girl scouts
heart of central
california

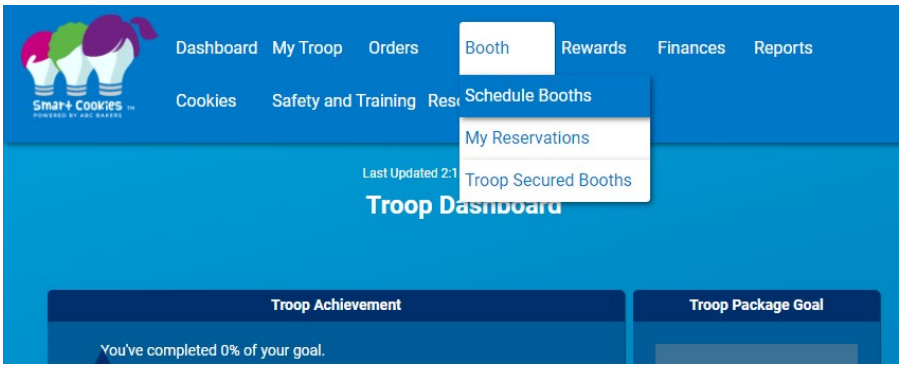
Managing Booths

Troops cannot attend booth sales that are not secured and approved in Smart Cookies. Cookie Stands on private, residential property are the only exception to this. Remember that all booth sales must have 2 adults and 1-4 girls present. For booths that have all Girl Scouts under the direct supervision of their caregivers, adults do not need to be registered. A second adult is not required if a Girl Scout is under direct caregiver supervision. However, for safety, it is best practice to have a second adult present.

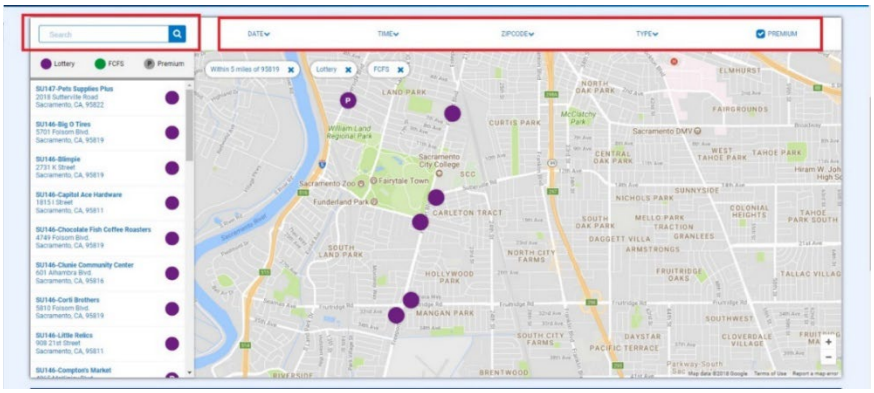
Smart Cookies Scheduling a Booth in a Lottery Video
Smart Cookies Scheduling a First-Come, First-Served Booth Video

Scheduling Booths

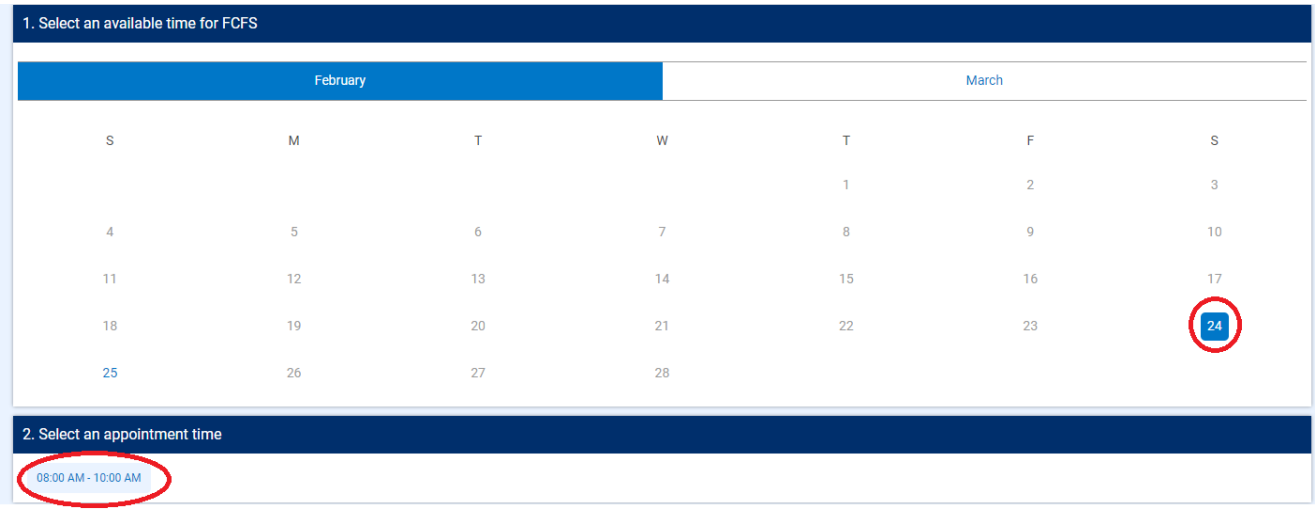
1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Booth**; click **Schedule Booths**.



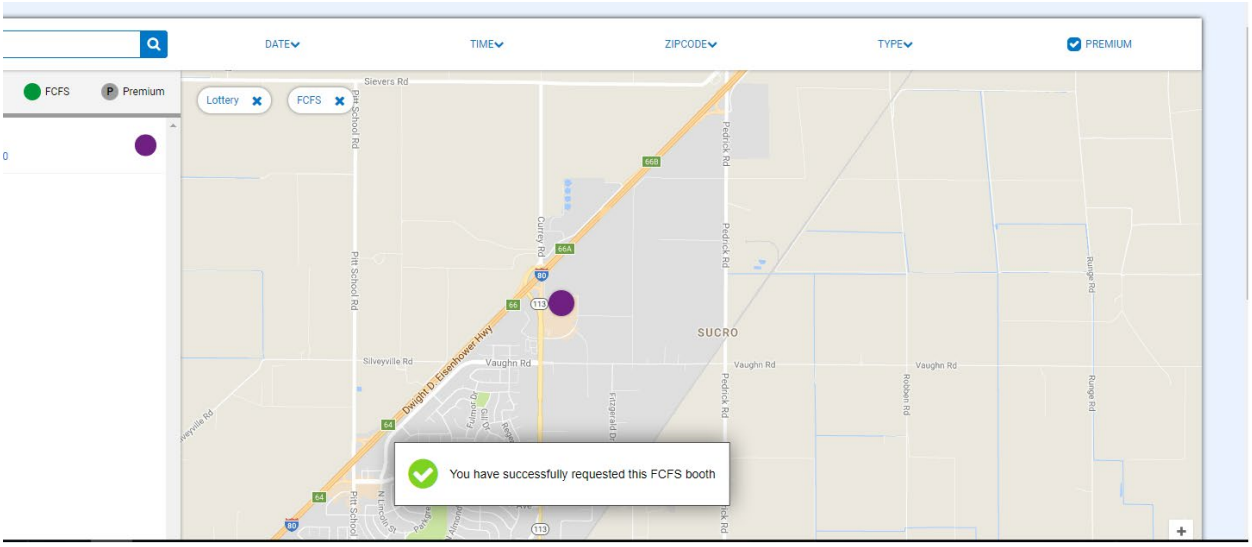
3. The list of booth sites will show to the left of a map showing their locations. You can search by location, date, time, zip code and booth type.



4. Click on your desired site. A calendar will populate and once you select a date, available times will show below the calendar. Dates shown in blue have available appointments. Dates in gray are either unavailable or have all been reserved.



5. Click **Save**. You will be taken back to the map and will see a confirmation message at the bottom of your screen.



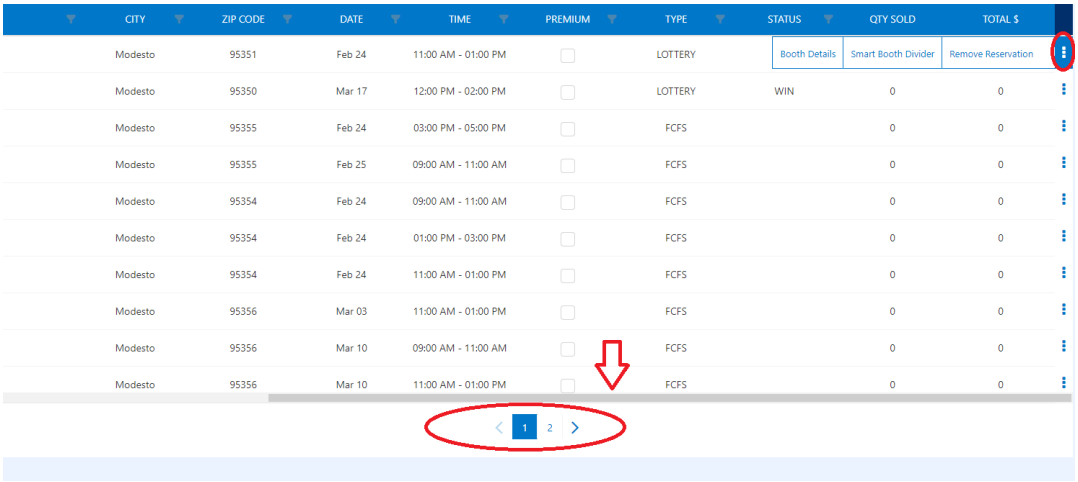
For Lottery Round:

You will also receive a confirmation email letting you know which booth appointments your troop was awarded. Scheduled sites can also be found by going to the **Booths** tab and clicking **My Reservations**.

For First-Come, First-Served Rounds:
You will also receive a confirmation email automatically confirming your booth reservation. Scheduled sites can also be found by going to the **Booths** tab and clicking **My Reservations**.

Managing Scheduled Booths
Once a booth has been scheduled, you can view and manage your troop's reservations by following these steps.

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.



Clicking on **Booth Details** will show you detailed information for the site, including any special instructions.

Clicking on **Remove Reservation** will bring up a confirmation message. Click **Delete Forever** to remove your reservation or **Go Back** to keep it. You will receive an email confirming cancellation if you delete a reservation.

