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.

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

Banking Information
- 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.)

- Click **UPDATE** once all modifications have been made.

Granting eBudde Access to Other Troop Users
- From the **Contacts** tab, add/update information for the troop leader and troop cookie chair.
- Add anyone who will only be picking up cookies for the troop from the cookie cupboard as a "Troop Cookie Pick Up Only User."
  - NOTE: If you add a person as Troop Cookie Pick Up Only User that person will **ONLY** be allowed to view orders and cannot edit or add any orders. 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**. (*Note also, if the person you add to this role has a different role with a different troop or the service unit, do not add them in this role as it will affect their other roles.*)
- Click **UPDATE** once all modifications have been made.