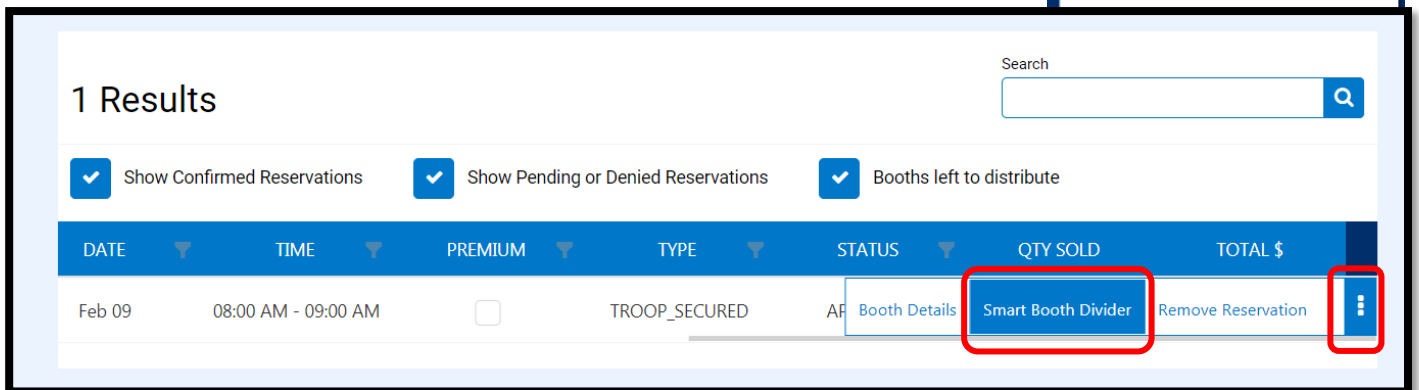
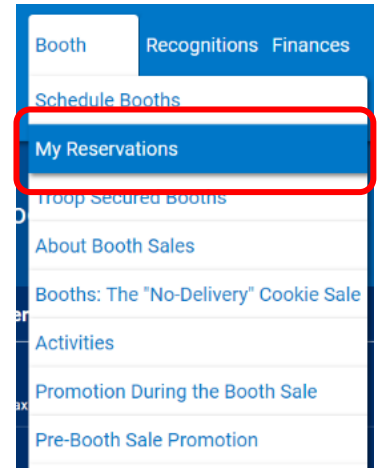


## Smart Booth Divider – Smart Cookies Guide

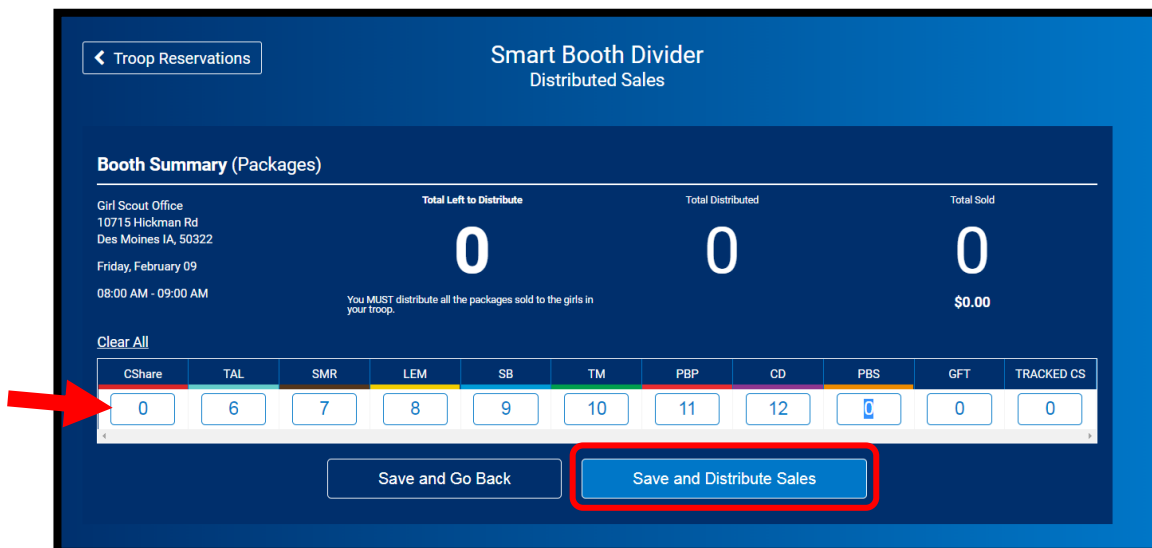
### Smart Booth Divider

The Smart Booth Divider is a great way to give credit to girls who have sold during a booth.

1. To use the Smart Cookie Divider, 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 or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths.
4. Click the three vertical dots to the far right and select *Smart Booth Divider*.

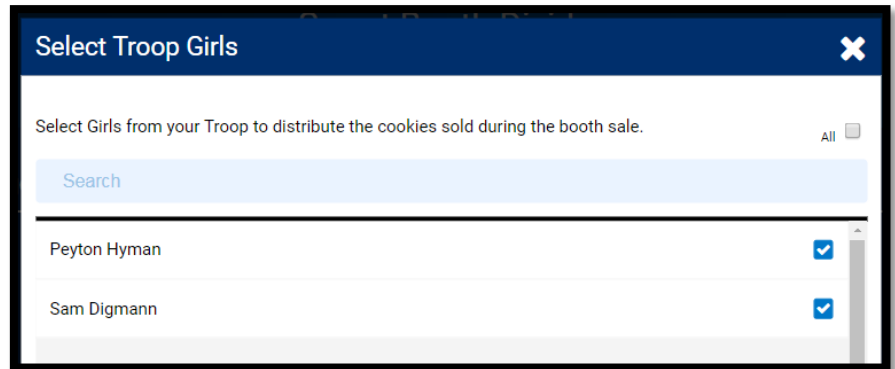


5. Enter the quantities in PACKAGES by variety that was sold during the booth.
6. Click *Save and Distribute Sales*.



**PRO TIP:** Use the CShare column to track donations collected at the booth that will go towards the Joy Project. Those packages will be credited to girls, but do not come from the troop's inventory.

- Select the girls who sold at the booth sale, click *Continue*.
- The packages will automatically be divided evenly between all girls selected. If there are any varieties that were not able to be distributed evenly, they will be highlighted RED and you will choose which girl gets those extra packages. You may also edit any of the amounts for any the girl girls.



GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
Peyton Hyman	1	3	3	4	4	5	5	6	0	0	0	31
Sam Digmann	1	3	3	4	4	5	5	6	0	0	0	31
Packages left to Distribute	0	0	1	0	1	0	1	0	0	0	0	3
Troop Total	2	6	6	8	8	10	10	12	0	0	0	62

- Once the packages have been distributed as you see fit, click *Save*.

## Editing the Smart Booth Divider

- To edit the Smart Cookie Divider after you have already completed the steps above, log into Smart Cookies, go to the *Booth* tab and select *My Reservations* from the drop down.
- Use the *Search* feature to find the desired booth request or scroll through the list shown.
- Scroll to the right using the scroll bar under the list of booths.
- Click the three vertical dots to the far right and select *Smart Booth Divider*.
- Make the necessary edits:
  - Click *Edit Booth Sales* if you need to edit the quantities sold during the booth.
  - Click *Edit Girls* if you need to add or remove girls who sold at the booth sale.
- Click *Save*.