



# TRAIL LIFE USA®

Adventure › Character › Leadership

## Instructions for Registering Adult and Youth Members



### First - SET PRIVILEGES FOR YOUR CORE TEAM LEADERS

Activities like inviting members or uploading documents are granted to other members in Troop Track (TT) after chartering by the IH/COR under *Manage/Members/User Accounts*. These are referred to as **privileges** in TT.

1. Click on the registered leaders name and select the *Privileges* tab.
2. Click *Edit*.
3. Select the appropriate privileges as desired for that member including the ability to invite additional leaders/youth into your Troop with the *manage\_troop\_members* privilege.

Note: **Access Level** determines who a person can see in TT, **Privileges** determines what that person can do in TT.

### Second - INITIATE REGISTRATION FOR ADULT/YOUTH MEMBERS

1. Members of the Core Team that currently have TT accounts created during the chartering process (IH/COR/Chap/CC/TM/Treas.) can register their youth immediately by logging in to TT and going to *Manage/Register My Son*. You will need to communicate this to them directly, as of this time, they will not be notified. You can register multiple sons at this page. Please note: If someone doesn't have *Register My Son* visible, you need to establish a Household for them, see number 4.
2. Register Other Leaders
  - a. Invite the rest of your leaders (Ranger, Trail Master, Trail Guides, etc.) under *Manage/Members/Add A Member* on the right side of the screen where it says *Register Adult Leaders*. (**Do not be tempted to add youth yet, read on!**) Click the drop down menu button titled *Add a New Leader* and select either a name of a current unregistered parent/adult in your Troop or select *Add a new Member* at the bottom.
  - b. The new leader will get a link by email to register. Leader registration is \$26 and is paid by the leaders when they register.
  - c. After they register for their positions, they can click the button "Go to Troop XX-XXXX page" and register their sons immediately under

*Manage/Register My Son.* Again, you will need to communicate this to them, we do not have it set up to notify them at this time how to register their sons.

- d. After they register, the COR is notified by email and must log in to Approve their membership application for the Troop.
  - e. Upon approval by the COR, the application is submitted to the Home Office for a background check.
  - f. Child Safety Youth Protection Training is ordered and leaders are notified by email with a link to complete the training. Look for an email from [message@mobilizemyministry.com](mailto:message@mobilizemyministry.com) and the subject line: MANDATORY Trail Life USA Child Safety Youth Protection Training. This is unique to each individual; you cannot use someone else's link to complete the training. After completion, their record is updated by the Home Office. No leaders are reviewed or accepted until CSYPT is completed successfully.
3. Invite Parents to Register Their Sons
    - a. Invite the parents of youth to register their sons under *Manage/Members/Add a Member* on the left side of the screen where it says *Invite a Parent*. **IMPORTANT: Enter the parents name and email, not the youth.**
    - b. After you invite the parents, they will receive an email to register their son. This action creates an account in TT for the parent (with limited access) so they receive emails and they can check the calendar, etc. for the Troop. They can register multiple youth and will only be charged for registering their son(s). Youth registration is \$26 and is paid by the parents during registration.
  4. When youth members turn 18 they need to complete a new application as an adult to continue in the program. TroopTrack will prompt you to invite them to register as an adult. Just follow the on screen directions. The process will include agreeing to the Statement of Faith, a background check, the completion of CSYPT, and re-approval by the Home Office. Their membership term will continue for the rest of the year for which they initially paid (one year from when they registered). They can serve as Registered Adults, Guidon Members, or Trail Guides. Keep in mind that they do not count as a part of two-deep leadership until they turn 21.
  5. You can connect all members of a household under *Manage/Members/Households*. You will need to do this to link parents/leaders/youth in one household if they register in multiple ways shown above. Since TT doesn't gather youth emails, when you email just the members designated Adventurers, the parents actually get the email for their Adventurer. Linking them as a household allows both parents in a family to receive the email for their Adventurer.
  6. If leaders or parents forget their username to log in to TT or they didn't get or can't find the link, you can use *Manage/Members/User Accounts* to...

- a. View their username (default is *FirstnameLastname*) and give it to them. They can use it at [www.trooptrack.com](http://www.trooptrack.com) to reset their password.
  - b. Click "Reset Password" and send them another link to log in.
7. You can see the status of memberships in your Troop under *Manage/Members/User Accounts*.
  - a. Everyone who is officially registered (including payment) as either a leader or youth will have a **TLUSA Member ID**.
  - b. Parents say **Non Member**.
  - c. Leaders status may read **Pending COR Approval, Needs to Complete Child Safety Youth Protection Training or Pending National Approval**.
  - d. Leaders and boys who have been invited to register but have not completed registration or have incomplete registrations (including no payment info entered) are labeled **New** and should be followed up with to complete their registration. **Unregistered youth are a liability risk to you, the Troop and Trail Life USA and should not be allowed to participate in any Troop activity until they are fully registered.**
8. You can view the status of your leaders' training by viewing the Training Report under *Manage/Reports/Training Report*.

### Third – EXPLORE TROOPTRACK FEATURES

#### Advancement

Advancement is available and is located under the *Advance* tab in Troop Track and on the individual Trailman's record. This includes BSA Transfer credit and ordering through the Trail Leader Store. Please see the document under the *Advance* tab titled "Advancement Instructions" for more information.

#### Program Documents

These are currently available at *Share/National Resources*. These are updated and additions are made frequently so check back often. Please note: This is a temporary location for these documents. We will have more user-friendly pages soon.

#### Medical Forms

The *Youth and Adult Weekend Medical Form* and *High Adventure Medical Exam Forms* can be found with the Health and Safety Documents. You should have one on file for every leader and boy in the program.

#### Calendar/Events

Enter events on your calendar under *Plan* including information about sending automatic email reminders, invitations, which levels should be included in the event, record attendance, event cost and more. You can edit Event Categories under *Manage/Settings/Event Types* then click *Add Event*. You can designate

specific colors for different event types on your calendar under *Manage/Settings/Event Types*.

### **Email**

Options can be found under *Communicate*. Authorized senders can be specified under *Communicate/Mailing Lists*.

### **Leadership**

Changing adult leadership positions for Registered/Approved Leaders can be done by clicking on their name and bringing up their Member Details. Select the *Leadership* tab. **Please note:** Only the TLUSA Home Office can change the Institutional Head. And only the COR can change the other leadership positions in the Troop. The Troopmaster is the only one who can edit Boy Leadership Positions.