**How to Use Troopmaster on the Web**

Troopmaster is our primary software to track advancements in the Troop. It complements the scout’s handbook but the two really need to be in sync as much as possible to help the Troop with advancement activities.

Deb Scoles is the person who administers Troopmaster….she is the only one who can input updates for rank advances. She can be reached at [Advancements@napervilletroop75.org](mailto:Advancements@napervilletroop75.org)

There are two ways to get to Troopmaster:

* Bookmark this link: <https://www.troopmasterweb3.com/048129T/(S(zm51l155wyjm4q45u3wu3cnr))/WebLogIn.aspxhttps://www.troopmasterweb3.com/048129T/(S(zm51l155wyjm4q45u3wu3cnr))/WebLogIn.aspx>
* From the Troop website, go to Scoutmaster Resources and there is a link there

Logging on:

* You have two logins for Troopmaster: your family login and the Scoutmaster login. We will only use the Scoutmaster login as it allows you to see all the scout and family information. Your family login only allows you to see your family’s scout(s).
* USERID: ReadAll (case sensitive)
* Password: bsat75

Once you log in, you end up at the home screen. There are two primary selections you use as Scoutmasters: **Advancement** and **Reports**

**ADVANCEMENT**: this selection allows you to see individual scout advancement information and personal information. After selecting, you will see a drop down menu – the only choice to select is “**Individual Scout**.” Select this option and it will take you to a landing page.

On the landing page, there are a number of different choices.

Going from LEFT TO RIGHTT:

LEFT: Under “Display,” you can choose individuals or patrols. Selecting the patrol will pull up all of those members.

Below it, you can highlight individual scouts to look at their information.

CENTER: here you can select whether to use the old or new rank requirements (only useful in 2016), the rank you want to look at, and merit badges (completed or partials).

RIGHT: you can the scout’s and family’s personal information (useful for rank, phone numbers, addresses, parent’s contact info) as well as other awards and OA status

In the upper right, there are three buttons. The Home button takes you back to the Troopmaster home page. The Red Door button exits Troopmaster. The question mark is for questions but mostly for the Troopmaster administrator. There are some instructional videos if you want to watch them.

**REPORTS**: This option is the most useful of the tabs when looking at groups of scouts. I use this option for most of my work as a scoutmaster. Selecting it takes you to a Reports home page with these options and purposes:

1. Activities: to see if an activity has been entered into the system and which scouts got credit for it
2. Adults: we do not track adult info in Troopmaster
3. Awards/Advancements: options to look at advancement and award activities using the newest criteria
4. Advancements Old: same options as above but using the older criteria
5. Fundraiser: nothing useful
6. Scout/Unit General: use this option to create reports
7. Merit Badge Counselors: we do not use this option

I’ll explain the three that we use.

Activities: selecting it shows you three options in the drop down box:

* Individual Activity: you can select an activity to what type it was, when and who participated. You can select the type of activity (camping, service project, etc)
* Activity List: can pull a customized report based on activity type, dates, etc
* Individual Participation: here you can look at one individual to see what activities they have received credit for. Useful to determine if a scout is missing an activity for rank advancement (1st Class and below). Also useful for merit badge requirements that require activity (miles hiked, nights camped, etc)

Awards/Advancements: selecting it shows you 9 options:

* Individual History: gives the IHR for a scout – you can select the various options on ranks, merit badges, positions of responsibility, OA, etc. You can also select multiple scouts, patrols, all of them. The IHR is needed for Boards of Review and is a very good way to report advancement updates back to Deb Scoles.
* Individual Progress: This shows what a scout needs for the next rank.
* Scouts Having/Needing: This option is useful to figure out who needs a position of responsibility, merit badges, or has partials in a merit badge. Useful in determining which merit badge the Troop should offer, who should be prompted to run for office, etc.
* Merit Badges Earned: report on merit badges between two time selections.
* Merit Badge Matrix: report on who has what merit badge. There is a selection button for Eagle badges so you can see which scouts have which Eagle badges completed.
* Partial Merit Badge List: to see who has partial merit badges recorded. The partials only really come from summer camp….partials from Merit Badge University and ones started in the Troop are not tracked in Troopmaster.
* Target First Class: useful for advancement work across Loons and all scouts below First Class Rank. Gives you a group view on which scouts need which advancement by rank
* Nova Award: info on NOVA awards
* Outdoor Award: tracking information for older scouts who can qualify for the various parts of the Outdoor Award

Advancement Old: same as above for rank advancements but using the old criteria. Only good for those scouts who started on a rank prior to Jan 1, 2016

Scouts/Unit General: useful to create custom reports and scout rosters. You can select various scouts and all the information within Troopmaster. You just have to be careful with what you select as not all fields are populated.

Just a few more options to explain. You can choose to have the output of a report go to a PDF output (it will download) or view it within the browser. The PDF is useful to keep information or printing.

You can also download the Target First Class report into various options. I find it useful to download it as an excel sheet so I can manipulate it.

For navigation, hitting Close or Cancel takes you back to the home page. You can also use the back arrow option on the browser.