

TroopMaster Web

File Activities Adults Advancement Fundraising Reports Scouts Messaging

TroopMaster Web – How To:

- ***Sign Up***
- ***Load your Personal Info and Check Advancement and Service Hours***





December 3, 2013


Step 1

- Go to www.troop76.org
- Click on Troopmaster Web

The screenshot shows the homepage of the Troop 76 website. The header features the Boy Scouts of America logo, the Troop 76 name, and the location Ridgefield, Connecticut. A navigation bar includes links for Calendar, Activities, Troop Leadership, Patrols, Troopmaster Web (highlighted with a red box), and Photo Albums. The main content area is divided into three columns. The left column contains links for Help the Troop, Troop 76 Policies & Practices, How to Advance in rank, Service Projects, Useful Forms, Troop Library, How to: tie knots, use a compass, Troop and Personal Gear, Ridgefield Hourly Weather Forecast, Save a Life, Learn CPR, and Interested in joining. The middle column features a Wreath Pick-Up announcement for Saturday (12/7) from 10:00 a.m. to Noon, a reminder to volunteer, a list of steps to sign up, a mention of a classic iPad mini prize, and a Troop Texting section. The right column includes links for Meeting Guidelines, Merit Badge Info, Troop 76 Parents Guide, Troop 76 Uniform Policy, Frequently Asked Questions, New Scouts & Parents, Eagle Scout Info, BSA Resource Book, Scout Troops in Ridgefield, Places to Hike, Youth Protection Training, About this Site, and Privacy & Legal Info. The footer contains contact information for Scouts and Troop 76 Parents.

Boy Scouts of America  **Troop 76**
Ridgefield, Connecticut  **Jesse Lee Memorial Church**

Calendar Activities Troop Leadership Patrols **Troopmaster Web** Photo Albums

 Help the Troop: Volunteer and Join BSA

Troop 76
Policies & Practices

How to Advance in rank, earn a Merit Badge and other useful info

Service Projects

Useful Forms

Troop Library


How to:
- tie knots
- use a compass

Troop and Personal Gear (where to get scout stuff)

Ridgefield Hourly Weather Forecast & Other Weather Links

Save a Life, Learn CPR


Interested in joining or visiting Troop 76? Send an

 **Wreath Pick-Up next Saturday (12/7) from 10:00 a.m. - Noon**
Clearly write the number and size wreaths you need on a piece of paper and bring it to the pick-up site behind Jesse Lee. Your pick-up will be checked off a master sheet so we can keep track of what's going out the door. Your entire order may be picked up this Saturday.

Remember, a scout and family member are required to volunteer for this fundraiser. Here's how to sign up.

1. Click this link to go to our invitation page, <http://vols.pt/35wv2j>
2. Enter your email address (You will NOT need to register an account on VolunteerSpot)
3. Sign up! Choose your spots - VolunteerSpot will send you an automated confirmation and reminders.


Scouts who make their sales quota are eligible to win a classic iPad mini. For details, instructions, click on the "activities" link above.

 **Troop Texting**
Stay informed with troop text messages.

We encourage scouts, adults and leaders in the troop to sign up for this service. It's free to sign up, but it does send text messages to your phone. Please join one of the groups below by sending a text. It's quick and easy.

Scouts
Enter this number: (203) 403-2120

Troop 76 Parents
Enter this number: (203) 403-2120

 Meeting Guidelines

Merit Badge Info

Troop 76 Parents Guide

Troop 76 Uniform Policy

Frequently Asked Questions by New Scouts & Parents

Eagle Scout Info

BSA Resource Book...games, scouting glossary, etc.

Scout Troops in Ridgefield

Places to Hike in Ridgefield

Youth Protection Training

About this Site

Privacy & Legal Info

Step 1

- You will be linked to TroopMaster Web page at <http://www.troopmasterweb.com/troop76ct> to create your own personal ID and password.
- Click on Link on Left-Hand Nav
- Request a USER ID



Step 2

- You'll then be taken to a page with a Login Prompt. At this prompt, enter the User ID "**NewT76UserID**" and the Password "**NewT76Password**". Please use of UPPER and lower case text in the UserID and Password. Then click on "login".

TroopMaster Web

Troop 76

UserID:

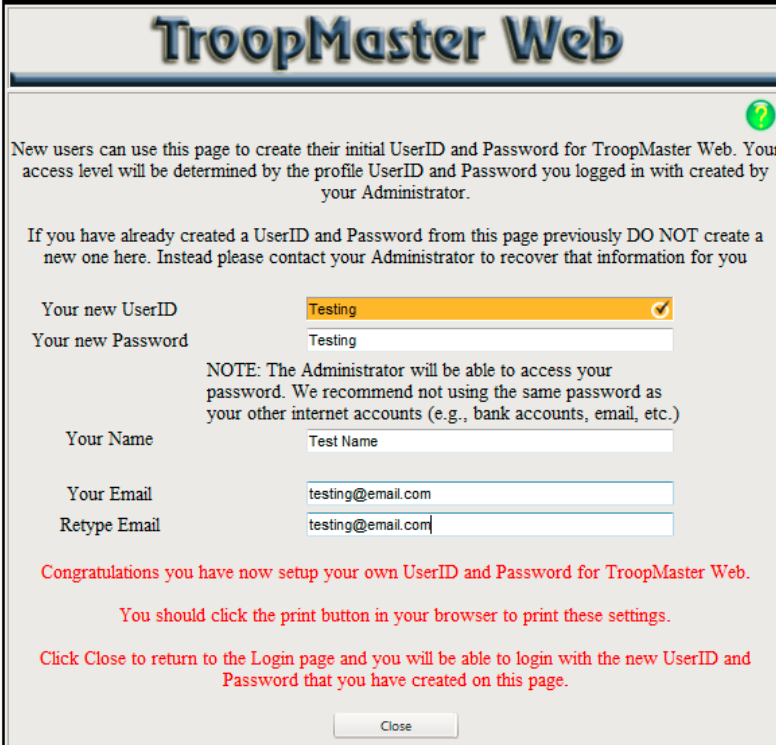
Password: ☒ Make Visible

Fill in these 2 blanks

Then Click Here

Step 3

- On this page, create your own UserID and Password for access to TroopMaster Web. And provide the contact name and e-mail address for any messages about using TroopMaster Web. When the form is completed, you'll see a confirmation page that may be printed for your records.



TroopMaster Web

New users can use this page to create their initial UserID and Password for TroopMaster Web. Your access level will be determined by the profile UserID and Password you logged in with created by your Administrator.

If you have already created a UserID and Password from this page previously DO NOT create a new one here. Instead please contact your Administrator to recover that information for you

Your new UserID:

Your new Password:

NOTE: The Administrator will be able to access your password. We recommend not using the same password as your other internet accounts (e.g., bank accounts, email, etc.)

Your Name:

Your Email:

Retype Email:

Congratulations you have now setup your own UserID and Password for TroopMaster Web.

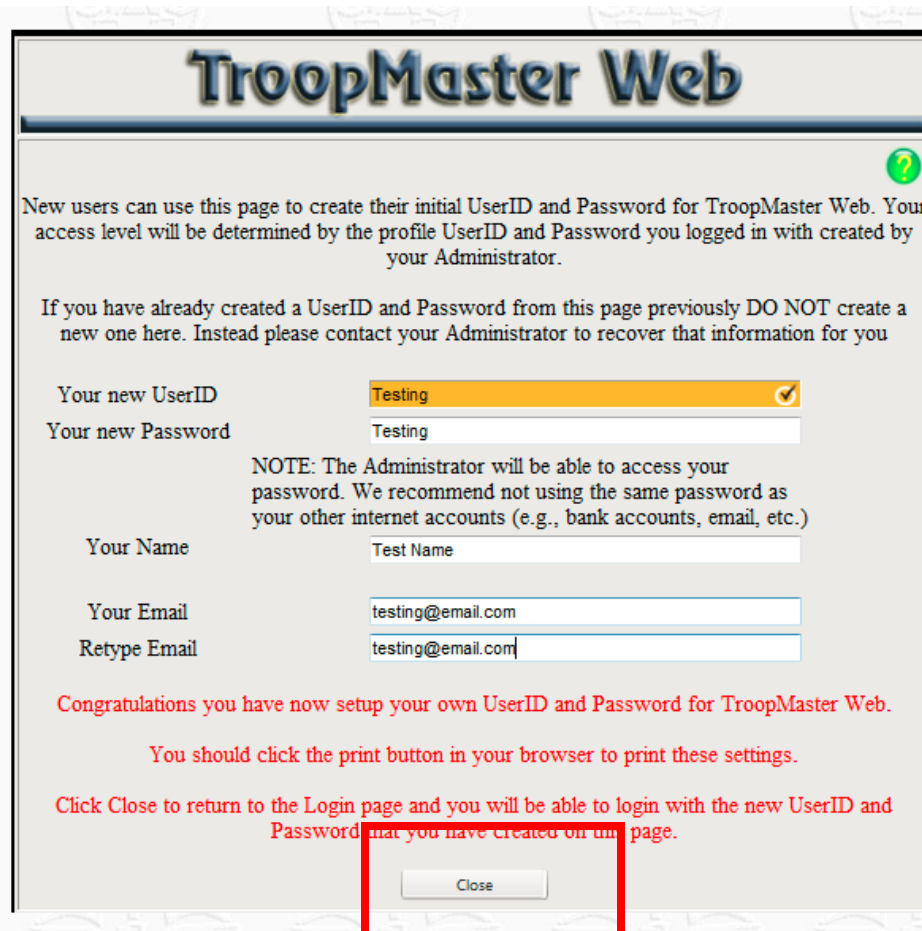
You should click the print button in your browser to print these settings.

Click Close to return to the Login page and you will be able to login with the new UserID and Password that you have created on this page.

Close

Step 4

- You then click the "Close" button at the bottom of the page, you're returned to the TroopMaster Web home page.
- For security, an e-mail is automatically sent to the TroopMaster Web administrator, an adult volunteer in our troop. The administrator will approve your access to information about your scout and send you a confirmation e-mail message.



TroopMaster Web

New users can use this page to create their initial UserID and Password for TroopMaster Web. Your access level will be determined by the profile UserID and Password you logged in with created by your Administrator.

If you have already created a UserID and Password from this page previously DO NOT create a new one here. Instead please contact your Administrator to recover that information for you

Your new UserID:

Your new Password:

NOTE: The Administrator will be able to access your password. We recommend not using the same password as your other internet accounts (e.g., bank accounts, email, etc.)

Your Name:

Your Email:

Retype Email:

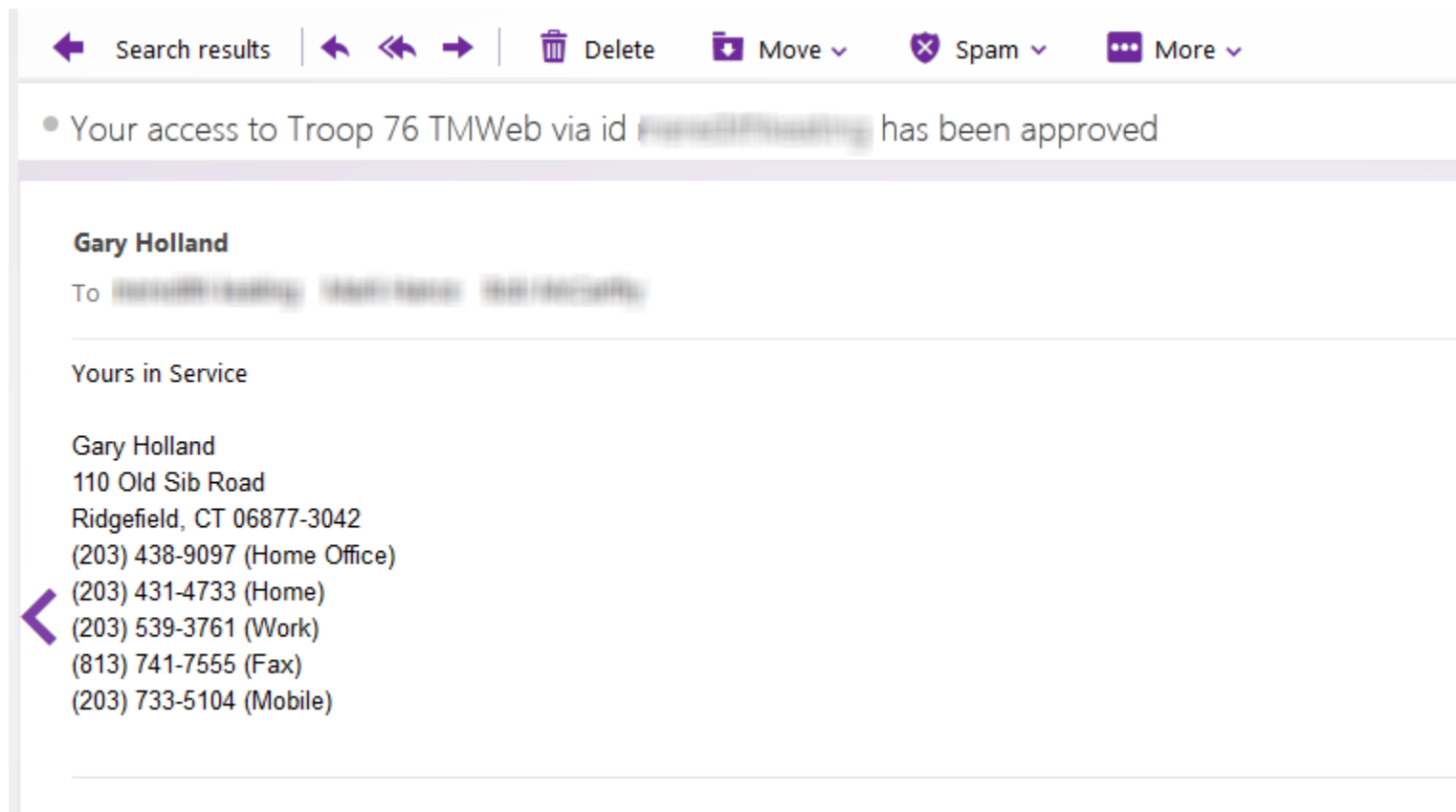
Congratulations you have now setup your own UserID and Password for TroopMaster Web.

You should click the print button in your browser to print these settings.

Click Close to return to the Login page and you will be able to login with the new UserID and Password that you have created on this page.

Step 4 - continued

- Example of e-mail



Step 5

- After you receive the confirmation e-mail from the Administrator, please take a few moments to reconnect to TroopMaster Web using your new, personal UserID and Password. Review all contact information (name, address, phone, e-mail, etc.) and update as necessary.

Step 5 -- continued

- Go to TM Web and Log In
- <https://www.troopmasterweb4.com/012472T/%28S%28t03hwc55gdxnwyby0jt1bfmu%29%29/WebLogIn.aspx>

TroopMaster Web

Troop 76


UserID:

Password:

☐ Make Visible

Login

Mobile Login



Last sync date is 11/22/13

www.troopmaster.com

Step 6 – load in your personal info

- Select “Scouts” and “Scout Management”



Step 6 -- continued

- Load in your info, then click “OK”



The image shows a web form titled "TroopMaster Web". At the top right, there are three small circular icons: a blue one with a white house, a red one with a white book, and a green one with a white question mark. Below the title, there are three tabs: "Personal #1", "Personal #2", and "Parents". The form contains various input fields for personal information: Last, First, Middle, BSA ID#, Nickname, Sex (with radio buttons for Male and Female), Address Line1, Address Line2, City (pre-filled with "Ridgefield"), State (pre-filled with "CT"), Zip (pre-filled with "06877-3636"), Home Phone (with Area, Number, and Ext. fields), and two additional phone number rows. There are also fields for Email 1 and Email 2. Further down, there are fields for DOB, Drivers Lic, ST, Patrol (a dropdown menu currently showing "Senior"), Grade (pre-filled with "11"), School (pre-filled with "RHS"), Church, and Joined Unit. At the bottom, there are three buttons: "OK", "Cancel", and "Advancement". The "OK" button is highlighted with a red rectangular box.

Other Things You Can Do With TM Web

- Check your Merit Badges



Other Things You Can Do With TM Web

- Check your Merit Badges

Mobile ... https://ibm.01click.net... FW Media Library SalesOne Faces SmartCloud Mtg IBM 1-3-9 Home

TroopMaster Web

Display
All Scouts

Name: [Redacted]
Age: [Redacted]
Rank: [Redacted]
Patrol: [Redacted]

☒ Boy Scouts ☐ Venturing
☐ Varsity ☐ Sea Scout

Scout
Tenderfoot
Second Class
First Class
Star
Life
Eagle
Palms
Merit Badges Completed
Merit Badges Partial

Personal Data
Special Awards
Leadership
Training
OA
Mic-O-Say

Close

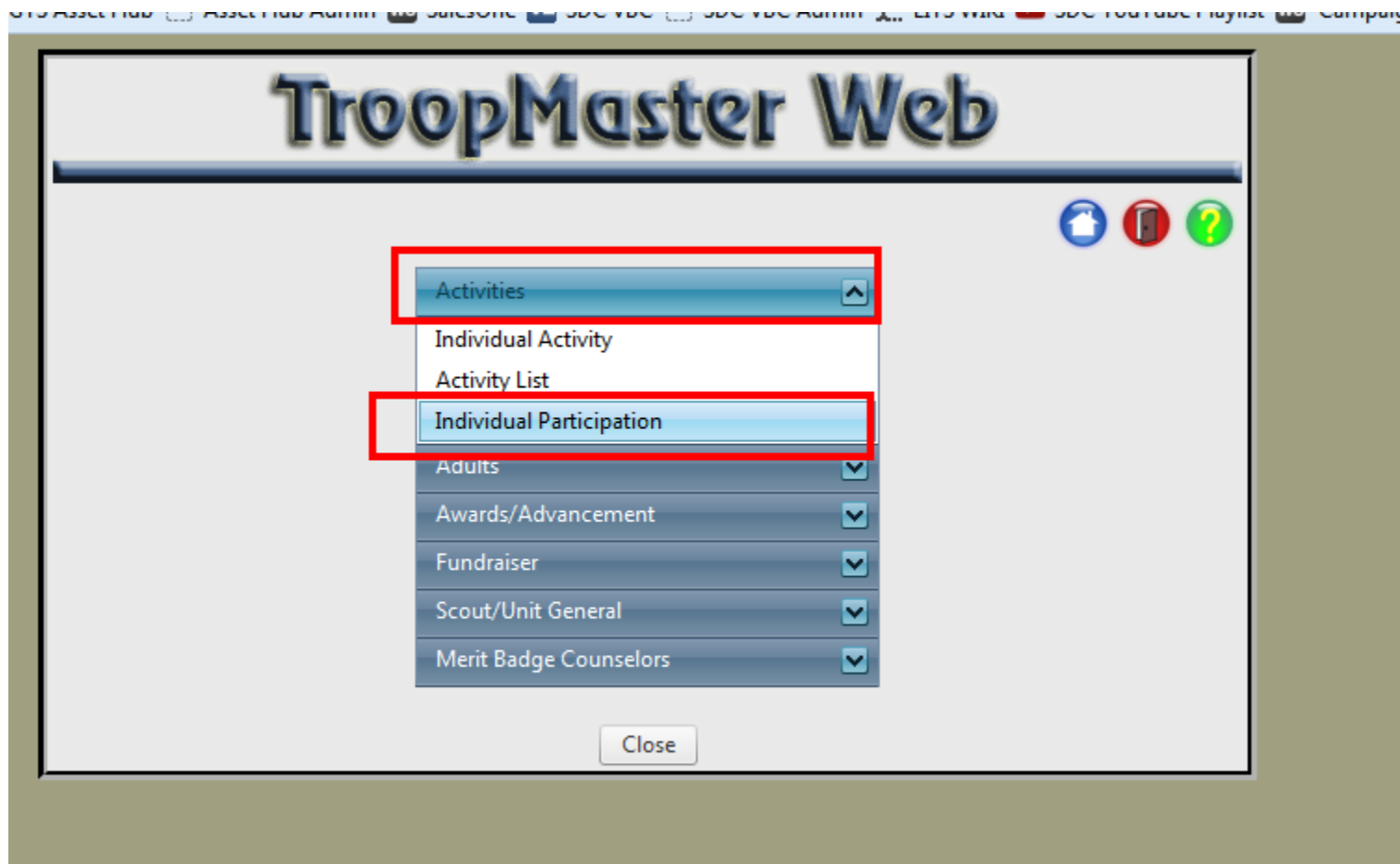
Check Your Service Hours

- Select Reports



Check Your Service Hours

- Select **Activities** and **Individual Participation**



Check Your Service Hours

- Define parameters – dates types of activities
- You need to select **Serv Proj** and **ServP T76**

The screenshot shows a software window for checking service hours. It has several sections:

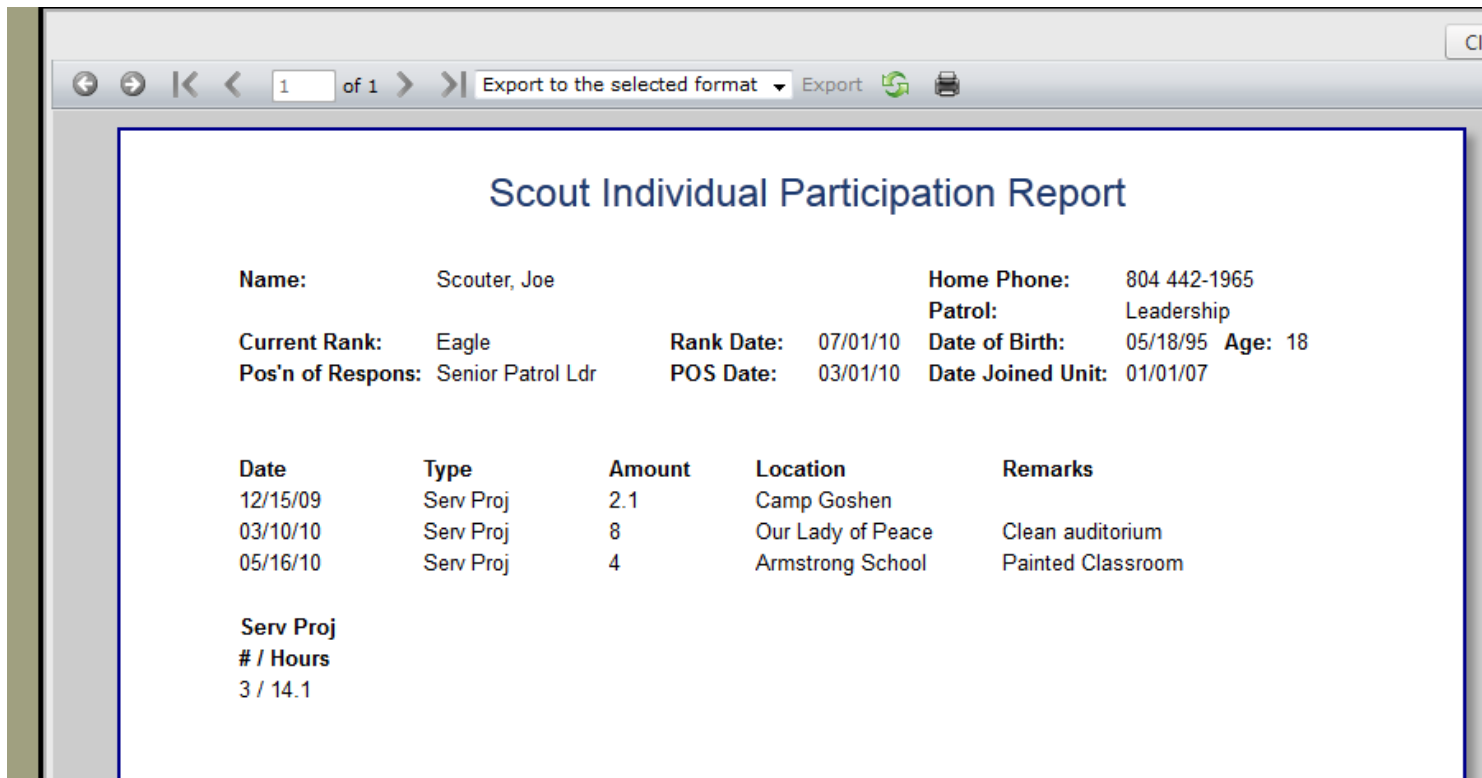
- Select Members:** Includes radio buttons for 'Scouts' (selected) and 'Adults', a 'Display:' dropdown set to 'All Scouts', and a list box containing 'Scouter, Joe'.
- Starting Date:** A text field with a red 'Enter dates' button next to it.
- Ending Date:** A text field with a red 'Enter dates' button next to it.
- Summary:** A section with checkboxes for 'Include attendance totals' (checked), 'Include Prior totals', 'Include attendance ratios', and 'Include attendance percentages'.
- Activity List:** A vertical list of activities: 'Serv Proj', 'Meeting', 'Court', 'G-Bar', 'Jambo', 'Metng', 'Outng', 'Phlmt', 'CampNot76', 'Sikorsky', 'ServP T76', 'Swim Test', and 'Training'. The 'Serv Proj' and 'ServP T76' items are highlighted with red rectangular boxes.

Two red arrows point from text boxes to the interface:

- One arrow points from the text **Select Serv Proj and ServP T76 to see all service activities** to the 'Serv Proj' and 'ServP T76' items in the activity list.
- Another arrow points from the text **Enter dates for your report** to the 'Enter dates' buttons next to the 'Starting Date' and 'Ending Date' fields.

Check Your Service Hours

- Review Report



The screenshot shows a web browser window with a report titled "Scout Individual Participation Report". The report contains personal information for Joe Scouter, including his rank (Eagle), position (Senior Patrol Ldr), and service hours. It also includes a table of his participation in service projects.

Scout Individual Participation Report

Name: Scouter, Joe **Home Phone:** 804 442-1965
Patrol: Leadership
Current Rank: Eagle **Rank Date:** 07/01/10 **Date of Birth:** 05/18/95 **Age:** 18
Pos'n of Respons: Senior Patrol Ldr **POS Date:** 03/01/10 **Date Joined Unit:** 01/01/07

Date	Type	Amount	Location	Remarks
12/15/09	Serv Proj	2.1	Camp Goshen	
03/10/10	Serv Proj	8	Our Lady of Peace	Clean auditorium
05/16/10	Serv Proj	4	Armstrong School	Painted Classroom

Serv Proj
/ Hours
3 / 14.1