QUICK BITES



Troop Virtual Booths – Set Up

View this video: <u>https://www.youtube.com/watch?v=x9SgWQBgiyA</u> or follow the instructions below:

Log into Smart Cookies and navigate to Booth>Troop Secured Booth.

Fill out all the required information on the Booth Information Tab. Be sure to check the Virtual Booth Box. All fields

marked with an asterisk are required fields. The troop contact field will default to the user creating the entry.

If a booth is paired with an existing traditional booth in Smart Cookies, put a "V" at the end of the store name. This will ensure the system recognizes it as a valid

Address			
Store Name			
Location Information (Optional)			
Virtual Booth Booth Location Address			
Suite/Apt. # City			
State	Zip Code		
Troop Contact		Location Contact	
Role	Troop Number	Role	
Troop Leader	▼ 1		
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location. After all information is complete, click on the Request Appointment Time tab.

Select the date and time for the booth request. If multiple dates and times are desired, click save after each date and time is entered and repeat for each additional day and/or time.

Virtual booths will appear on the Booth>My Reservations tab in Smart Cookies.

Арр	ointm	ent Ti	me				3 Pedano analatana (m
<		0	ctober 20	17		>	Start time
s	м	т	w	т	F	8	AM O PM
1	2	а	4	5	6	7	10:00
8	9	10	11	12	13	14	End time
15	16	17	18	19	20	21	() AM () PM
22	23	24	25	26	27	28	12:00
29	30	31					
				_			
						Save	

Request Troop Secured Booth						
Booth Information	Appointment Times					
Chrissy's Pet Store Microstnan Village Shopping Center 1224 Microstnan Village Patrixay Microstnav V-2 21 / 2						
Plasta securet appointment Time Request Appointment Time						

The final step to activate the booth is to set up the start date and end dates for accepting orders. Navigate to My Troop>Troop Information. Enter the start and end dates. You can also indicate if your troop will deliver orders. Once the dates are entered you can copy your link and/or QR code.

Troop Cookie Link (Facilitates Pre-Pay/Pick Up and troop delivered orders)									
Please set the Begin date and End date for your troop's virtual booth sale. Once these dates are saved, your virtual booth link will appear at the bottom to share with your friends and family via email or social media.									
Begin accepting sales	End accepting sales								
10/1/2022	2/28/2023								
Allow delivery for Virtual Booth Sale?									
• Yes No									
https://uatapp.abcsmartcookies.com/#/virtual-booth-landing/083d592b-0f1a-ec11-981f-a04a5e5	Copy Link	Print handout							
Select link by clicking Copy Link. Go to where you want to paste it, right click, choose PASTE.									