

**Just
-in-
Time**

Cookie Manager

Initial Order

Scheduling Troop Pickups in eBudde

The cookies are being delivered - now what? It's time to set-up pickup times for your troops with eBudde's easy and convenient scheduling tool!

Set your dates and times in eBudde:

1. Click on “**Delivery**” Column (columns on left)
2. Click on the “**Settings**” Tab (across top)
3. Click on the purple “**Edit Settings**” button

The screenshot shows the eBudde interface. At the top, there is a navigation bar with tabs: Dashboard, Contacts, Settings (highlighted in green), Reports, Signup Sheet, and Help Center. Below this, there is a sidebar with a 'Delivery' column highlighted. The main content area shows the 'Settings' tab for a delivery station named 'Bottineau' with the number '101'. A purple 'Edit Settings' button is visible.

4. Scroll down to section shown below
5. Fill in **Time Allotment** (the amount of time you want to allow per troop to pickup; we recommend 15 minutes)
6. Fill in the “**Number of Pickup Stations**” (meaning troops) you will allow during one time slot.
7. Click the “**I know the delivery date**” box (Date box pops up). Add **date** Troops will pick up cookies.
8. Click the “**I know the delivery time**” box (Time boxes pops up). Fill in timeframe you will be available.
9. Scroll to bottom of page and click the purple “**Update**” box

The screenshot shows the eBudde form for scheduling troop pickups. It includes the following fields and options:

- 4** Time allotment is the number of minutes each troop will have to pickup their order.
- 5** Time allotment: minutes.
- Overflow is how many cases you allow per time slot.
- 6** Troop Case Overflow:
- Pickup Stations is the number of lines at this Delivery Station (this defaults to 1).
- 6** Number of Pickup Stations:
- 7** I know the delivery date
- 7** Date:
- 8** I know the delivery time
- from:
- until:
- 9**
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