Logging In

- You will receive an access code and username/password from your administrator.
- In your web browser's address field, enter: **http://www.TroopKit.com**
- You will see the screen shown here.

- Enter your access code in the "Access Code:" field OR your username and password in the appropriate fields.
- Press the Enter key.
- If you forget or misplace your access code or password, click the "I Lost It" link and enter your email address or username on the displayed page.
- If you forget which email address or username is used for your access to TroopKit, contact your TroopKit administrator.
- When you successfully log on, you will be able to navigate through the site.

Site Navigation

The main navigation links will be across the top of your screen when you log in.
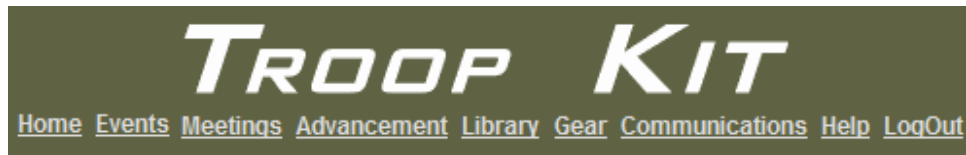
If your unit does not use optional features, such as *Library*, *Gear*, or *Communications*, those links will not exist.

- **Home** - returns you to your main page, displaying your calendar, events, and meetings.
- **Events** - displays list of upcoming events to which you are invited.
- **Meetings** - displays list of upcoming meetings to which you are invited.
- **Advancement** - allows scouts to manage awards earned, request blue cards, conferences, or boards of review.
- **Library** - lists all books which can be checked out.
- **Gear** - lists equipment and who has it.
- **Communications** - form to send simple messages to others in your unit.
- **Help** - links to this user guide, as well as requests for technical aid or unit help.

Links are bold, underlined text - either white on dark green background or dark on tan background.

Home

When users log on, their home page shows all upcoming activity at a glance, both in calendar and list layouts. Parents see activities that pertain to their own account as well as all the scouts in their family.

Most pages have a [Show Instructions] button at the top. When first using TroopKit, it's a good idea to turn instructions ON by clicking the button. The extra text will help you understand what is available.

On the Home page, your personal configuration settings are displayed. Click the icon under "Update" to view and modify your information.
If you change your email incorrectly, you will no longer receive information from TroopKit.

If your unit is using the Scout Challenge feature, a **My Challenges** section will appear. This lists current and past challenges in which you can participate. Click the challenge name to view your progress and complete tasks.

My Calendar shows your calendar of events and meetings.
Red dates indicate something requiring your attention. Other, more subdued, colors show scheduled activities to which you are invited.
You can press the "<" or ">" next to the month name to move to the previous or next month.
Activities in the past are not displayed.

My Events, **My Meetings**, and **My Conferences** show calendar entries in a list form.

Notice that all event, meeting, and conference names are links that take you to the page of details for that activity.

If you use a scheduler or calendar, you can add activities using the links in the "Calendar" column. Click "G" to add it to your Google calendar, "iC" for *iCal* format, or "vC" for an older *vCal* format.

Events

Events are activities which require permission from a parent for a scout to attend and typically cost money. Scouts can request to attend an event but a parent must grant permission. A scout can decline an event by himself.

On this page, all events to which you are invited are listed by date. Parents see events for themselves and all scouts in their family.

All events that concern you are displayed with your current status and the start and return times.

Click the event name to view details of the event and sign up yourself or your scout.

The "Status" indicates if you have signed up for the event, declined the event, or not replied about the event. For parents, this is *your* status, not your scout's status.

Click the Return time to open a small window that updates automatically with changes in the return time. This is useful if you are a parent using your computer around the time your scout is to return. You can see if the scouts will be early or late.

[Past Events] button lets you view previous event information. This is useful for tracking attendance and collecting payments.

[Manage Events] button lets you [manage Events](#).

If you use a scheduler or calendar, you can add activities using the links in the "Calendar" column. Click "G" to add it to your Google calendar, "iC" for *iCal* format, or "vC" for an older *vCal* format.

Individual Event

Click the event name to view details of the event or to sign up.

Winter Campout

WHO: entire Troop may attend.
WHAT: bring inner tubes and sleds for the big hill. See the agenda for exact details.
We'll have the shelter for sleeping or you can use your tents.
WHERE: Camp Stearns
3303 County Road 44, South Haven, Minnesota United States - Map - Weather
WHEN: Depart at 6:00pm on Dec 11th, 2011
Return at 12:00pm on Dec 13th, 2011
Sign-up By: Nov 30th, 2011
COST: $18 for Scout   **free** for Adult

CONTACT: This event is organized by the Cougars with guidance from Mr. Larson.
Other Info: The trip will be about 28 miles.
Patrols should plan on cooking 4 meals, budgetting $3/meal.
Scouts: There are 7 scouts signed up.
Drivers: There are 3 drivers signed up able to carry 9 scouts there and 8 home.

Acid Dragons	Duties	Menu	Go	No
Dan Carpenter			X	
Dave Goode				X
Darin Howe			X	
Darby Morce			X	
Demo Scout			X	
Totals:			4	1

Blue Fox	Duties	Menu	Go	No
Bill Johnson			X	
Ben Larson			X	
Bart Patterson				X
Bob Smith			X	
Totals:			3	1

Cougars	Duties	Menu	Go	No
Chuck Connors				

Frontiersmen	Duties	Menu	Go	No
Frank Abrams				

- **Roster** - printable roster with emergency phone numbers. Print before the outing and check off the names as expected scouts show up. You can display everyone, or only those signed up. You can export the roster as an Excel document.
- **Agenda** - printable agenda of the event. Print before the outing so you know the schedule of activities.
- **Attendance** - view or update attendance after an event.
- **Send Mail** - contact the people that have signed up, declined, or not responded yet.
- **Copy Event** - save time when creating another event very similar to an existing event.
- **Map** - opens new window to Google Maps for the location defined for this event.
- **Weather** - shows national weather service forecast for event location.
- **Duties** - printable duty roster for scouts in specific patrol/den. The duty roster is randomly created for each event based on the scouts signed up so the same scouts don't get the same jobs every campout. There is also a link to a blank duty roster form that the scouts can fill in if they prefer.
- **Menu** - shows menu for the group. Members of the group can modify the menu, everyone can view it.

Signing Up - find your name or your scout's name in the list of patrols/dens and adults. The names you can click will be bold and underlined. Click the person you want to register and the following page will be displayed.

A scout can decline an event with no parent involvement. If a scout requests to sign up for an event, a message is sent to his parents so they can confirm or deny the registration. Permission from a parent is required for events.

A parent can register or decline an event for himself and any scouts in his family.

Depending on the event, there may be multiple sign-up options and prices. Choose the option you want, enter special notes and emergency phone number if you wish, and submit.

You can change your registration up until the deadline. After that date, a request to sign-up or change registration will cause a message to be sent to the administrator for authorization.

Some events may allow you to sign up for multiple options. For example, a service project or fundraiser with multiple time slots may let you sign up for more than one time. Or, a ski trip may allow you to sign up, and rent skis, and rent a helmet.

Meetings

Meetings are routine activities requiring no registration nor permission from parents.

On this page, all events to which you are invited are listed by date. Parents see events for themselves and all scouts in their family.

Upcoming meetings to which you are invited are listed by date. Click the meeting name to view or change details.
Select a meeting type and click the [Create Meeting Plan] to add a meeting, or the [Print Blank Plan] for a paper planning sheet.
Anyone can modify the agenda for a meeting or create a new meeting.

The [View Past Plans] button allows you to review recent meetings.
The [Create Meeting Plan] button lets you make a meeting agenda.

If you use a scheduler or calendar, you can add activities using the links in the "Calendar" column. Click "G" to add it to your Google calendar, "iC" for *iCal* format, or "vC" for an older *vCal* format.

Anyone can update, copy, or delete a meeting plan. Copying a meeting plan is helpful when creating a schedule of similar meetings, such as troop meetings. These actions are tracked in the database by the unit administrator.
Anyone can send mail to everyone invited to a meeting, with the option to include the agenda in the

message.
Attendance can be managed by the admin, unit leader, senior patrol leader, or scribe for unit meetings. Any patrol/den member can manage the attendance of a patrol/den meeting.

Advancement

For Boy Scouts to progress through ranks, they need to complete merit badges, have a Scoutmaster conference, and complete a Board of Review.
Cub Scouts do not advance through ranks, but do earn different badges based on their age class.
The *Advancement* section allows scouts to record their awards and request advancement checkpoints. There are four parts - Awards, Blue Cards, Scoutmaster Conference, and Board of Review.

Awards is a 'vanity' page that displays awards and dates earned. Choose a scout, patrol, or specific award to show.
Each scout can enter dates as he earns awards.
He can see which awards other scouts have earned and set goals to earn certain awards.

Blue Card allows Boy Scouts to easily request merit badge progress cards, refered to as *blue cards*.
The scout chooses the merit badge of interest, enters the name of a buddy, and chooses or enters the merit badge counselor name if known.
An email request is sent to the troop's advancement email address.

Troop 123 Scoutmaster Conferences

Show Instructions

- ○ Scout rank ○ Tenderfoot rank ○ 2nd Class rank ○ 1st Class rank ○ Star rank
- ○ Life rank ○ Eagle rank ○ Eagle Project ○ Eagle Palm ○ Check-In

Date	Wed Dec 02	Thu Dec 03	Fri Dec 04	Sat Dec 05	Sun Dec 06	Mon Dec 07	Tue Dec 08	Wed Dec 09	Thu Dec 10	Fri Dec 11	Sat Dec 12	Sun Dec 13	Mon Dec 14	Tue Dec 15
3:30							Open	Open	Open					Open
4:00					Open	Open	Jake A	Open	Open			Open	Open	Open
4:30					Open	Open	Open	Open	Open			Open	Open	Open
5:00														
5:30														
6:00														
6:30					Open		Skip S		Open			Open		Open
7:00					Open		Open		Open			Open		Open
7:00					Open		Open		Open			Open		Open

Scoutmaster Conference allows the scoutmaster to set up *office hours* when he will be available for scouts to request conferences.

The page displays available times for the upcoming two weeks.

Scouts choose a reason to meet and the desired time. This reserves the spot and sends an email to the scoutmaster, scout, and parents.

The scout can click his name in the reserved spot to cancel the conference request.

Board of Review allows Boy Scouts to request a board of review with members of the troop committee.

The scout chooses the reason to meet. An email request is sent to the troop's advancement email address.

Library

The library keeps track of valuable resources used for the scouting program. By making all resources easily accessible, they get used more often resulting in a better program.

Troop 123 Library

Book	Type	BSA #	Check Out	Status	Date
American Business #1	merit badge pamphlet	35850	Reserve		
American Business #2	merit badge pamphlet	35850	Skip Scout	Delivered	Aug 20th, 2010
Animal Science #1	merit badge pamphlet	35854	Sam Scout	Delivered	Sep 27th, 2010
Archery #1	merit badge pamphlet	35856	Mr. Scouter	Delivered	Sep 19th, 2010
Archery #2	merit badge pamphlet	35856	Skip Scout	Delivered	Oct 2nd, 2010
Architecture #1	merit badge pamphlet		Skip Scout	Requested	Oct 24th, 2010
Art #1	merit badge pamphlet	35858	Reserve		
Astronomy #1	merit badge pamphlet	35859	Reserve		

In a troop, a scout has the responsibility of maintaining the troop library. In a pack, this may be an adult.

When you click the "Reserve" link by a book, an email is sent to the librarian requesting the book and the status is set to "Requested".

When the librarian hands over books, he changes the status to "Delivered".

When a book is returned, the librarian makes it available again.

The librarian can also add and delete books in the library, as well as create new books as needed.

Communications

TroopKit automatically keeps people in your unit informed about activities, but there will be times when you want to send a message to another person, a group, or the entire unit. The Communications area lets you create a simple message and email it to as many groups and individuals as you want.

Type in your message, select the people to receive it, and send it.

You can upload files to the server and include a link to the files in your message, but no attachments are allowed in messages.

Messages are limited to 5000 characters.

Gear

Equipment is essential for a quality scouting program and ensuring everyone knows what gear is available, how to use it, and how to care for it is the quartermaster's job. In a troop, a scout has the responsibility of managing equipment. In a pack, this may be an adult.

Anyone can view equipment and who has each item. Pieces of gear may be assigned to a specific patrol/den, or may be for general unit use.

Troop 479 Quartermaster

Show Instructions | Request Unlisted

View: All

Item	Description	Patrol	Check Out	Status	Date
Tent JJ	2-m Taurus 08	Phoenix	Joshua Kautz	Requested	Dec 15th, 2010
Tent K	4-m Taurus 07		Reserve		
Tent N	4-m Yellowst 4		Reserve		
Tent M	4-m Yellowst 4		Reserve		

Unit Gear - items for general use by anyone in the unit can be checked out by individuals.
When you click the "Reserve" link by an item, an email is sent to the quartermaster requesting the item and the status is set to "Requested".
When the quartermaster distributes gear, he changes the status to "Delivered".
When gear is returned, the quartermaster makes it available again.

Patrol Gear - items that have been assigned to a patrol by the quartermaster can not be checked out by individuals. Only the patrol leader, quartermaster, unit leader, or admin can assign that item to an individual. This allows the patrol leader to manage his patrol's gear.
The patrol leader can click "Assign" and select the person responsible for that piece of gear.
He can click the scout's name to reassign the item to someone else.
He can click "Return" to put the item back in the patrol's open inventory.

The quartermaster can also add and delete gear to the unit inventory, as well as create new types of gear as needed.

Scout Challenge

If your unit is using the Scout Challenge feature, the challenge will be listed on your Home page.
Click the challenge name to access the challenge.

Troop 123's 2010 Scout Challenge

To complete the challenge, you need to complete 10 of the challenge items listed below.
You need to complete them between 01/01/2010 and 12/31/2010.
You must record your completions before 01/15/2011.

.	Advance 1 rank
.	Attend 4 separate troop weekend campouts in tents
.	Attend a high adventure trip lasting at least 5 nights
.	Attend church on Scout Sunday wearing your Scout uniform
.	Become a member of Order of the Arrow or advance to Brotherhood
.	Complete a Patrol Good Turn

Use this page to track your progress through the challenge items. Enter the date when you complete each item until you've met the requirements.
The unit leader and administrator can track your progress and will know when you have completed a challenge.