

Cookie Booth Sign-up

This is a short guide on how to sign-up for Council Schedule Cookie Booths. For full details on Booths and setting up Troop Booths view page 19 in the Volunteer Cookie Manual. Available on our website or in the eBudde Help Center.

Cookie Booths are a great way to get out into the community to sell cookies and reach goals! There are two types of Cookie Booths: **Council Scheduled Booths** and **Troop Scheduled Booths**.

Council Scheduled Booths are sites that have been pre-arranged by Council at popular, high traffic locations. All troops have the opportunity to sign up for any council scheduled booth through eBudde during the below dates and times:

- **January 8** at 7:00PM CST/6:00PM MST: 3 locations max
You are able to sign up for 3 booths, each booth must be at a different sponsored site.
- **January 10** at 7:00PM CST/6:00PM MST: 3 locations max
You are able to sign up for an additional 3 booths, each booth must be at a different sponsored site, but may include the same sites as the first round.
- **January 12** at 7:00PM CST/6:00PM MST: All remaining booths open—no max.
You are able to sign up for any remaining open booth sites, no limitations on locations or quantity.

How to sign-up for a Council Scheduled Booth in eBudde:

1. Click the “**Booth Sites**” Tab
2. Click on the (+) sign next to the city you wish to select a booth
3. Click on the (+) sign next to the sponsored site you wish to view
4. Click on the **date** you want to sign up for
5. Click on the **white box** next to the time desired (pop-up window on the right)
6. Click on the green “**submit**” button

The screenshot shows the eBudde interface for booth sales. At the top, there is a navigation bar with tabs: Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Rewards, Booth Sites (highlighted with a red circle 1), Deposits, Sales Report, and Reports. Below the navigation bar, there is a header for "Booth Sales" with a question mark icon and the "Little Brownie Bakers" logo. The main content area is titled "Browse and signup for Council Booth Sales" and includes a dropdown menu for "Council Sales". Below this, there is a list of booth locations under "Dakota Horizons" with a green banner indicating "Green Branches have openings". The list includes: [-] Council Booth Sales, [+] Aberdeen, SD, [+] East Grand Forks, MN, [+] Fargo, ND, [-] Grand Forks, ND, [+] Eide Hyundai 1300 S. Washington, and [-] Flying J 4401 S 32nd Ave. A red circle 2 is next to the list, and a red circle 3 is next to the "Flying J 4401 S 32nd Ave" entry. To the right of the list, there is a detailed view for the "Flying J" booth, showing the address "4401 S 32nd Ave, Grand Forks, ND 58201" and a "Front Entrance..." section. Below this, there is a table with columns "Time" and "Troop". The table lists time slots: 10:00am, 12:00pm, 2:00pm, 4:00pm, and 6:00pm. A red circle 4 is next to the table, and a red circle 5 is next to the "Troop" column header.

Special Note:

- After you submit, you will receive a message stating your time slot was reserved.
- Review all booth information and etiquette in the Volunteer Manual on pages 19-20. We want to make sure we are on our best behavior, so we are invited back to these businesses!