

BOOTH SALE RECORDER

The *Booth Sale Recorder* is the **easiest** method for distributing booth sales to Girl Scouts.

Step 1: Access Booth Sales

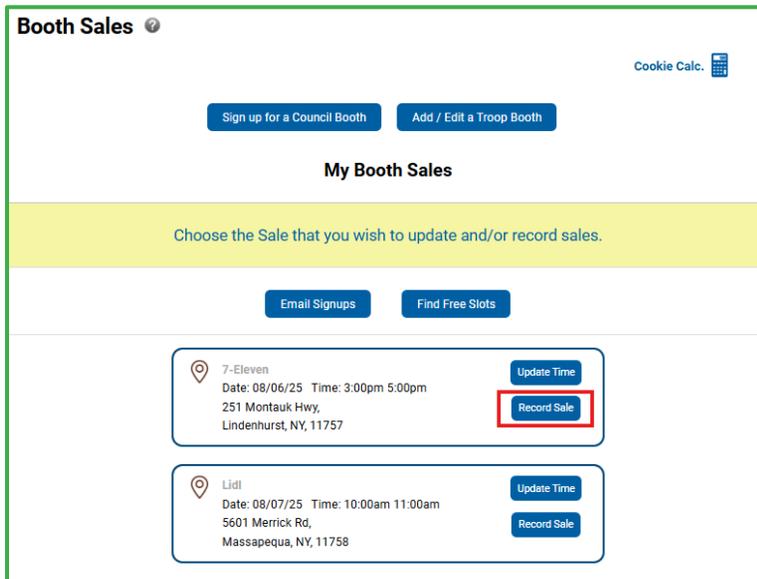
Booth Sales Tab

- Click the **Booth Sales** tab.
- The system will display the troop's booth sites.
- Booth sales are listed in **chronological order** (oldest to newest).
- The booth name will appear in **grey**, and the **Record Sale** option will be available only **after the booth date has passed**.

Step 2: Record Sales

Booth Sales Tab

- Click **Record Sale** next to the booth you want to record.



The screenshot shows the 'Booth Sales' interface. At the top, there are buttons for 'Sign up for a Council Booth' and 'Add / Edit a Troop Booth'. Below this is the 'My Booth Sales' section with a yellow banner that says 'Choose the Sale that you wish to update and/or record sales.' There are buttons for 'Email Signups' and 'Find Free Slots'. Two booth sales are listed:

7-Eleven Date: 08/06/25 Time: 3:00pm 5:00pm 251 Montauk Hwy, Lindenhurst, NY, 11757	Update Time Record Sale
Lidl Date: 08/07/25 Time: 10:00am 11:00am 5601 Merrick Rd, Massapequa, NY, 11758	Update Time Record Sale



Step 3: Booth Sales Recorder

Product Section

- Enter the total number of packages sold by variety.
- The system will automatically calculate the total amount of money collected at the booth.

Program Section

- Enter the number of donation packages for the **Council** and **Troop** Gift of Caring.

Troop Site Section

- Enter the **dollar amount** collected through the troop's Digital Cookie link. The system will **automatically** transfer **the dollar amount entered** from the Troop Site on the Girl Order tab to the booth. Enter the **number of charity packages** sold via the troop's Digital Cookie link. The system will **automatically** transfer **the number of packages entered** from the Troop Site on the Girl Order tab to the booth.

Proceed to Distribution

- Once all data is entered, click **Go to Distribute**.

Booth Sale Recorder

Cancel
Go to Distribute

Beach Bums: 2025-08-04 8:00am

Product	Packages	Program	Packages
Adventurefuls <small>\$ 6.00</small>	<input type="text" value="2"/>	American Red Cross Alaska <small>\$ 6.00</small>	<input type="text" value="3"/>
Lemon-Ups <small>\$ 6.00</small>	<input type="text" value="2"/>	Troop Gift of Caring <small>\$ 6.00</small>	<input type="text" value="0"/>
Trefoils <small>\$ 6.00</small>	<input type="text" value="0"/>	Total Packages Sold 13	
Do-Si-Dos <small>\$ 6.00</small>	<input type="text" value="0"/>	Total Sale Receipts \$78.00	
Samoas <small>\$ 6.00</small>	<input type="text" value="3"/>	TroopSite	Amount
Tagalongs <small>\$ 6.00</small>	<input type="text" value="0"/>	Digital Cookie Payment <small>(for orders processed by TroopSite; also included in Total Sale Receipts)</small>	<input type="text" value="12"/>
Thin Mints <small>\$ 6.00</small>	<input type="text" value="3"/>	Digital Cookie Charity Packages <small>(for orders processed by TroopSite; also included in Total Sale Receipts)</small>	<input type="text" value="3"/>
Exploremores <small>\$ 6.00</small>	<input type="text" value="0"/>	Amount is included in Total Sale Receipts above	
Toffee-tastic <small>\$ 6.00</small>	<input type="text" value="0"/>		
Total	10		



Step 4: Distribute Cookies

Distribute Cookies to Girls

- eBudde will assume all girls attended and will check the box next to each name.
 - Uncheck any girl who did **not** attend.
 - Use the **(De)select All** box to quickly select or deselect all names.
- To include charity packages, **uncheck** the box labeled **Remove All Charity Item**.
- You can:
 - Manually enter the number of packages sold per girl, or
 - Let eBudde evenly distribute the packages *including donations* among selected girls by clicking **Distribute**, or
 - Let eBudde evenly distribute the packages *excluding donations* among selected girls by clicking **Dist w/o Char**. This feature allows troops to return to the Booth Sale Recorder later in the season to distribute donation packages separately.

Finalize Distribution

- After entering all data, click **Distribute** or **Dist w/o Char**.
- eBudde will create a transaction record on the **Girl Order** tab for each selected girl.



Booth Sale Recorder

Beach Bums: 2025-08-04 8:00am

Advf: 2 LmUp: 2 Tre: 0 D-S-D: 0 Sam: 3 Tags: 0 TMint: 3 Exp: 0 Toff: 0
 ARCA: 3 TGOC: 0
 Pkgs Sold: 13 (De)select All Girls

<input type="radio"/> Carrie B.	0	<input checked="" type="checkbox"/>
<input type="radio"/> Samantha J.	0	<input checked="" type="checkbox"/>
<input type="radio"/> Charlotte Y.	0	<input checked="" type="checkbox"/>
<input type="radio"/> Miranda H.	0	<input checked="" type="checkbox"/>

Edit Individual Girl Records

- To edit a girl's record individually or after distribution:
 - Click the arrow next to the girl's name.
 - Edit the cookie varieties as needed.
 - Click **Save** when finished.

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Advf: 2 LmUp: 2 Tre: 0 D-S-D: 0 Sam: 3 Tags: 0 TMint: 3 Exp: 0 Toff: 0
 ARCA: 3 TGOC: 0
 Pkgs Sold: 13 (De)select All Girls

<input checked="" type="radio"/> Carrie B.	3	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> Samantha J.	4	<input checked="" type="checkbox"/>

Advf: LmUp: Tre: D-S-D:
 Sam: Tags: TMint: Exp:
 Toff: ARCA: TGOC:



Update Booth Sale Distributions

- Any changes must be made in the **Record Sale** section of the Booth Sale tab.
 - Changes **cannot** be made directly on the Girl Order tab.
- To make edits later, return to the Booth Sales tab and click **Record Sale** again.
- If you previously distributed booth sales excluding donation packages using Dist w/o Char, the Booth Sale Recorder will display a **"No Charity Dist"** message.

Booth Sale Recorder

Cancel Distribute Distr. w/o Char. Save

Beach Bums: 2025-08-04 8:00am

Advf: 2 LmUp: 2 Tre: 0 D-S-D: 0 Sam: 3 Tags: 0 TMin: 3 Exp: 0 Toff: 0

ARCA: 3 TGOC: 0

Pkgs Sold: 13 (De)select All Girls **No Charity Dist**

