

Retrieving Girl Registration Link

Are there girls in your troop who have not received the Smart Cookies registration email? Easily resend the link from Smart Cookies. Please ensure noreply@abcsmartcookies.com is in their email safe sender's list and that the email has not gone to spam.

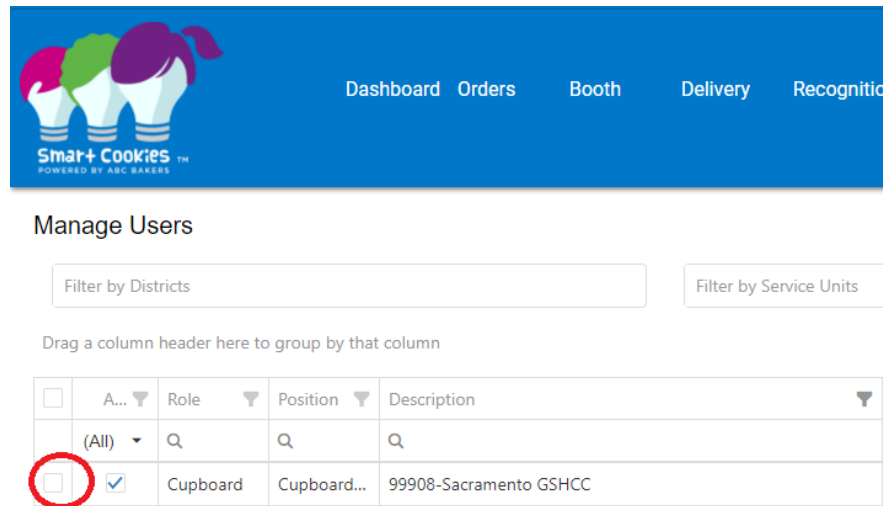
1. Log in to [Smart Cookies](https://abcsmartcookies.com) (abcsmartcookies.com).
2. Go to **My Troop**; click **Troop User Management**.

The screenshot shows the 'Troop Cookie Manager' dashboard for a troop in training. The top navigation bar includes 'Dashboard', 'My Troop', 'Orders', 'Booth', 'Rewards', 'Finances', 'Reports', 'Cookies', 'Safety and Training', 'Resources', and 'Help'. The 'My Troop' menu is open, showing options: 'Goals & Online Activities', 'Troop Roster', 'Troop Information', 'Troop User Management', and 'Troop Messages'. The 'Troop User Management' option is circled in red. Below the navigation, the dashboard displays 'Troop Achievement' (0% completed), 'Troop Package Goal' (0), and four summary cards: 'PER GIRL AVERAGE', 'INVENTORY: TOTAL ORDERED', 'TOTAL SOLD', and 'TOTAL ON HAND', all showing 0 for the current season.

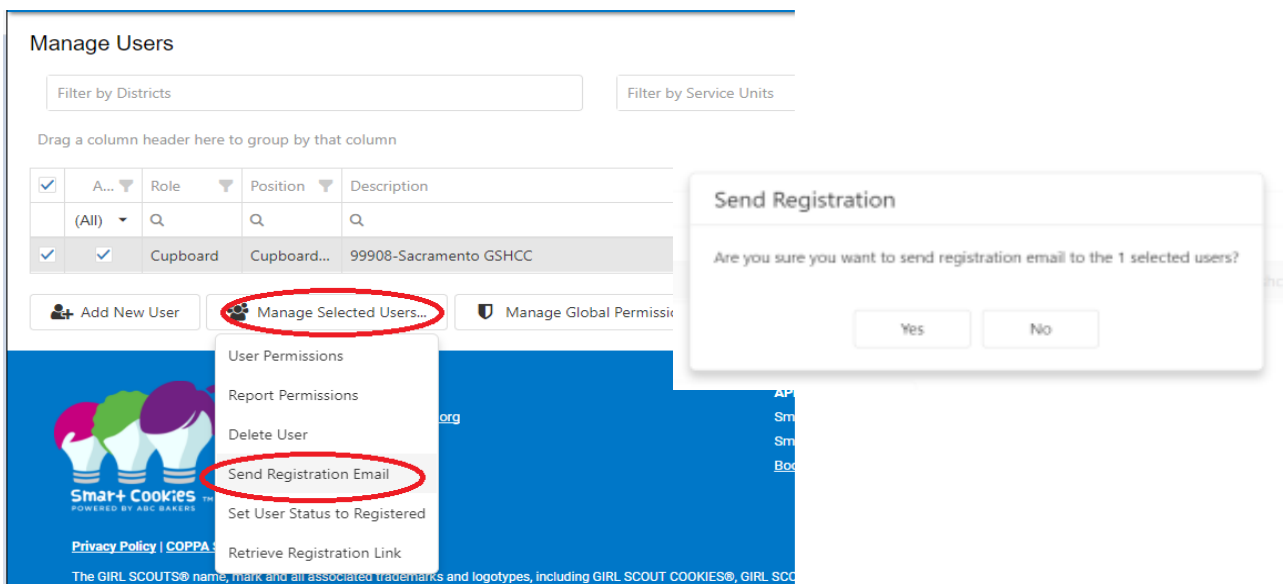
3. Click **Apply Search Parameters**.

The screenshot shows the 'Manage Users' interface. At the top, there is a blue bar with the text 'Apply Search Parameters' circled in red. Below this, there is a table with columns: 'A.', 'Role', 'Position', 'Description', 'First Name', 'Last Name', 'Username', and 'Status'. The table is currently empty.

- Click the checkbox to the far left of the user's name. Be sure you **do not** click the box in the **Active** column.



- Click **Manage Selected Users** then click **Send Registration Email**. You will get a pop-up. Click **Yes**.



The user should now receive a new email with their registration link. If they do not see the email, verify their email address is correct in Smart Cookies. If the email address is correct but the registration email is not showing, even in spam folders, try the below method.

6. Click **Manage Selected Users** then click **Retrieve Registration Link**.

The screenshot shows the 'Manage Users' interface. At the top, there is a navigation bar with links: Dashboard, Orders, Booth, Recognitions, Finances, Reports, My Service Unit, Tips & Tools, Cookies, Media, and Help. Below this, the 'Manage Users' section has filter boxes for Districts, Service Units, and Troops. A dropdown menu is open over the 'Manage Selected Users...' button, listing actions: User Permissions, Report Permissions, Delete User, Send Registration Information, Set User Status to Registered, and 'Retrieve Registration Link' (which is circled in red). Below the menu is a table with columns: First Name, Last Name, Username, and Status. One user is listed: Jill Vogele, jill.vogele@girlscouthcc.org, Registered. At the bottom of the interface, there are links for 'Add New User', 'Manage Selected Users...', and 'Send Registration Notification...'. The footer contains 'ALSO VISIT' links to girlsoutcookies.org and girlsouts.org, 'APPS' for Smart Cookies Mobile, Smart Cookies Cupboard, and Booth Locator, and 'GSUSA COOKIE FINDER APP' for Google Play and the App Store.

7. Click on **Copy Link**. You can now paste that link in an email.

The dialog box titled 'Registration Link' provides instructions: 'Please advise the person requesting the registration link to add the following email address to their safe sender list in their email program: noreply@abcsmartcookies.com'. Below this, there is a text input field with 'Niki Contreras' and a URL 'https://www.abcsmartcookies.com'. To the right of the URL are two buttons: 'Copy Link' and 'Go To Link'. A 'Close' button is located at the bottom right of the dialog.