

Scout 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 Scout 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. Scout Profile Tab: this is where you enter all contact information, emergency information, vehicle information and training records

3. Submitting Training Records

- a. Under Scout 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. Creating an Event

- a. Under "My Account" select Create Event from the left side menu
- b. You will be taken to a new screen where you can fill out all the required information for a new event
- c. This event will need to be approved by an administrator, so it will not automatically appear in the list of events on the website
 - i. If the event is approved, it will appear on the site