



# How To: Get More Cookies From GSNETX

## Placed an Initial Order and Need More Cookies?

### Didn't Place an Initial Order and Ready to Get Started?

Troop Cookie Managers who have completed all requirements to serve in the role and who have been loaded into eBudde are able to place orders for cookies in eBudde to be picked up starting the Wednesday after the Cookie Program begins.

## How Do Troops Get Cookies Beyond After The Initial Order?

### 1. Check The Additional Pick Up Calendar

The Additional Pick Up Calendar will show the dates, times, locations and addresses where troops can pick up cookies after the Cookie Program begins. This resource will be published under the Cookie Program Resources section For Volunteers at <http://www.gsnetx.org/cookies>. GSNETX has three types of Additional Pick Up locations.

Location Type	Cookie Pickup Options*	Time Pending Order Req'd
Warehouse	Full Cases Only	Anytime Slots Available 30 Minutes Prior
Council Cupboard	Full Cases and/or Individual Pkgs	Anytime Slots Available 30 Minutes Prior
Truck	Full Cases Only	48 Hours Prior, Excluding Sunday

\*Full Cases Only - Example: 1 case of Thin Mints & 1 case of Lemon Ups

\*Full Cases Only and/or Individual Packages - Example: 1 case of Thin Mints & 6 packages of Samoas

Determine which location the troop would like to pick up from, when the pending order is due and what type of cookie pick up options are available. Below is an example of what the Additional Pick Up calendar might look like.

WEDNESDAY 1/17/2024	THURSDAY 1/18/2024
Garland Warehouse 1p - 6p	Garland Warehouse 9a - 6p
Longview Warehouse 8:30a - 11a	S. Dallas Warehouse 9a - 3p
Tyler Warehouse 1p - 4p	Frisco Truck 8:30a - 11:30a
Carrollton Warehouse 9a - 3p	Plano Truck 2:30p - 5:30p
Plano Truck 8:30a - 11:30a	Sherman Truck 8a - 9:30a
Frisco Truck 2:30p - 5:30p	Paris Truck 11a - 12:30p
Collin Cupboard 10a - 2p	Mt Pleasant Truck 2:30p - 4p
N. Dallas Cupboard 3p - 6p	Denton Cupboard 10:30a-2p
	Carrollton Warehouse 9a - 3p

For example: A troop in McKinney wants to pick up cookies. The nearest truck that they would like to pick up from in Frisco, runs on 1/17. The troop must place their pending order 48 hours prior to the time slot, excluding Sunday, and pick up at the Frisco truck on 1/17 or place a pending order the same day, as long as there is a time slot available, and drive to the Garland warehouse on 1/17.

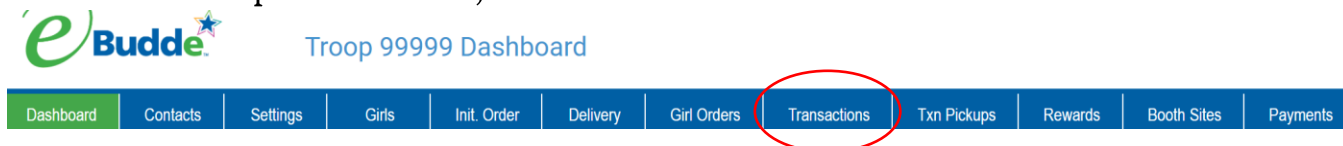
## 2. Calculate How Many Cookies You Need

Once placed, pending orders cannot be edited or deleted by the TCM in eBudde, so it's important to place an order that accurately reflects what the troop intends to pick up. **Cookie Tip:** Check out the [Cookie Mix](#) tool to estimate how many packages of each flavor that the troop may want to order based on total packages.

If you are picking up additional cookies for girls and families, a great strategy is to provide families with a schedule of when orders are due to the TCM based on when the TCM knows the troop will be picking up additional cookies. For example, if the TCM plans to run to the Garland warehouse to pick up cookies on Wednesday, tell families to have their orders to you by noon on Sunday. This allows the TCM to add up all of the orders and place a pending order in eBudde Monday so they have the most flexibility to choose a time slot for pickup.

## 3. Place a Pending Order in eBudde

1. Log into [eBudde](#).
2. From the troop dashboard, select the “Transactions” tab.



3. Click “Add A Transaction”.



4. Make sure **Type** is “Normal”, **2<sup>nd</sup> Party** is “Cupboard” and then select the pickup location from the drop down menu. **Cookie Tip:** “Cupboard” is a term used by eBudde for ALL Additional Pickup locations including warehouses, trucks and council cupboards.

Time & Place

Date: 01/15/2023 Receipt: D6J000 #

Normal Booth Adjustment Return

Troop Service Unit Cupboard

Select Location

Pickup

Date: Time:

Contact Info: AshleighLee, alee@gsnetx.org, 6001 Summerside Drive

Cookie Order

Add Product Remove Product

Product	Cases	Packages
Raspberry Rally	0	0
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
Totals	0	0

Select Location

Select Location

Test Cupboard (600)

5. Enter your order in cases and/or packages depending on your pick up location. **Cookie Tip:** It's important to enter your order before selecting a date and time slot as the number of time slots you need is based on the number of cookies you plan to pick up.

Time & Place

Date: 01/15/2023 Receipt: D6J000 #

Normal Booth Adjustment Return

Troop Service Unit Cupboard

Select Location

Select Location

Test Cupboard (600)

Pickup

Date: 01/18/2023 Time: 10:00am

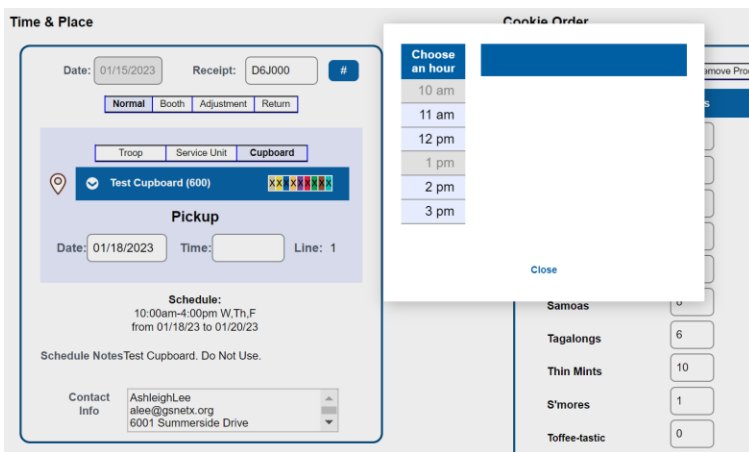
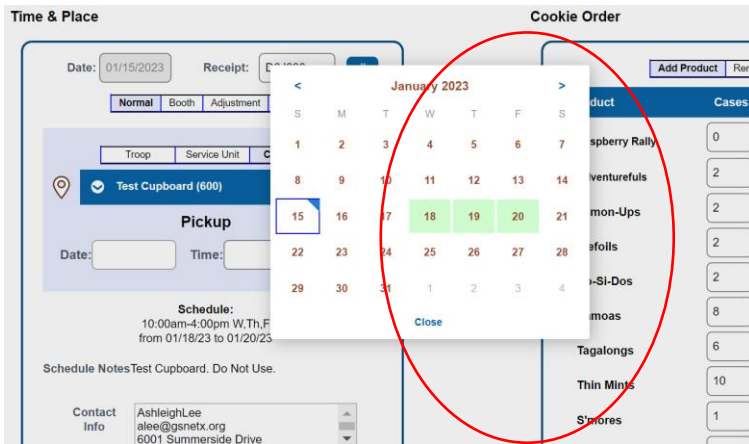
Contact Info: AshleighLee, alee@gsnetx.org, 6001 Summerside Drive

Cookie Order

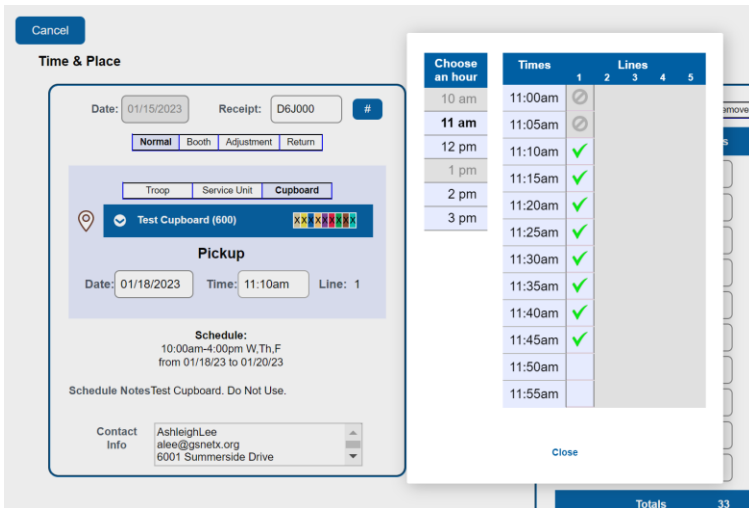
Add Product Remove Product

Product	Cases	Packages
Raspberry Rally	0	0
Adventurefuls	2	0
Lemon-Ups	2	0
Trefoils	2	0
Do-Si-Dos	2	0
Samoas	8	0
Tagalongs	6	0
Thin Mints	10	0
S'mores	1	0
Toffee-tastic	0	0
Totals	33	0

6. Refer to the pick up dates/times and select a corresponding pick up date and hour from the calendar.



Then select an available time slot by clicking one of the empty boxes in the “Lines” column.



- Review the order to ensure it is accurate, then click “Save”.
- The transaction will now appear in the transactions list in grey with a lock symbol. After the pending order is saved, it cannot be changed.

Receipt	Type	Date	2nd Party	Pickup	Line	Rasp	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Smr	Toff	Total
LQI000	normal	01/11	C600	01/18	1	0	120	120	120	120	240	120	240	60	12	1152

**Cookie Tip:** You can also place a Pending Order using the eBudde app while you’re on the go!

#### 4. Get Ready To Pick Up Your Pending Order

The individual picking up the “Pending Order” for the troop must either be listed as the Troop Cookie Manager in eBudde or listed in as an Additional Pick Up User in eBudde. This person must also have the eBudde app downloaded and installed on their smart phone in order to “approve” the order.

#### 5. Pick Up & Approve Your Pending Order

- Using your eBudde credentials, log into the eBudde app. Once you’ve arrived at the pick up location, tell the staff/volunteer clerk your troop number so they can pull up your order. You will receive your order and count to ensure the cookies you are receiving matches your Pending Order. The staff/volunteer clerk will “Release” your order in their eBudde app and then ask you to “Confirm” your order.
- From the eBudde app Dashboard, click on the “Calendar” button.



- Find the correct order based on the date and time listed on the calendar. Once the staff/volunteer clerk has “Released” the order, the person picking

up the cookies will see the “Confirm Order” button appear. Click that button to approve your order and it will disappear from your calendar screen as the transaction is now complete.



## 6. How To Add A Pick Up User In eBudde

Only the Troop Cookie Manager who is listed as a TCM for the troop in eBudde can request to add a Cookie Pick Up User. By authorizing GSNETX to add this user to eBudde, the TCM understand that they are still fully responsible for the order, so this access should only be requested for individuals that the TCM trusts to count and accurately complete the transaction on their behalf.

This request can be completed via the “[Add An eBudde User](#)” form. Keep in mind Pick Up Users are only added to eBudde on Mondays, Wednesdays and Fridays as this is a manual process performed by the Product Sales team.