

Troop 281 TroopMaster Guide

<http://www.troopmasterweb.com/bsa281>

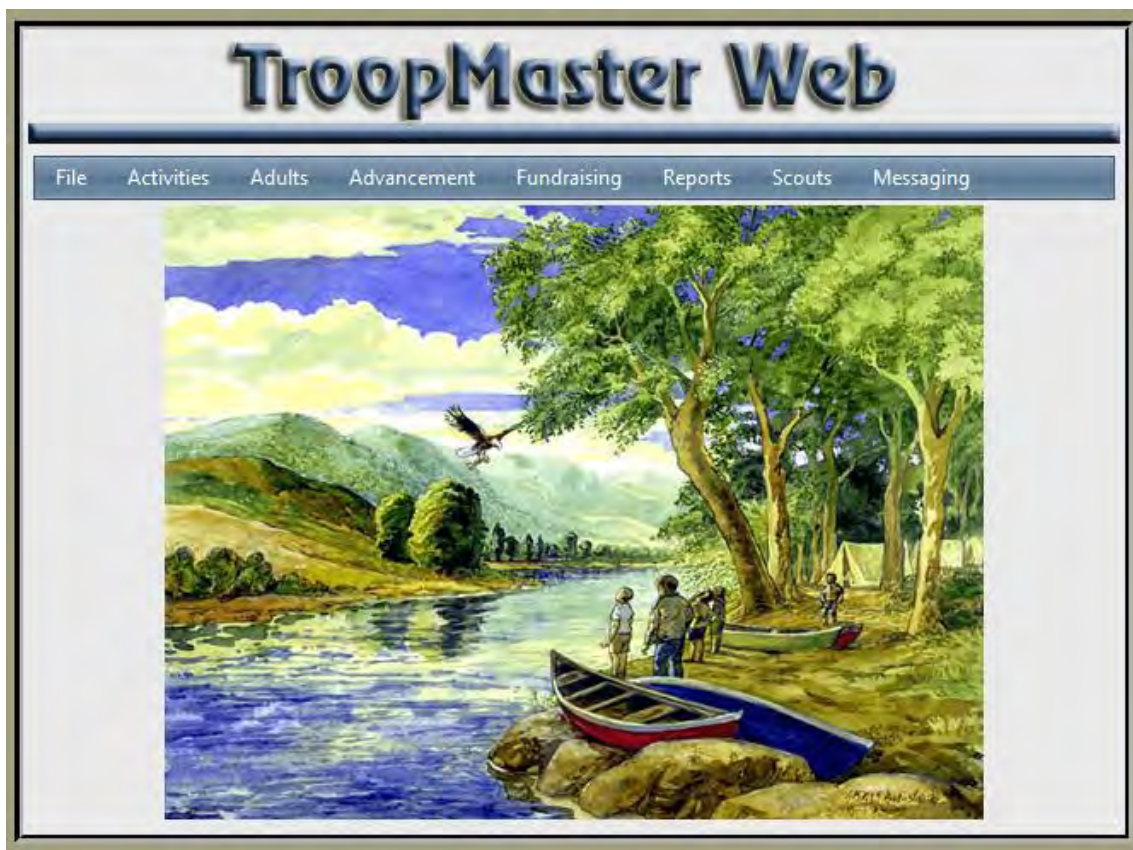
Welcome to Troop 281's guide to how to gain access and use our troop's advancements record system. Troopmaster is a web based system that allows our advancements chair to update all the scouts rank and merit badges in a primary database and then upload it to a website where the scouts and their parents/ leaders can keep track of their progress toward Eagle. Please remember all scouts must record their progress in the troop's **blue book** before it can show up on this system.

To get started you will need to create a login to access the site, we have two "Profile" users setup that allow you to do this. Logging in with either of these profile users will grant you access to the system but an administrator will have to adjust your permissions to allow you to see your (or your son's) progress.

Creating an account is very easy, when you first visit the site you use the below accounts to create a new account. Please use the profile that fits the account you need to create (IE: Boy Scout should be used if the scout will be checking his own progress, Adult will be used for parents of a certain scout)

For Boys enter USER: Boy Scouts and PASSWORD: Troop281

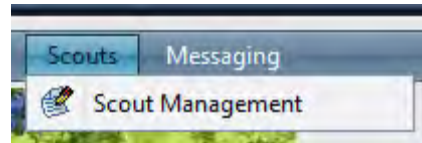
For Adults enter USER: Adult Scouts and PASSWORD: Troop281



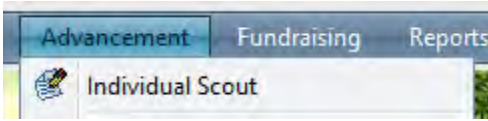
Once you have logged in you should see something like this, this is the main home screen for Troopmaster. As you move through the different screens you will see a **BLUE** button with a home icon in it, clicking it will always taking you back to this screen. The **RED** door icon will log you out of the system, and the **GREEN** question mark will bring up the help website.

After an administrator has adjusted your permissions to see the scouts Rank/Merit Badge progress you can follow these steps to pull up that scouts record.

There are two ways you can bring up the scouts records, one is scout menu. This will show all current information like rank and wont go into detail about what is needed for next rank or partial



through the position, but merit badges.



The other way, and the way we recommend, to access the scouts progress is using the advancements menu. Selecting Advancement and Individual Scout will bring up several options to look over the scout's progress.

The next screen will let you pick which scout you need to look into, 99% of the time you will only see the scout you have permission to see. If you have access to several scouts this is where you can pick which scout to lookup. Highlight the scout you would like to lookup on the left, then click the rank you are interested in to open that scouts record.

TroopMaster Web

Display: All Scouts

- Abbott, Gabriel
- Albrecht, Brian
- Allen, Steven
- Arnold, Ryan
- Boyer, Grant
- Byars, Dameon
- Carter, John
- Delacruz, Eduardo
- Eastlack, Joseph
- Finlayson, Branden
- Hawkins, George
- Hooper, Benjamin
- Hooper, Samuel
- Hoyt, Jonatha
- Keck, Patrick
- Kelsey, Christopher
- Keyser, Connor
- Kohler, Nathan
- Latham, Matthew

Name: Abbott, Gabriel
Age: 14
Rank: Life
Patrol: Dragons

Boy Scouts Venturing
 Varsity Sea Scout

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

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

Close

This will open up a new screen showing that scouts progress on (or when he finished) that rank. As you can see here our example scout Gabe has completed Scout in March of 2011. At the bottom of the screen you have the option to cancel or close the window or click on Tenderfoot to progress to the next rank to see the scout's progress on that rank.

TroopMaster Web

 **Scout - Abbott, Gabriel**

1. Age Requirement	03/07/11
2. Find a Troop	03/07/11
3. Application Forms	03/07/11
4. Pledge of Allegiance	03/07/11
5. Demo Scout Sign, etc	03/07/11
6. Demo Square Knot	03/07/11
7. Scout Oath, Law, etc	03/07/11
8. Describe Scout Badge	03/07/11
9. Pamphlet Exercises	03/07/11
10. Scoutmaster Conference	03/07/11 <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> P

The next three ranks (Tenderfoot, 2nd Class, & 1st Class) have screens similar to the above screen where there are slots to record the date the scout finished that specific requirement. Once you get into Star rank and above the scouts start concentrating more on Merit Badges.

The Star, Life, & Eagle requirement screens show not only the requirements for the rank itself but also what merit badges the scout has completed for that rank. Our example scout Gabe has completed all the requirements for Star and the system shows what merit badges it has 'applied' to the Star rank. Since you can't use merit badges for multiple ranks it is important for the system to keep track of which badges have been used for a rank. Of course all silver bordered merit badges are Eagle required badges.

TroopMaster Web






Star - Abbott, Gabriel

Participation

Scout Spirit

Service Project

Pos'n of Responsibility

Scoutmaster Conference

Board of Review R P

Merit Badges Earned

	Fishing 05/22/11 <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> P
	Swimming* 07/14/11 <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> P
	Home Repairs 11/21/11 <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> P
	Cit In Nation* 12/03/11 <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> P
	First Aid* 12/03/11 <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> P
	Environmental Sci* 06/23/13 <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> P

Badge List

-  Agribusiness#
-  American Business
-  American Cultures
-  American Heritage
-  American Labor
-  Animal Science
-  Archaeology
-  Archery
-  Architecture
-  Art
-  Astronomy
-  Athletics
-  Auto Maintenance
-  Aviation
-  Backpacking
-  Basketry
-  Beekeeping#

To see a complete listing of what merit badges the scout has earned we recommend going back to the scout picker page and select 'Completed Merit Badges' or 'Partial Merit Badges' buttons.

The screenshot shows the TroopMaster Web interface. At the top, the title "TroopMaster Web" is displayed in a large, stylized font. Below the title, there are three small circular icons: a blue one with a white figure, a red one with a white figure, and a green one with a white question mark. On the left side, there is a "Display" section with a dropdown menu set to "All Scouts". Below this is a list of names, with "Abbott, Gabriel" selected and highlighted. To the right of the list, a profile box displays the following information: "Name: Abbott, Gabriel", "Age: 14", "Rank: Life", and "Patrol: Dragons". To the right of the profile box is a vertical stack of buttons: "Personal Data", "Special Awards", "Leadership", "Training", "OA", and "Mic-O-Say". Below the profile box, there are radio buttons for "Boy Scouts" (selected), "Varsity", "Venturing", and "Sea Scout". Below these are two columns of buttons representing ranks: "Scout", "Tenderfoot", "Second Class", "First Class", "Star", "Life", "Eagle", "Palms", "Merit Badges Completed", and "Merit Badges Partial". At the bottom center, there is a "Close" button.

The merit badge complete page shows all merit badges the scout has completed and what rank they have been applied to.

TroopMaster Web

Abbott, Gabriel

Completed Merit Badges

Merit Badge	Date	R	P
Fishing (Star)	05/22/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Swimming* (Star)	07/14/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Home Repairs (Star)	11/21/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cit In Nation* (Star)	12/03/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Aid* (Star)	12/03/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Sci* (Star)	06/23/13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chess (Life)	01/28/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Exploration (Life)	06/24/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication* (Life)	05/20/13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cit In World* (Life)	07/01/13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Prep* (Life)	08/01/13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wood Carving (Eagle)	07/22/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Archaeology (Eagle)			




Badge List

- Agribusiness#
- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Auto Maintenance
- Aviation
- Backpacking
- Basketry
- Beekeeping#
- Bird Study
- Bookbinding#
- Botany#
- Bugling
- Camping*
- Canoeing
- Carpentry#
- Chemistry
- Chess
- Cinematography#

OK Cancel

The partial merit badge screen shows a list of all badges the scout has started that we have a record of (remember if the scout hasn't recorded his progress in our blue book then it may not show up here). By highlighting the merit badge on the left you will see what progress the scout has made and what else needs to be completed to finish the merit badge.

TroopMaster Web

Abbott, Gabriel

New Badge

Badges in Progress Start Date: Last Progress:

Archery (2011 reqts)	<input checked="" type="checkbox"/> 1a	<input checked="" type="checkbox"/> 5a
Camping* (2007 reqts)	<input checked="" type="checkbox"/> 1b	<input checked="" type="checkbox"/> 5b
Cooking* (2007 reqts)	<input checked="" type="checkbox"/> 1c	<input checked="" type="checkbox"/> 5c
Family Life* (2010 reqts)	<input checked="" type="checkbox"/> 2a	<input checked="" type="checkbox"/> 5d
Hiking* (2008 reqts)	<input checked="" type="checkbox"/> 2b	<input checked="" type="checkbox"/> 5e
Indian Lore (2009 reqts)	<input checked="" type="checkbox"/> 2c	<input type="checkbox"/> 5f
Scouting Heritage (2012 reqts)	<input checked="" type="checkbox"/> 2d	
Search and Rescue (2012 reqts)	<input checked="" type="checkbox"/> 2e	
	<input checked="" type="checkbox"/> 3a	
	<input checked="" type="checkbox"/> 3b	
	<input checked="" type="checkbox"/> 3c	
	<input checked="" type="checkbox"/> 4a	
	<input checked="" type="checkbox"/> 4b	
	<input checked="" type="checkbox"/> 4c	
	<input checked="" type="checkbox"/> 4d	
	<input checked="" type="checkbox"/> 4e	
	<input checked="" type="checkbox"/> 4f	

We hope this guide has been helpful to you scouts and parents in showing you how to access our rank records keeping system.