girl scouts heart of central california

Smart Booth Divider

You can easily distribute booth inventory equally among girls using the **Smart Booth Divider**. GSHCC recommends using the Smart Booth Divider instead of processing a Transfer Order to minimize errors and track troop sales trends. You can distribute sales after each booth or wait until all booth sales have concluded.

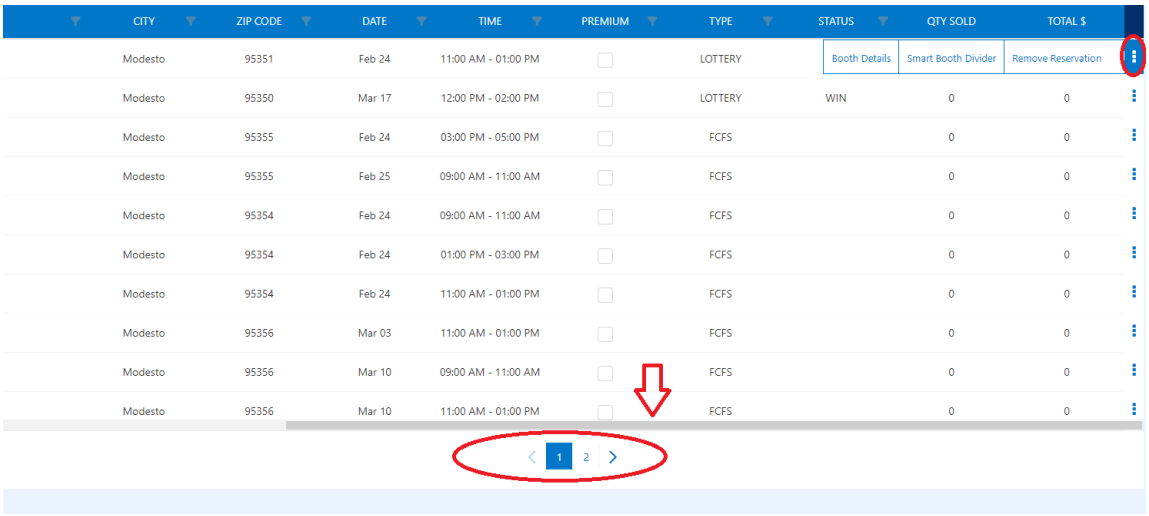
Virtual booth delivery combines all cookie sales made through the troop booth link. You can ignore these sales and do not need to distribute them, as they will not be deducted from inventory. If you choose to distribute these cookies, subtract those quantities from your other booth sales to avoid double-counting.

Example: Your troop sells 100 packages at a booth, 12 of them using the troop booth link, and the rest in-person. Smart Cookies will show 12 under Virtual Booth delivery. You can distribute these and then add 88 using the Smart Booth Divider **OR** you can ignore the Virtual Booth and distribute 100 using the Smart Booth Divider. The virtual booth will add sales across all booths, so GSHCC recommends entering all sales for each booth separately and taking no action on the virtual booth sales.

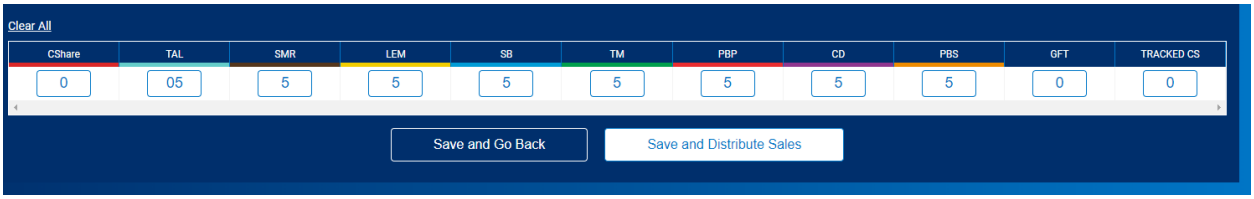
Smart Cookies Smart Booth Divider Video

Distributing by Individual Booth Sales:

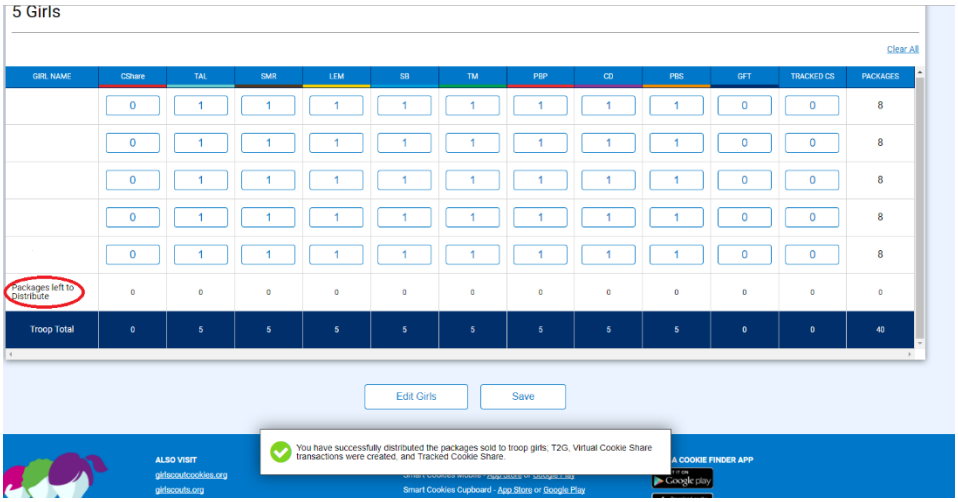
1. Go to **Booths**; click **My Reservations**.
2. A list of scheduled sites will populate. You may have multiple pages.
3. Scroll to right and click the three dots next to the desired booth site.



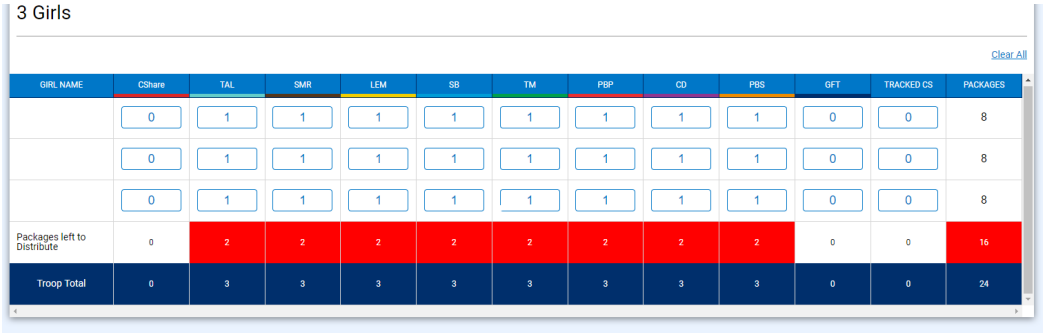
4. Select **Smart Booth Divider**.
5. You will be taken to a screen to enter booth inventory by variety. Enter the amounts sold at the booth sale by variety, then click **Save and Distribute Sales**.



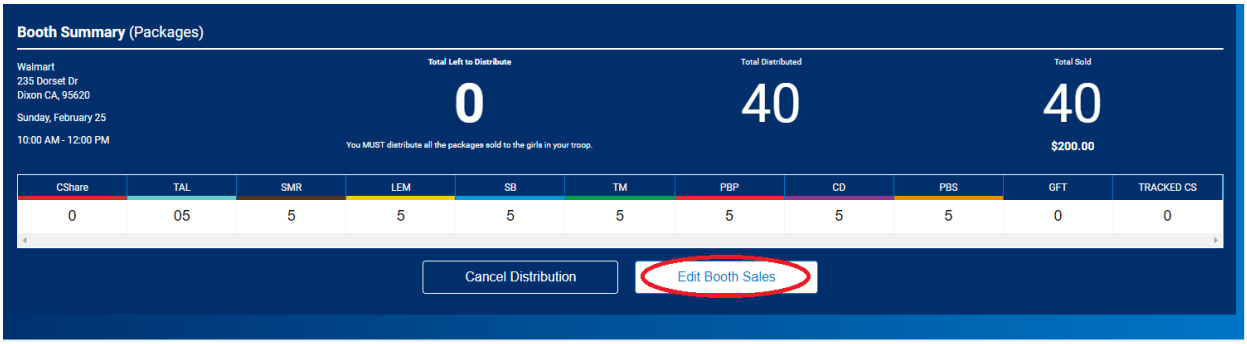
6. A list of girls in the troop will populate. Select the girls that attended the booth sale.



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.

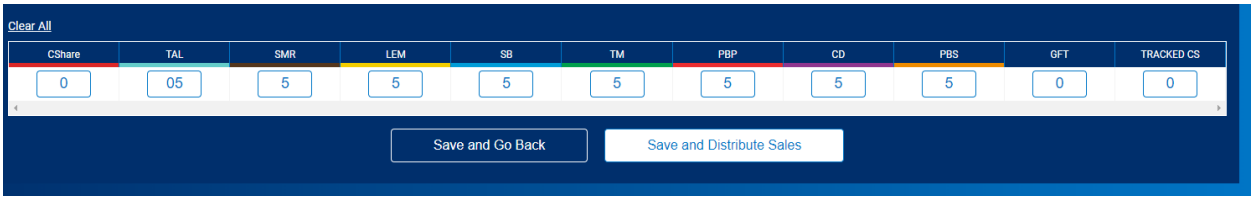


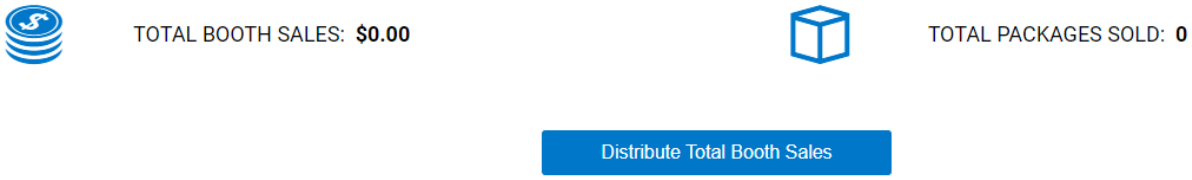
8. If the packages are evenly distributed by variety, you will see zeros in the row labeled **Packages left to Distribute**.
9. Click **Save**. A confirmation message will appear at the bottom of the page.
10. If you need to make edits, click **Edit Booth Sales** below the list of varieties.



Distributing Total Booth Sales at One Time:

1. Follow steps 1-4 listed above **after each booth sale**.
2. Click **Save and Go Back** after entering packages sold at each booth.
3. After 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.