



Booth Upload Process



Booth Upload Basics

- Booths can be uploaded using the ABC Booth Upload Template or can be manually added to Smart Cookies.
- The user uploading the template will “own” the booth and can edit the booth as needed. If a SU uploads the booth, the council can still edit the booths as needed
- The template can upload the following data:
 - Location
 - Available Dates and Times
 - Troop Assignments

More information on how to upload in the coming slides.

Preparing the Booth Template

It is recommended that a clean copy of the Booth Upload Template be used each time an upload is needed.

The ABC Booth Upload Template file can be found on gscookiesetc.org/cookies/service-unit under the SU Cookie Team Resources drop down menu.

This document is an excel file.

The spreadsheet contains sample data and helpful instructions.

LocationID	Status	Reserved for	Reserved Until	StoreName	LocationInformation	Address1	Address2	City	State	ZipCode
60	Active	S758	8/31/2017	Walmart	East entrance next to Flower Center	6010 Cottage Grove Rd	Suite 10	Madison	MO	65616
61	Active			Copps	Madison East Aberg Store #8178	2502 Shopko Dr		Madison	MO	65803
62	Active	DSoutheast Region	8/15/2017	Copps	Madison West Store 8114	620 S Whitney Way		Madison	MO	65201

Please note when preparing the template: the use of special characters is restricted to these common characters - & . \$! # () - ' / , Using any other characters will cause an upload error

Locations Tab - Field Data Requirements

Be sure to fill in all required fields. There are explanations of all fields in this PowerPoint.

Location ID (Col. A) required field

The LocationID should be entered using numbers that are sequential. If you use multiple templates, you can start each template with location ID one. The location ID is specific to the template and not associated with the location in Smart Cookies.

Status (Col. B)

Enter “Active” if you want the booth location to be to be active at the time of upload. If you do not want your booth visible to troops immediately, leave the field blank. You can still enter the date/time data. You will need to activate each booth manually if you do not activate at the time of upload.

Reserved for (Col. C) *Note: **Each Council determines if this feature will be used.** This field is associated with Col D and both fields must be populated if this feature is used.* Districts or Service Units can reserve booths specifically for their area. If a booth is entered and tagged to a specific District or Service Unit, only Troops in that District or Service Unit will be able to schedule a booth for that location. To populate this field, add a “D” or an “S” to the front of the District or Service Unit name as it is displayed in SMART COOKIES. Example: SServiceUnitName or DDistrictName

Reserved Until (Col. D) *Note: This field is associated with Col C. and must be populated with a date.*

This field is used with the “Reserved for” (Col C.) field. This sets the date limit that a location is reserved as specified in Col. C. After the date specified, the booths will be available to all troops in a council. If the booth should only be available to troops within a designated District or Service Unit throughout the entire sale, the date should be set to the end of the sale. Example: If you want ALL dates and times to be reserved for a SU or District during the lottery or a first come first serve round you must enter the end of sale date. If you wish to remove the reservation restriction after a lottery or FCFS round, the booth can be edited to remove the reservation

Locations Tab - Field Data Requirements continued

StoreName (Col. E) REQUIRED FIELD

Actual name of the store is entered into this field. *No special characters except: & . \$! # () - ' /,*

Example: Walmart or Smart & Final

LocationInformation (Col. F)

A more specific description of the location to distinguish from locations with the same store name. This can be a mall name, area of a town, subdivision etc. *No special characters except: & . \$! # () - ' /,*

Example "Walmart – Broad Street" or Stony Hills Shopping Plaza

Address1 (Col. G) REQUIRED FIELD

Physical street address is entered here. *No special characters except: & . \$! # () - ' /,*

Example: 2622 Mountain Road

Address2 (Col. H)

Additional address information is entered here

Example: Unit 25, Suite 200

City (Col. I) REQUIRED FIELD

Full city name. *No special characters except: & . \$! # () - ' /,*

State (Col. J) REQUIRED FIELD

Two character state abbreviation

ZipCode (Col. K) REQUIRED FIELD

Five digit zip code entry

Locations Tab - Field Data Requirements continued

BoothNotes (Col. L)

Include special instructions for the Troop here. There is a 250 character limit for this field, including spaces. This information will display in Smart Cookies for all users.

SpecialNotes (Col. M)

There is a 250 character limit for this field, including spaces. This information will display in Smart Cookies for users with Edit Booth access only.

CouncilContactRole (Col. N) REQUIRED FIELD

This field identifies the role of the council contact for this location. Roles available include Council, Service Unit, District, Troop. Any other information entered will result in an upload error

CouncilContactFirstName (Col. O) REQUIRED FIELD

First name of the council contact.

No special characters except: & . \$! # () - ' /,

CouncilContactLastName (Col. P) REQUIRED FIELD

Last name of the council contact.

No special characters except: & . \$! # () - ' /,

CouncilContactEmail (Col.Q)

Contains Council contact's email address.

CouncilContactPhone (Col. R) REQUIRED FIELD

Phone number should be entered in either format shown below. The location will be flagged as an error during the upload if these formats are not used.

Example: (999) 999-9999 or 999-999-9999

Locations Tab - Field Data Requirements continued

LocationContactRole (Col. S)

Enter the location contact role (example: store manager). Location Contact field is an Optional field.

No special characters except: & . \$! # () - ' /,

LocationContactFirstName (Col. T)

First name of the location contact. If the Location Contact First Name field is populated, the Location Contact Last Name and Phone Number fields must also be populated to avoid file upload errors.

No special characters except: & . \$! # () - ' /,

LocationContactLastName (Col. U)

Last name of the location contact. If the Location Contact Last Name field is populated, the Location Contact First Name, Last Name and Phone Number fields must also be populated to avoid file upload errors.

No special characters except: & . \$! # () - ' /,

LocationContactEmail (Col. W)

This field contains the location contacts email address. Location Contact Email is an Optional field.

LocationContactPhone (Col.V)

Phone number should be entered in either format displayed below. The location will be marked as an error during the upload if these formats are not used. Also, if the Location Contact Phone field is populated, the Location Contact First Name and Last Name must also be populated to avoid file upload errors.

Acceptable phone number formatting: (999) 999-9999 or 999-999-9999

Locations Tab - Field Data Requirements continued

IsPremium (Col. X)
Leave this field blank

IsLottery (Col. Y)
Leave this field blank

Times Tab - Field Data Requirements

LocationID (Col. A) REQUIRED FIELD

The Location ID on the Times tab for each date/time must match the Location ID entered for the corresponding booth on the Locations tab.

Months (Col. B) REQUIRED FIELD

Enter Month: Oct, Nov, Dec, Jan, Feb, Mar, Apr, May

If using multiples, separate with a comma.

Days (Col. C) REQUIRED FIELD

Enter day name or date if same hours are available over multiple days.

Example: Mon, Tue, Wed, Thu, Fri, Sat, Sun or 5,6,12,13 Separate with commas.

Time Range Start (Col. D) REQUIRED FIELD

Insert start time for the booth location.

Example: 8 am or 08:00 am, 8 pm or 08:00 pm.

Time Range To (Col. E) REQUIRED FIELD

Insert end time for the booth location.

Example: 8 am or 08:00 am, 8 pm or 08:00 pm.

Times Tab - Field Data Requirements continued

Length (Col. F) REQUIRED FIELD

Enter the length of each booth slot in minutes

Example: 30 min = 30
 1 hour = 60
 2 hours = 120;
 2.5 hours = 150
 3 hours = 180;
 4 hours = 240, etc.

The minimum booth sale time length is 30 minutes. Create booth sales of equal lengths for easy and efficient entry.

Troop# (Col. G)

Assigns to the booth location timeslot. Must match the Troop # in Smart Cookies. Example: 1234 If a Troop # is added to a location with multiple dates and time slots, the upload process WILL assign the Troop to ALL of the listed dates and times.

NOTE: Troop numbers cannot be assigned to a booth reservation through the upload file process once the location exists in Smart Cookies. Once a location is already entered, assigning Troops must be manually done.



How to Upload?

Upload Location / Time slots

Navigate to Booths > Manage Booths. Click on Upload Location/Time slots link as shown

Manage Booths

30 Booths

Upload Location / Time slots

Locations and Dates/Time slots uploaded here.

Search By

All

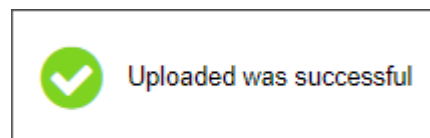
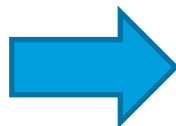
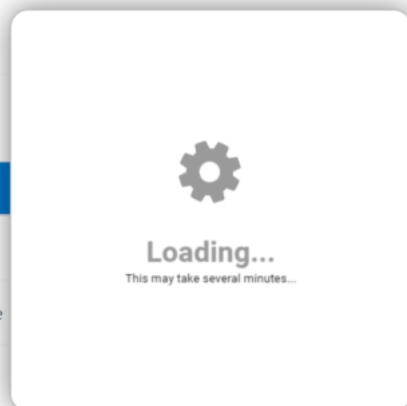
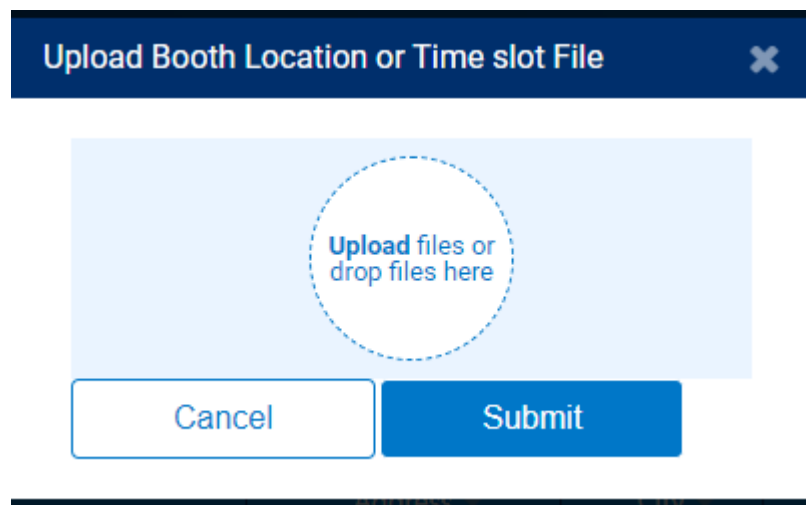
Search

Create Booth

Active	Store Name ▼	Location ▼	Address ▼	City ▼	Contact ▼	Reserved For ▼	Reserved Until ▼	Premium	Lottery	
☒	Bosco's	White Marsh Mall	8200 Perry Hall Blvd	White Marsh	Chris McDaniel			☐	☐	⋮
☒	Canton Car Wash	White Marsh	10051 Franklin Square Drive	Nottingham	Chris McDaniel	SU McD 001	2018-01-31	☒	☐	⋮
☒	First Flowers	North side	2521 N Charles St	Baltimore	Chris McDaniel			☐	☐	⋮
☒	Five Below	Golden Ring Mall Shopping Center	8640 Pulaski Highway	Rosedale	Chris McDaniel			☐	☐	⋮
☒	Giant	Golden Ring Mall Shopping Center	8665 Philadelphia Road	Rosedale	Chris McDaniel			☐	☐	⋮
☒	Joe's Inn	The Fan	2101 Main Street	Richmond	Chris McDaniel	SU McD 002	2017-12-31	☐	☐	⋮

The *Upload Location / Time slots* link is located on the Manage Booths page, above the upper left corner of the booth locations grid.

Booth Upload Process



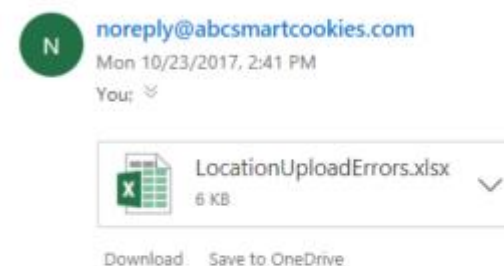
While your file is processing, a popup window will display the message 'Loading... This may take several minutes'.

Once the file has finished processing, you will see the message 'Upload was successful'.

You will also receive an upload confirmation email containing stats regarding your upload.

If there were any error in the upload file, you will receive an attachment showing the errors. You can correct the errors and upload the locations with corrections.

Location and Timeslot Upload

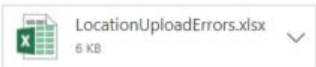


Total number of records: 35
Number of records uploaded successfully: 14
Number of records with errors: 21
Number of records with duplicate data: 0

Booth Upload Confirmation Email

Location and Timeslot Upload

 noreply@abcsmartcookies.com
Mon 10/23/2017, 2:41 PM
You: 



[Download](#) [Save to OneDrive](#)

Total number of records:35
Number of records uploaded successfully: 14
Number of records with errors: 21
Number of records with duplicate data: 0

Location Times

Location **Times**

AD
Result
Reserved Until value can not be in past.
LocationContactFirstName was empty. LocationContactLastName was empty.
Reserved Until value can not be in past.

J
Result
Booth Not Found.
Booth Not Found.
Booth Not Found.
Booth Not Found.

If there are errors or conflicts within in the upload template, you will be notified of the error details through an error report file attached to the confirmation email. This report is in the format of the upload template, allowing you to correct the errors within that file and upload again with the corrected information.

The error details are in column AD within the *Locations* tab, and column J within the *Times* tab.

Booth Location Export

Active	Store Name ▼	Location ▼	Address ▼	City ▼	Contact ▼	Reserved For ▼	Reserved Until ▼	Premium	Lottery	
☒	Boscov's	White Marsh Mall	8200 Perry Hall Blvd	White Marsh	Chris McDaniel			☐	☐	⋮
☒	Canton Car Wash	White Marsh	10051 Franklin Square Drive	Nottingham	Chris McDaniel	SU McD 001	2018-01-31	☒	☐	⋮
☒	First Flowers	North side	2521 N Charles St	Baltimore	Chris McDaniel			☐	☐	⋮
☒	Five Below	Golden Ring Mall Shopping Center	8640 Pulaski Highway	Rosedale	Chris McDaniel			☐	☐	⋮
☒	Giant	Golden Ring Mall Shopping Center	8665 Philadelphia Road	Rosedale	Chris McDaniel			☐	☐	⋮
☒	Joe's Inn	The Fan	2101 Main Street	Richmond	Chris McDaniel	SU McD 002	2017-12-31	☐	☐	⋮
☒	Macy's	White Marsh Mall	8200 Perry Hall Blvd	White Marsh	Chris McDaniel			☐	☐	⋮
☒	Royal Farm	Store 153	1501 62nd Street	Baltimore	Chris McDaniel			☐	☐	⋮
☒	Royal Farm	Store 35	8803 Philadelphia Road	Baltimore	Chris McDaniel			☐	☐	⋮
☒	Royal Farm	Store 169	6201 Pulaski Highway	Baltimore	Chris McDaniel			☐	☐	⋮

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Export to Excel report is generated here.

Export to Excel

The *Export to Excel* link is located under the booth locations grid. Once all booth files have been uploaded, you can export this report and view every booth location that has been entered into the system.

This report exports into the actual upload template format. So the next season when you go to re-upload your booths, you can just export what you have in the system. You can edit the file or add/delete locations, then build in your time and date information on the Times tab to import back into Smart Cookies.



Thank you!

