

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

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:

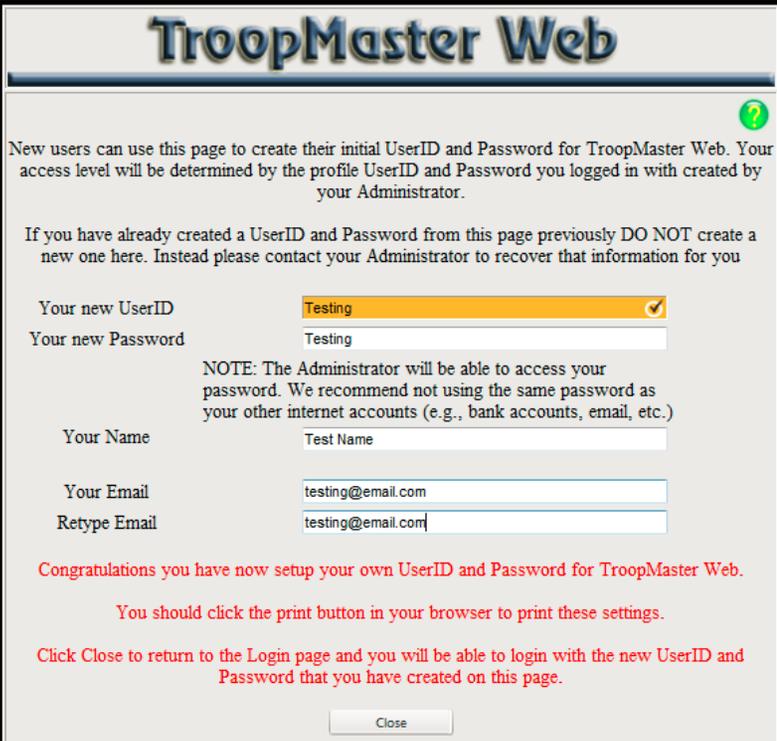
Password: Make Visible

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:

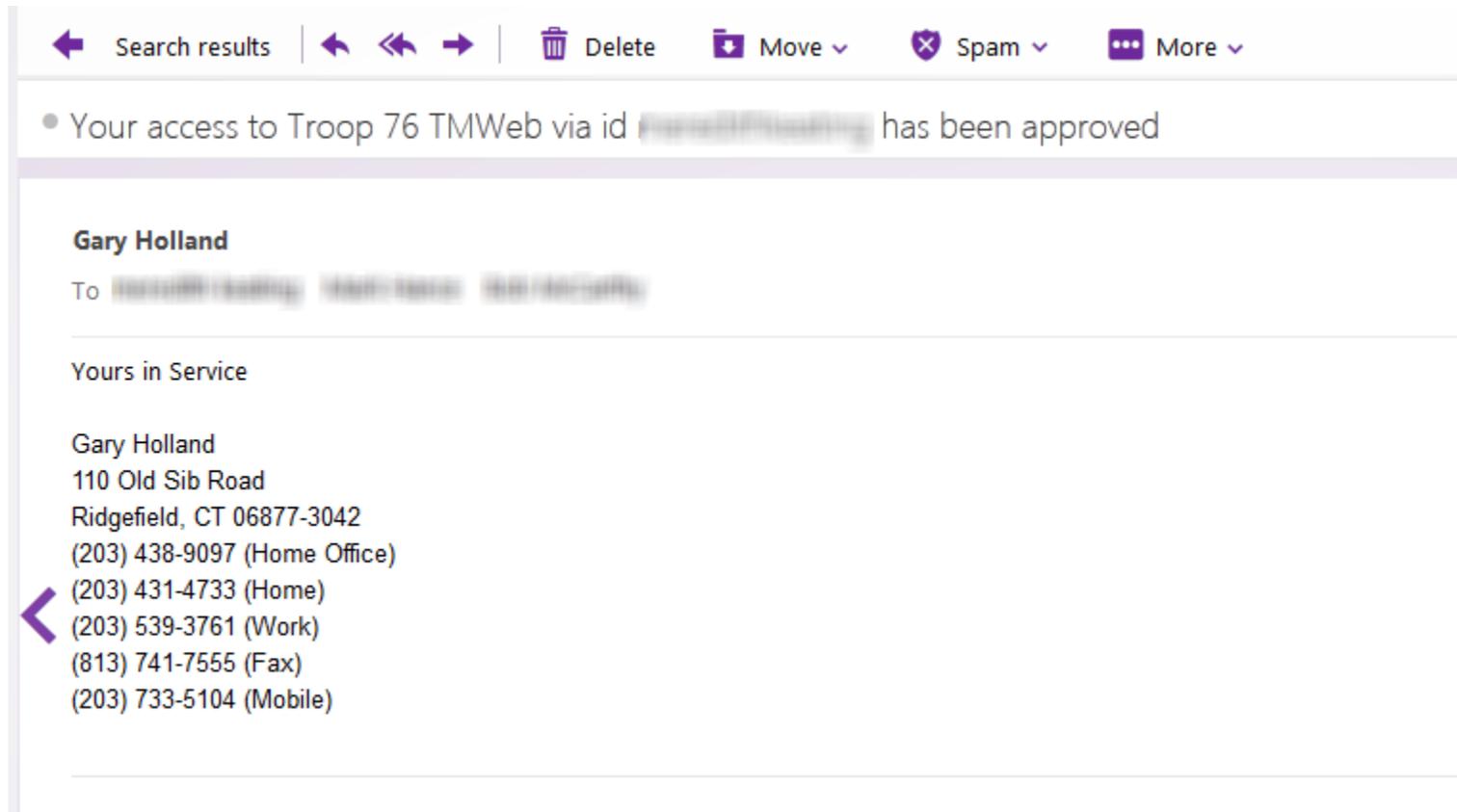
Congratulations you have now setup your own UserID and Password for TroopMaster Web.

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



The screenshot shows an email interface with a navigation bar at the top containing icons for search results, navigation, delete, move, spam, and more. Below the navigation bar is a notification: "Your access to Troop 76 TMWeb via id [redacted] has been approved". The email body starts with the name "Gary Holland" and a "To" field with redacted addresses. The main content of the email is "Yours in Service" followed by contact information for Gary Holland, including his address and several phone numbers. A purple arrow points to the first phone number, (203) 431-4733 (Home).

← Search results | ← ↶ → | 🗑 Delete | 📁 Move ▾ | 🛡 Spam ▾ | 🗨 More ▾

• Your access to Troop 76 TMWeb via id [redacted] has been approved

Gary Holland
To [redacted] [redacted] [redacted]

Yours in Service

Gary Holland
110 Old Sib Road
Ridgefield, CT 06877-3042
(203) 438-9097 (Home Office)
(203) 431-4733 (Home)
(203) 539-3761 (Work)
(813) 741-7555 (Fax)
(203) 733-5104 (Mobile)

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

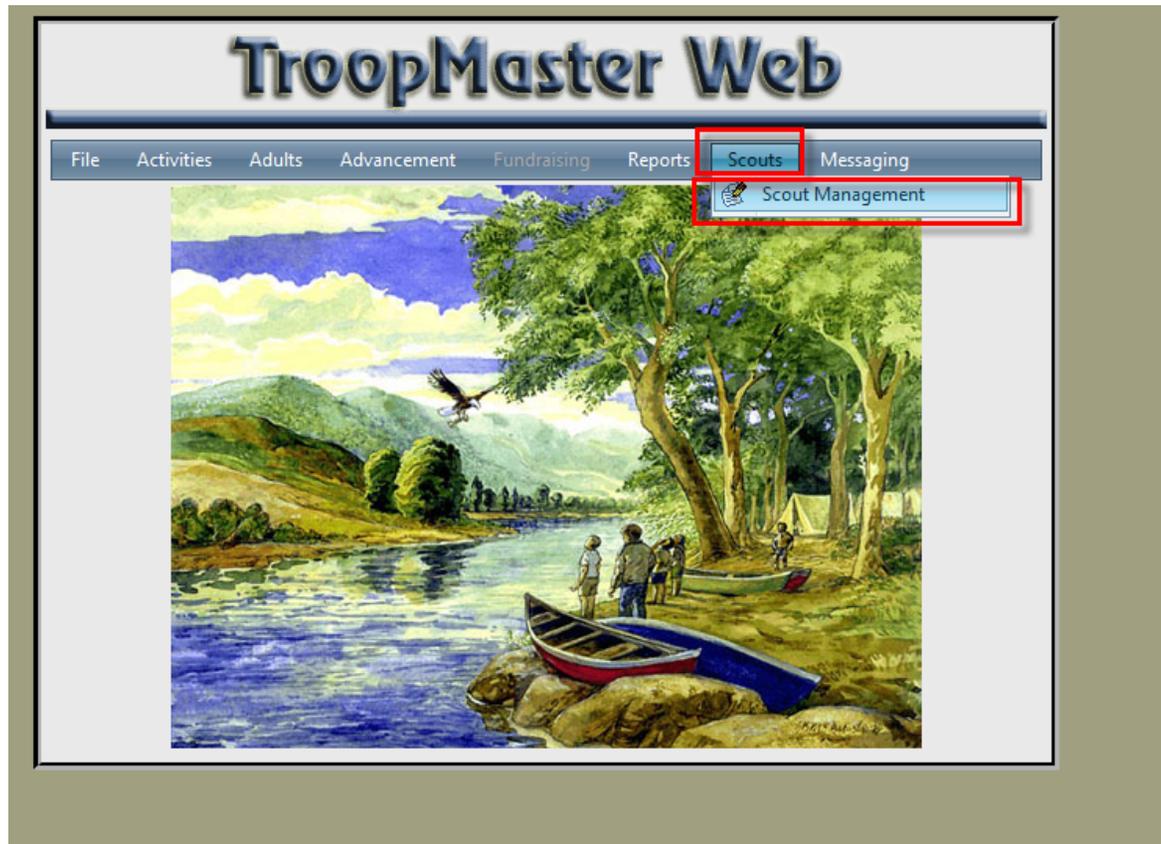


Last sync date is 11/22/13

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”

TroopMaster Web

Personal #1 Personal #2 Parents

Last: [] First: [] Middle: []

BSA ID#: [] Nickname: [] Sex: Male Female

Address Line1: []

Address Line2: []

City: Ridgefield State: CT Zip: 06877-3636

Home Phone: Area: 203 Number: [] Ext: []

[] Area: [] Number: [] Ext: []

[] Area: [] Number: [] Ext: []

Email 1: []@gmail.com

Email 2: []

DOB: [] Drivers Lic: [] ST: []

Patrol: Senior

Grade: 11 School: RHS Church: []

Joined Unit: []

OK Cancel Advancement

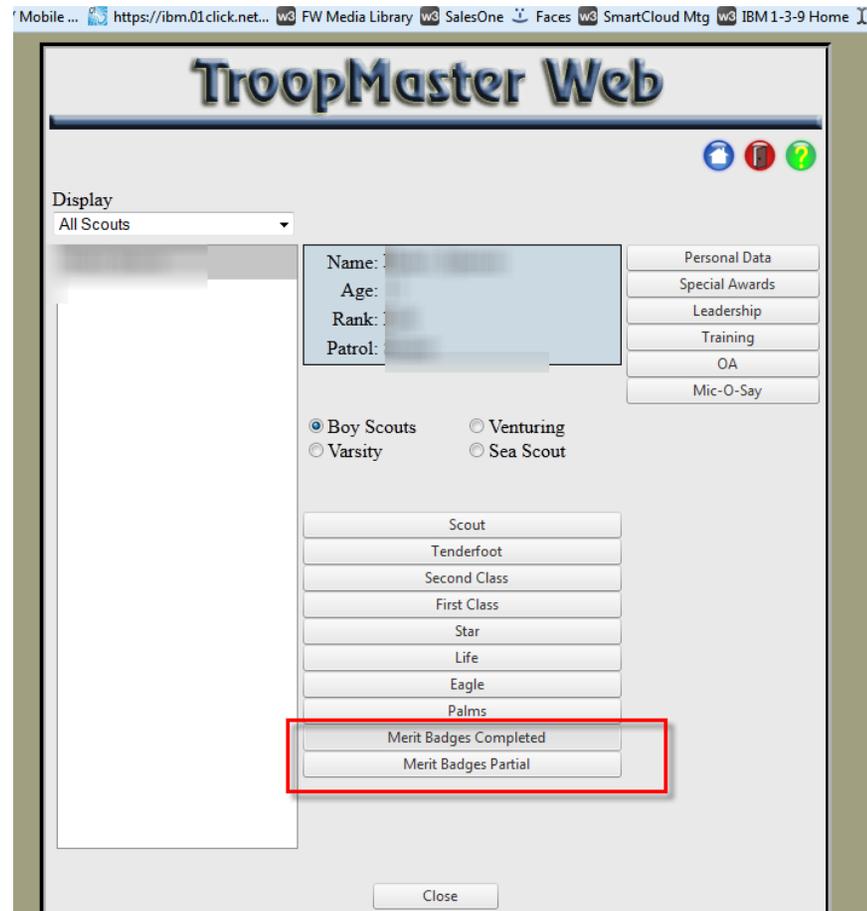
Other Things You Can Do With TM Web

- Check your Merit Badges



Other Things You Can Do With TM Web

- Check your Merit Badges



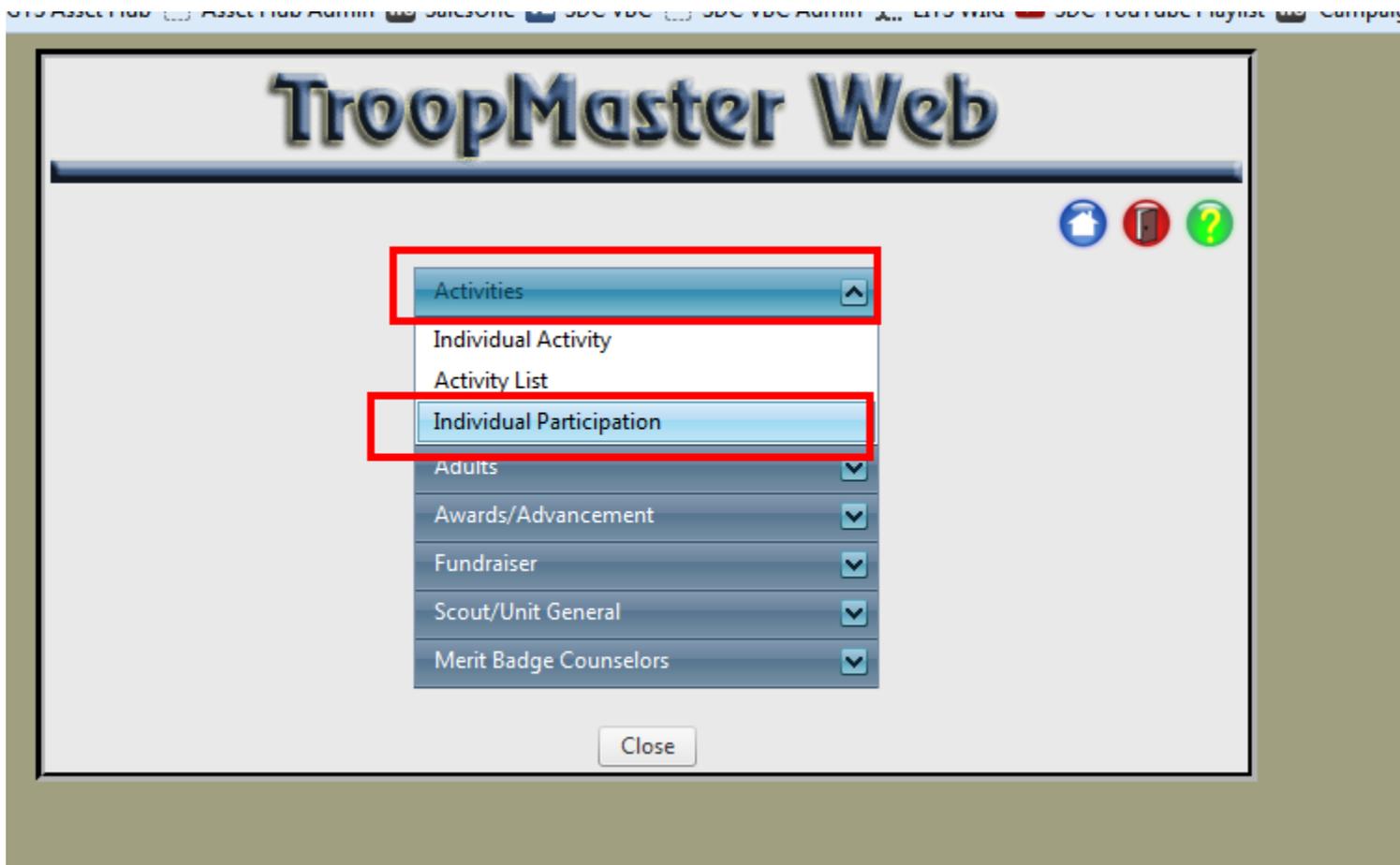
Check Your Service Hours

- 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**

Select Members:

Scouts Adults

Display: All Scouts

Scouter, Joe

Serv Proj

Meeting

Court

G-Bar

Jambo

Metng

Outng

Phlmt

CampNot76

Sikorsky

ServP T76

Swim Test

Training

Starting Date: Enter dates

Ending Date: Enter dates

Summary:

Include attendance totals

-- Include Prior totals

Include attendance ratios

Include attendance percentages

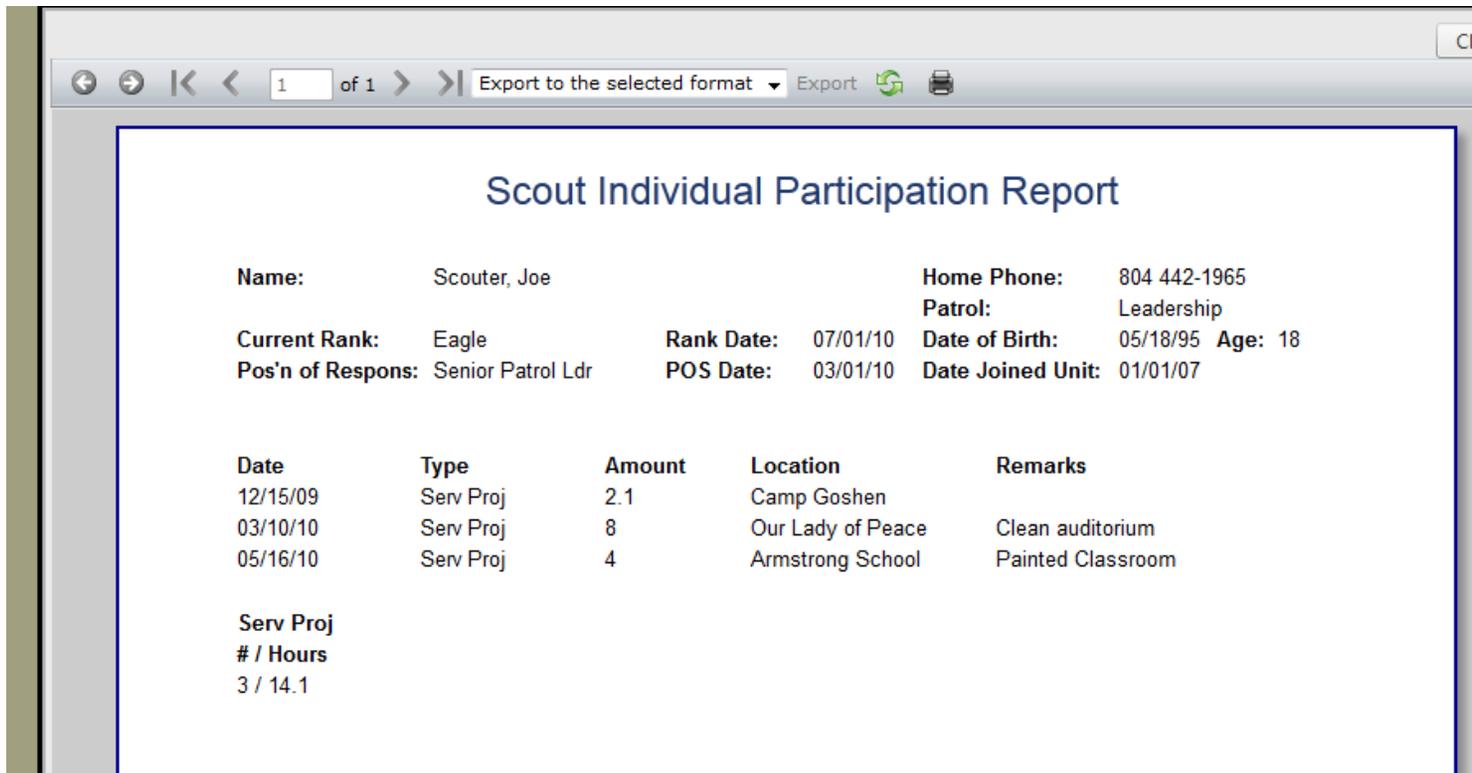
OK Cancel

Select Serv Proj and ServP T76 to see all service activities

Enter dates for your report

Check Your Service Hours

- Review Report



The screenshot shows a web browser window displaying a report titled "Scout Individual Participation Report". The browser's address bar shows "1 of 1" and "Export to the selected format". The report contains personal information for Scouter Joe, including his name, rank, and service hours. Below the personal information is a table of service projects with columns for Date, Type, Amount, Location, and Remarks. At the bottom, a summary shows "Serv Proj # / Hours" as "3 / 14.1".

Name:	Scouter, Joe	Home Phone:	804 442-1965
Current Rank:	Eagle	Patrol:	Leadership
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