

## **Retrieving Troop Registration Link**

Are there troop users 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.

- 1. Log in to Smart Cookies (www.abcsmartcookies.com).
- 2. Go to My Service Unit; click User Management.



- 3. Click on the **Refine Search** filter bar and search for the user you are looking for. Click on **Apply Search Parameters**.
- 4. Click on the checkbox to the far left of the user's name.

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5. Click Manage Selected Users at the bottom of the page and choose either Send Registration Information or Retrieve Registration Link.

girlscoutshcc.org

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Clicking on **Send Registration Information** will resend the registration email via email. You will get a prompt confirming you want to resend. Click **Yes** to resend.

Send Registra	tion		
Are you sure you w	ant to send regist	ration email to t	the 1 selected users?
	Yes	No	

If the user still does not receive the email and it is not in a spam folder, verify the email address is correct in Smart Cookies. Clicking on **Retrieve Registration Link** will bring up a prompt that will ask you if you would like to copy the link (so you may put the direct link in an email) or **Go to Link** (will take you directly to the webpage to register the troop cookie manager).

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	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: rtcookies.com	ps
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