

**Just  
-in-  
Time**

# Troops Recording Cookie Booth Sales

Find LOTS of great stuff in our Cookie Booth Tool Kit available on our website.

Using the Cookie Booth Recorder in eBudde (and the app) makes your job of recording the sales much easier and less time-consuming! It allows you to distribute the booth sales to your girls and also helps us to determine the success of our cookie booths and locations year after year. GSDH uses this information to provide recommendations to troops for booth averages.

## How to Record your Troop's Cookie Booth Sales in eBudde:

1. Click the “**Booth Sales**” Tab.
2. From the list of the troop's booth sites, find the booth sale you'd like to record. Select “**Record Sale**”. A new screen showing the booth and the products will pop up.
3. Enter the number of cookies sold in packages, including any donated (Heroes on the Horizon program or HOH).
4. To distribute the cookies and give credit to the girls, you have two options after selecting “**Go to Distribute**”:
  - a) Distribute across all participants: Place a check mark next to each girl who attended the booth sale. Select the “Distribute” button and eBudde will automatically distribute the packages among all the checked girls as equally as possible. It will also divide the donated cookies (HOH) entered at random.
  - b) Manually divide and enter the cookie amounts for each girl by selecting the arrow next to each girl's name.
5. After you have distributed the cookies accordingly, click the blue “**Save**” button.

Troop Link credit card payments are now displayed on the Booth Sale Recorder screen. The Total Sale Receipts will include the total of ALL packages sold at the booth. Your cash-on-hand should equal the Total Sales Receipts minus the Digital Cookie Payment.

Product	Packages	Program	Packages
Adventurefuls \$ 5.00	0	Heroes on the Horizon \$ 5.00	0
Lemon-Ups \$ 5.00	0	Total Packages Sold	0
Trefoils \$ 5.00	0	Total Sale Receipts	\$0.00
Do-Si-Dos \$ 5.00	0	TroopSite	Amount
Samoas \$ 5.00	0	Digital Cookie Payment (for orders processed by TroopSite; also included in Total Sale Receipts)	0
Tagalongs	0	Amount is included in Total Sale Receipts above	

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# Troops Recording Cookie Booth Sales...continued

## Using the eBudde Mobile App to Record Sales

Don't wait until you get home to enter your cookie booth! Jump on your phone to enter your sales! The app will walk you through entering your sales and distributing it between girls. There's even a Cookie Calculator to help you with some quick adding when the booth is busy with customers!



## Adding a "Troop Booth Recorder" User

Need a volunteer to help you with Booth Recording? You can enter in "Troop Booth Recorder" users in eBudde under "**Contacts**" tab > "+Add", so they can track it for you. Use the pull-down menu to select "**Troop Booth Recorder Only User**". Complete the details then click "**Save**".

**Special Note:** Troop Co Leaders and Cookie Coordinators **should not** be added to this user type. This user can **only** record booth sites and will lose troop access for viewing and editing. If you log into eBudde and only see a "**Contacts**" tab, it means someone has entered you in as a Troop Booth Recorder Only User for a troop. If this happens you can have them remove you or edit your status for their troop to another email address to fix the problem.

If you are unsure of who may have added you, contact Member Services to get it corrected:  
**1-800-666-2141 or  
help@gsdakotahorizons.org**

## Cookie Booths and Funds

When you use the Booth Recorder, it assumes that this is a troop activity and that the Troop Volunteer has collected the money so all girls who had booth sales distributed to them will be reflected on their order tab.

1. Click on the "**Girl Orders**" tab. Click on the girl's name you wish to view.
2. You will see the where she received credit for the booth sale on the Booth Recorder line (with the booth location) and the total cookie and money credit given to the girl.
3. You will also see 'Total Due' and 'Paid' balanced to \$0.00 as it should have been collected while at the booth.

Settings														Girls														Init. Order														Delivery														1 Girl Orders														Transactions														Cookie Exch														Txn Pickups														Rewards														Booth Sales													
Cancel														+Order														+Pay														+DOC Payment																																																																																																	
Switch to Girl:														Alana J.																																																																																																																													
Comment	Inv	Bth	HOH	Adv	LnUp	Tre	D.S-D	Sam	Tags	TLint	SLM	Toff	Total	Total Due	Paid	Bal. Due																																																																																																																											
Init. Order *Locked*			0	0	0	0	0	3	0	2	0	0	5	\$25.00	\$0.00	\$25.00																																																																																																																											
Lowes, 02/18 @ 10:00am	2	✓	1	6	6	4	5	18	5	21	4	4	74	\$378.00	\$378.00	\$0.00																																																																																																																											