# Booth Sale Recorder (BSR) Quick Sheet

## Overview

The **Booth Sale Recorder (BSR)** is used to record and distribute booth sale activity. It connects booth participation, inventory, payments, donations, and girl credit into a single process.

**Important:** A sale is not the same as girl credit. Entering sales into the BSR does not assign girl credit. Girl credit is assigned during the distribution process.

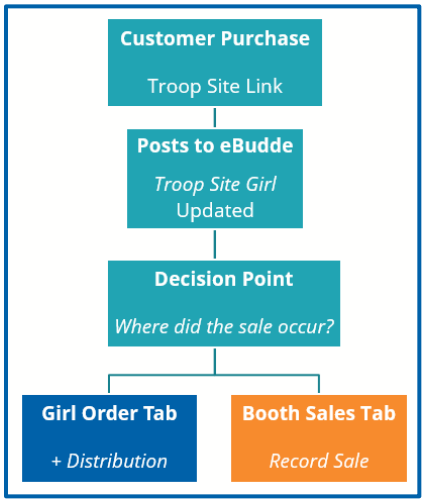
| Why Use the BSR | When to Use the BSR | Important Reminders |
|---|---|---|
| **Booth sales require:**<br>☑ Girl credit tied to booth participation<br>☑ Booth performance analytics<br>☑ Inventory distribution<br>☑ Payment distribution | **Use the BSR when:**<br>☑ The sale occurred at a booth<br>☑ The Troop Site Link was used at a booth<br>☑ Credit should be tied to booth participants | ☑ The Booth Sale Recorder **records both** distribution activity and booth participation.<br>☑ Troop Site Link sales may be **only one part** of a booth's total sales activity. |

## Booth Sale Recorder vs. Troop Site Girl

Understanding where the sale **occurred** determines which distribution method should be used.

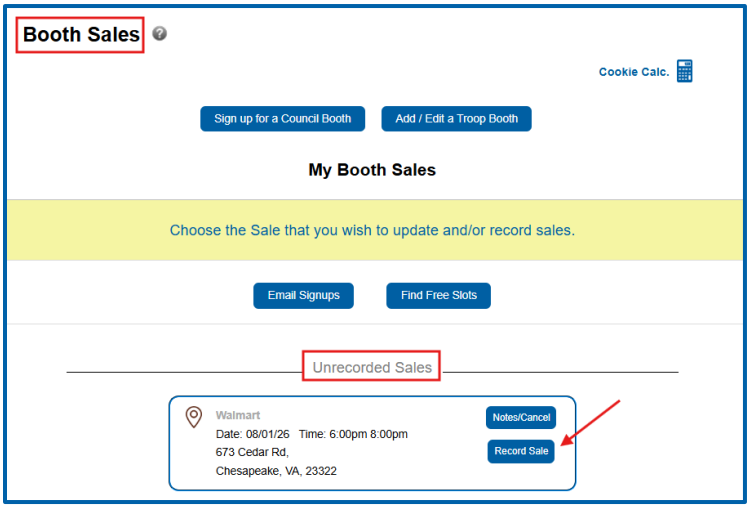
Use the **Booth Sale Recorder** when:

- The sale **occurred at a booth**.
- The Troop Site Link was **used during a booth**.
- Girl credit should be tied to **booth participation**.
- **Booth participation and performance** need to be tracked.



# Recording Booth Sales

### Step 1: Open the Booth
Select the booth and choose **Record Sales**.




### Step 2: Enter Product Sales
Enter the total packages sold by variety.
**Important:** Include all packages sold at the booth ***regardless*** of payment method.

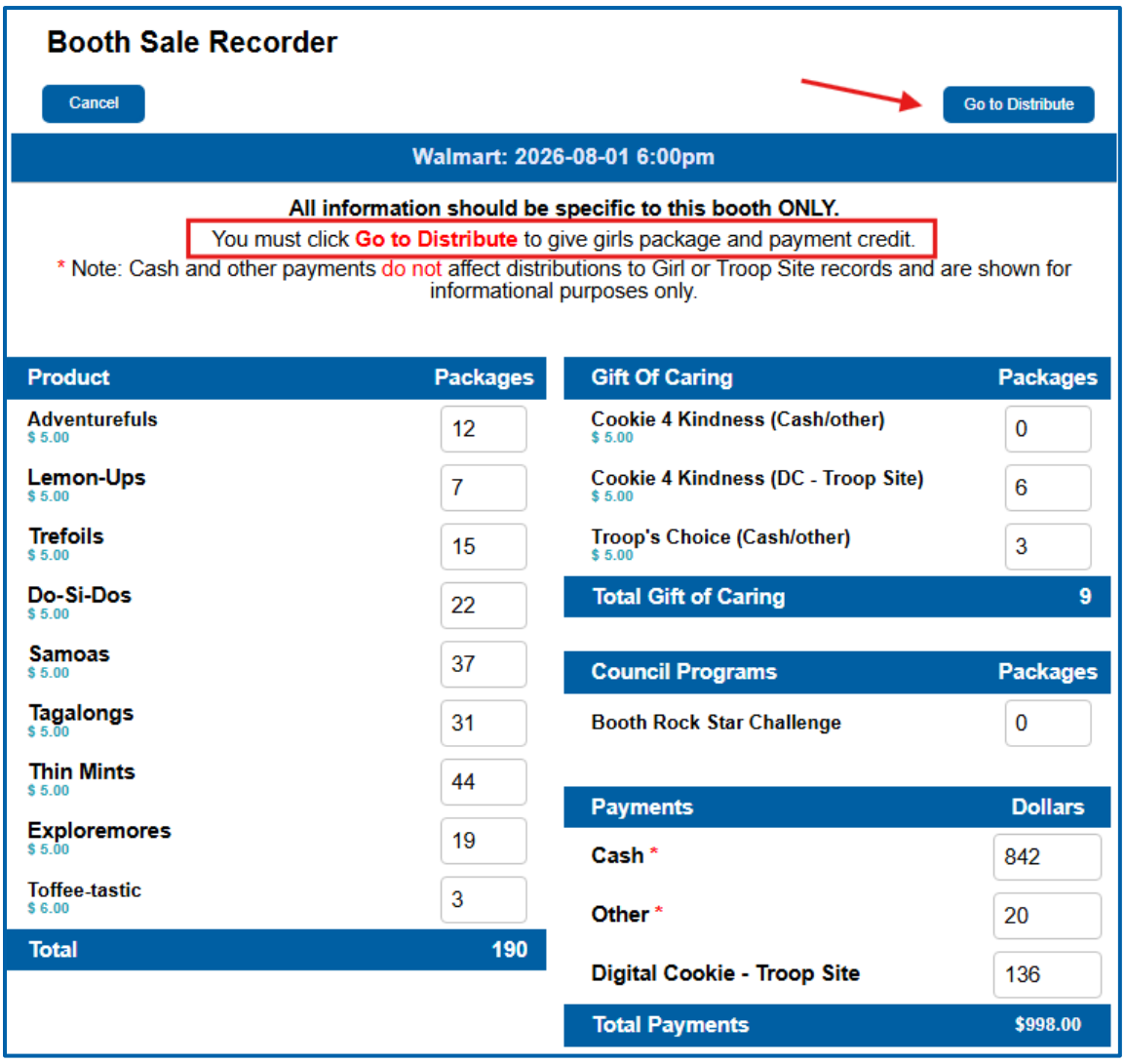
### Step 3: Enter Donation Packages
Record donation packages under the appropriate donation program.
**Note:** Troop Site Link donations sales are to only be applied to the *Council Gift of Caring* program.

### Step 4: Enter Payment Information
Record applicable payment amounts.

### Payment Types
- **Cash**: Informational only.
- **Other**: Informational only; used for checks and non-Digital Cookie payment methods.
- **Digital Cookie - Troop Site**: Total Digital Cookie sales associated with the booth.

### Important Reminder
All information entered into the BSR should relate **only to the specific booth being recorded**.

### Step 5: Go to Distribute
After entering booth sales, select **Go to Distribute**.
At this point, sales have been recorded, but girl credit has not yet been assigned.




# Distributing Recorded Sales

By default, **All Girls** are selected and available packages are distributed evenly among the selected girls.

### Adjusting the Distribution

To customize the distribution:

- Clear the **(De)select All Girls** checkbox to manually control which girls receive credit.
- Remove an individual girl from the distribution by clearing the checkbox next to her name.
- Expand a girl's record to manually adjust package and donation quantities.
- Modifying package counts as needed before saving the distribution.

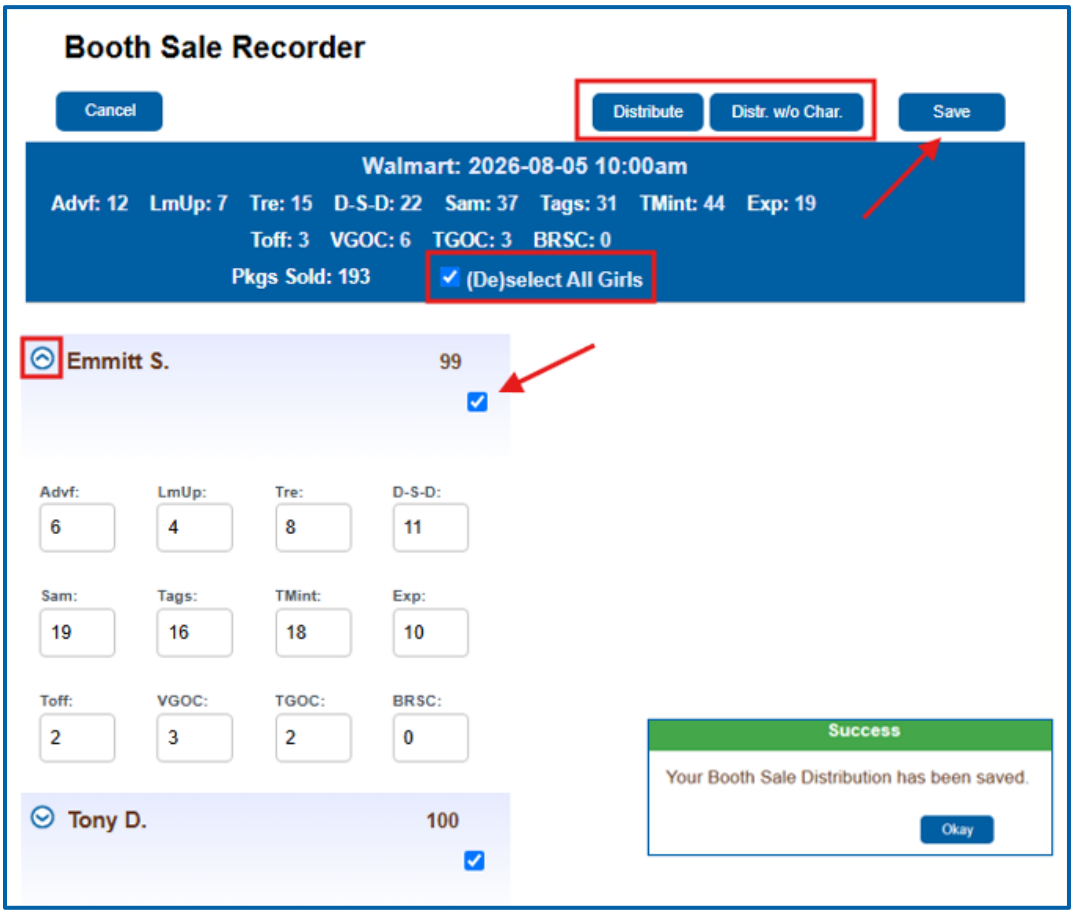
## Distribution Methods

- **Distribute**
  Use when donation packages should be assigned during the distribution process.
- **Dist. w/o Char**
  Use when donation packages will be assigned at a later time.

## Save the Distribution

Click **Save Distribution** to complete the process.

- The **Troop Site Girl** record is updated.
- The selected **Girl Scout** records are updated.
- Corresponding distribution entries are created.



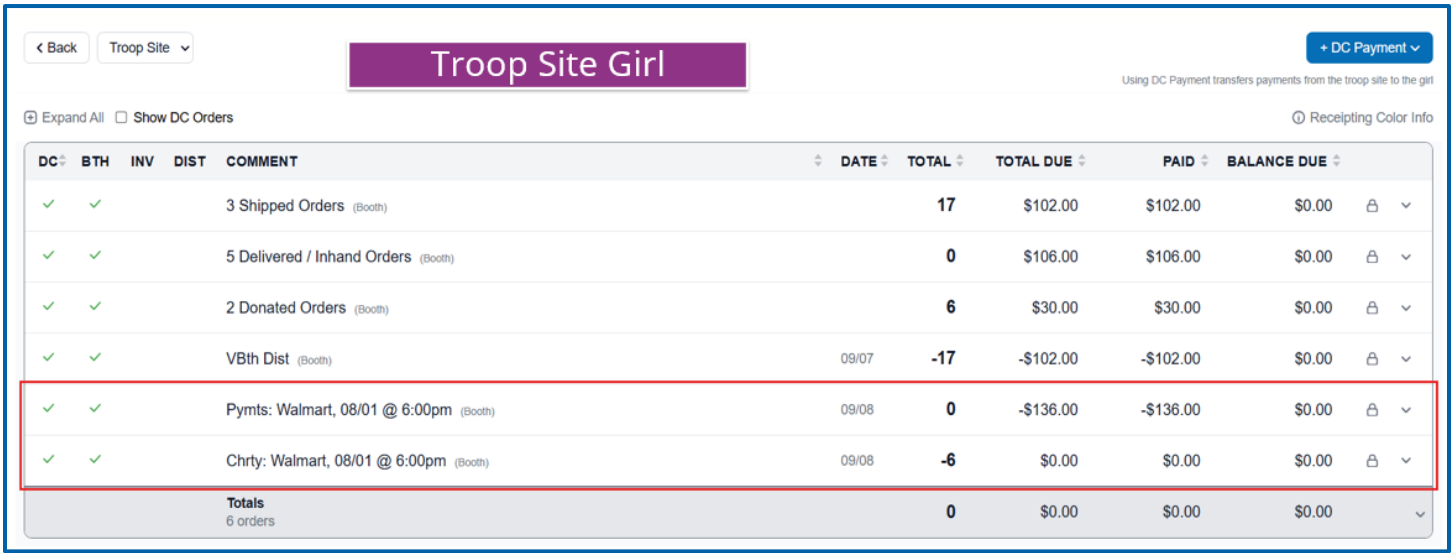

## Best Practices

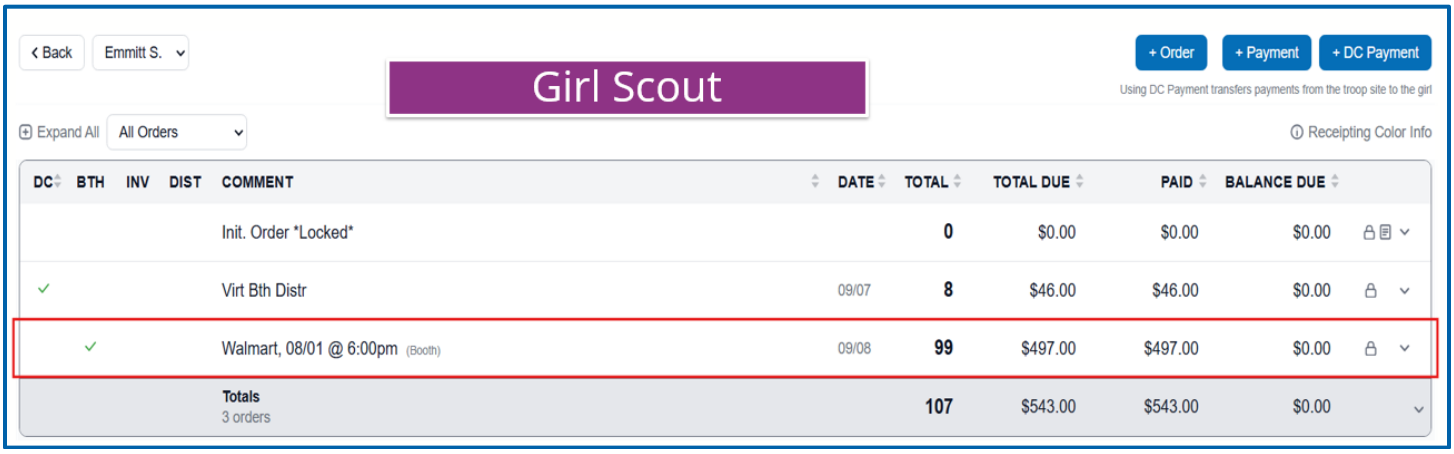
✅ Train all adults attending a booth sale to select the booth in Digital Cookie before using the Troop Site Link during a booth sale.

✅ Record and distribute booth sales as soon as possible.

# What Happens After Distribution?

After clicking **Save**, eBudde updates both the selected Girl Scouts and any related Troop Site activity. Here's what volunteers will see next.



# Research and Troubleshooting

### Review Booth Activity

Use the **BSR Traffic Report** to research:

- Booth Activity
- Distributions
- Participation
- Troubleshooting questions

### Research Troop Site Sales Associated with a Booth

Run the **"All DC Orders"** report and review the **Booth** column.

This report can help:

- Verify Troop Site sales tied to a specific booth.
- Support reconciliation efforts.
- Research reporting discrepancies.

**IMPORTANT**

A booth will be listed ONLY when a troop selects a booth site before using the Troop Site Link at the booth.

#Troop All DC Orders -- Pkgs
Example Council
Mar 8, 2026 at 05:34PM
2025-26 Sales Season

| First Name | Last Name | Global/GSUSA ID | Order # | Type | In Hand | Pickup | Mobile | Date | Refund? | Credited | Donated | Advf | LmUp | Tre | D-S-D | Sam | Tags | TMint | Exp | Toff | Total Pkgs | Total Sales | Booth |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Troop | Site | | 294626251 | Donated | no | no | yes | 02/22/26 | no | no | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | $12.00 | Kroger at 1217 S Rangeline Rd on 02/22 @ 11:00am |
| Troop | Site | | 294626619 | Delivery | yes | no | yes | 02/22/26 | no | no | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | $12.00 | Kroger at 1217 S Rangeline Rd on 02/22 @ 11:00am |
| Troop | Site | | 314203974 | Delivery | yes | no | yes | 03/06/26 | no | no | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | $12.00 | Lowe's Home Improvement at 14598 Lowes Way on 03/06 @ 5:00pm |
| Troop | Site | | 314240758 | Delivery | yes | no | yes | 03/06/26 | no | no | 0 | 0 | 0 | 1 | 1 | 0 | 2 | 1 | 0 | 0 | 5 | $30.00 | Lowe's Home Improvement at 14598 Lowes Way on 03/06 @ 5:00pm |
| Troop | Site | | 244253913 | Delivery | yes | no | yes | 01/31/26 | no | no | 0 | 12 | 1 | 0 | 0 | 1 | 3 | 2 | 3 | 0 | 22 | $132.00 | Pet Supplies Plus at 7236 Fishers Crossing Dr on 01/31 @ 12:00pm |
| Troop | Site | | 244333311 | Delivery | yes | no | yes | 01/31/26 | no | no | 0 | 6 | 3 | 3 | 3 | 3 | 0 | 3 | 4 | 3 | 28 | $168.00 | Pet Supplies Plus at 7236 Fishers Crossing Dr on 01/31 @ 12:00pm |
| Troop | Site | | 247408144 | Delivery | yes | no | yes | 02/01/26 | no | no | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | $6.00 | Pet Supplies Plus at 7236 Fishers Crossing Dr on 02/01 @ 2:00pm |
| Troop | Site | | 247408322 | Delivery | yes | no | yes | 02/01/26 | no | no | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 3 | $18.00 | Pet Supplies Plus at 7236 Fishers Crossing Dr on 02/01 @ 2:00pm |
| Troop | Site | | 244962774 | Delivery | yes | no | yes | 01/31/26 | no | no | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | $18.00 | Uncle Bills at 140 Mundy Drive on 01/31 @ 4:00pm |
| Troop | Site | | 245049213 | Delivery | yes | no | yes | 01/31/26 | no | no | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | $6.00 | Uncle Bills at 140 Mundy Drive on 01/31 @ 4:00pm |
| | | | | | | | | | | | 2 | 20 | 4 | 5 | 4 | 7 | 8 | 8 | 8 | 3 | 69 | 414 | |

# Correct the Recorded Sale and Distribution

1. Open the affected booth on the **Booth Sales** tab.
2. Select **Record Sale**.
3. Review the recorded sales, donation, and payment information.
4. Update the recorded sales details as needed.
5. Click **Save** and select **Go to Distribute**.
6. Review the participating girls and distribution details.
7. Update participation and package assignments as needed.
8. Redistribute booth packages, payments, and donation credit.
9. Click **Save Distribution**.

**Important**

- Booth Sale Recorder corrections are made by updating the recorded booth sale and redistribution details.
- Changes made on the **Record Sale** page do not automatically update the distribution. Review and **save** both the recorded sales and distribution details when making corrections.
- **If a girl has moved to another troop or council**, contact your council for assistance before making any changes to the distribution.