

2025 BOOTH INSTRUCTIONS

If You Are Using One of the Service Unit Booth Sites:

Fill out the [Signup Genius](#) and choose your booth — one slot per troop per round, please.

If You Are Using Your Own Site:

Please email Leigh Perry at leigh_perry@yahoo.com with the troop, location, date, and time.

Then continue:

1) Log in to SmartCookies.

2) Find the Booth tab up top. Under the Booth tab, click on Troop Secured Booths.

The next screen has two tabs. You will fill out only Booth Information first.

3) Fill out your location.

- Petco: 1209 New Brunswick Ave, Phillipsburg, NJ 08865
- Tractor Supply Co: 1280 US-22, Phillipsburg, NJ 08865
- Bella Mia: 1219 US-22, Phillipsburg, NJ 08865
- Hobby Lobby: 1236 US-22, Phillipsburg, NJ 08865
- *Or your own location if it's not one of these*

4) Fill out Troop Contact. This is the adult who will be in charge on site. Click Next.

5) On the next screen, click on Add Appointment Time.

6) Use the calendar to pick a date and then enter the start and end times of your booth. Click Save.

7) To confirm, go back under the Booths tab and click on My Reservations.

It will say PENDING for a while. That's okay. If you have put your information into Signup Genius, then your booth is claimed. Council will eventually confirm it.

If you have any questions, please reach out to Leigh Perry at leigh_perry@yahoo.com.