

**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 2—Sprint Renewal Participants Only** 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 3** 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 5** 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 7** at 7:00PM CST/6:00PM MST: All remaining booths —no max.  
You are able to sign up for any remaining open booth sites, no limitations.

**Cookie Booth Toolkit**

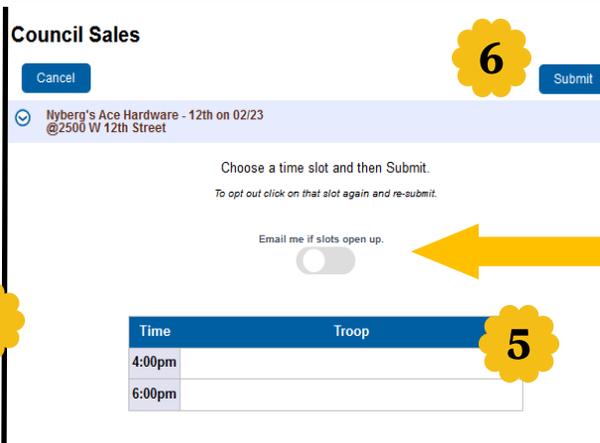
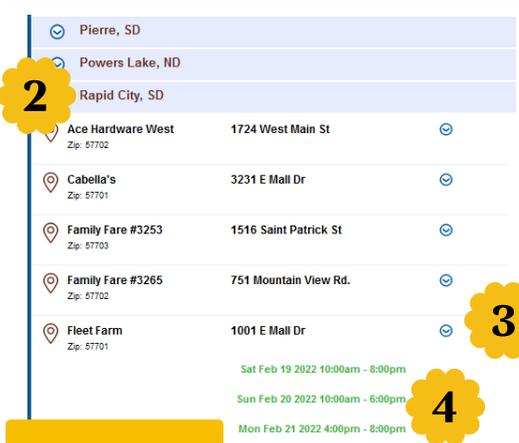
Find helpful information on setting up a booth, supplies, virtual ideas and more!



Find on our website under Cookies—Cookie Resources

**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 you wish to select.
3. Click the down-arrow symbol to the right of the sponsored location.
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)



**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!

**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.

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# Troops Cookie Booth Sign Up Troop Scheduled Booths

**Troop Scheduled Booths** are sites that are set up by the Troop and must be approved by council. Troops can schedule a cookie booth most anywhere except council locations. Please, do not approach council booth businesses for additional times or dates. Following GSUSA guidelines, troops must register booths in eBudde. **Note:** If a girl cannot be a patron of the business, then they are not permitted to sell cookies there. Locations deemed inappropriate or unsafe for girls will not be approved.

## Why register your booth?

- It 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 troop can now use the Cookie Booth Recorder. This keeps track of your orders in eBudde and it is useful data for future programming.
- Approved cookie booths will show up on the Cookie Finder for customers to locate you!

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

1. On the “**Booth Sales**” Tab and click on the blue “**Add/Edit a Troop Booth**” button
2. Click “**+Add**” button
3. Enter the Booth Information. See *Helpful Hints* below
4. Click “**Save**” when complete to submit for approval.

The screenshot shows the eBudde interface for Booth Sales. At the top, there are navigation tabs: Home, Settings, Girls, Init. Order, Delivery, Gift Order, Txn Pickups, Rewards, Booth Sales, and Payments. The 'Booth Sales' tab is selected. Below the tabs, there are two main sections. The first section, 'Booth Sales', contains two buttons: 'Sign up for a Council Booth' and 'Add / Edit a Troop Booth'. A yellow flower icon with the number '1' is placed over the 'Add / Edit a Troop Booth' button. Below this is a 'Troop Booth Sales' section with a 'Cancel' button and a '+Add' button. A yellow flower icon with the number '2' is placed over the '+Add' button. To the right is a form titled 'Add A Troop Sale'. The form has a 'Cancel' button at the top left and a 'Save' button at the top right. A yellow flower icon with the number '4' is placed over the 'Save' button. The form fields are: Business: (text input), Address: (text input), Address2: (text input), City: (text input), State: (dropdown menu), Zip: (text input), Contact: (text input), and Email: (text input). A yellow flower icon with the number '3' is placed over the Address2 field.

## Helpful Hints (to get your booth approved!)

- Troop Booths must be submitted into eBudde at least **48 hours in advance** for approval.
- Correct and Proper Business Name—check spelling and all appropriate letters capitalized.
- Complete Address—verify the physical address of the business, correct spelling, no abbreviations etc.

## After Your

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 council 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.
- Approvals will be completed each business morning.
- Council will review the request to deem it is safe and appropriate. If denied, a reason will be listed.
- If 2 troops request same location/date/time—It will be a first come, first serve approval. 2nd troop will be declined or canceled.
- Council may cancel any request at any time if issues arise.