

# COOKIE PROGRAM

## Service Unit Cookie Program Manager – My Sales Approvals

Service unit cookie Program managers (SUCMs) will approve My Sales requests for troops within her service unit. It is imperative that sites are check to insure that these locations are not double booked and are appropriate sites for girls to host booth sales.

### Procedures

SUCMs must check 2 places before approving a site to ensure that a requested site is not already taken by another troop, eBudde and the Cookie Locator.

- Go to [ebudde.littlebrownie.com](http://ebudde.littlebrownie.com). Log in to your service unit website using your email address and password.
- Click on the Booth Sites tab. If My Sales site requests have been made, a list will appear, displayed by business, date, and time. It will also display date and time requests are placed to let you know who requested a site first, etc.
- To check on a requested site:
  - Click on the troop number in the left-hand box
  - Click on the Booth Sites tab
  - Click Current Sign ups to check if the site is already booked. Then click on Council Sales to check if the site is already booked. If it is already taken, then click your service unit number on the left hand box, then click the Booth Sites tab, click the drop down box for that troop's request and click "Denied." Enter the reason for denial in the box provided.
  - If the site is still available, then go to the Cookie Booth Locator, enter the information for the site requested and check the date and time to see if the site is taken. Then go back to your service unit site on eBudde, click the Booth Sites tab and either deny or approve the request.