

eBudde Booth Scheduler

Your troop will have many opportunities to sell cookies at booths, which are council-approved, non-residential areas/sites. To help you estimate the size of your Starting Inventory Order (SIO), you will have access to the eBudde Booth Scheduler before your SIO is due. The eBudde Booth Scheduler will list the locations and shifts available and will be updated throughout the cookie sale. Boothing locations are arranged **ONLY** by your SU Boothing Chair (SUBC) and must be pre-approved (if you find a one-time booth opportunity such as at a school or small business, contact your SUBC for approval). If you have a suggestion for a site, share your recommendation with your SUBC and they will contact the site/business.

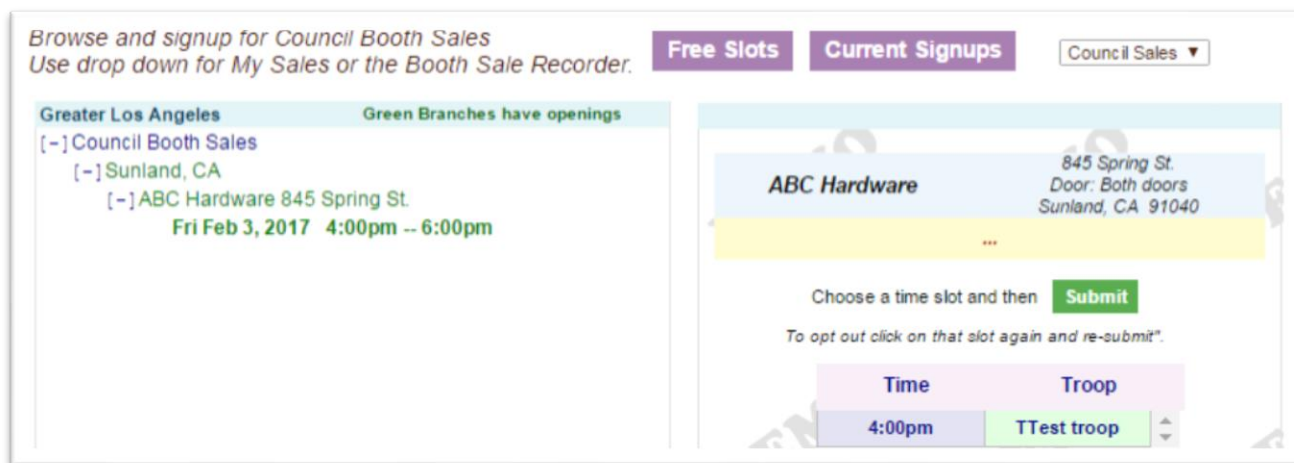
How it works: To ensure equal opportunity for all troops, sign-ups are in multiple cumulative rounds, which means if you miss Round 1, you will be able to select up to five shifts in Round 2 and catch up with other troops. Each round is open for a set amount of time, except for Round 9, which does not close.

During Round 1, you may only sign up for booths **within your service unit** or geographic boundaries. SU or GSGLA staff may drop troops from improper sign-ups without notification. After Round 1, you may sign up for any booths listed in the Booth Scheduler.

Round	Date opens	Time opens	Date closes	Time closes	Number of choices
1	1/3	8:00 pm	1/4	7:59 pm	3 (Home Service Unit only)
2	1/10	8:00 pm	1/11	7:59 pm	2
3	1/14	8:00 pm	1/15	7:59 pm	4
4	1/26	8:00 pm	1/27	7:59 pm	11
5	2/2	8:00 pm	2/9	7:59 pm	50
6	2/9	8:00 pm	2/16	7:59 pm	40
7	2/16	8:00 pm	2/23	7:59 pm	30
8	2/23	8:00 pm	3/2	7:59 pm	25
9	3/2	8:00 pm	n/a	n/a	25

Select a Booth Location and Time for Your Troop

- Click on the **BOOTH SITES Tab**
- From the panel on the left, select the City, Location (store, bank, etc.), and Date from the list by clicking each level to explore the options. (Remember, during Round 1, you may only chose booths located in your service unit's geographical area; selections made outside of your service unit will be removed without notice.)
- Available time slots will appear in the panel on the right (available slots will be in green; slots that have been reserved by others are in blue).
- Click on a green booth and select your booth time slot by clicking in an empty box; your troop number will appear in the space.
- Click **SUBMIT** to reserve your time slot.



Reserving Excessive Booths

Troops may reserve a reasonable number of booths by taking into consideration their girls' and parents' availability, the troops' goals, and the number of girls who wish to participate in bothing, and are discouraged from monopolizing sites. SUCPCs may determine if a troop has scheduled more booths than they can reasonably be expected to fulfill, and will work with the troops to reduce that number if necessary. If a troop is unresponsive or unwilling to work with their SUCPC, a SUCPC may delete excessive booths based on their judgment and in cooperation with the Product Programs Manager.

Release a Reserved Booth

Every attempt should be made to release a booth as soon as you know you can't fulfil it. Other troops are constantly on the hunt to scoop up late breaking booths. Let your SU Bothing Chair know that a booth has become available. They can communicate with other troops so that prime times and locations are utilized.

The information in the Booth Scheduler feeds directly into the Cookie Finder. Keeping it up to date is critical. If you cannot fulfill a booth, you **MUST** release the booth in eBudde so that another troop can take the spot, and so that customers do not go to a booth that will not be open for business. GSGLA receives dozens of customer complaints each year because troops neglect to cancel booth spots that they couldn't fill. We want to support the public that supports us, so please release the booth in eBudde as soon as you know you will not be able to use that booth. Repeated no-shows without canceling in eBudde will result in consequences.

- New this year, you can release a booth site from your troop dashboard in eBudde.
- Just click on the Release button in the calendar on your dashboard for the date that you want to release.