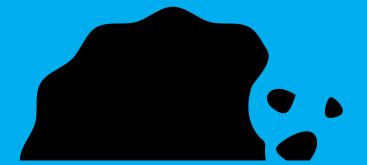# CREATING TROOP SECURED VIRTUAL BOOTH EVENTS (Troop Booth Links)

How to set up a virtual booth event and manage the orders

girl scouts
cookie program | ABC BAKERS

Troop Secured Virtual Booth Events

What's a Virtual Booth Event and how does it work?

What is a Troop Secured Virtual Booth Event?

A Troop secured virtual booth event allows customers to order and pay for delicious Girl Scout cookies via credit card in advance of a pick up event to be held at a designated location on a pre-determined date and time

Easy. Safe. Touchless transactions.

Here's how it works – Troop experience

- Troops will secure and set up a location, date and time where customers can pick up their cookie orders drive thru style!

- The Troop volunteer sets up the event information in Smart Cookies and shares the Virtual Troop Booth link via email, text or social media

- Consumers will access the Troop link from which they can make their cookie selections and pay for their order via credit card

- Troop volunteers must approve all virtual booth event orders received

- The customer is notified that their order has been approved for pickup and their credit card has been charged

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Here's how it works – Girl Experience

▪ The Troop volunteer works with the Troop girls to review the approved orders to be packed and labeled for pickup

▪ The Troop sets up their booth at the designated location on the planned date and time

▪ Customers drive (or walk) up to the booth, show proof of ID and the order is placed on a table for pick up or is placed in the vehicle

NOTE: Please follow all GSUSA Safety Activity Checkpoints

▪ The Troop credits the girls for the sales using the Smart Cookies Virtual Booth Divider

Things to consider…..

- **Safety** is our number one priority when participating in cookie sale activities. Just as a traditional booth sale can help you reach customers that extend beyond friends and family, the virtual Troop secured booth sale can provide the same experience. Consider pick up locations that are safe and secure, well lit and allow for an easy flow of vehicle and/or foot traffic in well traveled areas

- Consider how you'll share your Virtual Troop Booth link. Home owners association websites, churches, businesses, social groups or locally planned event websites offer great opportunities to advertise a Girl Scout virtual booth sale event. Ask to participate in a planned event and provide your Troop Booth link to be advertised along with other event details

- Your virtual booth link can be associated with a traditional booth sale allowing for pre-sales that you can have ready for pick up
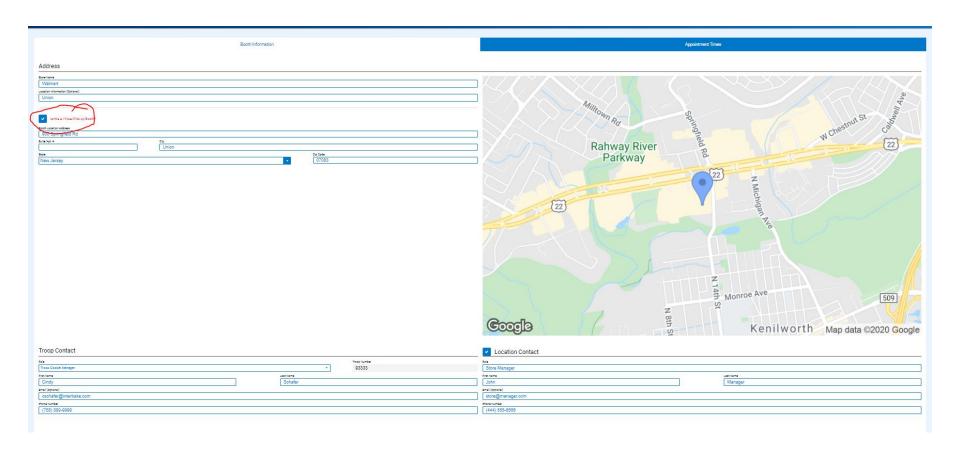
Other options to carefully consider....

- Your Troop Booth Link can be shared via email, text or social media. Requests for delivery of orders can be added as a option with your Troop Booth Link. Consider the use of social media and how far reaching the results may be. Social media posts can extend far beyond your reasonable delivery area which might generate orders that you would be unable to deliver if you are offering delivery as an option with your Troop link. Sending your link via Facebook messenger to specific contacts might be the better option

- When delivery is activated, ALL currently posted pick-up locations will also show delivery as an option. You'll want to use the delivery feature specifically for those orders that are within a reasonable distance for you. For example, a local business contact would like to purchase cookies for their employees through your Troop. You can create a virtual booth event for the business and enable the delivery feature. The business can place their order for delivery. Your Troop receives the credit which you can then transfer on to your Troop girls. You will be able to cancel any delivery request you do not want to fulfill
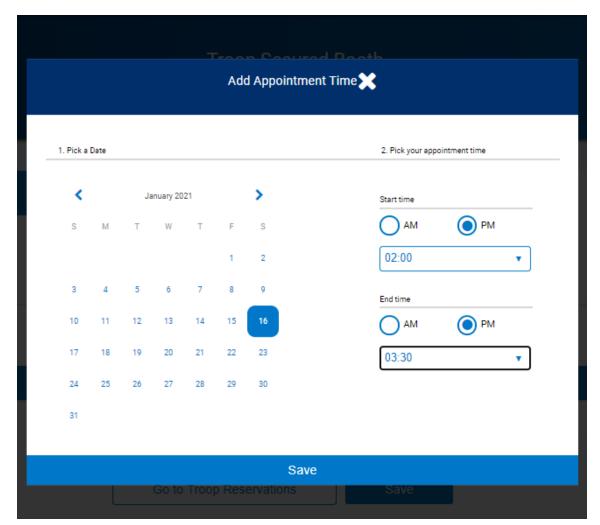
Troop Secured Virtual Booth Set-up

How to create the Troop Secured Virtual Booth Event

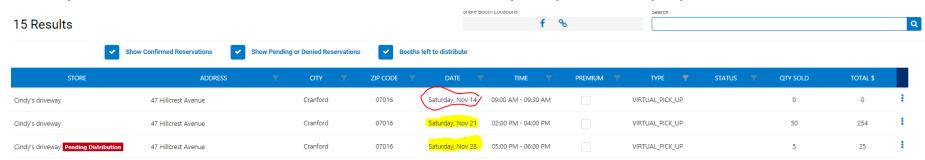# Add Event Date and Time

Creating Multiple Events
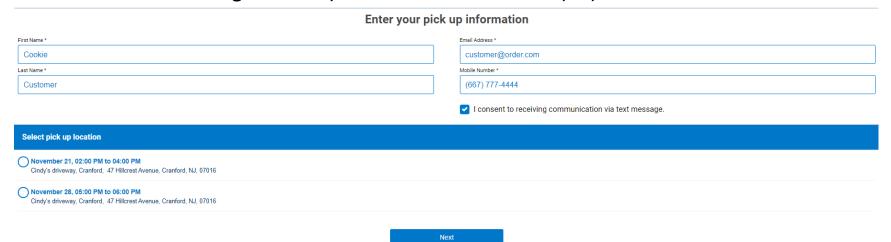
Multiple Virtual Booth Events created for the customer to select pick up from on 11/10/20

Share Booth Locations   Search

15 Results

☑ Show Confirmed Reservations   ☑ Show Pending or Denied Reservations   ☑ Booths left to distribute

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL $
Cindy's driveway	47 Hillcrest Avenue	Cranford	07016	Saturday, Nov 14	09:00 AM - 09:30 AM	☐	VIRTUAL_PICK_UP		0	0
Cindy's driveway	47 Hillcrest Avenue	Cranford	07016	Saturday, Nov 21	02:00 PM - 04:00 PM	☐	VIRTUAL_PICK_UP		50	254
Cindy's driveway **Pending Distribution**	47 Hillcrest Avenue	Cranford	07016	Saturday, Nov 28	05:00 PM - 06:00 PM	☐	VIRTUAL_PICK_UP		5	25

Customer view when clicking on the Troop Virtual Booth Sale link on 11/15/20

Enter your pick up information

First Name *
Cookie

Email Address *
customer@order.com

Last Name *
Customer

Mobile Number *
(667) 777-4444

☑ I consent to receiving communication via text message.

Select pick up location

○ **November 21, 02:00 PM to 04:00 PM**
Cindy's driveway, Cranford, 47 Hillcrest Avenue, Cranford, NJ, 07016

○ **November 28, 05:00 PM to 06:00 PM**
Cindy's driveway, Cranford, 47 Hillcrest Avenue, Cranford, NJ, 07016

Next

My Reservations

Setting up dates to accept orders

Troop Virtual Booth

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
11/4/2020

End accepting sales
2/18/2021

Allow delivery for Virtual Booth Sale?

○ Yes ● No

https://uatapp.abcsmartcookies.com/#/virtual-booth-landing/afd2f4a8-b2ad-440e-80aa-3ad326ed30a3   **Copy Link**

Select link by clicking Copy Link.
Go to where you want to paste it, right click, choose PASTE.
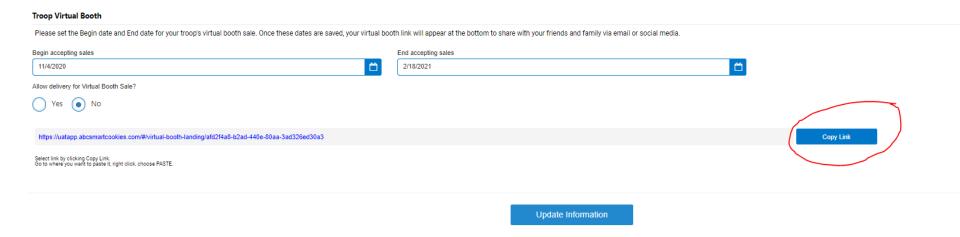
Orders via your Troop virtual booth link can only be placed between these dates. You may change these dates at any time
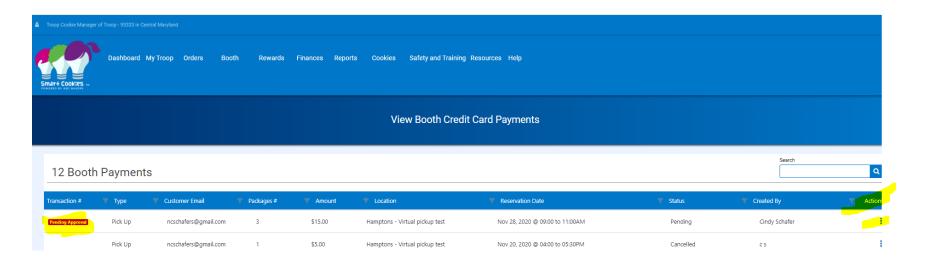Reset the dates for each planned event

Share your Troop Virtual Booth Link

Troop Virtual Booth

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
11/4/2020

End accepting sales
2/18/2021

Allow delivery for Virtual Booth Sale?

○ Yes   ● No

https://uatapp.abcsmartcookies.com/#/virtual-booth-landing/afd2f4a8-b2ad-440e-80aa-3ad326ed30a3   **Copy Link**

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

Update Information

- Email
- Text
- Social Media
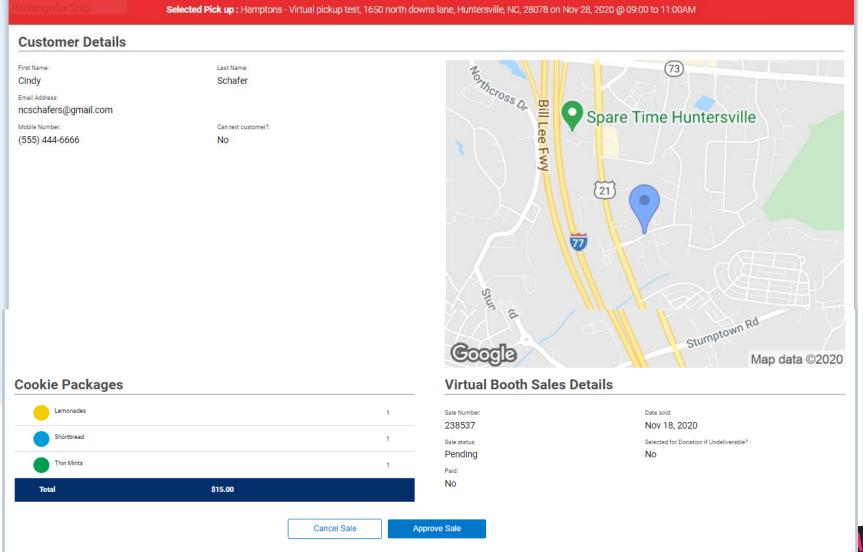
Review orders received

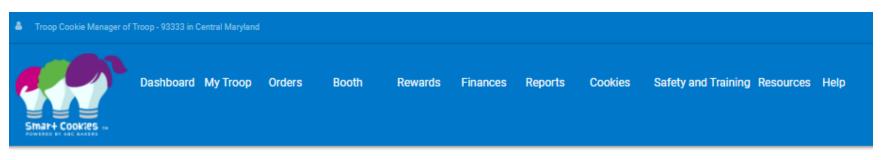- Click on the ellipsis under the Action button to open the order and review it

Approve or cancel the sale

Selected Pick up : Hamptons - Virtual pickup test, 1650 north downs lane, Huntersville, NC, 28078 on Nov 28, 2020 @ 09:00 to 11:00AM

Customer Details

First Name:
Cindy

Last Name:
Schafer

Email Address:
ncschafers@gmail.com

Mobile Number:
(555) 444-6666

Can text customer?:
No

Spare Time Huntersville

Google   Map data ©2020

Cookie Packages

🟡 Lemonades		1
🔵 Shortbread		1
🟢 Thin Mints		1
Total	**$15.00**	

Virtual Booth Sales Details

Sale Number:
238537

Date sold:
Nov 18, 2020

Sale status:
Pending

Selected for Donation if Undeliverable? :
No

Paid:
No

Cancel Sale   Approve Sale

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Order report – preparing your orders

Sort your orders by location and date

Type	Transaction#	CreatedUser	CustomerEmail	CustomerMobileNumber	CanTextCustomer?	Amount	Location	Address	ReservationDate	ReservationTimeSlot	Status	TimeStamp	CShare	TY	SMR	LEM	SB	TM	PBP	CD	PBS	GFC	Total
Pick Up		Chris McDaniel	customer@email.com	8042398115	No	10	Hamptons - Virtual pickup test	1650 north downs lane, , Huntersville, NC, 28078	11/20/2020 12:00:00 AM	04:00 PM to 05:30 PM	Approved & Paid	10:14:32	0	2	0	0	0	2	0	0	0	0	4
Pick Up		c s	customer@email.com	5555555555	Yes	20	Hamptons - Virtual pickup test	1650 north downs lane, , Huntersville, NC, 28078	11/20/2020 12:00:00 AM	04:00 PM to 05:30 PM	Approved & Paid	16:29:42	0	1	0	0	0	1	1	1	0	0	4
Pick Up		cindy schafer	customer@email.com	8887776666	No	10	Hamptons - Virtual pickup test	1650 north downs lane, , Huntersville, NC, 28078	11/20/2020 12:00:00 AM	04:00 PM to 05:30 PM	Approved & Paid	16:27:35	0	0	2	0	0	0	0	0	0	0	2
Pick Up	815750329	Chris McDaniel	customer@email.com	8042398115	Yes	15	Hamptons - Virtual pickup test	1650 north downs lane, , Huntersville, NC, 28078	11/20/2020 12:00:00 AM	04:00 PM to 05:30 PM	Approved & Paid	09:24:10	0	0	0	3	0	0	0	0	0	0	3
Pick Up	815945475	Chris McDaniel	customer@email.com	8042398115	Yes	10	Hamptons - Virtual pickup test	1650 north downs lane, , Huntersville, NC, 28078	11/20/2020 12:00:00 AM	04:00 PM to 05:30 PM	Approved & Paid	10:41:58	0	1	0	0	0	1	0	0	0	0	2
Pick Up	816737887	Cindy Schafer	customer@email.com	9083477081	Yes	75	Hamptons - Virtual pickup test	1650 north downs lane, , Huntersville, NC, 28078	11/20/2020 12:00:00 AM	04:00 PM to 05:30 PM	Approved & Paid	13:08:31	0	3	0	3	0	3	3	3	0	0	15
Pick Up	854460452	Cindy Regression	customer@email.com	9083477081	No	20	Hamptons - Virtual pickup test	1650 north downs lane, , Huntersville, NC, 28078	11/20/2020 12:00:00 AM	04:00 PM to 05:30 PM	Approved & Paid	01:12:51	2	0	0	0	0	2	0	0	0	0	4

- Report provides the detail on each order that needs to be filled
- Use this report to work with your Troop girls to fulfill each order
- Label and tag each order to make the easily identifiable and ready for pick-up
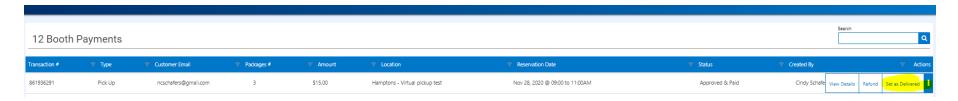
Managing order pick-up day!

- Load your pre-packed and labeled orders into your car

- Set up at your pick up location 10 minutes before pickups start. Be sure to have signage visible for customer to locate you.

- Orders will have been paid for when approved for pick up, no cash is needed for this event if you are just fulfilling preplaced orders

- Set your orders up so that you can find them easily as customers pull up in their vehicles or walk up

- The email order confirmation the customer receives advises them to bring ID or a copy of their order confirmation to identify themselves

- Check the ID and have the order available for the customer to pick up, or place the order in the customer's car if you are having curbside pick-up.

Marking orders as delivered

- Return to the Booth Menu and View Booth Credit Card Payments

- Locate the order, click the ellipsis under the Action heading and click on Set as Delivered

- The customer will receive an email confirming the order has been delivered

- The order status will change to delivered on the View Booth Credit Card Payments page

Crediting girls for Troop virtual booth sales

- Navigate to My Reservations, Booth events needing to be distributed will be highlighted
- Click on the menu under the action header

Highs	1329 Defense Highway	Gambrills	21054	Thursday, Mar 04	03:00 PM - 06:00 PM	☐	LOTTERY	WIN	0	0	⋮
Dollar Tree	1641 Crofton Center	Crofton	21114	Thursday, Jan 07	11:00 AM - 01:00 PM	☐	LOTTERY	WIN	0	0	⋮
Sunoco	1025 RT 3 N	Gambrills	21054	Monday, Nov 16	06:00 PM - 08:00 PM	☐	FCFS		0	0	⋮
Virtual pickup test **Pending Distribution**	1650 north downs lane	Huntersville	28078	Saturday, Nov 28	09:00 AM - 11:00 AM	☐	VIRTUAL_PICK_UP		3	15	⋮
Walmart	209 E Ridgeville Blvd	Mount Airy	21771	Thursday, Feb 18	04:00 PM - 05:00 PM	☐	VIRTUAL_PICK_UP		0	0	⋮
Walmart	900 Springfield Rd	Union	07083	Saturday, Jan 16	02:00 PM - 03:30 PM	☐	VIRTUAL_PICK_UP		0	0	⋮

Transfer credit to girls

Thank you!