

## Submit, Update & Delete Troop My Sales Booths Obtain List of Troop's Reserved Booths

### Enter Troop My Sales Booth Shifts in eBudde™:

Troops utilize their completed/signed "Troop My Sales Cookie Booth Agreement Form" to complete the required information in eBudde™.

#### Step 1:

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



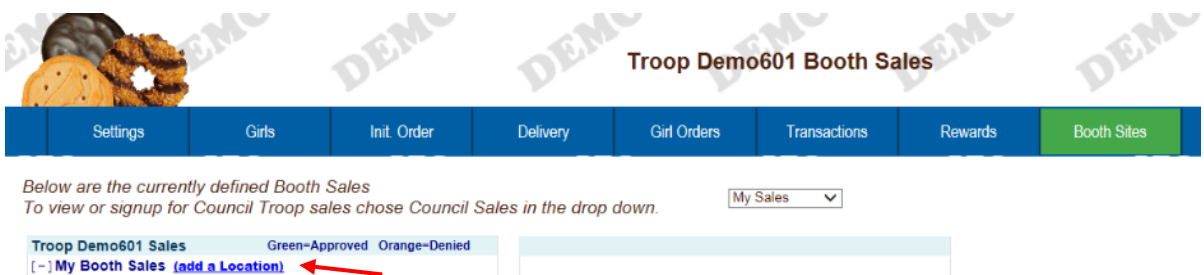
#### Step 2:

- Click the drop down arrow to the right of Council Sales
- Click **My Sales** link



#### Step 3:

- Click **(add a Location)** link



#### Step 4:

- Enter in business name, address, contact information, and date and time range

**Important:** It is critical the business name and address listed in My Sales are the same as listed on Google Maps.

**NOTE:** If business does not provide an email address, utilize Troop Cookie Manager's email address.

- Click **Add** button

in the drop down.

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Business Name:

Location and Contact Info. [Map](#)

Addr:  Addr2:   
City:  ST:  Zip:

Contact:  Phone:   
eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date:  Start:  End:  Approval:

Reason for approval/denial:

#### Step 5:

A message will appear indicating eBudde™ successful added booth request.

- Click **OK** button

Success.

#### Additional Information:

- eBudde™ will time stamp the request. Request is in a “Pending” status.
- Product Sales Department reviews and approves or denies troop My Sale booth requests, and reason/comments enters in the text box, if applicable. In the event of duplicate requests, the troop that has the earliest request date will receive approval.
- eBudde™ will email troop with the status of their request. “Approved” requests will appear on “Find Cookies,” located on the council’s website.

The following color-coding helps identify the status of the troop’s My Sales requests:

- **Blue** locations indicate the request is **Pending**.
- **Green** locations indicate the request is **Approved**.
- **Orange** locations indicate the request is **Denied**.

Troop 29 Sales Green=Approved Orange=Denied

[ - ] My Booth Sales [\(add a Location\)](#)

Local Drug Store 100 Main Street, S...	Green
-Thu Nov 23, 2017 4:00pm -- 6:00pm	
A-1 Hardware 250 Main Street, Salt ...	Orange
-Fri Nov 24, 2017 4:00pm -- 6:00pm	
Becky's Drug Store 200 Main Street,...	Green
-Fri Nov 24, 2017 4:00pm -- 6:00pm	
City High School 350 Main Street, S...	Green
-Fri Nov 24, 2017 4:00pm -- 6:00pm	

## Update Troop My Sales Booth Shifts/Locations:

If a troop needs to make updates/changes to a submitted cookie booth, the troop has the ability to update eBudde™.

**NOTE:** Troop can only make updates/changes to submitted booths before the council approves/denies them.

### Begin:

- Complete Steps 1 & 2

### Step 3:

- Click on the location and shift that needs to be updated  
The selected location will appear on the screen.
- Make the needed updates/changes
- Click **Update** button



Below are the currently defined Booth Sales

To view or signup for Council Troop sales chose Council Sales in the drop down.

My Sales

**Troop 29 Sales** Green=Approved Orange=Denied

[ - ] My Booth Sales [\(add a Location\)](#)

- Taylor Drug 400 Main St, Salt Lake City**  
-Sat Dec 9, 2017 9:00am -- 12:00pm
- Local Drug Store 100 Main Street, S...  
-Thu Nov 23, 2017 4:00pm -- 6:00pm
- City High School 350 Main Street, S...  
-Fri Nov 24, 2017 4:00pm -- 6:00pm
- A-1 Hardware 250 Main Street, Salt ...  
-Fri Nov 24, 2017 4:00pm -- 6:00pm
- Becky's Drug Store 200 Main Street, ...  
-Fri Nov 24, 2017 4:00pm -- 6:00pm

**Business Name:** Taylor Drug

**Location and Contact Info.** [Map](#)

**Addr:** 400 Main St **Addr2:**

**City:** Salt Lake City **ST:** UT **Zip:** 84101

**Contact:** Jacob **Phone:** 801-555-2222

**eMail:** jdoe@gmail.com

Format: 10/25/2011 for dates 9:00am for times.

**Sale Date:** 12/09/2017 **Start:** 9:00am **Approval**

**End:** 12:00pm

**Reason for approval/denial:**

### Step 4:

A message will appear indicating eBudde™ successfully made the updates.

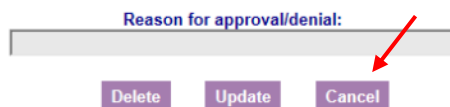
- Click **OK** button



### Step 5:

To close the featured booth location:

- Click **Cancel** button



## Delete Troop My Sales Booth Locations:

If a troop no longer plans to conduct a cookie booth, the troop has the ability to delete the booth location from eBudde™ and “Find Cookies.” Troops can delete their “Pending,” “Denied” and “Approved” booth requests at any time.

### Begin:

- Complete Steps 1 & 2

### Step 3:

- Click on the location and shift that needs to be deleted
- Click **Delete** button

Below are the currently defined Booth Sales

To view or signup for Council Troop sales chose Council Sales in the drop down.

My Sales

The screenshot shows the eBudde interface. On the left, under "Troop 29 Sales", there is a list of booth sales with status indicators: Green=Approved and Orange=Denied. The list includes:

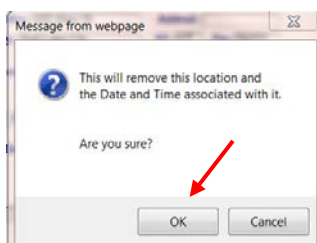
- Local Drug Store 100 Main Street, S... (Green) - Thu Nov 23, 2017 4:00pm -- 6:00pm
- A-1 Hardware 250 Main Street, Salt ... (Orange) - Fri Nov 24, 2017 4:00pm -- 6:00pm
- Becky's Drug Store 200 Main Street, ... (Green) - Fri Nov 24, 2017 4:00pm -- 6:00pm
- City High School 350 Main Street, S... (Green) - Fri Nov 24, 2017 4:00pm -- 6:00pm

A red arrow points to the "Local Drug Store" entry. On the right, a detailed view of the "Local Drug Store" booth is shown. It includes fields for Business Name, Address, City, State, Zip, Contact, and Phone. The "Approval" dropdown is set to "Approved". At the bottom, there is a "Reason for approval/denial:" field and two buttons: "Delete" and "Cancel". A red arrow points to the "Delete" button.

### Step 4:

- Click **OK** if troop wants to delete booth

**NOTE:** if the troop wants to cancel request to delete booth, click Cancel.



### Step 5:

A message will appear indicating eBudde™ successfully deleted the location.

- Click **OK** button



## Obtain List of Troop's Reserved Booths

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