

TROOPMASTER QUICK GUIDE

<https://tmweb.troopmaster.com/mysite/t805>

Registering for an Event

There are 3 ways to register for an event:

- 1) Click on the [Click here to register for this event](#) link on the bottom of the weekly newsletter.
- 2) Click on the first link, [TroopMaster](#), under **Quick Links** on the right sidebar of the troop805.org website to view all the upcoming events and click on the green [Click here to register](#) link under the event.
- 3) On any website event post, click on the [Troopmaster](#) link next to **RSVP** in the header block.

After using one of the above options, you'll be asked to sign in using your **UserID** and **password**.

Your UserID is your First and Last name with a period in between (e.g. John.Smith)

Your password was randomly generated and emailed to you. We suggest changing it to something easier to remember after you first log in. If a password is forgotten, simply click the green **Forgot Password** link on the top left of the sign-in screen to reset it.

If signing in using the parent account, be sure to click the **Switch to [your child's name]** button before clicking the **✓ Yes** button. Troopmaster will now confirm you are "Registering as [your child's name]" in large white font.

We ask that you kindly RSVP **x No** if you know for sure your child won't attend to help us plan.

To see which other scouts and adults will go on the outing, click on the "Who's coming?" blue button next to "RSVP"

To pay for the event, use the yellow Paypal button under the RSVP area. It may take a short while to complete the transaction, please be patient and do not refresh the screen or click the back button. A confirmation page should pop up in less than a minute.

Sending Emails

To the Entire Troop

1. Navigate to "Email" from the Top Menu
2. Click the **Compose** button, click the **Select Recipients** button
3. Select [All Adults] from Drop-down (already defaulted), click the **Select All** button
4. Select [All Scouts] from Drop-down, click the **Select All** button
5. You should see hundreds of names added - recipients won't see all the other addresses, TM sends as individual emails
6. Click the **Close** button
7. Add a title to the first small white box and your email text to second larger white box
8. Click Send

To your Patrol

- Follow Steps 1-2 above
- Select your Patrol Name from Drop-down, click the **Select All** button
- Select Parents - Patrol Name from Drop-down, click the **Select All** button
- Follow Steps 6-7 above.