

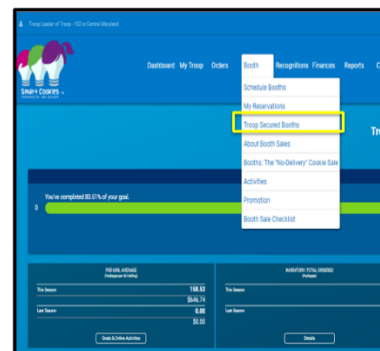


# Quick Bites

## Troop Secured Booths

View this video: [Troop Secured Booth Video](#) or follow the instructions below.

- Navigate to **Booth>Troop Secured Booth**.
- Fill out all information on the Booth Information Tab.
  - Required fields marked with an asterisk
- The Troop contact field will default to the user creating the entry.
- Placing a check in the Booth Permission box will allow the council to assign other troops to the location.
- Click Save
- Click on Request Appointment Times



- Select the date and time for the booth request.
- If multiple dates and times are desired, click save after each date and time is entered.
- Repeat for each additional day and/or time.
- Requested booths will appear on the **Booth>My Reservations** tab in Smart Cookies. Status will display as requested, approved or denied.
- Troop contact will receive an email when the requested booth is approved or denied.