

## Smart Booth Divider

You can easily distribute booth inventory equally among girls using the **Smart Booth Divider**. Using the Smart Booth Divider to distribute booth cookies is highly encouraged as it minimizes errors and helps track your troop's sale trends at booths. GSHCC recommends using the Smart Booth Divider as opposed to processing a Transfer Order. You can distribute after each booth sale or you can distribute all sales at the end once your booth sales have concluded.

### Distributing by Individual Booth Sales

1. Go to **Booths**; click **My Reservations**.
2. A list of scheduled sites will populate. You may have multiple pages.
3. Scroll to right and click the three dots next to the desired booth site.

CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Modesto	95351	Feb 24	11:00 AM - 01:00 PM	<input type="checkbox"/>	LOTTERY			
Modesto	95350	Mar 17	12:00 PM - 02:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0
Modesto	95355	Feb 24	03:00 PM - 05:00 PM	<input type="checkbox"/>	FCFS		0	0
Modesto	95355	Feb 25	09:00 AM - 11:00 AM	<input type="checkbox"/>	FCFS		0	0
Modesto	95354	Feb 24	09:00 AM - 11:00 AM	<input type="checkbox"/>	FCFS		0	0
Modesto	95354	Feb 24	01:00 PM - 03:00 PM	<input type="checkbox"/>	FCFS		0	0
Modesto	95354	Feb 24	11:00 AM - 01:00 PM	<input type="checkbox"/>	FCFS		0	0
Modesto	95356	Mar 03	11:00 AM - 01:00 PM	<input type="checkbox"/>	FCFS		0	0
Modesto	95356	Mar 10	09:00 AM - 11:00 AM	<input type="checkbox"/>	FCFS		0	0
Modesto	95356	Mar 10	11:00 AM - 01:00 PM	<input type="checkbox"/>	FCFS		0	0

Navigation: < 1 2 >

4. Select **Smart Booth Divider**.
5. You will be taken to a screen to enter booth inventory by variety. Enter the amounts sold at the booth sale by variety, then click **Save and Distribute Sales**.

Clear All

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
0	05	5	5	5	5	5	5	5	0	0

Save and Go Back      Save and Distribute Sales

- A list of girls in the troop will populate. Select the girls that attended the booth sale.
- If some packages need to be distributed manually, you will see red boxes and the amount of packages needing to be distributed in the row labeled **Packages left to Distribute**. Manually assign packages as necessary.

5 Girls

Clear All

GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
Packages left to Distribute	0	0	0	0	0	0	0	0	0	0	0	0
Troop Total	0	5	5	5	5	5	5	5	5	0	0	40

Edit Girls      Save

ALSO VISIT [girlscoutcookies.org](http://girlscoutcookies.org) [girlscouts.org](http://girlscouts.org)

Smart Cookies Cupboard - App Store or Google Play

COOKIE FINDER APP

You have successfully distributed the packages sold to troop girls: T2G, Virtual Cookie Share transactions were created, and Tracked Cookie Share.

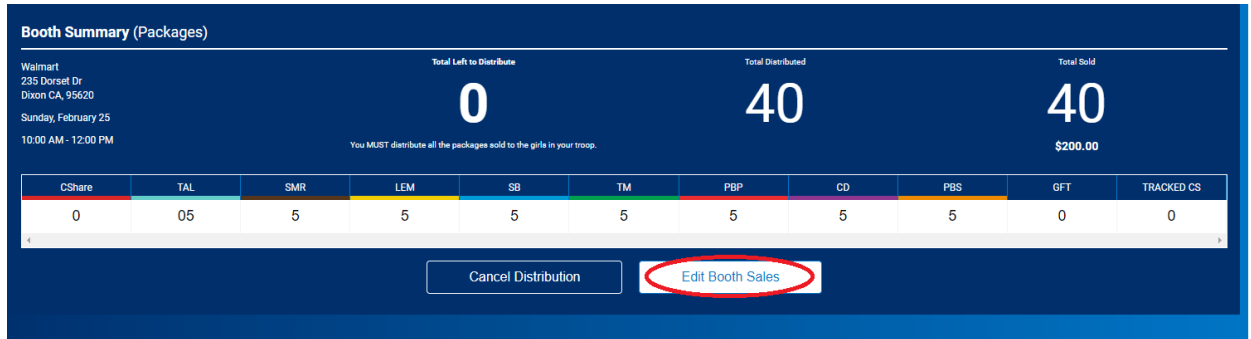
- If the packages are evenly distributed by variety, you will see zeros in the row labeled **Packages left to Distribute**.
- Click **Save**. A confirmation message will appear at the bottom of the page.

3 Girls

Clear All

GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
Packages left to Distribute	0	2	2	2	2	2	2	2	2	0	0	16
Troop Total	0	3	3	3	3	3	3	3	3	0	0	24

10. If you need to make edits, click **Edit Booth Sales** below the list of varieties.



**Booth Summary (Packages)**

Walmart  
235 Dorset Dr  
Dixon CA, 95620  
Sunday, February 25  
10:00 AM - 12:00 PM

Total Left to Distribute: **0**

Total Distributed: **40**

Total Sold: **\$200.00**

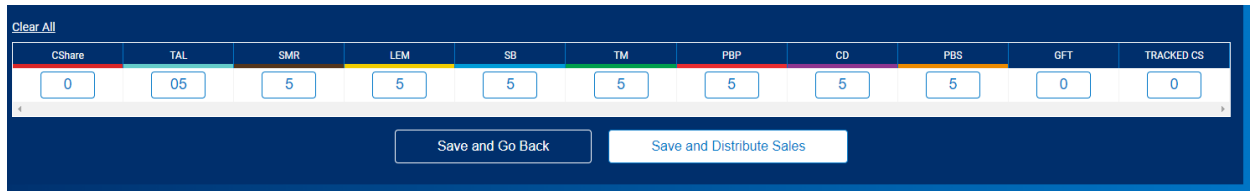
You MUST distribute all the packages sold to the girls in your troop.

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
0	05	5	5	5	5	5	5	5	0	0

Buttons: Cancel Distribution, **Edit Booth Sales**

### Distributing Total Booth Sales at One Time

1. Follow steps 1-4 listed above **after each booth sale**.
2. You will be taken to a screen to enter booth inventory by variety. Enter the amounts sold at the booth sale by variety, then click **Save and Go Back**.



Clear All

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
0	05	5	5	5	5	5	5	5	0	0

Buttons: Save and Go Back, Save and Distribute Sales

3. At the end of the cookie program, once all of your booth sales have concluded, scroll to the bottom of your **Manage Booths Section** and click **Distribute Total Booth Sales**.



TOTAL BOOTH SALES: **\$0.00**



TOTAL PACKAGES SOLD: **0**

**Distribute Total Booth Sales**

4. Follow steps 6-9 listed above.