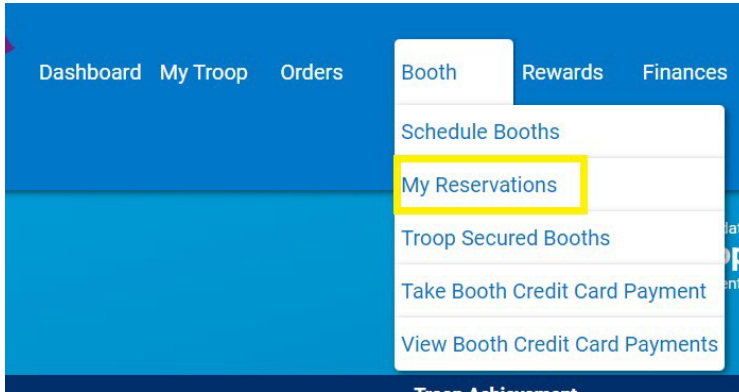


Review and Edit Booths

After you have reserved a booth, you can review and edit it using the following steps:

1. Log into Smart Cookies, go to the Booth tab, and select My Reservations



2. Use the Search feature to find the desired booth request (filters located to the right of each column heading, or scroll through the list shown)
3. Scroll to the right using the scroll bar under the list of booths. **Note: This scroll bar will only appear when your mouse is hovering inside the list of booth reservations.**
4. Click on the three vertical dots on the far right. Here you will be able to see Booth Details, enter sales in the Smart Booth Divider, or Remove a Reservation for Council and Troop Secured booths. **Note: If you find that your Troop will not be able to attend the booth, please cancel (Remove Reservation) as soon as possible. This opens it up for other Troops and prevents the public from seeing an unattended booth when using the Find Cookies feature on the River Valleys website.**

TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
10 PM - 03:00 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	243	1215	⋮
10 PM - 07:30 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	99	495	⋮
10 PM - 07:30 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0	Booth Details Smart Booth Divider Remove Reservation ⋮
10 AM - 11:30 AM	<input type="checkbox"/>	LOTTERY	WIN	0	0	⋮

5. Also on this page, the Type column will tell you what type of booth you have scheduled, and the Status column will tell you the status of your Lottery and Troop Secured booths. To add more times to your Troop secured booth, follow the steps outlined in the previous section of this guide (Reserve a Troop-Secured Booth, steps 9-10).