

## How do Troops order booth cookies through a cupboard in eBudde?

1. Log in to eBudde.
2. Click on the upper left corner on the green 2022-2023 Season and use drop down to change to 2022 Pre-Season.
3. Go to the Transactions tab.
4. Click add a transaction.
5. In the 2nd party box, select Cupboard. On the second drop down box, select the cupboard in which you plan on picking up your cookies. Product movement should be set to ADD product.
6. In the pickup box, choose a date and time. Cupboard hours of operation will be shown when placing a cupboard order.
7. Enter your Troop order.
8. Click OK.
9. Then click on the Purple Save button. Please take the receipt with you when you pick up your cookies.

Variety	Cases
Adventurefuls	0
Lemon-Lips	0
Trefoils	0
Do-Si-Dos	0
Samoas	0
Tagalongs	0
Thin Mints	0
S'mores	0
Toffee-tastic	0 = 0