SUCC Directions - How to add Troop Users to Smart Cookies

Log in to SU Chair Dashboard

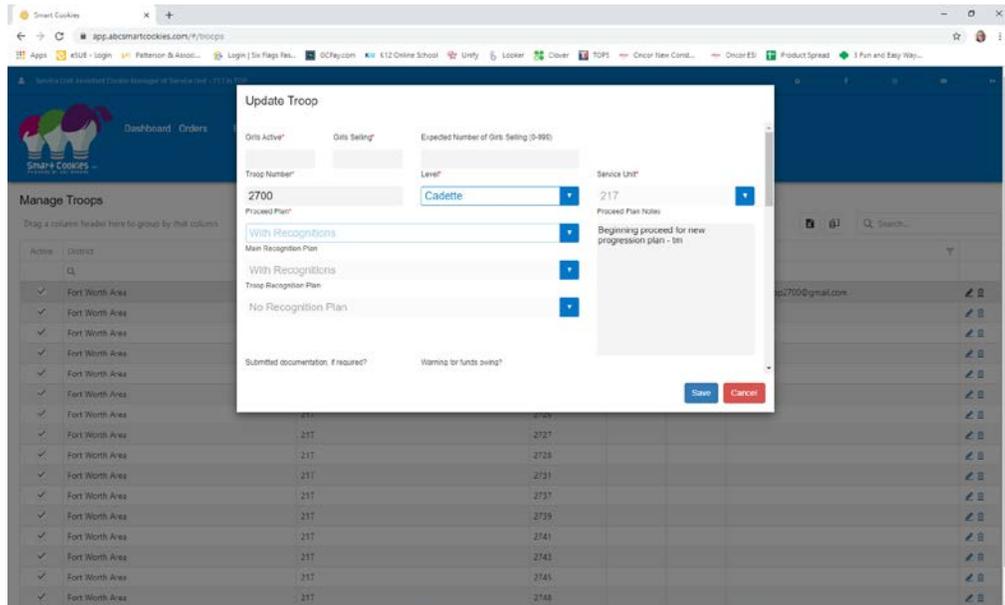

Go to "My Service Unit" and Select "Troops".

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

A screen will appear to Update the Troop TCC information:

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.

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

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

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"

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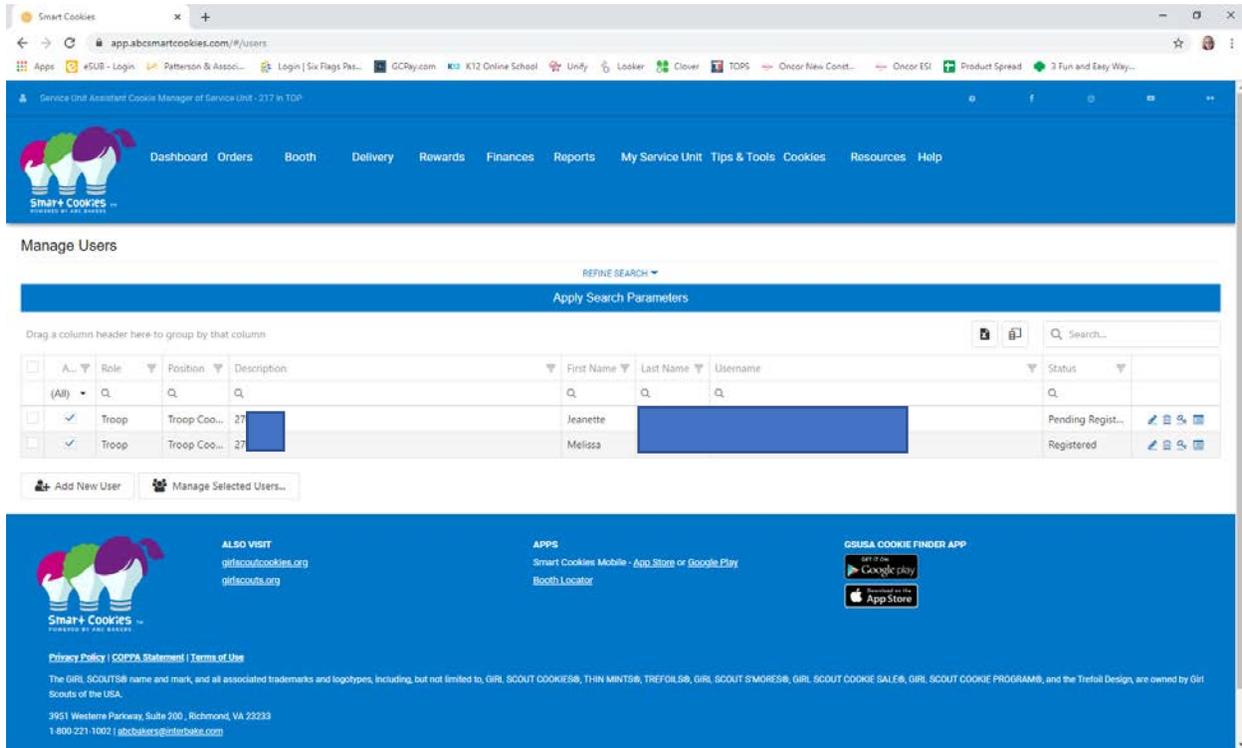
From here you can edit the user by clicking the pencil next to their name to confirm email address, phone number or other information.

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, you can resend their registration email to them by clicking the check box next to their name, then go to "Manage Selected Users"

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.

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

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"
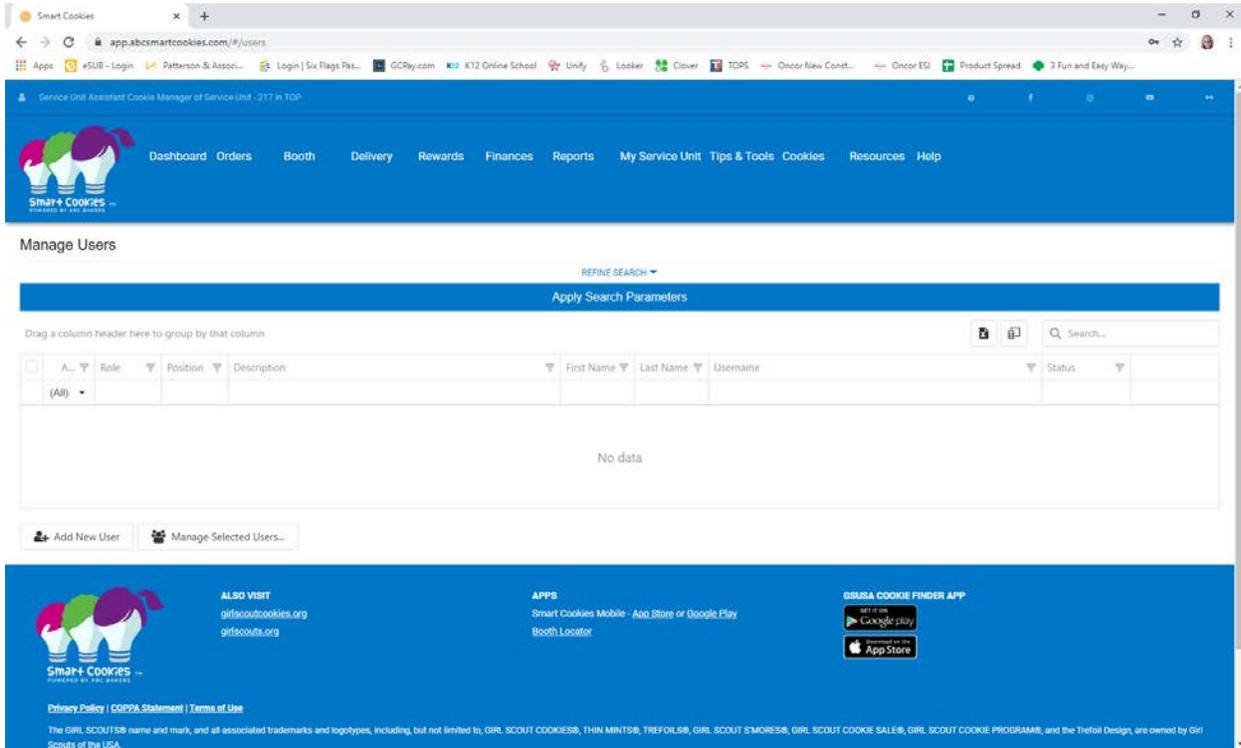
Select the User Roll
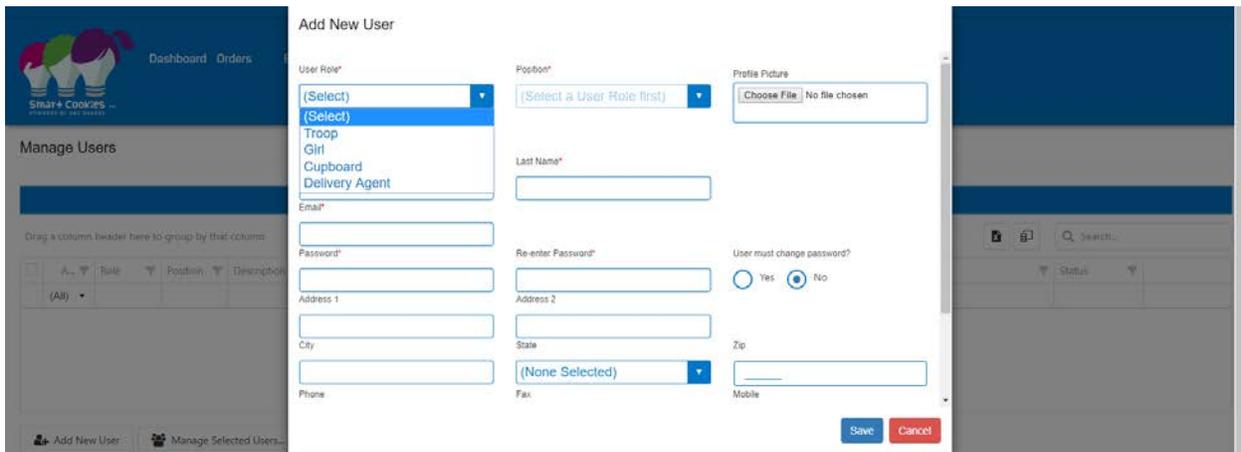
Select appropriate position:

Select the Troop Number:

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?.

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

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.