

## How to add a booth site to eBudde

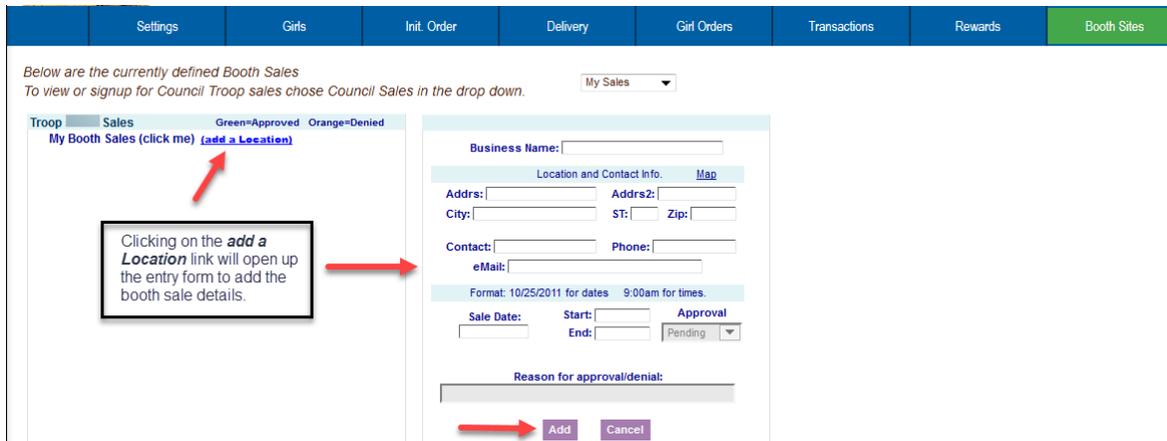
All booth sites MUST be added to the Booth Sites tab in eBudde. Adding the troop's booth site not only serves as the troop's trip application, but also allows customers to find the booth site using the Cookie Finder app.

Check with your service unit cookie manager to confirm whether or not she/he has added the booth sites for the troops into eBudde. If not, the troop cookie manager can add the booth site following the steps below. NOTE: All booth sale information entered into eBudde will need to be approved by the service unit cookie manager.

- 1) Once logged into eBudde, select **Booth Sites** from the blue menu ribbon.
- 2) Click on **My Sales** in the drop-down menu.



- 3) Click **Add a location**.



- 4) Click Add to submit the booth sale. You will now see your booth sale added to the left under My Sales. The Approval drop-down menu is not available for troop users. Service unit cookie managers will need to approve all booth sales entered into eBudde.

