Entering Booth Locations, Dates & Times

The following information will help you add new booth locations and add booth dates and times to any booth location.

Please note the correct naming conventions for booth locations: This name is what appears in the National Cookie Finder (girlscoutshcc.org/findcookies and girlscoutcookies.org) and it is what potential customers see when searching for booths. Store Name: Please do not add service unit numbers to store names. Customers will see this in the National Cookie Finder and may cause confusion. If a booth site is a drive-thru, we recommend you add that so customers and troops know it is a drive-thru location.

Location Information: **Chain Name – Descriptor** (optional) If there are multiple locations with the same chain name (e.g. Starbucks), a descriptor helps identify the precise location.
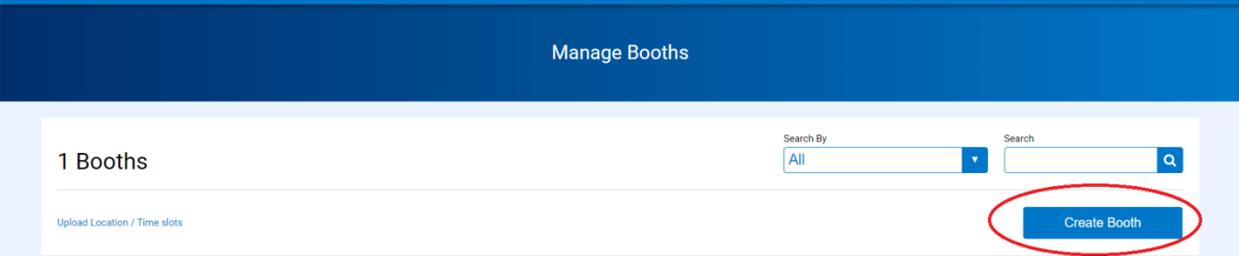
Example:
Store Name: Starbucks – Drive-thru Booth
Location Information: 65th and Folsom Starbucks

NOTE: Booths must be entered by January 6, 2023 to be included in the lottery round. The lottery begins January 15, 2023. Booths can be added after this date but will not show up for the first round of selections.

Adding New Booth Locations to Smart Cookies
1. Log in to Smart Cookies (abcsmartcookies.com).
2. Go to **Booth;** click **Manage Booths**.
3. Click **Create Booth** in the top right corner.

girlscoutshcc.org

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3330 Oakdale Road
Modesto, CA 95355
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4. Enter the store name following the naming conventions listed above along with address, your contact information, and location contact information (person approving booth location).
   Please note: If a troop cancels a booth reservation, you will receive an email with the subject "**Reservation Removed**" and will show the location and state "removed by the council". These are removed at the troop level, not GSHCC, and you will receive the email so you can notify other troops of the open slot. If you do not wish to receive these emails, do not enter your email address on the booth listing.

5. **Prior to January 19, 2023 only:** Check the box for **Reservation**. Select your service unit from the drop down list. Only the locations reserved for your service unit will be included in the Round 1 Booth Lottery.

6. **Prior to January 19, 2023 only:** The **Until** field should be set to March 19, 2023. If this date is not entered or entered incorrectly, troops from outside your SU boundaries will be able to select the booth in the Round 1 Lottery.

7. Set Status to **Available for Lottery**.

8. If the site you are entering qualifies as a *"Premium"* location, make sure to select the **Premium Location** box.
   *Premium Sites are high traffic locations like Walmart, shopping malls, etc. and will be marked in Smart Cookies with a P when you are viewing booth options. These locations have limited reservation opportunities and marked Premium in order to allow for more troops to have access to the opportunity.*
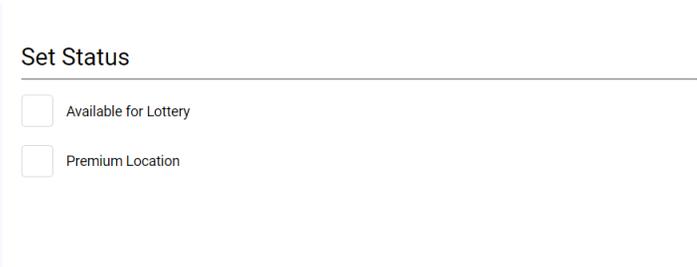
9. Upload signed Booth Approval Forms into **Important Files**. These will be used by troops and council in the event the store requires troops to provide signed authorization forms when attending booth sales.

Important Files

Upload files or
drop files here

10. Enter any important notes to troops in **Booth notes for Troop**. These notes will be visible to troops reserving the booth. These should include any special instructions notated by the site (e.g., set up in a specific area, less than 4 girls allowed, etc.) The **Special notes (for edit booth access only)** are only visible to users who have access to edit booth locations (e.g. SU users).
11. Click **Save.**
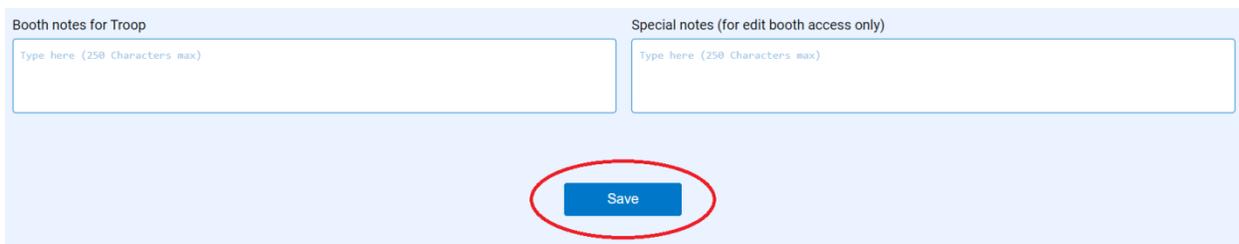
Booth notes for Troop

Type here (250 Characters max)

Special notes (for edit booth access only)

Type here (250 Characters max)

Save

12. Follow **steps 4-13** under **Adding Dates & Times to Booth Locations**.


Adding or Editing Dates & Times to Booth Locations
Only booth locations that have dates and times entered will be visible to troops. Only scheduled booth sales will show up on the National Cookie Finder.
1. Go to **Booths**; click **Manage Booths.**
2. Use the scroll bar near the bottom of the screen and click the three dots next to the booth you wish to edit. Click **Edit Booth**.
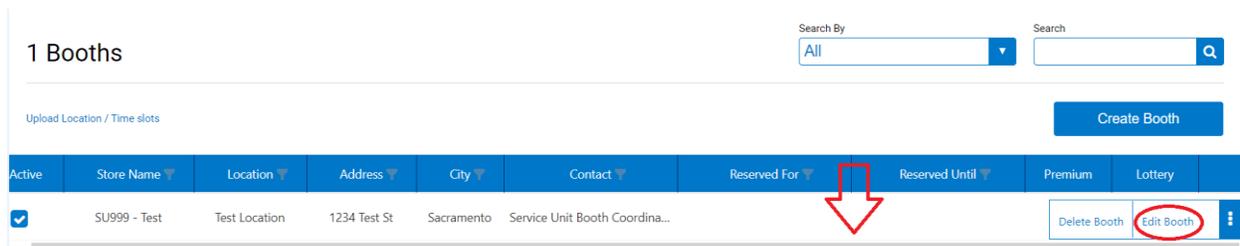
3. Select **Appointment Times**. If this is a new location, you can access this tab after you save the booth location details.

4. Click **Create Appointment Time.**
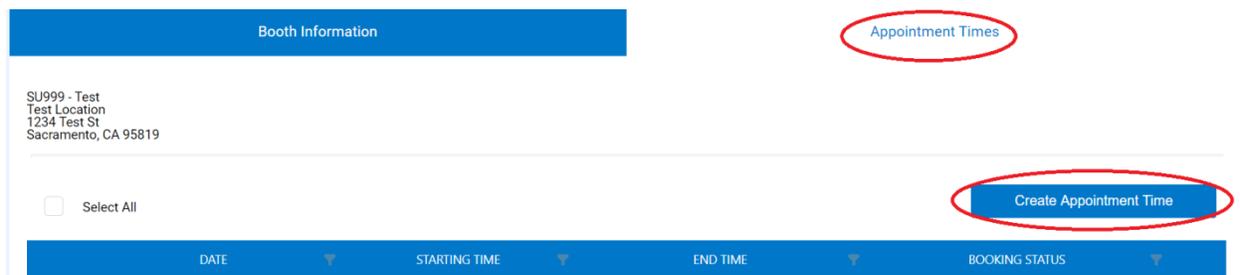
5. Select the **Month.**

6. Enter the **Date(s)** – These should be dates that have the same time period for booths (e.g. 4:00 p.m. - 8:00 p.m.) or (8:00 a.m. - 8:00 p.m.). Remember booth dates are from February 24, 2023 – March 19, 2023.

*It is recommended you enter dates one month at a time, and enter dates instead of selecting day of the week. For example, if you select February and March and Monday from the second column, every Monday throughout both months will be entered. Enter dates separated by commas

7. **Times** – Enter 120 to divide the total amount of time that day in 2-hour periods. The standard timeslot is 120 minutes. For consistency from service unit to service unit, we request that all booths be 2 hours in length. Typical booth hours are Monday-Friday 4pm-8pm and Saturday-Sunday 8am-8pm.

8. Click **Save.**

9. You will now see all the dates and times listed.

10. Verify that all dates and times are correct.

11. If a date/time needs to be deleted, click the box to the left. Click **Delete Selected**.

12. If a date/time needs to be edited, click the three dots to the right. Click **Edit Time**.

13. **Booking Status** will show "Available" until it is reserved by a troop. Once reserved, it will show the troop number scheduled at that date/time. If a troop outside of your service unit has reserved the site, the status will show as "Reserved". You may use the general SU Booth log in for Smart Cookies to view troop information for troops outside of your service unit. This information was email to confirmed SU cookie teams. If you do not have this login and you are on the service unit cookie team, please contact GSHCC customer care.