

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 <u>noreply@abcsmartcookies.com</u> is in their email safe sender's list and that the email has

not gone to spam.

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- 1. Log in to Smart Cookies (abcsmartcookies.com).
- 2. Go to My Troop; click Troop User Management.
- 3. Click Apply Search Parameters.

		REFINE READER #	
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A T Role	There to group by that column T Position T Description	Ψ First Name Ψ Last Name Ψ Username	T Status T

girlscoutshcc.org

Sacramento Regional Program Center and STEM Center + MakerSpace 6601 Elvas Avenue Sacramento, CA 95819 t 800.322.4475 • f 916.452.9182 **Modesto Regional Program Center and STEM Center + MakerSpace** 3330 Oakdale Road Modesto, CA 95355 t 209.545.3620 • f 209.545.3621 4. Click the checkbox to the far left of the user's name. Be sure you **do not** click the box in the **Active** column.

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

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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.

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0 30 40 50	Set User Status to Registered Retrieve Registration Link										
Add New User	Manage Selected Users	Send R	legistration Notificatio	on							

- 6. Click Manage Selected Users then click Retrieve Registration Link.
- 7. Click on **Copy Link**. You can now paste that link in an email.

Registration Li	ink:	
Please advise the email address to noreply@abcsma	e person requesting the registration link to add the following their safe sender list in their email program: artcookies.com	p
Niki Contreras	https://www.abcsmartcookies. Copy Link Go To Link	
	Close	2