

How to Enter Troop Secured Booth in Smart Cookies:

TROOP SECURED COOKIE BOOTHS

Businesses not on the council sponsored booth list can be contacted by troops directly. Troops will need to receive permission and confirm the date and time of their cookie booth with the business. Consider grocery stores, salons, banks, fitness clubs, retail stores, gas stations, churches, sporting events, specialty stores, etc. **NOTE: Cookie booths may not be set up in front of locations/businesses that girls cannot legally enter/patronize.** (Examples: liquor stores, bars, etc.)

All troop secured booth information must be entered into Smart Cookies for council approval. Entering your booth into Smart Cookies allows your troop to utilize the credit card platform ABC provides. It also will add your booth to the online Girl Scout Cookie Finder, a website and app that enables customers to search for cookie sales near a specified location.

How to enter troop secured booth into Smart Cookies:

1. Click on the BOOTH tab and select TROOP SECURED BOOTHS.
2. Complete the booth information (required fields are marked with a red asterisk) and click save.
3. Select Request Appointment Time, choose your booth's date and start/end times, and click save. For multiple times, repeat these steps. This completes your request.
4. To check the status of your request: Click BOOTHS and select MY RESERVATIONS. Booth will show pending status until the council approves. You will receive an email from Smart Cookies once your booth is approved or denied. If not approved, the Product Sales Director will contact you.

More Information about Troop Secured Booths

- Some businesses require proof of insurance. Contact cookies@girlscouts-gssi.org or (812) 421-4970 to request this information; please allow two (2) weeks for request processing.
- **NOTE: Do not call radio/TV stations or newspapers regarding your booths.** GSSI's media team submits press releases and schedules media appearances on multiple news outlets across the council area throughout the cookie program.

It will work like this: troop-secured booths will be put into Smart Cookies, the council will approve that booth, and then the troop will receive an email notification. Troops will use Digital Cookies to take any credit card payments at a booth. They will log into their Digital Cookie account and when putting in the payment, they will make sure to select the cookie booth that they are at.

You DO NOT have to put in your lottery or first come, first serve booths. These have been automatically added to your troop reservations. If you need to cancel any of your lottery or first come, first serve booths, please make sure to let the cookie department know at cookies@girlscouts-gssi.org.