

BOOTH SALE RECORDER

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

Step 1: Access Booth Sales

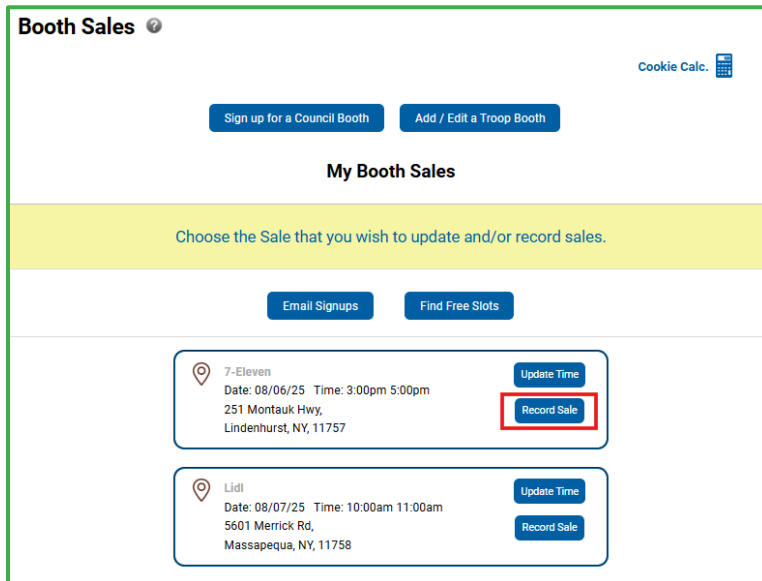
Booth Sales Tab

- 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 these is the heading 'My Booth Sales'. A yellow banner instructs users to 'Choose the Sale that you wish to update and/or record sales.' Below the banner are buttons for 'Email Signups' and 'Find Free Slots'. Two booth entries are listed:

Booth Name	Date	Time	Update Time	Record Sale
7-Eleven 251 Montauk Hwy, Lindenhurst, NY, 11757	08/06/25	3:00pm 5:00pm	[button]	[button, highlighted with a red box]
Lidl 5601 Merrick Rd, Massapequa, NY, 11758	08/07/25	10:00am 11:00am	[button]	[button]



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 \$ 6.00	2	American Red Cross Alaska \$ 6.00	3
Lemon-Ups \$ 6.00	2	Troop Gift of Caring \$ 6.00	0
Trefoils \$ 6.00	0	Total Packages Sold	13
Do-Si-Dos \$ 6.00	0	Total Sale Receipts	\$78.00
Samoas \$ 6.00	3	TroopSite	Amount
Tagalongs \$ 6.00	0	Digital Cookie Payment (for orders processed by TroopSite; also included in Total Sale Receipts)	12
Thin Mints \$ 6.00	3	Digital Cookie Charity Packages (for orders processed by TroopSite; also included in Total Sale Receipts)	3
Exploremores \$ 6.00	0	Amount is included in Total Sale Receipts above	
Toffee-tastic \$ 6.00	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="checkbox"/> Carrie B.	0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Samantha J.	0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Charlotte Y.	0	<input checked="" type="checkbox"/>
<input type="checkbox"/> 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.

Booth Sale Recorder

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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="checkbox"/> Carrie B.	3	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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 TMint: 3 Exp: 0 Toff: 0

ARCA: 3 TGOC: 0

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

