

TroopMaster Web Instructions

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1) Change your password and/or email address

- Place your cursor on *File* and wait for the menu to display.
- Click on *Create/View Password(s)*.



- When the page loads, click on *Change Pwd*.



- When the pop-up displays, enter your password, your name, your email address.
 - If you want to change the name that is displayed, just enter a new name. (This is NOT your user ID. Your user ID can only be changed by a TroopMaster admin.)
 - If you want to change your email address, just enter a new one.
- Then click *Save and Exit*.

Please enter your new information below:

| | |
|--------------|---|
| New Password | <input type="text" value="New Password"/> |
| Name | <input type="text" value="Your Name"/> |
| Email | <input type="text" value="Your (New) Email Address"/> |

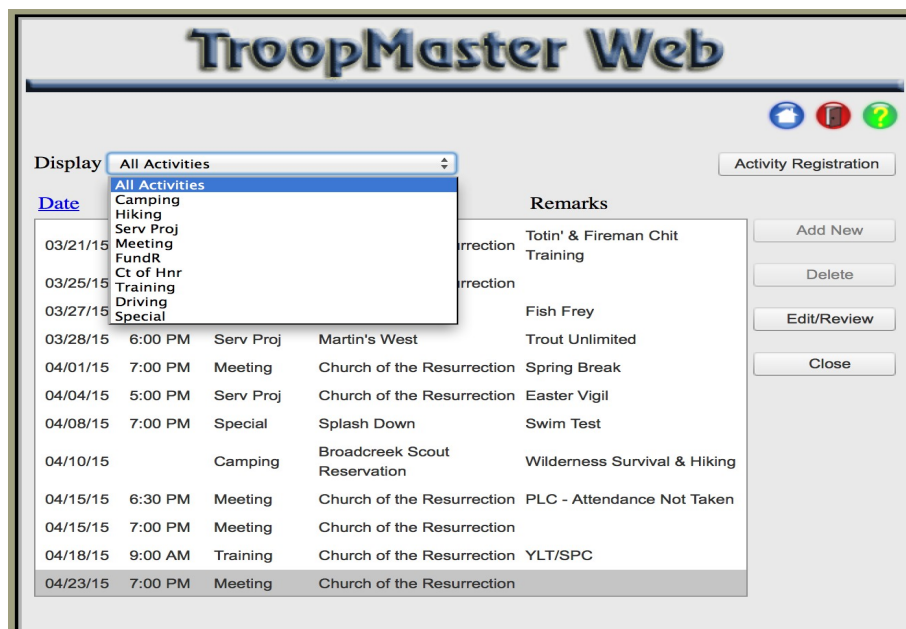
- After changing your password, TroopMaster will display the login page. You will have to log in using your new password. And, you will receive an email from TroopMaster with your updated information.

2) View attendance at Troop activities

- Place your cursor on *Activities* and wait for the menu to display.
- Click on *Activity Management*. (The other menu options are not used.)



- When the page loads, it will display all of the Troop's activities. If you want to view a specific type of activity, click on *All Activities* to display the list of choices. Once you select a choice, TroopMaster will update the list automatically – please be patient.



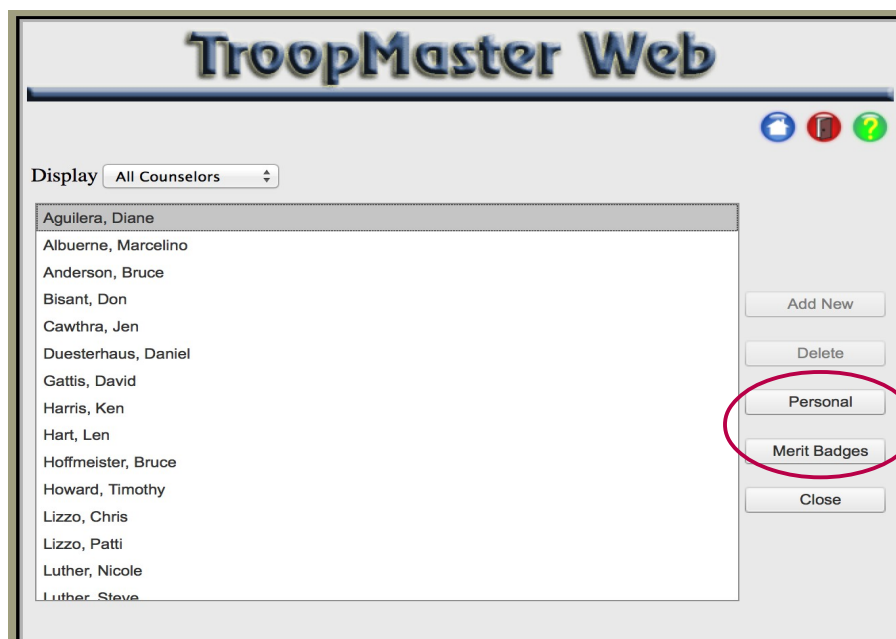
- Click on *Edit/Review* to view a list of participants for that activity.
- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- When you are finished, click on *Close* to return to the main menu.

3) View list of merit badge counselors

- To find a merit badge counselor by merit badge, see the **Reports** section.
- Place your cursor on *Adults* and wait for the menu to display.
- Click on *Merit Badge Counselors*.



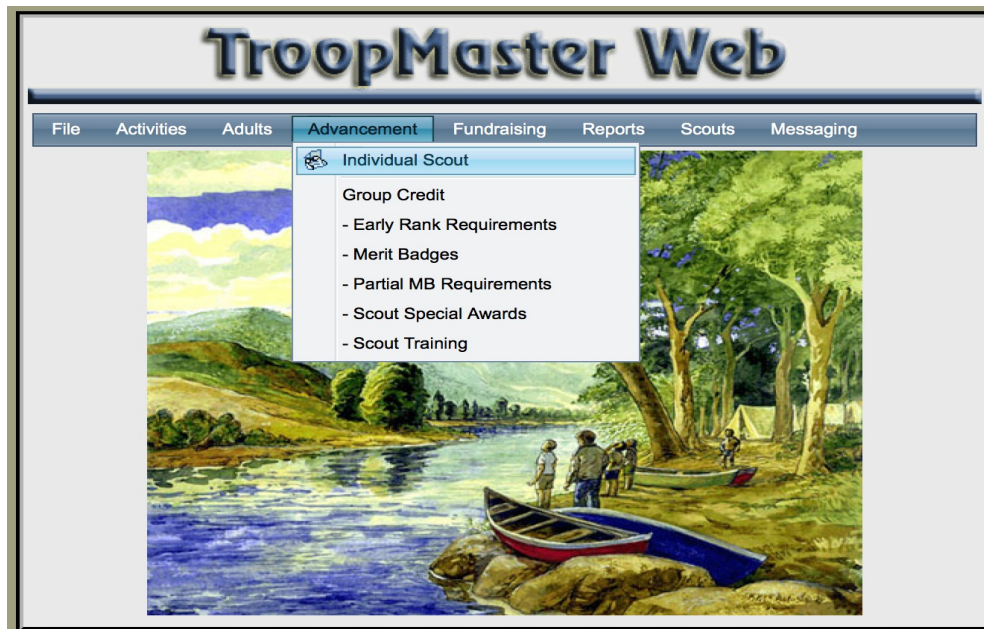
- When the page loads, it will display all of the merit badge counselors for Troop 615. Click on a specific merit badge counselor and then click on *Personal* to view the merit badge counselor's contact information. Or click on *Merit Badges* to see the list of merit badges that counselor supports.



- When you're finished, click on *Cancel* to return to the list of merit badge counselors. And then click on *Close* to return to the main TroopMaster menu.

4) View scout advancement data

- Place your cursor on *Advancement* and wait for the menu to display.
- Click on *Individual Scout*. (The rest of the menu options are not used.)



- When the page loads, a summary of the scout's advancement data will be provided in the blue box.

The screenshot shows the TroopMaster Web application with the 'Individual Scout' data form. The form is titled 'Display' and has a dropdown menu set to 'All Scouts'. Below this, the name 'Peters, Joey' is displayed. The form contains several input fields and buttons. On the right side, there are buttons for 'Personal Data', 'Special Awards', 'Leadership', 'Training', 'OA', and 'Mic-O-Say'. In the center, there are radio buttons for 'Boy Scouts' (selected), 'Varsity', 'Venturing', and 'Sea Scout'. Below these, there is a list of advancement levels: Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle, Palms, Merit Badges Completed, and Merit Badges Partial. Each level is represented by a button.

- **Requirements for Rank Advancement**

- When you click on *Scout*, *Tenderfoot*, *Second Class*, *First Class*, *Star*, *Life* or *Eagle*, a page will load showing the status of completion for that rank.

The screenshot shows the TroopMaster Web interface. At the top is the title "TroopMaster Web". Below it is a navigation bar with three icons: a blue house, a red flag, and a green question mark. On the left, there is a "Display" dropdown menu set to "All Scouts" and a list of names, with "Peters, Joey" selected. In the center, there are input fields for "Name:", "Age:", "Rank:", and "Patrol:". To the right of these fields are several buttons: "Personal Data", "Special Awards", "Leadership", "Training", "OA", and "Mic-O-Say". Below the input fields are radio buttons for "Boy Scouts" (selected), "Varsity", "Venturing", and "Sea Scout". At the bottom, there is a list of ranks: Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle, Palms, Merit Badges Completed, and Merit Badges Partial. The "Palms" button is circled in red.

- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- **Status of Palms**
 - When you click on *Palms*, a page will load showing the status of any/all palms completed or in progress. Palms are earned after the scout has earned the rank of Eagle. (NOTE: The scout can earn badges for the palms at any time while he is a scout.)

The screenshot shows the TroopMaster Web interface. At the top is the title "TroopMaster Web". Below it is a navigation bar with three icons: a blue house, a red flag, and a green question mark. On the left, there is a "Display" dropdown menu set to "All Scouts" and a list of names, with "Peters, Joey" selected. In the center, there are input fields for "Name:", "Age:", "Rank:", and "Patrol:". To the right of these fields are several buttons: "Personal Data", "Special Awards", "Leadership", "Training", "OA", and "Mic-O-Say". Below the input fields are radio buttons for "Boy Scouts" (selected), "Varsity", "Venturing", and "Sea Scout". At the bottom, there is a list of ranks: Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle, Palms, Merit Badges Completed, and Merit Badges Partial. The "Palms" button is circled in red.

- The default is to display the 1st bronze palm. To see subsequent palms, click on the *1st Bronze* to display the menu. After selecting the specific palm, TroopMaster will automatically update the data on the page. Please be patient.

TroopMaster

Palms - Peters, Joey

Select Palm:

- 1st Bronze
- 1st Gold
- 1st Silver
- 2nd Bronze
- 2nd Gold
- 2nd Silver
- 3rd Bronze
- 3rd Gold
- 3rd Silver
- 4th Bronze
- 4th Gold
- 4th Silver
- 5th Bronze
- 5th Gold
- 5th Silver
- 6th Bronze
- 6th Gold
- 6th Silver
- 7th Bronze
- 7th Gold

Board of Review ☐ R ☐ P

Mark reqts as complete

- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- List of Completed Merit Badges**
 - When you click on *Merit Badges Completed*, a page will load showing the list of merit badges that the scout has completed. If the list is blank, the scout does not have any completed merit badges.

TroopMaster Web

Display: All Scouts

Peters, Joey

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

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

Boy Scouts ☒ Varsity ☐
Venturing ☐ Sea Scout ☐

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

- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- **Status of Partially Completed Merit Badges**
 - When you click on *Merit Badges Partial*, a page will load showing the list of merit badges that the scout has partially completed. NOTE: Only partially completed merit badges from boy scout summer camp are entered into TroopMaster. Click on the merit badge in the left column and the list of requirements are listed in the right column. Those with check marks are completed.

The screenshot shows the 'New Badge' page in TroopMaster. At the top, there is a 'New Badge' section with a dropdown menu for 'Agribusiness#' and an 'Add Badge' button. Below this is a 'Badges in Progress' section with a table of merit badges and their requirements. The table has two columns: 'Merit Badge' and 'Requirements'. The requirements are listed as checkboxes, some of which are checked.

| Merit Badge | Requirements |
|---------------------------------|--|
| Emergency Prep* (2013 reqts) | <input type="checkbox"/> 1, <input type="checkbox"/> 2a, <input type="checkbox"/> 2b, <input type="checkbox"/> 2c, <input type="checkbox"/> 3a, <input type="checkbox"/> 3b, <input type="checkbox"/> 3c, <input type="checkbox"/> 3d, <input type="checkbox"/> 4, <input type="checkbox"/> 5, <input type="checkbox"/> 6a, <input type="checkbox"/> 6b, <input type="checkbox"/> 6c, <input type="checkbox"/> 7, <input type="checkbox"/> 8a, <input type="checkbox"/> 8b, <input type="checkbox"/> 8c, <input type="checkbox"/> 9a, <input type="checkbox"/> 9b, <input type="checkbox"/> 9c |
| Environmental Sci* (2006 reqts) | |
| Oceanography (2013 reqts) | |

- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- **View Personal Information**
 - When you click on *Personal Information*, a page will load showing the scout's personal information (address, phone number, birth date, etc).

The screenshot shows the 'TroopMaster Web' interface. At the top, there is a 'Display' dropdown menu set to 'All Scouts'. Below this, a list of scouts is shown, with 'Peters, Joey' selected. To the right of the list, there is a sidebar with buttons for 'Personal Data', 'Special Awards', 'Leadership', 'Training', 'OA', and 'Mic-O-Say'. The 'Personal Data' button is circled in red. Below the sidebar, there is a form for entering personal information, including fields for Name, Age, Rank, and Patrol. Below these fields, there are radio buttons for 'Boy Scouts', 'Varsity', 'Venturing', and 'Sea Scout'. At the bottom, there is a list of merit badges with checkboxes for each.



- *Personal #1* contains the scout's information.
- *Personal #2* contains the scout's medical information.
- *Parents* contains the scout's parents' information. Only parents who are registered members of the troop are included.
- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- **View Special Awards**
 - When you click on *Special Awards*, a page will load showing the scout's special awards. (This does not include rank advancement information.)



- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- **View Leadership Positions**
 - When you click on *Leadership*, a page will load showing the scout's past and current leadership positions within the Troop.

TroopMaster Web

Display
All Scouts

Peters, Joey

Name: [text box]
Age: [text box]
Rank: [text box]
Patrol: [text box]

☒ 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

- Although it appears that users can change data, users are not able to save their changes. This is the way “read-only” is implemented in TroopMaster.
- The other menu items (Training, OA, Mic-O-Say) are not used.

5) **Generate reports**

- Click on *Reports*.



- When the page loads, a list of report categories is displayed. The reports for Adults, Fundraiser and Scout/Unit General are not used.



- **Activities Reports**

- There are 3 types of activities reports.



- To select a report, click on the name. TroopMaster will automatically load the new page. Please be patient for the data to be presented.
 - The *Individual Activity* report provides a list of attendees for a specific activity. Select the specific activity and then click *OK* at the bottom of the page.
 - The *Activity List* report provides a list of activities that occurred between specified dates. Only one activity type (camping, hiking, service projects, meeting, fundraising, court of honor, training, driving and special) can be included in one report. Select the activity type and enter the starting and ending dates. Then click *OK* at the bottom of the page.
 - The *Individual Participation* report provides a list of activities that the scout has attended during a specified time frame. Click on your scout's name and the type of activity (camping, hiking, service projects, meeting, fundraising, court of honor, training, driving and special). Enter the starting and ending dates and then click *OK* at the bottom of the page.
- **Awards/Advancement reports**
 - There are 7 types of awards/advancement reports.



- To select a report, click on the name. TroopMaster will automatically load the new page. Please be patient for the data to be presented.
 - The *Individual History* report provides a list of the scout's awards/advancement data based on which boxes are checked. Click on your scout's name to select it and choose the ranks and other data that you want included in the report. Click *OK* at the bottom of the page.
 - The *Individual Progress* report provides the current status of the scout's next rank. For example, if a scout is currently First Class, the report will provide a status for Star. Click on your scout's name to select it and click on the advancement summary and/or partial merit badge check boxes to include that information in the report. Click *OK* at the bottom of the page.

- The *Merit Badges Earned* report provides a list of completed merit badges for the scout. Entering a date range is optional. If no date range is entered, then the report includes all merit badges earned. Click on your scout's name to select it. Click on *OK* at the bottom of the page.
- The *Partial Merit Badge List* provides a list of the scout's partially completed merit badges with the requirements that need to be completed. Click on your scout's name to select it. Click *OK* at the bottom of the page. If the report is blank, that means there are no partially completed merit badges recorded in TroopMaster.
- The *Scout Having/Needed, Merit Badge Matrix*, and *Target First Class* reports are not meaningful when the report only includes one scout.
- **Merit badge counselor reports**
 - There are 2 types of merit badge counselor reports.



- To select a report, click on the name. TroopMaster will automatically load the new page. Please be patient for the data to be presented.
- The *Counselor by specific badge* report provides a list counselors for a specific badge. For best results, click *Select All* at the top of the left column. Select the specific badge from the list in the right column. Click *OK* at the bottom of the page. If the report is blank, then there are no merit badge counselors in Troop 615 for that badge.
- The *Counselor badge list* provides a list of merit badges for specified merit badge counselors. For best results, click *Select All* at the top of the left column. Click *OK* at the bottom of the page.