



Quick Tips

Reserve & Cancel Council Sales Booth Shifts Obtain List of Troop's Reserved Booths

Council sponsored cookie booth locations have been secured by the Product Sales Department and are open to all troops to reserve listed shifts. These booth locations/shifts are known as Council Sales.

Reserve Council Sales Booth Shift:

Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>
- Click **Booth Sites** tab



Step 2:

- Click the plus sign (+) next to the city in which your troop is interested in holding a booth
- Click the plus sign (+) next to the store/business and location of interest
- Click the date and time range of interest

*Browse and signup for Council Booth Sales
Use drop down for My Sales or the Booth Sale Recorder.*



NOTE: Available (**open**) cities, stores and dates/shifts are listed in **Green**.
Not available booth locations/shifts are listed in **Blue**.

Step 3:

The below screen will appear and indicate which shifts are available.

To select the time period (shift):

- Click the space to the right of the time that your troop is interested in

Time	Troop
4:00pm	
6:00pm	

NOTE: If a shift has been reserved by another troop, eBudde™ lists the shift as **Claimed**.

Time	Troop
4:00pm	Claimed
6:00pm	

- Troop number appears in the selected shift.

Time	Troop
4:00pm	TDemo601
6:00pm	

Step 4:

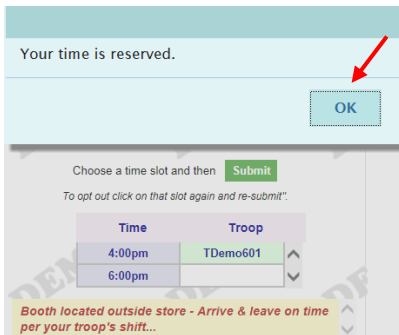
- Click **Submit** button to reserve location and time

Time	Troop
4:00pm	TDemo601
6:00pm	

Step 5:

A message will appear indicating your time is reserved. Please be patient. It might take a moment for the message to appear.

- Click **OK** on the message window to proceed



NOTE: If the message does not appear, your time slot was not reserved (saved). Be sure to wait for the message and click **OK**.

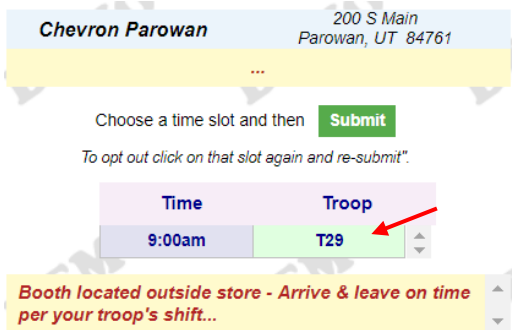
Cancel Reserved Council Sales Booth Shifts:

Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>
- Click **Booth Sites** tab

Step 2:

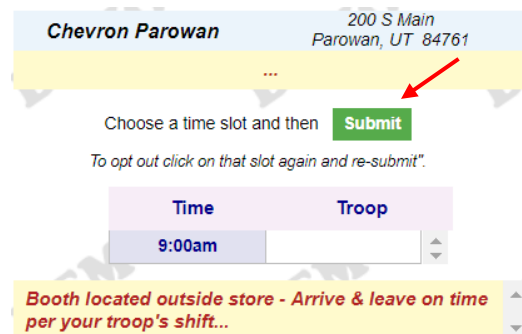
- Click the plus sign (+) next to the city in which business/booth is located
- Click the plus sign (+) next to the store/business and location
- Click **troop number** next to the booth date/time troop wants to cancel (no longer wants/needs)



- Troop number will disappear.

Step 3:

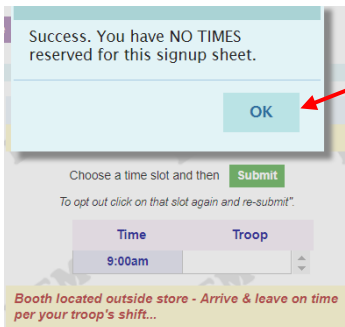
- Click **Submit** button to remove reservation



A message will appear indicating troop does not have this time reserved. Please be patience. It might take a moment for the message to appear.

Step 4:

- Click **OK** on the message window to proceed



NOTE: *If the message does not appear, your reserved time slot was not cancelled. Be sure to wait for the message and click **OK**.*

Obtain List of Troop’s Currently Reserved Booth Shifts:

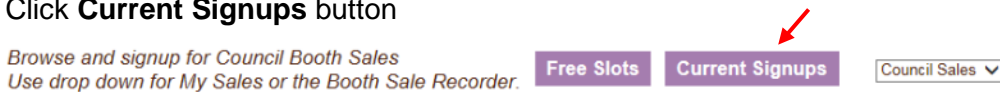
Troops should always bring a copy of their eBudde™ Troop Signup list and completed/signed “My Sales” booth agreement forms (if applicable) when conducting cookie booths. This will help resolve any questions/disputes that may arise. Approved booths scheduled in eBudde™ always take priority. If two troops show up at the same location, the troop scheduled in eBudde™ has the booth and the other troop must graciously depart.

Step 1:

- Login to eBudde™ - <https://ebudde.littlebrownie.com/>
- Click **Booth Sites** tab

Step 2:

- Click **Current Signups** button



Report will list business names and locations, booth dates, start and end times, location and time notes for both Council Sales and approved troop My Sales booths. Booths in the past will not appear on report.

Step 3:

- Click **Print Signups** button

Troop 29 booth sale signups Nov 15, 2017 at 03:37PM

Print Signups

Business	Location	Location Notes	Date	Start Time	End Time	Duration	Time Notes	Created By	Address in Cookie Locator
Local Drug Store	100 Main Street Salt Lake City, UT 84101		11/23/17	4:00pm	6:00pm	02:00		Troop	CL unavailable
Chevron Parowan	200 S Main Parowan, UT 84761		03/18/18	9:00am	12:00pm	03:00	Booth located outside store	Council	CL unavailable