

eBudde Training Index for Volunteers <u>eBUDDE LINK</u>

	Tip Sheets	Videos
Access & Overview Overview Login (& Login Help) General Navigation SU Dashboard* Troop Dashboard	Tip Sheet Tip Sheet Tip Sheet Tip Sheet	<u>Video</u>
Setup Girls (Girls Tab) Volunteers (Contacts Tab) Troop settings, additional proceeds, & rewards opt out (Settings Tab	<u>Tip Sheet</u> <u>Tip Sheet</u>) <u>Tip Sheet</u>	
Ordering & Moving Cookie Inventory Placing the Cookie Order* Report Missing and Damaged Cookies* Moving Cookie Inventory to troops (SU Transaction)* Troop Cookie Exchange & Cookie Transfers between troops	Tip Sheet Tip Sheet Tip Sheet	Video Video
Booth Setup Add/Edit Troop Booth Sales Booth approval*		<u>Video</u> <u>Video</u>
Crediting Girls with Cookies Sales Viewing Sales (Girl Orders Tab) Booth Sale Recorder In-Hand/Girl Delivery	Tip Sheet Tip Sheet	<u>Video</u> <u>Video</u>
Distribute Troop Site Shipped Orders Distribute Troop Site In-Hand & Delivery Orders (+DOC Payment)		<u>Video</u> <u>Video</u>
Submit Girl Rewards Troop Volunteer- Girl Rewards Submission Service Unit Volunteer- Girl Rewards Submission		<u>Video</u> <u>Video</u>
Reports Troop Sales Report SU Sales Report Girl Rewards Report	Tip Sheet Tip Sheet	<u>Video</u>

^{*}These functions are only available to volunteers with Service Unit level access in eBudde. Volunteers with troop volunteer access only will not be able to view and/or perform these functions.