



How To: Select the Initial Order Pick Up Location

How Do Troops Select Their Initial Order Pick Up Location in eBudde?

Once your Troop has submitted their Initial Order in eBudde, be on the lookout for the date that they can select the pick up location, date and time in eBudde.

1. Troops select the “Delivery” tab in eBudde.



2. eBudde will prompt you to answer two questions.

- a. Are you picking up your cookies or is another troop picking them up for you? When a troop picks up another troop cookies, this selection in eBudde is called “Proxy” pickup.
- b. If you are picking up another troop’s cookies, you will be prompted to enter the other troop #'s. You may only “Proxy” pick up 2 additional troops in eBudde.

Delivery Pickup

The screenshot shows the 'Delivery Pickup' form in eBudde. It includes a table of varieties, a 'Submit' button, and a 'Delivery Station and Time' dropdown menu. A red circle highlights the questions about who is picking up the cookies and if for more than one troop.

Variety	My Troop
Adventurefuls	8
Lemon-Ups	7
Trefoils	7
Do-Si-Dos	7
Samoas	18
Tagalongs	11
Thin Mints	22
S'mores	4
Toffee-tastic	3
Troop Total	87

Pickup Total including any other pickups 87

Who is picking up your cookies?
 Someone from my Troop
 Some other Troop (or my SU)

Will you be picking up for more than one troop?
 Yes No

Delivery Station and Time
Please choose your Delivery Station
-- None --

3. Next, select a location from the “Delivery Station” menu. This list is organized by Initial Order Pick Up Date and Location. After you select a Location from the drop down menu, a listing will appear that shows time blocks and eBudde will calculate how many slots you need at this particular location. Note that each location’s slot requirements may vary.

In this example, eBudde requires 2 consecutive slots for this Troop’s Initial Order. Once you have identified open slots that fit your requirement, you can click into the first blank slot and eBudde will fill in the slots with your troop #. Immediately click “Submit”.

Note that some locations have multiple “Lanes”. Make sure to click the arrows to the right to see other potential lane availability.

Because Initial Order Pick Up Selection can be taxing on eBudde’s resources, you may not get the spot you select on the first try as other troops are also trying to sign up for spots. If you get a confirmation that your selection was saved, it’s best to click on another tab in eBudde, then navigate back to the Delivery tab by clicking on it and confirm that your selection saved.

Keep in mind that this time slot is “approximate” and is NOT confirmed until your Delivery Confirmation details are made available in early January.

Delivery Pickup

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Who is picking up your cookies?
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Will you be picking up for more than one troop?
 Yes No

Submit

Delivery Station and Time
Please choose your Delivery Station

1/14 Greenville Truck (140) ▼

You need 2 contiguous slots.

Line: [◀] Lane 1 [▶]

10:00am	T99999
10:05am	(T99999)
10:10am	
10:15am	
10:20am	
10:25am	
10:30am	
10:35am	
10:40am	
10:45am	
10:50am	