

Adding a First Come, First Serve Booth

1. Log on to www.abcsmartcookies.com
2. If you successfully add a First Come, First Serve (FCFS) booth the main contact listed under Troop Information (under the My Troop tab) will receive a confirmation email from noreply@abcsmartcookies.com.

You are welcome to edit this area before you secure a booth.

3. Go to the Booth tab and choose Schedule Booths
4. Click on the desired location on the list on the left.

SMART TIP:

If you use the search field enter a store name or city; the zip code feature does not work well.

5. A calendar will open and available dates will be highlighted. Click a date to see what time slots are available. If you see a time slot that works for you click it and it will turn blue.
6. Click SAVE to secure the spot. A pop up box indicating that the reservation was received will appear.

To cancel a secured booth:

Go to Booth tab and choose My Reservations.

Click on the hamburger menu (☰) on the far right (you may have to reduce your image to 90%).

Click on Remove Reservation and confirm by clicking Delete Forever. You no longer have this reservation. Email notification is also sent.

If you would prefer to run a report of all available booths for a time range vs looking at each location you can do so by running a report.

1. Go to the Reports tab and click Current from the list.
2. Under Report Categories click Booths
3. Under Reports click Available Booth Summary
4. Click Go To Report
5. You can choose a location or leave as All to see All
6. Enter a begin date and end date
7. To create a sortable report change View Type to Text_Excel
8. Click View Report