


TheOrderBuddy Overview and Instructions

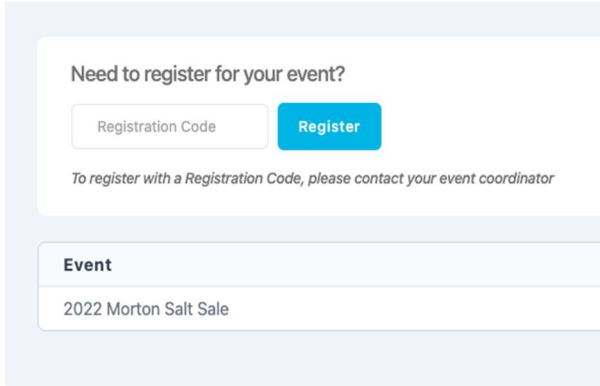
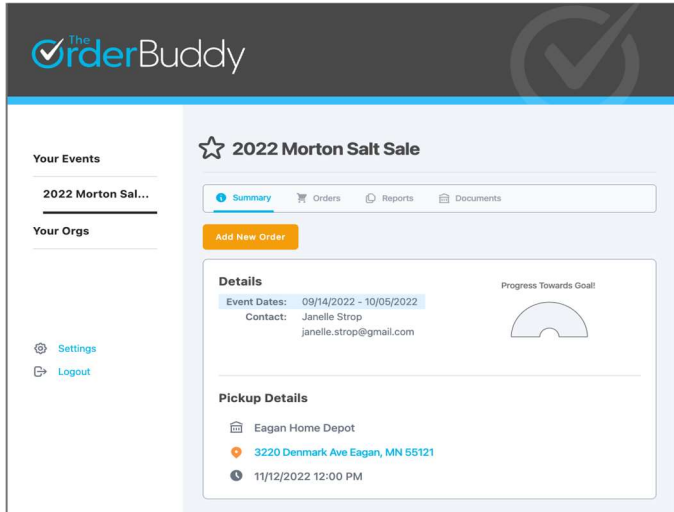
Welcome to Eagan Baseball Booster Salt Sale on-line tracking system, TheOrderBuddy.

Direct registration can be found here: <https://app.theorderbuddy.com/event/register?t=ehsbsaltfall2022>

Event Invite Link
Share this link with all of your participants

<https://app.theorderbuddy.com/event/register?t=ehsbsaltfall2022> 

Or, you can go to: <https://app.theorderbuddy.com> and if you need a registration code, it is: ehsbsaltfall2022

 <p>Need to register for your event?</p> <p>Registration Code <input type="text"/> <input type="button" value="Register"/></p> <p><i>To register with a Registration Code, please contact your event coordinator</i></p> <p>Event</p> <p>2022 Morton Salt Sale</p>	<p>Once you are logged in, you should see a list of events you are registered:</p> <p>Click on the “2022 Morton Salt Sale”</p>
 <p>TheOrderBuddy</p> <p>2022 Morton Salt Sale</p> <p>Summary Orders Reports Documents</p> <p><input type="button" value="Add New Order"/></p> <p>Details</p> <p>Event Dates: 09/14/2022 - 10/05/2022 Contact: Janelle Strop janelle.strop@gmail.com</p> <p>Pickup Details</p> <p>Eagan Home Depot 3220 Denmark Ave Eagan, MN 55121 11/12/2022 12:00 PM</p>	<p>When you select the event (2022 Morton Salt Sale), you will be brought to the “Event Dashboard”</p> <p>The orange button is where you will start adding your orders.</p> <p>REMINDER: with the transition to TheOrderBuddy all orders must be entered into the program and will show up for future fundraising programs.</p>

After selecting the orange button, you will be brought to the order entry screen where you can enter the Seller (player name) and Customer information (the person who is buying salt).

Be sure to click the orange box at the top right add the product the customer is purchasing.

Notes: the address field is mandatory for all order entries.

Future fundraisers your list will be auto populated for re-sale.

Seller:

Type in the Seller's name (or select if after added on the first order).

Customer Search:

First time using The Order Buddy for everyone, the Customer Search feature will be empty but all future events will be able to take advantage of this.

Item	SKU
+ Green	
+ Blue	
+ Yellow	

Add Items:

Select the "Add Items" button towards the top of the screen (orange).

This will present the list of items you would like to add to your order:

The screenshot shows a 'Customer Search' interface with an 'Add Items' modal open. The modal has a table with columns 'Item' and 'SKU'. Three items are listed: Green, Blue, and Yellow. Below the modal, the main form includes sections for 'Order Information' (Seller dropdown), 'Customer Information' (Name, Email, Phone), 'Address' (Address, City, State, Zipcode), and 'Order Items' (a table with Item, Retail, and Qty columns). A 'Submit' button is at the bottom of the modal.

Select the color of the bag the customer intends to purchase.

This is a close-up of the 'Order Items' table. The table has columns for 'Item', 'Retail', and 'Qty'. The 'Qty' column shows the number '2' with '+' and '-' buttons for adjustment. A 'Submit' button is located below the table.

The quantity and pricing will show up at the bottom of the screen.

Use the + or - to select the desired quantity

Hit "submit" and the order will be saved. You will be brought to the main page.

The screenshot shows the '2022 Morton Salt Sale' main page. At the top, there's a navigation bar with 'Summary', 'Orders' (highlighted), 'Reports', and 'Documents'. Below that is an 'Add New Order' button. The main content area is divided into 'Details' and 'Pickup Details'. 'Details' includes 'Event Dates: 09/14/2022 - 10/05/2022' and 'Contact: Janelle Strop, janelle.strop@gmail.com'. 'Pickup Details' includes 'Eagan Home Depot', '3220 Denmark Ave Eagan, MN 55121', and '11/12/2022 12:00 PM'. There is also a 'Progress Towards Goal!' section with a progress indicator.

Once everything is entered, you can select the Submit button and the order will be submitted.

If you need to made adjustments after you have submitted your order, simply select the Orders tab to view and edit as needed:

Additional Information:

<p>Info</p> <p>Event Dates: 09/14/2022 - 10/05/2022 Contact: Janelle Strop Email: janelle.strop@gmail.com Phone: Sales Goal: 50 (Quantity) Registration Code: ehsbbsaltfall2022</p> <p>Pickup Details</p> <p>Location Name: Eagan Home Depot Date & Time: 11/12/2022 12:00 PM Address: 3220 Denmark Ave City: Eagan State: MN Zipcode: 55121</p>	Fundraising event details
	Summary Order
	Reports