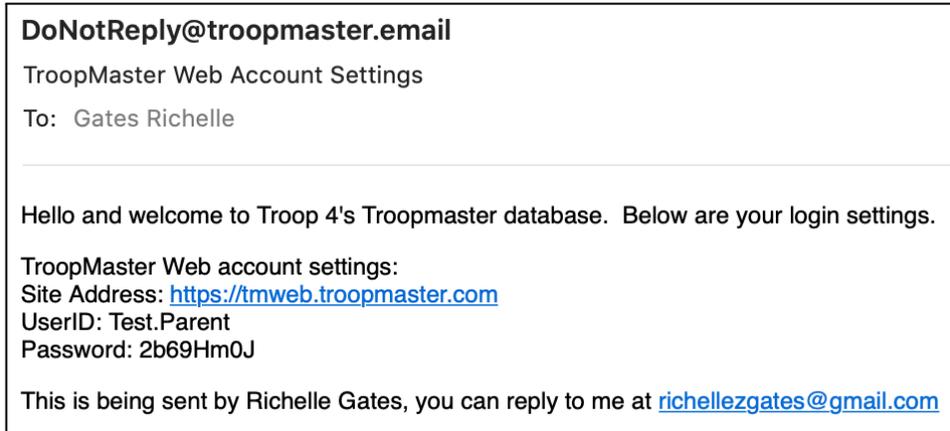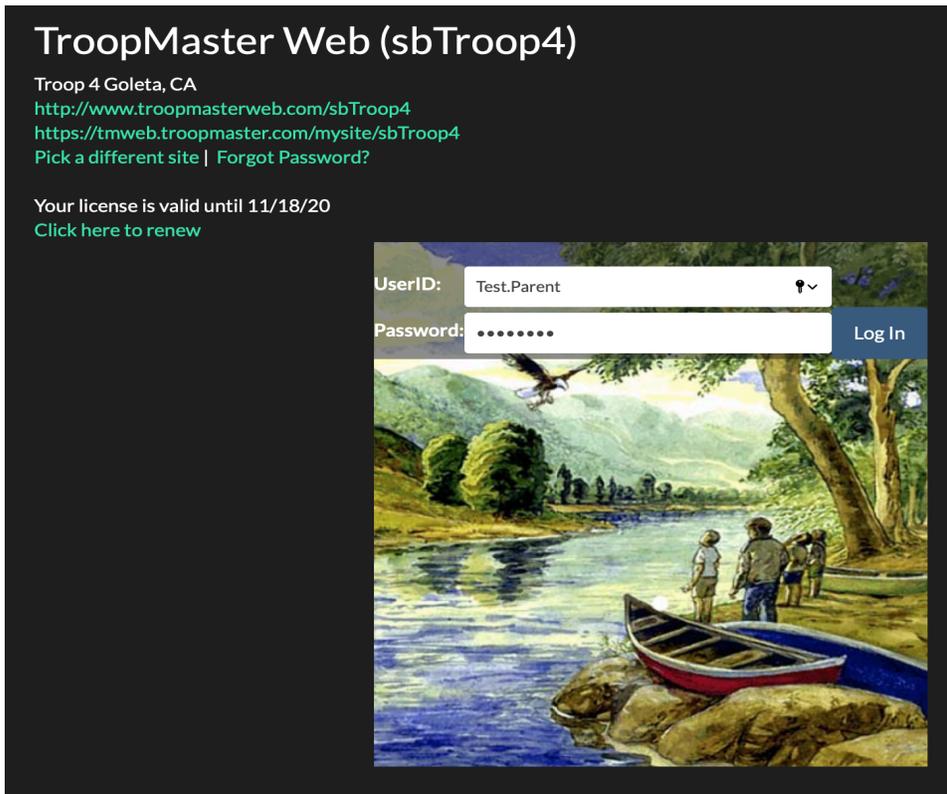# TROOP 4 TROOPMASTER DATABASE (desktop version)

LOGIN INSTRUCTIONS

As a parent of a scout, you should have received an email like the one below. It includes a link to our TroopMaster database along with your login and temporary password. If your scout has an email address on file with T4, they should have received a separate email with their own login details.

DoNotReply@troopmaster.email

TroopMaster Web Account Settings

To: Gates Richelle

Hello and welcome to Troop 4's Troopmaster database. Below are your login settings.

TroopMaster Web account settings:
Site Address: https://tmweb.troopmaster.com
UserID: Test.Parent
Password: 2b69Hm0J

This is being sent by Richelle Gates, you can reply to me at richellezgates@gmail.com

If you and/or your scout didn't receive an email, please contact Sandra Lemon, sandra.reid@gmail.com to resend it.

When you click the site address link listed in the email, the screen below will appear. Enter your UserID and Password and click Log In.

TroopMaster Web (sbTroop4)

Troop 4 Goleta, CA
http://www.troopmasterweb.com/sbTroop4
https://tmweb.troopmaster.com/mysite/sbTroop4
Pick a different site | Forgot Password?

Your license is valid until 11/18/20
Click here to renew

UserID:	Test.Parent
Password:	••••••••	Log In

Once logged into TroopMaster, for the first time, it's a good idea to replace your temporary password with one of your own choosing. Click My Account to bring up the Reset Password dialog box.
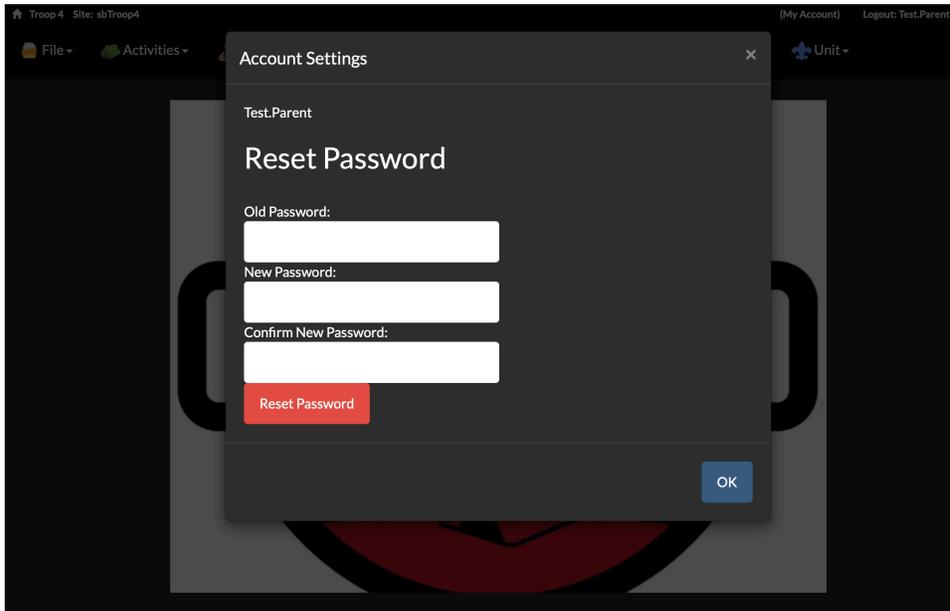
TROOPMASTER DESKTOP FEATURES

Please note: Parents, who are not leaders, may only view their own scout's record. Scouts may only view their own record and can not view their parents' or any other adult's records.

ACTIVITIES

ACTIVITIES MANAGEMENT - Parents and scouts can view a list of all future and past Troop 4 activities that have already been entered into TroopMaster. To see the details of an activity, click View. This list only includes activities that are tracked for advancement and scouting records. For a complete list of all Troop 4 activities, the Google Calendar is a better resource. For this reason, the TroopMaster Activity Calendar is not used by our members though it is an option.

ADULTS

ADULT MANAGEMENT - Parents can view their own record and edit some of the information listed.

MBC MANAGEMENT - Parents can view a list of current Troop 4 Merit Badge Counselors. If a scout needs to email a merit badge counselor, you as their parent can give them the MB Counselor's email address. Scouts do not have access to view this info in the desktop version. Remind your scout to always copy you on any scouting email they send to an adult.


ADVANCEMENT

SCOUTS BSA ADVANCEMENT - Parents and scouts can click View to see the scout's advancement record including ranks completed, current rank progress, completed/partial merit badges, special awards, national outdoor activity awards and NOVA awards. If any errors are found, please contact Mr. van Gool.

SCOUTS

SCOUT MANAGEMENT - Parents and scouts can click View to see the scout's personal contact info, medical form details, leadership positions and training. Parents may edit the contact info and medical form sections.
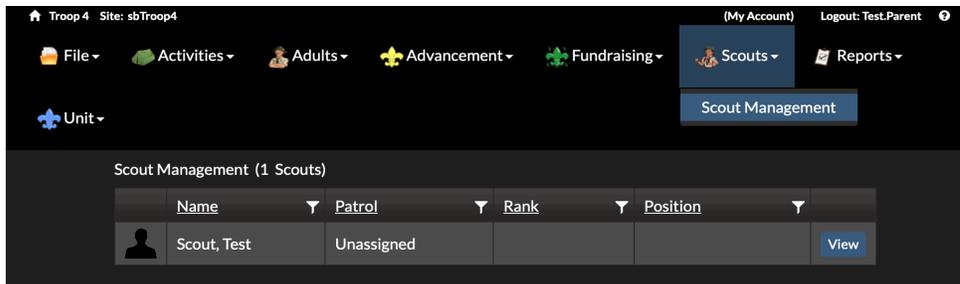
REPORTS

TroopMaster offers a variety of reports but keep in mind that non-leader adults can only see their own son's data. If you are looking for a specific type of report, let me know and I can direct you to the appropriate report.
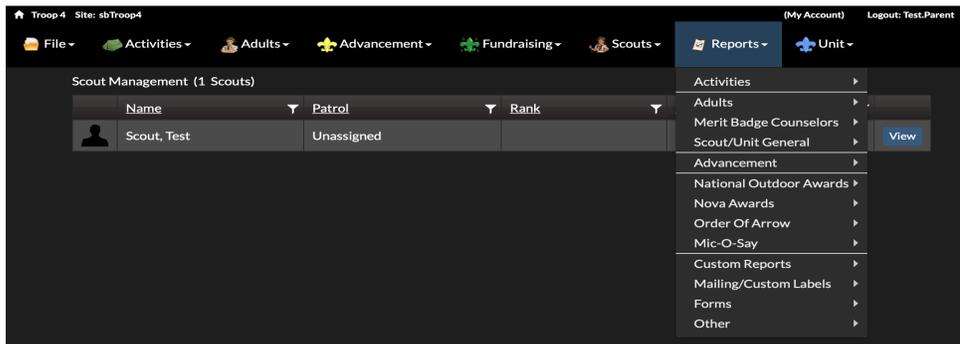
MISC NOTES

Sometimes the following screen will appear *before* the regular login screen. If so, choose the options listed below to be taken to the login screen.
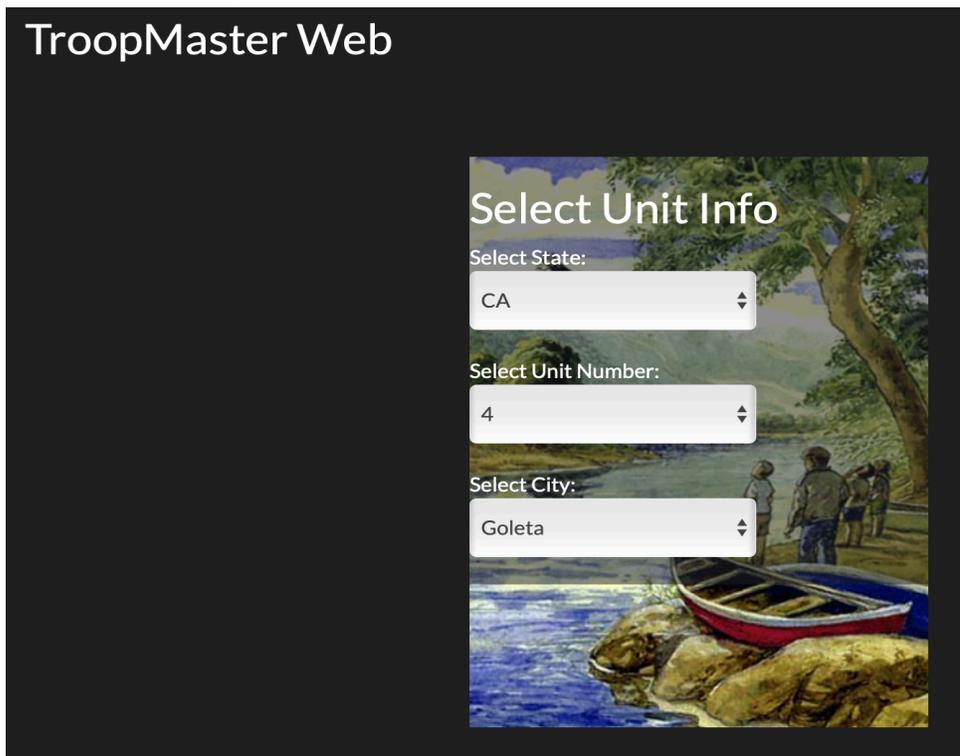
TROOP 4 TROOPMASTER DATABASE (mobile version)

There is a free mobile app for TroopMaster that can be quite helpful. Some of the features in the desktop version are not available in the mobile app and vice versa.

LOGIN INSTRUCTIONS

As with the desktop version, you will use the same UserID and password for the mobile app. At the main screen, click the ✕ icon. Click Select Account followed by our State "CA", Unit Number "4" and City "Goleta". Then enter your UserID and Password and click Save Changes. When prompted, click Yes to go to the Sync screen. Click Sync to get all data loaded onto the app. This may take awhile so don't let the screen go black. When finished, click OK. Now that the app has been synced, click the 🏠 icon.

SYNCING THE MOBILE APP

The data you view in the TroopMaster app is only as up to date as the last time you synced the app. Also, if your scout makes any changes to the Rank Advancement section (see below), those changes will not be submitted for approval until the app is synced.

To sync the app, at the main screen, click the 🔄 icon. Click Sync. This may take awhile so don't let the screen go black. When finished, click OK.

TROOPMASTER MOBILE FEATURES

Please note: Parents, who are not leaders, may only view their own son's record. Scouts may only view their own record and can not view their parents' or any other adult's records. If a scout does not have a cell phone, they may use their parent's phone.

SCOUT MANAGEMENT

Parents and scouts can click Scout Management followed their scout's name to see the scout's personal contact info, medical form details and advancement progress.

ADVANCEMENT

PROGRESS - A summary of the scout's progress is shown including what requirements they need to complete to advance to the next rank and which requirements they have already completed.

RANK ADV - A list of all the scout ranks is shown. From this screen, for rank requirements, done in person and **not** already logged into Troopmaster, a scout can enter the completion date of a specific rank requirement by clicking the rank name and then the date field next to that requirement. They can then type the date, *as written* *in their scout handbook*, as being signed off by another scout (1st Class or above) or an adult leader. Click OK. Don't forget to sync the app so the changes will be submitted for approval. To confirm the rank completions, the scout must also email Mr. Konheim jaykonheim@gmail.com a photo of the corresponding page of their scout handbook. Don't forget to copy your parent on the email. Once it has been verified, the completion date will become part of that scout's official record.
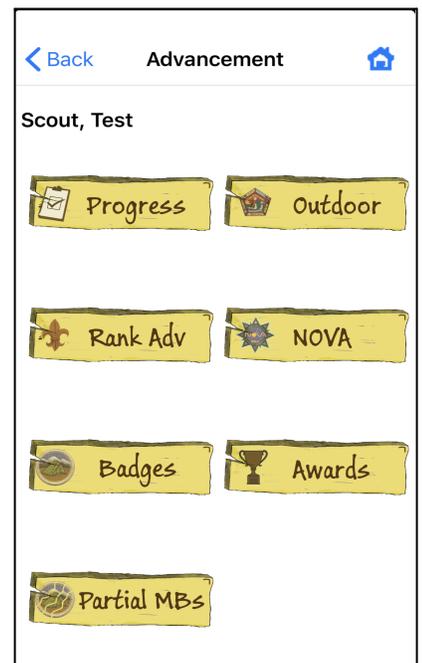
*BADGES - A list of all completed merit badges is shown.
*PARTIAL MBS - A list of all partial merit badges is shown.
*OUTDOOR - A list of all completed National Outdoor Activity Awards is shown.
***NOVA** - A list of all completed NOVA awards is shown.
AWARDS - If a scout has earned any awards such as Firem'n Chit, Totin' Chip, Arrow of Light, Cyber Chip, etc. the completion dates will be shown here.

*Even though the app allows scouts/parents to enter a date of completion on these screens, <u>please do not modify these sections</u>. Any dates entered, in these sections, by anyone other than the advancement chair, will be not approved.

ADULT MANAGEMENT

Parents can click Adult Management followed by their name to see their personal contact info and leadership as well as medical form details.
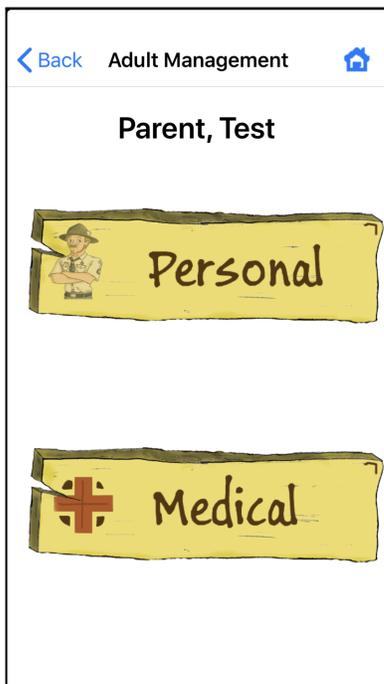
ACTIVITIES

Parents and scouts can view a list of all future and some past T4 activities that have already been entered into TroopMaster. To see a full list of activities, use the desktop version of TroopMaster.

In the mobile app, you can RSVP for an activity if that activity is setup to allow RSVPs.

Click on the activity and then select Click Here To Register. A new window will open where you can submit your RSVP.

MISC
SWIMMING - Not used by the Troop.

PARTIAL MB - Only viewable by leaders.

MB REQT'S - Lists each merit badge along with its requirements. This can be helpful instead of having to refer to the merit badge book or look it up on the internet.

MBC BY MB - shows a list of counselors by merit badge along with their name and email. Remind your scout to always copy you on any scouting email they send to an adult.

TEXT MSG - Only viewable by leaders.

EMAIL - Only viewable by leaders.