Although you can enter sales directly into the website, it's a good idea to keep your own running totals. Sales reports will be run before Tuesday meetings and posted to the wreath sales information portion of the website. A final report before the closing of sales will be posted the Friday before the last day of sales so you can follow up with customers who may not have ordered yet. All orders are considered final the day after the sale ends. Any orders made more than 24 hours after the last day of the sale cannot be guaranteed.

Keeping your own report satisfies requirement 5a of the Salesmanship badge:

Item	Qty	Bow Color	Customer Name	Customer Email	Customer Address	Customer Phone