Assign Booth Sales

This is achieved in eBudde by assigning booth cookies to individual Girl Scouts. All money received at a booth should be held by the adult at the booth and turned into the Troop Cookie Chair (TCC) or troop treasurer and deposited promptly into the troop bank account.

GSGLA also suggests that troops utilize the eBudde app which enables assignment of cookies to Girl Scouts in real time from a mobile device. Assigning cookies sold at a booth from either the eBudde app or on the Booth Sites tab assigns cookies and payment to the Girl Scouts in one easy step. It also gives the troop and the service unit the ability to look back at a booth site to see how it performed.

To use the Booth Sales Recorder from inside of eBudde

- *BOOTH SITES* tab
- Click the **Record Sale** button for the booth from which you are assigning product to girls.
    - Clicking the **Record a booth sale** button from the *GIRL ORDERS* tab will take you to the same feature.
- Enter the number of packages of cookies sold, by variety
    - If you used the Troop Link to accept credit card payments from customers, enter the amount collected (for those sales -- do not enter if you used a credit card reader or Take A Payment and do not enter the total sales at the booth.
- Then click **Go to Distribute.**
- All of the girls in the troop will be listed with check marks by their names. Uncheck any girls who were not at that booth.
- Click **Distribute;** eBudde will assign the cookies and money evenly amongst the girls selected.
- Click **Save.**