

# How to access your Booth site documents

The screenshot shows the eBudde Troop 3 Booth Sales interface. The page title is "Troop 3 Booth Sales". The navigation bar includes: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions, Cookie Exch, Rewards, Booth Sites, Payments, GOC Org, Sales Report, Reports, Help Center. The user is logged in as "Member of GS Council: Hawai'i".

**1. Click the city where the Booth Site is located.** This callout points to the "Hawai'i" section in the left sidebar, which lists "Troop 3" and "Hide Inactive Troops".

**2. Click the name of the Business (Booth Site).** This callout points to "Foodland Super Market Ltd." in the list of booth sites under the "Hawai'i" section.

**3. Click the date and time.** This callout points to the date and time slot "Fri Mar 8, 2019 3:00pm -- 6:00pm" in the list of booth sites.

**4. The Store/Property Manager Approval forms and Certificate of Insurance will appear to the right of the Booth Site list. Click on the forms/files to download them. You must print or download the files and have them ready at the booth sites.** This callout points to the right-hand panel, which displays the details for "Foodland Super Market Ltd." and lists downloadable files: "APPROVED Property Manager Approval for Foodland - Pupukeya.pdf", "APPROVED Store Manager Approval for Foodland - Pupukeya.pdf", "COI Foodland.pdf", and "COI Foodland Pupukeya.pdf".

The right-hand panel also includes a "Submit" button, a "Notify Me If Slots Open" button, and a table showing the current status of the booth site:

Time	Troop
3:00pm	Claimed