

Troop Virtual Booths – Set Up

View this video: <https://www.youtube.com/watch?v=x9SgWQBgiyA> 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. Be sure to check the Virtual Booth Box. All fields marked with an asterisk are required fields.

The troop contact field will default to the user creating the entry.

If a booth is paired with an existing traditional booth in Smart Cookies, put a “V” at the end of the store name. This will ensure the system recognizes it as a valid location. After all information is complete, click on the Request Appointment Time tab.

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.

Virtual booths will appear on the Booth>My Reservations tab in Smart Cookies.

The final step to activate the booth is to set up the start date and end dates for accepting orders. Navigate to My Troop>Troop Information. Enter the start and end dates. You can also indicate if your troop will deliver orders. Once the dates are entered you can copy your link and/or QR code.

Troop Cookie Link (Facilitates Pre-Pay/Pick Up and troop delivered orders)

Please set the Begin date and End date for your troop's virtual booth sale. Once these dates are saved, your virtual booth link will appear at the bottom to share with your friends and family via email or social media.

Begin accepting sales:

End accepting sales:

Allow delivery for Virtual Booth Sale?

Yes No

<https://uatapp.abcsmartcookies.com/#/virtual-booth-landing/083d592b-0f1a-ec11-981f-a04a5e56c69b>

Copy Link

Print handout

Select link by clicking Copy Link.
Go to where you want to paste it, right click, choose PASTE.