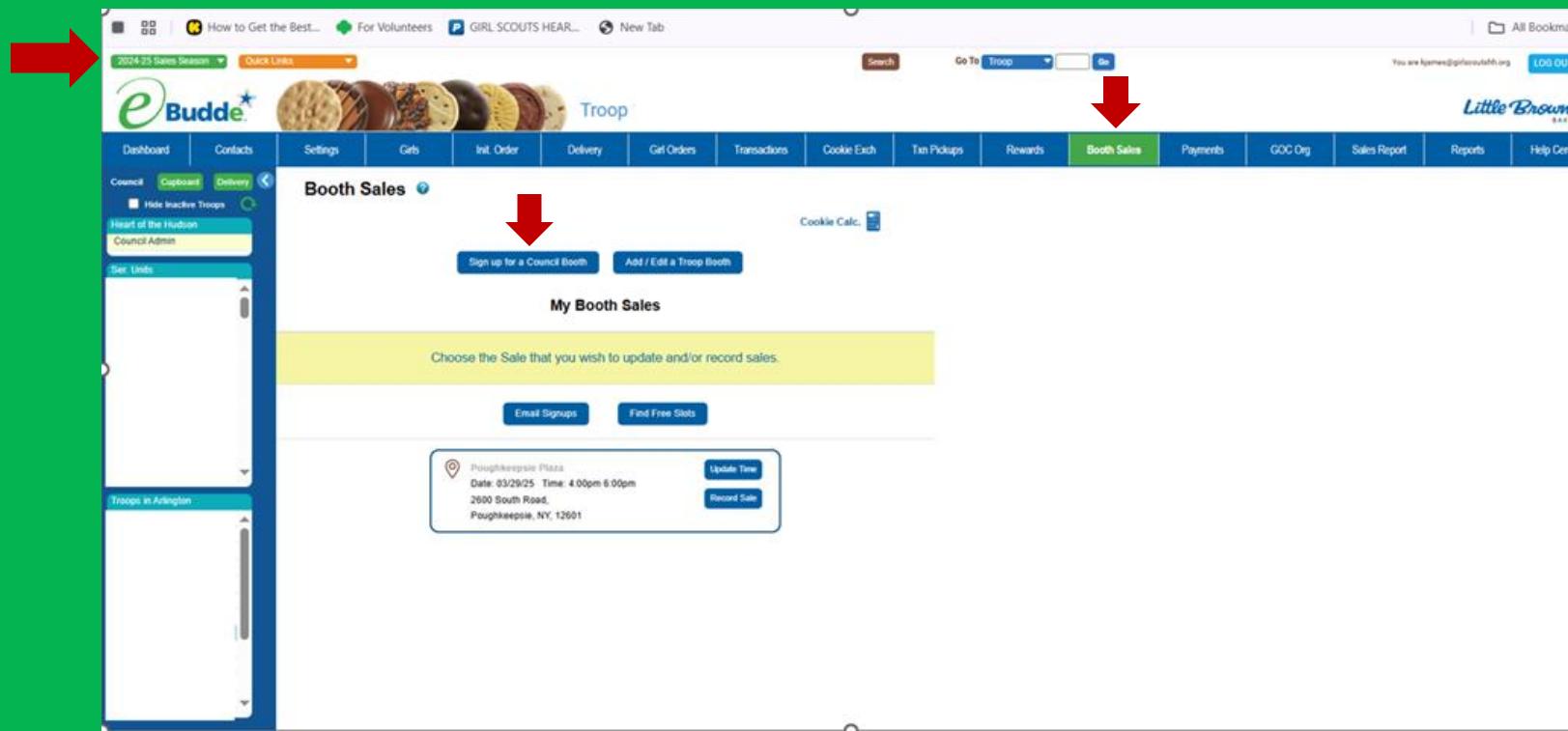


# Council Cookie Booths

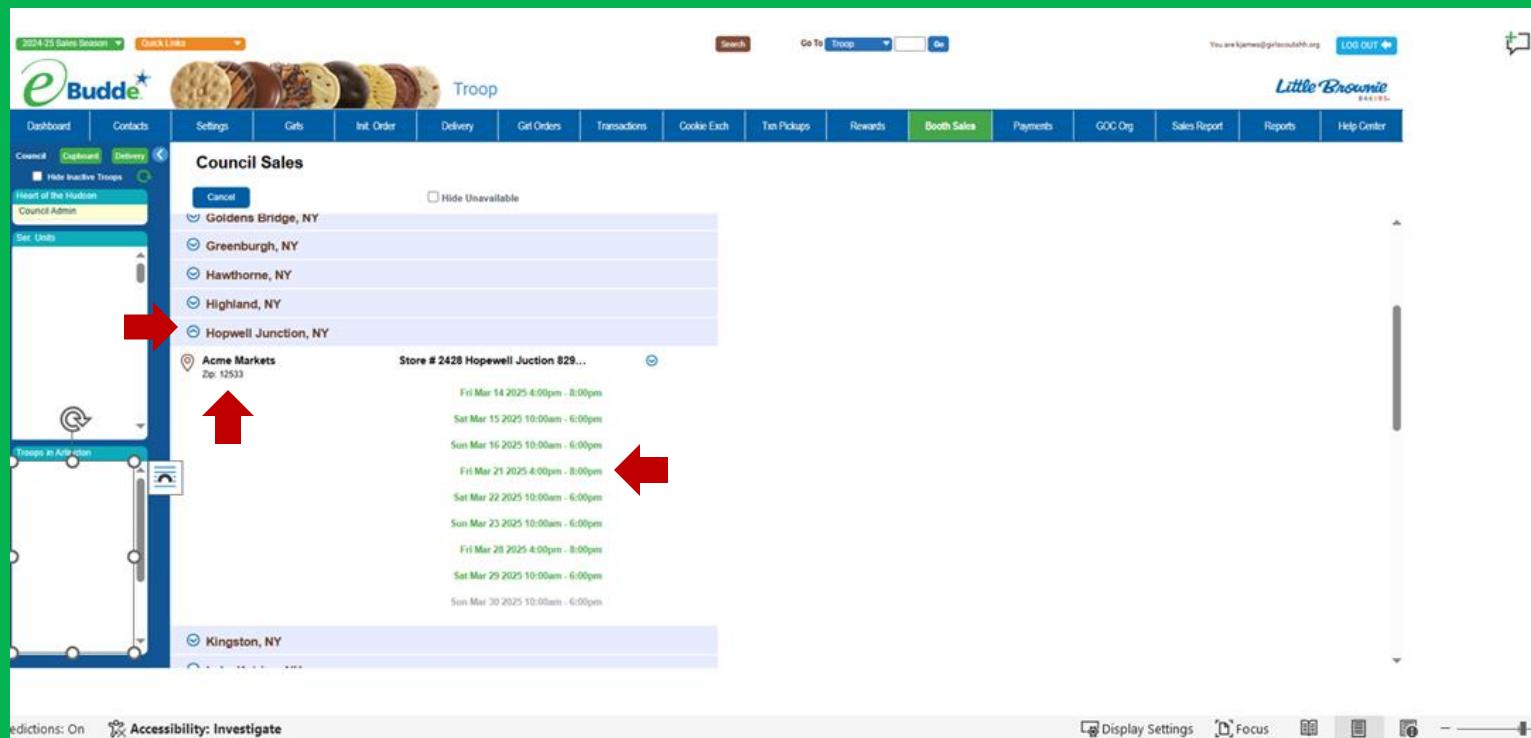
# Selecting a Booth Location & Time For Your Troop Council Secured Booth Locations

- Click on the upper left corner on the green tab to be sure you're in the correct season (2025 - 2026 Season)
- Click on "Booth Sites" tab
- Click to select "Sign up for a Council Booth"



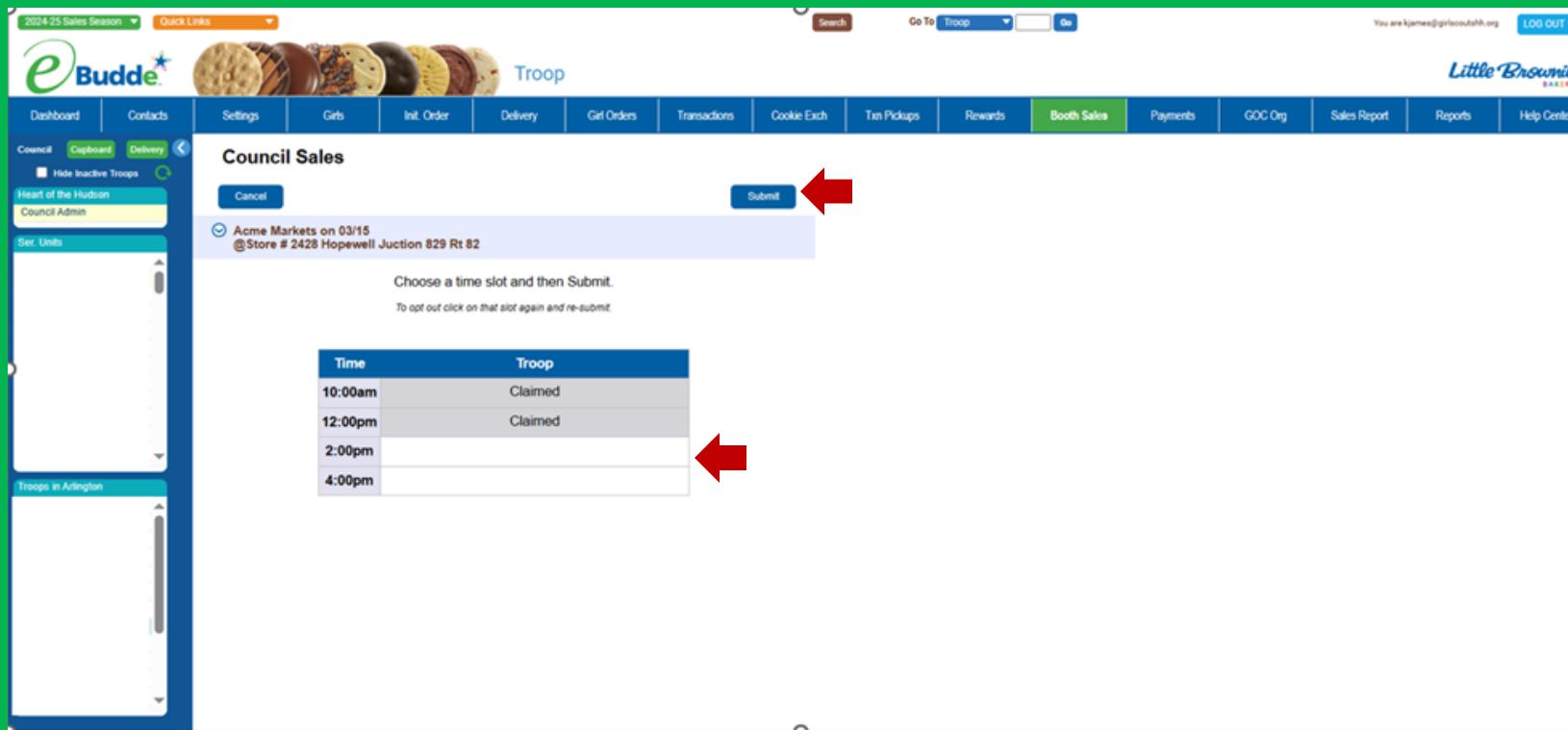
# Selecting a Booth Location & Time For Your Troop Council Secured Booth Locations

- Click on the down arrow next to the right of the City where you would like to hold a booth
- Choose the location
- Choose the date and time. This will bring up a new screen with available times.



# Selecting a Booth Location & Time For Your Troop Council Secured Booth Locations

- Click on your preferred time and “Submit”
- You will receive a message that your time is reserved.



# Troop Cookie Booths

# How to Find and Secure Troop Arranged Booth Locations

Be sure to check out the list of Council locations in eBudde. Council already has agreements with these business locations with approved dates and times. Do not contact these pre-approved businesses.

To keep sales fair for all Troops, check eBudde to make sure that you choose Troop Booth locations far enough away from Council Booth locations at their scheduled times, so you are not competing for sales with a Troop utilizing a that location.

Contact friends or family business owners or places you do business with to see if they will allow you to set up shop at their location.

Check out locations in high-traffic areas that have a safe space for a booth and ask to speak with the manager or owner.

Consider places of worship, school sporting events, assisted living facilities, and other community events or venues.

Look for open parking lots and contact the property or leasing manager for approval to host a drive-through booth.

Ask businesses when their busy times are and see if you're able to set up a booth during those times.

Booths can be set up indoors or outdoors, whichever is most convenient for the business.

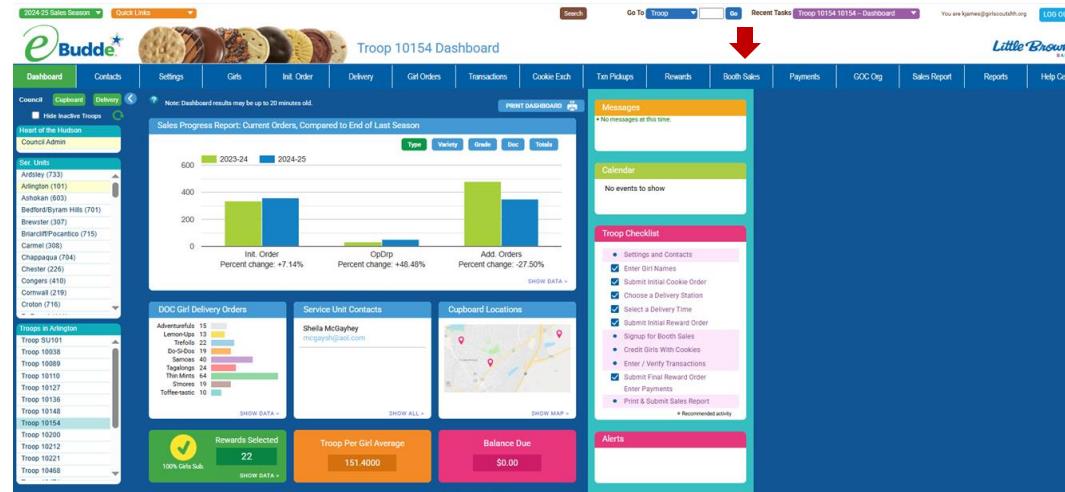
Remind businesses that approved locations in our eBudde system will connect with the online Cookie Finder to help drive consumers to their location too.

Work with other Troops in your area to share time slots at successful locations!

# Setting up a Troop-Arranged Booth in eBudde

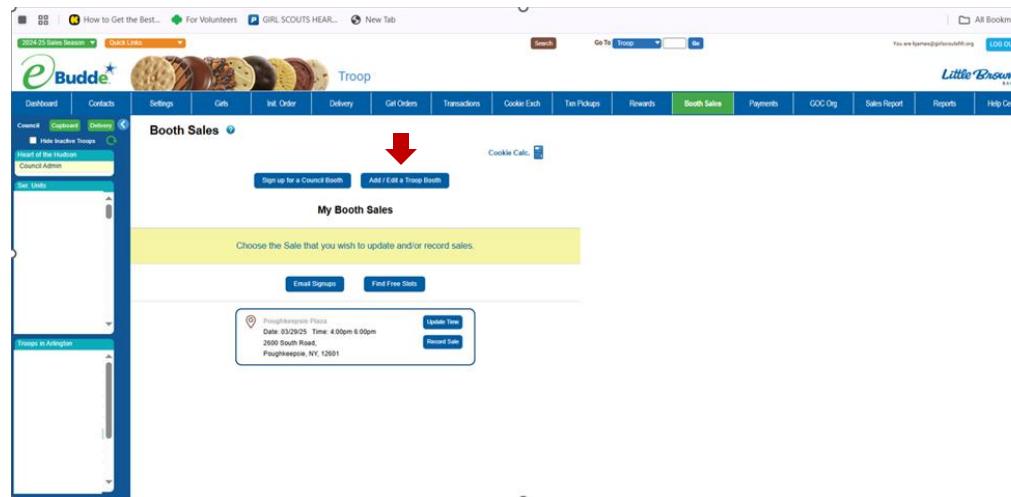
After obtaining approval from a location, submit the location for approval in eBudde at least 36 hours prior to the Booth date.

Click on Booth Sales tab in eBudde.



The screenshot shows the eBudde Troop 10154 Dashboard. The 'Booth Sales' tab is highlighted with a red arrow. The dashboard includes a 'Sales Progress Report' comparing current orders to the end of the last season, a 'DOC Girl Delivery Orders' section, 'Service Unit Contacts', and 'Cupboard Locations'. On the right, there are sections for 'Messages', 'Calendar', 'Troop Checklist' (with a list of tasks like 'Enter Girls Names' and 'Submit Initial Cookie Order'), and 'Alerts'.

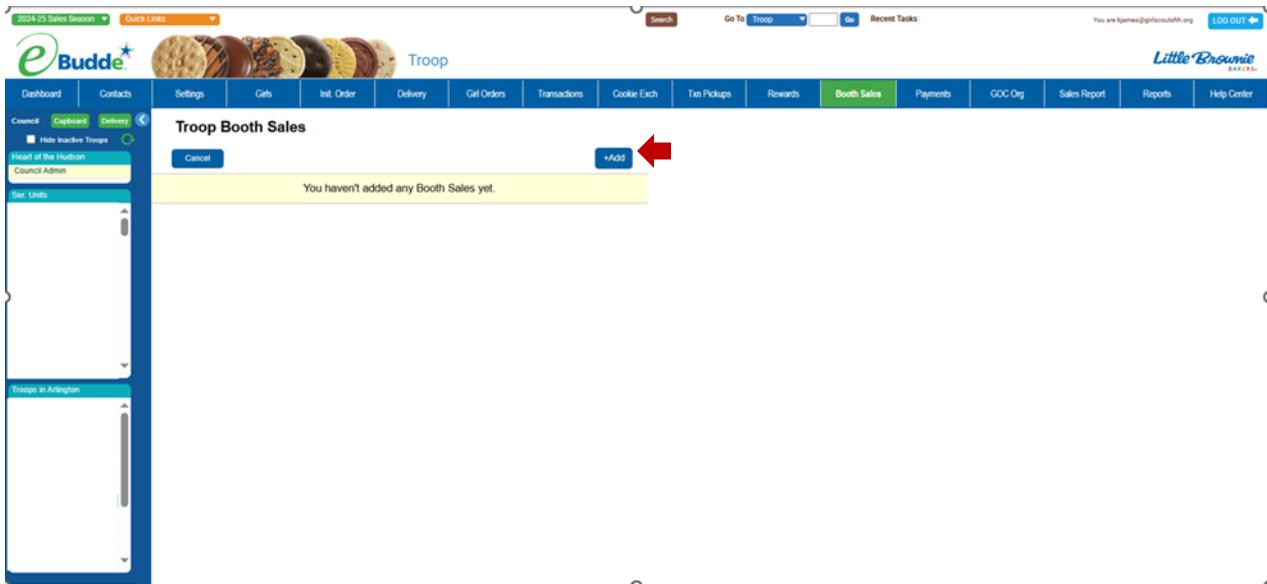
Select "Add/Edit a Troop Booth"



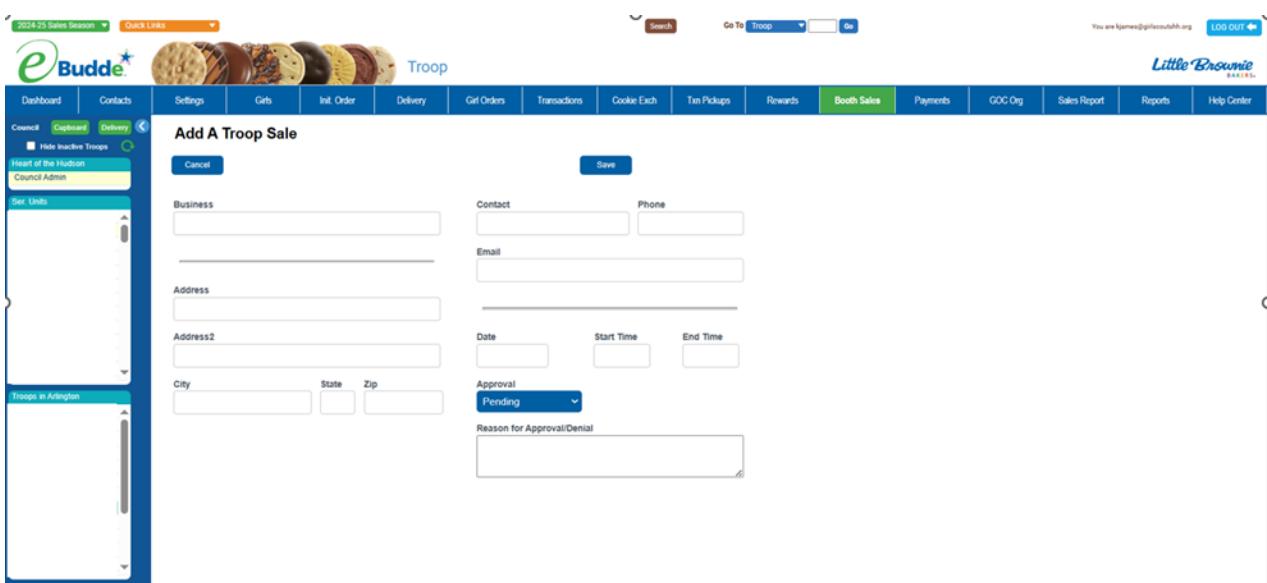
The screenshot shows the eBudde Troop Sales page with the 'Booth Sales' tab selected. A red arrow points to the 'Add/Edit a Troop Booth' button. The page displays a 'My Booth Sales' section with a box for selecting a sale to update or record, and a 'Troop Booth Sales' section showing a location for a booth setup.

# Setting up a Troop-Arranged Booth in eBudde

Click “+Add” to enter the booth information.

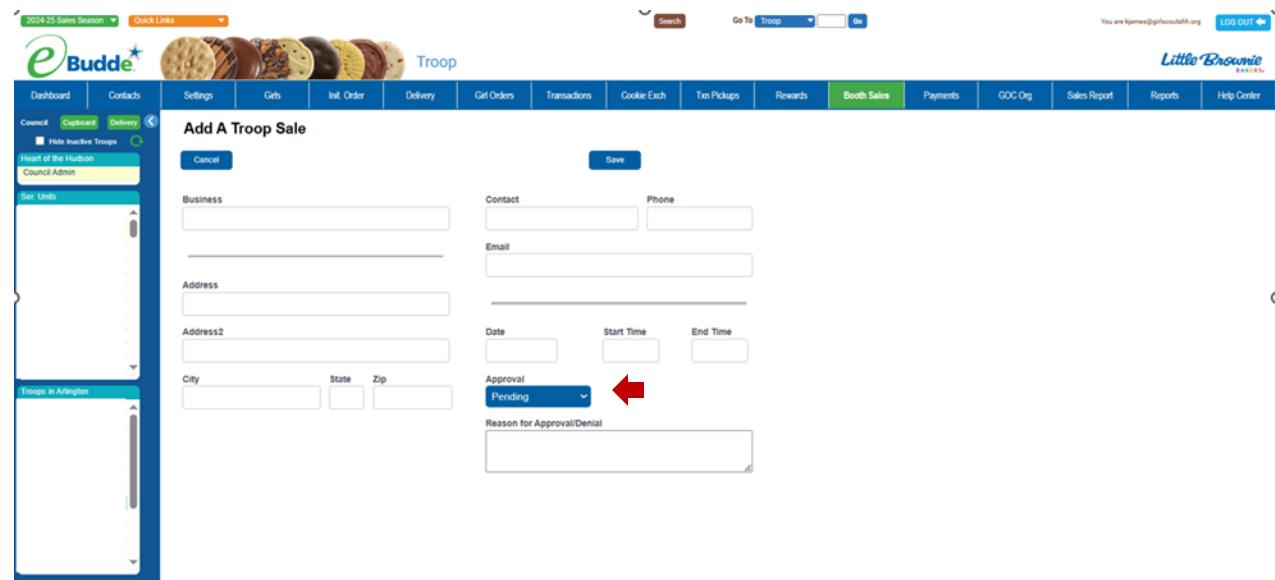


Enter location information, then click “Save.”



# Setting up a Troop-Arranged Booth in eBudde

Your booth will show as pending until it has been reviewed by the SU Cookie Chair. You will receive email confirmation of approval or denial. If denied, a reason will be included in the email. Approvals will show in green and denials will be in orange.



The screenshot shows the eBudde software interface for setting up a troop sale. The main menu at the top includes 'Dashboard', 'Contacts', 'Settings', 'Gro', 'Int. Order', 'Delivery', 'Get Orders', 'Transactions', 'Cookie Etch', 'Tin Pickups', 'Rewards', 'Booth Sales' (which is highlighted in green), 'Payments', 'GCO Org', 'Sales Report', 'Reports', and 'Help Center'. The 'Troop' tab is selected. On the left, there's a sidebar with 'Council' (set to 'Heart of the Hudson'), 'Cabinet' (set to 'Troop'), 'Delivery' (set to 'Troop'), and 'Troop' (set to 'Troop'). The main content area is titled 'Add A Troop Sale' and contains fields for 'Business' (with a placeholder 'Business'), 'Address' (with a placeholder 'Address'), 'Address2' (with a placeholder 'Address2'), 'City' (with a placeholder 'City'), 'State' (with a placeholder 'State'), 'Zip' (with a placeholder 'Zip'), 'Contact' (with a placeholder 'Contact'), 'Phone' (with a placeholder 'Phone'), and 'Email' (with a placeholder 'Email'). Below these are fields for 'Date' (with a placeholder 'Date'), 'Start Time' (with a placeholder 'Start Time'), and 'End Time' (with a placeholder 'End Time'). A dropdown menu for 'Approval' is set to 'Pending' (highlighted in blue). A red arrow points to this 'Pending' status. Below the approval dropdown is a text area labeled 'Reason for Approval/Denial' which is currently empty.

# Thank You!

