received is different then what the troop entered the Finance department will change it to reflect what was actually received!

Troop Sales Report

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Incentives | Deposits | **Sales Report**

Council Heart of Pennsylvania, Troop 20148 Sales Report

Dark Blue Circle - Troop Cookie Manager and Leader information

Red Circle - Troop information.

Aqua Circle - Set Proceeds and Banking information

Pink Circle - Transactions

Green Circle - Troop Sales & Proceeds earned, Council Proceeds Due.

Yellow Circle - Accounting- Deposits made and entered into ebudde showing any balance due

Yellow Starburst - Juliettes are responsible for turning in all money collected (Total Troop Sales) to the SUCM.

Dark Blue Circle - Troop Cookie Manager and Leader information

Red Circle - Troop information.

Aqua Circle - Set Proceeds and Banking information

Pink Circle - Transactions

Green Circle - Troop Sales & Proceeds earned, Council Proceeds Due.

Yellow Circle - Accounting- Deposits made and entered into ebudde showing any balance due

Hedette Otterbein
 nnnnm
 mmmm
 mllll, mn 12367
 email: hpotter@comcast.net
 Phone:
 Cell:

Patty Sellers
 220 Hedgewick Ln.
 Wrightsville, PA 17368
 email: psellers220@comcast.net
 Phone: 717-252-6444
 Cell:

Girls Selling: 12
 Girls Reg.: 12
 Init. Girls Sellg: 1
 Level: AMB
 SU Name: 223 SHAWNEE
 SU Number: 223
 Sales Goal: 0
 PGA Selling: 22:0000
 PGA Registered: 22:0000
 Initial PGA: 264.0000

Pkg price: 3.50 Case price: 42.00
 Trp Proceeds Rate: 0.550 No Inv Proceeds: 0.050
 Generic Proceeds 1 (250+ w/o incentives) : 0.05 no

Bank Name: Sovereign Bank
 Routing No.: 231372691 Acct No.: 3334891154

Pkgs received:		Deposits Made		
Initial Order		Date	Reference	Amount
Total Pkgs Received	264	Total Deposits \$ 0.00		
Total Troop Sales	\$ 924.00	Council Proceeds \$ 765.60		
Troop Proceeds	-\$ 158.40	Deposits Made -\$ 0.00		
Council Proceeds	\$ 765.60	Amount You Owe Council \$ 765.60		
Signature: _____				

[View report in CASES](#)
[Print Page](#)
[Show as PDF](#)

Dark Blue Circle- Troop Cookie Manager and Leader information

Red Circle- Troop information.

Aqua Circle- Set Proceeds and Banking information

Pink Circle- Transactions

Green Circle- Troop Sales & Proceeds earned, Council Proceeds Due.

Yellow Circle- Accounting- Deposits made and entered into ebudde showing any balance due

Please enter all deposits (Troop checks , money orders or ACH Drafts) sent to council of council proceeds due into eBudde.

Print this report , sign and give to SUCM with deposit of Council Proceeds. Make and keep a copy to give to the troop leader for the end of year finance report due July 31st of each year.



Questions



We'll answer any questions you might have now!

If after exiting the webinar you have questions, please contact your SUCM who will be able to answer your questions or get an answer for you!

You are also welcome to contact a Product Sales Associate!

Thank you!

We look forward to a wonderful



Cookie Program!

Thank you for time, energy and efforts!



*Happy 100th Anniversary
Girl Scouts!*