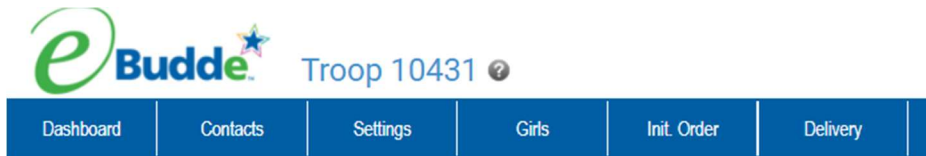## *Rewards Tab*

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

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.

eBudde™ 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: 630.50

Edit All Below

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	

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

Submit Reward Order

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™ 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.

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions

Opt-out of Troop Rewards: No
PGA-Selling: 630.50
PGA-Registered: 630.50

Edit All Below

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

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 All Below

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™ 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™ 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.

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.

OR you may now click the Edit All link.

When you click the Edit All link, eBudde™ 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.

e Budde All Girl Initial Rewards

Dashboard	Contacts	Settings	Girls	Init. Order	

Girl: Ashley Emerton

Boxes sold: **1056**

DOC Boxes sold: **10**

DOC Charity: **0**

Values shown above are current values

Shirt size: **YS**

Box Level	Reward

Girl: Cindy Wright

Boxes sold: **189**

DOC Boxes sold: **0**

DOC Charity: **0**

Values shown above are current values

Shirt size: **YS**

Box Level	Reward

Girl: Madison Denman

Boxes sold: **95**

DOC Boxes sold: **0**

DOC Charity: **0**

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

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.

Troop 10431 Final Reward Order ⊙

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactic

Warning: Don't forget to submit your troop order if it's now ready!

Opt-out of Troop Rewards: No
PGA-Selling: 630.50
PGA-Registered: 630.50

Edit All Below

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

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.