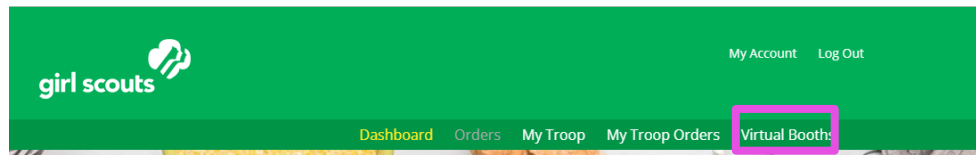# Troop Pick Up Orders

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.

[Setup](#)
[Customer View](#)
[Orders](#)

Setup

1 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"

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.

Add pick up to the booth

Chautauqua Mall
Fairmount Ave

11/25/2021
12:00 AM - 12:00 AM

Set the start and end dates to determine when customers will see this pick up location as an option in your Troop Cookie Link checkout. Consider an ending date that will give you enough time to approve and gather all orders for pick up for this booth.

Booth name

Select Start Date | Select End Date
12 : 00 AM | 12 : 00 AM

CANCEL | ADD TO MY LIST

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.

Your list of pickup booth locations

3 Available Booths

Sort by:
Name

Show
6 Items

Mayra Testing   Share
7455 W Colfax lakewood co,   10/29/2021 - 11/04/2021
80214   01:00 AM - 02:00 AM
Edit pick up dates   Delete booth pick up

Walmart Mayra   Share
1990 Brandt Point Trail   10/29/2021 - 11/18/2021
Webster NY, 14580   01:00 AM - 01:00 AM
Edit pick up dates   Delete booth pick up

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: 80226   Sort By: Distance

SEARCH

Test Booth 1
440 Wadsworth
Lakewood, CO 80226
1.37 Miles
○ Monday, November 15
1:00:00 AM - 1:00:00 AM

Test Booth 1
7455 W Colfax
lakewood, co 80214
2.06 Miles
○ Saturday, November 6
2:00:00 AM - 2:00:00 AM

CONTINUE   **CANCEL**

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Troop: Pick Up Order_v1 – 3

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 | State | Zip Code |
| lakewood | Colorado | 80214 |

Phone Number

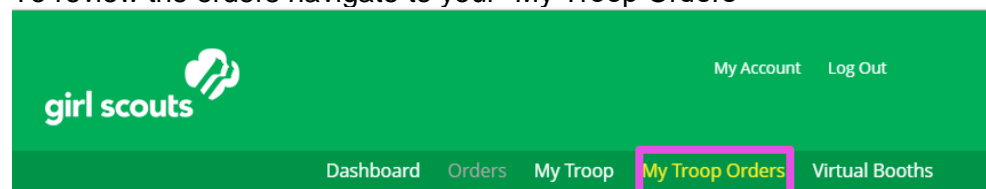Billing Email   (in case we need to reach you)

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"

My Account   Log Out

girl scouts

Dashboard   Orders   My Troop   **My Troop Orders**   Virtual Booths

2 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
✓	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 ⓘ
☐	05119495	6	Jasmine garcia	Chautauqua Mall, Lakewood, NY	10/15/2021	
☐	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.