

**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 also allows you to distribute the booth sales to your girls and also helps council 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 donations (Heroes on the Horizon program-HOH).
4. To distribute the cookies and give credit to the girls, you have two options after selecting "Go to Distribute":
 - a) Automatically 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) Or manually divide and enter the cookie amounts for each girl by selecting the arrow next to girl's name.
5. After you have distributed the cookies accordingly, click the blue "Save" button.

Booth Sales

Sign up for a Council Booth Add / Edit a Troop Booth

My Booth Sales

Choose the Sale that you wish to update and/or record sales.

Email Signups Find Free Slots

Nyberg's Ace Hardware - 12th
Date: 02/19/22 Time: 10:00am-12:00pm
2500 W 12th Street, Sioux Falls, SD, 57103

Update Time Record Sale

Update Time Record Sale

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 Payments.

Booth Sale Recorder

Nyberg's Ace Hardware - 12th: 2022-02-19 10:00am

Product	Packages	Program	Package
Adventurefuls \$ 3.00	0	Heroes on the Horizon \$ 5.00	0
Lemon-Ups \$ 5.00	0	Total Packages Sold	0
Trefoils \$ 3.00	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 \$ 5.00	0	Amount is included in Total Sale Receipts above	

Booth Sale Recorder

Nyberg's Ace Hardware - 12th: 2022-02-19 10:00am

Advf: 0 LmUp: 0 Tre: 0 D-S-D: 0 Sam: 0 Tags: 0 TMint: 0 SMr: 0 Toff: 0 HOH: 0

Pkgs Sold: 0 (De)select All Girls

<input type="checkbox"/>	Alana J.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaylea L.	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kennedy M.	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maddie P.	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stella V.	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Veronica S.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Amelia F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Ana H.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Just -in- Time

Troops Recording Cookie Booth Sales—continued



Recording Booth Sales with the App

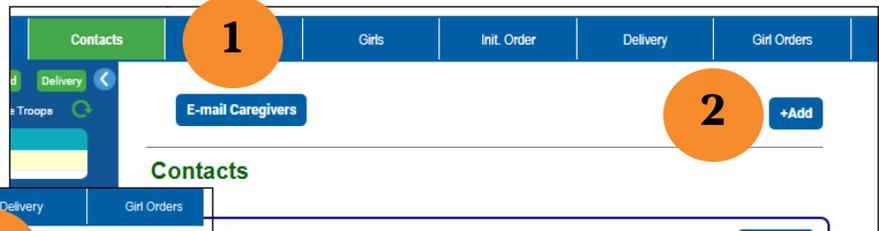
Don't wait until you get home to enter your cookie booth! Utilize the eBudde app to enter your sales immediately. There's even a Cookie Calculator to help you with some quick adding when the booth is busy with customers!

The app will walk you through entering and distributing sales between girl. No instructions needed!

Adding a "Troop Booth Recorder" User (to help lead booths)

Ask a parent or another volunteer to help you run some booths and use the app for easy Booth Recording!

1. On eBudde desktop - click "Contacts" tab.
2. Click "+Add".
3. Use the pull-down menu to select "Troop Booth Recorder Only User".
4. Complete the details then click "Save".



Troop Leaders that are added as a Booth Recorder by another troop, will lose troop-level access. If you lost access, ask that troop to remove you. If you are unsure of who may have added you, contact Member Services: 1-800-666-2141 or help@gsdakotahorizons.org

Viewing Cookie Booths 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 where she received credit for the booth sale on the Booth Recorder line (with the booth location) and the total cookie and money credits 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.

												1				
Settings	Girls	Init. Order	Deliv	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	LmUp	Tre	D.S.D	Sam	Tags	TLInt	SMr	Toff	Total	Total Due	Paid	Bal. Due
Init. Order *Locked*			0	0	0	0	3	0	2	0	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

3