

## SUCC Directions - How to add Troop Users to Smart Cookies

Log in to SU Chair Dashboard

The screenshot displays the 'Service Unit Dashboard' for Smart Cookies. The top navigation bar includes links for Dashboard, Orders, Booth, Delivery, Rewards, Finances, Reports, My Service Unit, Tips & Tools, Cookies, Resources, and Help. The main content area is divided into several sections:

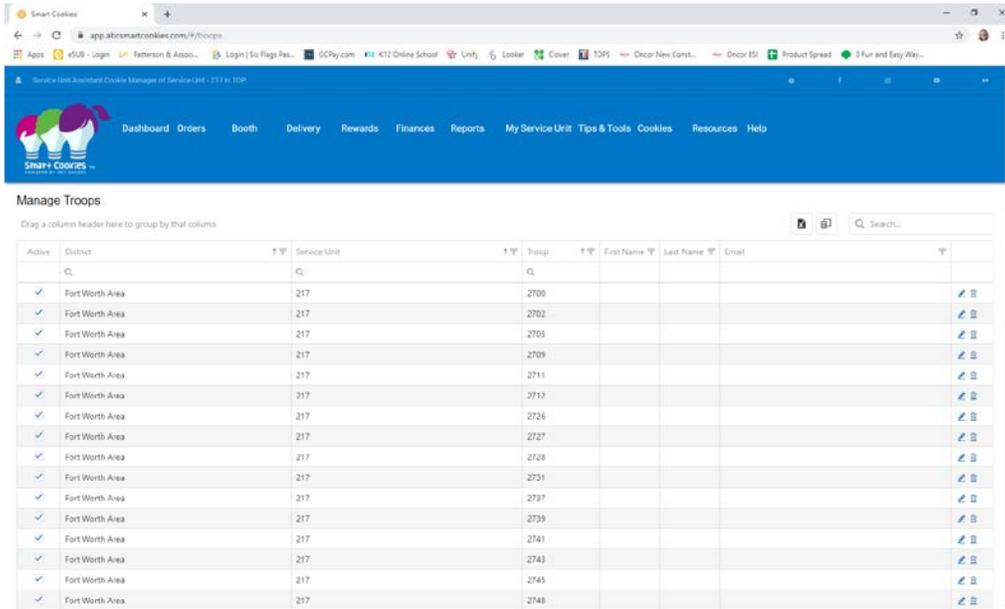
- Financial Summary:** Five cards showing 'This Season' and 'Last Season' data for: PER SELL AVERAGE, INITIAL ORDER/TRANSFER SOLD, COOKIES SOLD, DIRECT SHIP SOLD, and TOTAL SOLD.
- Important Dates:** A section with a calendar for November 2019 and a list of action items such as 'Troops with no Initial Order' and 'Initial Order due'.

Go to "My Service Unit" and Select "Troops".

This screenshot shows the same 'Service Unit Dashboard' as above, but with the 'My Service Unit' dropdown menu open. The menu options are:

- Service Unit Info
- Cupboards
- Troops
- Girls
- User Management
- Submitted Jobs
- Emails
- Messages

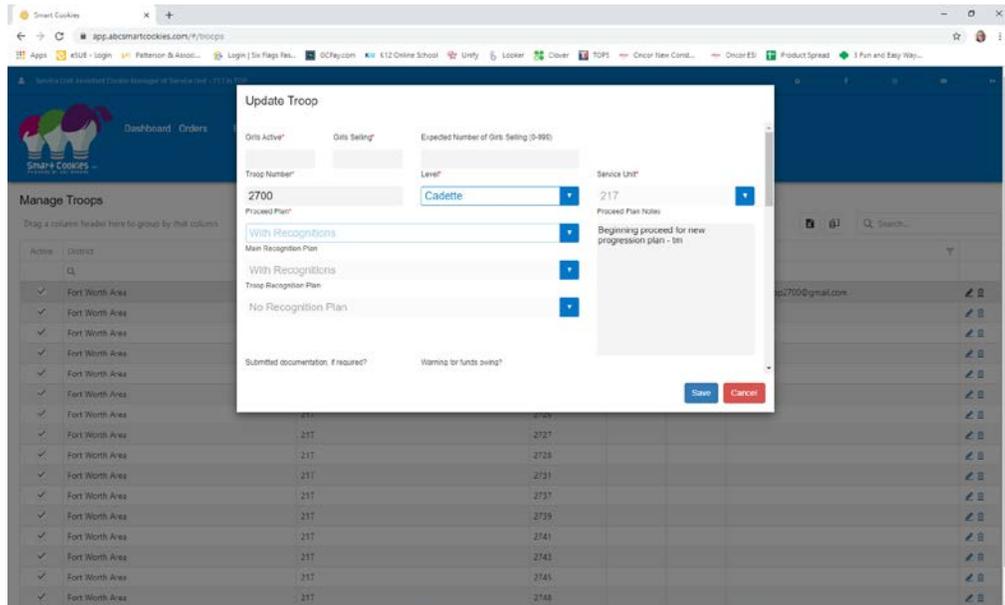
Once Council has been able to upload troops into Smart Cookies, you'll be able to see troops listed. Click the pencil next to the troop to add the Troop Cookie Chair Info



The screenshot shows the 'Manage Troops' interface in the Smart Cookies application. It features a table with columns for Active, District, Service Unit, Troop, First Name, Last Name, and Email. The table lists 15 troops, all from the Fort Worth Area (District CL) and Service Unit 217, with Troop numbers ranging from 2700 to 2748. Each row has a pencil icon for editing.

Active	District	Service Unit	Troop	First Name	Last Name	Email
<input checked="" type="checkbox"/>	CL	CL	CL			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2700			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2702			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2705			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2709			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2711			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2713			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2726			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2727			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2728			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2731			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2737			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2739			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2741			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2743			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2745			
<input checked="" type="checkbox"/>	Fort Worth Area	217	2748			

A screen will appear to Update the Troop TCC information:



The screenshot shows the 'Update Troop' modal form. It contains fields for Troop Number (2700), Level (Cadette), and Service Unit (217). There are also sections for 'Proceed Plan' and 'With Recognitions', and checkboxes for 'Submitted documentation required?' and 'Warning for funds being?'. The form has 'Save' and 'Cancel' buttons.

Girls Active*	Girls Selling*	Expected Number of Girls Selling (0-990)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Troop Number*	Level*	Service Unit*
2700	Cadette	217
Proceed Plan*	Proceed Plan notes	
With Recognitions	Beginning proceed for new progression plan - tti	
Main Recognition Plan		
With Recognitions		
Troop Recognition Plan		
No Recognition Plan		
Submitted documentation required?	Warning for funds being?	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Scroll down to add a Primary Contact. Click on create user account and put in the email address and name for the TCC. The TCC can fill in remaining info when they log in. (Note: If user is already in the system, for example, as a TCC for more than one troop, their information will auto-fill when you enter their email address)

If the troop has a co-chair, under Alternate Contact, click the box to “Create User Account” and add the co-chair’s email and name. You can add notes about the chairs (for example, if one is in charge of booth scheduling and one is in charge of the finances, etc. . . , if known)

Hit Save to go back to Manage Troops. The contact information for the TCC will now be in the chart, and an email will have been sent to the TCC to let them know they can log in and register.

Active	District	Service Unit	Troop	First Name	Last Name	Email
✓	Fort Worth Area	217	2700	Cookie	Chair	cookiechair@gmail.com
✓	Fort Worth Area	217	2702			
✓	Fort Worth Area	217	2705			
✓	Fort Worth Area	217	2709			
✓	Fort Worth Area	217	2711			
✓	Fort Worth Area	217	2712			
✓	Fort Worth Area	217	2726			
✓	Fort Worth Area	217	2727			
✓	Fort Worth Area	217	2728			
✓	Fort Worth Area	217	2731			
✓	Fort Worth Area	217	2737			
✓	Fort Worth Area	217	2739			
✓	Fort Worth Area	217	2741			
✓	Fort Worth Area	217	2743			
✓	Fort Worth Area	217	2745			
✓	Fort Worth Area	217	2748			

You can review all of the users in your service unit by going to “My Service Unit” and “User Management”.

Service Unit Assistant Cookie Manager of Service Unit - 217 in TOP

Dashboard Orders Booth Delivery Rewards Finances Reports My Service Unit Tips & Tools Cookies Resources Help

Service Unit

PER GIRL AVERAGE (Average per Girl Sold) This Season: 0.00, Last Season: 418.79

INITIAL ORDER/TRANSFERS SOLD (Items) This Season: 0, Last Season: 16,332

COOKIE SALES (Items) This Season: 0, Last Season: 530

DIRECT SHIP SOLD (Items) This Season: 0, Last Season: 530

TOTAL SOLD (Items) This Season: 0, Last Season: 17,274

If it opens with no data you can click on “Refine Search” to add parameters

Service Unit Assistant Cookie Manager of Service Unit - 217 in TOP

Smart Cookies

Dashboard Orders Booth Delivery Rewards Finances Reports My Service Unit Tips & Tools Cookies Resources Help

### Manage Users

REFINE SEARCH

Apply Search Parameters

Drag a column header here to group by that column

<input type="checkbox"/>	Role	Position	Description	First Name	Last Name	Username	Status
(All)							

No data

Add New User Manage Selected Users...

ALSO VISIT  
girlscoutcookies.org  
girlscoutso.org

APPS  
Smart Cookies Mobile - App Store or Google Play  
Booth Locator

GSUSA COOKIE FINDER APP  
Google Play  
App Store

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Select "All" next to Roles for it to list every user in the service unit. (Use any of the available parameters to minimize your results) and click "Apply Search Parameters"

Smart Cookies

app.abcsmartcookies.com/#/users

Service Unit Assistant Cookie Manager of Service Unit - 217 in TOP

Smart Cookies

Dashboard Orders Booth Delivery Rewards Finances Reports My Service Unit Tips & Tools Cookies Resources Help

### Manage Users

REFINE SEARCH

District	Service Units	Troops	Girls	Cupboards	Roles
Search	Search	Search	Search	Search	Search
				<p>Regular Cupboards</p> <ul style="list-style-type: none"> <li>217 - Cupboard</li> <li>217 - Jill - Saginaw Cupboard</li> <li>217 - Melissa's Saginaw Cupboard</li> <li>217 - Zoo Cupboard</li> <li>299 - Fort Worth Cupboard</li> </ul>	<ul style="list-style-type: none"> <li>Service Unit</li> <li>Troop</li> <li>Girl</li> <li>Cupboard</li> <li>Delivery Agent</li> </ul>

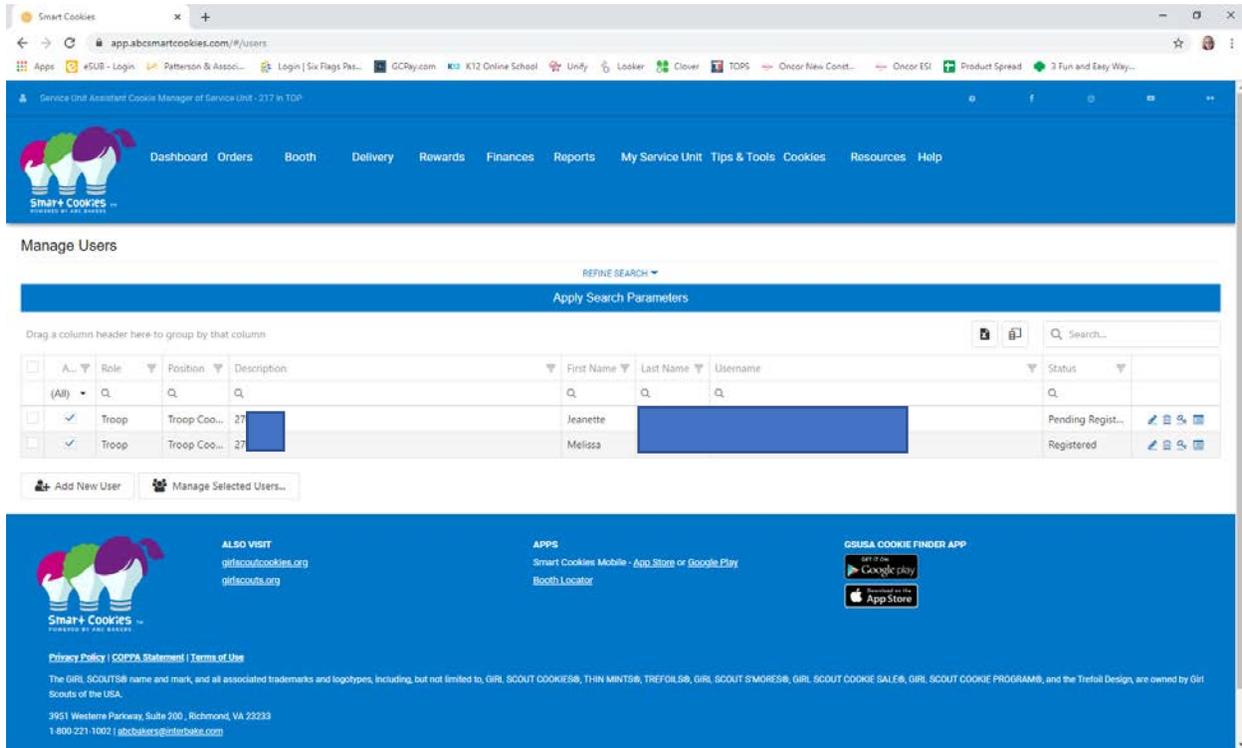
Apply Search Parameters

Smart Cookies

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A list of the users for your service unit will appear. This will include those who have registered (i.e. received their email and logged in) as well as those who have not yet registered but who have been entered into the system. The status line shows whether they have registered or not.



From here you can edit the user by clicking the pencil next to their name to confirm email address, phone number or other information.

Click Save before closing to save any changes.

If a leader does not get the email, but the address is correct; after they have made sure to allow emails from [NOREPLY@ABCSMARTCOOKIES.COM](mailto:NOREPLY@ABCSMARTCOOKIES.COM), you can resend their registration email to them by clicking the check box next to their name, then go to "Manage Selected Users"

Smart Cookies

app.abcsmartcookies.com/#/users

Service Unit Assistant Cookie Manager of Service Unit - 217 in TOP

Dashboard Orders Booth Delivery Rewards Finances Reports My Service Unit Tips & Tools Cookies Resources Help

### Manage Users

REFINE SEARCH

Apply Search Parameters

Drag a column header here to group by that column

A...	Role	Position	Description	First Name	Last Name	Username	Status
(All)	Q	Q	Q	Q	Q	Q	Q
<input type="checkbox"/>	Troop	Troop Coo...	2700	Jeanette	Kaplan	girlscouttroop2700@gmail.com	Pending Regist...
<input checked="" type="checkbox"/>	Troop	Troop Coo...	2702	Melissa	Miller	melissamiller78@gmail.com	Registered

**APPS**  
 Smart Cookie Mobile - [App Store](#) or [Google Play](#)  
[Booth Locator](#)

**GSUSA COOKIE FINDER APP**  
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[Download on the App Store](#)

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 3951 Westeme Parkway, Suite 200, Richmond, VA 23233  
 1-800-221-1002 | [abcbausers@infotobke.com](mailto:abcbausers@infotobke.com)

From there you can Resend the Registration Email to them by clicking “Send Registration Email” or you can click “Retrieve Registration Link” to get a copy of their link to send to them via email or other messaging service.

Registration Link:

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

Jeanette

If you attempt to send a link or copy a link for someone already registered, you’ll get a error message:

Scouts of the USA  
 3951 Westeme Parkway  
 1-800-221-1002 | [abcbausers@infotobke.com](mailto:abcbausers@infotobke.com)

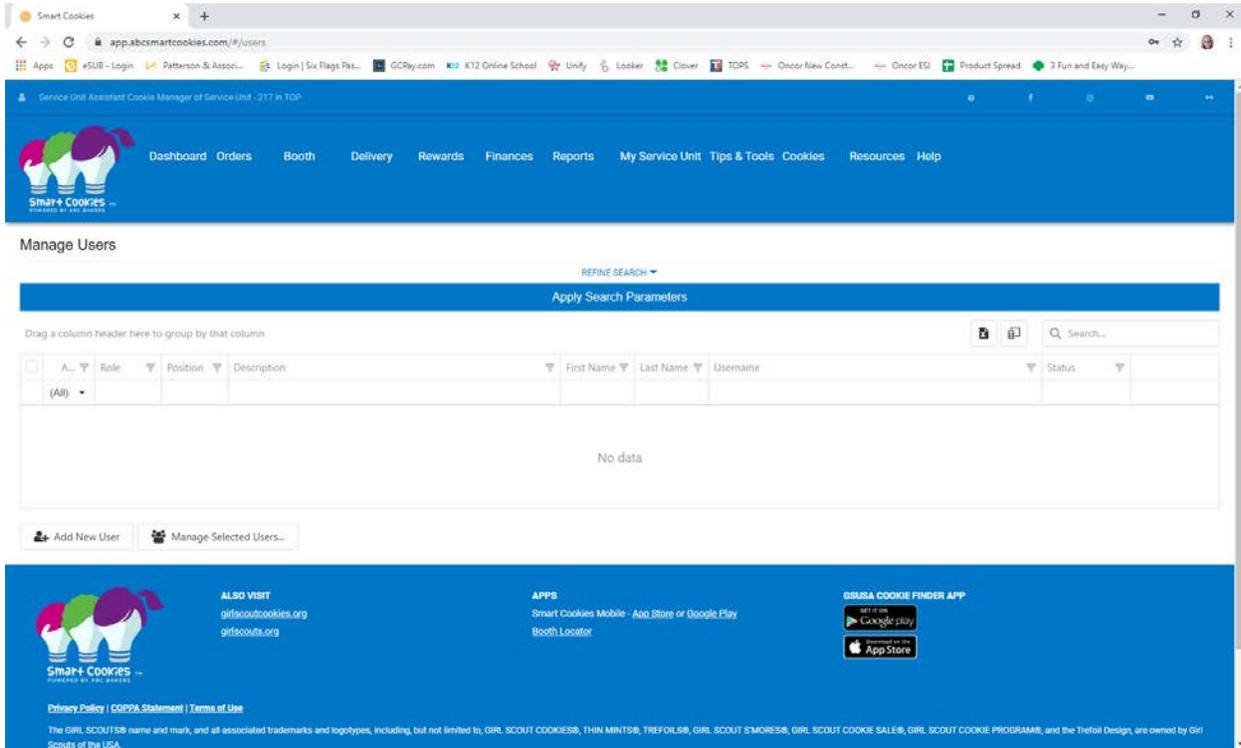
Please select one or more unregistered users to send registration email.

Registration Link:

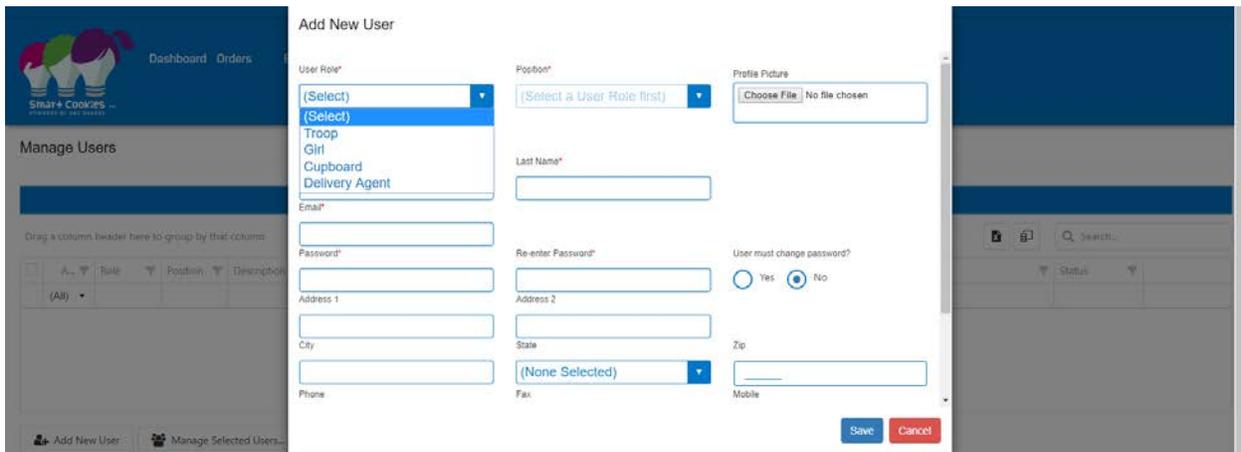
Please advise the person requesting the registration link to add the following email address to their safe sender list in their email program:  
 noreply@abcsmartcookies.com

Melissa

You can add cookie chairs through User Management OR if there are more than 2 cookie chairs for a troop, you can add additional cookie chairs through User Management by clicking on “Add New User”



Select the User Roll



Select appropriate position:

The screenshot shows the 'Add New User' form in a web application. The 'Position' dropdown menu is open, displaying a list of roles: (Select), Troop Leader, Troop Assistant Leader, Troop Cookie Manager, and Troop Assistant Cookie Manager. The 'Troop' dropdown is also open, showing '(Select)'. Other fields include 'First Name', 'Email', 'Password', 'Re-enter Password', 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Phone', and 'Mobile'. A 'Profile Picture' section has a 'Choose File' button. The 'User must change password?' section has radio buttons for 'Yes' and 'No', with 'No' selected. 'Save' and 'Cancel' buttons are at the bottom right.

Select the Troop Number:

The screenshot shows the 'Add New User' form. The 'Troop' dropdown menu is open, displaying a list of troop numbers from 2700 to 2765. The 'Position' dropdown is now set to 'Troop Assistant Cookie Man'. The 'First Name' field is empty. Other fields are the same as in the previous screenshot. The 'User must change password?' section has radio buttons for 'Yes' and 'No', with 'No' selected. 'Save' and 'Cancel' buttons are at the bottom right.

Add the name and email address for the user. And on this page you must put in a password. Suggest making it a simple password like Cookies2020 and select that you select "Yes" to User must change password?.

The screenshot shows the 'Add New User' form with the following fields filled out: 'Troop' is 'Troop Assistant Cookie Man', 'Troop' is '2781', 'Position' is 'Troop Assistant Cookie Man', 'First Name' is 'Cookie', 'Last Name' is 'Leader', 'Email' is 'cookieleader@gmail.com', 'Password' is '\*\*\*\*\*', and 'Re-enter Password' is '\*\*\*\*\*'. The 'User must change password?' section has radio buttons for 'Yes' and 'No', with 'Yes' selected. 'Save' and 'Cancel' buttons are at the bottom right.

Make sure that “Yes” is selected to Account Active? And Send Registration Notification? And click Save

Service Unit Assistant Cookie Manager of Service Unit - 217-2

Dashboard Orders

Smart+ COOKIES

Manage Users

Drag a column header here to group by that column:

	A	Role	Position	Description
(All)				

Cookie

Leader

Email\*

cookieleader@gmail.com

Password\*

\*\*\*\*\*

Re-enter Password\*

\*\*\*\*\*

User must change password?

Yes  No

Address 1

Address 2

City

State

(None Selected)

Zip

Phone

Fax

Mobile

Account Active?

Yes  No

Send registration notification?

Yes  No

Save Cancel

Cookie Chair should receive the registration email. If they do not, their username is the email address you listed with the password you created. They can log in using that and change the password.