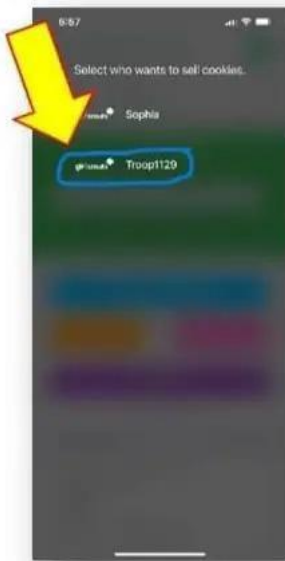


HOW TO **CORRECTLY** TAKE CREDIT CARD PAYMENTS AT A COOKIE BOOTH

Step 1: **THE MOST IMPORTANT step.** Always select the troop option when starting the checkout transaction NEVER take card payments under the girl's name. (see screen shot below)



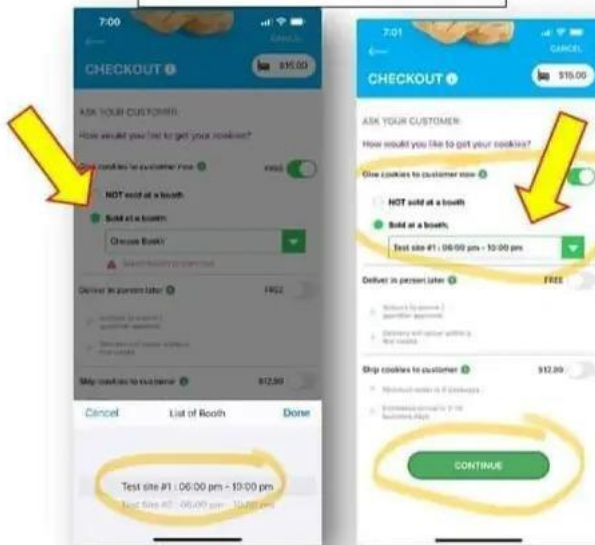
Step 2: Notice it says, *Hello, Troop XXXX.* (how you know you are signed in under the troop). On the next screen, click on **New Cookie Order**



Step 3: Enter the total number of cookies by variety that the customer wants, then click **Checkout**



Step 4: Click **Sold at Booth**, then choose the correct booth in the drop down (select the booth you are working) then click **Continue**



Step 5: Click Scan the card (or enter the card information), then enter the customer's name, email and zip code. Lastly, click **Place Order**.

