



# Giving Girls Credit for Booth Sales

## Using Smart Divider

To use the Smart Divider, your booth must be listed in Smart Cookies. If you need assistance with adding your booth, refer to the Cookiegram on Booth Sales or page 25 of the 2020 Troop Cookie Manager Handbook.

By entering cookies in the Smart Divider you're crediting the girl for packages that she is not financially responsible for. The instruction below is for distribution after a single booth.

1. Hover over Booth and choose My Reservations.
2. Click the booth you are distributing cookies for. Do this by scrolling. 'Click Booths Left to Distribute' to filter the booths that do not have cookies distributed.
3. At the far right of the row, click on the three dots on the far right; a tab will extend.
4. Click on Smart Booth Divider.
5. Verify the booth is correct. If it isn't click the back arrow to change the booth.
6. Enter the number of packages sold, by variety, at the booth.
7. Click Save and Distribute button.
8. Click Select Troop Girls (next to Save & Distribute) and select girls that you wish to include in the distribution (click on the box to the right of their names.)
9. Girls selected appear on the grid and the divider will distribute as evenly as possible. Any remaining packages will need to be manually distributed. To do this in Smart Divider, edit the boxes.
10. Once complete, click save. You'll receive a confirmation package and all packages will show as distributed.