



Smart Cookies – Scheduling a Booth in a Lottery

Instructions:

- Log on to abcsmartcookies.com
- Hover over the Booth tab and click on Schedule Booths

Selecting a location:

- A. At the top of the page, Council has pre-populated the time frame for when the Booth can be requested.
- B. The number of premium and non-premium locations that can be selected in the current Lottery process is indicated at the top of the page.
- C. Both the lottery and FCFS (First Come First Serve) booths will be displayed on the map. Purple locations are the ones available for the lottery.
- D. Click on the desired purple location from the list on the left.
- E. You can either scroll up and down through the list of booths, use the search field option, or select the choice of filters above the map to narrow down to a specific location.

Selecting a date and time:

- A. Once the location has been selected which will appear at the top of the screen, you will need to click on the desired month and date.
- B. The available dates will be highlighted and when the date is available, the appointment time slots to choose will appear to the right of the calendar.
- C. Click on an alternate date if needed and select the desired time frame.
- D. Click save
- E. Once saved, the following message will appear at the bottom of the screen: "You have successfully requested this Lottery Booth"
- F. Repeat the same steps for all desired locations.
- G. If a time slot has already been selected, the following message will appear: "Timeslot already requested by the Troop"
- H. Once the limit for booth selections has been reached, the following message will appear at the bottom of the screen: "The maximum number of Lottery selections have been saved. Please review your selections in troop reservations"
- I. Go to "My Reservations" to view all selected requests by reservation type

Review the selected reservations:

- A. The "My Reservations" screen shows all Lottery requests
- B. If a location has been chosen in error, click on the 3 dots on the far right of the booth entry on the grid, and click on "Remove Reservation"
- C. A confirmation message will appear to either Go Back or Delete Forever because the booth request cannot be retrieved once deleted. If accidentally deleted, you would need to go back through the selection process from the beginning to rebook that booth request.

- D. Email notifications will be sent to the Troop's contact email address confirming the booth assignment after the lottery has been completed.
- E. Booth information will be populated on the GSUSA booth finder app available to consumers to locate booth sales in their neighborhoods

Lottery Completed:

- A. If your troop wins a booth in the lottery the troop will receive a confirmation email.
- B. Any booths won in the lottery will be under Booth, My reservations
- C. Once the lottery is run, if your troop did not win, the request goes away. If a second lottery is run, you will need to request again.

Types of booths:

- A. Council – Service Unit sent to council
- B. Lottery: Entered but hasn't been pulled
- C. Lottery Win: You won and need to attend