

# TroopMaster Web Quick Guide

## How To Log On:

- Navigate to [www.troopmasterweb.com/bsatrop615](http://www.troopmasterweb.com/bsatrop615)
- When the page loads, enter your user ID and password
  - If you don't have a user ID and password or have forgotten your user ID or password, please contact Jennifer Cawthra, [popoki@comcast.net](mailto:popoki@comcast.net) for assistance.



The screenshot shows the TroopMaster Web login interface. At the top, the title "TroopMaster Web" is displayed in a large, stylized font. Below the title, the text "Troop 615" is centered, followed by a red announcement: "Free TroopMaster Mobile App Now Available!!" and a blue link: "Click here for more information." The login form consists of two input fields: "UserID:" and "Password:". To the right of the password field is a checkbox labeled "Make Visible". Below the input fields is a "Login" button. A small green question mark icon is visible in the top right corner of the page.

## How To 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.



- 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.



- 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**

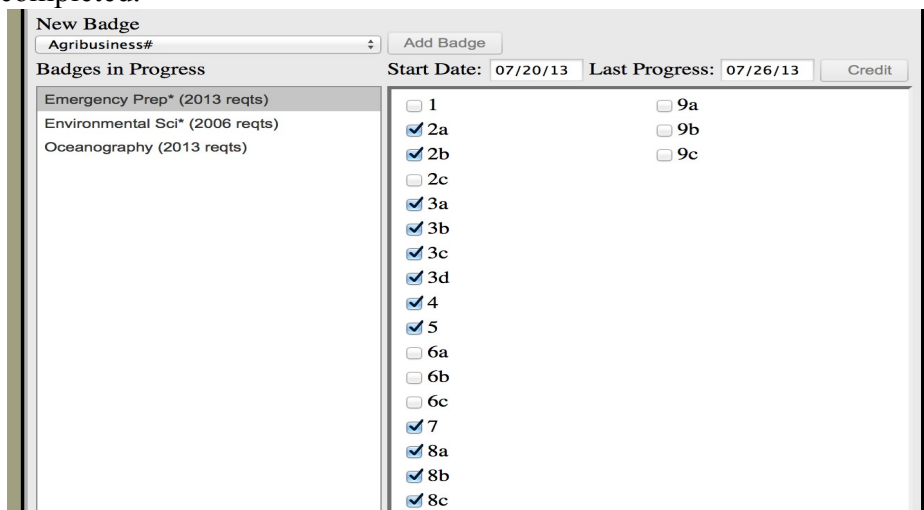
- When you click on *Merit Badges Completed*, a page will load showing the list of merit badges that the scout has completed. If the list is blank, the scout does not have any completed merit badges.



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- **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.



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- **View Leadership Positions**

- When you click on *Leadership*, a page will load showing the scout's past and current leadership positions within the Troop.



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### How To View Service Hours & Activities

- Click on *Reports*
- Click on *Activities*
- There are 3 types of activities reports.



- Click on *Individual Participation*. A new page will load automatically.
- 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 select *service projects*. Enter the starting and ending dates and then click *OK* at the bottom of the page.