girl scouts
heart of central
california

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. Remind location contacts to check the National Cookie Finder (www.girlscoutcookies.org) to view times when troops will be present.

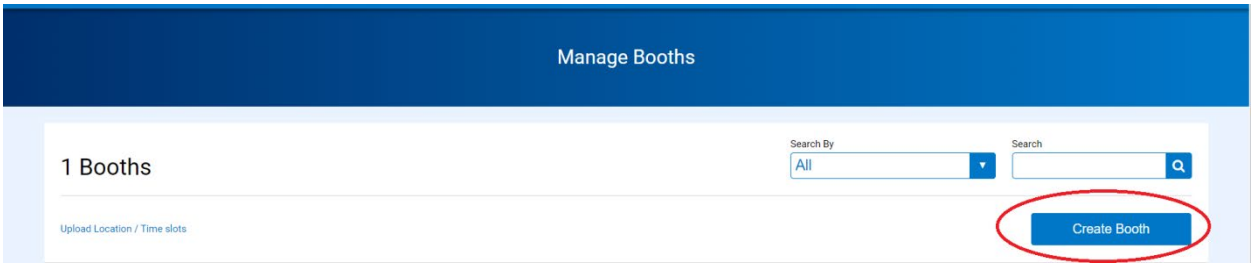
Please note the correct naming conventions for booth locations: This name is what appears in the National Cookie Finder and is what customers see when searching for booths.
Store Name: This should be Store Name only Please do not add service unit number, cross streets, abbreviations, etc. If a booth site is a drive-thru, we recommend you add that, so customers and troops know it is a drive-thru location. Certain keywords are excluded from the National Cookie Finder and may be denied: Liquor, Dispensary, Residence, Home Address, Gun Show, Gun Range, Gun Club, Rifle, Pistol and Private.
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

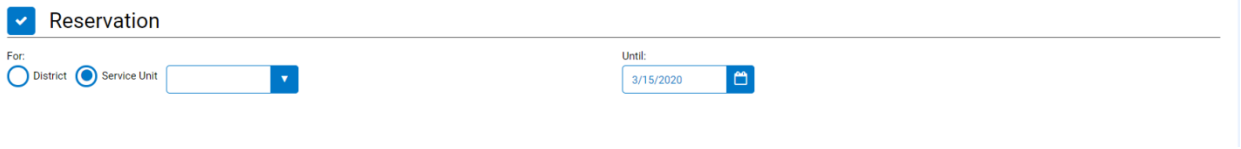
NOTE: Booths must be entered prior to the start of the program to be included in the lottery round. Booths can be added after this date but may not show up for the first round of selections.

Adding New Booth Locations to Smart Cookies

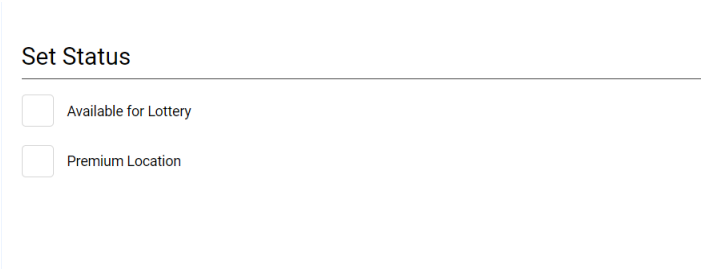
1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Booth;** click **Manage Booths**.
3. Click **Create Booth** in the top right corner.



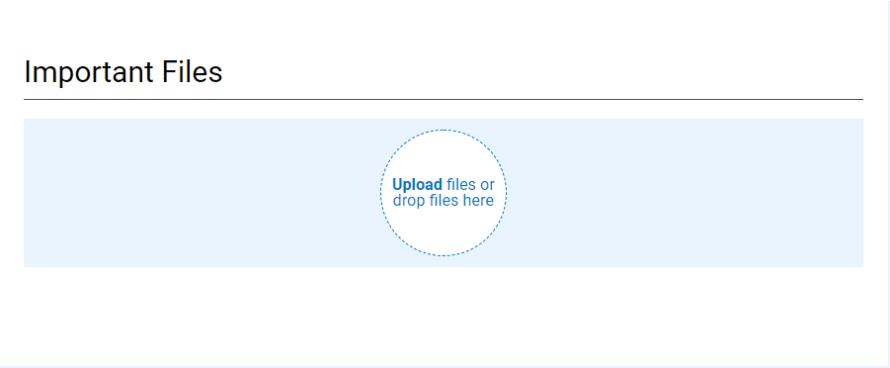
4. Enter the store name following the naming conventions listed above along with address, service unit contact information, and location contact information (person approving booth location).
   Please note: If a troop cancels a booth reservation, you will receive an email with the subject "**Reservation 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. This is a system functionality so service units are aware of new available slots that they can direct troops to. 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.



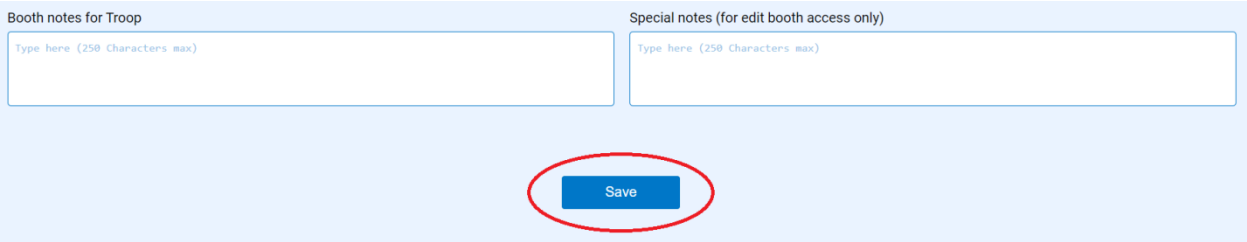
6. Set Status **Available for Lottery**.
7. If the site you are entering qualifies as a *"Premium"* location, make sure to select the **Premium Location** box.
   Premium Sites are high traffic locations like Walmart, shopping malls, etc. and will be marked in Smart Cookies with a P when you are viewing booth options. These locations have limited reservation opportunities and marked Premium to allow for more troops to have access to the opportunity.



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.
   Note: If an issue arises with a location and no signed form is uploaded, GSHCC will be unable to resolve and all future appointments may have to be canceled, even if a troop has reserved appointments.



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.**

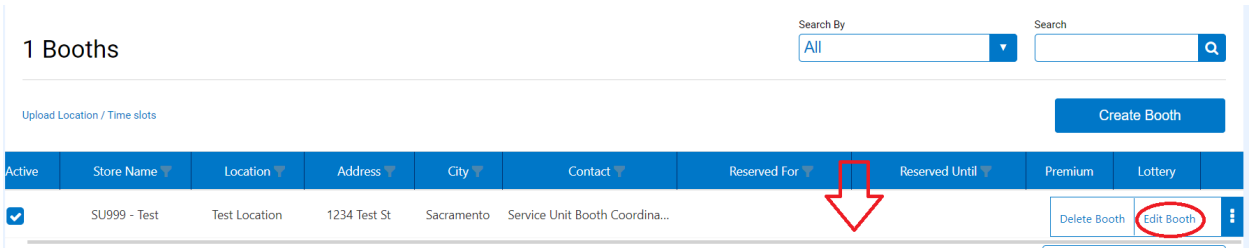


11. Follow **steps 4-13** under **Adding Dates & Times to Booth Locations**.

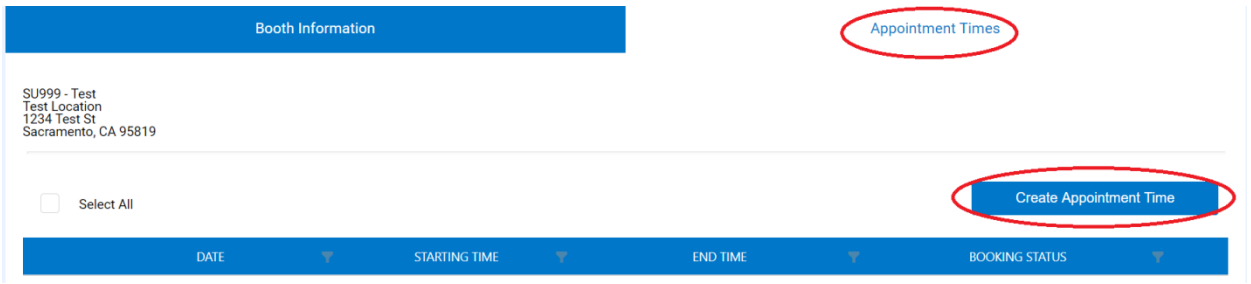
Adding or Editing Dates & Times to Booth Locations

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.

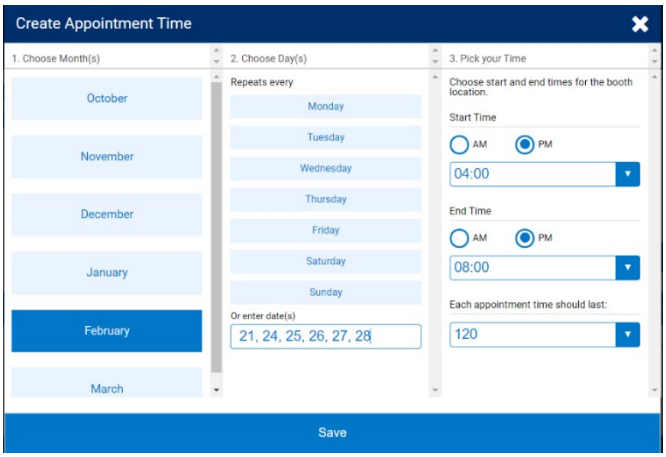
1. Go to **Booths**; click **Manage Booths.**
2. Use the scroll bar near the bottom of the screen and click the three dots next to the booth you wish to edit. Click **Edit Booth**.



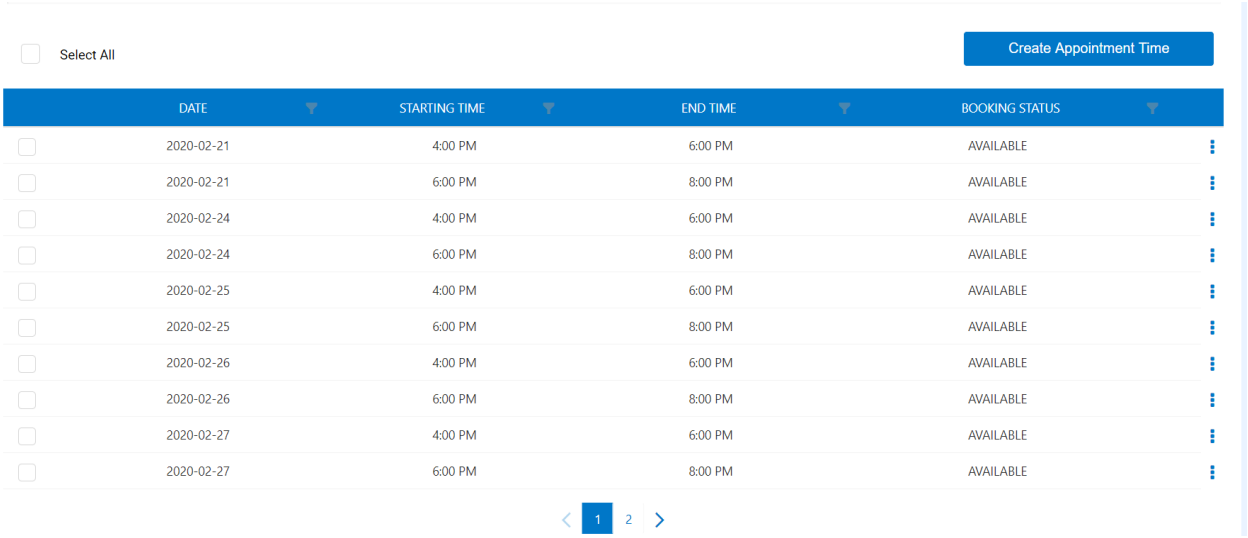
3. Select **Appointment Times**. If this is a new location, you can access this tab after you save the booth location details.
4. Click **Create Appointment Time.**



5. Select the **Month.**
6. Enter the **Date(s)** – These should be dates that have the same time 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. Enter **Times** –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.



9. Click **Save.**
10. You will now see all the dates and times listed.



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**.



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 emailed 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.