

## 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](http://girlscoutshcc.org/findcookies) and [girlscoutcookies.org](http://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: 65<sup>th</sup> and Folsom Starbucks

**NOTE: Booths must be entered prior to the start of the program to be included in the lottery round. Booths can be added after this date but may not show up for the first round of selections.**

### Adding New Booth Locations to Smart Cookies

1. Log in to [Smart Cookies](http://www.abcsmartcookies.com) ([www.abcsmartcookies.com](http://www.abcsmartcookies.com)).
2. Go to **Booth**; click **Manage Booths**.
3. Click **Create Booth** in the top right corner.

Manage Booths

1 Booths

Search By

Search

Upload Location / Time slots

Create Booth

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 Lottery Round 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 Booth Lottery. The **Until** field should be set to the last day of the cookie program. If this date is not entered or entered incorrectly, troops from outside your service unit boundaries will be able to select the booth in the Lottery Round.

☒ **Reservation**

For:  
☐ District ☒ Service Unit

Until:  

3/15/2020

6. Set Status **Available for Lottery**.
7. If the site you are entering qualifies as a “*Premium*” location, make sure to select the **Premium Location** box.

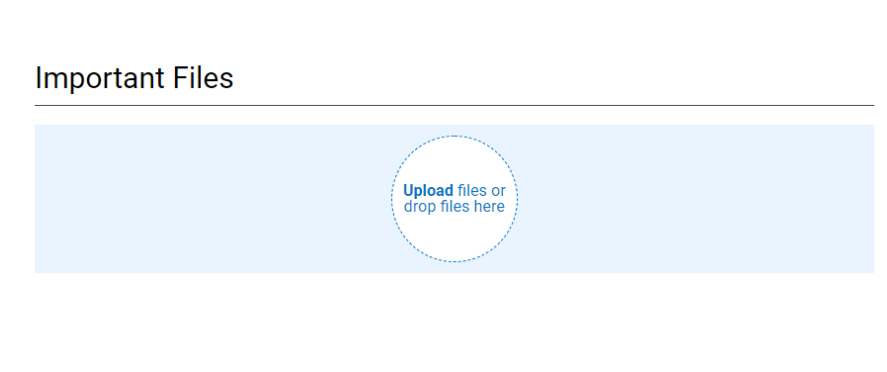
*Premium Sites are high traffic locations like Walmart, shopping malls, etc. and will be marked in Smart Cookies with a P when you are viewing booth options. These locations have limited reservation opportunities and marked Premium in order to allow for more troops to have access to the opportunity.*

Set Status

☐
Available for Lottery

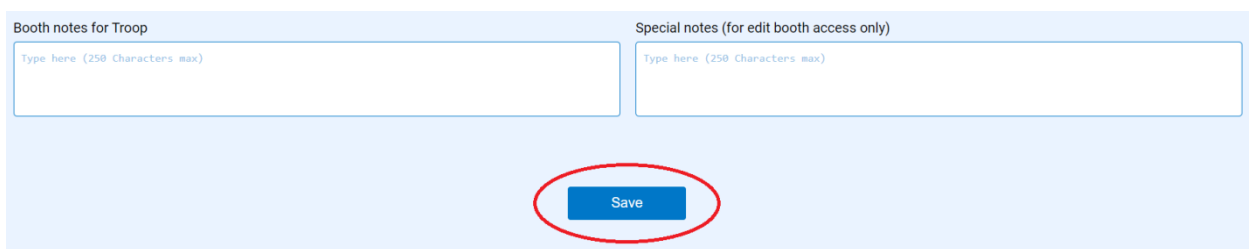
☐
Premium Location

8. 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.



The screenshot shows a section titled "Important Files" with a light blue background. In the center, there is a dashed circular icon containing the text "Upload files or drop files here".

9. 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 noted 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).
10. Click **Save**.



The screenshot shows two text input fields side-by-side. The left field is labeled "Booth notes for Troop" and the right field is labeled "Special notes (for edit booth access only)". Both fields have a placeholder text "Type here (250 Characters max)". Below the fields, a blue "Save" button is highlighted with a red oval.

11. 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**.

1 Booths

Search By  Search

Upload Location / Time slots Create Booth

Active	Store Name	Location	Address	City	Contact	Reserved For	Reserved Until	Premium	Lottery	
<input checked="" type="checkbox"/>	SU999 - Test	Test Location	1234 Test St	Sacramento	Service Unit Booth Coordina...					<span>Delete Booth</span> <span>Edit Booth</span>

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**.

Booth Information

SU999 - Test  
Test Location  
1234 Test St  
Sacramento, CA 95819

☐ Select All Create Appointment Time

DATE	STARTING TIME	END TIME	BOOKING STATUS
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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.)

7. \*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

8. **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.

Create Appointment Time

×

1. Choose Month(s)

October

November

December

January

February

March

2. Choose Day(s)

Repeats every

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Or enter date(s)

21, 24, 25, 26, 27, 28

3. Pick your Time

Choose start and end times for the booth location.

Start Time

AM

PM

04:00

End Time

AM

PM

08:00

Each appointment time should last:

120

Save

9. Click **Save**.

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

☐ Select All
 

Create Appointment Time

	DATE	STARTING TIME	END TIME	BOOKING STATUS	
<input type="checkbox"/>	2020-02-21	4:00 PM	6:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-21	6:00 PM	8:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-24	4:00 PM	6:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-24	6:00 PM	8:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-25	4:00 PM	6:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-25	6:00 PM	8:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-26	4:00 PM	6:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-26	6:00 PM	8:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-27	4:00 PM	6:00 PM	AVAILABLE	⋮
<input type="checkbox"/>	2020-02-27	6:00 PM	8:00 PM	AVAILABLE	⋮

<

1

2

>

11. Verify that all dates and times are correct.

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

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

☒

2020-02-27

6:00 PM

8:00 PM

AVAILABLE

Edit Time

<

1

2

>

Delete Selected

14. **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.