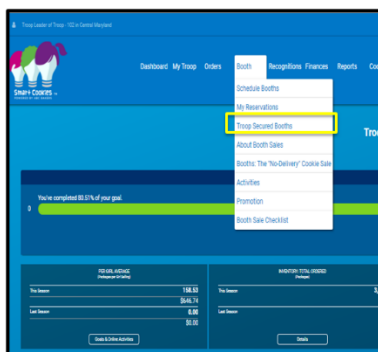




Quick Bites



Troop Secured Booths

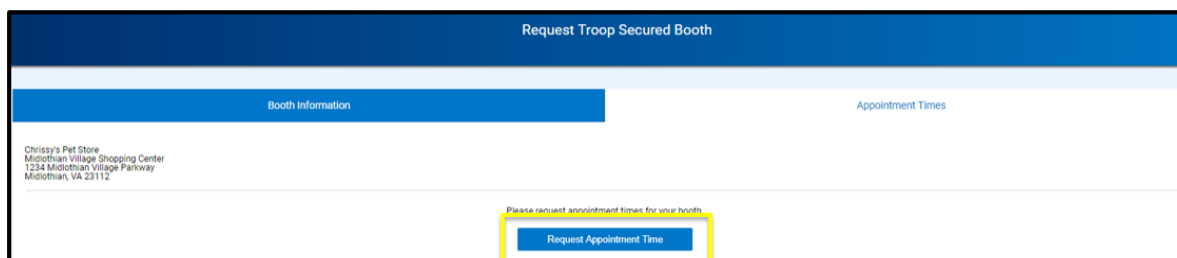
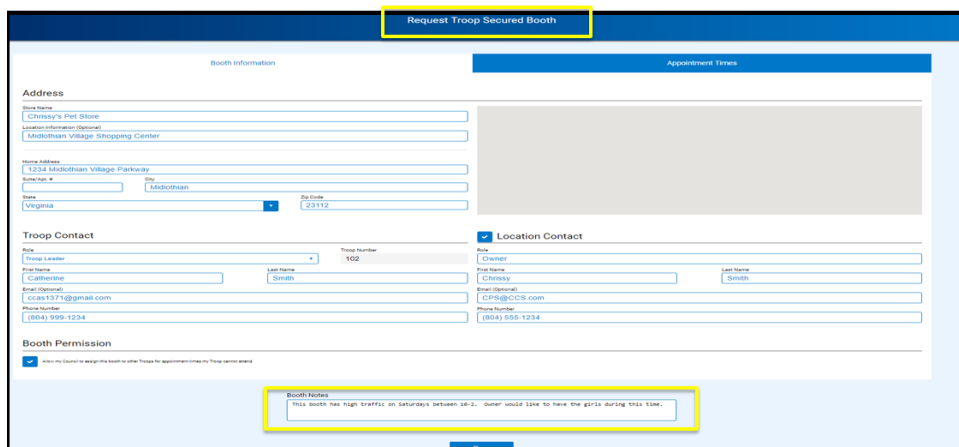
View this video: [Troop Secured Booth Video](#) or follow the instructions below.

Log into Smart Cookies and navigate to Booth>Troop Secured Booth.

Fill out all the required information on the **Booth Information Tab**. All fields marked with an asterisk are required fields. The Troop contact field will default to the user creating the entry.

The Booth Permission box will allow the council permission to assign another Troop to the location in the event the requesting troop cannot attend the booth. If the box is not checked, other Troops cannot be assigned to the location.

After all information is complete, click on the **Request Appointment Time tab**.



Click Request Appointment Time

Select the date and time for the booth request. If multiple dates and times are desired, click save after each date and time is entered and repeat for each additional day and/or time.

Requested booths will appear on the **Booth>My Reservations** tab in Smart Cookies. Status will display as requested, approved or denied.

Troop contact will receive an email when the requested booth is approved or denied.

