

**Just
-in-
Time**



Troops Cookie Booth Sign Up Council Scheduled Booths

Cookie Booths are a great way to get out into the community and to help girls 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 5** 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 council scheduled site.
- **January 7** 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 council scheduled site but may include the same sites as the first round.
- **January 9** 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 Sales**” Tab. Then select “**Sign Up for a Council Booth**”
2. Click on the down-arrow symbol  next to the city in which you wish to select a booth.
3. Click the down-arrow symbol  to the right of the sponsored site you wish to view.
4. Click on the **date and time** you want to sign up for; a new page will load.
5. Click into your desired time slot and your troop number will fill in.
6. Click on the blue “**Submit**” button to save your selection(s).
(pop-up window on the right)

Cookie Booth Toolkit - Find helpful information on setting up a booth, supplies, virtual ideas and more!



Find on our website under Cookies—Cookie Resources

The screenshot shows the eBudde interface for signing up for a Council Scheduled Booth. The top navigation bar includes tabs for Delivery, Girl Orders, Transactions, Cookie Exch, Txn Pickups, Rewards, Booth Sales (highlighted), and Pa. The main content area shows a list of cities: Pierre, SD; Powers Lake, ND; and Rapid City, SD. Below the cities is a list of sponsored sites with their addresses and zip codes. A 'Council Sales' pop-up window is open, showing a list of time slots for a specific site: Nyberg's Ace Hardware - 12th on 02/23 @ 2500 W 12th Street. The time slots are 4:00pm and 6:00pm. A 'Submit' button is visible in the pop-up window. A 'Helpful Tip' callout points to a toggle switch for 'Email me if slots open up'.

Special Note

- After you submit, you will receive a message stating your times have been updated.
- If you cannot 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 and so another troop can select it.

Helpful Tip:
Is the day full? Toggle the “Email me if slots open up” and eBudde will notify you.

It is first come, first serve!

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Troops Cookie Booth Sign Up Troop Scheduled Booths

Troop Scheduled Booths are sites that are set up by the Troop. Troops can schedule a cookie booth most anywhere except council locations. Please, do not approach businesses on the council booth list for additional times or dates. Following GSUSA 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 Sales**” Tab
2. Click on the blue “**Add/Edit a Troop Booth**” button
3. Click “**+Add**” button
4. Enter the Booth Information. **Note:** This is how it will show up in the Cookie Finder; use the full, proper business name and address with all appropriate letters capitalized. Be certain that the am/pm selection on the time clock is set accurately.
5. Click “**Save**” when complete to submit for approval.

The screenshot shows the eBudde interface for adding a troop booth. The top navigation bar includes tabs for Facts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Cookie Exch, Troop Pickups, Rewards, and Booth Sales. The Booth Sales tab is active. Below the navigation bar, there are buttons for 'Sign up for a Council Booth' and 'Add / Edit a Troop Booth'. The 'Add / Edit a Troop Booth' button is highlighted with a yellow flower icon labeled '2'. Below this, there is a 'Cancel' button and a '+Add' button, with the '+Add' button highlighted with a yellow flower icon labeled '3'. Below the '+Add' button, it says 'Below are your currently defined Booth Sales.' Underneath, there is a form titled 'Add A Troop Sale' with a 'Cancel' button and a 'Save' button. The 'Save' button is highlighted with a yellow flower icon labeled '5'. The form fields are: Business (text input), Address (text input), Address2 (text input), City (text input), State (text input), Zip (text input), Contact (text input), Phone (text input), Email (text input), Date (text input), Start Time (text input), and End Time (text input). A yellow flower icon labeled '4' is placed over the Contact field.

After Your Booth

Use the Booth Recorder in eBudde or on the Mobile App to record and distribute cookies down to the girls (except for credit card sales).

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.

Approval Process

Once submitted, your request will show a “pending” status until reviewed by a staff member. We will check to make sure no one else has claimed the location/date/time already, deem it is safe and appropriate, and approve or deny the booth. If denied, a reason will be listed.