Troop User Manual

2025–26 COOKIE SEASON

eBudde.LittleBrownie.com

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WHAT'S NEW

Quick Highlights

- **Modernized design for easier navigation**
- **New Balance Due widget on Troop Dashboard**
- **Enhanced Help Center for faster support**
- **Locked fields for added security**
- **Booth Sale Recorder now supports charity allocation**

2026 Optimizations

✓ Modernization

- Brighter colors, refreshed logos, and updated visuals create a more engaging experience.
- ***Why it matters:*** Easier navigation and a cleaner look make tasks faster.

✓ Help Bubbles

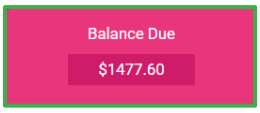
- Tap the **"?" icon** for instant tips and guidance—available throughout eBudde.
- ***Why it matters:*** Quick answers without leaving the page.

✓ Updated and Enhanced Resources

- The **Help Center** has been streamlined for faster access to guides, videos, and FAQs.
- ***Why it matters:*** Find what you need in fewer clicks.

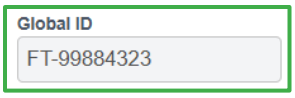
✓ Troop Dashboard – Balance Due

- New widget shows the amount owed to Council at a glance.
- ***Why it matters:*** Helps troops stay on track with payments.



✓ Locked Fields

- Global/GSUSA IDs are now locked to prevent accidental edits.
- ***Why it matters:*** Protects critical data from errors.



✓ Girl Delivery – Distributed Flag

- Mark DOC Girl Delivery orders as distributed with a simple checkmark—inventory is **not** impacted.
- ***Why it matters:*** Provides clear visual tracking for volunteers.

✓ Booth Sale Recorder

- Now supports allocation **with or without charity packages**.
- ***Why it matters:*** Flexible options for booth sales and donations.

✓ Troop Site Link – Booth Reconciliation

- Enter donation package totals from troop booth sales; eBudde auto-removes them from the Troop Site "girl" record.
- ***Why it matters:*** Saves time and reduces manual adjustments.

✓ Report Enhancement

- Troop Initial Order Delivery Confirmation now includes troop number for easy identification.
- ***Why it matters:*** Faster pickup verification.

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Troop Total
Troop 91	13	7	13	9	21	19	25	14	4	125

✓ Digital Cookie – Girl Release

- When a Girl Scout is released to another council, her Digital Cookie store is automatically deactivated.
- ***Why it matters:*** Ensures a smooth transition without duplicate stores.

EBUDDE WEB AND APP SYSTEM REQUIREMENTS

Quick Highlights

- Works on major browsers: **Edge, Chrome, Firefox, Safari**
- Compatible with **iOS 18+**, **Android 13+**, and latest tablets
- Minimum specs: **2.0 GHz CPU, 4GB RAM**
- Recommended specs: **3.0 GHz CPU, 8GB RAM+**

Approved Web Browsers

Use the latest versions of **Microsoft Edge**, **Google Chrome**, **Mozilla Firefox**, or **Apple Safari**.
Why it matters: Ensures smooth performance and security.

Supported Devices

- **iPad** with iPadOS 18 or higher
- **iPhone XS or newer** with iOS 18+
- **Android devices** running version 13+
- **Desktop/Laptop** meeting minimum specs

Additional Info

- Reports can be downloaded in **Excel (.xlsx)** or **PDF**.
- Adobe Acrobat Reader is free from the Adobe website or app stores.

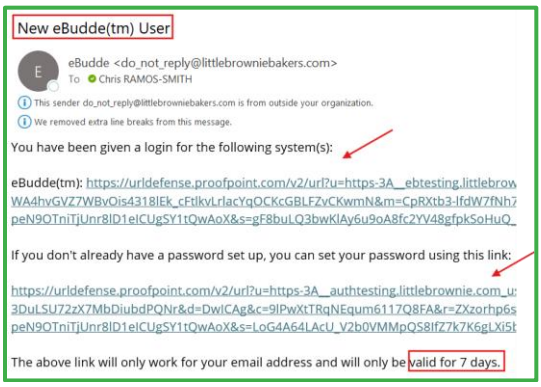
EBUDDE ACCESS

Quick Highlights

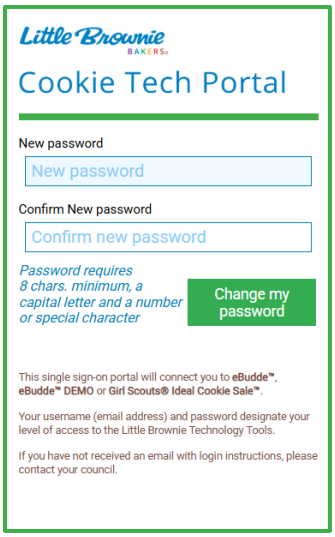
- Access via **Cookie Tech Portal** or **eBudde homepage**
- Welcome email includes **unique login link**
- Password rules: **8 characters, 1 capital letter, 1 number/symbol**
- Session timeout: **12 hours of inactivity**

Login Process

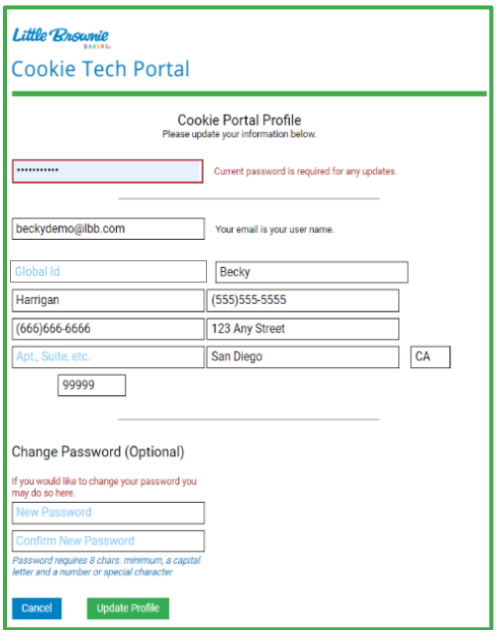
1. **User Added** – Council, Area or Service Unit adds you to eBudde.
2. **Welcome Email Sent** – Subject line: **New eBudde User**.



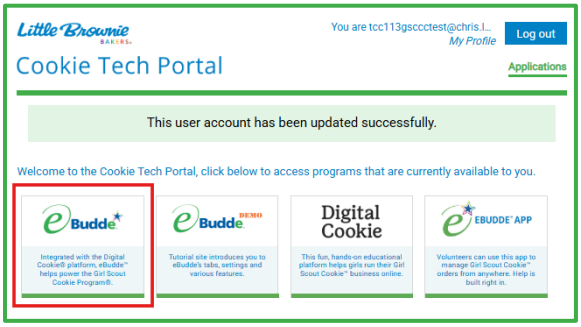
3. **Login Link Access** – Click the link within **48 hours**.
4. **Password Setup** – Create and confirm your password.



5. **Profile Completion** – Update contact info and save (*first log in only*).



6. **Access Cookie Tech Portal** – Launch eBudde from the portal.



Additional Info

- Accounts lock after **5 failed login attempts** (10-minute reset).
- Password reset available via **Forgot Your Password** link.
- Email preferences can be updated anytime in the portal.
- Users may access the platform via Little Brownie Bakers Cookie Tech Portal or eBudde home page.

Volunteer Form Acknowledgment (*if required*)

When a council requires a Volunteer Form acknowledgment, eBudde will prompt the user **immediately after their first login**:

Steps:

1. Click the hyperlink to **download and review** the Volunteer Form.
2. Check the box: **"I agree to the terms outlined in the document."**
3. Click **Submit Agreement** to proceed.

After submission, the volunteer is directed to their **Dashboard** and gains full access to eBudde.

COOKIE TECH PORTAL

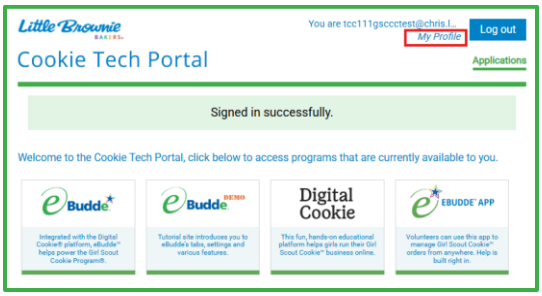
Quick Highlights

- Central hub for **eBudde**, **Digital Cookie**, and other tools
- Available anytime via **Quick Links**
- Includes **My Profile** for contact updates and password changes

Overview

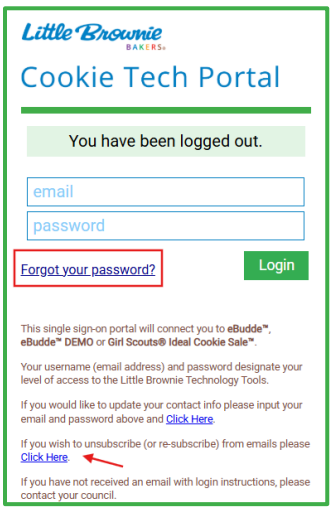
The Cookie Tech Portal provides **one-click access** to all Little Brownie Bakers tools:

- **eBudde**: Live database for troop management.
- **Digital Cookie:** GSUSA's online sales platform.
- **eBudde App**: Mobile app emulation.
- **LittleBrownieBakers.com**: Resources and training.



Password & Email Reset Updates

- Click **Forgot Your Password** to reset via email link (valid for 48 hours).
- Use **Resubscribe** link to start receiving eBudde messages again.



NAVIGATING EBUDDE

Overview

The menus and tabs you see depend on your **council setup** and **user role**. This guide shows the view for **Troop Leaders/Troop Cookie Chairs**.

Top Navigation

Sales Season

Use the green drop-down to select from the last five cookie seasons.

Quick Links

Click the orange drop-down for fast access to Little Brownie Bakers tools:

- **Cookie Tech Portal**: Central hub for eBudde, Digital Cookie, and other systems. Update your profile and manage access.
- **LittleBrownieBakers.com**: Find resources, training, and promotional tools.
- **Digital Cookie**: Online platform for girl and troop sales.
- **eBudde Cookie Calculator** – Quickly calculate cookie totals and assist families with planning.

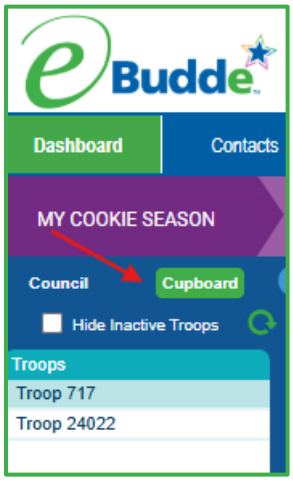
Log Out

Click the **blue button** to end your session securely.

Hierarchy Tree

Appears on the **left side** if you manage multiple roles or troops.

- **Example 1:** A user with Council Booth Uploader, Service Unit Manager, Cupboard Manager, and Troop Cookie Chair roles sees all troops in their service unit.
- **Example 2:** A Troop Cookie Chair for troops 111 and 113 sees both troops listed.



Features:

- **Hierarchy Tree** – Hide by clicking the **blue < icon**.
- **Refresh Icon** – Click to update council hierarchy.
- **Hide Inactive Troops** – Check to remove non-participating troops.
- **Highlighted Selections** – Indicates your active selection.
- **Scroll Bar** – Use to view all available choices in sections like Troops.

Why it matters: Switch between troops or roles without multiple logins.

Troop Menu

The Troop Menu provides access to key tabs used throughout the cookie season. **Availability of features may vary** based on council settings and user roles.

The Troop Menu organizes everything you need for a successful cookie season:

- **Dashboard**: View sales progress, deadlines, and messages.
- **Contacts**: Manage troop contacts and email caregivers.
- **Settings**: Update troop goals, banking info, and program level.
- **Girls**: Edit girl details and caregiver emails.
- **Initial Order:** Enter and submit your troop's initial cookie order.
- **Delivery:** Schedule delivery station and time slot.
- **Girl Orders:** Track additional orders and payments.
- **Transactions:** Manage cupboard pickups and troop transfers.
- **Cookie Exchange**: Post excess inventory and view available cookies from other troops.
- **Transaction Pickups:** Confirm cupboard orders that have been released for pickup.
- **Rewards:** Submit initial and final reward orders
- **Booth Sales**: Sign up for booths and record booth sales
- **Payments**: Record troop payments to council
- **Gift of Caring Organization**: Enter Gift of Caring organizations for troop donations.
- **Reports**: Access detailed sales and financial reports
- **Help Center:** Find guides, videos, and FAQs.

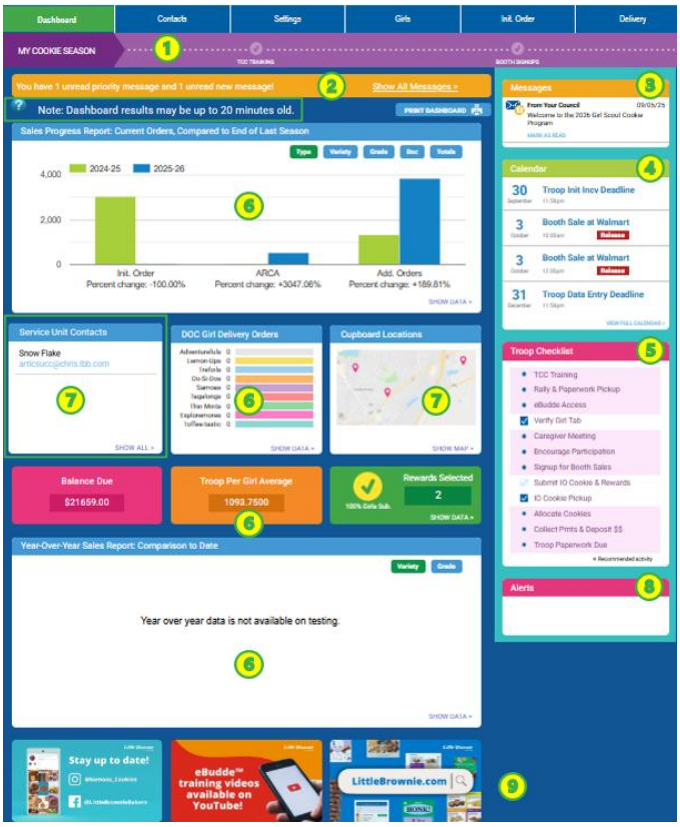
DASHBOARD TAB

Overview

The **Dashboard Tab** is your command center in eBudde. It provides a real-time snapshot of your troop's progress, deadlines, and important messages throughout the cookie season.

Key Features

1. **Timeline:** Visual display of council benchmarks and deadlines.
2. **Notification Bar:** Alerts you to unread messages
3. **Messages Panel:** Shows announcements from Council or Service Unit.
4. **Calendar:** Lists upcoming activities and deadlines.
5. **Troop Checklist:** Tracks essential tasks for the season.
6. **Sales Progress Widgets:** Graphs and stats to track troop performance.
7. **Contact Information:** Quick access to Service Unit contacts and cupboard locations.
8. **Alerts:** Highlights any sync issues.
9. **Infographics & Tips:** Links to Little Brownie Bakers resources for best practices and seasonal tools.



Actions You Can Take

1. **Review Messages**
   - Click the yellow notification bar or **Messages Panel**.
   - Mark messages as read or click **Read More** for full details.

2. **Check Deadlines**
   - Use the **Timeline** and **Calendar** to stay on schedule.
   - From the calendar, you can:
     - **Confirm** cupboard pickups.
     - **Release** upcoming booth sales if unable to attend.

3. **Track Progress**
   - Scroll to view **Sales Progress Widgets** and compare current sales to last season.

4. **Complete Checklist Items**
   - Use the **Troop Checklist** as your roadmap for the season.
   - Items auto-check when completed.

5. **Print Dashboard**
   - Click **Print** to save or print a PDF copy for reference.

Tips

- Dashboard data refreshes every **20 minutes**. Allow time for updates after changes.
- Use **Help Bubble (?) icons** for instant explanations of fields and features.
- Check the **Troop Checklist** regularly—it's your roadmap for success.

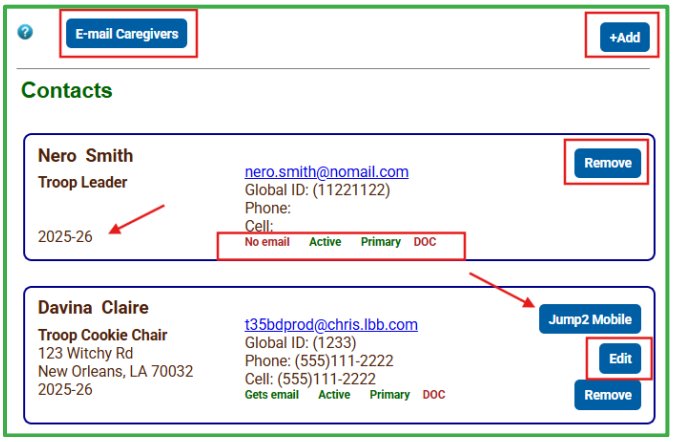
CONTACTS TAB

Overview

The **Contacts Tab** is your hub for managing troop-level contacts and communicating with caregivers. From here, you can view and update your own information, add troop contacts, and send emails to caregivers.

Key Features

- **Contact List** – Displays all troop contacts with roles and email preferences.
- **Edit Contact Info** – Update your name, phone number, and address.
- **Add New Contact** – Assign roles and permissions for troop volunteers.
- **Email Caregivers** – Send messages with optional attachments.
- **Jump2 Feature** – Emulate another user's view for troubleshooting.



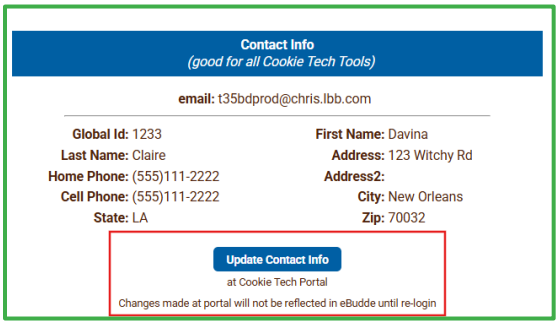
Roles Available

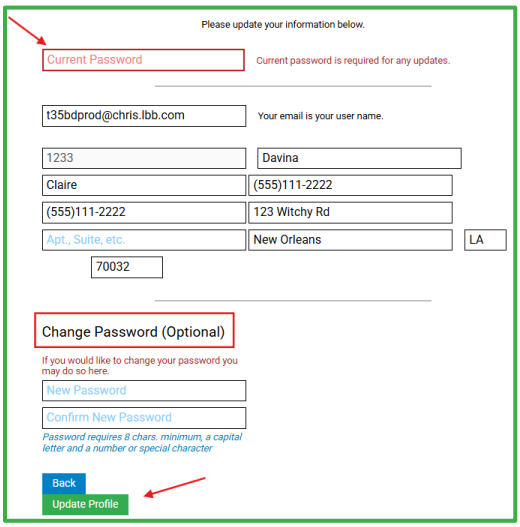
- **Troop Leader**: Full access to troop-level tabs.
- **Troop Cookie Chair**: Full access to troop-level tabs.
- **View Only User**: Can view troop data but cannot edit.
- **Booth Recorder Only**: Limited to booth sales entry.
- **Cookie Pickup Only**: Limited to cupboard pickup confirmation.

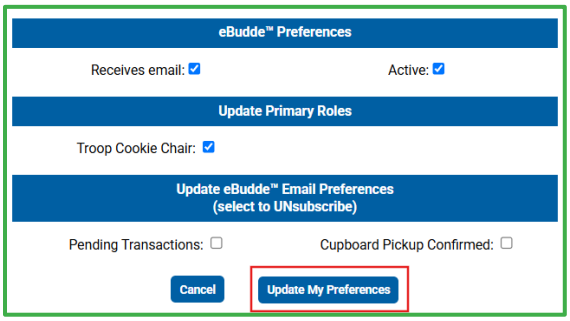
Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

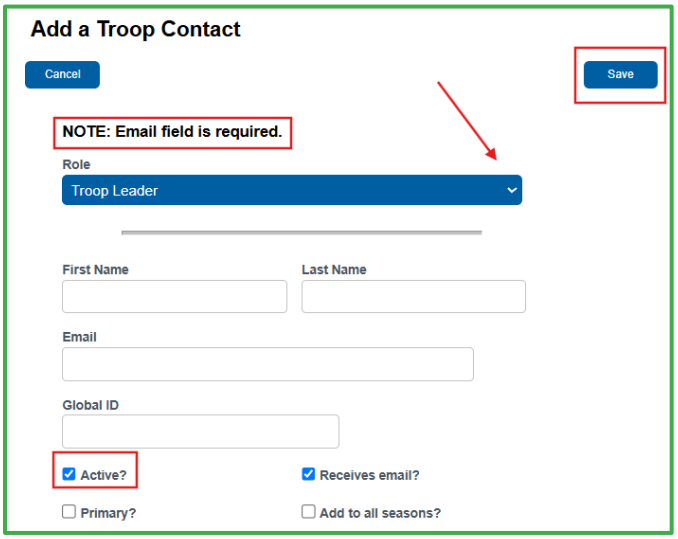
1. **Update Your Contact Information**:
   - Click **Edit** next to your name.
   - Enter your current password.
   - Update details and click **Update Profile**.
     Note: To change your email, log into the **Cookie Tech Portal**.
   - **Manage Preferences** on the edit screen:
     - **Receives Email**: Unchecked = unsubscribed from **all** eBudde messages.
     - **Active**: Must be checked for the user to access eBudde.
     - **Primary Role**: Indicates the troop's primary contact. Only one contact per role can be marked as primary.
     - **Pending Transactions**: Check to *unsubscribe* from pending transaction messages only.
     - **Cupboard Pickup Confirmed**: Check to *unsubscribe* from cupboard pickup messages only.

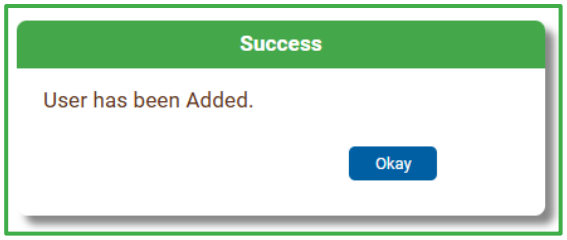




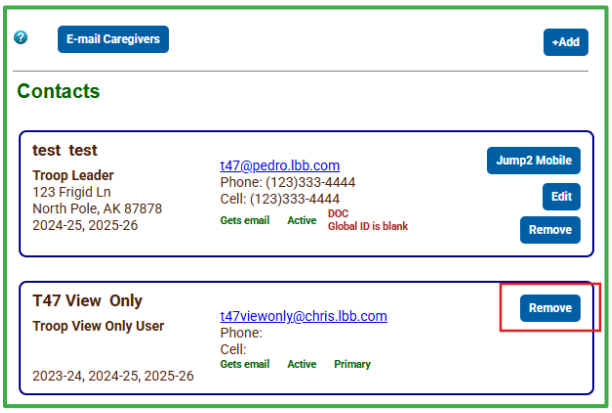


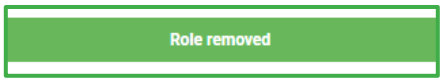
2. **Add a Troop Contact**:
   - Click **+ Add Contact**.
   - Enter email (required) and optional fields (name, Global ID).
     Note: Global ID is required for Digital Cookie access.
   - Select a role and configure permissions:
     - **Active**: Grants access to eBudde.
     - **Receives Email**: Allows eBudde messages.
     - **Primary**: Designates main contact for the role.
   - Click **Save**.
   - Pop-up message "User has been Added" displayed.
   - Click **OK.**



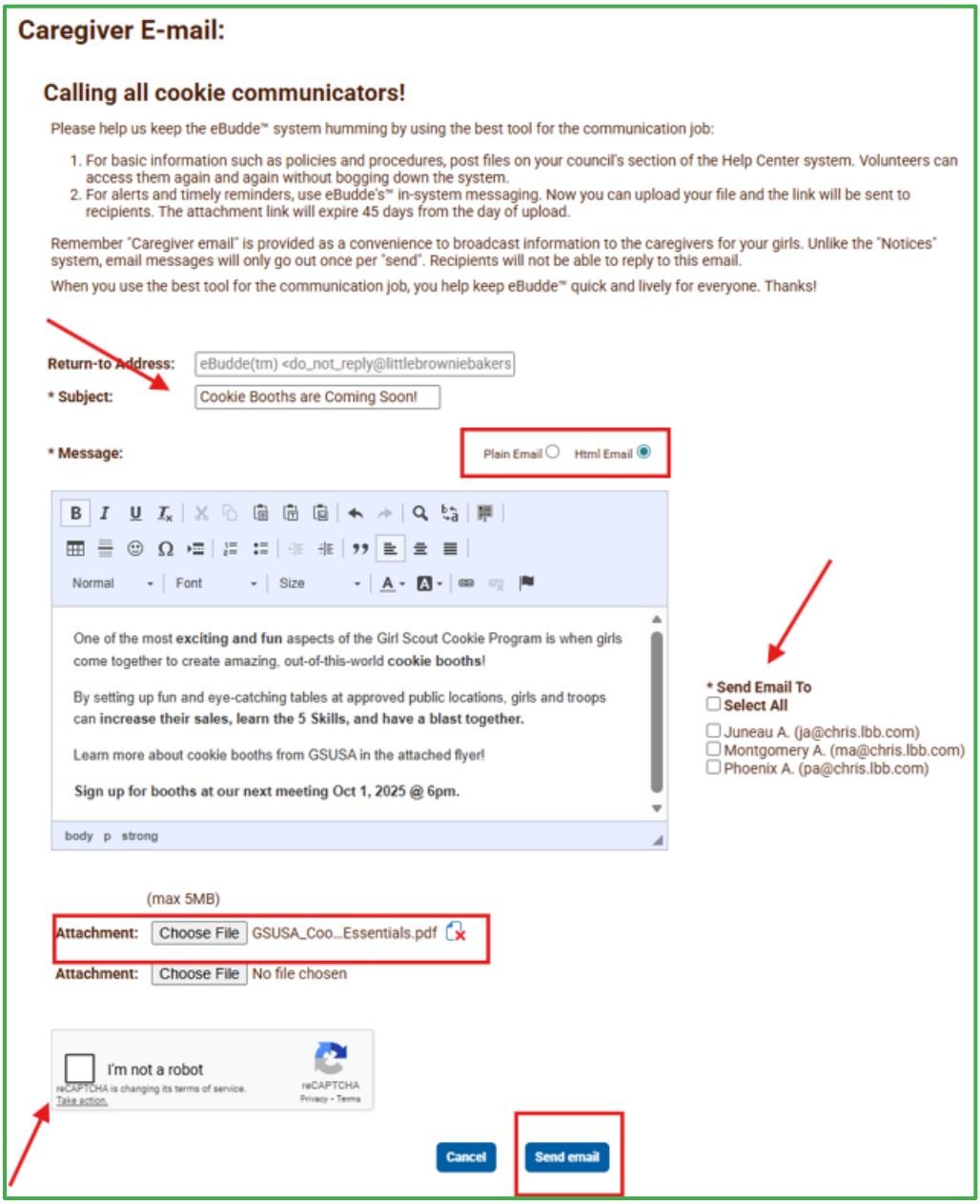


3. Remove **a Troop Contact**:
   - Click **Remove.**
   - Pop-up message "Role Removed" displayed.

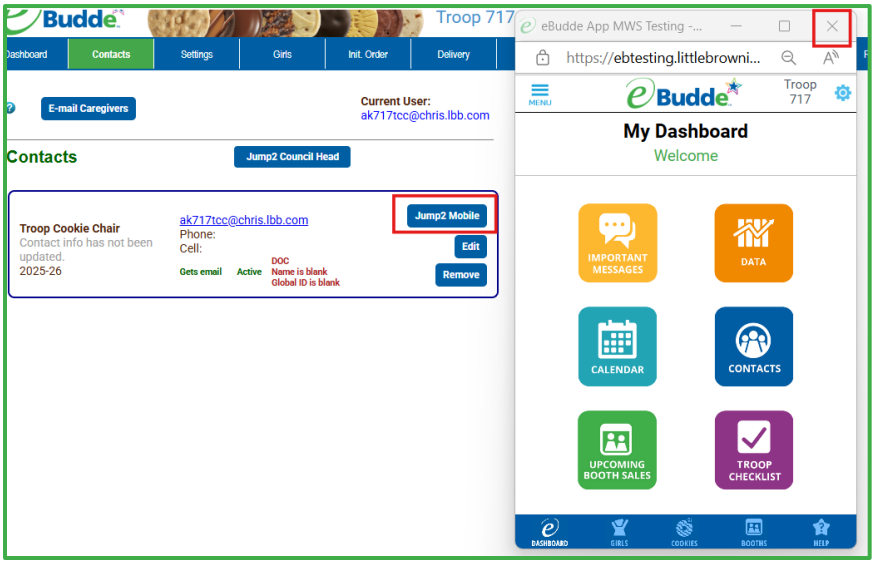




4. **Email Caregivers**:
   - Click **Email Caregivers**.
   - Select recipients or choose **All**.
   - Compose message, attach files (up to 5MB), complete CAPTCHA, and click **Send Email**.



5. **Use Jump2**:
   - Use **Jump2 Mobile** to emulate the eBudde app interface.



Tips

- Do **not** uncheck the **Active** box: this removes access to eBudde.
- Do **not** assign Troop Leaders and Troop Cookie Chairs to other roles.
- Ask caregivers to add **do_not_reply@littlebrowniebakers.com** to their allow list prevent emails from going to spam.
- Attachments are sent as secure links valid for **45 days**.
- Users who unsubscribe will no longer receive eBudde messages. They may **resubscribe** from the eBudde login page.

SETTINGS TAB

Overview

The **Settings Tab** allows you to view and update key troop information. While some fields are pre-filled by your council, others can be edited by troop volunteers. This tab is essential for setting goals, confirming participation, and ensuring accurate banking details.

Key Features

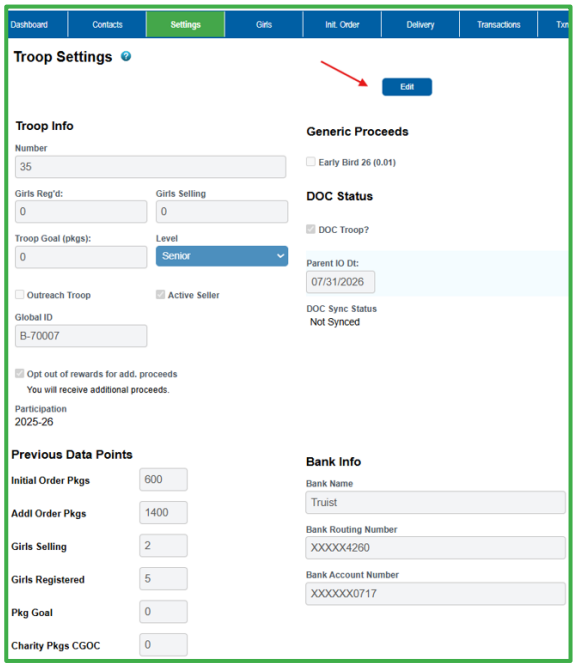
- **Troop Details**: Displays troop number, program level, and participation status.
- **Editable Fields**: Troop goal, parent initial order deadline, opt-out of rewards, and banking information (if your council uses ACH).
- **Historical Data**: Shows previous season's sales statistics for planning.
- **Digital Cookie Sync Status**: Indicates whether your troop is connected to Digital Cookie.

Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. **Edit Troop Settings**:
    - Click **Edit**.
    - Update fields as needed:
        - **Troop Goal (pkgs)**: Required before submitting Initial Order.
        - **Parent IO Deadline**: Last day caregivers can submit initial orders in Digital Cookie.
        - **Opt-Out of Rewards**: Choose additional proceeds instead of girl rewards (varies by council).
        - **Bank Information**: Enter ACH details if required by council.
    - Click **Save**.

2. **Review Historical Data**:
    - Use previous season's statistics to set realistic goals.



Tips

- **Set a realistic troop goal** based on last year's sales and current participation.
- Always **verify banking details** before the ACH sweep deadline.
- Review participation history and previous data points **for planning**.

Notes

- **Program level matters**: It affects reward options and program materials.
- **Active Seller status**: If unchecked, you will not have access to ordering features.
- **Parent IO Deadline**: This date is set by council but may be adjusted by the troop if allowed.
- **Banking data security**: Masked numbers (e.g., ****1234) indicate saved information.
- **Digital Cookie sync issues**: Contact council support if status shows "Not Synced."

GIRLS TAB

Overview

The **Girls Tab** is where you manage girl-level records for your troop. From here, you can view and update details such as names, grades, and caregiver emails. You can also mark girls as inactive if they are not participating in the cookie program.

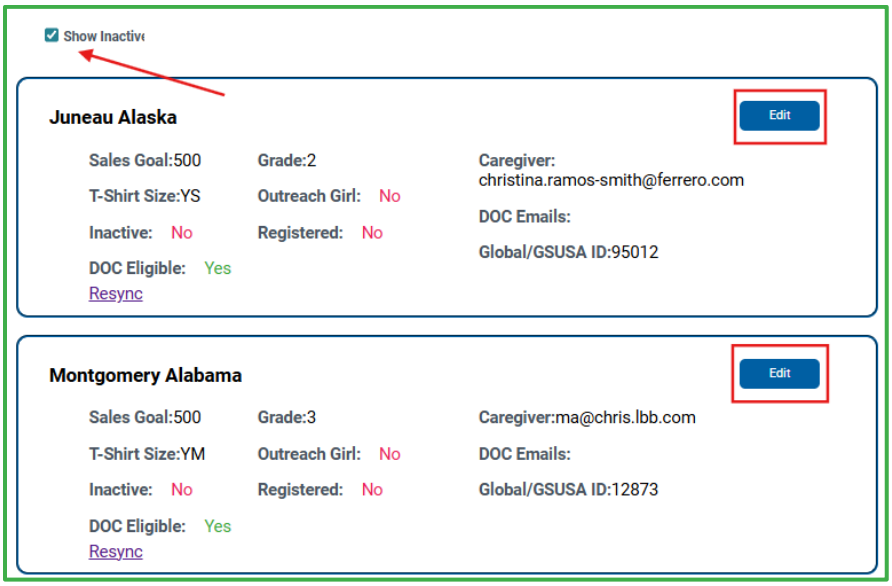
Key Features

- **Girl List**: Displays all registered girls in your troop.
- **Edit Girl Information**: Update grade, sales goal, caregiver email, and shirt size.
- **Inactive Status**: Mark a girl as inactive if she is not participating.
- **Digital Cookie Integration**: Ensure caregiver email is accurate for Digital Cookie access.

Actions You Can Take

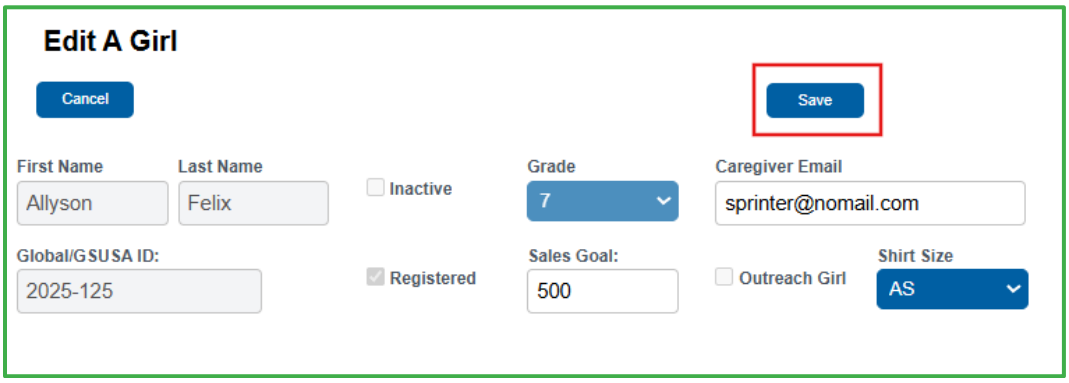
Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. **Edit Girl Information**:
    - Click **Edit** next to a girl's name.
    - Update details such as grade, sales goal, caregiver email, and shirt size.
    - Click **Save** to confirm changes.



2. **Mark a Girl as Inactive**:
   - Check the **Inactive** box for non-participating girls.
     Important: Cannot be checked if the girl has sales or an outstanding balance.

3. **Verify Caregiver Email**:
   - Ensure the email is correct for Digital Cookie participation and troop communication.



Tips

- **Sales goals**: Setting goals helps track progress and motivate sellers.
- **Program level impact**: Grade determines program level and reward eligibility.
- **Digital Cookie sync**: Verify email and Global ID for smooth integration.

Girls may move to a new troop or transfer to another council during the season. eBudde supports these changes while preserving order data.

What Happens After the Move:

- **Troop Notification**: New troop receives an automated email
- **eBudde Updates**: Orders, packages, and payments transfer to the new troop

Important Details:

- Ensure both troops are **unsubmitted** before a move
- After the move:
  - Girl's name appears in **red** on original troop's Girl Tab with note: "Moved to Troop ###"
  - Initial Order Tab: Order locked and zeroed
  - Girl Orders Tab: All Digital Cookie orders move to new troop
  - Payments Tab: All related payments transfer

Tip: If packages or payments fail to transfer, contact your council immediately

Girl Moves

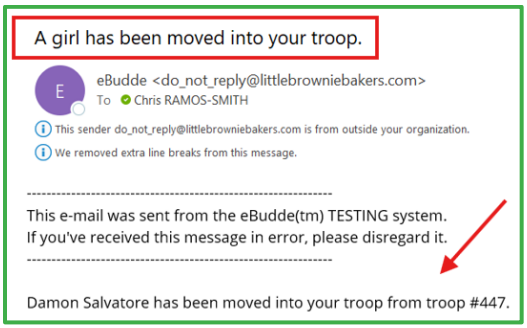
Girls may move to a new troop or transfer to another council during the season. eBudde supports these changes while preserving order data.

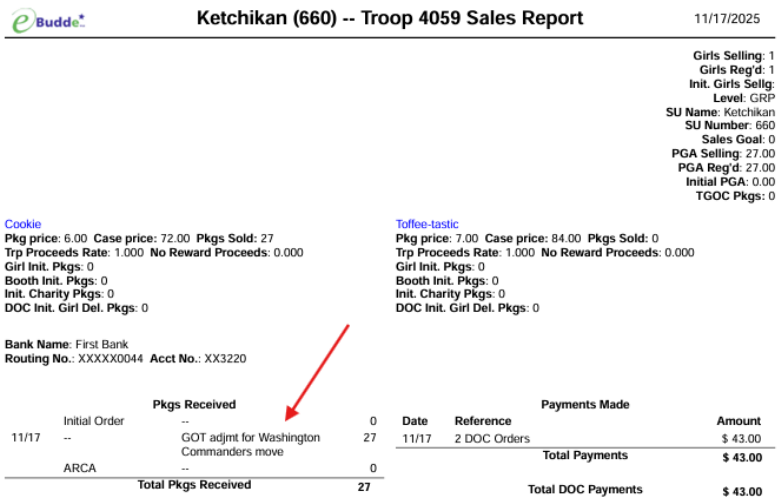
Important:

- Girl moves **require council support**. Do not attempt manual adjustments.
- ***Council must*** ensure both troops initial orders are **unsubmitted** before a move.
- If a girl moves to **a new council** – their orders do **not** move.

What Happens After the Move:

- New troop receives an automated email notifying them of the move.
- Girl's name appears in **red** on original troop's **Girl Tab** with note: "**Moved to Troop ###**".
- Initial Order Tab: Order locked and zeroed (*original troop*)
- All Digital Cookie orders and payments move to new troop.
- On the Sales Report, under **Pkgs Received** the number of packages moved and the girl name will be listed (*new troop*).





Ketchikan (660) -- Troop 4059 Sales Report 11/17/2025

Girls Selling: 1
Girls Reg'd: 1
Init. Girls Sellg:
Level: GRP
SU Name: Ketchikan
SU Number: 660
Sales Goal: 0
PGA Selling: 27.00
PGA Reg'd: 27.00
Initial PGA: 0.00
TGOC Pkgs: 0

Cookie
Pkg price: 6.00 **Case price:** 72.00 **Pkgs Sold:** 27
Trp Proceeds Rate: 1.000 **No Reward Proceeds**: 0.000
Girl Init. Pkgs: 0
Booth Init. Pkgs: 0
Init. Charity Pkgs: 0
DOC Init. Girl Del. Pkgs: 0

Toffee-tastic
Pkg price: 7.00 **Case price:** 84.00 **Pkgs Sold:** 0
Trp Proceeds Rate: 1.000 **No Reward Proceeds**: 0.000
Girl Init. Pkgs: 0
Booth Init. Pkgs: 0
Init. Charity Pkgs: 0
DOC Init. Girl Del. Pkgs: 0

Bank Name: First Bank
Routing No.: XXXXX0044 **Acct No.**: XX3220

Pkgs Received

	Initial Order	--	0
11/17	--	GOT adjmt for Washington Commanders move	27
	ARCA	--	0
		Total Pkgs Received	**27**

Payments Made

Date	Reference	Amount
11/17	2 DOC Orders	$ 43.00
	Total Payments	**$ 43.00**
	Total DOC Payments	**$ 43.00**

INITIAL ORDER TAB

Overview

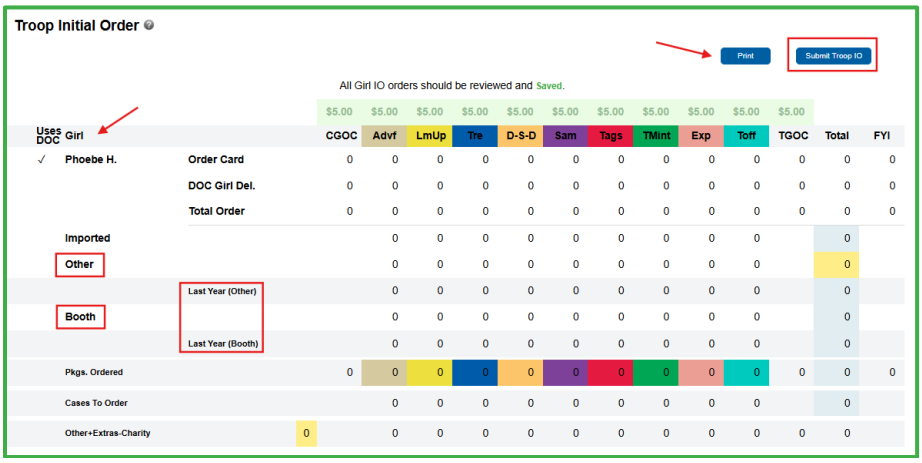
The **Initial Order Tab** is where you enter your troop's initial cookie order. This includes orders for individual girls, booth inventory, and any additional troop needs. Your **council determines** whether orders are entered by girl or by total packages.

Key Features

- **Girl Rows**: Enter individual orders for each girl.
- **Other & Booth Rows**: Enter totals for additional troop needs and booth inventory.
- **Submit Troop IO**: Finalize and submit your initial order to the Service Unit.
- **Print Option**: Save or print a copy of your initial order for reference.

Field Descriptions

- **Order Card**: Editable row for entering package quantities by variety for each girl.
  ***Tip*:** May include Digital Cookie parent initial orders if enabled.
- **DOC Girl Deliver**: Read-only row showing Digital Cookie girl delivery orders.
  ***Why it matters*:** Ensures these orders are included in the initial pickup.
- **IMPORTED**: Read-only row with council-uploaded data.
  ***Tip*:** Contact your council for corrections.
- **OTHER**: Editable row for entering the total of all girl orders if not entering individually.
  ***Tip*:** Combine all non-individual orders here.
- **BOOTH**: Editable row for entering booth inventory needs for the troop.
  ***Tip*:** Plan booth inventory based on previous seasons and expected traffic.



Understanding Summary Rows

The summary rows at the bottom of the Initial Order tab calculate totals and **case rounding**:

- **Pkgs. Ordered**: Total number of packages for all girl rows plus imported, other, and booth totals.
  Example: 91 (girl total) + 10 (other total) + 492 (booth total) = **593 packages**.

- **Cases to Order**: eBudde rounds up to full cases (12 packages per case). Gift of Caring packages are not included.
  Example: Adventurefuls ordered = 49 packages → rounds up to **5 cases (60 packages)**.

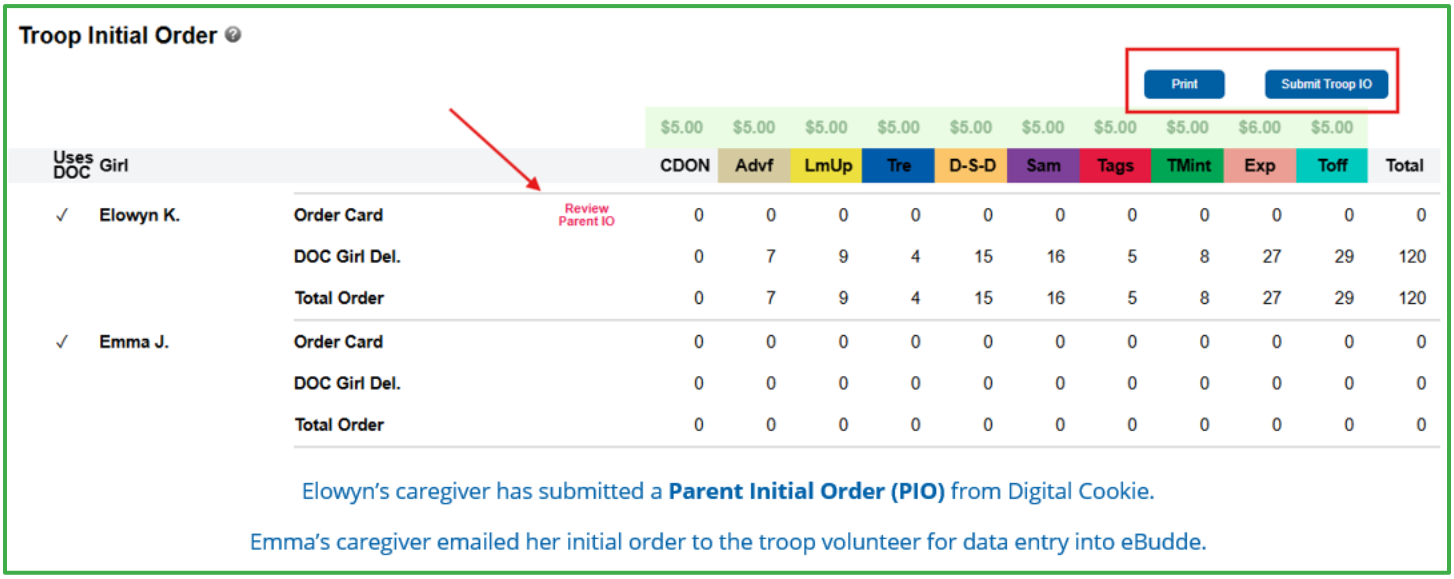
- **Other + Extras – Charity**: eBudde calculates extras using:
  Formula: (Cases to Order × 12) – Pkgs. Ordered
  Example: Adventurefuls (5 × 12) = 60 – 49 = **11 extra packages**.

Uses DOC	Girl			CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total
✓	George K.	Order Card	Saved	5	1	3	5	8	11	12	17	20	0	9	91
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		5	1	3	5	8	11	12	17	20	0	9	91
	Imported				0	0	0	0	0	0	0	0	0		0
	Other				0	1	1	0	0	0	6	1	1		10
		Last Year (Other)			0	0	0	0	0	0	0	0	0		0
	Booth				48	48	48	48	72	60	84	60	24		492
		Last Year (Booth)			0	0	0	0	0	0	0	0	0		0
	Pkgs. Ordered			5	49	52	54	56	83	72	107	81	25	9	593
	Cases To Order				5	5	5	5	7	6	9	7	3		52
	Other+Extras-Charity		10		11	8	6	4	1	0	1	3	11	-9	46

Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. **Enter Initial Orders**:
   - Click the **Initial Order** tab.
   - Review any pre-loaded data.
   - Click a **Girl Order Card** row:
     - Enter quantities by variety for participating girls.
     - If applicable, **review, update/save** submitted **Digital Cookie Parent Initial Order (PIO)**.
       See the Digital Cookie Parent Initial Order Integration section below for more information.
   - Click **Booth**:
     - Enter quantities by variety (optional).
   - Click **Other**:
     - Enter quantities by variety (optional).



Troop Initial Order

Print | Submit Troop IO

Uses DOC	Girl			CDON	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total
				$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$6.00	$5.00	
✓	Elowyn K.	Order Card	Review Parent IO	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	7	9	4	15	16	5	8	27	29	120
		Total Order		0	7	9	4	15	16	5	8	27	29	120
✓	Emma J.	Order Card		0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0

Elowyn's caregiver has submitted a **Parent Initial Order (PIO)** from Digital Cookie.

Emma's caregiver emailed her initial order to the troop volunteer for data entry into eBudde.

2. **Submit Troop IO**:
   - When complete, click **Submit Troop IO**.
     Important: Once submitted, the order cannot be edited by the troop.

3. **Print or Save**:
   - Use the **Print** option to keep a copy for your records.

Reminders

- **Review pre-loaded data**: Check for imported rows before entering orders.
- **Plan booth inventory**: Base booth orders on previous seasons, caregiver participation, and expected traffic.
- **Digital Cookie integration**: Always review PIOs before submitting; unreviewed orders are excluded.
- **Round up cases**: eBudde **automatically** rounds to full cases (12 packages per case).
- **Unallocated Cookies:** Booth and Other cookies will be combined on the **Girl Order Tab.**

Digital Cookie Parent Initial Order Integration

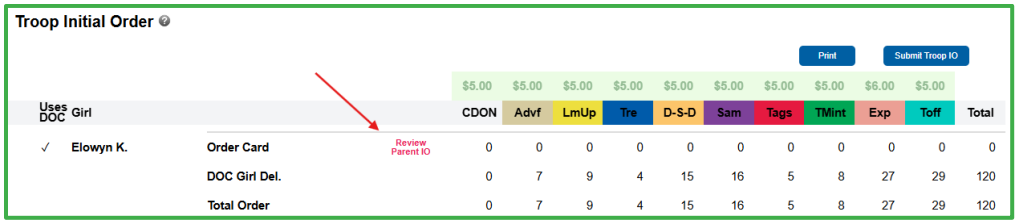
If enabled by your council, caregiver-submitted initial orders in Digital Cookie (PIOs) transfer into eBudde for review:

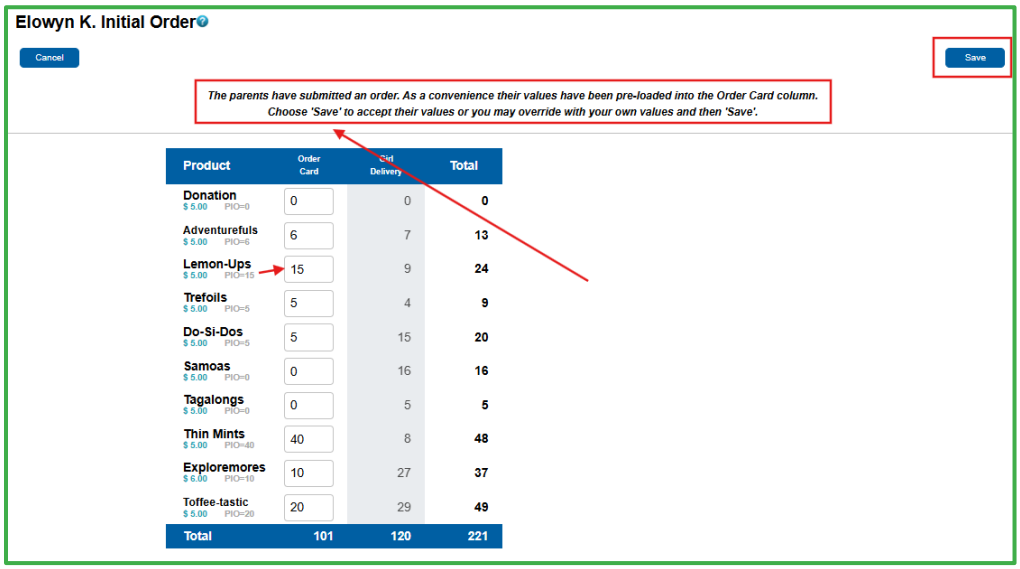
- **How It Works**: PIOs auto-populate the Order Card fields; original values appear in gray.
- **Volunteer Actions**:
  - Review each PIO. *The order card row will show **ZEROES** until the PIO is saved.*
  - Adjust quantities if needed; changes marked with an asterisk (*).
  - Click **Save** for each reviewed order.
  - Submit the Initial Order when all PIOs are reviewed.

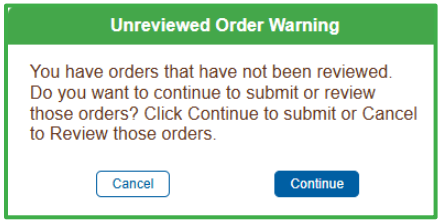
Important: Unreviewed PIOs **will not be** included in the Initial Order.

Benefits: Streamlines order entry, reduces manual input, improves accuracy.

Tip: On-screen instructions guide you through reviewing and saving PIOs.







DELIVERY TAB

Overview

The **Delivery Tab** is where you schedule and confirm your troop's initial cookie order pickup. Your council determines whether you can select a preferred time or if assignments are automatic.

Tip: Delivery options vary by council—*always* check your council's instructions before making selections.

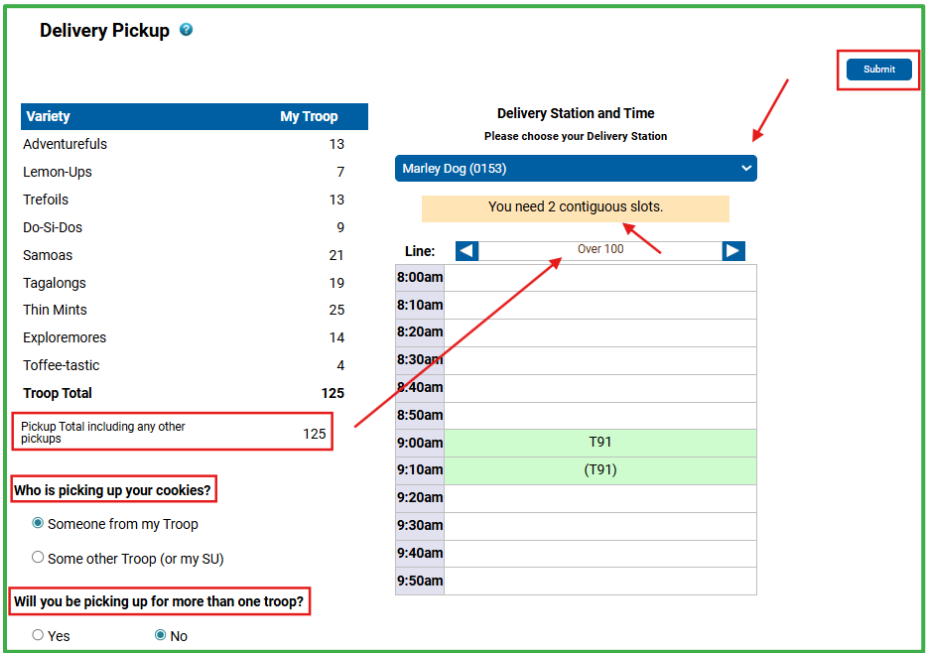
Key Features

- **Delivery Site Selection:** Choose your pickup location and time slot (if allowed by council).
- **Confirmation Page:** Displays delivery site address, date, time, and total cases ordered.
- **Contactless Delivery Option:** Provides a **Pickup Code** for text-based check-in and confirmation.

Actions You Can Take

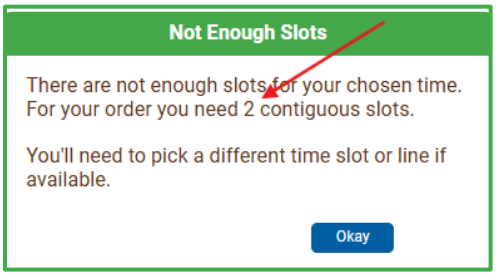
Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. **Schedule Delivery**:
    - Click the **Delivery Tab** after submitting your Initial Order.
    - Answer required questions.
    - Select your preferred location and time (if available).
    - Click **Submit** to confirm.

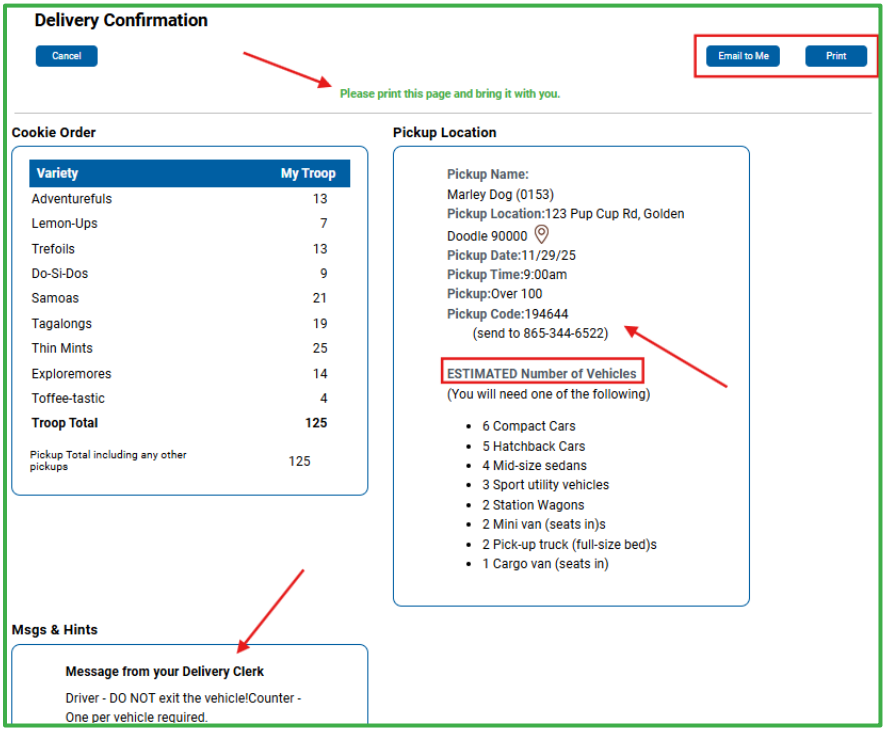


Important

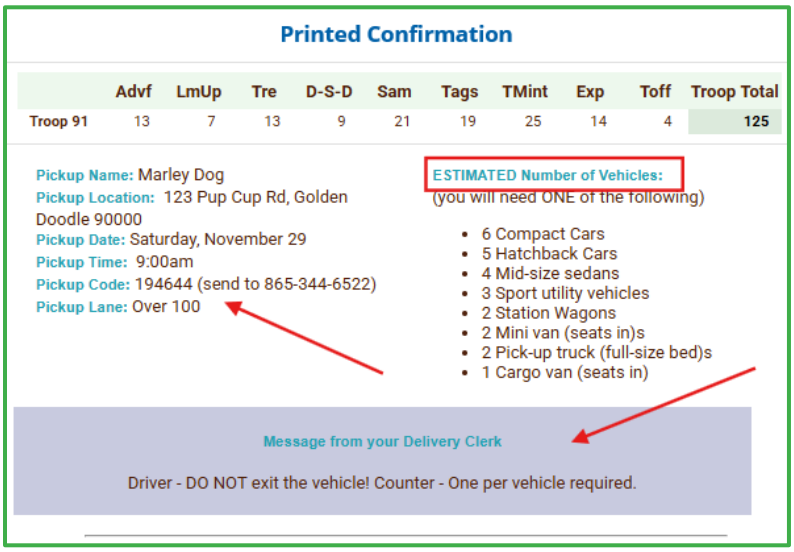
- If your delivery station has **multiple lanes**, click the **arrow buttons** to see all available slots.
- **Read all lane titles** – select appropriately.
- If your order **exceeds** the station's overflow threshold, eBudde assigns **multiple consecutive slots**, which means you may be required to select a different time.



2. **View, Print, or Email Confirmation**:
   - Click **View Confirmation** to:
     - **Print** a hard copy or save as PDF.
     - **Email** the confirmation to troop contacts.
   - Confirmation includes:
     - Troop number and Initial Order details.
     - Delivery station name, address, date, time, and lane.
     - Special instructions and **Pickup Code** (if contactless delivery is enabled).



3. **Contactless Delivery Option** (if enabled):
   - Text your **Pickup Code** to the number provided.
   - Confirm troop number and total cases.
   - Review quantities and confirm:
     - Type **1** to confirm.
     - Type **2** to request assistance.
   - Receive an email with delivery details.



Printed Confirmation

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Troop Total
Troop 91	13	7	13	9	21	19	25	14	4	125

Pickup Name: Marley Dog
Pickup Location: 123 Pup Cup Rd, Golden Doodle 90000
Pickup Date: Saturday, November 29
Pickup Time: 9:00am
Pickup Code: 194644 (send to 865-344-6522)
Pickup Lane: Over 100

ESTIMATED Number of Vehicles:
(you will need ONE of the following)

- 6 Compact Cars
- 5 Hatchback Cars
- 4 Mid-size sedans
- 3 Sport utility vehicles
- 2 Station Wagons
- 2 Mini van (seats in)s
- 2 Pick-up truck (full-size bed)s
- 1 Cargo van (seats in)

Message from your Delivery Clerk

Driver - DO NOT exit the vehicle! Counter - One per vehicle required.

Tips

- **Submit Initial Order first**: Delivery slot selection becomes available **only after submission**.
- **Bring confirmation to pick up**: Required for verification.
- **Verify case counts**: Check varieties before confirming.
- **Edit slots early**: Changes allowed until **council closes** access to the Delivery Tab.

DIGITAL COOKIE ORDER TYPES & EBUDDE IMPACT

Overview

As orders are placed in **Digital Cookie**, data flows into **eBudde** and updates multiple tabs based on the order type:

- **Girl Order Tab (GOT)**
- **Transactions**
- **Payments**

There are three main order types:

- **Shipped**
- **Delivered** (includes Girl Delivery, In Hand, and Pick Up)
- **Donated**

Order Types and Impact

Shipped Orders (DOC SHIP)

Impact on Tabs:

- **Girl Order Tab (GOT)**: Packages and payment posted.
- **Transactions Tab**: Increases troop inventory.
- **Payments Tab**: Payment recorded.

	DOC	Dist	Comment	Inv	Bth	CGOC	2CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tage	TMint	Exp	Toff	TGOC	Total	Total Due	Paid	Bal. Due
🔒			Init. Order *Locked*			0	0	0	0	0	5	0	0	0	0	0	0	5	$25.00	$0.00	$25.00
🔒	✓		DOC SHIP+ 05776257			5	0	0	0	0	0	0	0	0	5	0	0	10	$55.00	$55.00	$0.00
🔒	✓		DOC SHIP 05776253			0	0	0	0	0	0	0	0	0	5	0	0	5	$30.00	$30.00	$0.00

Notes:

- Shipped orders do **not** display on the Initial Order Tab because the troop does not need to order inventory.
- Shipped orders **do count** toward Initial Order rewards (if offered by the council).

Additional Shipped Order Type (DOC SHIP+)

DOC SHIP +: Generated when a customer order has both shipped and donated packages on one order.

Delivered Orders (DOC DLVR)

Impact on Tabs:

- **Initial Order Tab**: Packages and payment posted **until the troop submits** IO.
  Note: Submitting the troop IO early may result in fewer DOC DLVR orders being included.
- **Girl Order Tab (GOT)**:
  - Payment only for delivery orders (*generates a negative balance due*)
  - Combination orders (delivery + donation) create **two records**:
    - **DLVR**: Payment only.
    - **DON**: Packages and payment.
- **Payments Tab**: Payment recorded.

DOC	Dist	Comment	Inv	Bth	ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total	Total Due	Paid	Bal. Due
✓		DOC DLVR 566709			0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$13.00	$-13.00
✓		DOC DLVR 709681			0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$30.00	$-30.00

Important – Unique to Delivered Orders:

- Troop volunteers must **allocate cookies to girls** to offset negative balance due **(Post Initial Order Only).**
- Orders sync only **after** caregiver approval.
- Customers must choose a backup option (**donate or cancel**).
  - Converted donation orders show an **asterisk.**
  - Cancelled orders **never** sync with eBudde.

Donated Orders (DOC DON)

Impact on Tabs:

- **Girl Order Tab (GOT)**: Packages and payment posted.
  - Combination orders (donation + delivery) create **two records**:
    - **DON**: Packages and payment.
    - **DLVR**: Payment only.
- **Payments Tab**: Payment recorded.

DOC	Dist	Comment	Inv	Bth	CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total	Total Due	Paid	Bal. Due
✓		DOC DON 162904030			1	0	0	0	0	0	0	0	0	0	1	$1.00	$1.00	$0.00

DOC	Dist	Comment	Inv	Bth	CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total	Total Due	Paid	Bal. Due
✓		DOC DLVR 162904033			0	0	0	0	0	0	0	0	0	0	0	$0.00	$2.50	$-2.50
✓		DOC DON 162904033			1	0	0	0	0	0	0	0	0	0	1	$1.00	$1.00	$0.00

Combination Order (Deliver + Donation); same order number reflected on two records.

Notes:

- All donations are **virtual** and logged to the council Gift of Caring.
- Donated orders do **not** display on the Initial Order Tab.
- Donated orders **do count** toward Initial Order rewards (if offered by the council).

Additional Delivered Order Types (DOC INHAND, DOC PICKUP)

- **DOC INHAND**: Generated when a Girl Scout indicates in the Digital Cookie app that cookies have been "handed" to the customer. Payment is processed in the app.
- **DOC PICKUP**: Generated when a customer pre-orders cookies for pickup at a troop booth sale. *Digital Cookie setup is required to offer this choice to customers* ***– Troop Site orders only.***

				$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$7.00	$6.00					
DOC	Dist	Comment	Inv	Bth	ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total	Total Due	Paid	Bal. Due
✓		DOC INHAND 572029		✓	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$48.00	$-48.00
✓		DOC PICKUP 212835		✓	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$6.00	$-6.00

Digital Cookie Refunds

Refunds in Digital Cookie can affect troop and girl credit in eBudde. Refunds are typically handled by **Council Staff**, but troop volunteers should understand the impact.

What Can Be Refunded:

- Packages
- Shipping charges (*ignored by eBudde*)

Types of Refunds:

- **Partial**: DOC XXX PCNCLD ORDER#
- **Full**: DOC XXX CNCLD ORDER#

Credit Options:

- **Credit Retained**: Girl/troop keep credit; refund issued in Digital Cookie; *no eBudde adjustment*.
- **Credit Removed**: Girl/troop lose credit; refund issued in Digital Cookie*; packages and payments adjusted in eBudde*.

	DOC	Dist	Comment	Inv	Bth	CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total	Total Due	Paid	Bal. Due
🔒	✓		DOC INHAND 162929001			0	0	0	0	0	0	0	0	0	0	0	$0.00	$4.00	$-4.00
	✓		DOC INHAND 162929001 CNCLD			0	0	0	0	0	0	0	0	0	0	0	$0.00	$-4.00	$4.00

GIRL ORDERS TAB (GOT)

Overview

The **Girl Orders Tab** is the hub for managing all girl-level transactions after the Initial Order. Use it to record additional cookie orders, allocate booth sales to girls, track payments, and distribute cookies from troop inventory. This tab ensures accurate tracking of each girl's sales and financial responsibility throughout the season.

Important View Information:

- Council settings determine whether the GOT displays in **Variety View** or **Category View**.
- eBudde manuals are written for **Variety View**, as most councils use this format.
- The **Initial Order Tab will always be Variety View**, regardless of the GOT view.
- **Regardless of the view, all actions remain the same**—only the column layout differs.

Key Features

- **Girl Orders Summary View**: Displays totals for each girl, including initial, booth, and additional orders, payments, and balances.
- **Girl Detail View**: Shows individual transactions for each girl, including comments and distribution history.
  Troop Site Record: Holds Digital Cookie troop-level orders for distribution to girls.
  Note: This record does **not** affect Per Girl Average (PGA).

Column Guide

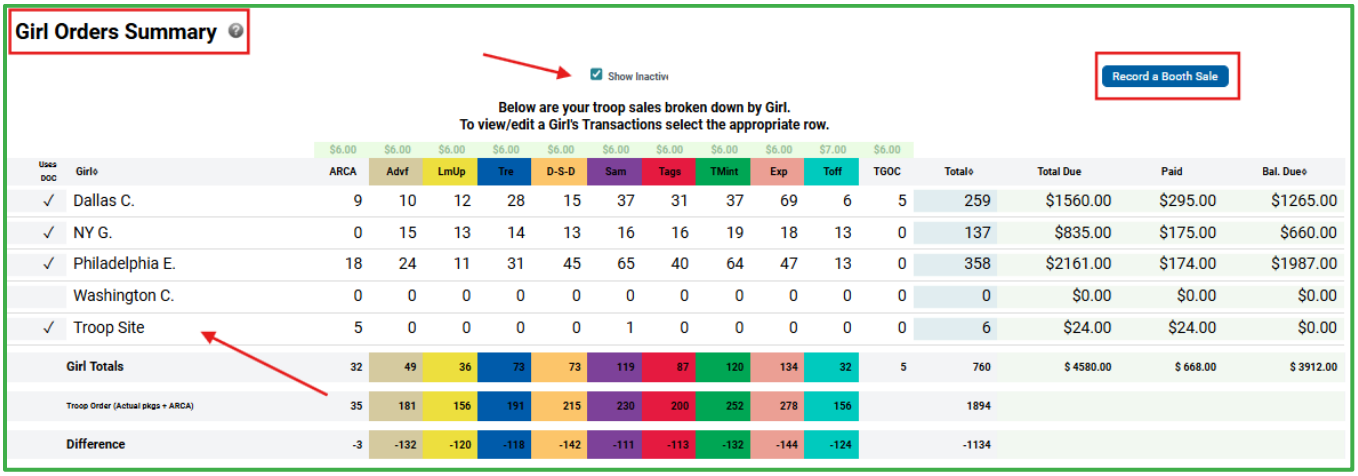
Summary View Columns

- **Uses DOC**: Indicates if the girl is synced with Digital Cookie.
- **Council Gift of Caring**: Tracks council donation program (*column before varieties*).
- **Troop Gift of Caring**: Tracks troop donation program (*column after varieties*).
- **Total**: Combined total of all cookies sold by the girl.
- **Total Due**: Calculated by multiplying total cookies sold by the selling price.
- **Paid**: Displays payments made by the girl.
- **Balance Due**: Remaining amount owed by the girl.

Detail View Columns

- **Lock**: Transaction is locked and cannot be edited.
- **DOC**: Indicates Digital Cookie order.
- **DIST**: User may click to add a check when cookies have been distributed (DOC DLVR only).
- **INV**: Updates Digital Cookie "My Cookies" details.

BTH: Booth sale-related transaction.



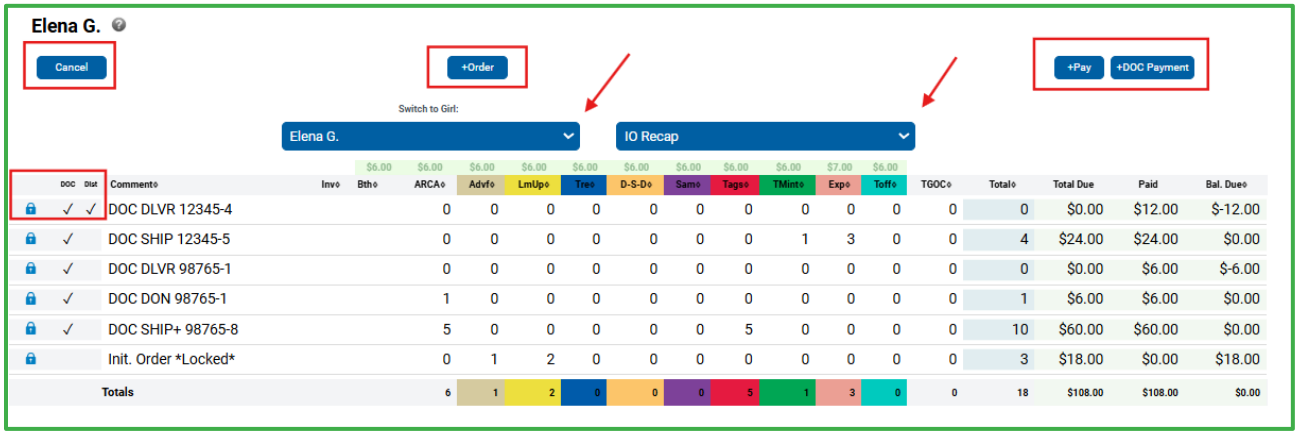
Uses DOC	Girl	ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total	Total Due	Paid	Bal. Due
		$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$7.00	$6.00				
✓	Dallas C.	9	10	12	28	15	37	31	37	69	6	5	259	$1560.00	$295.00	$1265.00
✓	NY G.	0	15	13	14	13	16	16	19	18	13	0	137	$835.00	$175.00	$660.00
✓	Philadelphia E.	18	24	11	31	45	65	40	64	47	13	0	358	$2161.00	$174.00	$1987.00
	Washington C.	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$0.00	$0.00
✓	Troop Site	5	0	0	0	0	1	0	0	0	0	0	6	$24.00	$24.00	$0.00
	Girl Totals	32	49	36	73	73	119	87	120	134	32	5	760	$ 4580.00	$ 668.00	$ 3912.00
	Troop Order (Actual pkgs + ARCA)	35	181	156	191	215	230	200	252	278	156		1894			
	Difference	-3	-132	-120	-118	-142	-111	-113	-132	-144	-124		-1134			

Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

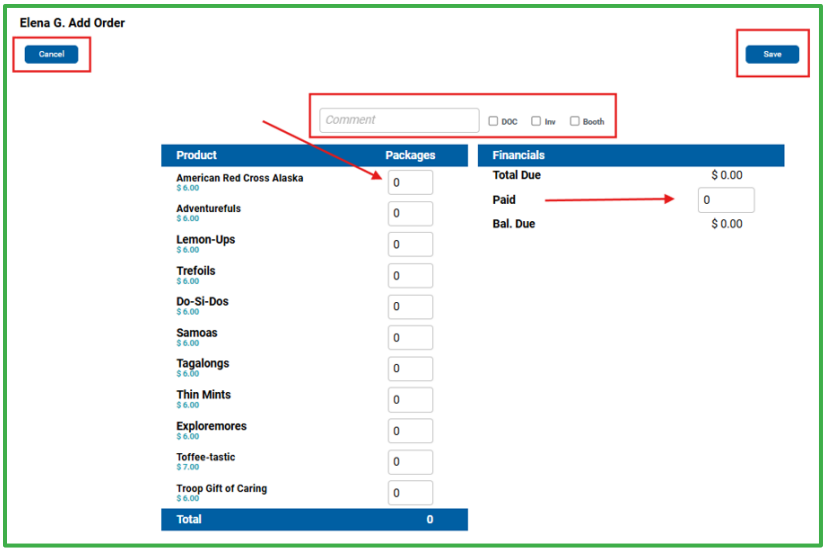
1. **Record a Booth Sale**:
   - Located in the Girl Summary View.
   - *Review the Booth Sales Tab section of this manual for **Recording Booth Sales.***

2. **Use the Order Type Dropdown**:
   - Select one of the following options:
     - **All Orders**: Displays all orders and payments.
     - **IO Recap**: Shows orders included in the Initial Order only.
     - **Inventory Items**: Displays transactions with the INV box checked.
     - **Girl Delivery**: Lists all girl delivery orders (includes delivered, in hand, and pick-up).
     - **Girl Del (IO)**: Girl delivery orders included in the Initial Order.
     - **Girl Del (after IO)**: Girl delivery orders placed after the Initial Order.

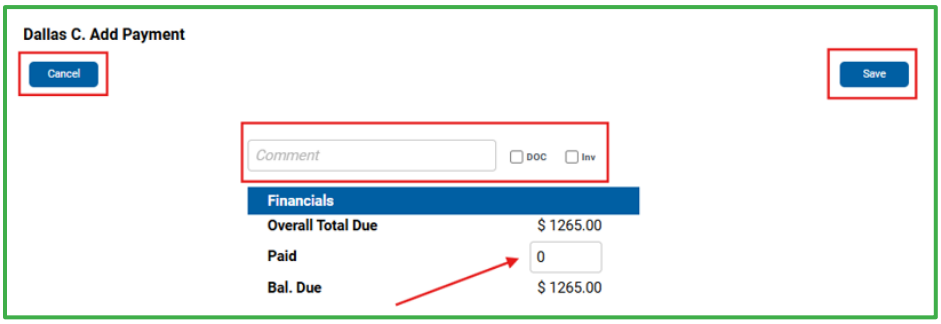


DOC	Dist	Comment	Inv	Bth	ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total	Total Due	Paid	Bal. Due
				$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$7.00	$6.00					
✓	✓	DOC DLVR 12345-4			0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$12.00	$-12.00
✓		DOC SHIP 12345-5			0	0	0	0	0	0	0	1	3	0	0	4	$24.00	$24.00	$0.00
✓		DOC DLVR 98765-1			0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$6.00	$-6.00
✓		DOC DON 98765-1			1	0	0	0	0	0	0	0	0	0	0	1	$6.00	$6.00	$0.00
✓		DOC SHIP+ 98765-8			5	0	0	0	0	0	5	0	0	0	0	10	$60.00	$60.00	$0.00
		Init. Order *Locked*			0	1	2	0	0	0	0	0	0	0	0	3	$18.00	$0.00	$18.00
		Totals			6	1	2	0	0	0	5	1	3	0	0	18	$108.00	$108.00	$0.00

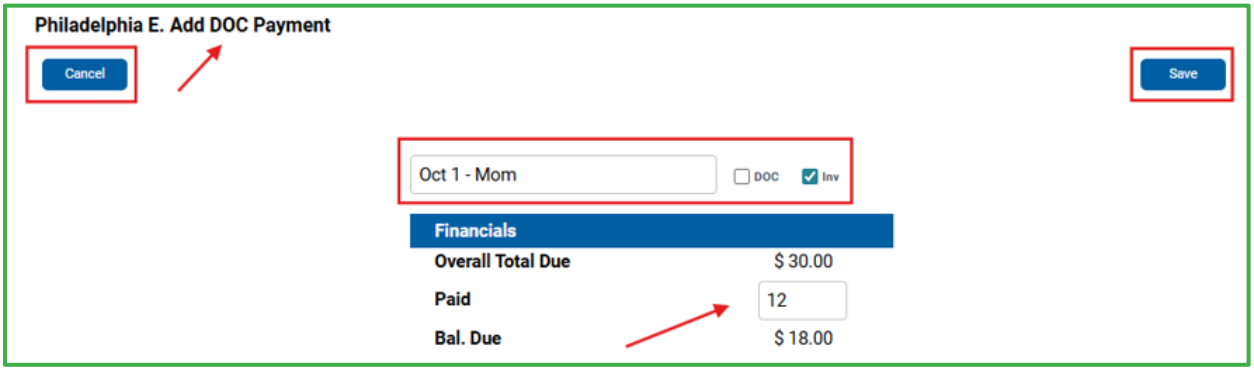
3. **Add an Order (+ Order)**:
    - Open **Girl Detail View** by clicking the girl's name.
    - Click **+ Order**.
    - Enter:
        - **Comment** (optional): Add notes like date or contact info.
        - Check **DOC, INV and Booth** boxes if applicable (see *Column Guide*).
        - **Package fields**: Enter quantities.
        - **Paid field** (optional): Enter amount.
    - Click **Save**.



4. **Add a Payment (+ Payment)**:
    - Click **+ Payment** in Girl Detail View.
    - Enter:
        - **Comment** (optional): Add notes like date or contact info.
        - Check **DOC and INV** boxes if applicable (see *Column Guide*).
        - **Paid field**: Enter amount.
    - Click **Save**.



5. **Add a Digital Cookie Payment (+ DOC Payment)**:
   - Click **+ DOC Payment** in Girl Detail View.
   - Enter:
     - **Comment** (optional): Add notes like date or contact info.
     - Check **DOC and INV** boxes if applicable (see *Column Guide*).
     - **Paid field**: Enter amount.
   - Click **Save**.
     ***Important*:** This **entry updates** both the girl record and the **Troop Site** record.



Tips

- **Allocate cookies promptly**: Distribute inventory to girls as soon as possible.
- **Inactive girls**: Cannot receive distributions or payments.

TROOP SITE ORDERS – GIRL ORDER TAB (GOT)

Overview

Troop Site orders are Digital Cookie troop-level sales made through the Troop Site link. These orders appear under the **Troop Site "girl" record** on the GOT and must be distributed to participating girls before the program ends.

Important: Troop Site orders do **not** affect Per Girl Average (PGA).

Actions You Can Take

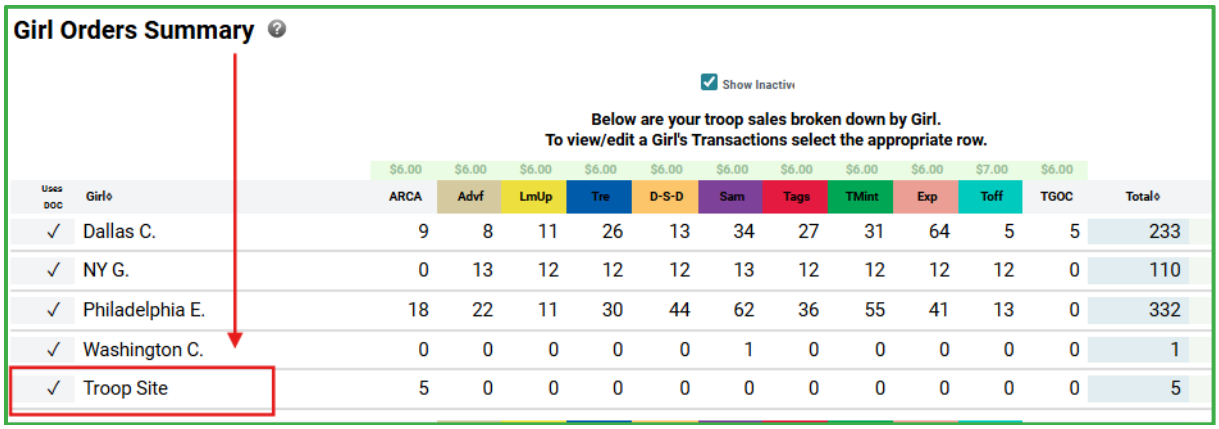
1. **Distribute Troop Site Orders**:
    - Locate the **Troop Site row** on the GOT.
    - Click **+ Distribution** to open the distribution window.
    - Choose:
        - **Distribute**: Includes all packages and donations.
        - **Distribute Without Charity**: Excludes donation packages.
    - Select participating girls or use **(De)select All**.
    - Decide whether to distribute evenly or enter quantities manually.
    - Click **Save** to complete the distribution.

Example: Distributing Troop Site Orders

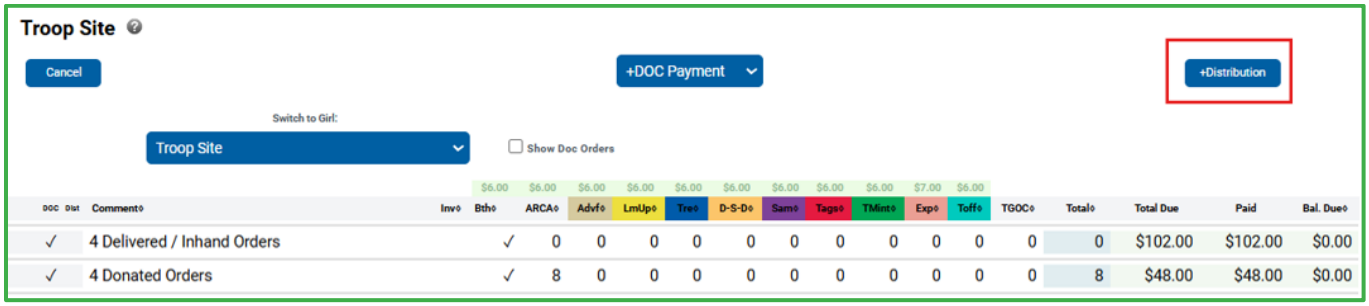
Scenario: Your troop sold cookies through the Digital Cookie Troop Site link. It's time to distribute packages and payments to the girls.

Step 1: Open the Distribution Window

- Click the **Troop Site row** on the GOT

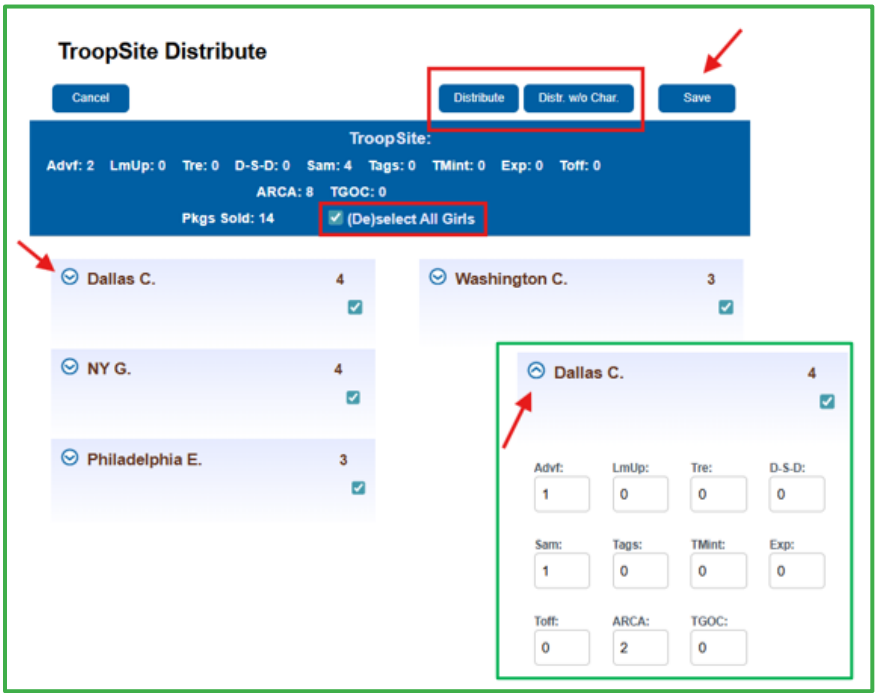


Uses DOC	Girl	ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total
		$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$7.00	$6.00	
✓	Dallas C.	9	8	11	26	13	34	27	31	64	5	5	233
✓	NY G.	0	13	12	12	12	13	12	12	12	12	0	110
✓	Philadelphia E.	18	22	11	30	44	62	36	55	41	13	0	332
✓	Washington C.	0	0	0	0	0	1	0	0	0	0	0	1
✓	Troop Site	5	0	0	0	0	0	0	0	0	0	0	5



Step 2: Choose Distribution Options

- Click **+ Distribution** to open the **Troop Site Distribute** window.
- Choose:
  - **Distribute**: Includes all packages and donations.
  - **Distribute Without Charity**: Excludes donation packages.
- Select participating girls or use **(De)select All**.
- Decide whether to distribute evenly or enter quantities manually.

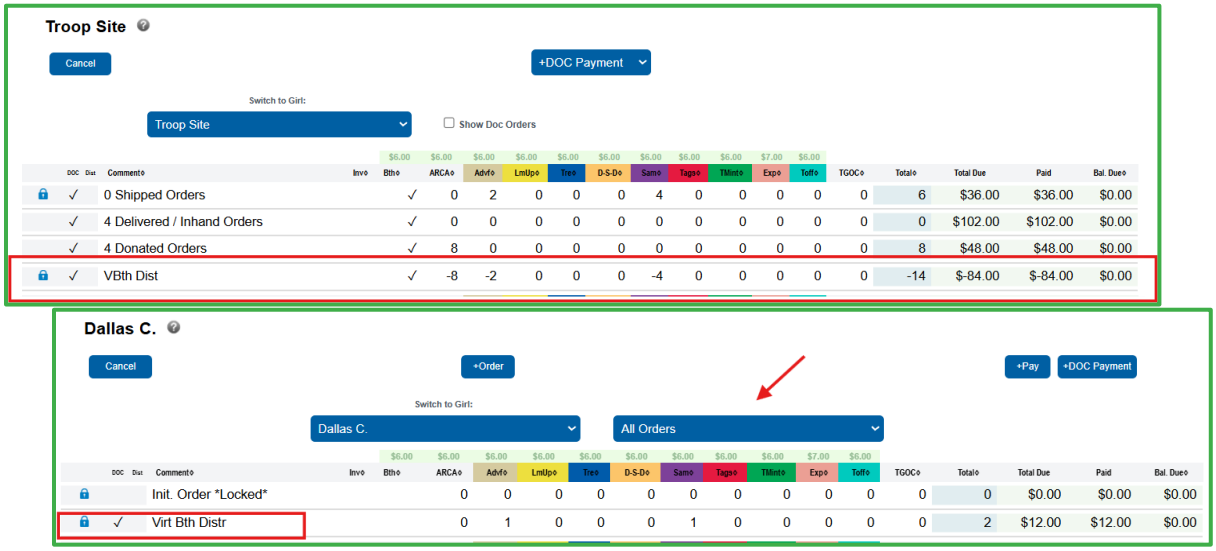


Step 3: Save and Review

- Click **Save**.

After the Save

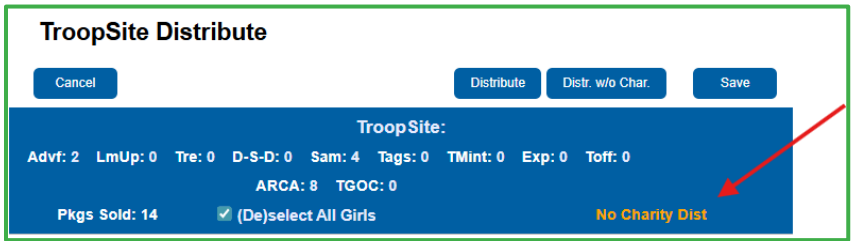
- Each girl record will have a corresponding **VBth Dist** entry.
- The **+ Distribution** button **disappears** when all distributable orders are assigned.



Adjusting & Remaining Donations

- Click the **Troop Site row** on the GOT.
- Click the **VBth Dist** line.
- **Repeat** the distribution process.
- After saving, eBudde updates the records.

Note: If donation packages were **not distributed**, eBudde displays **"No Charity Dist"** in orange on the **Troop Site Distribute** window.



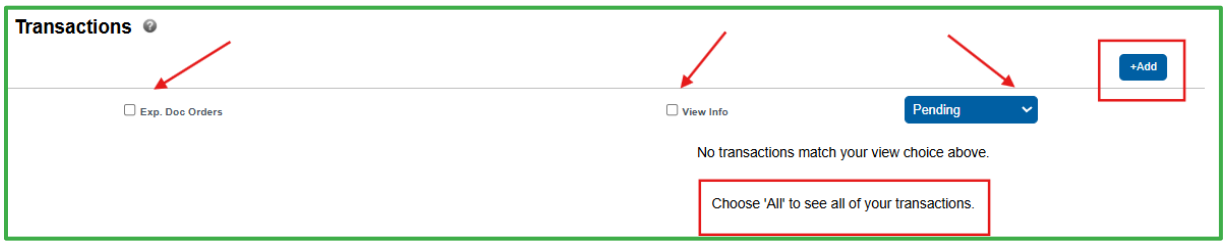
TRANSACTIONS TAB

Overview

The **Transactions Tab** is where you manage inventory after the Initial Order. It displays all completed and pending transactions, including Digital Cookie shipped orders, and allows you to create new transactions such as pending cupboard orders and troop-to-troop transfers. This tab ensures accurate inventory tracking and financial reconciliation throughout the cookie season.

Key Features

- **Transaction List**: Shows all transactions, including pending orders, cupboard pickups, troop transfers, and Digital Cookie shipped orders.
- **Order Type Dropdown**: Filters transactions by type (All, DOC, Ready for Pickup, Pending).
- **Exp. DOC Orders Checkbox:** Expands the view to show individual Digital Cookie shipped orders for detailed review.
- **Add Transaction**: Create new transactions for cupboard orders or troop-to-troop transfers.
- **View Info**: Displays user details and timestamps for each transaction.
- **Print or Delete**: Generate receipts or remove transactions (permissions vary by council).



Council Settings Impact

Council settings determine:

- If the **transaction date** is editable**.**
- If **receipt numbers** are editable**.**
- Which type of **product movement** is allowed (**Add or Remove**).
- Which transaction **types are allowed** (**Normal, Booth, Adjustment, or Return**).
    - Adjustments and returns are typically performed by Council Staff
    - Normal and Booth transactions add inventory to the same troop inventory bucket.
- Which **2nd Party** options are allowed **(Cupboard, Service Unit, Troop).**
- Whether troops can **edit pending transactions.**

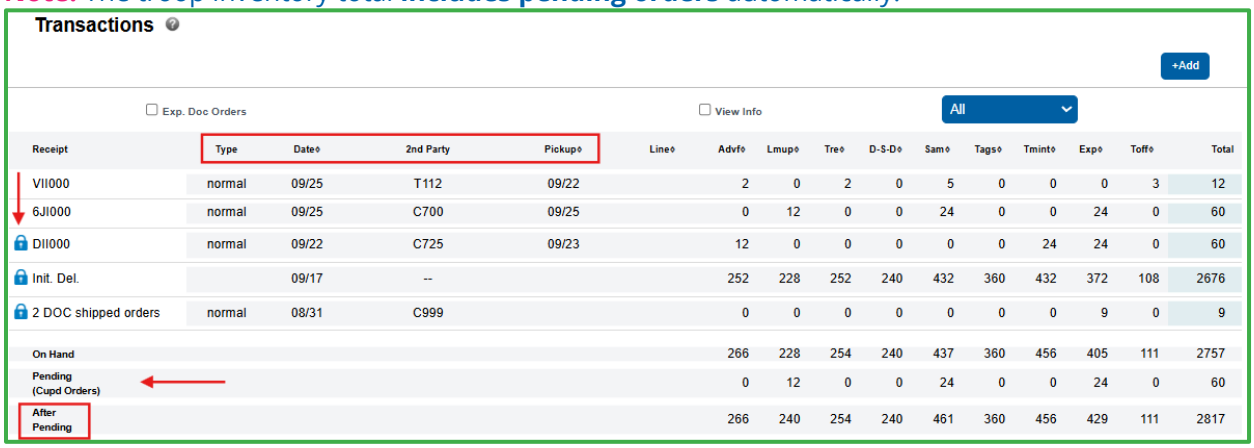
Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. View Transactions

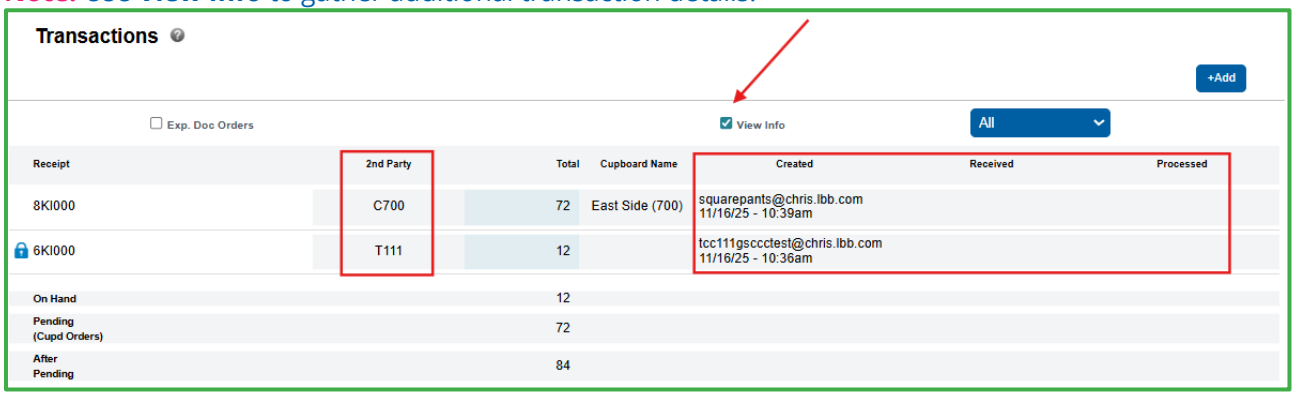
- Use the **Order Type Dropdown** to filter by All, DOC, Ready for Pickup, or Pending.
  - **Order Type Dropdown Options**
    - **All**: Full transaction history
    - **DOC**: Digital Cookie shipped orders (read-only)
    - **Ready for Pickup**: Orders released by cupboards
    - **Pending**: Orders not yet released
- Click **Exp. DOC Orders** to view individual Digital Cookie shipped orders.

Note: The troop inventory total **includes pending orders** automatically.



Receipt	Type	Date	2nd Party	Pickup	Line	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Exp	Toff	Total
VII000	normal	09/25	T112	09/22		2	0	2	0	5	0	0	0	3	12
6JI000	normal	09/25	C700	09/25		0	12	0	0	24	0	0	24	0	60
DII000	normal	09/22	C725	09/23		12	0	0	0	0	0	24	24	0	60
Init. Del.		09/17	--			252	228	252	240	432	360	432	372	108	2676
2 DOC shipped orders	normal	08/31	C999			0	0	0	0	0	0	0	9	0	9
On Hand						266	228	254	240	437	360	456	405	111	2757
Pending (Cupd Orders)						0	12	0	0	24	0	0	24	0	60
After Pending						266	240	254	240	461	360	456	429	111	2817

Note: Use **View Info** to gather additional transaction details.



Receipt	2nd Party	Total	Cupboard Name	Created	Received	Processed
8KI000	C700	72	East Side (700)	squarepants@chris.lbb.com 11/16/25 - 10:39am		
6KI000	T111	12		tcc111gscctest@chris.lbb.com 11/16/25 - 10:36am		
On Hand		12				
Pending (Cupd Orders)		72				
After Pending		84				

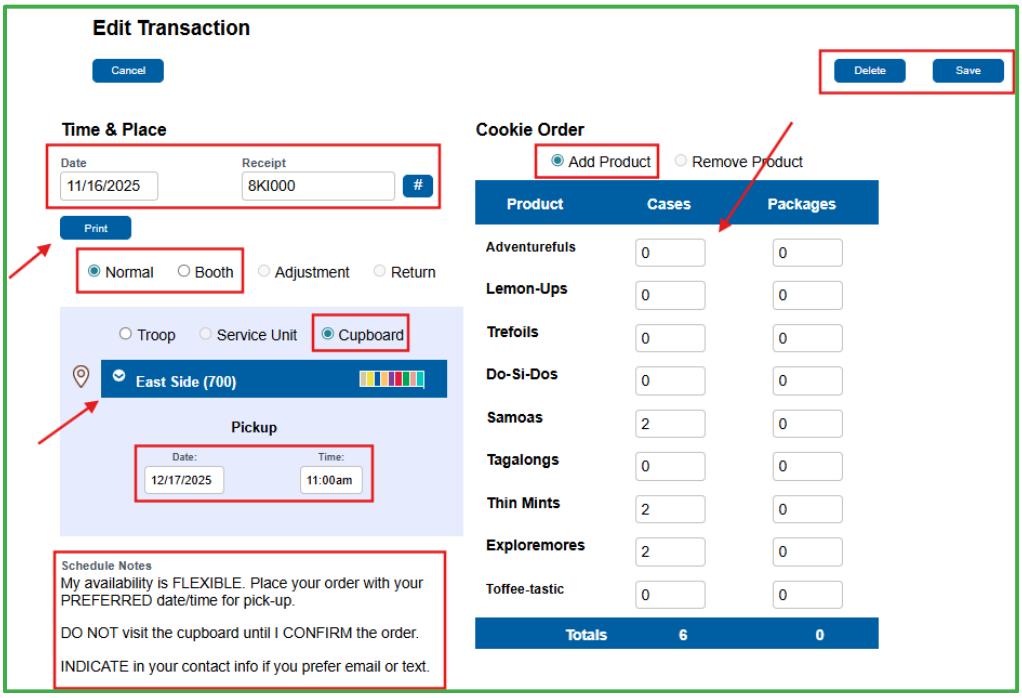
2. Create a Pending Cupboard Order

***Important*:** Council settings determine:

- Whether you enter by **case or package.**
- Which **transaction types** are allowed.
- If **date and receipt fields** can be edited.

- Click **+ Add**.
- Complete fields:
  - **Type**: Normal
  - **Second Party**: Cupboard
  - **Cupboard**: Select from the list
  - **Pickup Date/Time**: Select a date and time. Choose a valid slot (if applicable).
  - **Product Movement**: Add Product
  - **Quantities**: Enter by case (or package if allowed).
- Click **Save**.
- After saving eBudde returns to the Transaction window. Click the transaction to **Edit** or **Delete**.

- **Confirm** pickup after verifying counts:
  - From **Troop Dashboard** under Calendar, click **Confirm Order**, or
  - From **Txn Pickups Tab**, click **Confirm** beside the correct order.

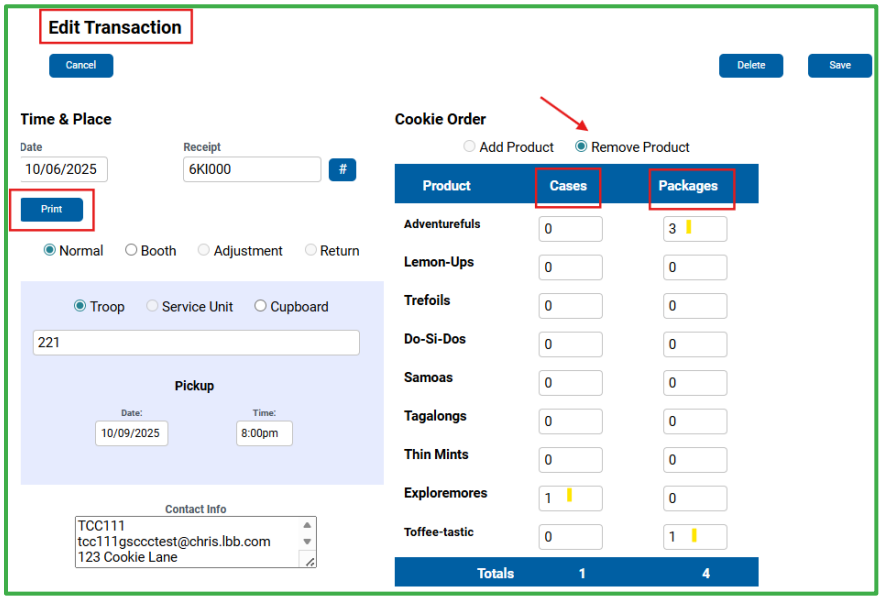


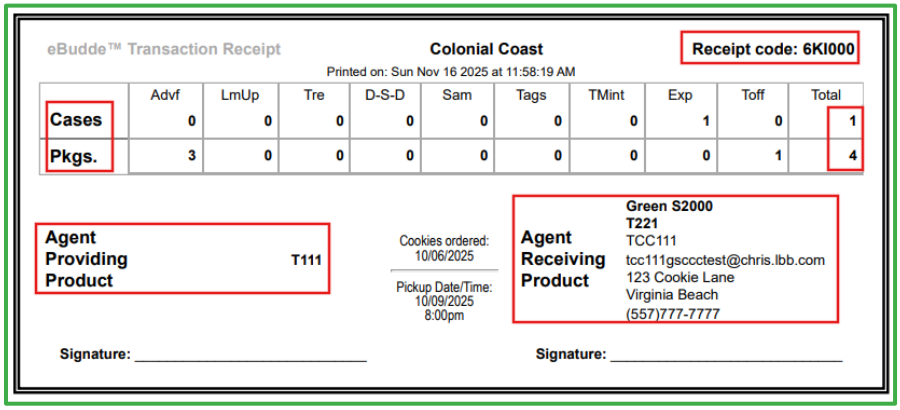
3. Record a Troop-to-Troop Transfer

Important

- Council settings determine which **troop** enters the transaction.
- Only the troop that **enters** the troop-to-troop transfer may **edit** the transaction.

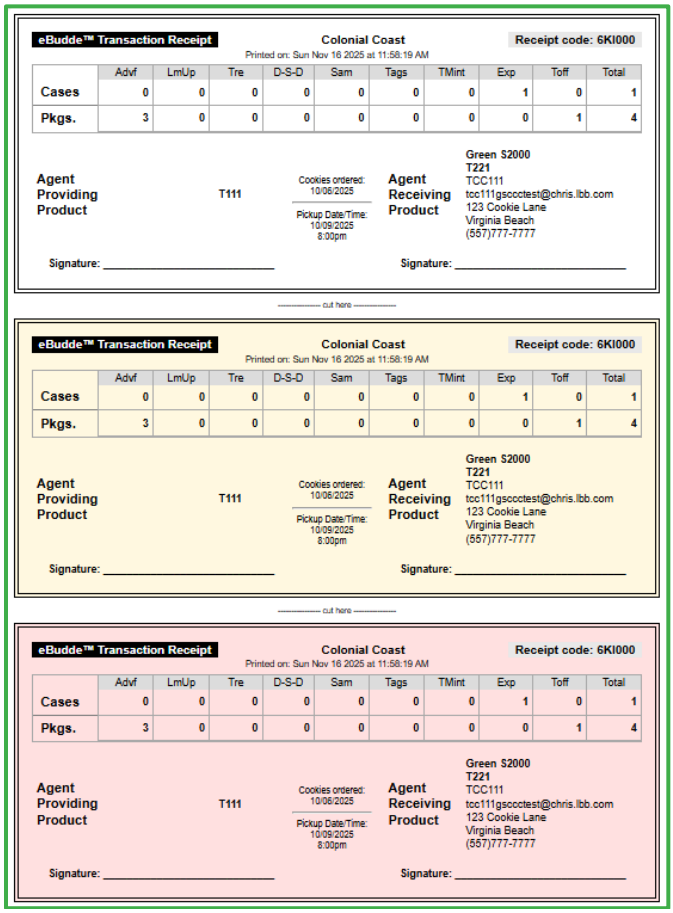
- Click **+ Add**.
- Complete fields:
  - **Type**: Normal
  - **Second Party**: Troop
  - **Troop Number**: Enter the receiving troop's number
  - **Product Movement**: Remove (giving troop) or Add (receiving troop)
  - **Quantities**: Enter by variety. Cases or Packages allowed.
- Click **Save**.
- Click **Print** for a receipt and have both troops sign during inventory hand-off. Keep all receipts.





4. Print or Delete a Transaction

- Select the transaction from the list.
- Click **Print** for a receipt – *3 identical receipts generated per page*.
- Click **Delete** to remove.



eBudde™ Transaction Receipt

Colonial Coast

Printed on: Sun Nov 16 2025 at 11:58:19 AM

Receipt code: 6KI000

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total
Cases	0	0	0	0	0	0	0	1	0	1
Pkgs.	3	0	0	0	0	0	0	0	1	4

Agent Providing Product T111

Cookies ordered: 10/06/2025

Pickup Date/Time: 10/09/2025 8:00pm

Agent Receiving Product
Green S2000
T221
TCC111
tcc111gsccctest@chris.lbb.com
123 Cookie Lane
Virginia Beach
(557)777-7777

Signature: _____ Signature: _____

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eBudde™ Transaction Receipt

Colonial Coast

Printed on: Sun Nov 16 2025 at 11:58:19 AM

Receipt code: 6KI000

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total
Cases	0	0	0	0	0	0	0	1	0	1
Pkgs.	3	0	0	0	0	0	0	0	1	4

Agent Providing Product T111

Cookies ordered: 10/06/2025

Pickup Date/Time: 10/09/2025 8:00pm

Agent Receiving Product
Green S2000
T221
TCC111
tcc111gsccctest@chris.lbb.com
123 Cookie Lane
Virginia Beach
(557)777-7777

Signature: _____ Signature: _____

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Colonial Coast

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Receipt code: 6KI000

	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total
Cases	0	0	0	0	0	0	0	1	0	1
Pkgs.	3	0	0	0	0	0	0	0	1	4

Agent Providing Product T111

Cookies ordered: 10/06/2025

Pickup Date/Time: 10/09/2025 8:00pm

Agent Receiving Product
Green S2000
T221
TCC111
tcc111gsccctest@chris.lbb.com
123 Cookie Lane
Virginia Beach
(557)777-7777

Signature: _____ Signature: _____

Tips

- **Cupboard Information Report**: Generate the report to avoid entering multiple pending orders to find the "best fit".
- **Confirm pickups promptly**: Use the Dashboard or Txn Pickups tab.
- **Keep signed receipts**: For troop-to-troop transfers, always retain documentation.

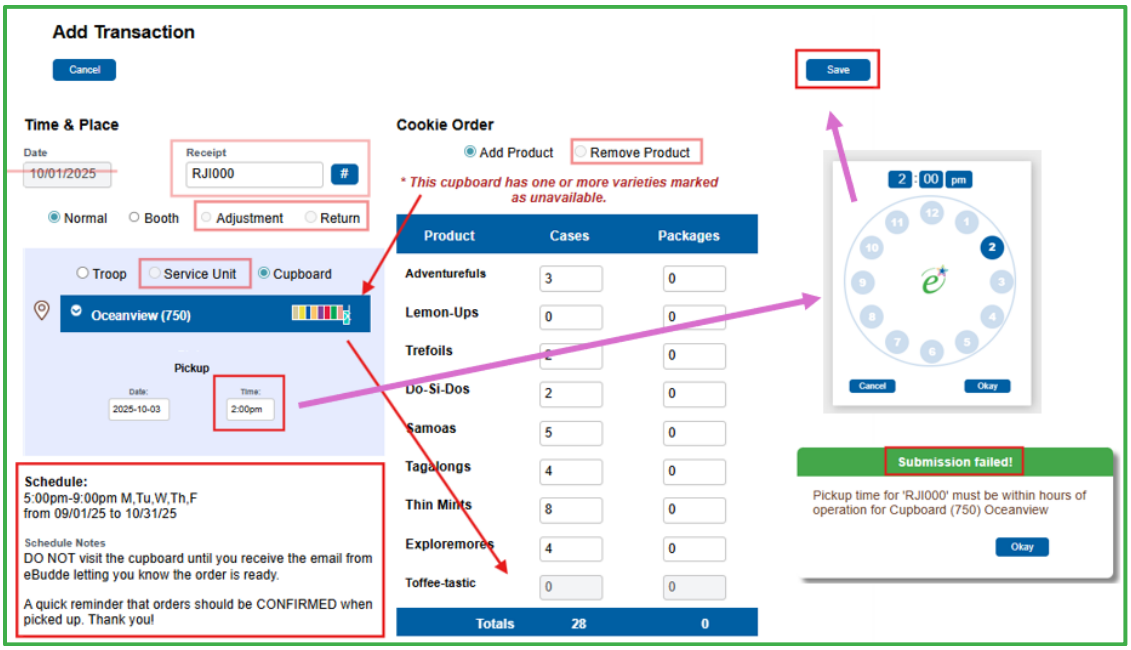
Example: Placing a Pending Order

Troop 113 needs cookies for booth sales and additional girl orders. The need all varieties except Toffee-tastic, only want to visit **one** cupboard on Friday afternoon between 1pm-4pm.

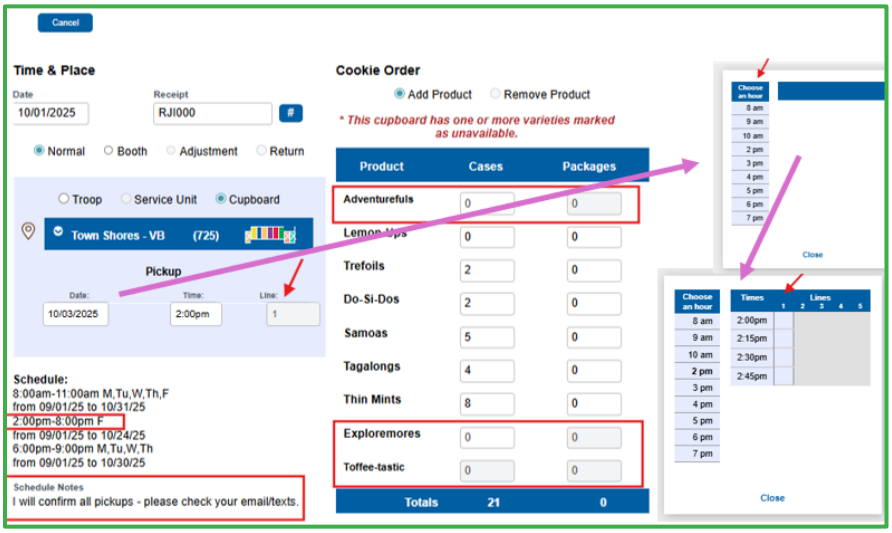
Review the troop's 3 attempted pending orders below **to learn more** about **cupboard schedules, slots and inventory availability**.

Tip: Generate the **Cupboard Information Report** to view all cupboards, schedules, and inventory before placing an order to **avoid** multiple pending order attempts.

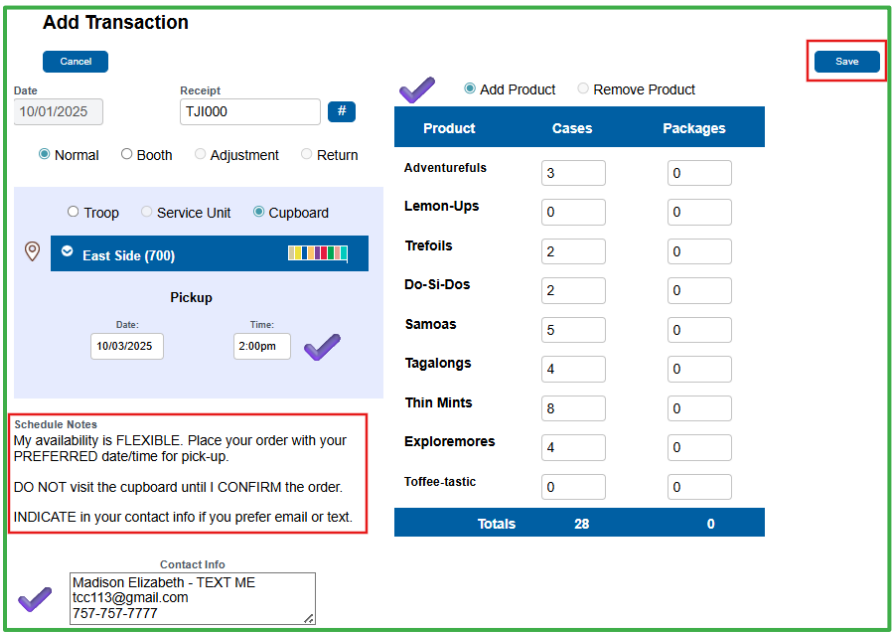
- **Oceanview Cupboard**:
  - Pickup slots **not** enforced.
  - Hours of operation are set – *see schedule*.
  - Additional instructions are listed – *see schedule notes*.
  - Toffee-tastic **unavailable** – *product cases/packages grayed out and an X on the variety chart.*
  - Attempt **fails** due to pick up time request being outside operating hours - *the cupboard opens at 5pm on Friday.*
    - eBudde alerts the user of the **submission failure**.



- **Town Shores Cupboard**:
  - Requires date, time, **and slot selection**.
  - Some varieties unavailable.
  - Attempt **fails –** varieties are not available.



- **East Side Cupboard**:
  - Flexible scheduling (date and time only).
  - All varieties available.
  - The cupboard has **specific instructions** – *see schedule notes*.
  - **Success!** Pending order saved and email confirmation sent.



COOKIE EXCHANGE TAB

Overview

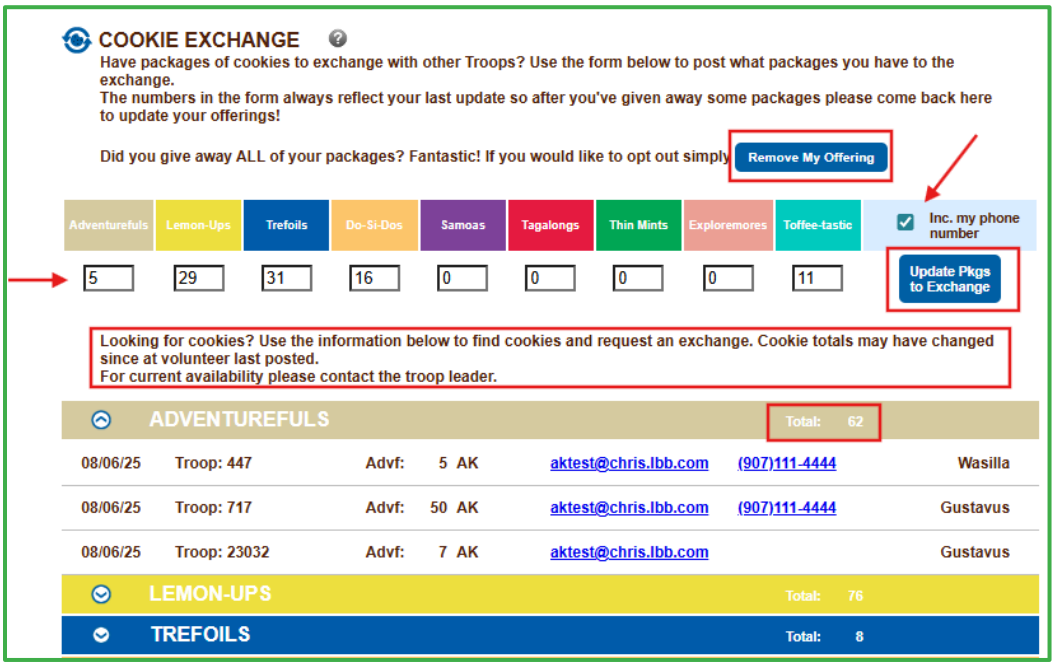
The Cookie Exchange Tab is a tool for troops to post excess inventory and view available cookies from other troops. It helps reduce leftover inventory and supports collaboration across the council. Participation is *optional*.

Important

- Cookies are **not sold** between troops.
- Troops must complete a **Troop-to-Troop Transfer** in eBudde to record inventory movement.

Key Features

- **Post Inventory**: Enter quantities of cookie varieties you want to offer for exchange.
- **Update Offerings**: Change quantities as your inventory changes.
- **Remove My Offering**: Clear your posted quantities when you no longer have extras.
- **View Available Cookies**: Expand each variety to see which troops have inventory available.
- **Contact Information**: Includes troop number, contact name, email, and phone for coordination.
- **Optional**: Display your phone number for faster communication.



Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. Post Excess Inventory

- Enter package quantities in the variety boxes.
- Click **Update Pkgs to Exchange**.

2. Remove Your Offering

- Click **Remove My Offering** when you no longer have extras.

3. Find Cookies

- Click the **expand arrow** next to a variety to view troops offering cookies.
- Contact the troop directly using the provided email or phone.

4. Update Quantities

- Change numbers as your inventory changes and click **Update Pkgs to Exchange**.

Tips

- **Enter packages, not cases**: All quantities are recorded in packages.
- **Verify availability before pickup**: Inventory may change quickly.
- **Best practice**: Keep your contact info accurate for smooth coordination.
- **Council settings matter**: Visibility may be council-wide or limited to your Service Unit.

TRANSACTION (TXN) PICKUPS TAB

Overview

The **Txn Pickups Tab** is used to confirm cupboard orders that have been released for pickup. This step is **required** for councils using the **Electronic Cupboard Ordering & Receipt Process**. Confirming ensures accurate inventory tracking and closes the pending order in eBudde.

Key Features

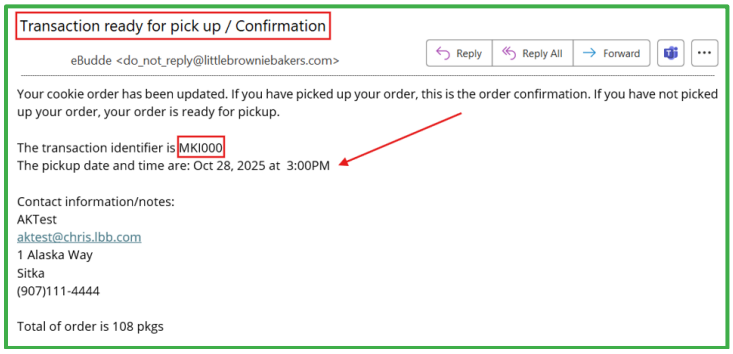
- **Pending Orders List**: Displays all cupboard orders awaiting confirmation.
- **Confirm Link**: Allows troops to confirm pickup after receiving cookies.
- **Filter Options**: View today's pickups or future transactions.

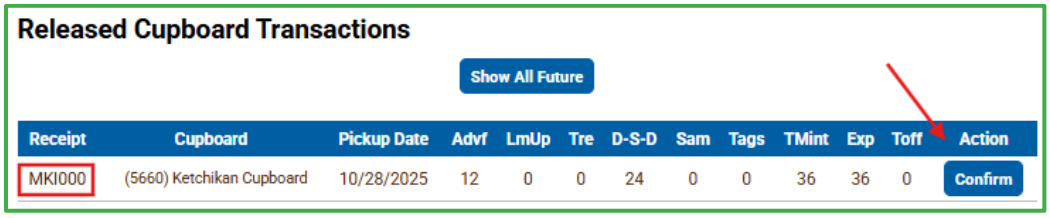
Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. Confirm a Cupboard Pickup

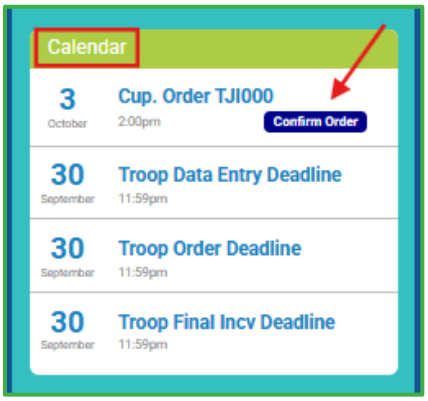
- After receiving a system generated email indicating the pending order has been released by the cupboard.
- Go to the **Txn Pickups Tab**.
- Locate the pending order in the list.
- Click **Confirm** next to the correct order.
- A confirmation message will appear, and the order status changes to **Confirmed**.
- eBudde sends an automated email to the troop and cupboard clerk with pickup details.





2. Use Dashboard Shortcut

- From the **Troop Dashboard**, under the Calendar section, click **Confirm Order** for the pending transaction.



Tips

- **Confirm promptly**: Avoid delays in inventory updates.
- **Verify quantities before confirming**: Check cases and varieties match your order.
- **Keep confirmation emails**: They serve as proof of pickup.
- **Contact the cupboard for issues**: If you cannot confirm or see incorrect details.

REWARDS TAB

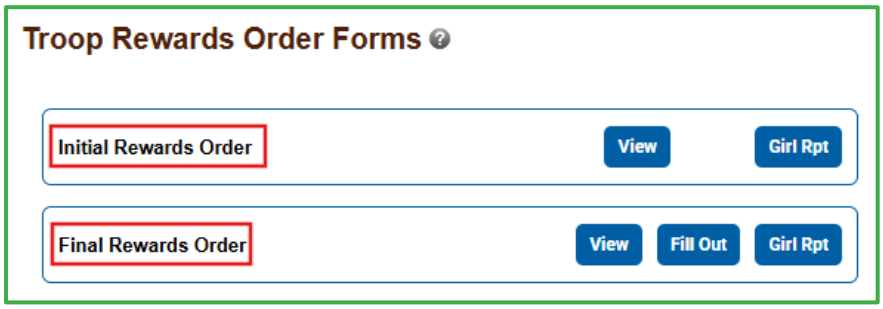
Overview

The **Rewards Tab** is where troops manage **reward orders** for participating Girl Scouts. This tab ensures that girls receive the recognition they've earned for their cookie sales. Troops can **submit initial and final reward orders**, verify sizes and selections, and confirm totals before submission.

Important: Reward ordering deadlines are set by your council—always check your timeline.

Key Features

- **Troop Reward Order** – Compile and submit troop-level reward orders.
- **Individual Girl Rewards** – Review and confirm each girl's earned rewards.
- **Size & Selection Fields** – Enter t-shirt sizes or choose catalog items.
- **Automated Calculations** – eBudde calculates rewards based on boxes sold on the **Girl Order Tab.**
- **Edit All Option** – Update all girl rewards in one screen.
- **Submit Buttons** – Lock orders once submitted to the Service Unit.



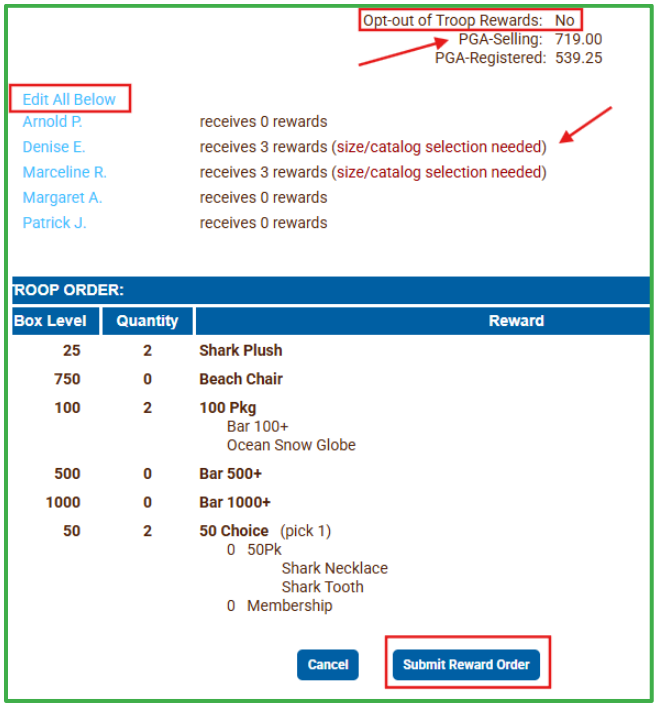
Actions You Can Take

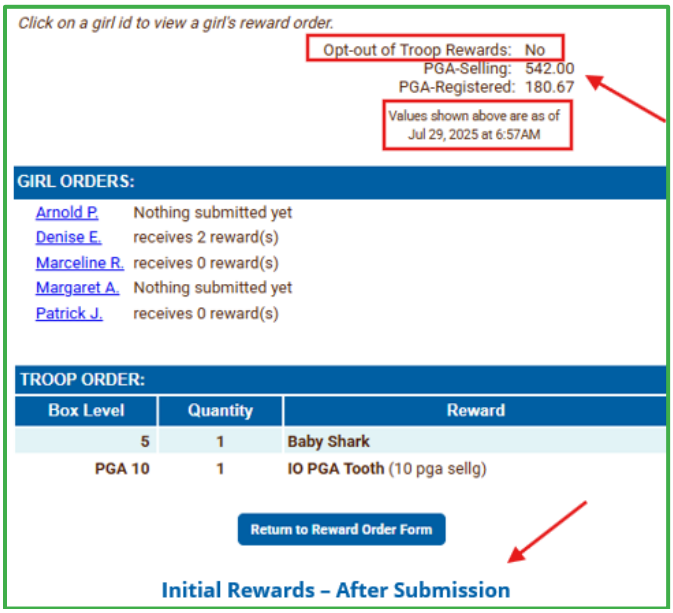
Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. Submit Troop Reward Order

- Navigate to the **Rewards Tab**.
- Click **Fill Out** next to the troop reward order.
- Review the list of available rewards.
- Enter quantities for troop-level items.
- Generate **Reports** for your records.
- Click **Submit Reward Order** to finalize.

Tip: Verify totals before submission—orders cannot be changed after submission.



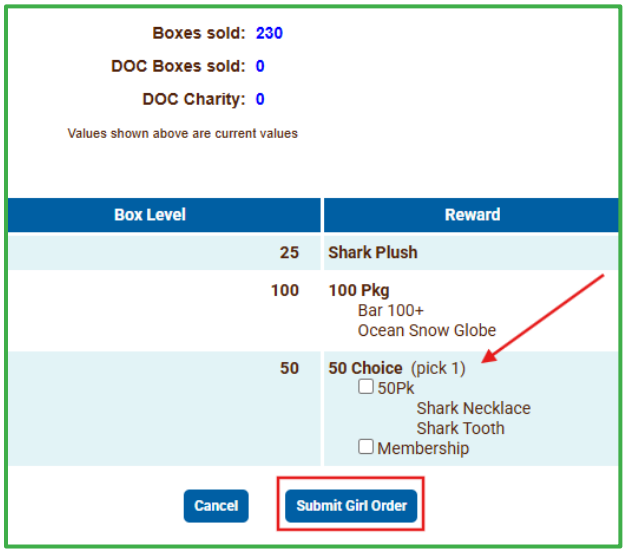


Initial Rewards – After Submission

2. Review Individual Girl Rewards

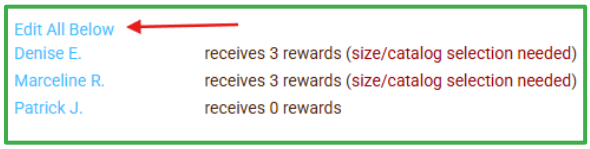
- Click a girl's name to open her reward screen.
- Confirm:
  - **Boxes Sold** – Automatically calculated by eBudde.
  - **Size or Selection** – Enter t-shirt size or choose catalog items.
- Click **Submit Girl Order** to save.

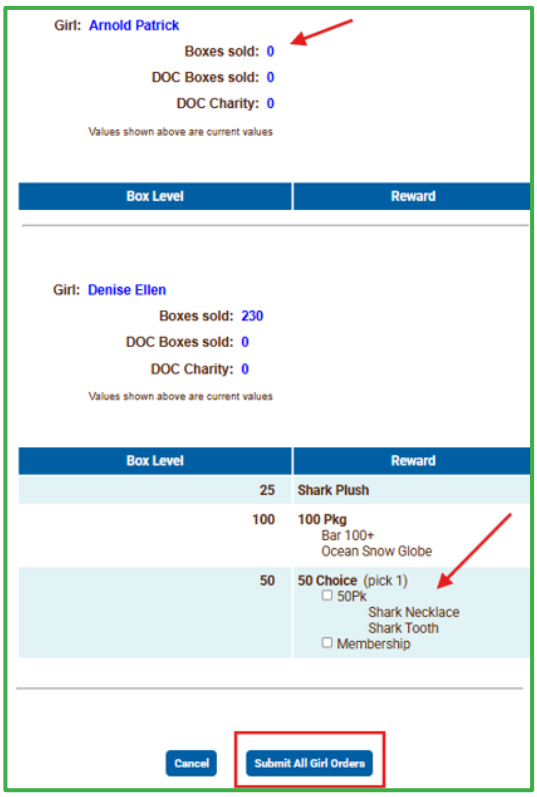
  Note: If a size or selection is missing, eBudde highlights the field in **red**.

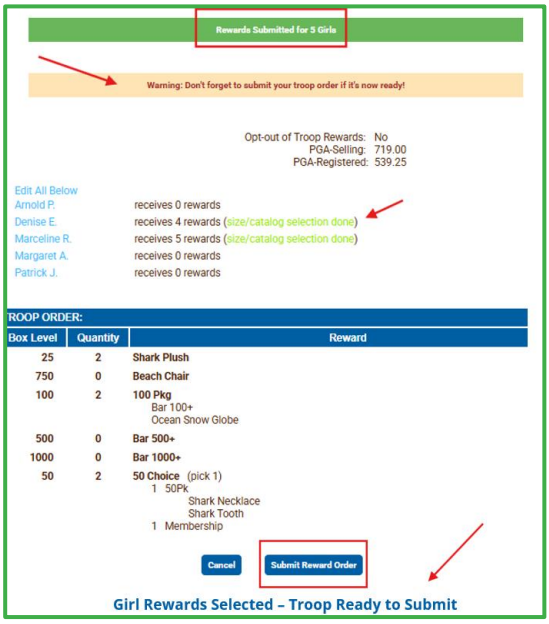


3. Use Edit All for Faster Updates

- Click **Edit All** to update all girls at once.
- Enter sizes and make selections for each girl.
- Review totals and click **Submit Reward Order**.







Girl Rewards Selected – Troop Ready to Submit

4. Generate Girl Reward Report

- Click **Girl Rpt**.
- A spreadsheet will **open or download** (depending on your browser settings).
- Look for an **asterisk (*)** beside the troop total:
  - This indicates **troop reward amounts do not equal girl reward amounts**.
- If an asterisk appears:
  - Return to the **Troop Rewards Order Forms**.
  - Verify all **size selections and catalog choices** have been made.
  - Contact your **Service Unit or Council** for assistance if needed.

	A	B	C	D
1	**#23032 Girl Reward Summary -- Final**			
2	Demo Council			
3	2025-26 Sales Season			
4				
5	**Girl**	**Global/GSUSA**	**Pkgs**	**Shark Plush**
6	Arnold Patrick	444444	0	0
7	Denise Ellen	222222	230	1
8	Marceline Renee	111111	451	1
9	Margaret Anne	555555	0	0
10	Patrick Joseph	333333	9	0
11		**Girl Totals**	**690**	**2**
12		***Troop Totals**	**2157**	**0**
13				
14				
15				
16	* -- troop totals do not match girl totals			

Important Notes

- **Initial Reward Order** may not be available—this is a council option.
- Once submitted, **troop and girl reward orders cannot be changed** by the troop. Contact your Service Unit for corrections.
- eBudde displays **Troop PGA (Per Girl Average)** on the summary screen for quick reference.
- If your council offers **additional proceeds instead of rewards**, confirm this setting in the **Settings Tab** before ordering.

BOOTH SALES TAB

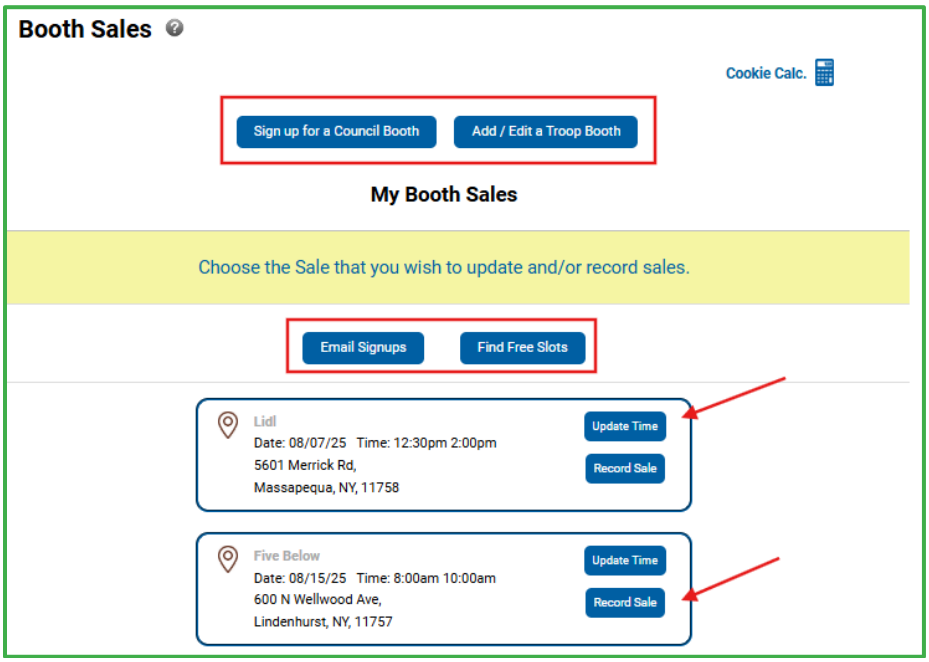
Overview

Booth Sales provide Girl Scouts with opportunities to **increase cookie sales**, practice **money management**, **customer service**, and **goal setting**. They also help girls develop **leadership** and **financial skills** in a real-world environment.

The **Booth Sales Tab** allows troops to **sign up for council-sponsored booths**, **request troop-managed booths** (if allowed), **record booth sale totals**, and **distribute packages and payments** to participating Girl Scouts.

Key Features

- **Council Booths** – Sign up for council-sponsored locations.
- **Troop Booths** – Submit requests for troop-managed booths.
- **Find Free Slots** – Search for available booth slots or view all.
- **Join a Waitlist** – Enable alerts for booth waitlists.
- **Record Booth Sales** – Enter booth sale totals and distribute cookies/payments.
- **Share Information** – Email a list of scheduled booths.
- **Update Selections** – Cancel upcoming booths if needed.



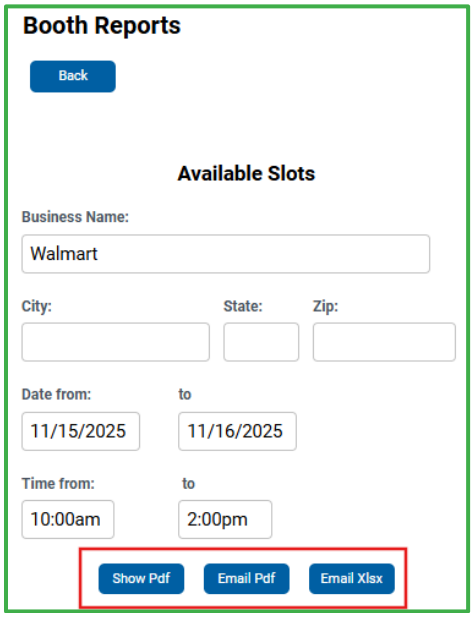
Actions You Can Take

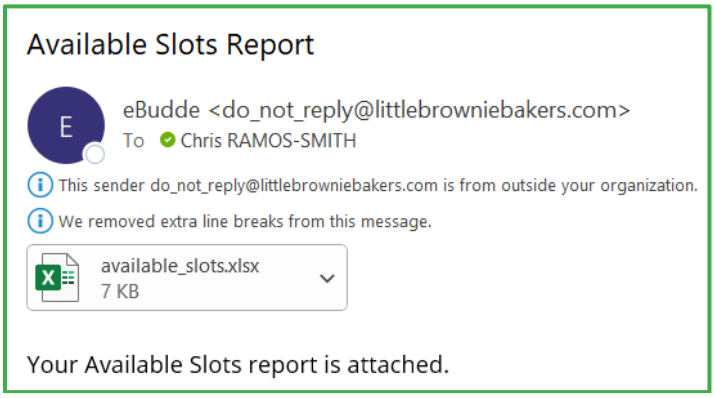
Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

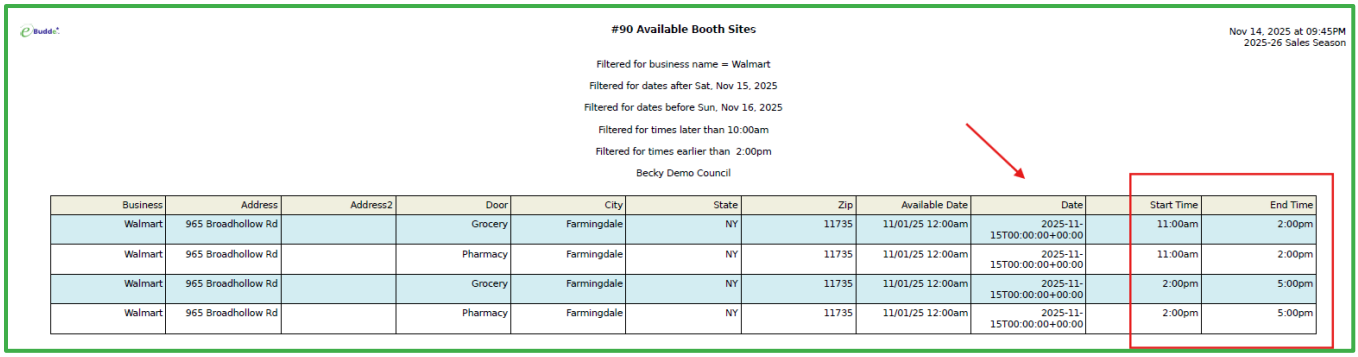
1. Find Free Slots

- Click **Find Free Slots**.
- Enter search criteria or leave blank to view all.
- Click **Show PDF** to open booth details.
- Choose **Email PDF** or **XLSX** to receive the file.

Tip: Use this tool for **pre-planning** before booth selection day.







#90 Available Booth Sites

Nov 14, 2025 at 09:45PM
2025-26 Sales Season

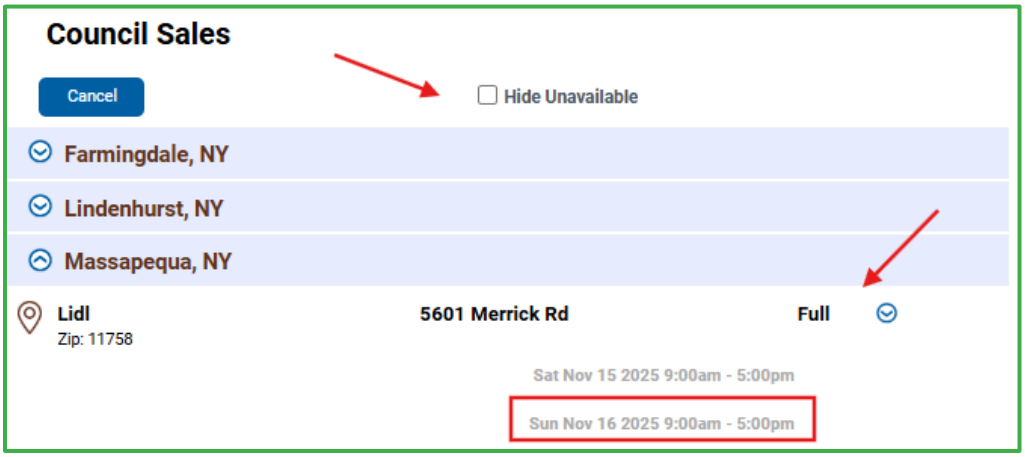
Filtered for business name = Walmart
Filtered for dates after Sat, Nov 15, 2025
Filtered for dates before Sun, Nov 16, 2025
Filtered for times later than 10:00am
Filtered for times earlier than 2:00pm
Becky Demo Council

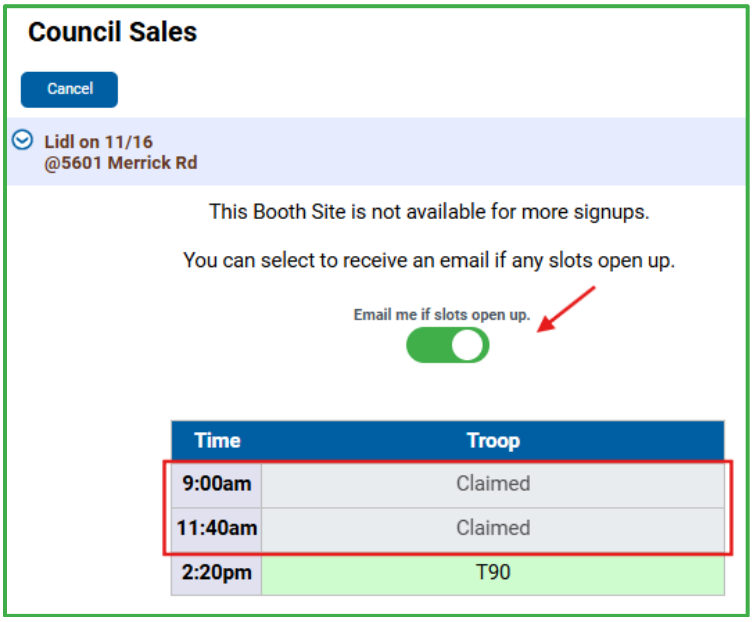
Business	Address	Address2	Door	City	State	Zip	Available Date	Date		Start Time	End Time
Walmart	965 Broadhollow Rd		Grocery	Farmingdale	NY	11735	11/01/25 12:00am	2025-11-15T00:00:00+00:00		11:00am	2:00pm
Walmart	965 Broadhollow Rd		Pharmacy	Farmingdale	NY	11735	11/01/25 12:00am	2025-11-15T00:00:00+00:00		11:00am	2:00pm
Walmart	965 Broadhollow Rd		Grocery	Farmingdale	NY	11735	11/01/25 12:00am	2025-11-15T00:00:00+00:00		2:00pm	5:00pm
Walmart	965 Broadhollow Rd		Pharmacy	Farmingdale	NY	11735	11/01/25 12:00am	2025-11-15T00:00:00+00:00		2:00pm	5:00pm

2. Join a Booth Waitlist

- Go to the **Booth Sales Tab**.
- Search for a **Council Booth**.
- Uncheck **Hide Unavailable** to view all slots.
- Identify unavailable slots:
  - **Greyed-out dates/times** = unavailable.
  - **Green slots** = available.
- Click a **greyed-out booth slot**.
- Slide the **Toggle Switch** to enable email notifications.

Note: Notifications stop when you toggle off.





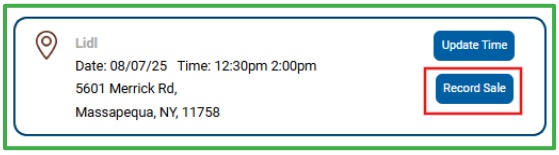
3. Record Booth Sales

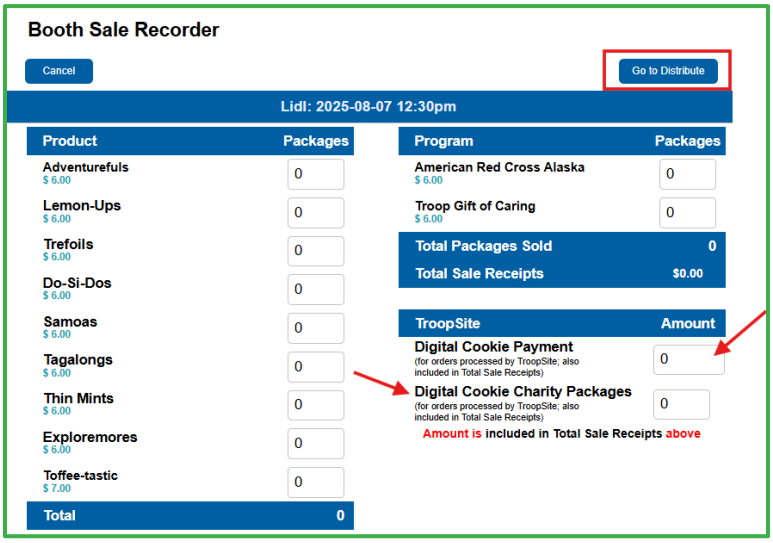
Booth Sale Recording **automates** the process of entering booth sale totals and distributing packages and payments to participating Girl Scouts. This step is **required** to ensure accurate credit for sales and maintain troop inventory integrity.

Step 1: Record Booth Sale Totals

- Navigate to the **Booth Sales Tab**.
- Click **Record Sale** next to the booth location.
- In the **Booth Sale Recorder** window:
  - **Left Side**: Enter total packages sold by variety.
  - **Right Side – Program Header**:
    - Enter **Council Gift of Caring** totals.
    - Enter **Troop Gift of Caring** totals.
  - **Right Side – Troop Site Header**:
    - Enter **Digital Cookie Payment** amount.
    - Enter **Digital Cookie Charity Packages**.

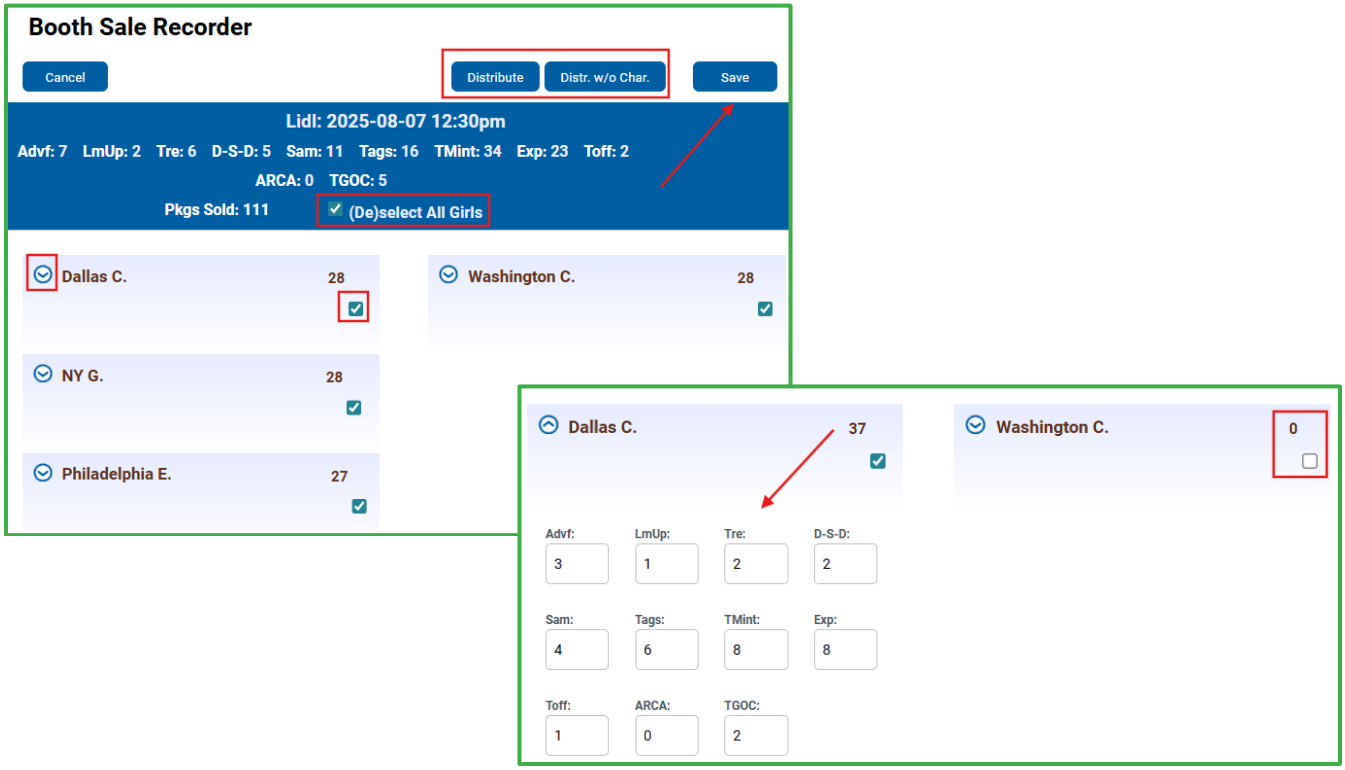
Note: The Council Gift of Caring package totals in the two sections do not need to match.





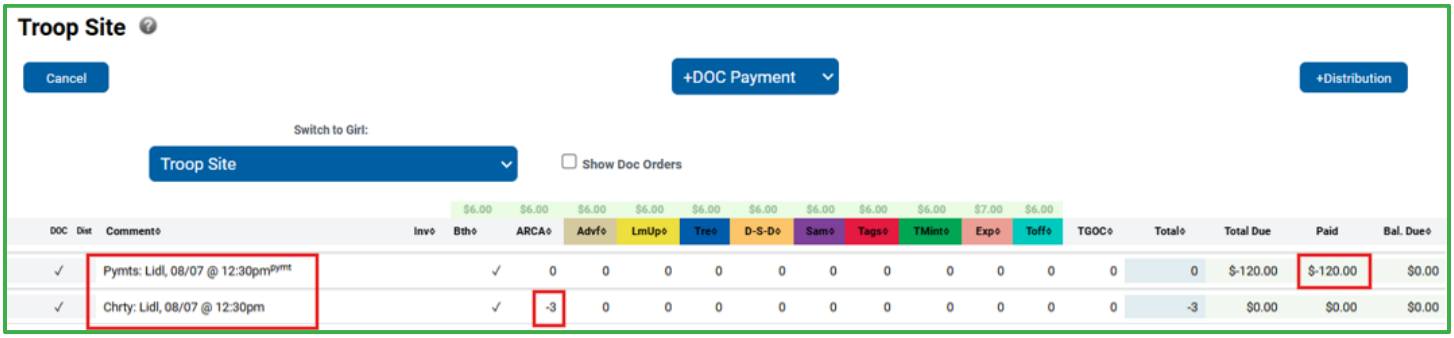
Step 2: Distribute Packages and Payments

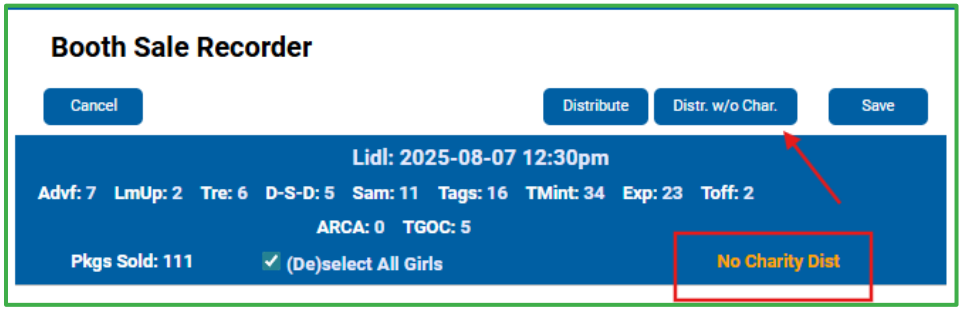
- Click **Go to Distribute**.
- Choose:
  - **Distribute** – includes donations.
  - **Distribute Without Charity** – excludes donations.
- Select participating Girl Scouts or click **(De)select All Girls**.
- Decide whether to **distribute evenly** or enter quantities manually.
- Click **Save**.



What Happens After Save

- **Digital Cookie Payment** amount removes payments from the Troop Site record.
- **Digital Cookie Charity Packages** amount removes donation boxes from the Troop Site record.
- Each girl record updates with a new transaction identified by booth date/time.





Important Notes

- If donation packages were not distributed, eBudde displays **"No Charity Dist"** in orange.
- Troop Site orders not tied to a booth sale use the **+ Distribution** function on the **Girl Order Tab**.

PAYMENTS TAB

Overview

The **Payments Tab** allows troops to view and record payments made **to the council** for cookie sales. This tab helps maintain accurate financial records and ensures transparency throughout the cookie season.

Key Features

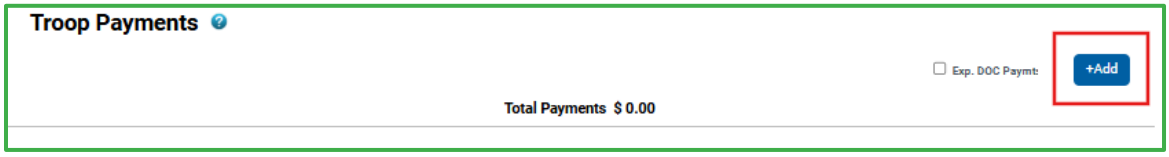
- **View Payments**: Displays all payments entered by the troop or imported by the council.
- **Add Payment**: Enter troop payments to the council (if allowed by council settings).
- **Edit/Delete Payment**: Modify or remove payments before submission (permissions vary by council).
- **Expand DOC Payments**: View individual Digital Cookie payments processed through the system.

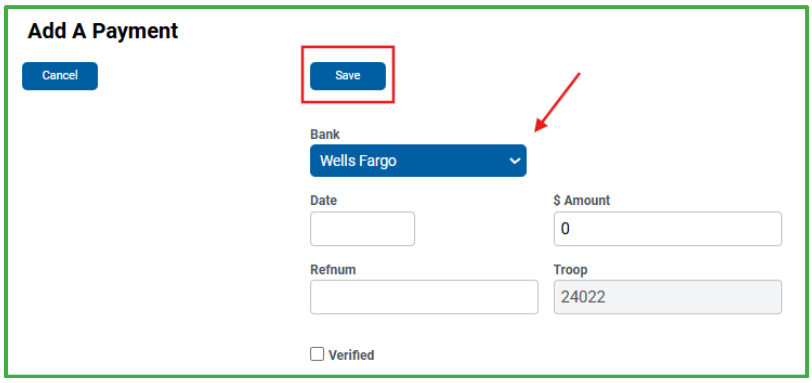
Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. Add a Payment

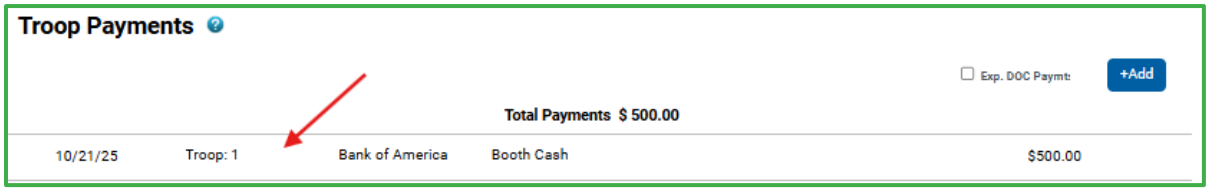
- Click **+ Add**.
- Complete required fields:
  - **Bank**: Select from the dropdown list
  - **Date**: Enter in MM/DD/YY format
  - **Amount**: Enter the payment amount (positive or negative)
  - **Reference Number**: Optional for notes or bank reference
- Click **Save** to record the payment.

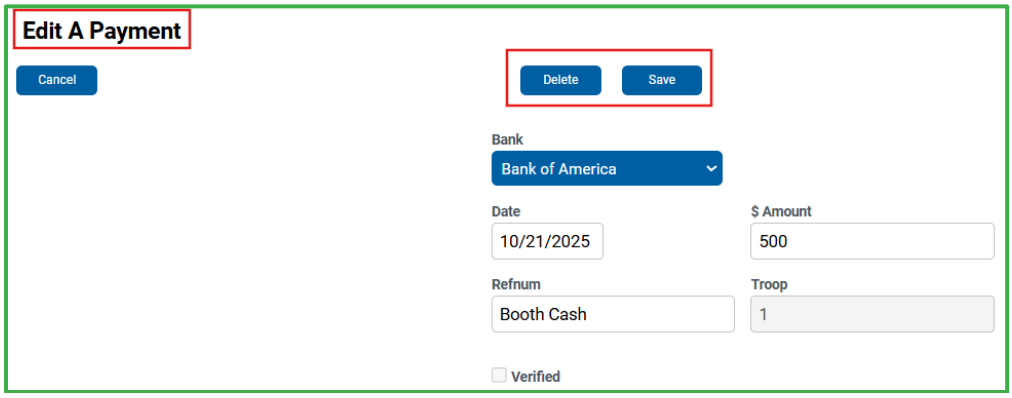




2. Edit or Delete a Payment

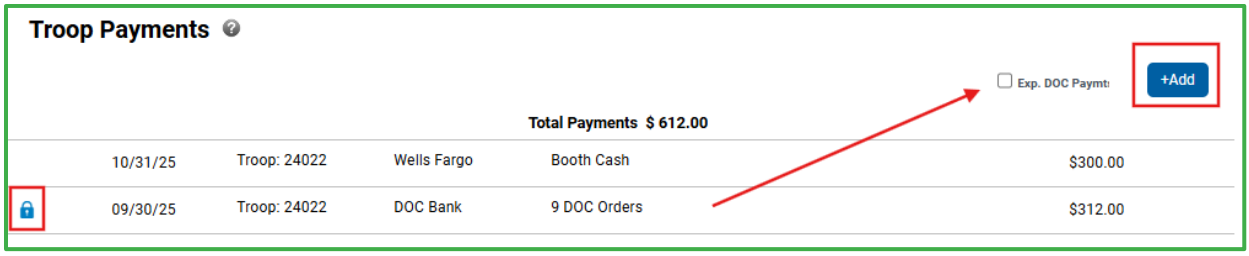
- Select the payment from the list.
- Click **Edit** to make changes or **Delete** to remove.





3. View Digital Cookie Payments

- Click **Expand DOC Payments** to see individual transactions.



Tips

- **Verify banking details**: Always confirm before entering a payment.
- **Council permissions matter**: Some payments are imported automatically and cannot be edited.
- **DOC and ACH payments**: These are locked and may not be changed.
- **Save before leaving the page**: Unsaved changes will be lost.

GIFT OF CARING (GOC) ORG TAB

Overview

The **GOC Org Tab** allows troops to record the organizations that receive donated cookies through the **Troop Gift of Caring** program. This ensures transparency, supports council reporting, and helps troops track their community impact.

Key Features

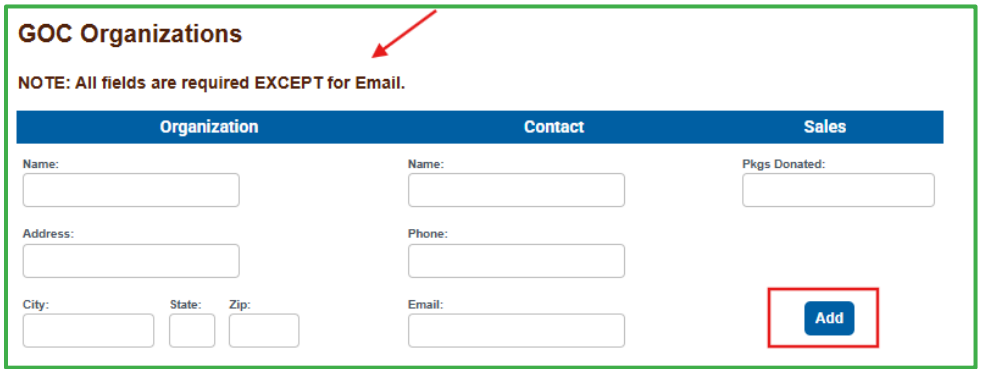
- **Organization Details**: Enter name, address, and phone number of the recipient organization.
- **Email Address**: *Optional* for additional communication.
- **Add Multiple Organizations**: Add as many organizations as needed throughout the season.

Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. Add a New Organization

- Navigate to the **GOC Org Tab**.
- Enter required fields:
  - **Organization Name**
  - **Address** (street, city, state, zip)
  - **Phone Number**
- Optional: Enter **Email Address**.
- Click **Add** to save.

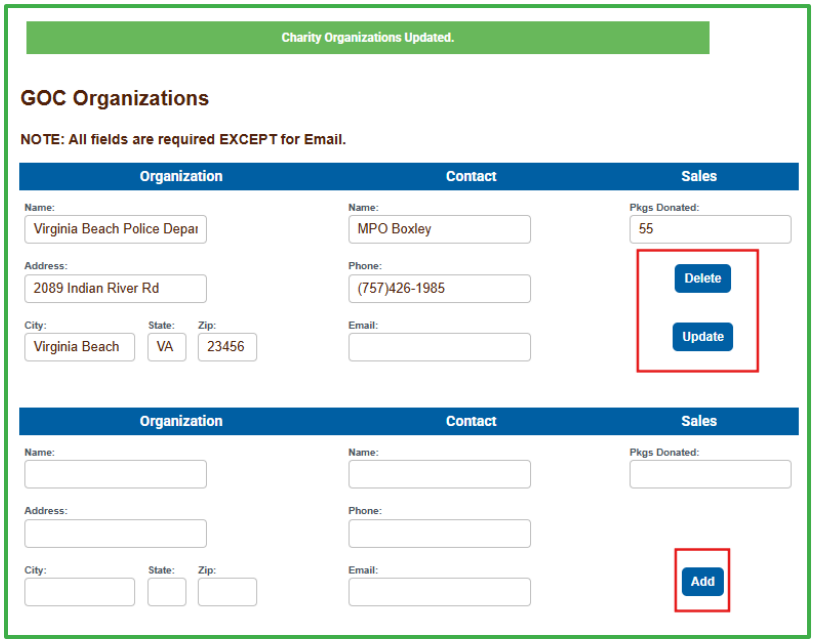


2. Add Additional Organizations

- After saving, new fields appear for additional entries.
- Repeat the process for each organization.

3. Update or Delete Organizations

- Click **Update** to edit details.
- Click **Delete** to remove an organization.



Tips

- **Keep**: All donation receipts.

SALES REPORT TAB

Overview

The **Sales Report Tab** provides a comprehensive summary of your troop's cookie program activity. It includes **initial orders**, **additional orders**, **payments**, and calculates **troop proceeds**, **council amounts**, and **balance due**. This report ensures transparency and helps troops monitor financial and inventory status throughout the season.

Key Features

Key Features

- **Troop Summary** – Displays all transactions: initial order, additional orders, and adjustments.
- **Balance Due** – Shows the amount owed to council.
- **Troop Proceeds** – Calculates troop earnings based on council settings.
- **Gift of Caring Totals** – Automatically populated from the Girl Order Tab.
- **Digital Cookie Recap** – Summarizes packages and payments from online sales.
- **Pending Transactions Indicator** – Marks pending orders with an asterisk (*).
- **ACH Sweep Display** *(if enabled by council)* – Shows next scheduled sweep amount.

Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. Review Sales Data

- Navigate to the **Sales Report Tab**.
- **Review Details** for accuracy.

2. Monitor Financial Status

- Confirm **Troop Proceeds** and **Balance Due**.
- If ACH sweeps are enabled:
    - Check the **Next Sweep Amount** displayed at the middle of the report - **Overall**.

3. Proceeds Generic Proceeds (if applicable)

- **Generic Proceeds:** If the troop is eligible, are they turned on.
- **No Reward Proceeds:** Has the troop chosen to **Opt-Out** of rewards for higher proceeds? Are the additional proceeds listed?

Exclude Pending Transactions

Council Alaska, Troop 24022 Sales Report

T24022 TCC
1 NFC East
Football, OH 51430
email: t24022tcc@chris.lbb.com
Phone: (999)999-9999
Cell:

Girls Selling: 4
Girls Reg.: 3
Init. Girls Sellg: 3
Level: GRP
SU Name: Ketchikan
SU Number: 660
Sales Goal: 0
PGA Selling: 473.50
PGA Registered: 631.33
Initial PGA: 239.67
TGOC Pkgs: 10

Cookie
Pkg price: 6.00 **Case price**: 72.00 **Pkgs sold**: 1703
Trp Proceeds Rate: 1.000 **No Reward Proceeds**: 0.000
Girl Init. Pkgs: 588
Booth Init. Pkgs: 0
DOC Init. Girl Del. Pkgs: 0
Init. Charity Pkgs: 0

Toffee-tastic
Pkg price: 7.00 **Case price**: 84.00 **Pkgs sold**: 156
Trp Proceeds Rate: 1.000 **No Reward Proceeds**: 0.000
Girl Init. Pkgs: 30
Booth Init. Pkgs: 0
DOC Init. Girl Del. Pkgs: 0
Init. Charity Pkgs: 0

Overall
Delivery + 2 Weeks ACH: 2103.5

Bank Name: First Bank
Routing No.: XXXXX0044 **Acct No.**: XXX6770

Pkgs Received

11/10	Initial Order	---	672
08/28	C1000	3 DOC shipped orders	26
10/27	C5660	MKI000	108
11/15	--	LKI000	1080
11/17	--	Non-DOC GOT adjmt for Washington Commanders move	-27
ARCA pkgs.			35
Total Pkgs Received			**1894**
Total DOC Pkgs Received			**35**
Total DOC Charity Pkgs Received			**9**
In addition there was:			
Total DOC Delivered Pkgs Received			**17**

Payments Made

Date	Reference	Amount
2025-11-05	Dallas & Philly Ch	$ 600.00
2025-10-31	Booth Cash	$ 300.00
2025-09-30	9 DOC Orders	$ 312.00
Total Payments		**$ 1,212.00**
Total DOC Payments		**$ 312.00**

Total Troop Sales	$ 11,520.00
Troop Proceeds	- $ 1,894.00
Council Proceeds	$ 9,626.00

Council Proceeds	$ 9,626.00
Payments Made	- $ 1,212.00
Amount You Owe Council	$ 8,414.00

Important Notes

- **Deposit** troop proceeds to the troop bank account.
- *Review your council guidelines for recording and tracking credit card payments taken outside of the Digital Cookie platform.*
- **Bank account and routing numbers** are masked for security. Only authorized users may view full details.
- If discrepancies appear, contact your **Service Unit** or **Council** immediately.

REPORTS TAB

Overview

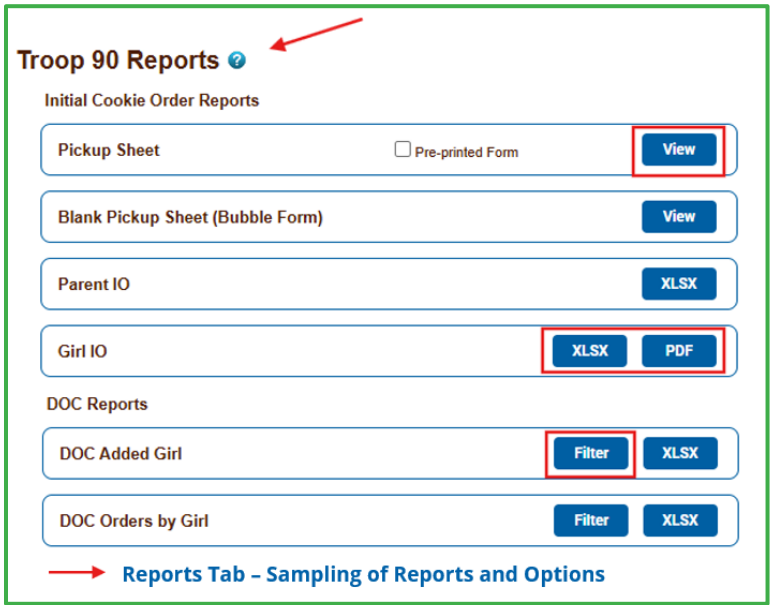
The **Reports Tab** provides access to a wide range of reports that help troops track **orders**, **deliveries**, **rewards**, **payments**, and overall **sales performance**. Reports are grouped by category and available in multiple formats for easy viewing, printing, and exporting.

Available Formats:

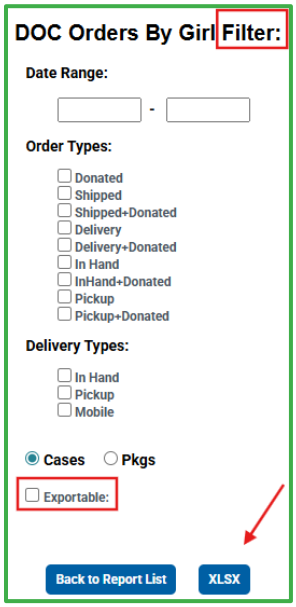
- **XLSX**: Excel format for sorting and filtering.
- **PDF**: Printable format for sharing or archiving.
- **View (HTML):** Browser-based view for quick access.

Key Features

- **Comprehensive Categories**: Reports for Initial Orders, Deliveries, Rewards, Booth Sales, Payments, and Girl Orders.
- **Export Options**: Download reports in XLSX or PDF for offline analysis.
- **Filter & Customize**: Many reports allow filtering by troop, date, or order type.
- **Help Bubble:** For a more detailed description of each report.



Reports Tab – Sampling of Reports and Options



Actions You Can Take

Availability of certain features and actions **may vary based on council settings**. If you do not see an option described here, contact your Service Unit or Council for assistance.

1. Generate Reports Initial Order Reports

- Use reports to verify details, summarize and check balances, to track and distribute cookie orders and rewards.

Important Notes

- **Always review reports before submission** to ensure accuracy.
- Use **filters** to customize views for specific dates, troops, or order types.

Quick Reference: Reports Tab

Report Category	Examples	Format Options
Initial Cookie Order Reports	Pickup Sheet (Pre-printed), Blank Pickup Sheet, Parent IO, Girl IO	View, XLSX, PDF
Cupboard Information Reports	Cupboards	XLSX, PDF
Delivery Station Reports	Delivery Stations	XLSX, PDF
Booth Reports	Current Signups, Booth Site Sales	XLSX, PDF
Reward Reports	Girl Rewards HTML (Initial/Final), Troop Rewards HTML (Initial/Final)	View
GOT Reports	GOT Balance Report, Girl Order Tab HTML, Transaction Tab	XLSX, View
Digital Cookie (DOC) Reports	DOC Added Girl, DOC Orders by Girl, DOC Financial Report by Girl, Girl Delivery – Varieties Only, All DOC Orders, Cancelled DOC Orders	XLSX, PDF
Recap Reports	Cookie Exchanges	XLSX, PDF

HELP CENTER TAB

Overview

Overview

The **Help Center Tab** is your go-to resource for navigating the cookie season with confidence. It provides quick access to guides, training materials, and troubleshooting tools to support troop volunteers at every stage.

Key Features

- **Step-by-Step Instructions**: Detailed guidance for common tasks.
- **Training Videos**: Visual walkthroughs for key processes.
- **Manuals and Quick Sheets**: Downloadable resources for in-depth or quick reference.
- **FAQs**: Answers to common questions from troops and councils.
- **Council Resources**: Access council-specific documents and updates in the "From the Council" section.

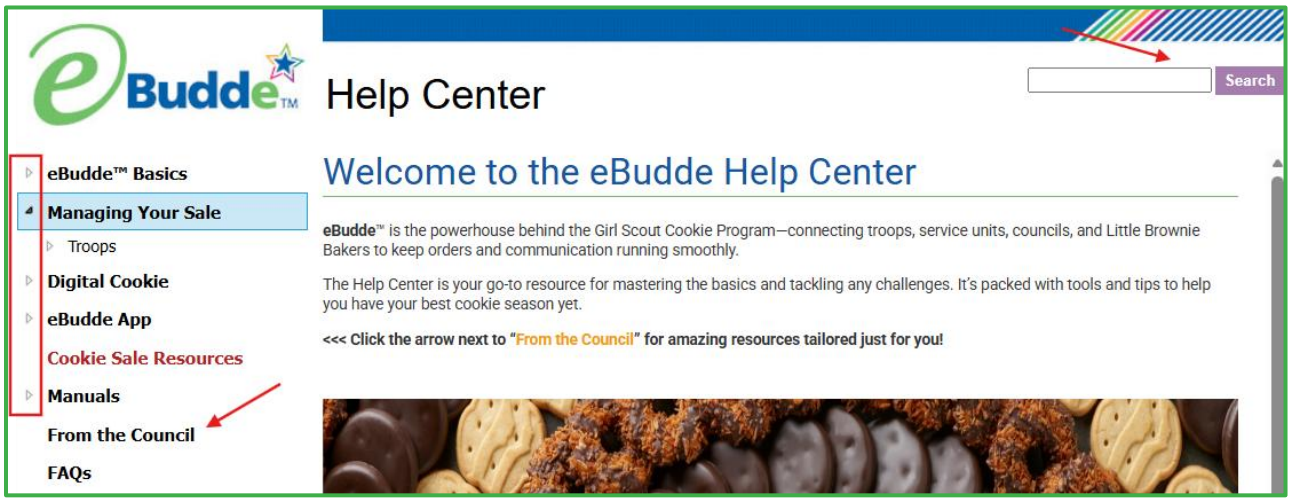
Actions You Can Take

1. Access Help Center Resources

- Click the **Help Center Tab** from the main menu.
- Browse topics organized by user level and task.

2. Download Materials

- Select **Manuals**, **Quick Sheets**, or **Videos** for offline reference.

3. Use Search Function

- Enter keywords to quickly locate instructions or troubleshooting tips.