

## 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.

Troop Booth Sales @									
	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards	Booth Sites	
Browse and s Use drop do	Browse and signup for Council Booth Sales Use drop down for My Sales or the Booth Sale Recorder.				Council Sales				
Connecticut Council B	ooth Sales	Green Branches have openi	ngs		My Sales Record Sales				

3) Click Add a location.

	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards	Booth Sites			
Below are To view or	Below are the currently defined Booth Sales To view or signup for Council Troop sales chose Council Sales in the drop down.										
Troop My Boo	Sales G oth Sales (click me) (add	ireen=Approved Orange=De <u>4 a Location)</u>	Busi	ness Name:							
			Addrs:	Location and Contac Add	rs2: Zip:						
	Clicking on the Location link w the entry form to booth sale data	add a vill open up o add the	Contact: eMa	Phone il: at: 10/25/2011 for dates 9:	ne:						
	bootin sale deta		Sale	Date: Start: End:	Approval Pending						
				Reason for approval/d	enial:						
			_	Add Canc	el						

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.

Тгоор						Booth Sales 🥹			
	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Rewards	Booth Sites	
Below are the currently defined Booth Sales To view or signup for Council Troop sales chose Council Sales in the drop down.									
Troop [-]My Boo Joe	Sales G th Sales (click me) (add : 's Bagels 123 Main St, An -Sat Mar 3, 2018 9:00am	reen=Approved Orange=De a Location) hytown - 12:00pm	mied						