

TM
Snap
Troop Booth
Scheduler Guide

*A Troop's Guide to Using Snap™,
ABC Bakers' Online Cookie Sale Management Application*

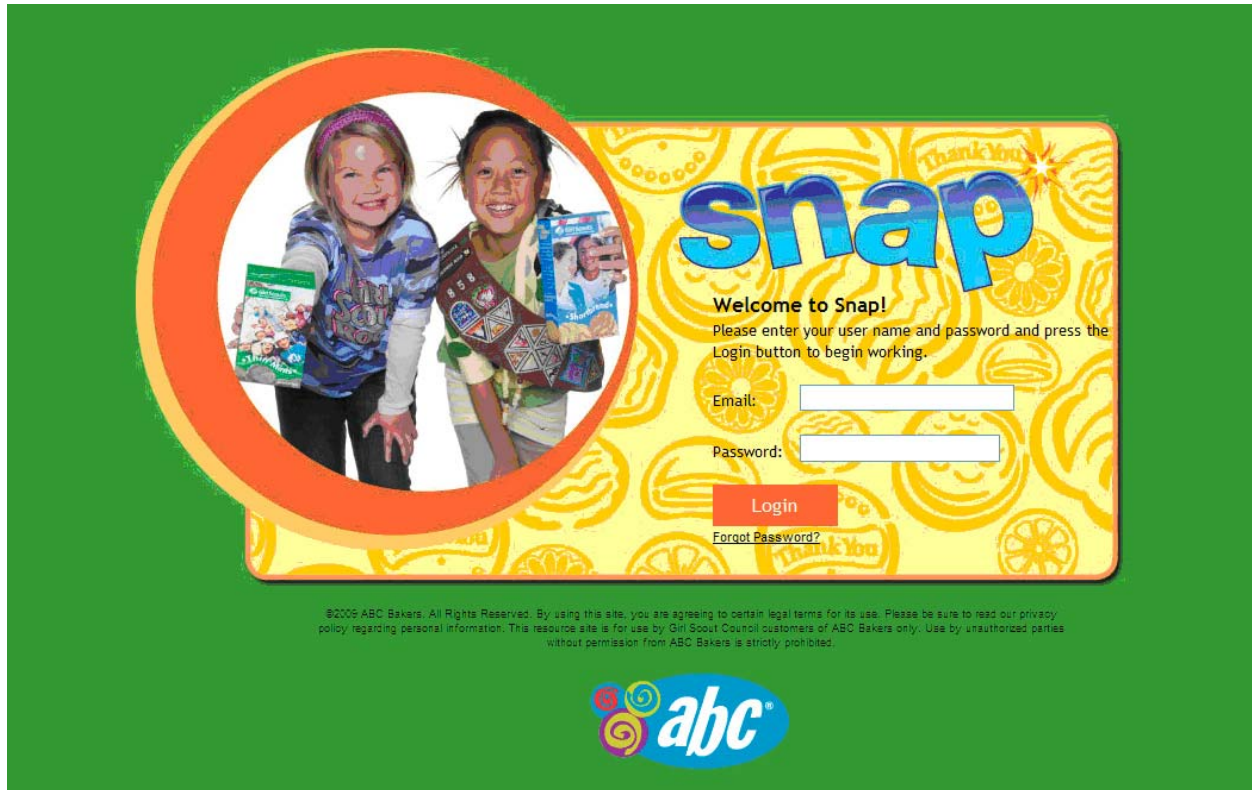


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Revised 25 August 2010

To Log In

To log into Snap, go to <http://www.abcsnap.com> and enter your email address and your password. Your email address is the one you used when you registered for Girl Scouts. Your password is GSHCC1 and must be changed the first time you login. **Note:** If you exceed the maximum number of tries at the login, you will be locked out and must contact the **Snap Support Help Desk** to have your password reset not the council office.



By entering your email address into the system, the Forgot Password functionality on the logon screen will work in case you do forget your password.

Click on Forgot Password, enter your email address and click on Reset Password. You will receive an email with your new password.

Each page features a log off button at the top right. The log off button will let you exit the application.

Note: Do not use the BACK button on your browser at any time. Using the BACK button will log you off of Snap and your changes will not be saved.

If you are set up as a contact for more than one troop, you will be presented with a drop-down list of troops to choose which troop you would like to work with. If you need to switch to a different troop, you will need to log off and select the different troop number when you log back in.

Similarly, if you have multiple user roles (e.g. you are a troop contact and Service Unit contact), you will need to log off and log in for each of the other user roles.

Note: To maintain security, your session will time out after 60 minutes of inactivity.

About Snap

The Snap menu is located along the top of the page. The menu lists all of the Snap features available to you. The features are broken into sections – Cookies, Reports, Finances and Help. Click on a feature name within the section (ex. Booth Scheduler) to view its contents. We are only using the booth scheduler section under Cookies and that is the only part you have access to.

You can also click on the SnapShot logo to return to the home page at any time.

SnapShot

The SnapShot home page is the first screen you will see once you successfully log in to Snap. The home page presents a summary view of your Messages, Tasks, Important Dates, Favorite Reports, Charts and Graphs. Clicking the SnapShot icon at the top left of any page will return you to your home page at any time.

Message System

Snap's messaging system:

- allows your Council or Service Unit managers to send you messages
- lists messages, with newest message showing first, on your SnapShot page
- displays messages by clicking the envelope under Messages

Calendar

Snap's Calendar:

- shows important dates that have been set by the Council
- shows your booth schedule dates

Booth Scheduler

Snap gives Troop users the ability to find and request booth sales that have been set up by your Council office. Additionally, Troop users have the ability to submit requests for new booth sales.

Find and Schedule a Booth Sale

To sign up for a booth sale, go to the Cookies icon, highlight Booth Scheduler drop box and then choose Schedule Booth Sale from the sub-menu.

Welcome Helen Holcomb 1070 [Edit My Profile](#) | [Log Off](#)

snap
For Girl Scout Councils

Snapshot Cookies Reports Finances Help

Booth Scheduler Schedule Booth Sales Request New Location

Snapshot

MESSAGES
(No Messages)

MY TASKS
(No Tasks)

CALENDAR
February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 x	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 x	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

RECENT ACTIVITY
(No Recent Activity)

CHARTS & GRAPHS

To find and request a Booth Sale time and location, use the Search box to enter the desired chain name, city or zip to identify matching sale locations. If you know you'd like to stay within a certain area in a neighborhood, you can also enter a ZIP code for that area and the number of miles to search within. Click the Search bar and you will be presented with a Result Set, which can be sorted, by any of the columns. You must stay within your region until the first day of site sales, then you can sign up for any site in the council.

SCHEDULE BOOTH SALES

Search Search by Zip Miles **Find Near Zipcode**

Distance	Chain/Store ▲	Name	Address	City	State	
	Bel Air	Land Park	7465 Rush River Dr	SACRAMENTO	CA	
	Bel Air	Land Park - Florin	1301 Florin Rd	SACRAMENTO	CA	
	Raley's	Camelia SU	8391 Folsom Blvd	SACRAMENTO	CA	

1 / 1 10 3 Row(s)

Requested Booth Sales
There are no requests for this Troop

Pending Booth Sales
There are no pending location requests for this Troop

Reserved Booth Sales
Bel Air Land Park 2/25/2011 3:00 PM - 5:00 PM ✖

To choose the one you would like, double click on the desired location. A pop-up calendar will appear showing you all available dates for that location. You must click on arrow to change the month.

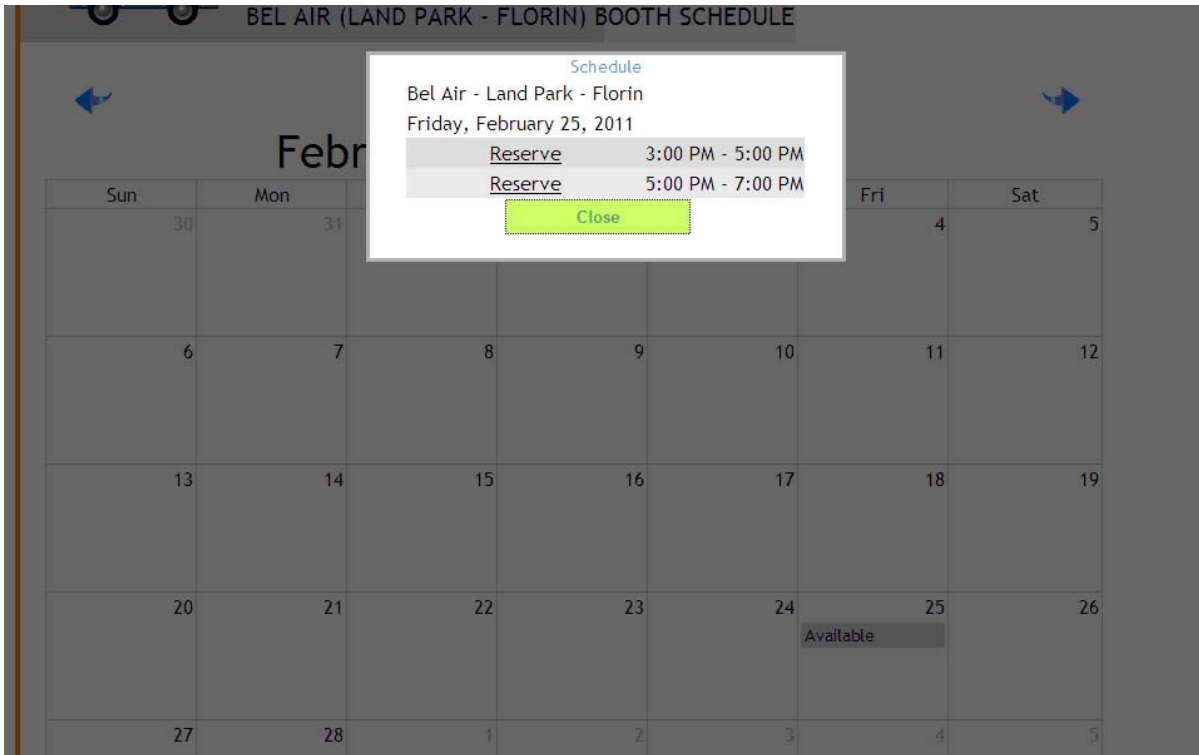
BEL AIR (LAND PARK - FLORIN) BOOTH SCHEDULE

← →

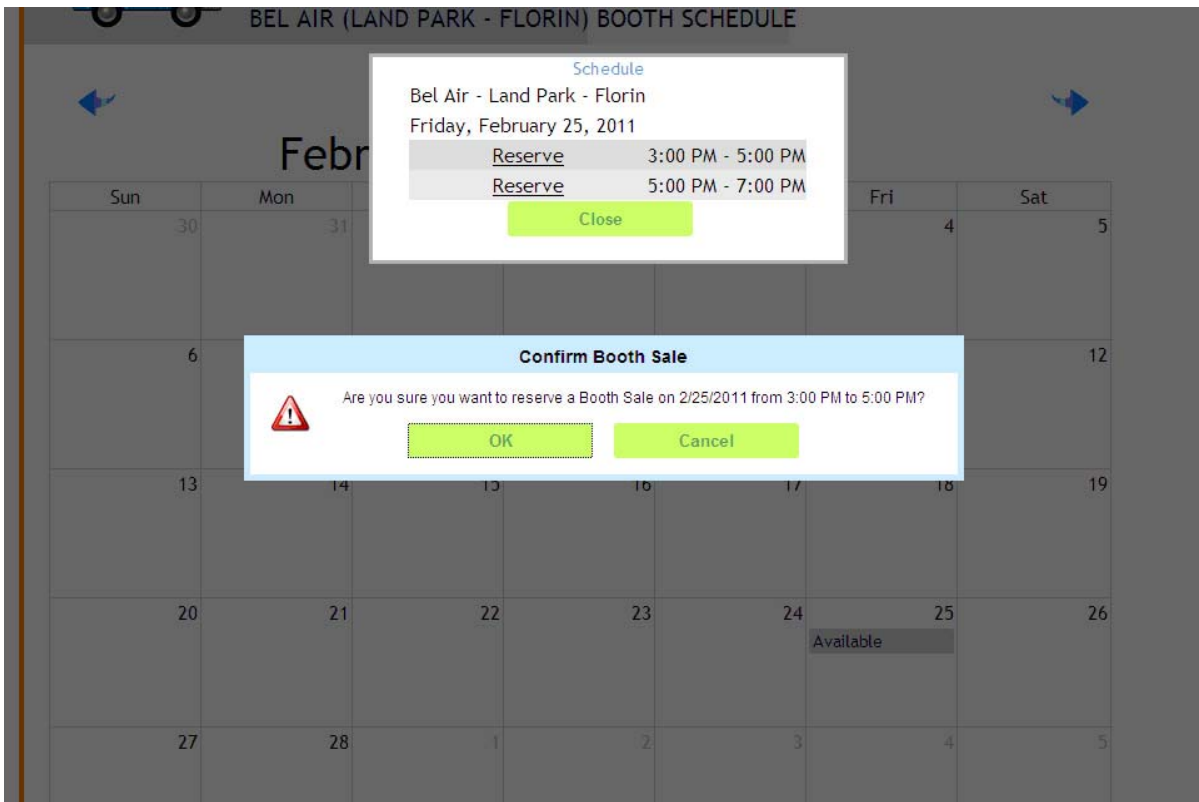
February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Available	26
27	28	1	2	3	4	5

By moving the cursor over the Available date on the calendar, you will be presented with a calendar showing available times on that date.



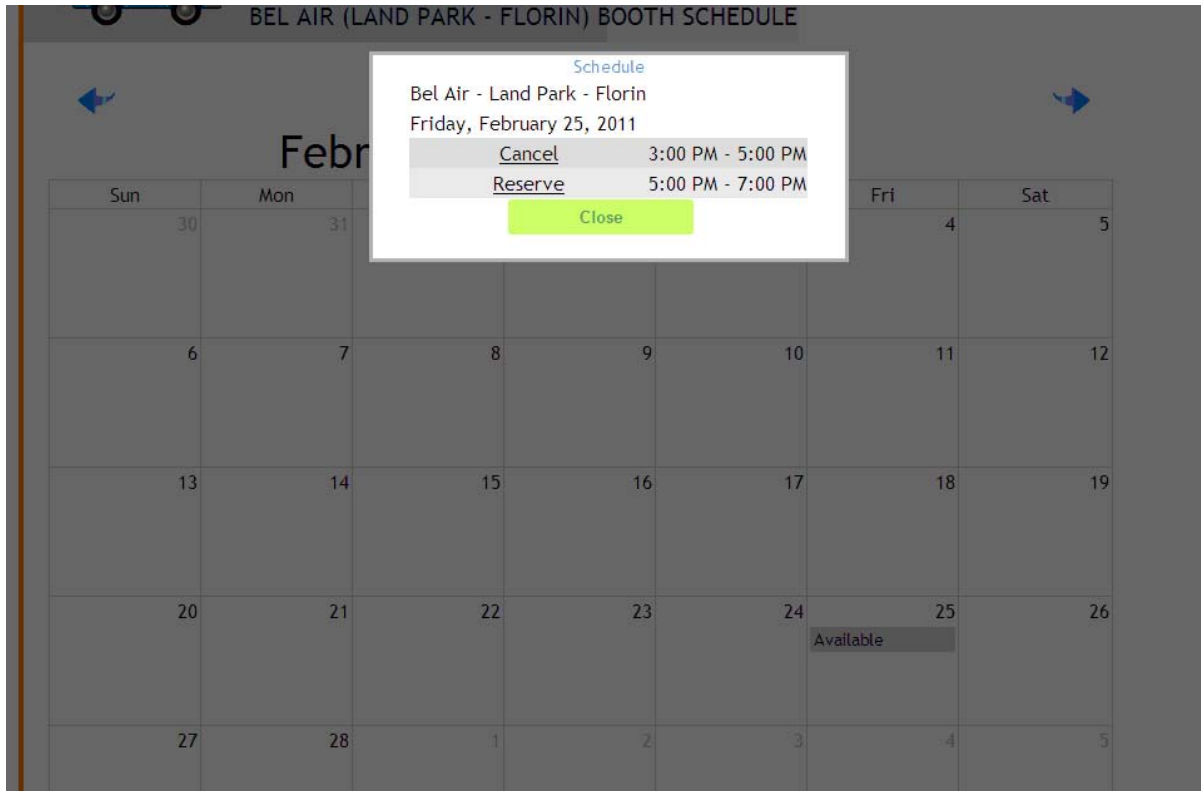
Click on the Available date that you would like to schedule, and then choose a time



Your selected location(s), date(s) and time(s) will be displayed on the Schedule Booth Sale page. Repeat this process for all of your requested Booth Sales. . On the Schedule Booth Sale page, you will have the ability to request up to 2 booth sales for the first round, 2 for the second round and as many as you would like for the third round.

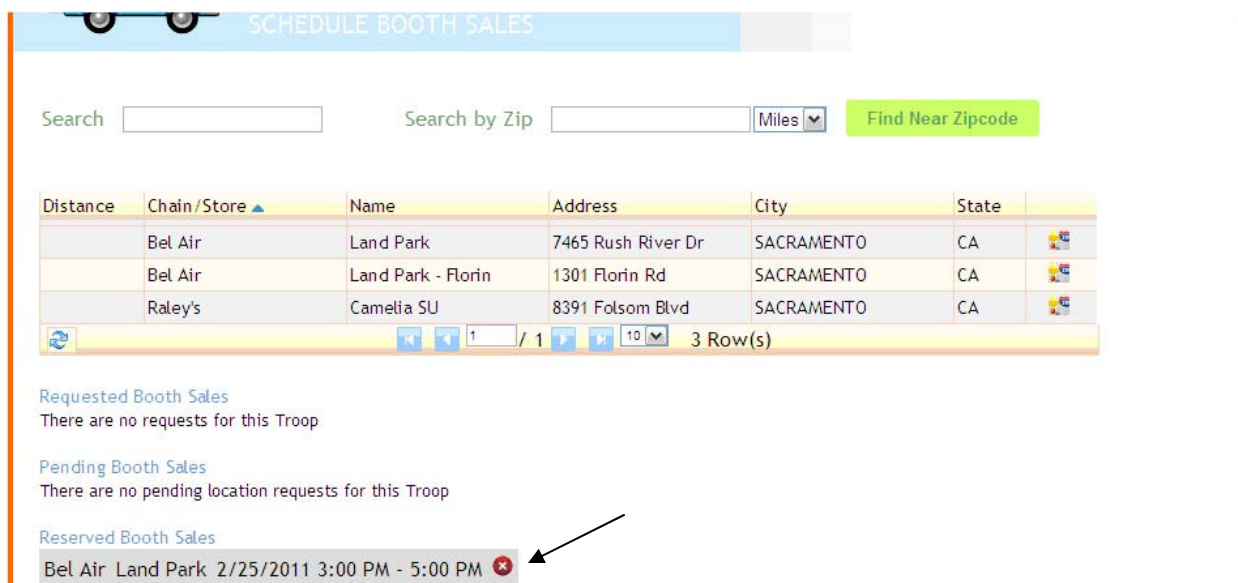
Booth Sale Notification Process

You will be notified via email to the Troop's contact(s) of your Booth Sale assignments. The email will include the date, time, location and any special notes that have been entered.



Cancel a Booth Sale

If your troop needs to cancel this site sale, you need to go into the booth scheduler and click on the red button next to the reserved site sale.



Booth Sale Mapping Function

By clicking on the map next to a booth location, a pop-up Google map of the location will be presented.

View All Booth Sales

To view all of your Troop's booth sales, go to the Find and Schedule Booth sale page. Your SnapShot calendar will also display your booth sales.

The screenshot shows the 'SCHEDULE BOOTH SALES' interface. At the top, there is a search bar and a 'Search by Zip' field with a 'Miles' dropdown and a 'Find Near Zipcode' button. Below this is a table with columns: Distance, Chain/Store, Name, Address, City, and State. The table contains three rows of data. Below the table, there are sections for 'Requested Booth Sales', 'Pending Booth Sales', and 'Reserved Booth Sales'. The 'Reserved Booth Sales' section shows a single entry: 'Bel Air Land Park 2/25/2011 3:00 PM - 5:00 PM'. At the bottom of the page, there is a breadcrumb trail: 'Snap > Cookies > Booth Scheduler > Schedule Booth Sales' and the ABC logo.

Distance	Chain/Store	Name	Address	City	State
	Bel Air	Land Park	7465 Rush River Dr	SACRAMENTO	CA
	Bel Air	Land Park - Florin	1301 Florin Rd	SACRAMENTO	CA
	Raleys	Camelia SU	8391 Folsom Blvd	SACRAMENTO	CA

Requested Booth Sales
There are no requests for this Troop

Pending Booth Sales
There are no pending location requests for this Troop

Reserved Booth Sales
Bel Air Land Park 2/25/2011 3:00 PM - 5:00 PM

Snap > Cookies > Booth Scheduler > Schedule Booth Sales

Help

Online help is available in Snap. The Help files are located in the Help menu. When you click on the Help menu, a window will pop up giving you information about the section that you are currently working in. Additionally Frequently Asked Questions are available by clicking FAQ on the Help menu.