Troop 202 Guide to Using
Troopmaster Web 2.0

*If you believe any of the information in your Troopmaster record is incorrect, you can request a review of your record by filling out a Records Review Request (**LINK**) You cannot change information in the database directly from Troopmaster Web. It may APPEAR that the system is allowing you to make changes in some instances, but when you exit the screen, the change will not be saved.*

If I want to …	I need to …
Log into Troop 202 Troopmaster Web 2.0 …	Go to the Troopmaster website: https://tmweb.troopmaster.com/
Review my personal contact information …	From the "Scout" menu, choose "Scout Management". Click "View" and then "Personal Info". If any of this information has changed, please let us know or fill out a Records Review Request using the link above.
See what special awards are noted in my Troopmaster record …	From the "Advancement" menu, choose "Boy Scout Advancement". Click "View" and then "Special Awards" to review the awards recorded for you.
See leadership positions I have held in Troop 202 and if I received credit towards advancement requirements for performing the job …	From "Scouts" menu, choose "Scout Management". Click on "View" and then "Leadership Positions" to review positions held by you now or in the past. If you currently hold the position, your SPL will decide at the end of your term if you will receive advancement credit for it.
See what Scout-related training is recorded in Troopmaster for me …	From the "Scouts" menu, choose "Scout Management". Click "View" and then click on "Training" to view training that is recorded for you.
See what Order of the Arrow information is recorded in Troopmaster for me …	From the "Scouts" menu, choose "Scout Management". Click "View" and then "Order of the Arrow" to see your election date and other events/dates if applicable.
View a report of nights I have camped …	From the "Reports" menu, choose "Activities" and select "Individual Participation". Highlight your name, and enter a date range and choose "Camping". Click "Generate Report". If you leave the date range blank, all camping nights since you joined the troop will be included.
View a report of how many service hours I have worked …	From the "Reports" menu, choose "Activities" and select "Individual Participation". Highlight your name, and enter a date range and choose "Serv Proj". Click "Generate Report". If you leave the date range blank, all service hours since you joined the troop will be included.
View a report of my history in Troop 202 …	From the "Reports" menu, choose "Advancement" and select "Individual History". Highlight your name and indicate the categories of information you would like included in the report. Click "OK".
Print a report that I have viewed …	While viewing the report, click the Print icon on the top bar.
Download and save a report I have viewed …	While viewing the report, click the Download icon on the top bar.
View a report of items Troopmaster says I need to complete for my next rank advancement …	From the "Advancement" menu, choose "Boy Scout Advancement". Click on the rank you are earning now. Participation, position of responsibility, service hours, and merit badges (if needed for this rank) must be showing complete.

Troopmaster Web options not implemented by Troop 202:
- Calendar – Please reference the Troop 202 calendar on the troop website instead.
- Registration – Please locate the Outings page of the Troop 202 website to sign up for an outing.
- Mic-O-Say – This program does not exist in our part of the country.
- Group Credit – Since you are not entering data into Troopmaster, you do not have access to this function.
- Partial Merit Badges – Troop 202 does not typically record your partial merit badges in Troopmaster.
- Target First Class – Troop 202 does not typically record your progress to 1st Class until you complete each rank.
- Fundraiser – Troop 202 does not use the Fundraiser functionality in Troopmaster.
- Health Form Status – Troop 202 does not track the status of health forms using Troopmaster.