girl scouts
heart of central
california

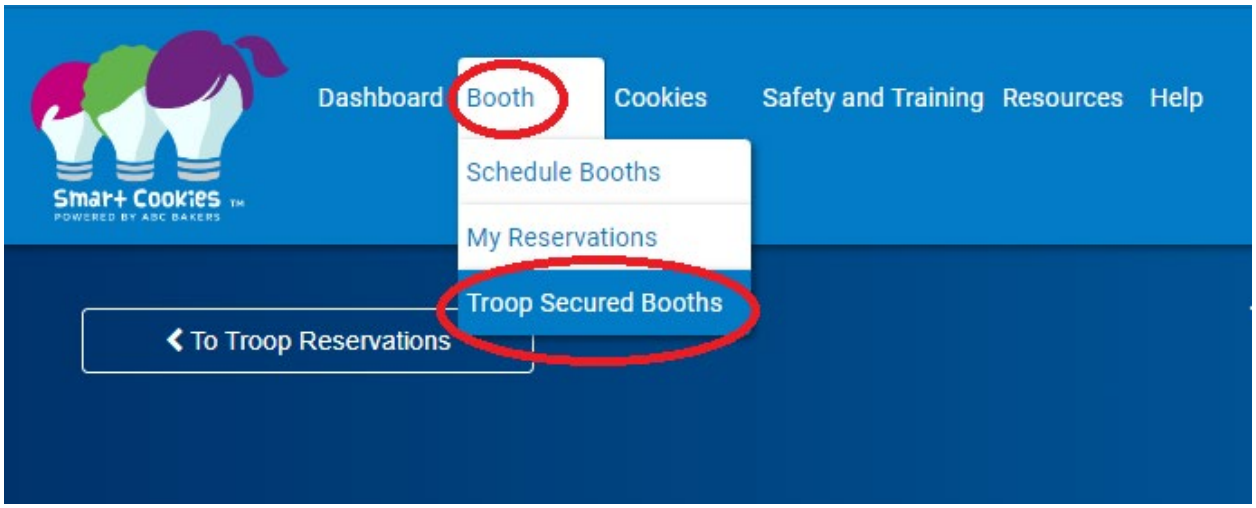
Troop Secured Booths

Troops can request to host a booth sale at a location not already secured by a service unit for a maximum of ten 2-hour appointments (20 hours total). Troops must communicate this request with the service unit cookie team where the booth location is located. Once requested, the location will be shown as **Pending** in Smart Cookies. Troops cannot host the booth unless it shows as **Approved**. If a request is denied, the person who requested the booth in Smart Cookies will receive an email with the denial reason.

Smart Cookies Troop Secured Booth Video

Scheduling Booths

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

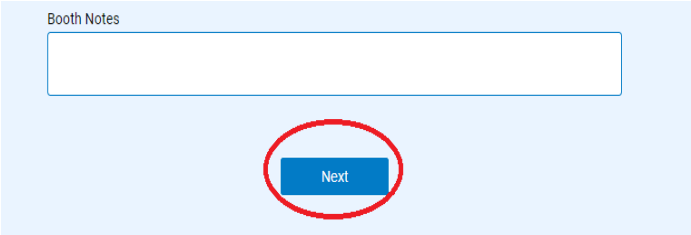


3. Complete the required information.
    a. **Store Name**: business name. Please note private, residential addresses cannot be submitted as Troop Secured Booths. These would be considered

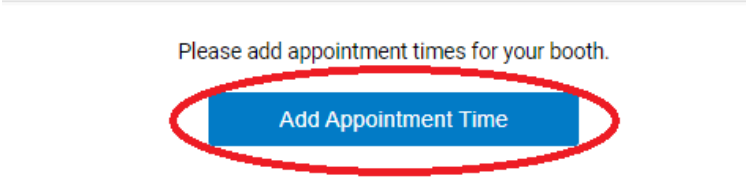
Cookie Stands, which are not entered in Smart Cookies. Certain keywords are excluded from the National Cookie Finder and may be denied: Liquor, Dispensary, Residence, Home Address, Gun Show, Gun Range, Gun Club, Rifle, Pistol and Private.

b. **Location Information**: (optional) additional business information, such as cross streets, store numbers, etc.
c. **Booth Location Address**: business address.
d. **Troop Contact**: person submitting request in Smart Cookies. Be sure the email address is correct as this is where the approval/denial email will be sent.
e. **Location Contact**: (required) person at business who gave booth approval.
f. **Booth Permission**: if request times exceed 20 hours maximum, GSHCC can approve your booth appointment for 20 hours maximum and make the remaining appointments available for other troops to reserve. Please note you will receive cancelation emails for an appointments that exceed the 20 hour maximum.
g. **Booth Notes**: Any notes helpful for the location (maximum number of girls, permitted/prohibited items at location, etc.)

4. Click **Next**.

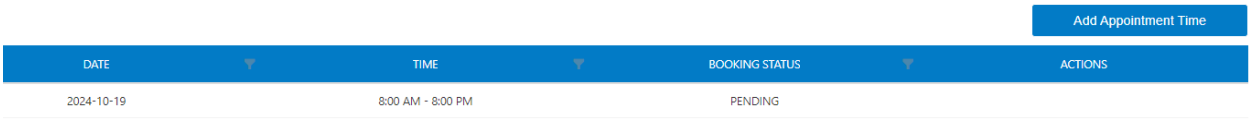


5. You will be taken to another screen to enter requested dates/times. Click **Add Appointment Time.**

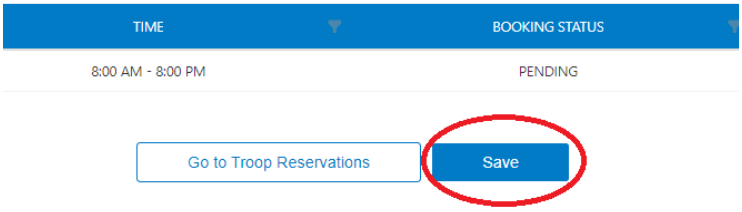


6. Enter your requested appointments. You will need to enter each requested date separately. Regular booth hours are Mon-Fri 4 p.m. – 8 p.m. and Sat-Sun 8 a.m. –

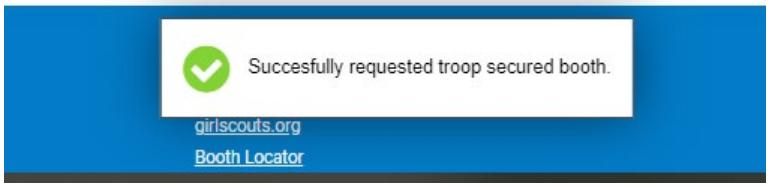
8 p.m. Once you submit dates/times, you will see them listed on the screen as pending.



7. Click **Save**. If you do not click save, your entered information will be lost.



8. You will see a confirmation message at the bottom of the screen that your request has been submitted. If you receive an error message, correct any errors and click save again.



9. Your request will now show under your booth reservations as **Pending** until GSHCC or your service unit cookie manager has reviewed the request. Once the request is reviewed, the status will change to either **Approved** or **Denied**. Only **Approved** requests can be hosted by troops.

