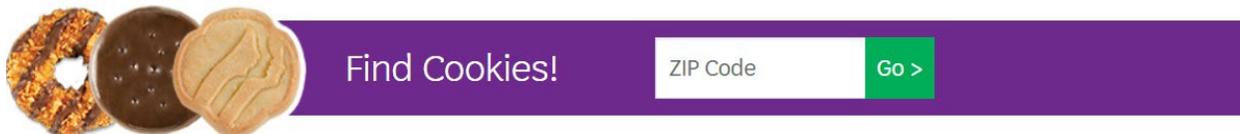
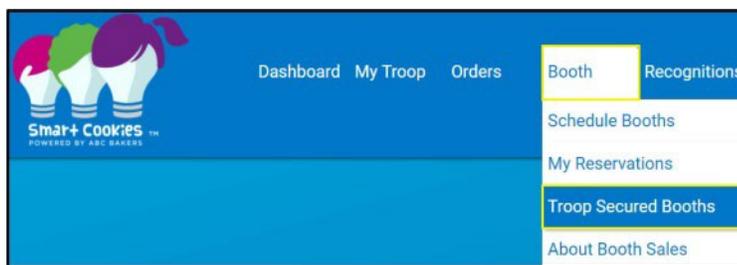


## Reserve a Troop-Secured Booth

Troop-secured booths are located at stores that Troops have contacted and requested to sell. These booths need to be requested in Smart Cookies at least 3 days in advance so that we can make sure there aren't any timing conflicts with another Troop and the location follows the Cookie Booth Policies. You will receive an email once your booth request has been approved or denied. We thank you for your patience as we process many awesome booth locations at the beginning of the sale! Once it is approved, your booth's location will be included in the GSUSA Cookie Finder feature which is linked from [Cookie Central](#).



1. Log into Smart Cookies, go to the Booth tab, and select Troop Secured Booths



2. Fill out the form (location contact information is optional) and click **Save** at the bottom of the screen.
3. On the next screen, click **Add Appointment Time**



Please add appointment times for your booth.

Add Appointment Time

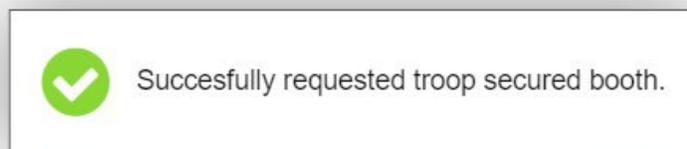
4. Fill out the time and date information
5. Click Save

6. If you want to request multiple time spots, click Request Appointment Time again and refill the pop-up screen. Once all times have been entered for that location, click **Save** at the bottom of the screen.

DATE	TIME	BOOKING STATUS	ACTIONS
2023-03-04	10:00 AM - 12:00 PM	PENDING	Add Appointment Time

Go to Troop Reservations Save

7. After you click Save, a green checkmark confirmation box will appear at the bottom of your screen



- To see submissions and their status, go to My Reservations under the Booth tab on your dashboard.
- If you would like to enter additional times for this booth location after your initial request, go to My Reservations under the Booths tab, find your booth location listing, scroll all the way to the right and click the three dots. You'll then click **Booth Details**.

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
Friday, Feb 24	09:30 AM - 12:30 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0	⋮
Wednesday, Mar 01	09:00 AM - 10:00 AM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0	⋮
Saturday, Mar 04	10:00 AM - 12:00 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0	Booth Details Remove Reservation ⋮
Saturday, Mar 11	08:00 AM - 07:30 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0	⋮

< 1 2 >

- You will then be brought to the Booth Information page for the booth you selected. You can either click **Appointment Times** next to Booth Information or scroll down and click **Next**. You will be brought to the same page that where you originally added appointment times. Click **Add Appointment Time**, fill out the date and time range, click **Save**. Once you finish adding your additional times, click **Save** at the bottom of the screen again and make sure you receive the green checkmark confirmation box (same as steps 4-7 above). **Note: Please allow 3 days for your Troop secured booth request to be approved.**

Booth Information
Appointment Times

SE  
55414

DATE	TIME	BOOKING STATUS	ACTIONS
2023-03-04	10:00 AM - 12:00 PM	PENDING	Add Appointment Time

Go to Troop Reservations
Save