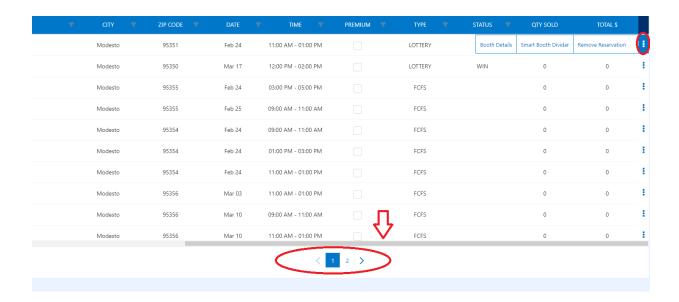


## **Smart Booth Divider**

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.



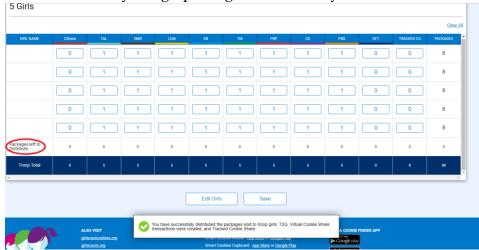
4. Select Smart Booth Divider.

t 209.545.3620 · f 209.545.3621

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**.



- 6. A list of girls in the troop will populate. Select the girls that attended the booth sale.
- 7. 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.



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



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



## 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**.



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**.



4. Follow steps 6-9 listed above.