

## Parent User Guide to Troop 990 Site

### 1. Logging In

- a. Click on the "Login" link at the top right corner of the screen
- b. Enter email address and password
  - i. Default Password is "990"

### 2. Editing Parent Profile

- a. Click on the "My Account" link at the top right corner of the screen
- b. View Tab: shows you what information you have filled out on your profile
- c. Edit Tab: allows you to change your password and change your contact settings
- d. Parent Profile Tab: this is where you enter all contact information, emergency information, vehicle information and training records

### 3. Submitting Training Records

- a. Under Parent Profile tab, scroll down to Training Records section
- b. Select the type of training course, fill in the expiration date of the training, and attach a copy of the required documentation
  - i. An administrator will need to approve the Training Records; once it is approved, you will see the word "Yes" next to "Approved by Admin" under View Tab
- c. To submit additional Training Records, click on "Add More Values" button and fill in the appropriate fields

### 4. Editing Your Scout's Profile

- a. Go to View Tab and you will see the usernames (email addresses) of your scout(s)
- b. Select the username of the Scout profile you wish to change
- c. You will be taken to the Scout's profile and can make any necessary changes

### 5. Signing Up for an Event

- a. Select the event you want to sign up for (from the Events tab)
- b. Click on the "Sign Up" button at the bottom of the event information page
- c. The next screen will allow you to select who is attending the event (you and/or your Scout(s))
  - i. If the parent or scout has not completed the required training, you will receive a warning
- d. Select which attendees will go to the event and hit Next
- e. Now, fill out the Sign Up form for the attendees
- f. Make your payment at the bottom of the page and select "Sign Up"