

eBudde Tip Sheet

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Enter Bank Account Information:

Go to the Settings Tab. Select 'edit'. Enter bank name, routing number, and account number. Select 'save'.

Logging In (New/Returning User)

- Step One –Receive welcome email.
- Step Two - Click the link in the email that will take you to the change your password screen.
- Step Three –Enter your password, confirm password, and click change my password.
- Step Four –Enter in your personal profile information. All profile fields are mandatory except for Address Line 2. Be sure to enter your current password. Click Update Profile.
- Step Five –Select the system you want to use and you will be taken to the landing page.

Cookie Manager eBudde Setup

Contacts Tab

- Trained Cookie Managers must update information in the Contacts Tab, including phone numbers.
- This must be done for all troops the Cookie Manager is responsible for.
- The information populates the reports the Finance Team uses.
- DO NOT remove yourself from receiving emails. The Product Program Team sends all emails through eBudde for the 2023 Cookie Program.

Settings Tab

Trained Troop Cookie Manager must select one troop level (only select from the following levels) otherwise reward levels will not populate correctly:

- Daisy –grades K and 1
- Brownie –grades 2 and 3
- Junior –grades 4 and 5
- Cadette –grades 6, 7, and 8
- Senior –grades 9 and 10
- Ambassador –grades 11 and 12
- Individual –for multi-level troops

Girls Tab

Troop Cookie Managers must verify all Girl Scouts on your troop roster are showing up on the Girls Tab. If anyone is missing, email productsales@girlscoutneny.org with the following information:

- Troop number
- Girl Scout's first and last name
- Grade level
- Girl Scout's date of birth (month/day/year)
- Primary Caregiver first and last name
- Primary Caregiver email address

Cookie Exchange

The Cookie Exchange allows you to see what cookies other troops have to exchange. It also allows you to post what extra cookies you have to exchange.

To enter the extra cookie packages that you have that you would like to exchange:

- Enter the quantities in packages in the variety boxes.
- Click 'Update Pkgs' to exchange.

If you no longer have all the extras originally posted, change the quantities appropriately and click 'Remove my Offering'. The submission will OVERWRITE the previous submission. There is only one record per troop in the Cookie Exchange.

To see what cookies are available by other troops:

Click the blue down arrow to the left of the variety. eBudde will display the troops that have extra cookie packages. It will list for you the date posted, the troop number, quantity available, the first name of the contact, email address, and phone number. You can then contact that person via email/phone to make the exchange.

Before/after exchanging cookies, please email your SUCM or customercare@girlscoutsneny.org and a member of the Product Program Team will create the transaction on eBudde to credit the cookies to the appropriate troop.