eBudde Login

All transactions, including ordering and allocating cookies and money management, are handled through one website: *https://eBudde.littlebrownie.com*.

Accessing eBudde

User accounts will be activated by your SUCPC only after your troop has submitted BOTH the Troop Cookie Chair Agreement and ACH Form.

- When you have been granted access to eBudde, you will be sent an email to the email account you listed on your Troop Cookie Chair Agreement.
- Click on the link in the email and follow the prompts to set your password.

Once you have logged in and changed your password, you will be taken to the Troop Dashboard page (See Fig 1). This is the screen you will see every time you log into eBudde. It will show you important messages from GSGLA and/or your service unit. There is also a troop checklist on the right side of the dashboard to help you track upcoming steps during the sale.

Figure 1

Set Up Troop and Banking Information

The first time you log in to eBudde, you will need to set up your troop and banking information.

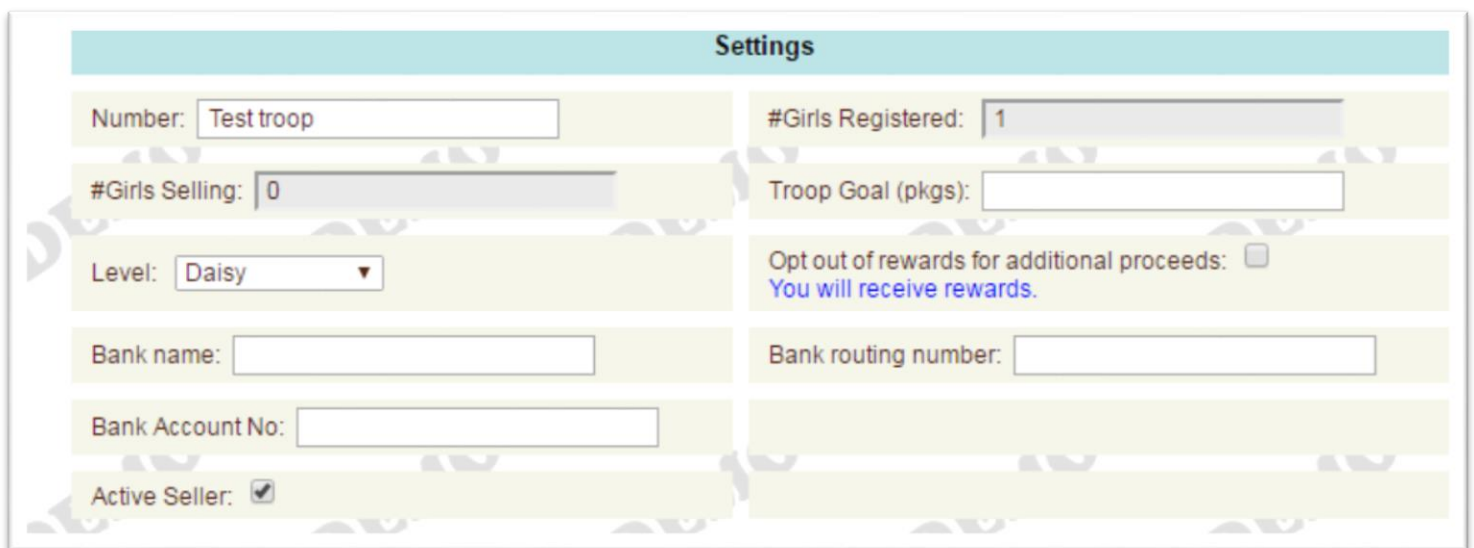- Click on the **SETTINGS Tab** *and* then click the **EDIT SETTINGS** button. (See Fig. 2.)

Troop Information
- o Verify that your five digit troop number is correct in the Number field. (May include leading zeros.)
- o The "#Girls Selling" and "#Girls Registered" fields will automatically populate as girls are uploaded and packages are allocated to girls.
- o Choose the Troop/Group Age Level (i.e., Brownies, Juniors, etc.)
- o Check "Opt Out" for additional proceeds ($.10/package) ONLY if your troop is opting out of girl rewards. (Only available to Cadettes and above.)

Banking Information
- o Troops that submit their eForms (both TCC Agreement and ACH Authorization) by the due date will have their banking info uploaded into eBudde. Troops need to make sure their banking info is in eBudde before submitting their SIO, or their SIO will not be placed. If they were **not** part of the upload, troops will need to manually enter the information (instructions follow).
  - ▪ Enter your troop's bank name, routing and account number. (This is MANDATORY: The troop starting inventory order will NOT be accepted without the troop banking information entered into eBudde.)

Figure 2

Granting eBudde Access to Other Troop Users
- o Add/update information for the troop leader and troop cookie chair
- o Add anyone who will be picking up cookies for the troop from the cookie cupboard as a "Troop Cookie Pick Up Only User."
- o WARNING: If you add a person as Troop Cookie Pick Up Only User that person will **ONLY** be allowed to view eBudde and cannot make any changes or add any orders, even if that person was also listed as the cookie chair or leader. Only add someone as Troop Cookie Pick Up Only User if their **sole role** is to pick up cookies at the cupboard. **Do not list yourself or the troop leader in this section**.
- o Click **UPDATE** once all modifications have been made.

Edit Girl Information

All girls registered with your troop by December will automatically be uploaded into eBudde and Digital Cookie the first two weeks of January. Additional girls will be added regularly as they register in MyGS. Troop chairs will not have access to add or delete girls.

TCCs may deactivate girls who are no longer participating with their troop.
- Click on the *GIRLS Tab* (See Figure 3)
- Select Inactive on the row of the inactive girl's name
- Click Hide Inactive (this will hide the inactive girl(s) from your *GIRL ORDERS Tab*).
- Click Update

Figure 3
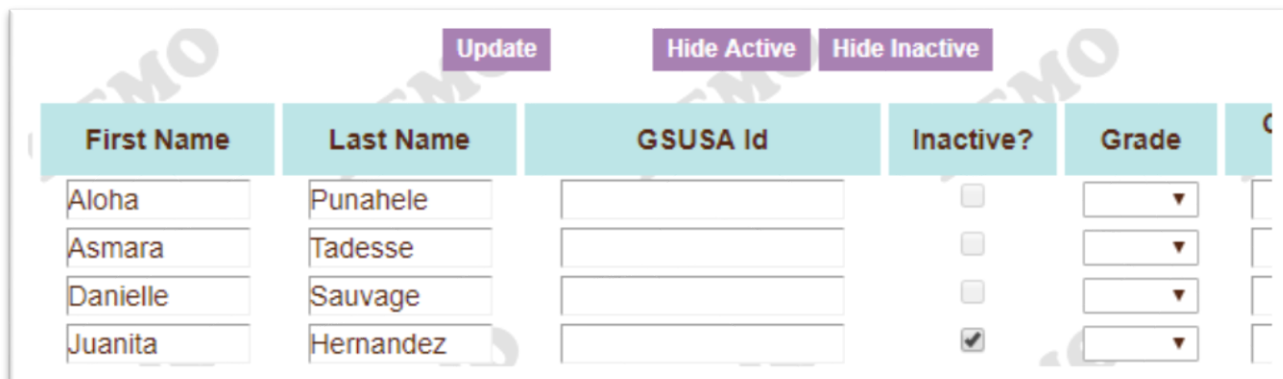
eBudde Online Booth Scheduler

Your troop will have many opportunities to sell cookies at booths, which are council-approved, non-residential areas/sites. To help you estimate the size of your Starting Inventory Order (SIO), you will have access to the eBudde Booth Scheduler before your SIO is due. The eBudde Booth Scheduler will list the locations and shifts available and will be updated throughout the cookie sale. Boothing locations are arranged **ONLY** by your SU Boothing Chair (SUBC) and must be pre-approved (if you find a one-time booth opportunity such as at a school or small business, contact your SUBC for approval). If you have a suggestion for a site, share your recommendation with your SUBC and they will contact the site/business.

How it works: To ensure equal opportunity for all troops, sign-ups are in multiple cumulative rounds, which means if you miss Round 1, you will be able to select up to five shifts in Round 2 and catch up with other troops. Each round is open for a set amount of time, except for Round 9, which does not close.

During Round 1, you may only sign up for booths **within your service unit** or geographic boundaries. After Round 1, you may sign up for any booths listed in the Booth Scheduler. SU or GSGLA staff may drop troops from improper sign-ups without notification.

Round	Date opens	Time opens	Date closes	Time closes	Number of choices
1	1/4	8:00 pm	1/5	7:59 pm	3 (Home Service Unit **only**)
2	1/11	8:00 pm	1/12	7:59 pm	2
3	1/15	8:00 pm	1/16	7:59 pm	4
4	1/27	8:00 pm	1/28	7:59 pm	11
5	2/3	8:00 pm	2/10	7:59 pm	50
6	2/10	8:00 pm	2/17	7:59 pm	40
7	2/17	8:00 pm	2/24	7:59 pm	30
8	2/24	8:00 pm	3/3	7:59 pm	25
9	3/3	8:00 pm	n/a	n/a	25

Select a Booth Location and Time for Your Troop

- Click on the **BOOTH SITES Tab**
- From the panel on the left (see Fig. 4), select the City, Location (store, bank, etc.), and Date from the list by clicking each level to explore the options. (Remember, during Round 1, you may only chose booths located in your Service Unit's geographical area.)
- Available time slots will appear in the panel on the right (available slots will be in green; slots that have been reserved by others are in blue).
- Click on a green booth and select your booth time slot by clicking in an empty box; your troop number will appear in the space.
- Click **SUBMIT** to reserve your time slot.

Figure 4

Reserving Excessive Booths

Troops may reserve a reasonable number of booths by taking into consideration their girls' and parents' availability, the troops' goals, and the number of girls who wish to participate in boothing, and are discouraged from monopolizing sites. SUCPCs may determine if a troop has scheduled more booths than they can reasonably be expected to fulfil, and will work with the troops to reduce that number if necessary. If a troop is unresponsive or unwilling to work with their SUCPC, a SUCPC may delete excessive booths based on their judgment and in cooperation with the Product Programs Manager for that service unit.

Cancel a Reserved Booth

Every attempt should be made to cancel a booth as soon as you know you can't hold the booth. Other troops are constantly on the hunt to scoop up late breaking booths. Let your SU Boothing Chair know that a booth has become available. They can communicate with other troops so that prime times and locations are utilized.

The information in the Booth Scheduler feeds directly into the Cookie Finder. Keeping it up to date is critical. If you cannot fulfill a booth, you MUST release the booth in eBudde so that another troop can take the spot, and so that customers do not go to a booth that will not be open for business. GSGLA receives dozens of customer complaints each year because troops neglect to cancel booth spots that they couldn't fill. We want to support the public that supports us, so please release the booth in eBudde as soon as you know you will not be able to use that booth. Repeated no-shows without canceling in eBudde will result in consequences.

- Click on the *BOOTH SITES Tab*
- As when you selected your booth, navigate to that location, date, and time.
- Select the time slot you reserved (your troop number shows), which will remove your troop from that time.
- Click **SUBMIT** to save your changes.
- The booth is now immediately available to other troops to reserve.