

# Troop 815 TroopMaster Web

- The troop tracks all activities, leadership, and training through a website called TroopMaster 2.0
- All advancement (merit badge and rank) are recorded and validated via TM
- All ASM's have access to view all Adult and Scout information – view only
- All ASM's can run scout or patrol reports to track advancement
- ASM's can record scout master conferences via TM Mobile app
- All Parents and Scouts can edit their own personal information
- All Parents and Scouts can view their scouts advancement progress

# Two methods to access TM

- Full Browser version – accessed via your computer/full browser
  - View and edit your or your scout's personal info (email, phone)
  - View any information about your scouts advancement and MB's.
  - Run Reports!
- APP –
  - Easy to use app to view scouts and leaders information (phone lists)
  - Look up Merit Badge Councilors
  - Click to call/email
  - Allows you to take data off line
  - Sync's data changes back to the server for approval/acceptance
  - You cannot edit your personal info via the app

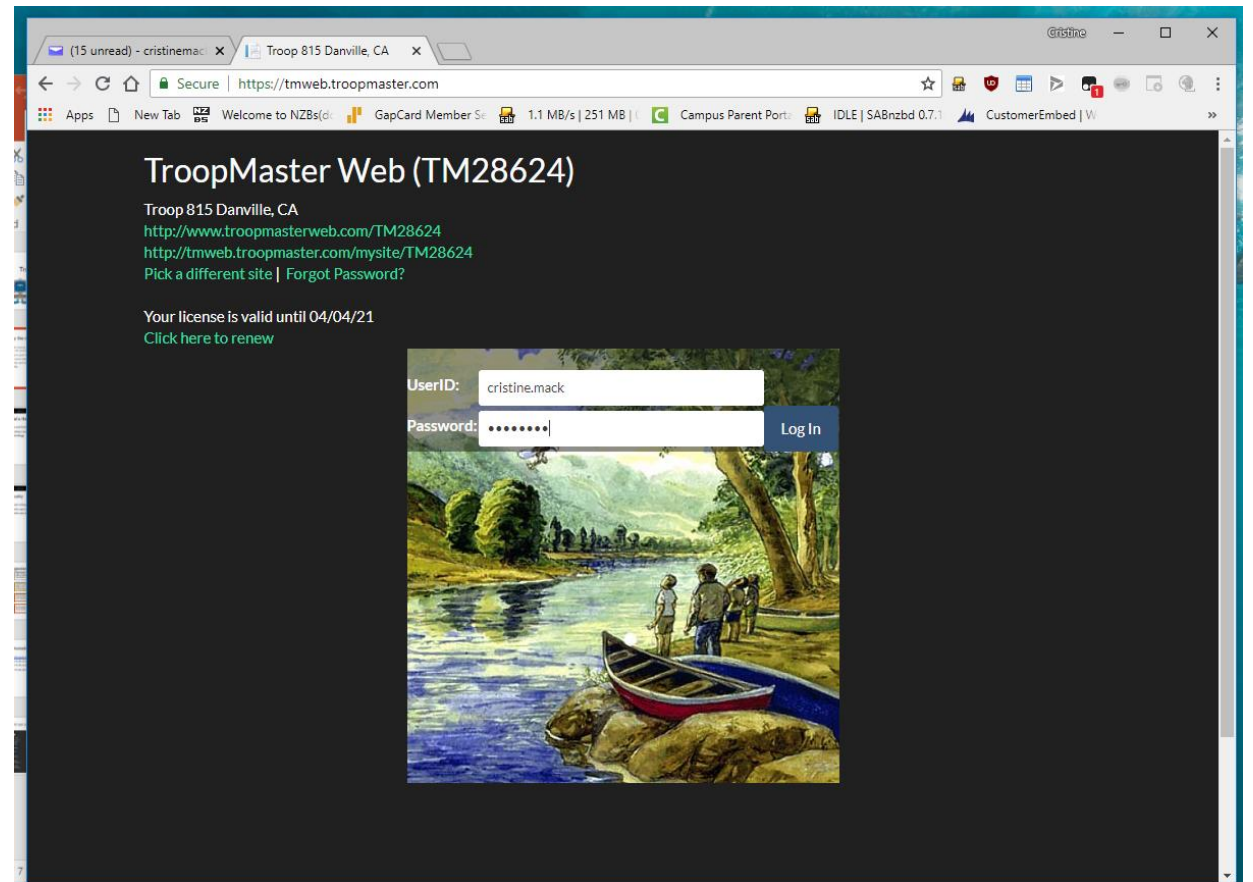
# Full Browser Version

<http://www.troopmasterweb.com/TM28624>

User name: First.Last

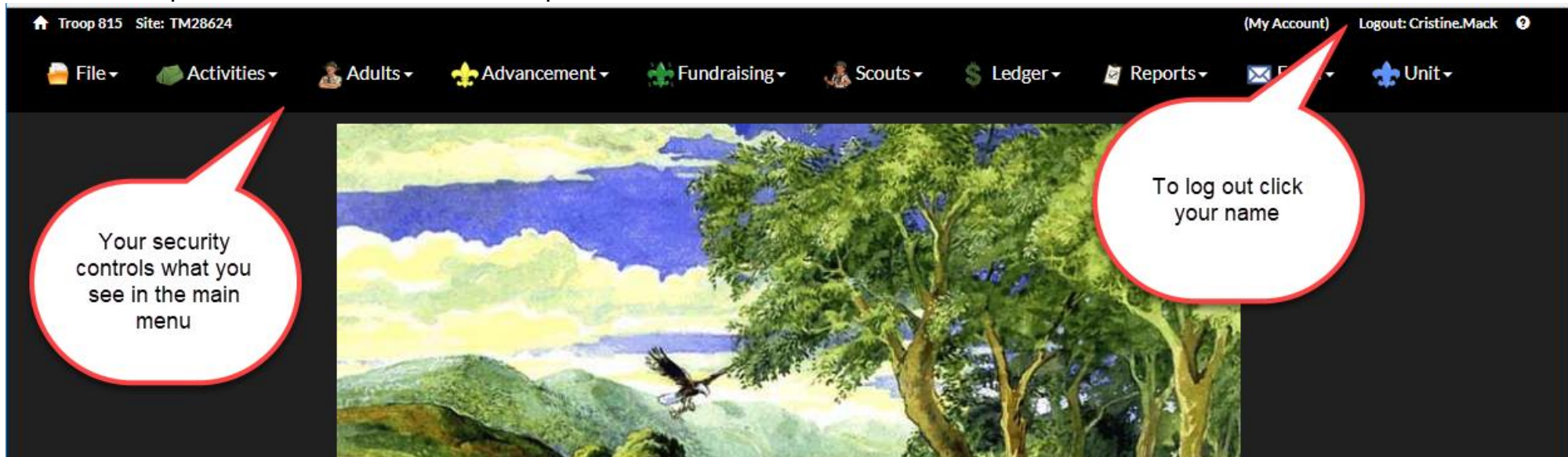
Password: that was emailed to you – if you don't have it, email

[cristinemack@yahoo.com](mailto:cristinemack@yahoo.com)



# Navigation Bar on top

- Activities – view events and outings to check if scouts received credit
- Adults – to view any parent or leader information
- Advancement – shows a list of scouts and you can view the MB and rank advancement status (suggest you use reports instead)
- Fundraising – we do not use
- Scouts – list of scouts and you can access all their info
- Ledger – we do not use (YET)
- Reports – USE!!!!
- Email – if you want to send an email from TM you can do it here. [OR you can use the Troops setup email lists from your normal email program]
- Unit – defines points of contact and other troop level info.

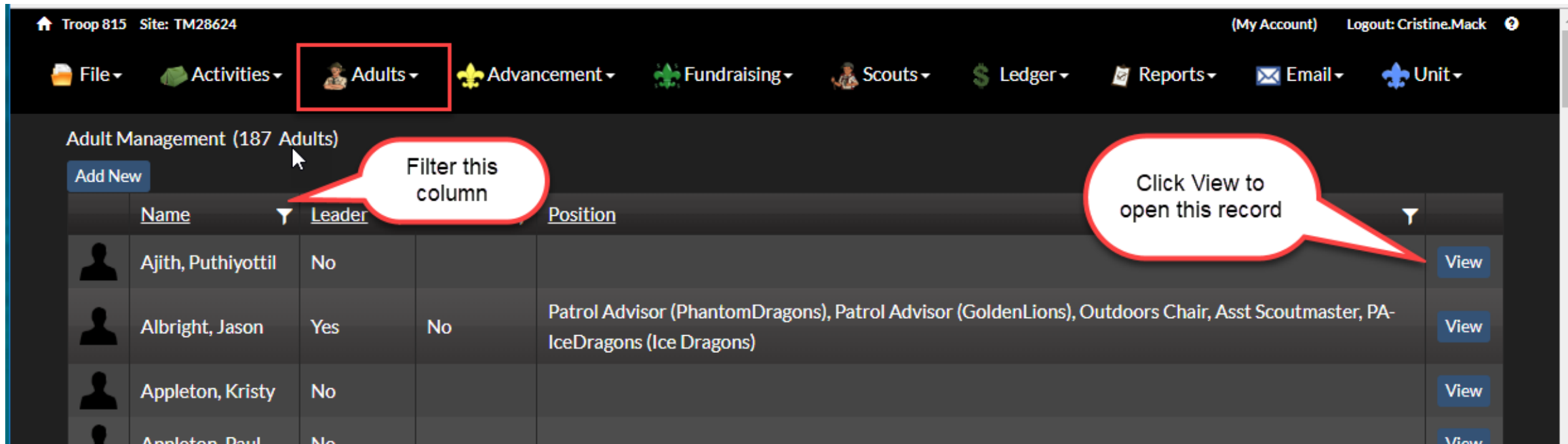


# Top 3 things to do- #1

1. View parent or scout personal info

Adult>Adult Management> Find your name and click View

Scout>Scout Management > Find your scouts name and click View



The screenshot shows the Scout Management software interface. At the top, there is a navigation bar with a home icon, 'Troop 815 Site: TM28624', '(My Account)', and 'Logout: Cristine.Mack'. Below this is a menu bar with icons and labels for 'File', 'Activities', 'Adults', 'Advancement', 'Fundraising', 'Scouts', 'Ledger', 'Reports', 'Email', and 'Unit'. The 'Adults' menu item is highlighted with a red box. Below the menu bar, the page title is 'Adult Management (187 Adults)'. There is an 'Add New' button. A table with columns 'Name', 'Leader', and 'Position' is displayed. A red callout bubble points to the 'Leader' column header with the text 'Filter this column'. Another red callout bubble points to a 'View' button in the table with the text 'Click View to open this record'. The table contains several rows of adult records.

Name	Leader	Position	
Ajith, Puthiyottil	No		<a href="#">View</a>
Albright, Jason	Yes	Patrol Advisor (PhantomDragons), Patrol Advisor (GoldenLions), Outdoors Chair, Asst Scoutmaster, PA-IceDragons (Ice Dragons)	<a href="#">View</a>
Appleton, Kristy	No		<a href="#">View</a>
Appleton, Paul	No		<a href="#">View</a>

# View and Edit

Mack, Cristine

Delete/Archive Close

**Personal Info**  
H: (925) 984-5037  
C: (925) 984-5037  
cristinemack@yahoo.com

**Emergency Contact/Medical Info**

**Remarks/Other**

**Documents**

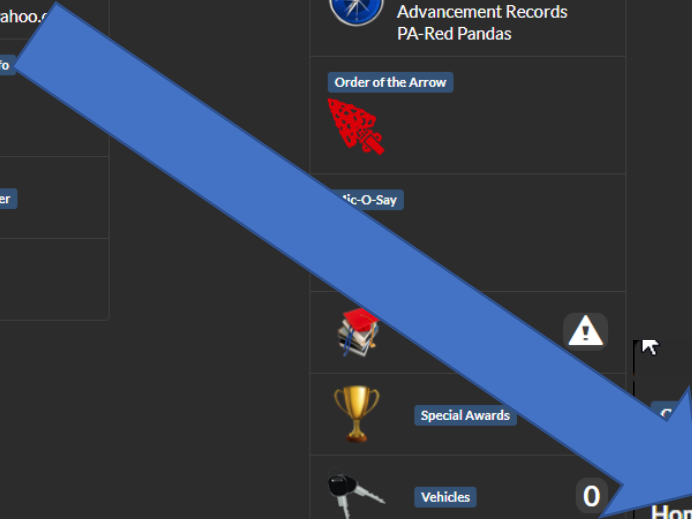
**Leadership Positions**  
Asst Scoutmaster  
Troopmaster Admin  
Advancement Records  
PA-Red Pandas

**Order of the Arrow**

**Special Awards**

**Vehicles** 0

**Service Years** 0



Click on the section you want to view/edit and the next form will appear.  
To edit the information you need to choose the Edit button

Edit Close

**Contact Information**  
Mack, Cristine  
House: Robert  
Home: (925) 984-5037  
Cell: (925) 984-5037  
Work:  
cristinemack@yahoo.com

**Home Address**  
168 Joaquin Drive  
Danville CA 94526

**Mailing Address**

**Scouting**  
BSAID: 123207736  
Boys Life: No  
Joined Unit:  
Became Leader:  
Leader: Yes  
Eagle Date:  
Highest Badge:

**Other**  
DOB: 07/19/72  
Drivers Lic:  
Drivers Lic St: CA  
Place Of Worship:  
Employer:  
Occupation:

**Swimming**  
Level: Non-Swimmer  
Date: 09/22/17

Photo...

Don't forget to SAVE!  
The page does not have a scroll bar but will scroll down to show all fields.

Delete/Archive Save Close

This Adult is also a:  
 MBC  POC  Parent

**Name**

Last: Mack  
First: Cristine  
Middle:   
Suffix:   
Nickname: Cristine  
Spouse: Robert  
Gender: Female

**Home Address**

Line 1: 168 Joaquin Drive  
Line 2:   
City: Danville  
St: CA  
Zip: 94526

**Mailing Address**

Line 1:   
Line 2:   
City:   
St:   
Zip:

**Contact Information**

Home Phone: (925) 984-5037  
Cell Phone: (925) 984-5037  
Work Phone:   
Email: cristinemack@yahoo.com  
Cell Provider:

# The following Scout fields are maintained

Mack, Diego

Scout Info

**Personal Info**  
H: (925) 984-5037  
C: dmack168@icloud.com

**Emergency Contact/Medical Info**  
Joan Jordan  
(415) 336-8331

**Remarks/Other**

**Documents**

**Father**  
Mack, Maurice  
C: (510) 207-5055

**Mother**  
Mack, Cristine  
C: (925) 984-5037  
cristinemack@yahoo.com

**Other**  
Wenstrand, Robert  
C: 503-807-7340  
robert.wenstrand@gmail...

**Add Parent**

**Leadership Positions**  
Bugler

**Order of the Arrow**  
Ordeal: 06/01/16

**Training** ✓

**Vehicles** 1

**Service Years** 0

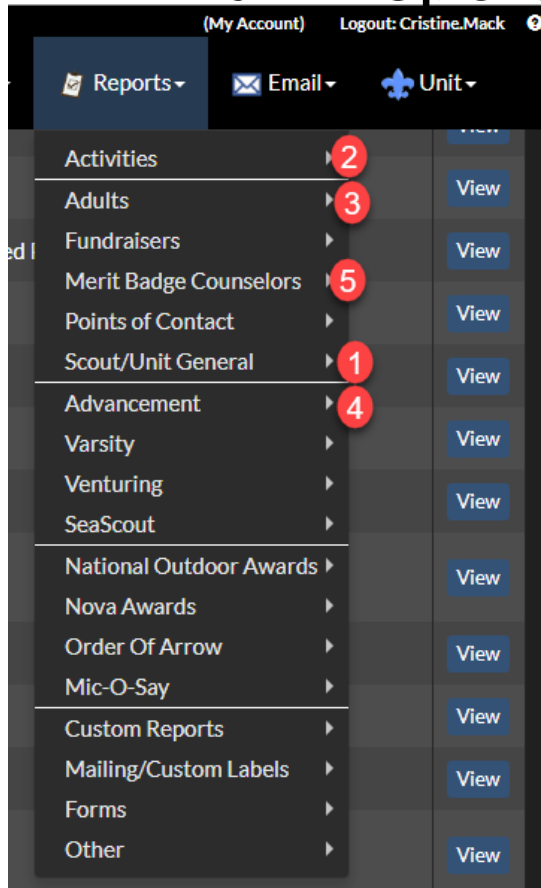
Delete/Archive Close

Most personal info  
Emergency contacts  
Father, Mother, other members  
Leadership  
OA  
Training  
Vehicles -parents



# Top 3 - #2

## 2. Run Reports



## Top Reports used:

1. Scout/Unit General
  - i. Scout Leadership Roster- current list of PLC
  - ii. Unit Phone List – ability to view/run phone lists
2. Activities
  - i. Individual Participation – search for a scouts (or group of scouts) participation across all activities
3. Adults
  - i. Leader Phone List
  - ii. Having/Needing/Training – ability to search for all adults that have X training. Or need X training.
4. Advancement
  - i. Individual History or Progress – two reports that show all rank/mb status for a scout or group of scouts.
  - ii. Advancement Status – run for a patrol to see where everyone is and what they need to make the next rank
  - iii. Scouts Having/Needing – run to see how many scouts need Merit Badge
5. MB Councilors – Detailed Listing- to view a list of available MB councilors in our troop.

# Advancement Status

Generate Report Close

\*All Reports will allow you to select some set of filter and other options.  
\*Choose Generate Report - this will pop to a new tab in your browser.  
\*Come back to this page and click CLOSE to return to main menu

**Include Scouts**  
Red Pandas

**Sort By**

- Alphabetically
- Group by rank
- Group by patrol
- Print each patrol on separate page

**Include**

- Date of last rank
- Date of birth
- No date



Browser window showing a new tab titled 'DownloadFile' with the URL <https://tmweb.troopmaster.com/Reports/DownloadFile?fileName=AdvancementStatusReport-081945.PDF>. A note bubble says: "Note the new tab - if you have blocking enabled this may prevent the new tab." The browser's download bar shows the file is downloading at 1.1 MB/s. The browser interface includes navigation buttons, a search bar, and a download icon in the bottom right corner.

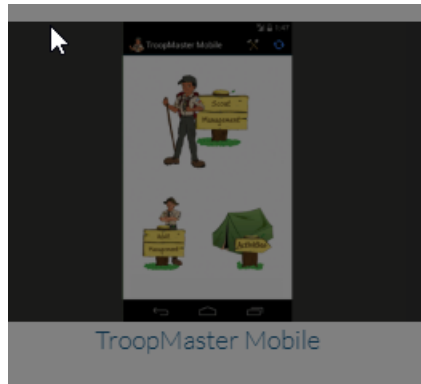
6/15/2018

### Troop 815 Advancement Status

Life	Next Rank	Requirements Remaining
Bray, Danny	Eagle	Spirit, E.Proj, S.Conf, BOR
Fung, Tyler	Eagle	Spirit, 2 MB (2 E Req), E.Proj, S.Conf, BOR
Mack, Diego	Eagle	Spirit, 1 MB (1 E Req), E.Proj, S.Conf, BOR

# Top 3 - #3

## 3. Download the mobile app



### **To use Mobile App**

1. Search your store for 'TM Web' – the icon should look like the screen shot above
2. Download
3. Walk through finding our site – CA Troop 815
4. Login – using your same username/pwd
5. Viola! Sync for offline access.

TroopMaster Mobile

**Individual Progress**  
Osborne, Jimmy  
Current Rank: Star Date: 01/15/13  
Pos'n of Respons 1: Junior Asst SM Date: 02/20/13  
DOB: 12/15/97 Age: 17

**Next Rank: Life**

**Requirements Remaining**  
2 MB(s) remaining (1 more Eagle MB req'd)  
Teach using EDGE Method  
Scoutmaster Conference  
Board of Review

**Requirements Complete**

Animal Science MB:	01/18/13
Cit In Community* MB:	06/18/13
Communication* MB:	06/30/13
Participation:	07/15/13

**GET IT ON**  
Google play

**Download on the**  
App Store

**Download from**  
Windows Store

**Requires:**  
TroopMaster Web  
TroopMaster Web 2.0

TroopMaster Mobile is a native (not web based) mobile app for Android, iOS and Windows Phone. This new app will give you immediate access to your Troop's most vital data without the need of a constant internet connection.

TroopMaster Mobile will allow your leaders, parents and scouts to access and update your most frequently used data via a mobile device. Data available in TM Mobile will be restricted based on your UserID and Password in TroopMaster Web.

# Things are continually changing

The troop continually improves our processes. In the next few months look for:

- Easier to enter rank dates at your BOR (via the app)
- ASM access to monitor their patrols
- Ledger updates to easily access and monitor your scout account

Thanks for your patience while we adopt new processes.

# What's next?

Learn and explore!

<http://troopmaster.com/faq.html?web2>

Google and you tube are also great resources

When in doubt – ask another ASM

Technical issues? Contact [Cristinemack@yahoo.com](mailto:Cristinemack@yahoo.com)

or text 925-984-5037