Troop Site Girl Distribution Quick Sheet

Overview

The **Troop Site Girl** is a temporary holding place for activity generated through **either** of the troop's **Troop Site Links**.

The Troop Site Girl stores:

- Orders
- Packages
- Payments
- Donation packages
- Distribution records

Important: A sale is not the same as girl credit. Girls do not receive credit until activity is distributed from the **Troop Site Girl**.

Troop Site Links

Why The Troop Site Link Matters

"Your troop site links make it easy to sell cookies online—whether that's in addition to your regular cookie booths or instead of them. When you set up your troop site, **you may have two links available** (depending on your council's settings). These links help your troop reach new customers in your community and beyond."

"**All purchases from either link will show in your troop records on the *Troop Site Girl* in eBudde.**"

Troop Site Link

This link works just like a Girl Scout's personal link. Customers can choose from:

- Shipping
- Donation
- Delivery
- In-Hand (via Take-A-Payment)

(Options depend on what your council has enabled.)

You can turn delivery off for the troop link the same way a caregiver can for their Girl Scout.

Troop Ship Only Link

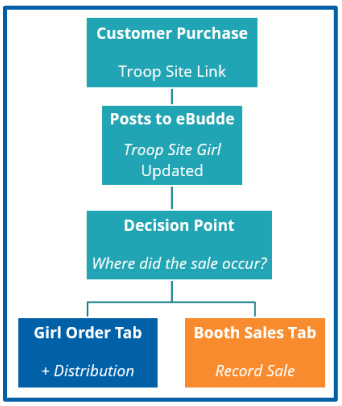
This link is for Shipped and Donated orders only.

Once your site is published and the National Girl Scout Cookie Finder is live, your Troop Ship-Only link will automatically appear for customers searching for troops nearby.

- Excerpts from GSUSA's 2026 Digital Cookie Troop Site Link Quick Tip Sheet.

Troop Site Girl vs. Booth Sale Recorder

Understanding where the sale occurred determines which distribution method should be used.

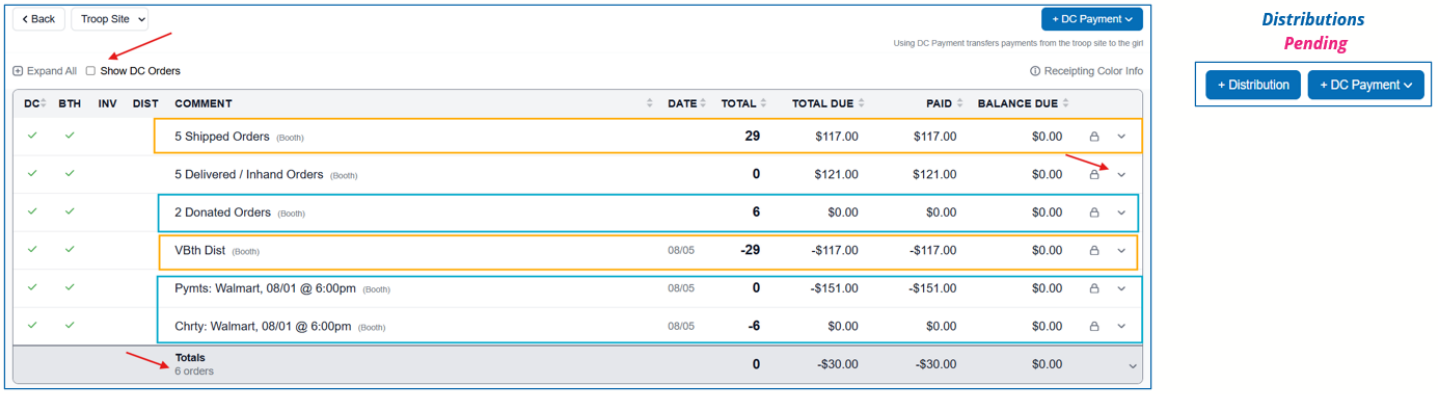


Reading the Troop Site Girl

Girl Order Tab – Troop Site Girl

Distributions Complete

Distributions Pending



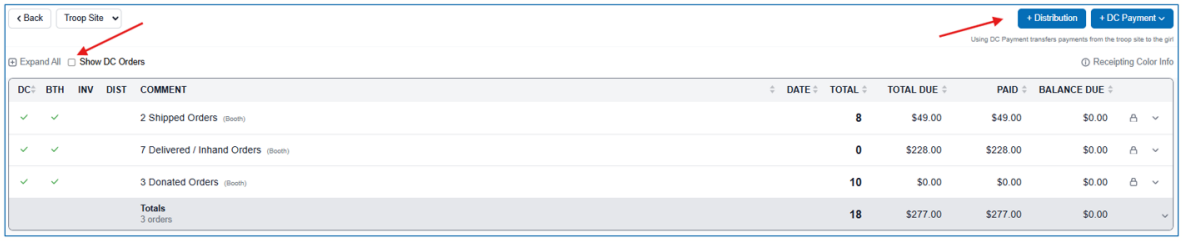
DC	BTH	INV	DIST	COMMENT	DATE	TOTAL	TOTAL DUE	PAID	BALANCE DUE
✓	✓			5 Shipped Orders (Booth)		29	$117.00	$117.00	$0.00
✓	✓			5 Delivered / Inhand Orders (Booth)		0	$121.00	$121.00	$0.00
✓	✓			2 Donated Orders (Booth)		6	$0.00	$0.00	$0.00
✓	✓			VBth Dist (Booth)	08/05	-29	-$117.00	-$117.00	$0.00
✓	✓			Pymts: Walmart, 08/01 @ 6:00pm (Booth)	08/05	0	-$151.00	-$151.00	$0.00
✓	✓			Chrty: Walmart, 08/01 @ 6:00pm (Booth)	08/05	-6	$0.00	$0.00	$0.00
				Totals 6 orders		0	-$30.00	-$30.00	$0.00

What You're Seeing

- ✅ **VBth Dist** = Created when activity from the Troop Site Girl is distributed using +Distribution.
- ✅ **Pymts**: Booth, Date, Time = Created when activity is distributed using the Booth Sale Recorder.
- ✅ **Chrty:** Booth, Date, Time = Created when donation packages are distributed through the Booth Sale Recorder.

When is + Distribution Available?

Girl Order Tab – Troop Site Girl



Page Details

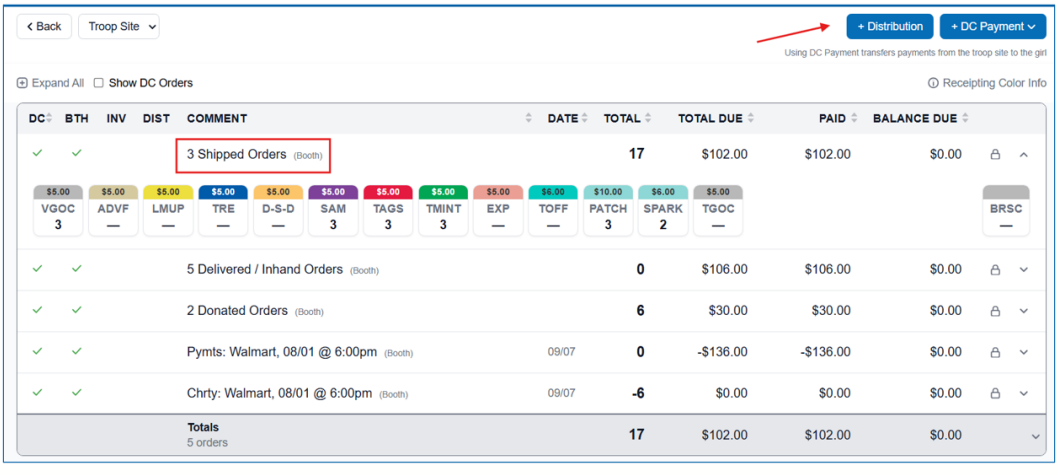
- ✅ The + Distribution button appears when activity is **eligible for distribution.**
- ✅ Troop Site activity remains with the *Troop Site Girl* until distributed.
- ✅ Distribution assigns packages, payments, and credit to participating girls.

If activity is sitting with the Troop Site *Girl*, girls have not yet received credit.

How to Distribute Activity

1. Open the **Girl Order Tab (GOT)**.
2. Select the **Troop Site Girl**.
3. Click **+ Distribution**.
4. Assign packages to participating girls.
5. Click **Save Distribution**.

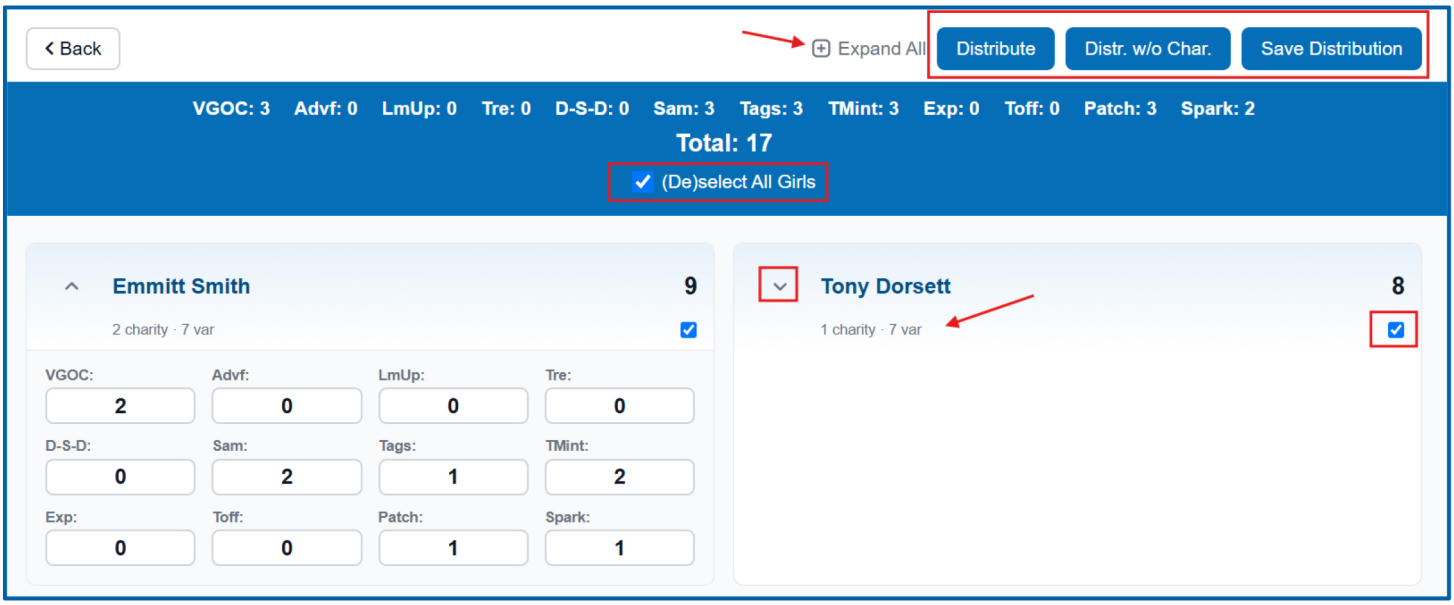
Result: Both the Troop Site Girl and selected Girl Scout records are updated.



The user will distribute the 17 shipped packages from the *Troop Site Girl* to the troop's Girl Scouts.

Distribution Options

By default, **All Girls** are selected and available packages are distributed evenly among the selected girls.



Adjusting the Distribution

To customize the distribution:

- Clear the **(De)select All Girls** checkbox to manually control which girls receive credit.
- Remove an individual girl from the distribution by clearing the checkbox next to her name.
- Expand a girl's record to manually adjust package and donation quantities.
- Modify package counts as needed before saving the distribution.

Distribution Methods

- **Distribute**
  Use when donation packages should be assigned during the distribution process.
- **Dist. w/o Char**
  Use when donation packages will be assigned at a later time.
  Note: GSGLA does not recommend you wait to assign packages.

Save the Distribution

Click **Save Distribution** to complete the process.

- The **Troop Site Girl** record is updated.
- The selected **Girl Scout** records are updated.
- Corresponding distribution entries are created.

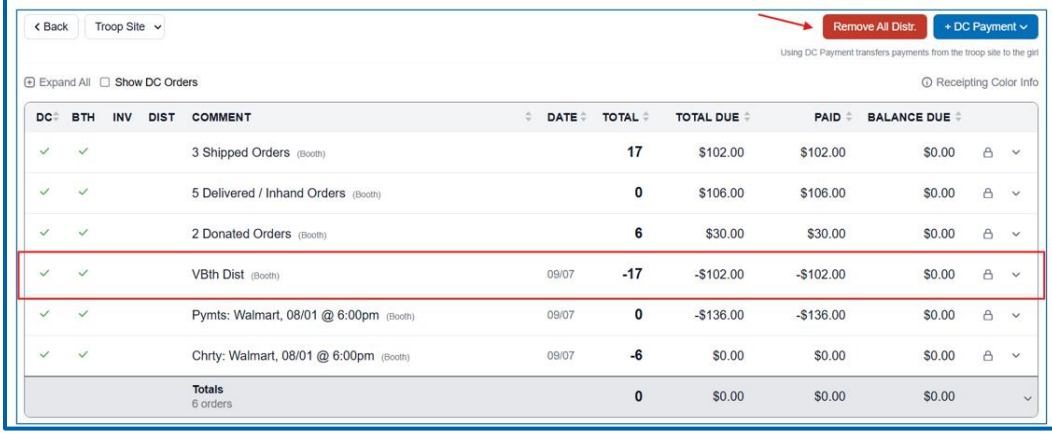
Important

eBudde **will not allow** the distribution of more packages than are available on the **Troop Site Girl**.

What Happens After Distribution?

Results

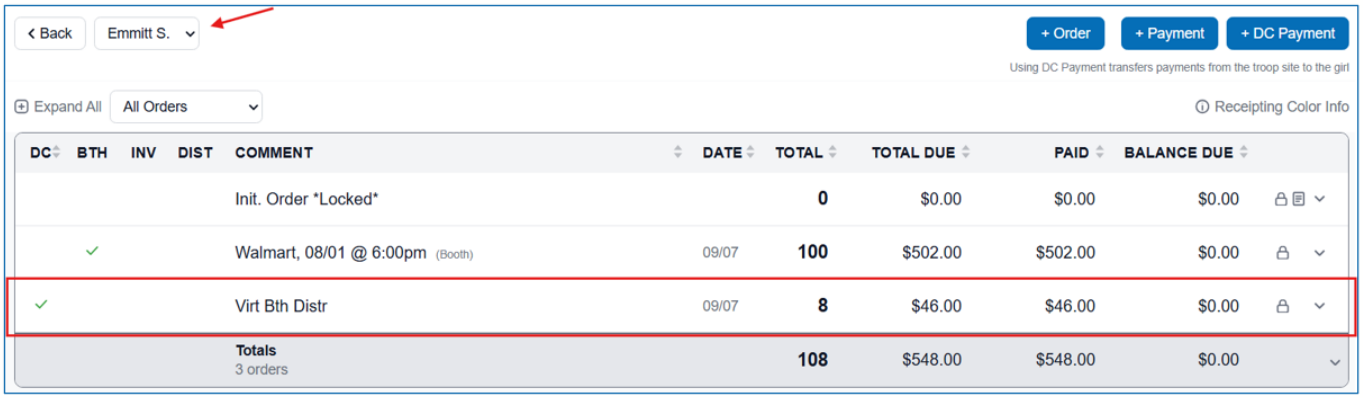
- ✅ Packages move to girls
- ✅ Payments move to girls
- ✅ VBth Dist entry is created



The **VBth Dist** entry is **confirmation** that activity was distributed.

Viewing the Girl Scout Record

Girl Order Tab – Traditional Girl (*Offsetting Distributions*)



What You're Seeing

- ✅ Distribution activity **creates corresponding entries** on participating Girl Scout records.
- ✅ These records represent the packages, payments, and credit moved from the *Troop Site Girl*.

Understanding + DC Payment

The +DC Payment button is frequently misunderstood.

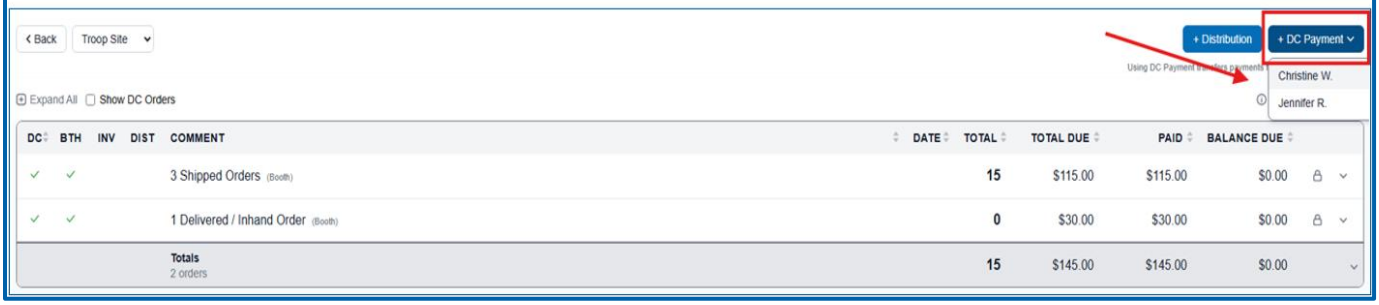
Use + DC Payment When
The *Troop Site Girl* contains:
- Delivered Orders
- In-Hand Orders

and the sale **did not originate from a booth**.

What It Does
Moves **payment credit** from the *Troop Site Girl* to the **chosen girl**.

Important

+ DC Payment moves payments only. It does not distribute packages.



Moving Credit After Distribution

Before attempting to make corrections on a Girl Scout's **Girl Order Tab**, contact your council for assistance. **Council Heads** have access to the **Remove All Distributions** function, which is not available to troop users.

What Does Remove All Distributions Do?

The **Remove All Distributions** action:
- Removes all **VBth Dist** distributions.
- Removes corresponding distribution entries from all affected girls.
- Returns the activity to the **Troop Site Girl**.
- Requires the troop to redistribute the activity.

Important
Because **Remove All Distributions** removes activity for all affected girls, troops should not attempt to manually correct distributed activity without consulting the council first.