



Welcome to

TroopMaster Web

The **TroopMaster Web** site provides convenient access to the advancement and activity records for scouts of Troop 128.

Follow the procedures outlined below to become a new user and acquire access to the data recorded for your scout.

1. Send an email message to advancement@troop128.net to request a user name and password.
 - a. In the message subject line, include the word "TroopMaster"
 - b. In the body of the message, include:
 - i. Your name
 - ii. Your Scout/s' name/s
 - iii. Your email address
 - iv. A requested UserID (optional)
2. A reply email message will be sent. In that message you will be provided:
 - a. Your **UserID**
 - b. Your *Temporary Password*
3. From your web browser, go to: <http://www.troopmasterweb.com/troop128>
 - A  **TroopMaster Web** link may also be conveniently found on the Troop 128 Homepage.
4. You will be presented with the **TroopMaster Web** login page for Troop 128.
 - a. Enter your **UserID** (Case-Sensitive)
 - b. Enter your **Password** (Case-Sensitive)
 - c. Click the [**Login**] button. (Refer to Note 'A' below.)
5. You will be presented with the main TroopMaster Web *portal* page.
 - Please note the "Last sync date" shown in red at the bottom of the page. (Refer to Note 'B' below.)
6. The [**Password(s)**] button provides the opportunity to change your password.
 - If you are logging into **TroopMaster Web** for the first time, it is recommended for you to change your password from the Temporary Password which was provided to you.
7. The [**Activities**] and [**Scouts**] buttons provide the opportunity to view those portions of the data in detail. (Refer to Note 'C' below.)
8. The [**Reports**] button provides the easiest access to the data, in a convenient printable format.

The most commonly accessed data are:

 - Awards/Advancement
 - Activities
9. The [**documents**] button provides access to posted TroopMaster reference materials, rosters, and reports.
10. The [Group Credit], [Calendar], and [Message Board] areas of the **TroopMaster Web** site are not currently utilized.
 - Be sure to refer to the troop calendar provided at www.troop128.net and
 - Maintain your membership in the Troop mailing list from troop@troop128.net .
11. When finished with your session please exit (logout) the site by clicking on the red exit icon.

Notes:

- A) The [**Mobile Login**] button provides a smaller website, formatted for more efficient access on mobile devices. Some functions on the mobile website are limited to better ensure satisfactory operation on mobile browsers.
- B) Data presented on TroopMaster Web is current only to the date that data was last synchronized:
Please contact advancement@troop128.net to request synchronization if the data is more than TWO WEEKS old.
- C) The TroopMaster website is made available with the understanding that the data presented is accurate to the limit of that information provided to the Advancement Chairman of Troop 128.
Corrections or additions to the data are always WELCOMED and ENCOURAGED:
Please contact advancement@troop128.net .