

Requesting a New Sale Date and Time at an Existing Booth Sale Location

Once a Booth sale location is entered for the first time using the “Troop Secured Booth” function in Smart Cookies, to request additional dates and times at that same location is a different process. Below is a breakdown of the steps needed to take to add these dates and times to an existing Booth location:

1. Log into Smart Cookies as a Troop user and hover over “Booth”, then click “My Reservations”
2. On the “Troop Reservations” page, scroll down to where the existing booth sale(s) are located:

3 Results



Show Confirmed Reservations Show Pending or Denied Reservations Booths left to distribute

STORE	ADDRESS	CITY	ZIP CODE	DATE
Test Store	1 Main St	Andover	01810	Monday, Dec 30
COBS - Test Site	111 Main Street	Andover	01800	Saturday, Jan 04
COBS - Test Site	111 Main Street	Andover	01800	Friday, Jan 17

3. Scroll to the far-right using the gray bar below the last booth sale listed:

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Monday, Dec 30	10:00 AM - 02:00 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0
Saturday, Jan 04	08:00 AM - 12:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0
Friday, Jan 17	08:00 AM - 12:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0

4. Click the three stacked boxes on the far-right, and click “Booth Details”:

TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
10:00 AM - 02:00 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0

Booth Details Remove Reservation

5. On the “Troop Secured Booth” page that appears, click on the “Appointment Times” tab:

← To Troop Reservations

Troop Secured Booth
Eastern Standard Time

Booth Information Appointment Times

- On this tab, confirm you have the correct location selected (under “Booth Information”), then click the “Add Appointment Time” button to add a new date and time to the existing location (the prior sale dates and times will appear from requesting before):

Booth Information

Appointment Times

Test Store
1 Main St
Andover, MA 01810

Add Appointment Time

DATE	TIME	BOOKING STATUS	ACTIONS
2024-12-30	10:00 AM - 2:00 PM	PENDING	Edit Delete

- In the window that appears, select the date, start and end times, and AM/PM for the new booth sale request:

Add Appointment Time X

1. Pick a Date

February 2025

S M T W T F S

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28

2. Pick your appointment time

Start time

AM PM

10:00

End time

AM PM

02:00

Save

- Click “Save” in this window to close it (you should now see the new request listed with any other requests at this location). Make sure to click “Save” on this page also for it to be entered into the Council’s approval queue.

Important! To confirm the new booth sale request was added to the queue, you can go to “Booth” -> “My Reservations” and scroll down to the table listing the booth sales to see if it is listed there. If it is not, an error was made with the submission, or there was a technical issue with Smart Cookies. Please contact customercare@gsema.org if you encounter any technical issue.