# Rewards Tab

There are two methods of entering in rewards. The rewards tab is for troops placing a compiled troop reward order. You may also create reward orders by girl.

## Troop Reward Order

<b>e</b> Bu	udde <sup>*</sup>	Troop 1043	81 @						
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery				
Troop Rewards Order Forms									
Initial R	Rewards Order		View Fill Ou	rt Girl Rpt					
Final Re	ewards Order		View Fill Ou	t Girl Rpt					

# NOTE: The Initial Rewards Order option may not be available. This is an option that can be selected by your council.

For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the troop order.

Click the **Fill Out** button. The system will display all the rewards available for selection.

If there is a reward based on PGA, the troop PGA will be displayed on the summary screen so you do not have to refer to the troop sales report.

<b>e</b> Bu	ıdde	Troop 1043	1 Final Rev	ward Order	0		
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions
Edit All Belo	) W		Opt-out of	Troop Rewards: PGA-Selling: PGA-Registered:	No 630.50 630.50		
Ashley E. Cindy W. Madison D. Becky W.	1	eceives 4 rewards eceives 3 rewards eceives 2 rewards eceives 0 rewards	(size/catalog s (size/catalog s (size/catalog s	election done) election needed) election needed)			

TROOP ORDE	ER:	
Box Level	Quantity	Reward
10	3	tshirt 2 YS 1 YM 0 YL
50	3	Journal
	1	Go Ahead Bright Hoodie (sized)          1       YS         0       YM         0       YL/AS         0       AM         0       AL         0       AXL         0       A2XL         0       A3XL
100	2	Hula Hoop

Enter in the quantities for the troop reward order. Tab through the boxes. Click the **Submit Reward Order** to submit the order to the service unit. Click the **Cancel** button to return to the previous screen.

### Individual Girl Reward Order

The eBudde<sup>™</sup> system automatically will calculate the girl orders based on their boxes sold under the Girl Orders tab. The only thing you will have to do is enter sizes (if appropriate), verify totals and submit your order.



Budde Troop 10431 Final Reward Order @

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions		
			Opt-out of	Troop Rewards:	No				
				PGA-Selling:	630.50				
				PGA-Registered.	030.30				
Edit All Beid	W								
Ashley E.	receives 4 rewards (size/catalog selection done)								
Cindy W. receives 3 rewards (size/catalog selection needed)									
Madison D.	re	receives 2 rewards (size/catalog selection needed)							
Becky W.	re	ceives 0 rewards	6						

TROOP ORD	TROOP ORDER:						
Box Level	Quantity	Reward					
10	3	tshirt 2 YS 1 YM 0 YL					
50	3	Journal					
	1	Go Ahead Bright Hoodie (sized)          1       YS         0       YM         0       YL/AS         0       AM         0       AL         0       AXL         0       A2XL         0       A3XL					
100	2	Hula Hoop Cancel Submit Reward Order					

#### NOTE: The Initial Rewards Order option may not be available. This is an option that can be selected by your council.

For this example we will be working with the Final Rewards Order. The View button allows you to see the rewards order. The Fill Out button is for entering the girl and troop order.

-	 ·			
Edit		01	0	
EUH			0	vv

Ashley E.	receives 4 rewards (size/catalog selection done)
Cindy W.	receives 3 rewards (size/catalog selection needed)
Madison D.	receives 2 rewards (size/catalog selection needed)
Becky W.	receives 0 rewards

If you need to enter information for a girl order, the system will tell you. eBudde<sup>™</sup> will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde<sup>™</sup> will display the message in green. (size/catalog selection done).

You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you:

Click the girl's name.

<b>e</b> Bu	udde	Cindy W. F	inal Reward	s @	
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery
Vali	Boxes a DOC Boxes a DOC Cha Jes shown above an Shirt	sold: 189 sold: 0 arity: 0 e current values size: YS			
	Box Level			Reward	
		10	tshirt O YS I YM O YL		
		50	Journal		
			Go Ahead Bright YS YM YL/AS AM AL AXL A2XL A3XL	Hoodie (sized)	
		100 Cancel	Hula Hoop Submit Girl Order		

The girl screen will vary based on your council reward program. There may be more/less levels. There may be choices to pick one item over another. See your council for specifics on your reward program. Enter the size for the t-shirt or make a choice if necessary. Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.

<b>Budde</b> Troop 10431 Final Reward Order @							
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions
	1	Warning: Don't forg	et to submit your tr	roop order if it's nov	v ready!		
Opt-out of Troop Rewards: No PGA-Selling: 630.50 PGA-Registered: 630.50							
Edit All Belo	W	coives 4 rowards		election done)			
Cindy W.	re	eceives 4 rewards	s (size/catalog s	election done)			
Madison D.	re	eceives 2 rewards	s (size/catalog s	election needed)			
Becky W.	re	eceives 0 rewards	6				

TROOP ORDER:						
Box Level	Quantity	Reward				
10	3	tshirt 2 YS 1 YM 0 YL				
50	3	Journal				
	2	Go Ahead Bright Hoodie (sized)          1       YS         0       YM         0       YL/AS         1       AM         0       AL         0       AXL         0       A2XL         0       A3XL				
100	2	Hula Hoop				

#### OR you may now click the Edit All link.

When you click the Edit All link, eBudde<sup>™</sup> will display all the girls in the troop and their boxes sold and t-shirt sizes. It will then list the rewards the girl has earned. If there are choices or sizes, you will select all those selections for all the girls before you submit.

<b><i>e</i>Budde</b> All Girl Initial Rewards	
Dashboard Contacts Settings Girls	Init. Order
Girl: Ashley Emerton	
Boxes sold: 1056	
DOC Boxes sold: 10	
Values shows along are current values	
Shirt size: YS	
5111(5126, 15	
Box Level	Reward
Girl: Cindy Wright Boxes sold: 189 DOC Boxes sold: 0	
DOC Charity: 0	
DOC Charity: 0 Values shown above are current values Shirt size: VS	
DOC Charity: 0 Values shown above are current values Shirt size: YS	
DOC Charity: 0 Values shown above are current values Shirt size: YS Box Level	Reward
DOC Charity: 0 Values shown above are current values Shirt size: YS Box Level	Reward
DOC Charity: 0 Values shown above are current values Shirt size: YS Box Level Girl: Madison Denman	Reward
DOC Charity: 0 Values shown above are current values Shirt size: YS Box Level Girl: Madison Denman Boxes sold: 95	Reward
DOC Charity: 0 Values shown above are current values Shirt size: YS Box Level Girl: Madison Denman Boxes sold: 95 DOC Boxes sold: 0 DOC Obarity: 0	Reward

Once you have updated all the girl rewards and submitted, eBudde<sup>™</sup> will show that the selections were completed.

<b>Budde</b> Troop 10431 Final Reward Order @							
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transaction
	v	Varning: Don't forge	et to submit your tr	oop order if it's nov	v ready!		
Opt-out of Troop Rewards: No PGA-Selling: 630.50 PGA-Registered: 630.50							
Ashley E.	Ashley E. receives 4 rewards (size/catalog selection done)						
Madison D. Becky W.	rec	ceives 3 rewards ceives 0 rewards	s (size/catalog s	election done)			

TROOP ORDER:					
Box Level	Quantity	Reward			
10	3	tshirt 2 YS 1 YM 0 YL			
50	3	Journal			
	3	Go Ahead Bright Hoodie (sized)          2       YS         0       YM         0       YL/AS         1       AM         0       AL         0       AXL         0       A2XL         0       A3XL			
100	2	Hula Hoop Cancel Submit Reward Order			

Once all the girl reward orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. You will click the **Submit Reward Order** button to submit your order to your service unit.

<b>Budde</b> Troop 10431 Final Reward Order @							
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactio
Warning: Don't forget to submit your troop order if it's now ready!							
Opt-out of Troop Rewards: No PGA-Selling: 630.50							
Edit All Belo	W			PGA-Registered:	630.50		
Ashley E.		receives 4 rewards (size/catalog selection done)					
Cindy W.	Cindy W. receives 4 rewards (size/catalog selection done)						

receives 3 rewards (size/catalog selection done)

receives 0 rewards

Cancel

Madison D.

Becky W.

TROOP ORDER:						
Box Level	Quantity	Reward				
10	3	tshirt 2 YS 1 YM 0 YL				
50	3	Journal				
	3	Go Ahead Bright Hoodie (sized) 2 YS 0 YM 0 YL/AS 1 AM 0 AL 0 AXL 0 A2XL 0 A3XL				
100	2	Hula Hoop Cancel Submit Reward Order				

Cancel – this button returns you to the screen where you can view or fill out. Submit Reward Order – This button submits the troop reward order to the service unit. Once you click this button, the reward orders for girl and troops cannot be changed by troops only by a service unit user.