![Girl Scouts of Greater Iowa logo]

![Smart Cookies logo - Powered by ABC Bakers]

www.abcsmartcookies.com

Booth Sales – Smart Cookies Guide

Troop-Secured Booth Sale Locations

The benefit to entering your booth sale in Smart Cookies is that it will be entered in to the "Find Cookies!" tool on girlscoutsiowa.org, on girlscoutcookies.org, and also listed in the Girl Scout Cookie Finder App. Customers will be able to find your booth sale by typing in their zip code.
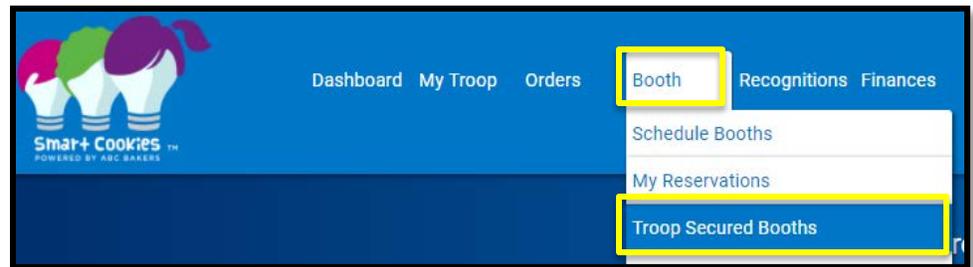

1. To schedule a booth, log into Smart Cookies, go to the *Booth* tab, and select *Troop Secured Booths* from the drop down.
2. Enter the *Booth Information.* The troop contact information should be the volunteer who set up the booth.
3. Click *Save* after entering in the booth location and contact information.

4. Scroll back to the top, click on *Appointment Times* and then *Request Appointment Time.*
5. Enter the *Date, Start Time,* and *End Time,* and click *Save.*
6. Click *Request Troop Secured Booth* to finish the process.
7. Your request will be sent to council for approval. The booth location will say "pending" until the location has been approved.
8. Once the request is approved, a confirmation email from *noreply@abcsmartcookies.com* will be sent to the email address provided under the troop contact listed for the booth. *Please note: it may take up to a week for your booth sale to be approved.*

9. To review your requested booths, go to the *Booth* tab and then *My Reservations.*

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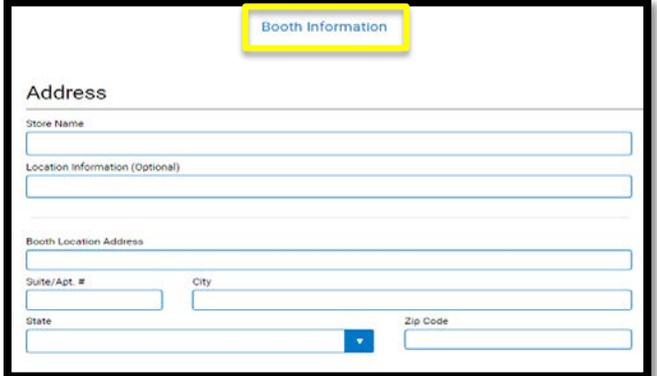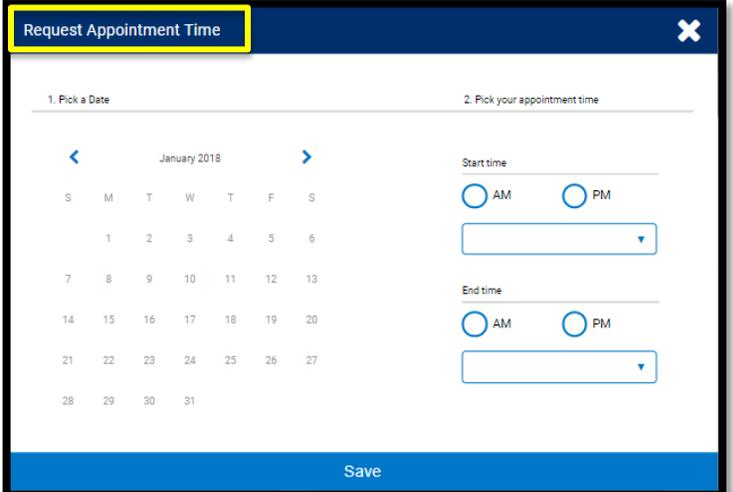
Adding Additional Times to Existing Booth Locations

If you have already entered in a troop-secured booth location in Smart Cookies but are able to secure more time slots you will need to add those times to your existing location. If this is not done you will get an error message that says '*The booth address has already been requested by your troop.*'

1. To add additional time slots to an existing troop-secured booth location, log into Smart Cookies, go to the *Booth* tab, and select *My Reservations* from the drop down.
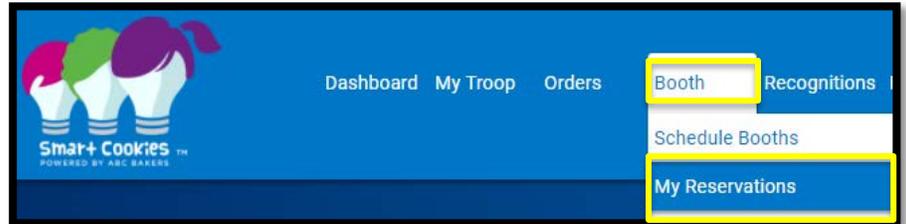

2. Use the *Search* feature to find the desired booth request or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths to see additional information such as booth type and status.
4. Click the three vertical dots to the far right to and click Booth Details.
5. Click on *Appointment Times* and then *Request Appointment Time.*
6. Enter the *Date, Start Time,* and *End Time,* and click *Save.*
7. Click *Request Troop Secured Booth* to finish the process.

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM
Jordan Creek Mall	101 Jordan Creek Parkway	West Des Moines	50266	Feb 09	05:00 PM - 08:00 PM	☑
Jordan Creek Mall	101 Jordan Creek Parkway	West Des Moines	50266	Mar 09	05:00 PM - 08:00 PM	☑

CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL $	
West Des Moines	50266	Feb 09	05:00 PM - 08:00 PM	☑	LOTTERY	RE0 Booth Details	Smart Booth Divider	Remove Reservation	⋮
West Des Moines	50266	Mar 09	05:00 PM - 08:00 PM	☑	LOTTERY	REQUESTED	0	0	⋮

Premium and Non-Premium Council–Secured Booths

In an effort to give all troops an equal chance to have a time slot at council-secured booths that are highly requested, we have made some locations *Premium*. These booths will be indicated with a 'P' to the right. *Premium* locations have additional restrictions on the number of time slots a troop can win in the lottery or pick up in First Come, First Serve (FCFS).

Jordan Creek Mall
101 Jordan Creek Parkway
West Des Moines, IA, 50266   **P**
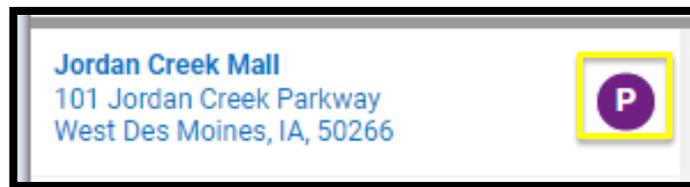
Council-Secured Booth Sales – Booth Lottery

The council sets up partnerships with high traffic areas each year to provide troops with access to more customers. The booth lottery is the randomized way that troops can sign up for time slots.

Each troop may enter five requests into the lottery. Troops may win up to three of their five requests. In some cases troops may not win any locations.

However, unassigned booths may still be signed up for using the *First Come, First Serve* process outlined later in this guide. For booth sales happening the first weekend of the program, you must plan to order cookies to stock this booth during your *Initial Order*. You must place additional *Planned Orders* for cookies as needed. You must bring cookies to all booths.

1. To submit a booth lottery request, log into Smart Cookies, go to the *Booth* tab, and select *Schedule Booths* from the drop down.
2. Use the *Search* feature to find a booth location or scroll through the list shown on the left side of the screen.
3. Click on the desired booth location to bring up a calendar of available dates for that location (available dates are blue).
4. Select the desired date.
5. Select the desired time slot.
6. Click *Save*.
7. Troops will receive a confirmation email from noreply@abcsmartcookies.com if they win any lottery booths on January 13. This email will be sent to the Troop Product Manager's email address.
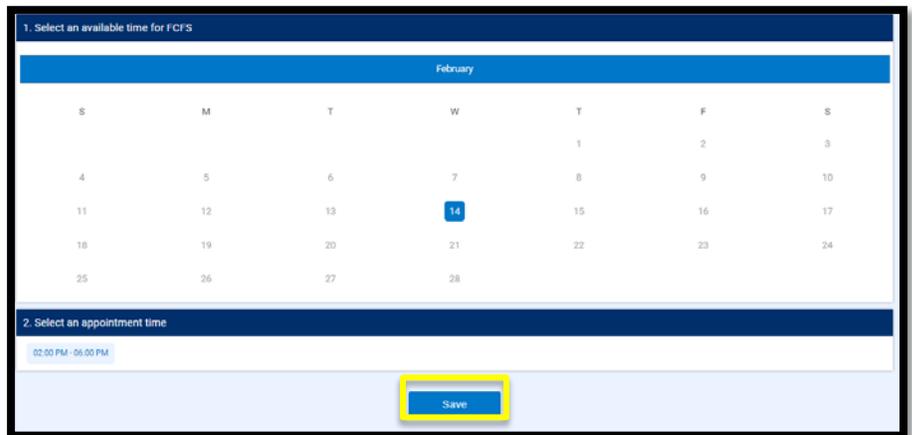8. To review your requested booths, go to the *Booth* tab and then *My Reservations*.
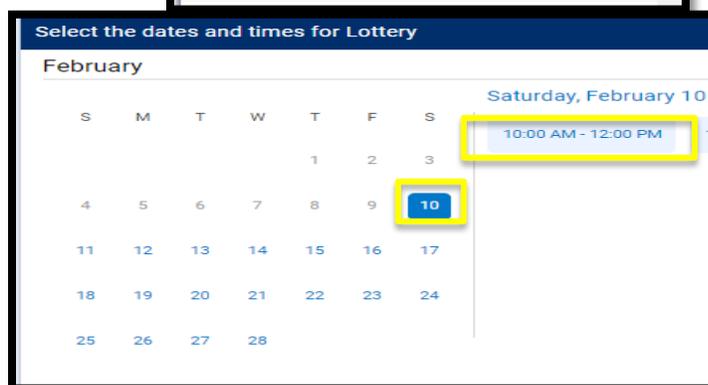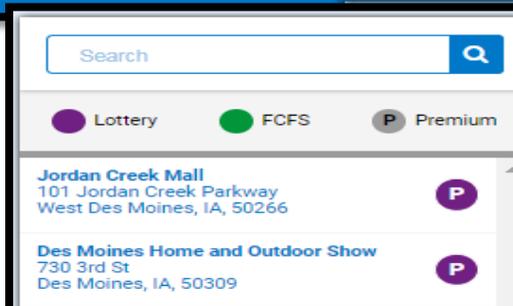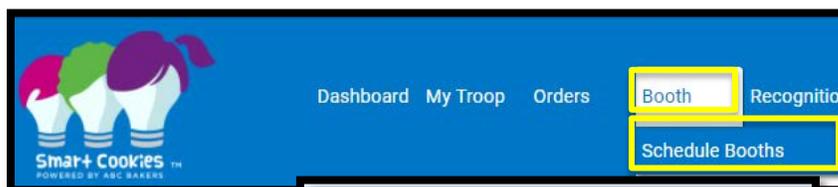
Repeat this process to request additional locations/dates/times.

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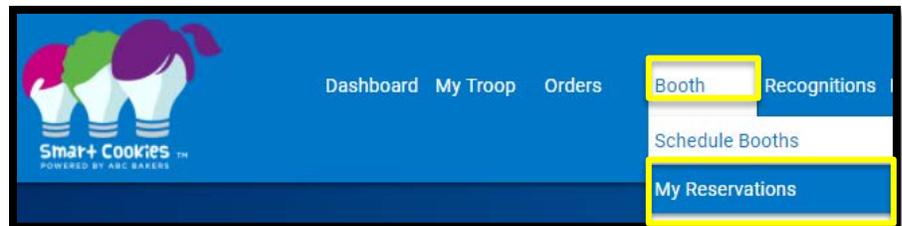## First Come, First Serve (FCFS) – Left Over Council-Secured Booth Sales

In the event a council-sponsored booth sale time slot is not assigned during the lottery, troops may select up to three additional booth sale slots on a first-come, first-served basis. More slots may be opened throughout the program.

1. To submit a FCFS request, log into Smart Cookies, go to the *Booth* tab, and select *Schedule Booths*.
2. Use the *Search* feature to find a booth location or scroll through the list shown on the left side of the screen.
3. Click on the desired booth location to bring up a calendar of available dates for that location (available dates are blue).
4. Select the desired date.
5. Select the desired time slot.
6. Click *Save*.
7. Troops will receive a confirmation email from noreply@abcsmartcookies.com when the FCFS booth is accepted. This email will be sent to the Troop Product Manager's email address.
8. To review your requested booths go to the *Booth* tab and then *My Reservations*.
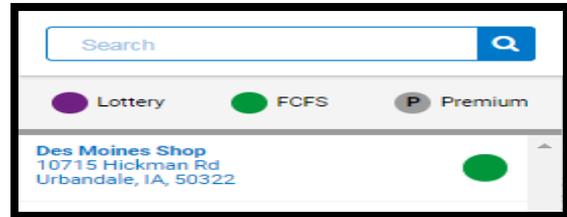
Reviewing Requested Lottery, FCFS and Troop Secured Booths

1. To review your requested booth sales, log into Smart Cookies, go to the *Booth* tab and select *My Reservations*.
2. Use the *Search* feature to find the desired booth request or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths to see additional information such as booth type and status.
4. Click the three vertical dots to the far right to view booth details (to add additional timeslots and/or edit booth information), use the Smart Booth Divider or remove the reservation, as needed.

CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL $	
West Des Moines	50266	Feb 09	05:00 PM - 08:00 PM	☑	LOTTERY	REQ Booth Details | Smart Booth Divider | Remove Reservation			⋮
West Des Moines	50266	Mar 09	05:00 PM - 08:00 PM	☑	LOTTERY	REQUESTED	0	0	⋮

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