

Registration

Registration Site: <https://app.theorderbuddy.com/auth/register?t=troop458ws2021>

- 1) From the Registration Screen select “Not signed up yet”
- 2) Enter in the Last Name, Email and password
- 3) Once you click Register you will receive notice that a link was sent to your email to verify the registration. Go to your email and click the link or copy the website and put it in your browser
- 4) You will then see a confirmation that your registration was verified, and you can now login with your email and password (if for some reason you are asked for a Registration code it is: troop458ws2021)

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The Order Buddy

Troop 458: 2021 Wreath Sales

Sign in to your account

Email

Password

Forgot your password?

Login

Not signed up yet?

Are you an organization?

2

The Order Buddy

Registration

Troop 458: 2021 Wreath Sales

Registration Information

Name

*Last name only is a-ok if you have multiple helpers.

Email

Password

Register

Back to Login

3

The Order Buddy

Registration

Almost there!
Check your email to complete the registration process.

4

The Order Buddy

Bam! Your account has been verified! Please login to continue.

Sign in to your account

Email

Password

Forgot your password?

Login

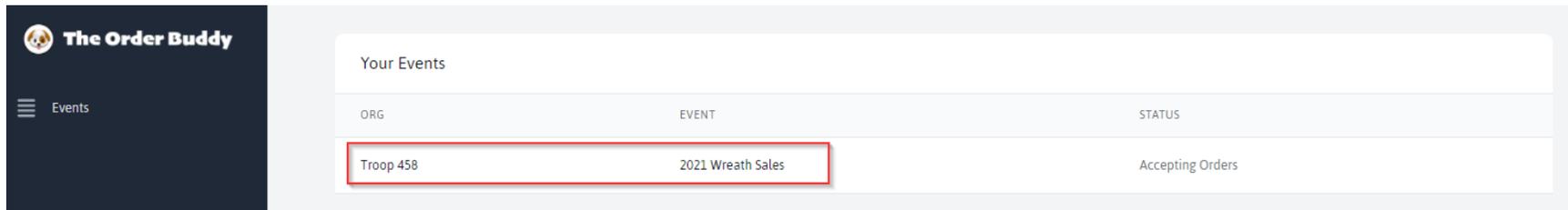
Are you an organization?

Adding Individual Customer Orders

It is preferred that you add each customer order individually as you will be able to print out a report of who you sold to and what they purchased. This will also be available in future years.

Log into <https://app.theorderbuddy.com/auth/register?t=troop458ws2021> with your email and password.

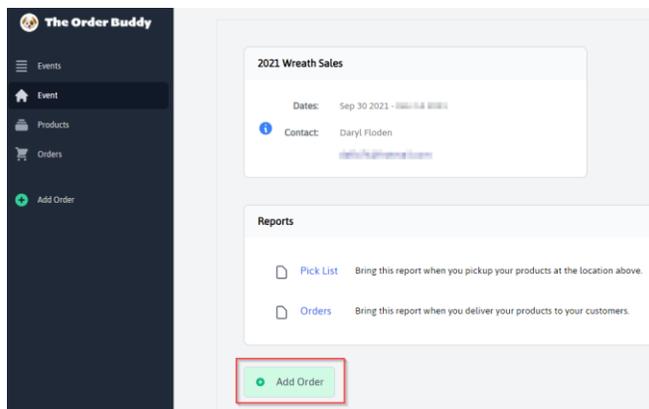
The first screen will show the fundraising event we are having. Click on the 2021 Wreath Sales event.



ORG	EVENT	STATUS
Troop 458	2021 Wreath Sales	Accepting Orders

This will open the Fundraising Event.

To add an order click the Add Order button or the Add Order button on the far left.



2021 Wreath Sales

Dates: Sep 30 2021 - Oct 18 2021

Contact: Daryl Floden

Reports

- Pick List: Bring this report when you pickup your products at the location above.
- Orders: Bring this report when you deliver your products to your customers.

Add Order

A form will appear asking for information. Only the Customer name and address are required.

The Seller field is available for those families who have multiple children in scouting and want to associate a specific order to each of their scouts. If the orders are all for one scout there is no need to fill in this field unless you want to.

After filling out the customer information you are ready to add what was ordered.

- 1) Click the “Add Items” button which will open a list of items to choose from.
- 2) Click the green plus sign to add that item to the order.
- 3) If you need more than one of a specific item, you need to click the plus sign next to the order quantity to increase it to the number you need at the bottom of the page.
- 4) When done adding items and adjusting quantities, click “Add Order”

The screenshot displays a web interface for adding items to an order. On the left, a form contains sections for 'Seller' (with a 'Taken By' field), 'Customer Information' (with fields for 'Customer Name', 'Email', and 'Phone'), and 'Address' (with fields for 'Address', 'City', 'State', and 'Zip'). Below the form is an 'Added Items' table with columns for 'ITEM', '\$', and 'QTY'. The table shows one item: '25 inch Balsam Fir Wreath' with a quantity of 1. At the bottom of the form is a green 'Add Order' button. On the right, a 'Products' modal window is open, listing various items with a green plus sign in a circle next to each. A red arrow points from callout 1 to callout 2. Callout 3 points to the quantity adjustment controls in the 'Added Items' table. Callout 4 points to the 'Add Order' button.

ITEM	\$	QTY
25 inch Balsam Fir Wreath		1

ADD	ITEM	\$
+	18 inch Balsam Fir Wreath	
+	25 inch Balsam Fir Wreath	
+	36 inch Balsam Fir Wreath	
+	48 inch Balsam Fir Wreath	
+	Balsam Garland 15 Ft	
+	Balsam Garland 25 Ft	
+	Balsam Garland 50 Ft	
+	Balsam Door Swag	
+	Christmas Cane	
+	Diamond Swag	
+	Door Hanger	
+	Grave Stand	
+	Holiday Ball	
+	Holiday Centerpiece	

Adding One Large Order

If you choose, you can submit one order for your scout without providing specific customers names and address. This is not recommended as you will not be able to take advantage of the Order Report, however this is a personal choice some people may make.

You will follow the same steps as you would to add individual customer orders, however you would only have one customer and that would be you. You can add any items you sold under the one order with the proper quantity. When you are done you can click the Add Order button.

To Edit or Delete Orders

Click on the “Orders” link on the left-hand side of the page.

You can click the blue Action icon to edit the specific order or click the red delete icon to remove it completely.

2021 Wreath Sales Orders		+ Add New Order		
SELLER	CUSTOMER	AMOUNT	ACTION	
Max	Daryl			
Isaac	Jeanna			
Isaac	Isaac			

Reports

On the Events Page there are a few reports you can run once orders are placed.

Pick List – This report can be used for when you pick up the order to make sure you are getting everything you need. It is a summary of your order.

Orders – This report is used if you have entered in individual customer orders. It will provide you with the customer name, address and product ordered. You could print this out to know who ordered what for delivery

Orders Completed

Customer Ginny
Address [REDACTED]

	PRODUCT	QTY	\$
<input type="checkbox"/>	Lake Superior Wreath	1	\$35
Totals:		1	\$35.00

Example:

Profit – This report will show a summary of profit by seller. If you have multiple scouts selling and you fill in the seller field per order it will break down each scouts profit.

***Special Thanks to Chris Montgomery who designed and implemented the website for our troop to use.*