

**Just  
-in-  
Time**

# Troops Cookie Booth Sign-up

Cookie Booths are a great way to get out into the community to help 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 14** 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 16** 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 18** 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

View our Cookie Booth Kit for information on how to setup and market, supplies needed, virtual ideas and more!



**COOKIE  
BOOTH  
KIT**



Browse and sign up for Council Booth Sales  
Use drop down for My Sales or the Booth Sale Recorder.

Free Slots Current Signups Council Sales

Dakota Horizons	Green Branches have openings
[+] East Grand Forks, MN	
[+] Fargo, ND	
[+] Grand Forks, ND	
[+] Harrisburg, SD	
[+] Huron, SD	
[+] Minot, ND	
[+] Mitchell, SD	
[+] Moorhead, MN	
[+] Sioux Falls, SD	
[+] Fareway 3301 S Sycamore Ave	
[+] Fleet Farm 3035 West Fleet Street	
[+] Love Marlow 2400 S Marion Rd Suite 150	
[+] Lowes Home Improvement 4601 West 26...	
Nyberg's Ace Hardware - 12th 2500 W...	
Fri Feb 21, 2020 1:00pm - 8:00pm	
Sat Feb 22, 2020 10:00am - 6:00pm	
Sun Feb 23, 2020 10:00am - 2:00pm	
Sun Feb 23, 2020 10:00am - 5:00pm	
Mon Feb 24, 2020 4:00pm - 8:00pm	

**Nyberg's Ace Hardware - 12th** 2500 W 12th Street  
Sioux Falls, SD 57103

Inside front doors/lobby area/foyer or outside in front of store doors. Ace can supply table and chairs.

Choose a time slot and then **Submit**

To opt out click on that slot again and re-submit.

Notify Me If Slots Open (0 waiting)

Time	Troop
10:00am	
12:00pm	T54321
2:00pm	
4:00pm	

**Helpful Tip:**  
Is the day you want full? Click the **Notify Me** button to be notified if a slot opens on that day. It is first come, first serve.

## Special Note

- After you submit, you will receive a message stating your time slot was reserved.
- If you can not make your booth for any reason, be sure to release it in eBudde or on the Mobile App to ensure it is removed from the Cookie Finder or so another troop can select it.

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## Troops Cookie Booth Sign-up

**Troop Scheduled Booths** are sites that are set up by the Troop. Troop can schedule a cookie booth most anywhere. Please, do not approach businesses on the council booth list for additional times or dates. Following GSUSA safety guidelines, troops must register all booths in eBudde.

- Troop Booths should be submitted into eBudde at least 48 hours in advance for approval.
- If a girl cannot be a patron of the business, then they are not permitted to sell there. Locations deemed inappropriate or unsafe for girls will not be approved.

### Why register your booth?

- Reserves the location for your troop on that date and time, no other troop can be there.
- It ensures that you're in a safe place and are covered by Girl Scout Insurance.
- Once approved, the booth will show up on the Cookie Finder for customers to see!

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

1. Click the “**Booth Sites**” Tab
2. Click on the (**Drop down menu**) and select “**My Sales**”
3. Click “**add a Location**”
4. Enter the Booth Information. **Note:** This is how it will show up in the Cookie Finder App, use the full, proper business name and address.
5. Click “Add” when complete to submit for approval.

Once submitted, a staff member will check to make sure no one else has claimed the location, date, and time already, deem it is safe and appropriate, and approve or deny the booth. If denied, they will list the reason.

The screenshot shows the eBudde interface with the following elements:

- 1**: The "Booth Sites" tab is selected in the top navigation bar.
- 2**: The "My Sales" dropdown menu is open in the top right corner.
- 3**: The "add a Location" button is highlighted in the "Troop 54321 Sales" section.
- 4**: The "Business Name:" field is highlighted in the form.
- 5**: The "Location and Contact Info." section is highlighted, including fields for Address, City, State, Zip, Contact, Phone, and eMail.

Additional form details include: "Format: 10/25/2011 for dates 9:00am for times.", "Sale Date:" and "End:" fields, "Start:" and "Approval" dropdowns, and a "Reason for approval/denial:" field at the bottom.

### After Your Booth

Use the Booth recorder in eBudde or on the Mobile App to record and distribute cookies down to the girls. Using the Cookie Booth recorder helps us to determine the success of our cookie booths and locations! See the [Just in Time: Recording Cookie Booth Sales](#) for more details.