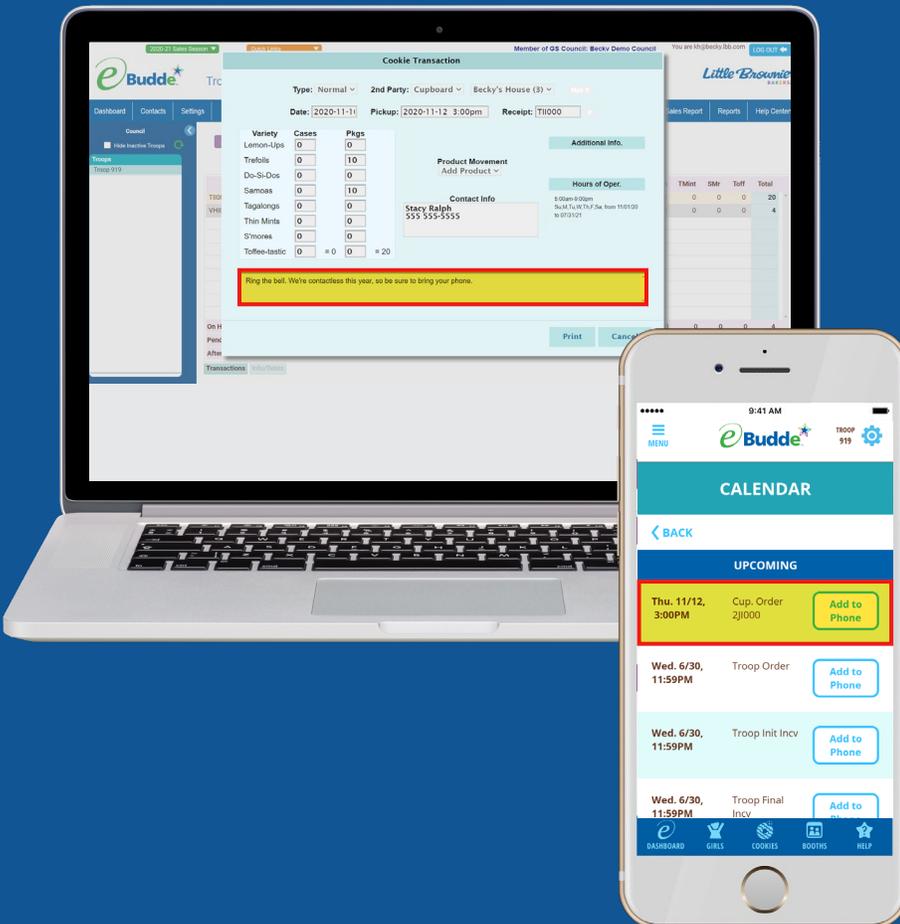


Cookie Cupboard order pickups

With a little help from the eBudde™ cookie management platform, you can quickly pick up your order at a local Cookie Cupboard, whether your council is following traditional in-person or contactless guidelines this Girl Scout Cookie Season.



GET READY FOR YOUR CUPBOARD APPOINTMENT



To prepare for your cupboard pickup appointment, be sure to take note of any special instructions from the cupboard clerk.

You can find these in eBudde on your computer by clicking the **Transactions tab** and then clicking on your pending cupboard order transaction. This opens the Cookie Transaction screen, which includes instructions on what receipts, personal identification, or other materials you need to complete your cupboard pickup.

In the eBudde App, your upcoming cupboard appointment will appear on your Calendar. If you like, you can tap **Add to Phone** to add the appointment to your personal scheduling software and get a reminder as the appointment nears.



PICKING UP YOUR COOKIE CUPBOARD ORDER

On the day of your appointment, be sure to arrive at the cupboard promptly and with all the necessary materials in hand. If you need to adjust your order, just tell the clerk about any changes you'd like to make. The clerk can edit your pending order in eBudde and prepare your cookies.

IN-PERSON PICKUP

If the cupboard is following in-person pickup guidelines, just provide the required documents to verify that you are authorized to pick up the cookies.

To use the eBudde App to confirm that the order includes all the cookies you've requested:

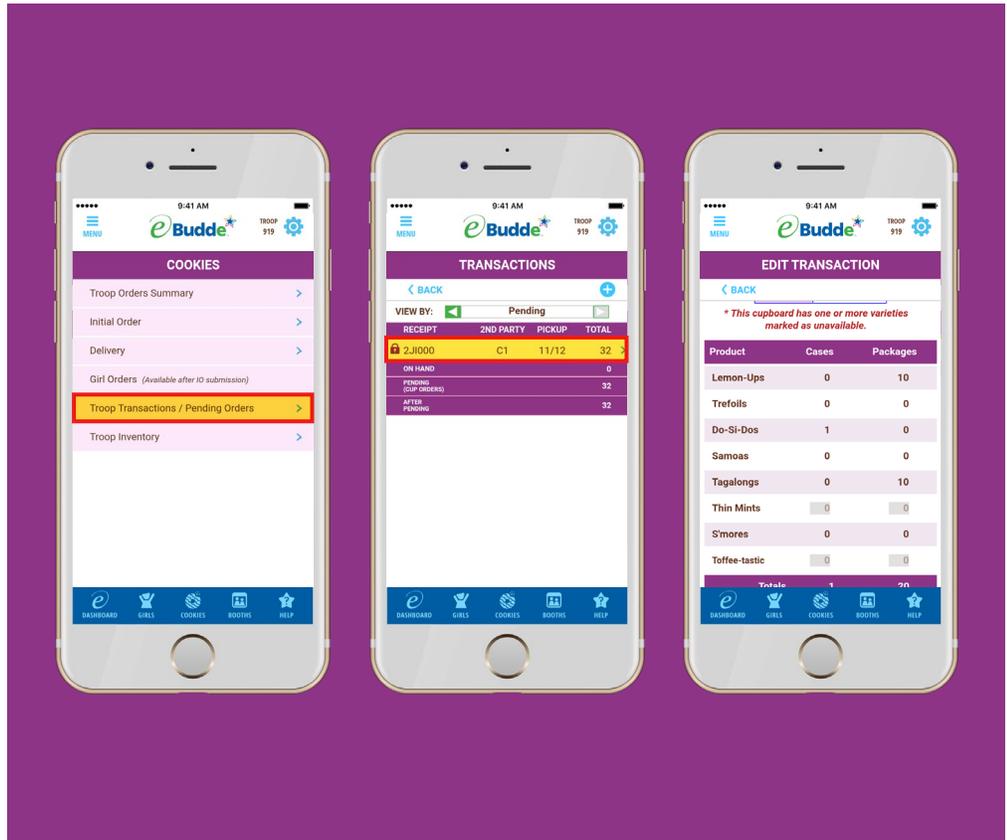
- Tap **Cookies**
- Tap **Troop Transactions / Pending Order**
- Tap the pending order to see all the details in the Edit Transaction screen

Be sure to scroll down and check the totals for each variety of cookie you are picking up.

When you and the cupboard clerk agree that the order is correct, the clerk will move your order transaction from the Pending state.

It will then be added to eBudde's tally of your on-hand cookie inventory.

You're done!



CONTACTLESS PICKUP

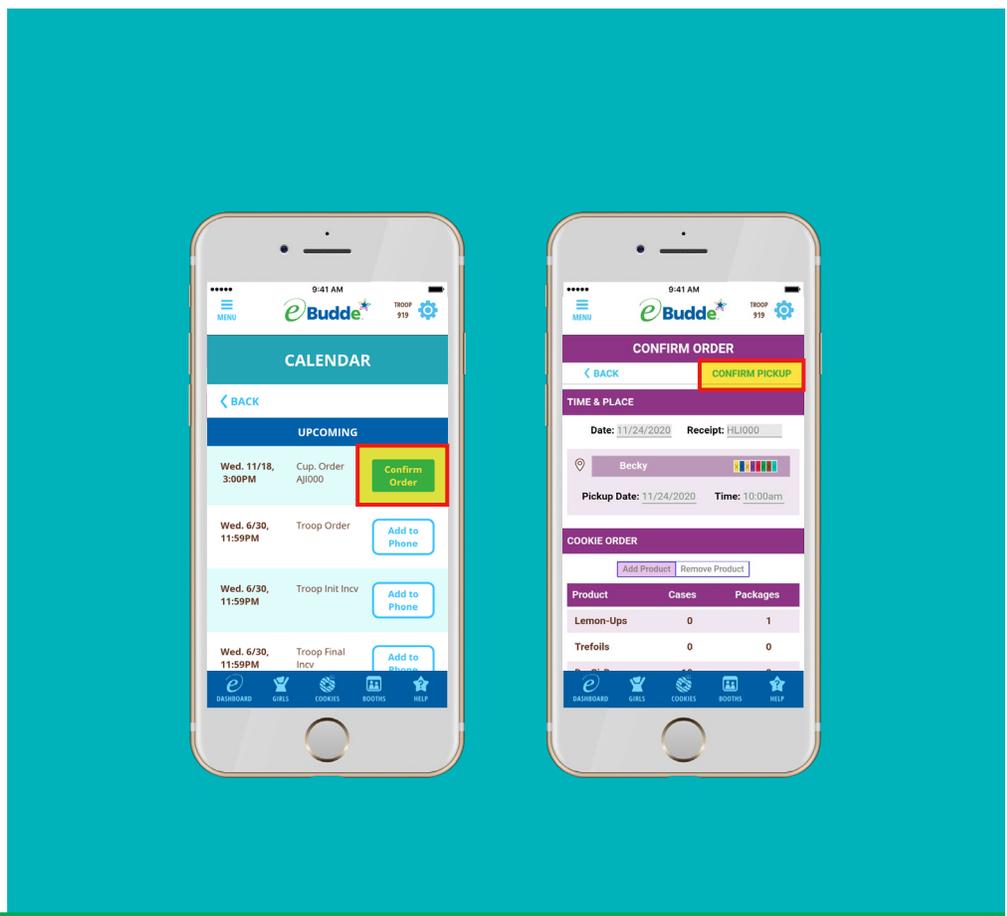
If your cupboard is contactless, you will use the eBudde App to verify your identity and to confirm that you've received your order.

When you arrive at the cupboard for your scheduled pickup, let the cupboard clerk know you are there and ask for any changes you'd like to make to your order. The clerk will prepare your order and place it in a designated pickup area.

As part of this process, the clerk will use eBudde to **release** the order to you.

In the app's Calendar, you will now see a **Confirm Order** button next to the appointment. Just tap this button to open the Confirm Order screen for the order.

Check to make sure the cookie totals are correct, and then tap **Confirm Pickup** to close out the transaction and add the cookies to your on-hand inventory. Tap **Okay** in the resulting success message to complete the transaction.



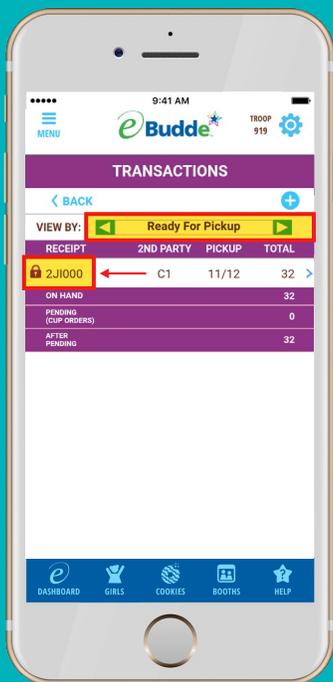
Be sure to confirm your contactless Cookie Cupboard pickups

It's essential that you confirm your contactless pickup in eBudde to transfer responsibility for the cookies to your troop or service unit. If you forget, you may be contacted by the cupboard or another Girl Scout leader to remind you to close out your order. eBudde has a few helpful features to remind you about this important step.



To confirm any outstanding pickup transactions in the App:

- Tap **Cookies**
- Tap **Troop Transactions / Pending Order**
- Tap the left arrow in the sort menu to view orders that are Ready for Pickup
- Just tap an order and then tap **Confirm Pickup** to close out the transaction.



In eBudde on your computer, click the **Transactions Pickups** tab and click the **Confirm** link to complete any outstanding pickup transactions.

