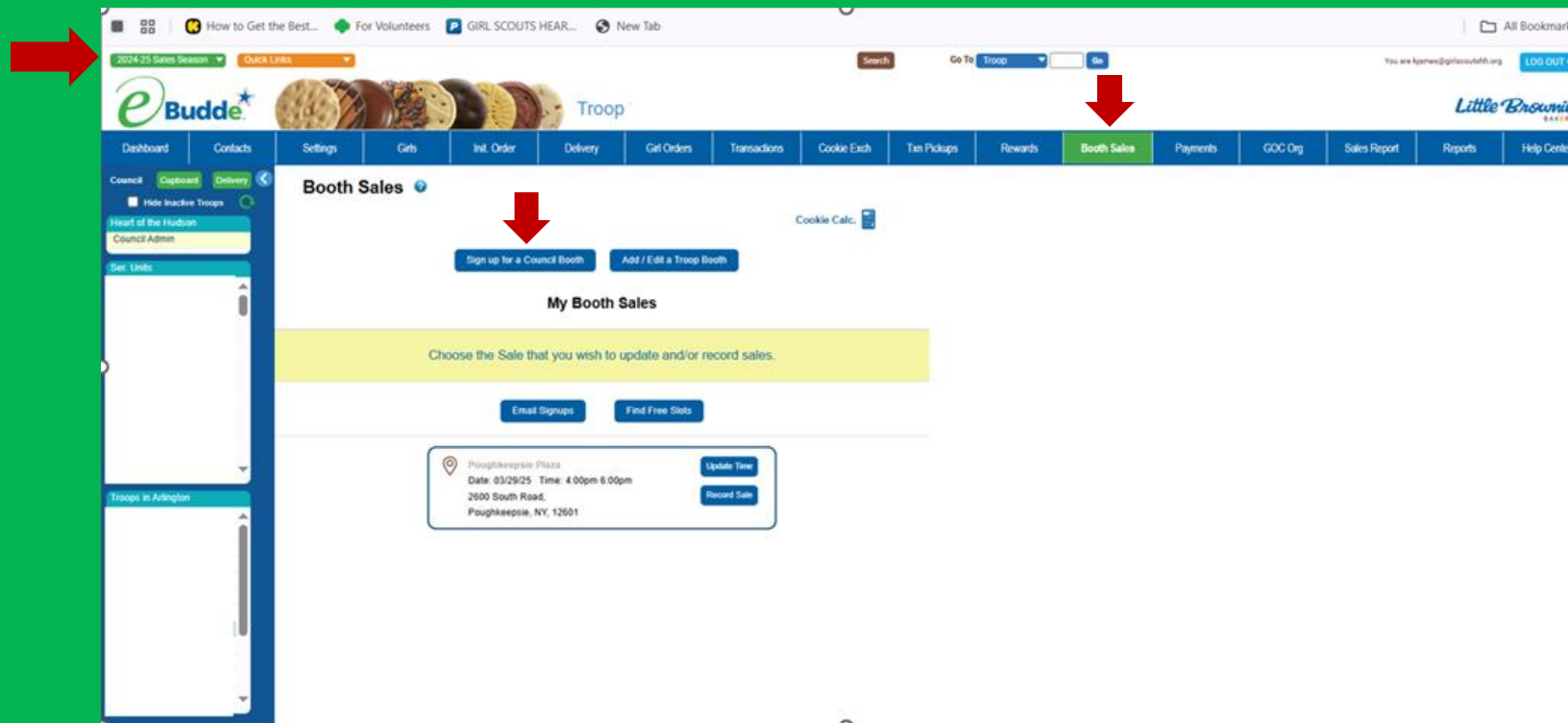


Council Cookie Booths

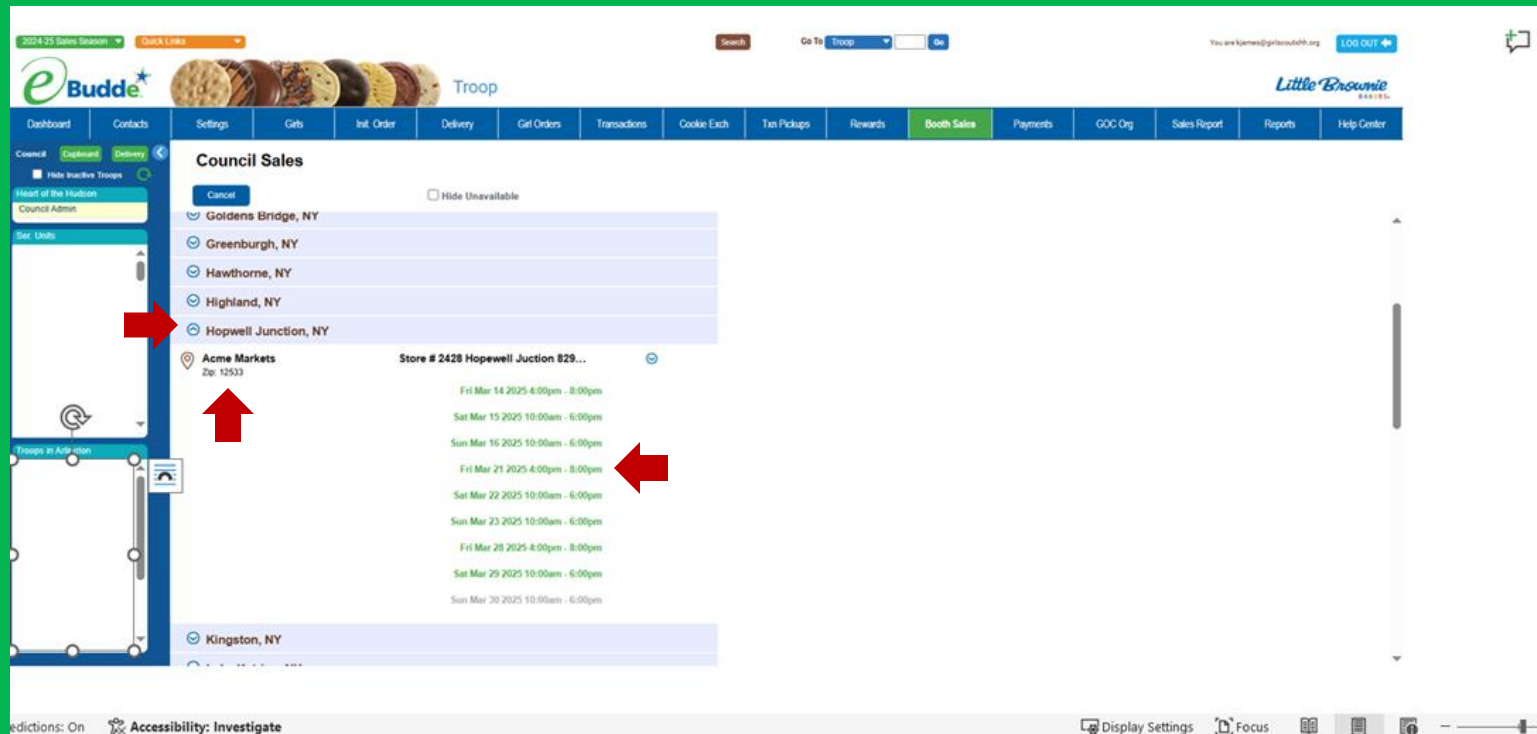
Selecting a Booth Location & Time For Your Troop Council Secured Booth Locations

- 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.

The screenshot shows the eBuddy Troop Council Sales interface. The top navigation bar includes links for Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Get Orders, Transactions, Cookie Exch, Tin Pickups, Rewards, Booth Sales, Payments, GOC Org, Sales Report, Reports, and Help Center. The left sidebar shows the Council Admin section with options for Hide Inactive Troops and Council Admin. The main content area is titled 'Council Sales' and displays a form for Acme Markets on 03/15 at Store # 2428 Hopewell Junction 829 Rt 82. The form includes a 'Cancel' button and a 'Submit' button. Below the form is a table of time slots:

Time	Troop
10:00am	Claimed
12:00pm	Claimed
2:00pm	
4:00pm	

Red arrows point to the 'Submit' button and the 2:00pm time slot.

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.

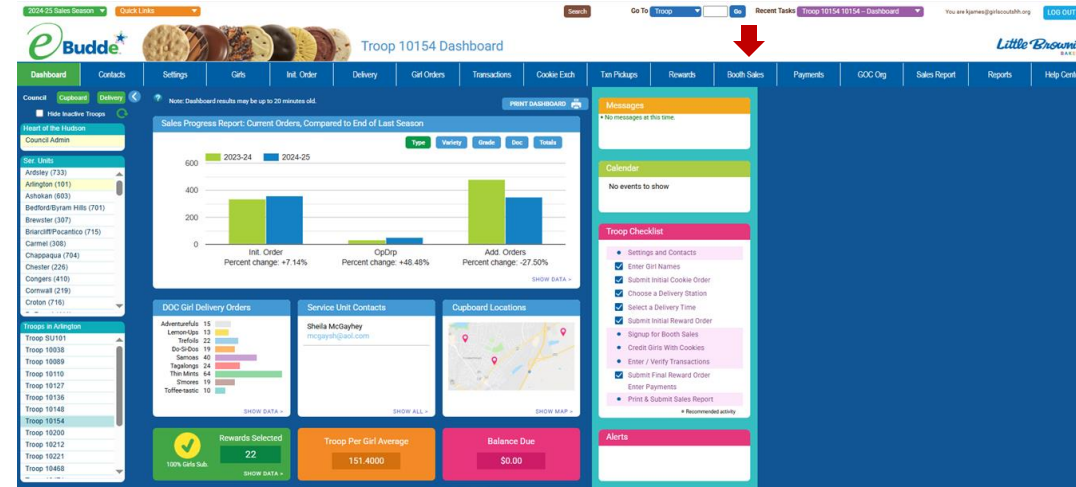
Remind businesses that approved locations in our eBudde system will connect with the online Cookie Finder to help drive consumers to their location too.

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

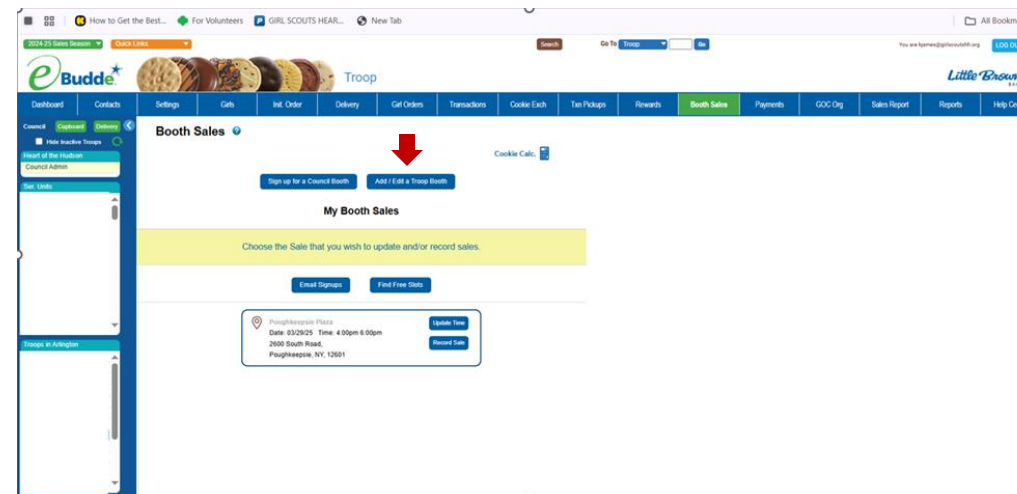
Setting up a Troop-Arranged Booth in eBudde

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.



Select “Add/Edit a Troop Booth”



Setting up a Troop-Arranged Booth in eBudde

Click “+Add” to enter the booth information.

The screenshot shows the eBudde interface for Troop Booth Sales. The top navigation bar includes links for Dashboard, Contacts, Settings, Gifts, Init. Order, Delivery, Gift Orders, Transactions, Cookie Exch, Tin Pickups, Rewards, Booth Sales (highlighted), Payments, GOC Org, Sales Report, Reports, and Help Center. The main content area is titled 'Troop Booth Sales' and contains a message: 'You haven't added any Booth Sales yet.' A red arrow points to the '+Add' button in the top right corner of the main content area.

Enter location information, then click “Save.”

The screenshot shows the eBudde interface for adding a troop sale. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Add A Troop Sale' and contains a form with the following fields: Business, Address, Address2, City, State, Zip, Contact, Phone, Email, Date, Start Time, End Time, and Approval. A red arrow points to the 'Save' button in the top right corner of the form.

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 'Add A Troop Sale' form in the eBudde system. The form is titled 'Add A Troop Sale' and has a 'Cancel' button on the left and a 'Save' button on the right. The form fields are organized into two columns. The left column contains: Business, Address, Address2, City, State, and Zip. The right column contains: Contact, Phone, Email, Date, Start Time, End Time, and a dropdown menu for 'Approval'. The 'Approval' dropdown is currently set to 'Pending', and a red arrow points to this selection. Below the 'Approval' dropdown is a text field for 'Reason for Approval/Denial'. The form is part of a larger dashboard with various navigation tabs at the top, including 'Dashboard', 'Contacts', 'Settings', 'Gifts', 'Init. Order', 'Delivery', 'Girl Orders', 'Transactions', 'Cookie Exch', 'Tin Pickups', 'Rewards', 'Booth Sales', 'Payments', 'GOC Org', 'Sales Report', 'Reports', and 'Help Center'. The 'Booth Sales' tab is currently selected. The top of the page also shows a '2024-25 Sales Season' dropdown, a 'Check Links' button, a search bar, and a 'Go To' dropdown set to 'Troop'. The bottom of the page shows a 'Logout' button.

Thank You!

