

## **Quick Bites**



### **USING THE SMART BOOTH DIVIDER**

All physical packages sold at Booth Sales must be divided among the girls. The Smart Booth Divider feature easily assists you in distributing booth sale packages to all the girls who participated, in one simple transaction.

### There are 2 options:

- Distributing a single booth
- Distributing all booths at one time.

Instructions for both methods are on the following pages.

Most troops will distribute a single booth, soon after it is over to keep girl's total sales up-to-date and troop inventory current.

It is important to note that booth cookies are credited to a girl's package sales for purposes of patches, rewards and sales totals. Booth packages do not impact her balance due to the troop.

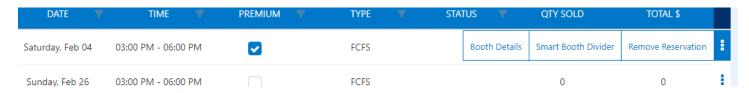


# Quick Bites

### Smart Booth Divider - Single Booth

Watch this video: Smart Booth Divider - YouTube Video or follow the steps below.

Log into Smart Cookies and navigate to Booths>My Reservations. Locate the booth you will divide and click the three dots to open the menu. Click Smart Booth Divider.



Enter the number of packages sold by variety and click Save and Distribute 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 as desired between girls and click save.



Cookies allocated to girls using the Smart Booth Divider will be shown on the girl dashboard under Booth and will not add financial responsibility for the girl. Cookie Share packages reported on the Smart Booth divider are credited to girls as Cookie Share sales and a virtual Cookie Share order will be created for the Troop. No additional steps are required.

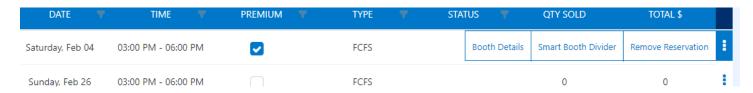


## **Quick Bites**

#### Smart Booth Divider – Distributing All Booths

Watch this video: Smart Booth Divider - YouTube Video 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.



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



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



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 are credited to girls as Cookie Share sales and a virtual Cookie Share order is created for the Troop. No additional steps are required.