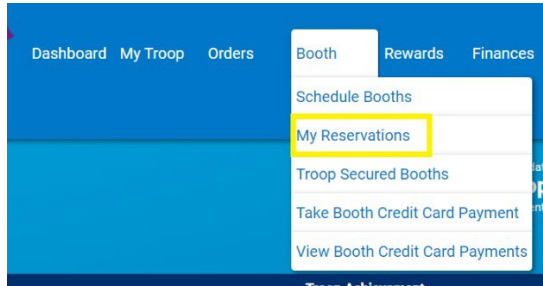


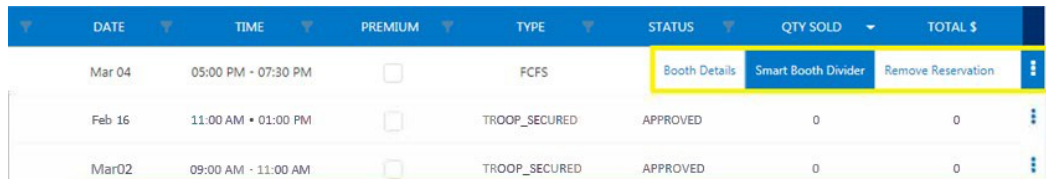
## Entering Booth Sales with the Smart Booth Divider

The Smart Booth Divider is an easy way to distribute credit for booth packages sold to multiple Girl Scout's quickly and evenly. The girls are not financially responsible for packages sold through the Smart Booth Divider, but they will be provided the credit to go toward their rewards. Using the Smart Booth Divider also provides River Valleys with important data about booth activity that can be used for future booth sales.

1. Log into Smart Cookies, go to the Booth tab, and select My Reservations

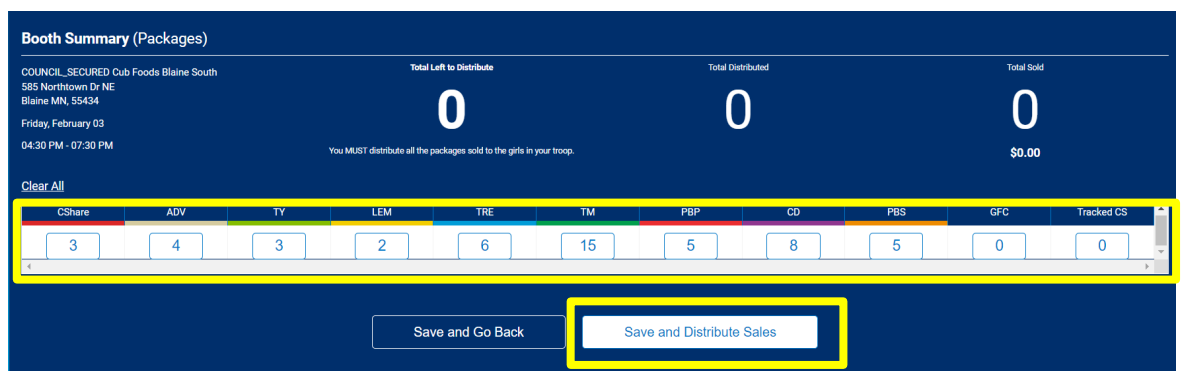


2. Use the Search feature to find the desired booth request or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths. **Note: This scroll bar only appears when your mouse is hovering inside the list of booth reservations.**
4. Click on the three vertical dots on the far right to view booth details and select Smart Booth Divider



DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Mar 04	05:00 PM - 07:30 PM	<input type="checkbox"/>	FCFS	<a href="#">Booth Details</a> <a href="#">Smart Booth Divider</a> <a href="#">Remove Reservation</a> <span>⋮</span>		
Feb 16	11:00 AM - 01:00 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0
Mar02	09:00 AM - 11:00 AM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0

5. Enter the quantities sold in packages by variety.



**Booth Summary (Packages)**

COUNCIL\_SECURED Cub Foods Blaine South  
585 Northtown Dr NE  
Blaine MN, 55434  
Friday, February 03  
04:30 PM - 07:30 PM

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

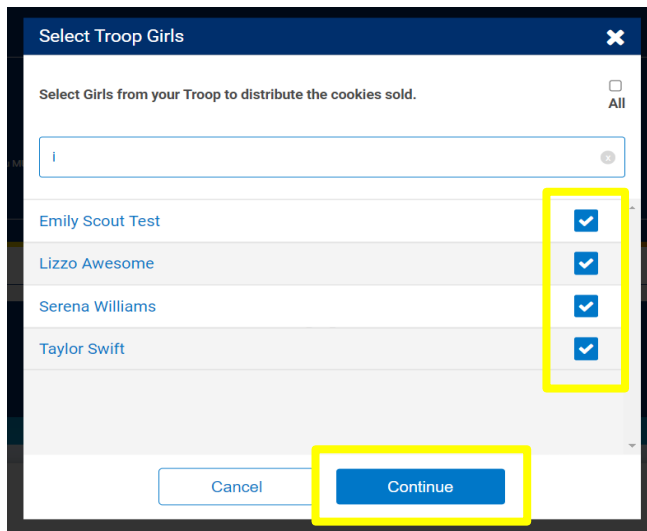
Total Left to Distribute: 0  
Total Distributed: 0  
Total Sold: \$0.00

Clear All

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	Tracked CS
3	4	3	2	6	15	5	8	5	0	0

[Save and Go Back](#) [Save and Distribute Sales](#)

6. Click the Save and Distribute Sales



7. Select those who sold at the booth. Click **Continue**.
8. The packages will automatically divide evenly between all individuals selected. **Note: If there are any varieties that were not able to be distributed evenly, they will be highlighted red. Manually distribute the remaining packages to girls so each variety has zero packages left to distribute.**

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	Tracked CS	PACKAGES SOLD
Emily Scout Test	1	1	0	0	2	4	1	2	1	0	0	12
Lizzo Awesome	1	1	1	0	1	4	1	2	1	0	0	12
Serena Williams	1	1	1	1	2	3	1	2	1	0	0	13
Taylor Swift	0	1	1	1	1	4	1	2	1	0	0	12
Packages left to Distribute	0	0	0	0	0	0	1	0	1	0	0	2
Troop Total	3	4	3	2	6	15	4	8	4	0	0	49

9. Click **Save**
10. You will see a green check confirmation message appear. Smart Cookies will automatically transfer the appropriate quantity of each variety to the girl and can be viewed on the **Manage Orders Page**. **Note: If you don't immediately see the confirmation message, allow the webpage some time to load before clicking Save again. Clicking save multiple times can create duplicate transfers to girls.**

