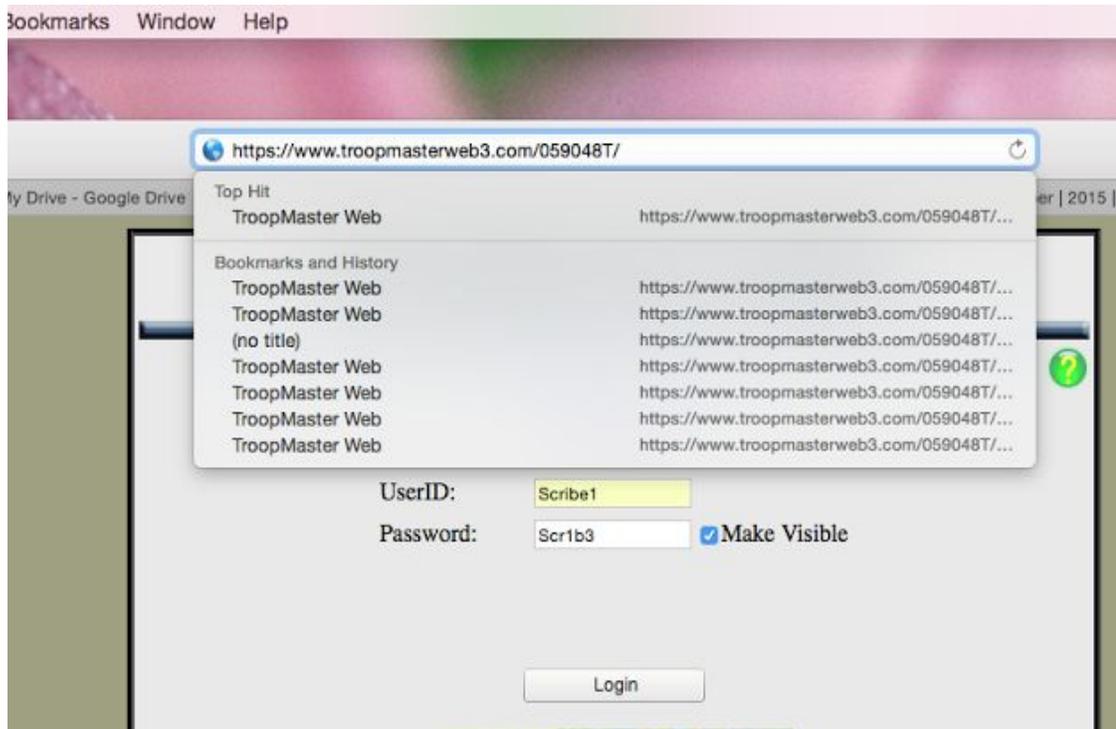


Scribe - Activity Management Instructions:

Go to scouttroop155.org > Advancement

OR

Go to <https://www.troopmasterweb3.com/059048T>



USERID: Scribe1

Password: Scr1b3

Click: LOGIN

Go To: Activities > Activity Management



Click ADD NEW button

The screenshot shows the TroopMaster Web interface. At the top, the title "TroopMaster Web" is displayed in a large, stylized font. Below the title, there are three icons: a home icon, a red icon with a white exclamation mark, and a green question mark icon. A button labeled "Create Registration with the data from this activity." is positioned below the icons. The main form area is divided into several sections. On the left, the "Activity Type:" section includes a dropdown menu set to "Camping" and five checkboxes: "Backpacking", "Summer camp (if applicable)", "Cabin camp (if applicable)", "Credit toward 2nd/1st Class" (checked), and "Leave No Trace" (checked). Below this is the "Level:" dropdown set to "Troop". The "Date:" field is empty. The "Start Time:" and "End Time:" fields are empty and include clock icons. The "Nights" field is empty. The "Location:" field is empty. The "Remarks:" field is empty. The "Description:" field is a large text area, currently empty. On the right side, the "Displays:" dropdown is set to "Scouts". Below this is a scrollable list of names: Antalek, Justin; Asher, Matt; Bergdorf, Samme; Bowers, William; Buzzelli, Spencer; Carleton, Jacob; Cook, Max; Cook, Owen; Craig, Matt; Craig, Nathan; Davis, William; and Eberle, Tate. Below the list is an "Attend Marker:" field with the value "x". There are two buttons, "Credit" and "Uncredit", below the "Attend Marker:" field. At the bottom right, there is a button labeled "Email this Activity". At the bottom center, there are two buttons, "OK" and "Cancel".

ACTIVITY TYPE : Select the correct activity. Select Backpacking, Summer Camp or Cabin Camp only if applicable.

LEVEL: Don't Change

START and END TIME: Leave blank

NIGHTS: Type the number of overnight stays (ex. 1, 2 or 3)

LOCATION: Type the Camp name or City where we held the activity

REMARKS: Type the name of the event, (ex. REED Fest, or Canoe Camp Out)

DESCRIPTION: Leave Blank

NAMES: Select the Scout names that attended. Hold down the CONTROL key to select multiple names at once. When complete, click the CREDIT button.

ATTEND MARKER: Leave as an X if all scouts attended for full event. Optional: if a scout only attended 1 of the 2 night camp out, you can override the X by typing in a 1 with that scout only selected and hit the CREDIT button. That will only credit that scout with 1 night of camping, not 2.

Click the OK button to complete this transaction.