

Cookie Program Representative

Edit (Add) Calendar Events

Cookie Program Representatives (CPR) can post important deadlines/events on the troops' calendar featured on their dashboard. (Existing council eBudde™ calendar items are not changeable.)

Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>

Step 2:

- Click **Settings** tab



Step 3:

- Click **Edit Calendar Events** button

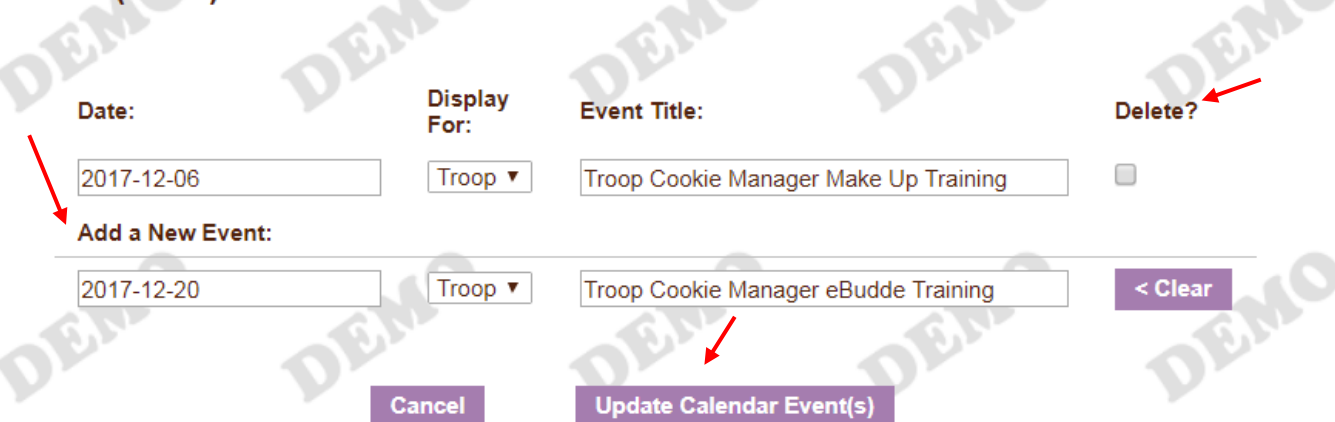


Step 4:

- Add Community specific calendar events
- Click **Update Calendar Event(s)** button to save updates

NOTE: If a calendar event needs to be deleted from the calendar, click the box below "Delete?"

Demo (D601) Calendar Events



Date:	Display For:	Event Title:	Delete?
2017-12-06	Troop ▼	Troop Cookie Manager Make Up Training	<input type="checkbox"/>
Add a New Event:			
2017-12-20	Troop ▼	Troop Cookie Manager eBudde Training	<input type="button" value="Clear"/>

The below message will appear on the screen to indicate the calendar was successfully updated.

