

Introduction to TroopWebHost for New Scouts and Parents

Tutorial Goals

- To understand:
 - what TroopWebHost is
 - the basic menu items
 - how to access contact information
 - how to view Scout advancement information
 - Scoutbook now used for advancement tracking
 - how to view events
 - how to view ISA (Individual Scout Account) balances
- Note: User access to certain menu items is based on permissions granted

TroopWebHost

- Is a Web-based recordkeeping system for troops
- Facilitates advancement/award tracking
- Assists with event management
- Has calendars for listing and signing up for events
- Has secure connections (SSL)

TroopWebHost (con' t)

- Is accessed using accounts
 - Both parent and youth have an account
 - Parent can monitor youth's progress
- Allows parents to track Scout's ISA balance
- Helps keep track of training

Home Page

Select to view menu

Web address

Select to login

How to get text alerts

Quick links

Upcoming events

The screenshot shows a web browser displaying the home page of Troop 615 League City. The browser's address bar shows the URL: <https://www.troopwebhost.org/Troop615LeagueCity/>. The website has a green navigation bar with the following items: Home, Troop 615 League City, Forms & Documents, Our Adult Leaders, Eagle Honor Roll, Resource Links, and a Log On button. Below the navigation bar is a table of quick links:

Introduction to TroopWebHost	Troop Policy and Parent Guide	Spring/Summer Weekend Personal Gear List	Fall/Winter Weekend Personal Gear List	PLC Report Booklet
This tutorial introduces TroopWebHost to new Scouts and their parents.	Learn how the troop operates.	What should a Scout bring on a Spring/Summer weekend campout?	What should a Scout bring on a Fall/Winter weekend campout?	This booklet contains forms youth leaders need to present their reports at the PLC meeting.
If a link is broken, look for the document on the Download Forms page.				
Have a question? See if the answer is in the Troop FAQ .				
See "2016 Rank Requirements" on the Resource Links page for a comparison of the old and new rank requirements.				
See "Transitioning to the 2016 Boy Scout Requirements" on the Resource Links page to examine how the new requirements affect current Scouts.				

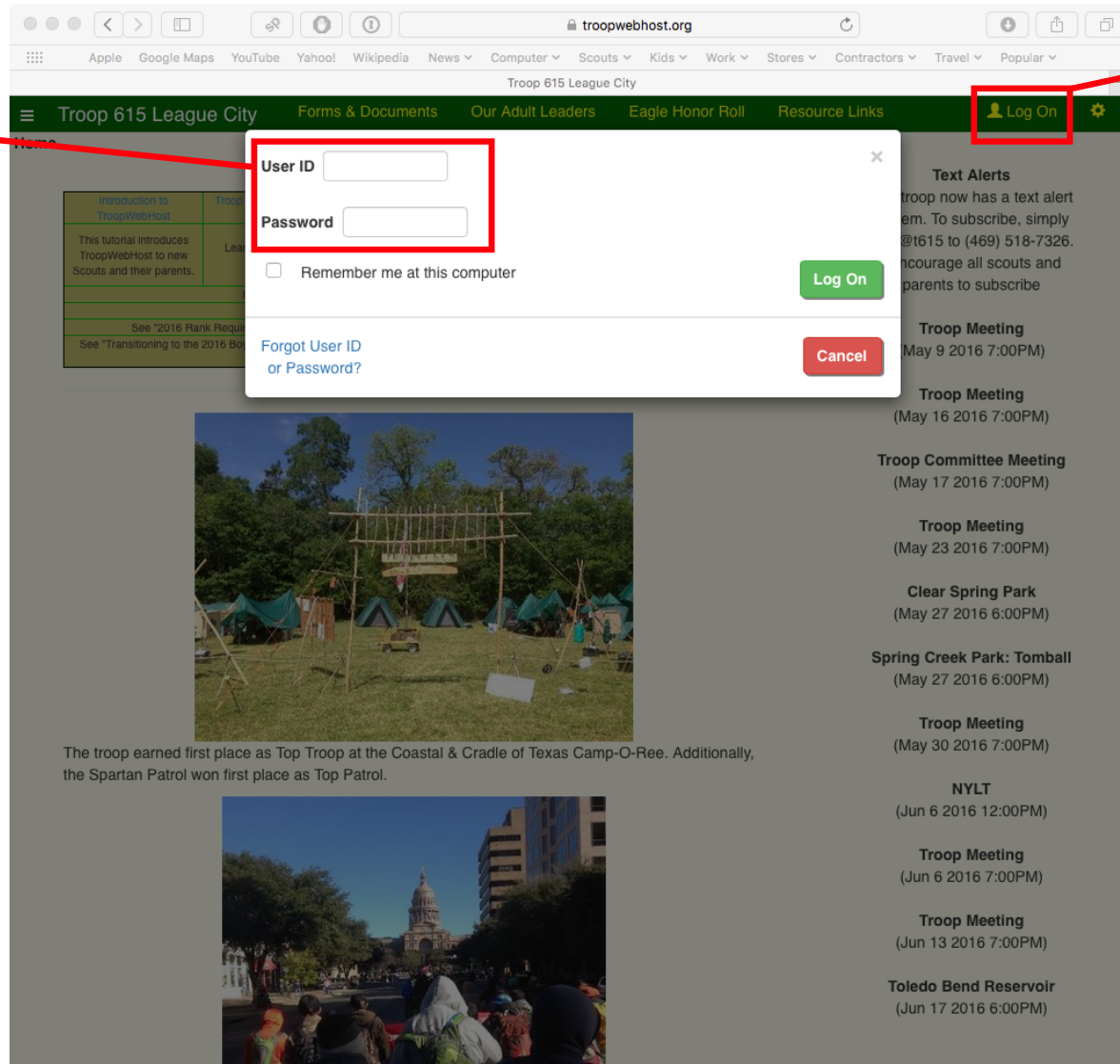
Below the quick links is a large photograph of a campsite with several tents and a wooden structure. Below this photo is a caption: "The troop earned first place as Top Troop at the Coastal & Cradle of Texas Camp-O-Ree. Additionally, the Spartan Patrol won first place as Top Patrol." Below the campsite photo is another photograph showing a group of people gathered in front of a large building, likely a government capitol building.

On the right side of the page, there is a section for "Text Alerts" with the text: "The troop now has a text alert system. To subscribe, simply text @t615 to (469) 518-7326. I encourage all scouts and parents to subscribe." Below this is a list of "Upcoming events":

- Troop Meeting** (May 9 2016 7:00PM)
- Troop Meeting** (May 16 2016 7:00PM)
- Troop Committee Meeting** (May 17 2016 7:00PM)
- Troop Meeting** (May 23 2016 7:00PM)
- Clear Spring Park** (May 27 2016 6:00PM)
- Spring Creek Park: Tomball** (May 27 2016 6:00PM)
- Troop Meeting** (May 30 2016 7:00PM)
- NYLT** (Jun 6 2016 12:00PM)
- Troop Meeting** (Jun 6 2016 7:00PM)
- Troop Meeting** (Jun 13 2016 7:00PM)
- Toledo Bend Reservoir** (Jun 17 2016 6:00PM)

Login Page

Enter username
& password



Select to login

Troop FAQs

Select to view menu

The screenshot shows the website header for Troop 615 League City. The navigation menu is open, listing various pages. The 'Troop FAQs' link is circled in red. A red arrow points from the text 'Select to view menu' to the menu icon. Another red arrow points from the text 'Maybe your questions have already been answered' to the 'Troop FAQs' link. The background of the website shows a table with questions about campouts and a photo of a campsite.

troop	What should a Scout bring on a Spring/Summer weekend campout?	What should a Scout bring on a Fall/Winter weekend campout?	This booklet contains forms youth leaders need to present their reports at the PLC meeting.
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Report to State

- Select *Troop FAQs* to view answers to commonly asked questions

Forms & Links

Select to view menu

The screenshot shows the website for Troop 615 League City. The navigation bar is green with white text. A red arrow points to the hamburger menu icon on the left. The menu is open, showing options: Home, My Stuff, Resources (with a dropdown arrow), Calendar, Photo Gallery, E-Mail, Membership, and Advancement. The 'Resources' dropdown is expanded, showing 'Forms & Documents' and 'Resource Links'. Below the menu, there is a table with four columns: Parent, Spring/Summer Weekend Personal Gear List, Fall/Winter Weekend Personal Gear List, and PLC Report Booklet. The table contains text about what to bring to campouts and a booklet for reports. Below the table, there are two photos: one of a group of people and one of a campsite with tents and a wooden structure.

Parent	Spring/Summer Weekend Personal Gear List	Fall/Winter Weekend Personal Gear List	PLC Report Booklet
troop	What should a Scout bring on a Spring/Summer weekend campout?	What should a Scout bring on a Fall/Winter weekend campout?	This booklet contains forms youth leaders need to present their reports at the PLC meeting.

Report to State

- Select *Forms & Documents* to access useful lists and forms
- Select *Resource Links* to access exterior resources

My Stuff Menu

Select to view menu

View your Scout's information

The screenshot shows the website header for Troop 615 League City with navigation links: Forms & Documents, Our Adult Leaders, Eagle Honor Roll, and Resource Links. The main navigation menu includes: Home, My Stuff, My Scouts, My Personal Information, Change My Password, My Money, Sign Up, Forums, My Library Materials, My Troop Equipment, My Training History, My Awards (Adult), Resources, Calendar, and Photo Gallery. The My Stuff menu is expanded, showing sub-items: My Scouts, My Personal Information, Change My Password, My Money, Sign Up, Forums, My Library Materials, My Troop Equipment, My Training History, My Awards (Adult), Resources, Calendar, and Photo Gallery. Annotations with red arrows point to the My Stuff menu icon, the My Scouts, My Personal Information, Change My Password, and My Money items, and the Forums item.

View your contact information

Be sure to change your password after your first login

View your ISA information

Parent	Spring/Summer Weekend Personal Gear List	Fall/Winter Weekend Personal Gear List	PLC Report Booklet
troop	What should a Scout bring	What should a Scout bring	This booklet contains forms youth leaders need to reports at the meeting.

A photograph of a Scout campsite. In the foreground, there is a wooden structure made of poles and ropes, possibly a target or a training aid. Behind it, several green tents are pitched on a grassy field. The background shows trees and a clear blue sky.

“My Scouts” Information

My Scouts

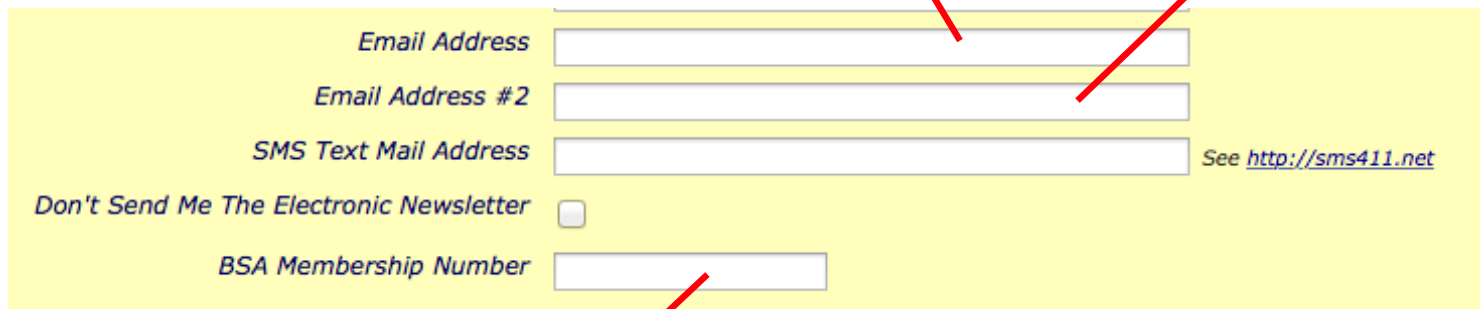
	Name		Balance			Rank				
Contact Information		Account Detail	-86.68	Event Sign-Up	Shift Sign-up	Star	Rank Status	Merit Badges	Awards	Venturing
Contact Information		Account Detail	419.41	Event Sign-Up	Shift Sign-up	Life	Rank Status	Merit Badges	Awards	Venturing
Contact Information		Account Detail	-194.51	Event Sign-Up	Shift Sign-up	Life	Rank Status	Merit Badges	Awards	Venturing

Print (Export to PDF) Open in Excel

Contact Information	View Scout’s contact information; please review and complete/update contact information.
Account Detail	View Scout’s ISA account transactions. If balance is negative, please see Treasurer ASAP. Balance value lags sometimes.
Event Sign-Up	Signup Scout for or edit signup for an upcoming event.
Rank Status	View current rank, including requirements completed.
Merit Badges	View earned merit badges, including requirements completed.
Awards	View other awards earned.

Scout Contact Information

- Check all entered information for correctness
- Enter email address for parent and Scout, if available



The image shows a screenshot of a contact information form with a yellow background. The form contains the following fields and options:

- Email Address*: A text input field with a red arrow pointing to it from the text above.
- Email Address #2*: A text input field with a red arrow pointing to it from the text above.
- SMS Text Mail Address*: A text input field with a red arrow pointing to it from the text above. To the right of this field is the text "See <http://sms411.net>".
- Don't Send Me The Electronic Newsletter*: A checkbox that is currently unchecked.
- BSA Membership Number*: A text input field with a red arrow pointing to it from the text above.

- If blank, enter BSA number found on membership card

Account ISAs

- There are three ways to fund ISAs:
 1. Give cash or check to Treasurer
 2. Transfer money from another ISA
 3. Make an online payment

➤ note payment fees apply and are disclosed before payment

The screenshot shows a web application interface for Troop 615 League City. The top navigation bar is green and contains the following items: a menu icon, 'Troop 615 League City', 'Calendar', 'Individual Transactions', 'Individual Accounts', 'Statement Reconciliation', 'Log Off', a question mark, and a gear icon. Below the navigation bar, the page title is 'My Account'. The main content area is yellow and contains the following information:

- ISA balance** (highlighted in a white box)
- Name: Cybil
- Account Balance: 43.57
- Two buttons: 'Transfer Money Between Accounts' and 'Make On-Line Payments'.
- Transfer money** (highlighted in a white box) with a red arrow pointing to the 'Transfer Money Between Accounts' button.
- Online payment** (highlighted in a white box) with a red arrow pointing to the 'Make On-Line Payments' button.

Below the main content area, there is a table with the following columns: Date, Transaction Type, Description, Ref, Credit Event, Subaccount, Amount, Running Balance, and Receipt. The table contains one row of data:

Date	Transaction Type	Description	Ref	Credit Event	Subaccount	Amount	Running Balance	Receipt
12/02/2020	Transfer Between Member Accounts	transfer for recharter	transfer for recharter		Main --> Main	33.00	43.57	

Rows Per Page: 100

ISA Details

- ISA funds may *only* be used for Scout-related items and activities
- Examples include:
 - Camping fees
 - Scout uniforms
 - High-adventure trips
 - Camping equipment
- Reimbursement possible after submitting receipts
- Uniform closet:
 - Purchase items using ISA funds
 - Donate used item for \$5 credit to ISA

ISA Funding

- Scouts may earn money through flag postings or other fundraising events (e.g., popcorn sales)
- Flag postings provide an excellent opportunity for ISA funding:
 - Potentially covers all monthly camping fees
- If an ISA balance is negative, please do *NOT* wait until it is more than \$100 in the red to fix
- The committee believes no Scout should be left out of the program due to financial hardship
 - Contact the Scoutmaster, Committee Chairman, or Treasurer for confidential help

Calendar Menu

Select to view menu

Troop 615 League City Forms & Documents Our Adult Leaders Eagle Honor Roll Resource Links

- Home
- My Stuff
- Resources
- Calendar
 - Troop Calendar**
 - Event Reports
- Photo Gallery
- E-Mail
- Membership
- Advancement

(04/01/16)

Select to view troop calendar & signup for events

PLC Report Booklet

weekend campout? campout?

Download Forms

Troop FAQ

Resource Links

Troop Calendar

Select to change month

Troop Calendar

The image shows a web-based calendar for February 2013. At the top, there is a navigation bar with a dropdown menu set to 'February 2013', flanked by double arrows. Below this is a calendar grid with columns for days of the week (Sun to Sat) and rows for dates. Several events are listed in blue text within the date cells. Red circles and arrows highlight specific elements: the month selector, the 'Troop Meeting' on Feb 25, the 'Flag Retrieval' on Feb 26, and the 'Pack 615 Blue and Gold' on Feb 2. A red arrow also points from the month selector to the text 'Select to change month'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 Troop Meeting	29	30	31	1 Report To State	2 Report To State
3 Report To State	4 Troop Meeting	5	6	7	8	9
10	11 Troop Meeting	12	13	14	15	16
17	18 Flag Posting	19 Flag Retrieval	20	21	22	23
24	25 Troop Meeting	26	27	28	1	2 ILST Pack 615 Blue and Gold

Select to view event details
& to signup for events

Troop Event Details

- View event details
- Enter relevant information to sign up

menu Update This Event Delete This Event Upload Photos Exit

Event Type Fundraiser *Scheduled Start* 01/18/21 6:30 AM
Event Name Flag Distribution *Scheduled End* 01/18/21 9:00 AM
Location Christus Victor Lutheran Church **Class A.**
Dress Code Class A is the colloquial term for the BSA "Field Uniform" that also includes troop neckerchief (& slide) and troop hat.

Tour Permit Submitted? No Send Me An Invitation

Sign Up For This Event *Sign-Up Deadline*

Participant	Attending?	Driver?	Driving To / From	Seats	Comment
Steven D	<input type="radio"/> Yes <input type="radio"/> No				<input type="text"/>
Cybil K	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Both <input type="radio"/> To (only) <input type="radio"/> From (only)	<input type="text" value="7"/>	<input type="text"/>

Save Save & Exit Cancel

Drivers

Participant	Attending?	YPT Status	Driving To / From	Seats	Comment
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Summary

- TroopWebHost is a Web-based recordkeeping service
- Both youth and parents have accounts
- Use *Home* menu to access helpful material
- Use *My Stuff* menu to
 - view and edit Scout's & your contact information
 - view ISA balances
 - signup for events
- Use *Calendar* menu to view **and** signup for events