Council Settings Tab

Name of Council: Council name Maximum characters is 45.

Default Time Zone: Select the appropriate time zone for the council.

Allow Initial Incentives Order: If your council is giving out an incentive at preorder time and do you want them to order that incentive in eBUDDE then check the box. If no, leave unchecked

Bulk Incentive Delivery: If all the girl incentives are being shipped directly to council then check the box. If they are being shipped to the service unit, leave box unchecked.

Incentive Model: Classification of your incentive program
 Cumulative, Non-cumulative, Shopping Cart, Cumulative items with non/cumulative cookie dough. Click the appropriate radial button. If they do not feel they fall into any of these models, click the radial button to open at girl level which allows entering in the quantities for items – no automation

Lowest user level allowed to enter Deposits: Troops, service units, areas (if applicable), council can key in the deposits troop make to council. Click the appropriate radial button to specify which user level will be able to key in. All levels above will have that option as well.

Tiered Proceeds: Designates proceed levels in addition to a flat proceed rate. i.e. Over 100 boxes you give an extra nickel, over 200 boxes you give an extra dime. **A button must be selected.**   If you do not do this , click the girl radial button. If you have tiered levels, you have to designate how that is calculated. If it is by the per girl average of girl selling, click the girl radial button, if it is by the per girl average of girls registered, click the regd radial button, if it is by troop sales, click the troop radial button.

Calculate Proceeds Using: Designate how your troop profit is calculated. Click the appropriate radial button

Tiered Proceeds Uses Only Initial Order: If you do not do tiered proceeds, leave the box blank. If you do have tiered proceeds and the calculation is based **ONLY** on the initial order quantities, then check the box.

Gift Program abbr.: Do you participate in a gift of caring program? If the answer is no, leave the box blank. If the answer is yes, the next question is what do you call your gift program – gift of caring, hometown heroes, operation thin mint, etc? Then you enter in an abbreviation for the program. Enter it in capitals. Example: Gift of Caring would be GOC. Operation Thin Mint would be OTM.

Gift Prg Level: A button must be selected. If the answer above is no, click the troop radial button. If the answer above is yes, the next question is – Is your gift program on the council level or do the troops distribute the cookies? If it is at council level, click the council radial button. If the troops distribute the cookies, click the troop radial button. **NOTE: If you have both, the council level option would be the choice as it affects the troop financials.**

Deliv. Conf. Page Avail.: Leave blank

Deadline Dates

Troop Cookie Order: Question: When is the troop paperwork due to the service unit? Enter in the date

SU Cookie Order: Question: When is the service unit cookie order due to the council or area (if applicable)? Enter in the date.

Area Cookie Order (optional): Question: When is the area cookie order due to the council? Enter in the date.

Cupboard Order: Question: When is the order due to the bakery? Enter the date.

Troop Initial Incentives: The same date as **Troop Cookie Order**

Troop Final Incentives: Question: When is the troop final paperwork due to the service unit? Enter the date.

SU Init. Incentives: The same date as **SU Cookie Order**

SU Final Incentives: Question: When is the service unit final paperwork due to the council or area (if applicable)? Enter in the date.

Area Init. Incentives (optional): The same date as **Area Cookie Order**

Area Final Incentives (optional):   Question: When is the area final paperwork due to the council? Enter in the date.

Sales Closed Date: Question: When do you want to close the system to your volunteers? They will still have access to the system to print reports, but they will be unable to key any more data or make any changes. Enter the date.

Start Dates – Accessibility to volunteers. NOTE: If councils do not want their volunteers to have access to any one of these tabs, enter a date that will not pass in the current sale

Troop Final Incentives: Question: When do you want the troops to be able to input the final incentive order? Enter in the date

SU Final Incentives: Question: When do you want the service units to be able to input the final incentive order? Enter in the date

Troop Settings: Question: When do you want the troops to be able to input their number of girls registered, girls selling and bank information? Enter in the date

Girl Tab: Question: When do you want the troops to be able to input the girls in their troop? Enter in the date

Troop Order: Question: When do you want the troops to be able to input the troop cookie order? Enter in the date

Troop Deliv Conf: Question: When do you want the troops to be able to see their initial order delivery confirmation ? Enter in the date

SU Troop: Question: When do you want the service units to be able to add, update or delete troops? Enter in the date

Previous Sales Year Data Points:

Price Per Package: Enter in last year's selling price to the customer

Initial Order Pkgs: Enter in last year's initial cookie order packages

Addl Order Pkgs: Enter in last year's additional cookie order packages

Council Head: Enter the email address of a contact that you want to have access to the entire system. First name and last name options. Check box Receive email? To receive email on order submissions. Check box active? Allows access to the system. **NOTE: You do not have to list a council head email address under cupboard and/or delivery managers. Council heads included these roles.**

Council View Only Users: Enter the email address of a contact that you want to have access to **VIEW** the entire system. They will be able to view screens and print reports but will be **UNABLE** to key in data. First name and last name options. Check box Receive email? To receive email on order submissions. Check box active? Allows access to the system.

Council Cupboard Managers: Enter the email address of a contact that you want to have access to all the cupboards and only the cupboards. They will be able to create the pending orders from a cupboard to the delivery agent's warehouse and manage all the council/volunteer cupboards. First name and last name options. Check box Receive email? To receive email on order submissions. Check box active? Allows access to the system.

Council Delivery Managers: Enter the email address of a contact that you want to have access to all the delivery stations and only the delivery stations. They will be able to create delivery stations and manage all the council delivery stations.First name and last name options. Check box Receive email? To receive email on order submissions. Check box active? Allows access to the system.

Remove a contact (optional): Click the box labeled remove next to the person you want to remove. **NOTE: Do not remove yourself**.