

## Troop Pick Up Orders

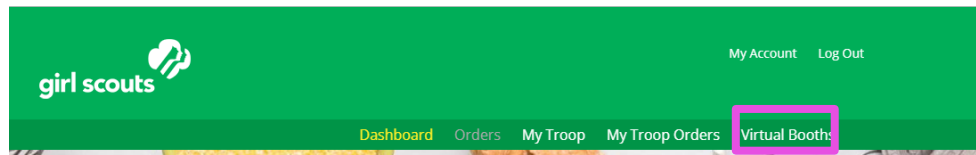
New this year-your troop can offer customers the option to pre-pay for an order for pickup at a cookie booth your troop has scheduled. Just a few steps to set up that option for the cookie booths you have signed up for in your booth scheduler and then treat the pickup orders similar to a cookie delivery.

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### Setup



Start by navigating to the “Virtual Booths” tab on your troop dashboard.



Start by selecting an existing cookie booth from your list by clicking on “Add Pick-Up Option”

Booth Pick Up

[Virtual Booth Help](#)

Give customers an option to pick up cookies at a booth.

**Add pickup to an existing booth**

Select from your troop's cookie booths, add a start and end date for customers to see the pickup option.

**38 Available Booths**

Sort by:  Show:

<p><b>Chautauqua Mall</b> Fairmount Ave Lakewood NY, 14750 11/25/2021 12:00 AM - 12:00 AM <a href="#">Add pick up option</a></p>	<p><b>Cub Duluth</b> 615 West Central Entrance Duluth MN, 55811 12/30/2021 12:00 AM - 12:00 AM <a href="#">Add pick up option</a></p>
<p><b>Family Video N Main St Mish</b> 5714 North Main Street Mishewaka IN, 46545 12/30/2021 12:00 AM - 12:00 AM <a href="#">Add pick up option</a></p>	<p><b>Food City - Pikeville</b> 215 Cassidy Blvd Pikeville KY, 41501 12/15/2021 12:00 AM - 12:00 AM <a href="#">Add pick up option</a></p>
<p><b>Kroger - Bellevue</b> 53 Donnermeyer Drive Bellevue KY, 41073 11/15/2021 12:00 AM - 12:00 AM <a href="#">Add pick up option</a></p>	<p><b>Kroger - Burlington</b> 1751 Patrick Drive Burlington KY, 41005 12/20/2021 12:00 AM - 12:00 AM <a href="#">Add pick up option</a></p>

2

Once you have selected a booth to add a pickup option for customers to, you will need to enter a few details about when the customer will see that pickup location as an option.

**NOTE!** Consider ending that option 12- 24 hours before the booth sale will begin so you have time to review and approve all orders. If you have concerns about inventory for pickup orders, consider ending the option even earlier so you can secure the necessary product for the orders.

3

If you need to edit or delete your pickup locations, you can view your list of pickup locations and edit or delete them.

**Important!** If you cancel a booth in eBudde, you must delete the booth from here so customers can no longer select it as a pick-up option. Check your orders tab for any orders that were scheduled to be picked up and make alternate arrangements or cancel and refund them

## Customer View




When the customer gets your troop link and wishes to make a pickup order, here is what it will look like for them.

1

They select "I'll pick up the cookies" as an option at checkout

### CHOOSE YOUR DELIVERY METHOD

Delivery methods cannot be combined.

- Ship the cookies  
 \* 4 package minimum. [See details](#)

- Have Girl Scout Troop12359 deliver the cookies  
 \* Have your order delivered for free. [See details](#)

- I'll pick up the cookies  
 \* Select a local place, date and time to pickup your order. [See details](#)  
 \* This method might be affected by COVID-19 restrictions.
 

2

They will be asked for a zip code and see your booths with pick up options closest to that zip code. They will select with booth location and date/time they want to pick up those cookies.

### Pick Up Your Order

Find a location where this troop will have your order ready to pickup on the date and time indicated.

ZIP Code:  Sort By:

**SEARCH**

<p><b>Test Booth 1</b> 440 Wadsworth Lakewood, CO 80226 1.37 Miles</p> <p><input type="radio"/> Monday, November 15 1:00:00 AM - 1:00:00 AM</p>	<p><b>Test Booth 1</b> 7455 W Colfax lakewood, co 80214 2.06 Miles</p> <p><input type="radio"/> Saturday, November 6 2:00:00 AM - 2:00:00 AM</p>
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3

The checkout screen will automatically populate the address as the pickup location.

Order Checkout

PICK UP INFORMATION

First Name  Last Name

C/O or Company Name (optional)  
Test Booth 1

Address 1  
7455 W Colfax

Address 2 (optional)

City  lakerwood State  Colorado Zip Code  80214

Phone Number

Billing Email  (in case we need to reach you)

[CONTINUE](#)

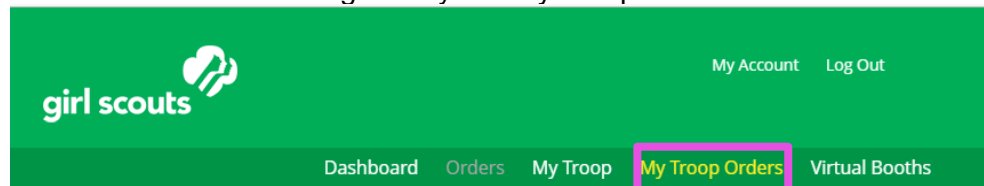
Customers will receive an email letting them know their order needs to be approved and letting them know if it was approved or not after you review it. It will also remind them of when/where they are picking up their cookies.

## ORDERS

As customers order cookies to be picked up at your cookie booth, those orders will need to be reviewed and approved within 5 days of the order being placed.

1

To review the orders navigate to your “My Troop Orders”





Scroll down until you see the Pickup orders section, below the delivery section.

## Digital Cookie Orders to Pickup

### Running a Good Business

Keep track of what's been ordered, when it's approved, and when it's delivered.

### 5 Orders to approve for Pickup

Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.

Select all in view Approve Order Decline Order Show 5 Items

Order #	Cookie Pkgs	Paid by	Deliver to	Delivery Address	Order Date	Days left to Approve
<input checked="" type="checkbox"/> 05119495	6	Jasmine garcia	Jasmine garcia	Chautauqua Mall, Lakewood, NY	10/15/2021	5

### 4 Orders to Pickup

Click on a name to mark when the cookies were pickedup.

Select all Order Pickedup Export Orders Show 5 Items

Order #	Cookie Pkgs	Deliver to	Delivery Address	Order Date	Initial Order
<input type="checkbox"/> 05119495	6	Jasmine garcia	Chautauqua Mall, Lakewood, NY	10/15/2021	
<input type="checkbox"/> 05119045	8	Leslie Thomas	Chautauqua Mall, Lakewood, NY	10/7/2021	

You can check the box in front of the customer order to approve or decline it. If you approve it, it will move into the “orders to pickup” section. In the orders to pickup you can click on any of the column headers to sort the orders. You can also check the boxes in front of the orders to select some or all of the orders to export to get a list of orders to prepare for your booth sale,

When the customer has picked up their order, be sure to mark the order as “Order Picked Up” so that it will clear our of your list of orders that need attention.