

Cookie Pick-Up Person

This is a short guide on how to authorize your Troop's Cookie Pick-up Person in the eBudde system. For full details view page 17 in the Volunteer Cookie Manual. Available on our website or in the eBudde Help Center.

PICKING UP YOUR COOKIES AT A CUPBOARD

You've placed your Pending Order, now it's time to pick the cookies up at the Cookie Cupboard! But who will be picking them up? A troop helper, spouse, Grandparent or neighbor?

Any individual picking up cookies from a Cookie Cupboard, must be authorized to do so through eBudde. This authorized person is called the **Cookie Pick-Up Person**. Using an authorized Cookie Pick-up Person, ensures better inventory control and product safety because troops are financially responsible for all cookies. Troops may have more than one designated person.

IMPORTANT

- If you are a Troop Leader but also Cookie Pick-Up Person for a different troop, you must use a different email address to ensure your access remains the same for your troop.
- You must enter your Cookie Pick-Up Person in eBudde **before** sending them to the cupboard.
 - Once entered, they will receive an email with a link to eBudde. Following the link, they will login using their email and **create** their own password. *There is no longer a default password.*
 - At the Cupboard, the Manager will ask the pick-Up Person to enter their eBudde password into the app to verify the order!

How to designate a Cookie Pick-Up Person in eBudde:

1. Click the "**Settings**" Tab
2. Click on the purple "**Edit Settings**" button
3. Scroll down to the "**Troop Cookie Pickup Only Users**" section
4. Fill in all information—email, first and last name
5. Click on the "**Update**" button at the bottom of the page.



The screenshot shows the eBudde interface with the following elements:

- 1**: A red circle with the number 1 pointing to the "Settings" tab in the top navigation bar.
- 2**: A red circle with the number 2 pointing to the "Edit Settings" button.
- 3**: A red circle with the number 3 pointing to the "Troop Cookie Pickup Only Users" section header.
- 4**: A red circle with the number 4 pointing to the input fields for "E-mail:", "First name:", and "Last name:". To the right of these fields are three checkboxes: "Active?" (checked), "Receives email?" (checked), and "Primary?" (unchecked).
- 5**: A red circle with the number 5 pointing to the "Update" button at the bottom of the form.

Additional text in the form includes: "Troop Leaders and Cookie Chairs should NOT add yourselves to this user type. This user can ONLY sign for cookies received at a cupboard." and "Add a new Troop Cookie Pickup Only User".