

## TroopMaster Web for Troop 16 Texarkana

### **To log in to TroopMaster Web:**

1. go to [www.troopmasterweb.com/txk16](http://www.troopmasterweb.com/txk16)
2. Sign in with user name and password that has been provided to you by the administrator.
3. Change your password by selecting File->Create/View Passwords. Then click on the button "Change Pwd". Do not use passwords that you use on other personal accounts as all TroopMaster web administrators have access to these.

### **To enter advancements for an individual scout:**

1. Select Advancement->Individual Scout
2. Select one of three choices: Rank advancement, Merit Badge Completed or Merit Badge Partial.
3. Enter the dates for rank advancement. For merit badges you will select the badge and enter the date completed or if a partial, select the partial.  
\*Do not enter dates on rank advancement for "Participation", "Service Project" or "Position of Responsibility". These automatically get updated.

### **To enter service hours and nights camping:**

1. Select Activities->Activity Management
2. Select Add New
3. Enter all information. Select the scouts who participated and then select the credit button. For scouts who do not attend the full time. Change marker from "X" to the number of hours or days. Then select those scouts names and credit. It will replace the X with a number.
4. Select OK to save. Service hours will automatically get transferred to rank advancement.

### **To run reports that may help you:**

1. Individual History Report: Reports->Awards Advancement-> Individual History
2. Individual Progress Report: Reports->Awards Advancement-> Individual Progress
3. Individual Participation: Reports->Activities-> Individual Participation

What is "R" and "P" and why does it matter? **Never** fill in the check mark box for "Reported" or "Presented". This is done automatically when reports are run for court of honor. If "R" or "P" is already checked, the scout's award will not get reported to the Council server and the award will not get ordered.

When I enter data into Troopmaster Web where does it go? It gets stored on a TroopMaster web server. It does not get synced to the Main database in the scout office until someone syncs the data at the scout office computer. Until that happens, the two databases will have different information. The advancement coordinator must sync the two databases before doing any reports.

If I choose to use the TM Mobile app on my phone what is different? The phone app stores data records directly on your phone. No changes will be uploaded or download with your phone unless you hit the "sync" button on the app. When you sync the app on your phone it sends the data to the Troopmaster web data base.