

Smart Booth Divider – Distributing All Booths

Watch this video: <https://www.youtube.com/watch?v=ydblXRJl10> or follow the steps below

Log into Smart Cookies and navigate to Booths>My Reservations

Locate a booth reservation and click the three dots to open the menu. Click Smart Booth Divider

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS				Booth Details Smart Booth Divider Remove Reservation ⋮
Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS		0	0	⋮

Enter the number of packages sold by variety and click Save and Go Back. Repeat for each booth reservation

Booth Summary (Packages)

Royal Farms
1114 8th St
Crownsville, MD, 21034
Saturday, February 04
03:00 PM - 06:00 PM

Total Left to Distribute: **0** | Total Distributed: **0** | Total Sold: **0**
\$0.00

You MUST distribute all the packages sold to the girls in your troop.

Clear All

CSHare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
0	16	6	12	8	45	36	12	1	2

Save and Go Back | Save and Distribute Sales

Once all booth location totals have been entered scroll to the bottom of the page and click Distribute Total Booth Sales.

CSHare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS
0	16	6	12	8	45	36	12	1

TOTAL BOOTH SALES: \$692.00 | TOTAL PACKAGES SOLD: 138

Distribute Total Booth Sales

Select the girls who will receive booth credit and click Continue. The packages are evenly divided by variety for each girl. Distribute any leftovers between girls and click save. You can also edit allocation to each girl as desired as long as all varieties are distributed.

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold. All

Search

- Allison Thomas
- Autumn Cook
- Caitlin Blackwelder
- Maryssa Backstrom
- Moir Healy
- Natalie Shepard

Cancel | Continue

4 Girls

GIRL NAME	CSHare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Allison Thomas	0	4	1	3	2	11	9	3	0	0	33
Autumn Cook	0	4	1	3	2	11	9	3	0	0	33
Caitlin Blackwelder	0	4	1	3	2	11	9	3	0	0	33
Maryssa Backstrom	0	4	1	3	2	11	9	3	0	0	33
Packages left to Distribute	0	0	2	0	0	1	0	0	1	2	6
Troop Total	0	16	4	12	8	44	36	12	0	0	132

Cookies allocated to girls using Smart Booth Divider will display on the girl dashboard under Booth and will not add financial responsibility for the girl. Cookie share packages reported on the Smart Booth divider will be credit to girls as cookie share sales and a virtual cookie share order is created for the troop. No additional steps are required.