



TRAIL LIFE USA®

Adventure › Character › Leadership

Group Registration

Because each youth member must be registered by their parent, who will electronically enter their son's information and sign the consent and waiver on their behalf, this is what is recommended (and what is working for those with large Troops):

- 1) Have available a Troop checking account debit card or credit card for payment if the Troop is collecting fees or if the parent does not have a card.
- 2) Set up a time for a group registration at a location with Wi-Fi.
- 3) Coordinate the use of at least two laptops---one for the Troop leader to invite members, and one for the member to access their email invitation.
- 4) Make sure both laptops access the internet through the browser Google Chrome (this is an available free download), which provides full functionality for TroopTrack users.
- 5) Help each parent who does not have an email address, set up a free one through Gmail (recommended).
- 6) Invite each parent and then have them complete the parent information screen and their child's application and consent form. When the payment screen shows, if the Troop is paying, have your Troop leader/Treasurer input payment information with the Troop debit or credit card. You can then either collect cash or check, or in the case of the church or Troop paying for the membership, leave it as is.
- 7) Have blank medical forms printed (from the document section under Share in TroopTrack) and available for each parent to complete.

Please note that there is a Troop membership position available for parents who do not want to serve in leadership, but who do want to participate in Troop activities, be counted as part of the required two-deep trained leadership, and have member access within Troop Track. This is called a Registered Adult. Each of these members will complete the application process which includes filling out the form, paying the membership fee of \$26, having a background check pulled, and completing the Child Safety Youth Protection Training.

For parents to become Leaders or Registered Adults (members who are not leaders, but who join to count as a part of two-deep leadership): First send the parent an invitation to register their son, and get the son registered, and then follow these directions: invite the parent on the Manage/Members/Add A Member Screen. On the right side where it says Register Adult Leaders, click on the Add a New Leader blue button, and then find their name on the drop down list and click on it. Anyone without a registration shows up on that list. Click on their name to send them an application link and it doesn't create a new record.

Registered adults must be recommended/approved by the COR, and are not "automatically" registered by completing the process explained above.