

# The Booth Sale Recorder's New Field: Digital Cookie Charity Packages

## How do I access the Booth Sale Recorder and the new field?

- Go to the *Booth Sales* tab in eBudde and click *Record Sale* next to the booth you're updating.

## When should I enter Digital Cookie Charity Packages?

- Only** when a customer buys a **donation package at the booth** using your **troop's Digital Cookie link**.

## How do I find the number of donation packages sold at a booth under the troop's Digital Cookie link?

- Run the *Booth Site Sales* report from the *Reports* tab on eBudde.

## How do Girl Scouts get credit for these packages?

- After recording booth sales, click *Go to Distribute* to allocate **all** packages sold at that booth.
- Full instructions are in the *eBudde Help Center* → *Manuals* → *2026 Troop Manual*.

## How can I tell if I made an error when distributing?

- On the *Girl Order tab's Summary* window, a negative number will appear in the GOC column – Difference row if something needs correcting.

Booth Sale Recorder

Cancel

Go to Distribute

Winking Lizard: 2026-02-20 5:30pm

| Product                  | Packages | Program                                                                                                      | Packages |
|--------------------------|----------|--------------------------------------------------------------------------------------------------------------|----------|
| Adventurefuls<br>\$ 6.00 | 0        | Operation Salute<br>\$ 6.00                                                                                  | 0        |
| Lemon-Ups<br>\$ 6.00     | 0        | Total Packages Sold                                                                                          | 0        |
| Trefoils<br>\$ 6.00      | 0        | Total Sale Receipts                                                                                          | \$0.00   |
| Do-Si-Dos<br>\$ 6.00     | 0        | TroopSite                                                                                                    | Amount   |
| Samoas<br>\$ 6.00        | 0        | Digital Cookie Payment<br>(for orders processed by TroopSite; also included in Total Sale Receipts)          | 0        |
| Tagalongs<br>\$ 6.00     | 0        | Digital Cookie Charity Packages<br>(for orders processed by TroopSite; also included in Total Sale Receipts) | 0        |
| Thin Mints<br>\$ 6.00    | 0        | Amount is included in Total Sale Receipts above                                                              |          |
| Exploremores<br>\$ 6.00  | 0        |                                                                                                              |          |
| Toffee-tastic<br>\$ 6.00 | 0        |                                                                                                              |          |
| Total                    | 0        |                                                                                                              |          |

Includes **every** donation package sold at this booth, **regardless** of payment method

Includes **ONLY** the donation packages purchased using **the troop's Digital Cookie link**.

