

TroopMaster Web 2.0

Troop 776

Help Guide for Parents

<http://tmweb.troopmaster.com/mysite/bsatroop766>

TroopMaster Web (bsatroop766)

Troop 766 Cedar Rapids, IA

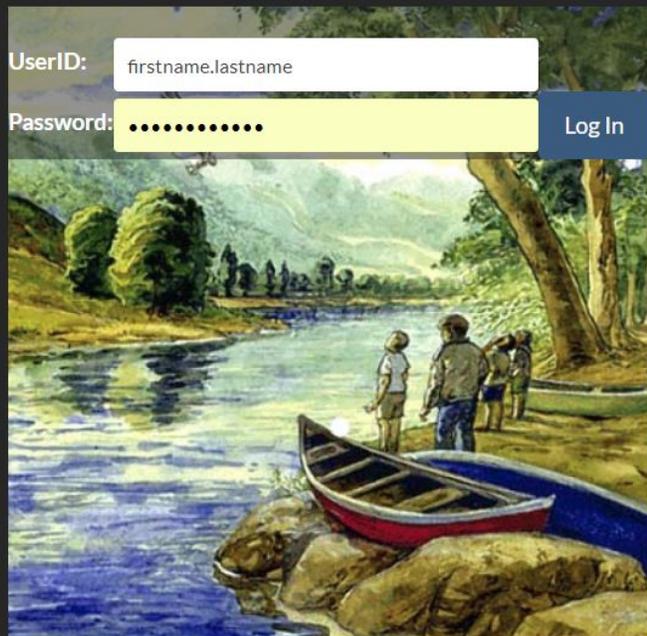
<http://www.troopmasterweb.com/bsatroop766>

<http://tmweb.troopmaster.com/mysite/bsatroop766>

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Troop 766
Cedar Rapids, Iowa

Last Updated 04/01/2018

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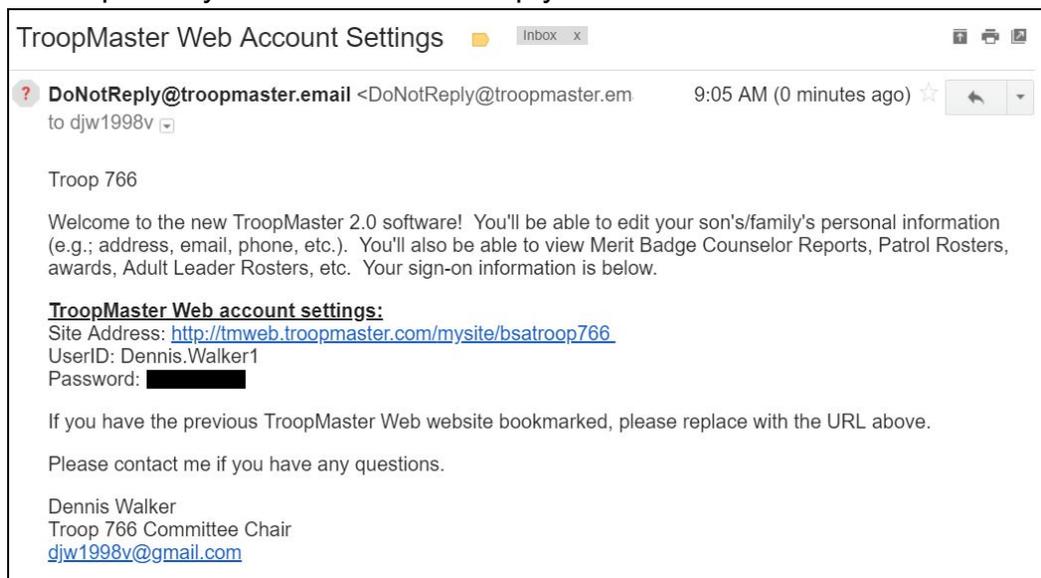
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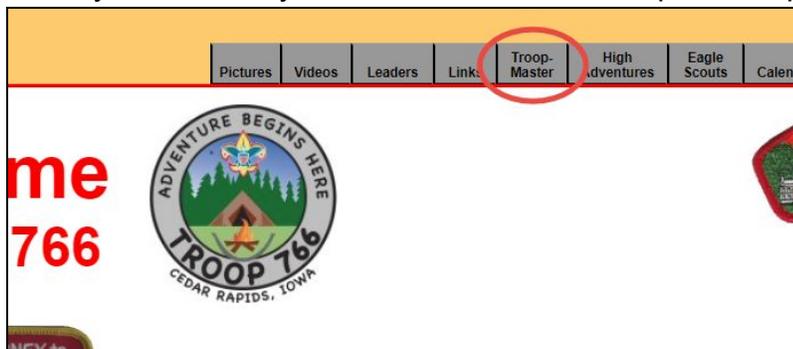
Log-In

1. Check your email for a TroopMaster Web invitation (it might be placed in your spam/junk folder). This step is only needed once to setup your account.

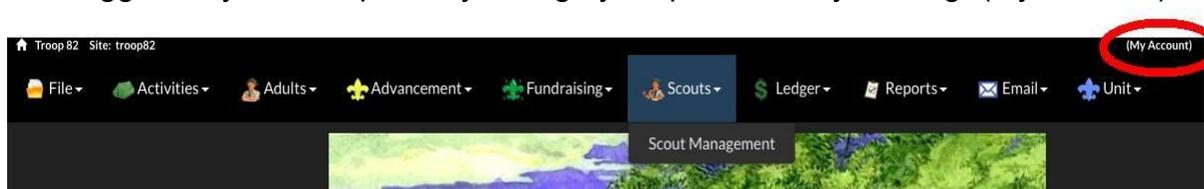


2. Browse to the following website:
<http://tmweb.troopmaster.com/mysite/bsatroop766>

Note: you can always find this link on the Troop's homepage.



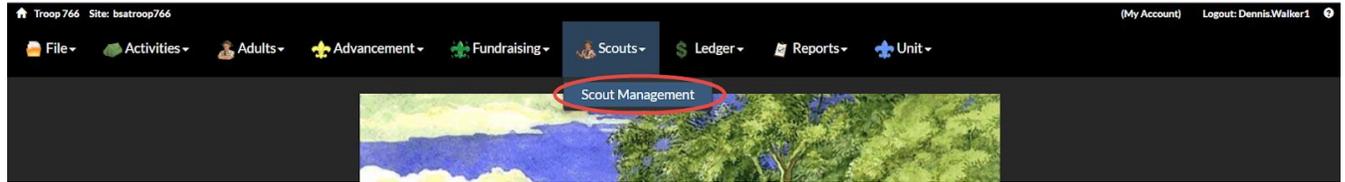
3. Type in your UserID and Password from the email invitation.
4. Once logged in, you can optionally change your password by clicking "(My Account)".



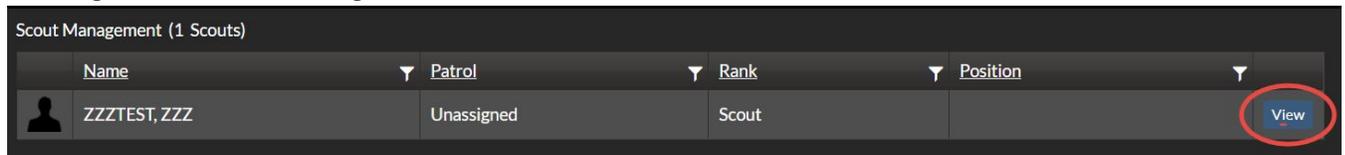
5. If you can't remember your Password, just click on the "Forgot Password?" link on the main [TroopMaster Web login page](#). The UserID is typically in the firstname.lastname format. If all else fails, please send Dennis Walker (djw1998v@gmail.com) an email.

Scout & Parent Personal Information

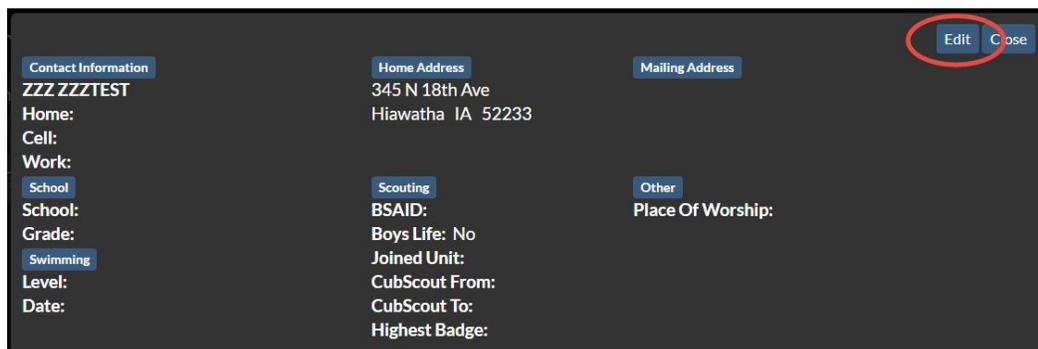
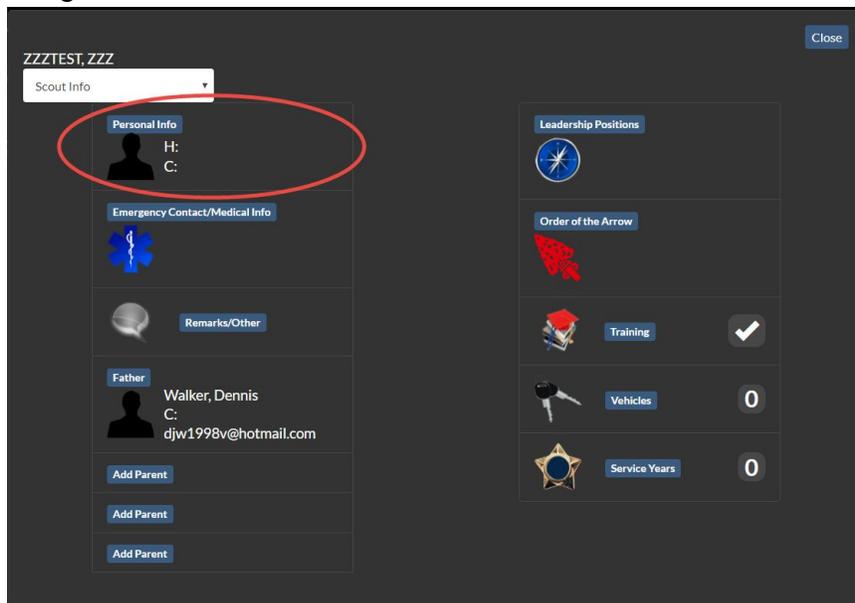
1. Click "Scout Management" under "Scouts" on the main menu.



2. You only have "edit" access to your own Scout and family. You may edit your Scout's info by scrolling down and clicking the "View" button next to his name



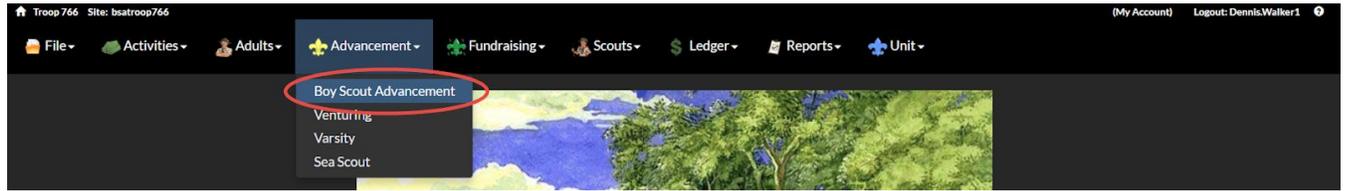
3. Click on any area of information in order to edit: "Personal Info", "Emergency Contact/Medical", "Father", Mother", etc. Once viewing a window of detailed information, click the "Edit" button to change data.



4. Don't forget to click the "Save" button when complete!

Advancement

1. Click "Boy Scout Advancement" under "Advancement" on the main menu



2. You have "read only" access to your own Scout. You may view your Scout's individual progress by scrolling down and clicking the "View" button next to his name.



3. Dates indicate when your Scout completed advancement to that rank. The percent completion helps you see how close your Scout is toward advancement to the next rank.



4. Click on any Rank to review the specific milestones required to achieve a rank. Click the "Close" button when completed.

ZZZTEST, ZZZ Close

Tenderfoot

1a. Prepare To Camp	_//_	4d. Assemble First-Aid Kit	_//_
1b. Camp and Pitch Tent	_//_	5a. Explain/Use Buddy System	_//_
1c. Outdoor Code	_//_	5b. What To Do If Lost	_//_
2a. Prepare/Cook Meal	_//_	5c. Rules of Safe Hiking	_//_
2b. Safe Cleaning/Food Prep	_//_	6a. Physical Fitness Test	_//_
2c. Eating Together as a Patrol	_//_	6b. Plan For Improvement	_//_
3a. Use of the Square Knot	_//_	6c. Show Improvement	_//_
3b. Use of two Half Hitches	_//_	7a. Proper Flag Handling/Care	_//_
3c. Use of the Taut-Line Hitch	_//_	7b. Service Project (1 hour remaining)	_//_
3d. Use of Knife, Saw, and Ax	_//_	8. Teach using EDGE	_//_
4a. Demo First Aid	_//_	9. Scout Spirit/Scout Law	_//_
4b. Identify Poison Plants	_//_	10. Scoutmaster Conference	_//_
4c. Tell How to Prevent Injury	_//_	11. Board of Review	_//_

Reported to Council
 Presented to Scout

- Click on Completed or Partial Merit Badges (MB) to review those details. An “R” indicates that a MB has been reported to BSA and a “P” indicates it has been presented at a Court of Honor.
- For Partial Merit Badges, you may review ‘Open’ reqmts, and click on the title of the MB (in blue) to see all the reqmts needed to achieve the MB.

ZZZTEST, ZZZ Close

Partial Merit Badges

Art 2014 (41%)

Start: Last Progress:

Requirements Complete: 1a, 1b, 1c, 2, 3

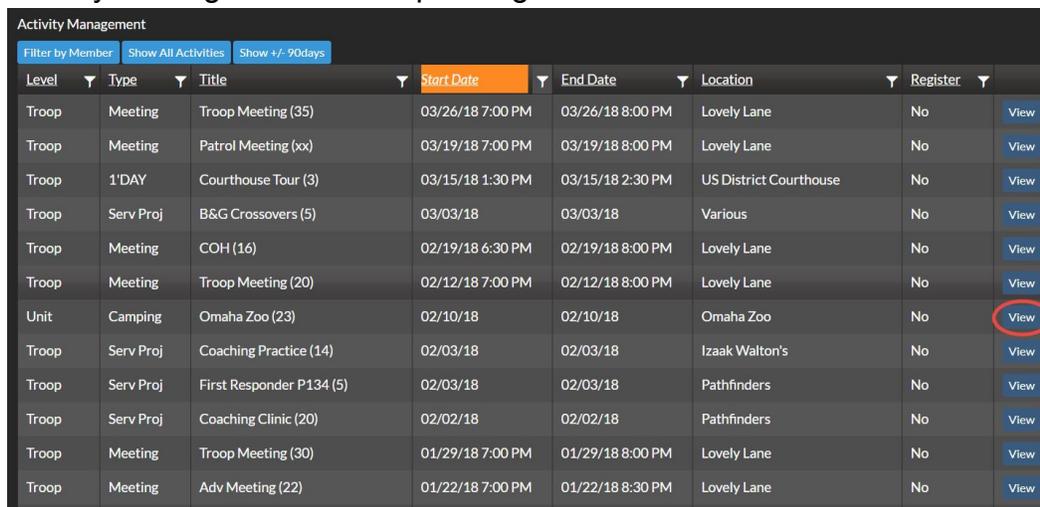
Requirements Open: 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, 4i, 5a, 5b, 5c, 6, 7

Activities

1. TroopMaster uses Activity records to capture and display all events that the Troop participates in (e.g.; service hours, nights camped, meetings, miles biked, miles hiked, skiing, etc.). You have “read only” access to your own Scout. Click “Activity Management” under “Activities” on the main menu.

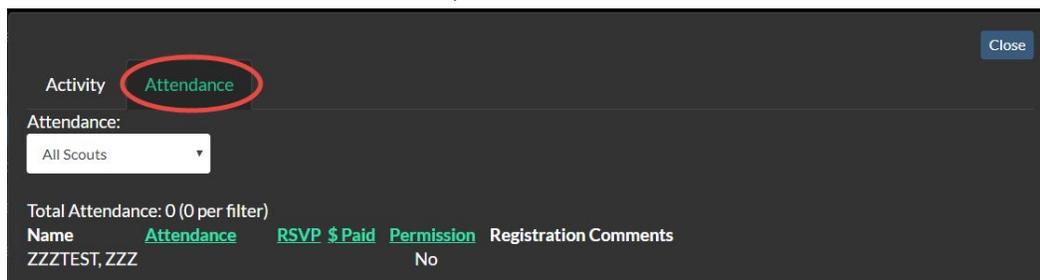


2. Review all Troop activities in list format OR click “Activity Calendar” for a calendar view. Select the event by clicking on the corresponding “View” button.



Level	Type	Title	Start Date	End Date	Location	Register	View
Troop	Meeting	Troop Meeting (35)	03/26/18 7:00 PM	03/26/18 8:00 PM	Lovely Lane	No	View
Troop	Meeting	Patrol Meeting (xx)	03/19/18 7:00 PM	03/19/18 8:00 PM	Lovely Lane	No	View
Troop	1'DAY	Courthouse Tour (3)	03/15/18 1:30 PM	03/15/18 2:30 PM	US District Courthouse	No	View
Troop	Serv Proj	B&G Crossovers (5)	03/03/18	03/03/18	Various	No	View
Troop	Meeting	COH (16)	02/19/18 6:30 PM	02/19/18 8:00 PM	Lovely Lane	No	View
Troop	Meeting	Troop Meeting (20)	02/12/18 7:00 PM	02/12/18 8:00 PM	Lovely Lane	No	View
Unit	Camping	Omaha Zoo (23)	02/10/18	02/10/18	Omaha Zoo	No	View
Troop	Serv Proj	Coaching Practice (14)	02/03/18	02/03/18	Izaak Walton's	No	View
Troop	Serv Proj	First Responder P134 (5)	02/03/18	02/03/18	Pathfinders	No	View
Troop	Serv Proj	Coaching Clinic (20)	02/02/18	02/02/18	Pathfinders	No	View
Troop	Meeting	Troop Meeting (30)	01/29/18 7:00 PM	01/29/18 8:00 PM	Lovely Lane	No	View
Troop	Meeting	Adv Meeting (22)	01/22/18 7:00 PM	01/22/18 8:30 PM	Lovely Lane	No	View

3. You can now see additional details, plus whether or not your son attended the event on the “Attendance” tab. When finished, click the “Close” button.

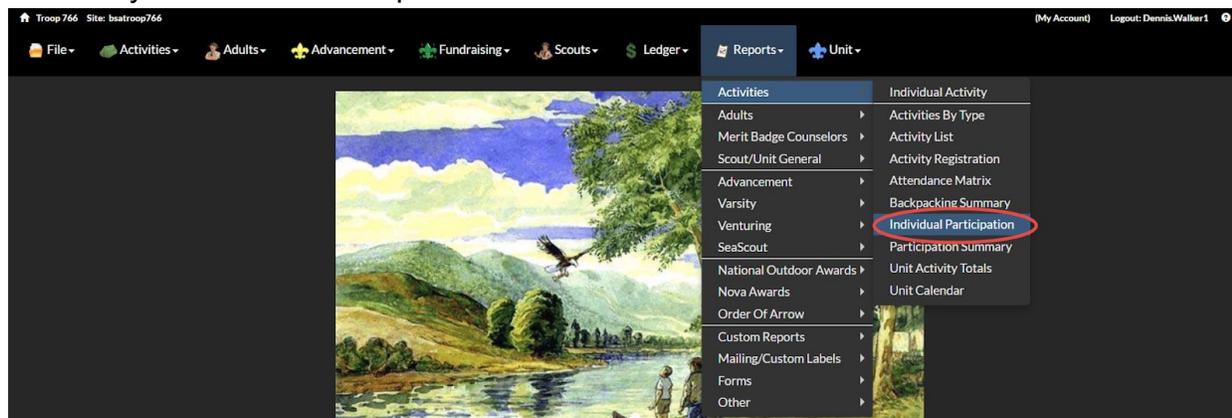


Reporting:

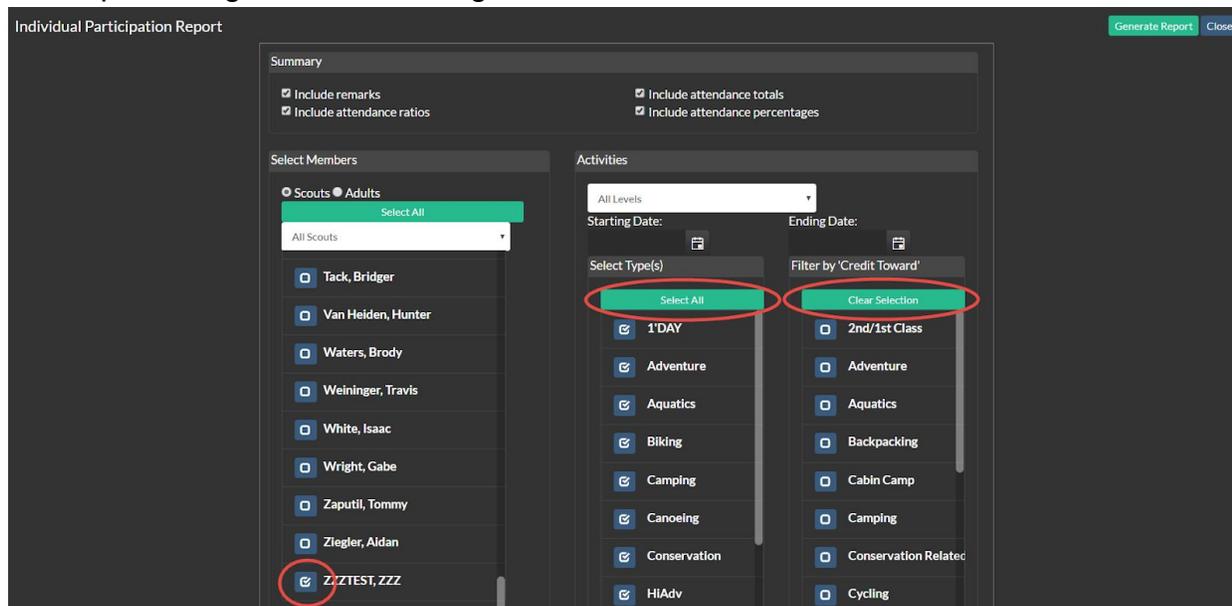
There are many reports available under the “Reports” menu option. The following five reports are the most common.

Reporting - Activities

1. To review your Scout’s complete history of Activity participation, click “Reports”, then “Activities”, then finally ”Individual Participation”.



2. Check the following options:
 - a. Your Scout’s name.
 - b. The Activity Type(s) you wish to review. I’d recommend to click the “Select All” button.
 - c. The Filter Type(s) you wish to review. I’d recommend to click the “Clear Selection” button.
 - d. Leave the Start and End Dates blank in order to view a full history of your scout’s activity, and click the “Generate Report” button. You can also put specific dates in to make the percentages more meaningful.



3. The resulting PDF report can be saved to your computer or printed. The report is separated by

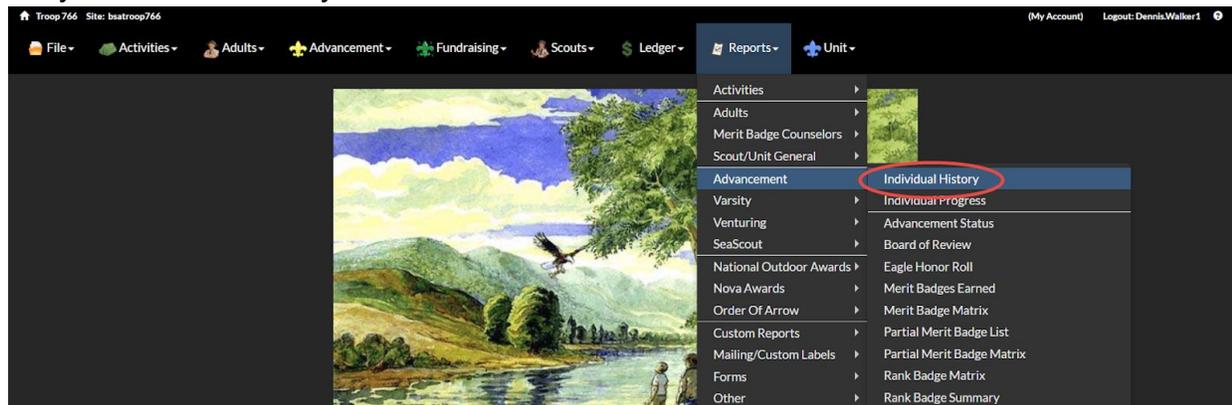
three rows:

- a. **Amount** is the number of events/miles/meetings/etc. that the Scout participated.
- b. **Total** is the total number of events possible during the start/end dates.
- c. **Percent** is the resulting formula of Amount divided by Total.

01/09/04 - 11/19/18 (#Cabin Camp +Pitch Tent *Prior to Date Joined Unit)												
Troop 766 Individual Participation												
Name: ZZZTEST, ZZZ		Email:		Phone:		Date of Birth:		Age:		BSA ID:		
Patrol: Unassigned		Date: 01/01/17		Date Joined Unit:								
Rank: Scout												
Position:												
Types: 1'DAY, Adventure, Aquatics, Biking, Camping, Canoeing, Conservation, HiAdv, Hiking, HorseRide, Meeting, Riding, Serv Proj												
<u>Date</u>	<u>Level</u>	<u>Event Title</u>	<u>Type</u>	<u>Amount</u>	<u>Location</u>	<u>Remarks</u>						
1'DAY # / Amount	Adventure # / Amount	Aquatics # / Amount	Biking # / Miles	Camping # / Nights	Canoeing # / Miles	Conservation # / Amount	HiAdv # / Amount	Hiking # / Miles	HorseRide # / Miles	Meeting # / Amount	Riding # / Amount	Serv Proj # / Hours
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
1'DAY # / Total	Adventure # / Total	Aquatics # / Total	Biking # / Total	Camping # / Total	Canoeing # / Total	Conservation # / Total	HiAdv # / Total	Hiking # / Total	HorseRide # / Total	Meeting # / Total	Riding # / Total	Serv Proj # / Total
0 of 255	0 of 0	0 of 0	0 of 85	0 of 314	0 of 9	0 of 0	0 of 44	0 of 78	0 of 4	0 of 276	0 of 0	0 of 818
1'DAY # / Percent	Adventure # / Percent	Aquatics # / Percent	Biking # / Percent	Camping # / Percent	Canoeing # / Percent	Conservation # / Percent	HiAdv # / Percent	Hiking # / Percent	HorseRide # / Percent	Meeting # / Percent	Riding # / Percent	Serv Proj # / Percent
0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%

Reporting - Advancement

- To review your Scout's complete history of Advancement, click "Reports", "Advancement", then finally "Individual History".



- Check the following options:
 - Your Scout's name.
 - Select all other checkboxes.
 - When finished, click the "Generate Report" button.
- The resulting PDF report can be saved to your computer or printed.

Troop 766 Individual History			
4/1/2018			
Name: ZZZTEST, ZZZ	Email:		
Patrol: Unassigned	Phone:		
Rank: Scout	Date of Birth:	Age:	
Position:	Date: 01/01/17	Date Joined Unit:	BSA ID:
Completed Ranks			
Scout	01/01/17		
Tenderfoot			
1a. Prepare To Camp	/ / /	4d. Assemble First-Aid Kit	/ / /
1b. Camp and Pitch Tent	/ / /	5a. Explain/Use Buddy System	/ / /
1c. Outdoor Code	/ / /	5b. What To Do If Lost	/ / /
2a. Prepare/Cook Meal	/ / /	5c. Rules of Safe Hiking	/ / /
2b. Safe Cleaning/Food Prep	/ / /	6a. Physical Fitness Test	/ / /
2c. Eating Together as a Patrol	/ / /	6b. Plan For Improvement	/ / /
3a. Use of the Square Knot	/ / /	6c. Show Improvement	/ / /
3b. Use of two Half Hitches	/ / /	7a. Proper Flag Handling/Care	/ / /
3c. Use of the Taut-Line Hitch	/ / /	7b. Service Project	/ / /
3d. Use of Knife, Saw, and Ax	/ / /	8. Teach using EDGE	/ / /
4a. Demo First Aid	/ / /	9. Scout Spirit/Scout Law	/ / /
4b. Identify Poison Plants	/ / /	10. Scoutmaster Conference	/ / /
4c. Tell How to Prevent Injury	/ / /	11. Board of Review	/ / /
Second Class			
1a. Troop/Patrol Activities	/ / /	6a. Demo First Aid	/ / /
1b. Practice Leave No Trace	/ / /	6b. Handle 'burn' Cases	/ / /

Reporting - Scout Roster

- To review your Scout's Patrol Roster or the entire Troop Roster, click "Reports", "Scout/Unit General", then finally "Unit Roster".

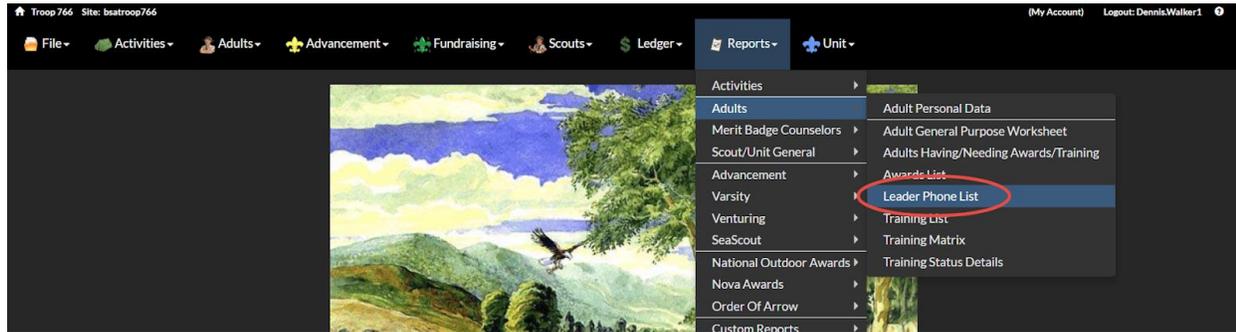


- Check the following options:
 - The top drop-down indicates "All Scouts" or a specific Patrol.
 - Select the other options as applicable.
 - When finished, click the "Generate Report" button.
- The resulting PDF report can be saved to your computer or printed.

4/1/2018 (1 Scout, 0 Adults)					Gritton, Levi Levi.Gritton@gmail.com (C) (319) 551-2919 (H) (319) 362-2802
Troop 766 Roster					
<u>Scouts</u>	<u>Grade</u>	<u>Rank</u> <u>Rank Date</u>	<u>Patrol</u>	<u>Leadership Position</u>	<u>Home</u>
ZZZTEST, ZZZ		Scout 01/01/17	Unassigned		345 N 18th Ave Hiawatha IA 52233
Father Walker, Dennis djw1998v@hotmail.com					

Reporting - Adult Leader Roster

1. To review your Scout's Patrol Roster or the entire Troop Roster, click "Reports", "Adults", then finally "Leader Phone List".

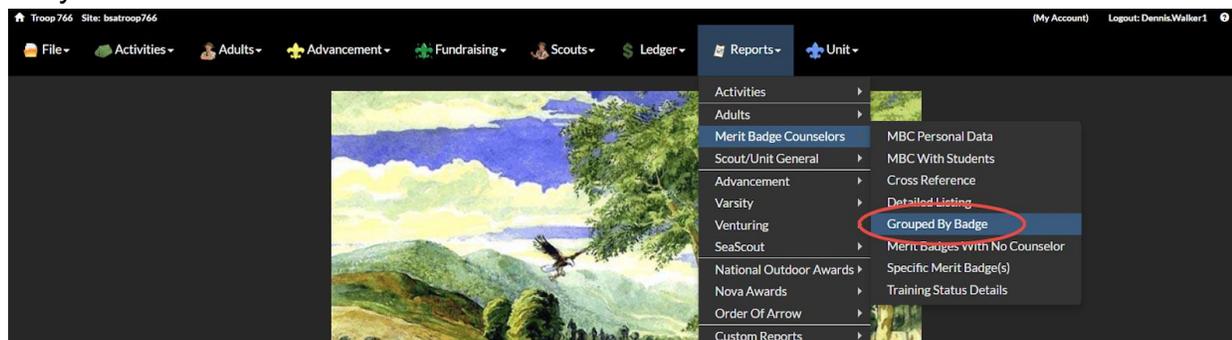


2. Check the following options:
 - a. Select "All Adults" from the top drop-down.
 - b. Select the other options as applicable.
 - c. When finished, click the "Generate Report" button.
3. The resulting PDF report can be saved to your computer or printed.

Page 2		
Troop 766 Leader Phone List		
Walker, Dennis (Deb) Committee Chair	345 N 18th Ave Hiawatha IA 52233	djw1998v@gmail.com (C) (319) 393-4940

Reporting - Merit Badge Counselor

1. To review your Scout's Patrol Roster or the entire Troop Roster, click "Reports", "Adults", then finally "Leader Phone List".



2. Check the following options:
 - a. Select the "Select All Badges" button or the applicable Merit Badge(s).
 - b. Select the other options as applicable.
 - c. When finished, click the "Generate Report" button.
3. The resulting PDF report can be saved to your computer or printed.

4/1/2018		
Troop 766 MBC Grouped By Badge		
Genealogy		
Gunter, Paula psgunter@netins.net	52 Thompson Dr Palo IA 52324	(C) (319) 329-4538 (H) (319) 851-5221 (W) (319) 355-7506
Jenkins, Romeyn rjenkins57@gmail.com	1816 Hamilton St SW Cedar Rapids IA 52404	(C) (319) 310-8311 (H) (319) 310-8311 (W) (319) 335-6359
Walker, Dennis djw1998v@gmail.com	345 N 18th Ave Hiawatha IA 52233	(C) (319) 393-4940 (H) (319) 393-4940 (W) (319) 295-9234

Notes

- The Troop Advancement Chair is Amy Weininger (signingtractors@aol.com). She enters the vast majority of your Scout's advancement records into TroopMaster.
- **Your Scout's primary responsibility for advancement is bringing and maintaining his BSA Handbook.** This is "the bible" for his Boy Scout advancement.
- It is NOT important for your Scout to show each individual Rank requirement completion date to the Advancement Chair or Scoutmaster. When a Scout has completed all requirements, minus the rank's Scoutmaster Conference and Board of Review, the Scout will contact the Advancement Chair. A form is given to the Scout to transcribe the dates from his book to the form. After the Scoutmaster Conference and Board of Review, the form is then given back to the Advancement Chair.
- Scout can continually work on Merit Badges. When a Merit Badge is completed, the Scout should have a Merit Badge "Blue" card. This card will be signed by a Merit Badge Counselor and the Scoutmaster (or delegate). Once the Scout has sufficient signatures on the card, they will be instructed to present the Merit Badge Blue card to the Advancement Chair. Amy will then record the Merit Badge in TroopMaster.
- If you have any questions or experience problems, please email Dennis Walker (djw1998v@gmail.com).