Captain's Portal / Website Instructions

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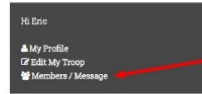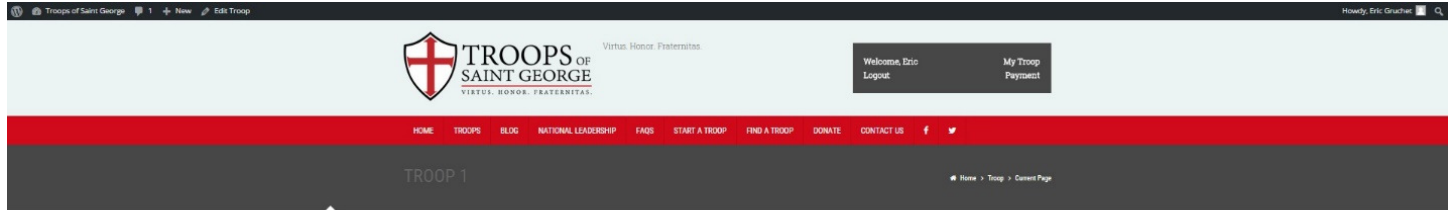# Captain Creating a Registered Adult Member of their Troop:

When logged in as Captain, go to Members tab. Click "Create Member".
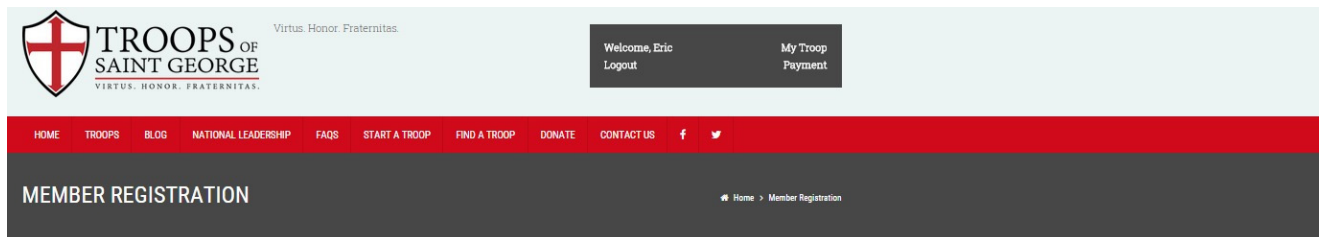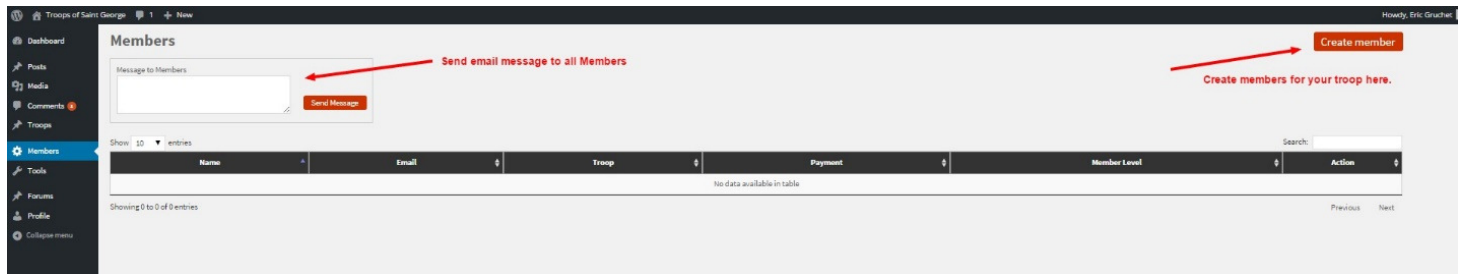Benefits of adding local troop members: access to troop pictures, access to troop documents, Captain's ability to send message through website to troop, access to National level documents and future National newsletter.

Update Troop info by Captain:

When logged in as Captain, go to TROOPS tab on background dashboard or "Edit My Troop" on Troop Page on front site.

Under profile information, go to "Payment tab"

This payment portal is for the below scenario from *Page 11 of the TSG Officer's Manual*, and the amount entered is completely <u>manual</u>. An important step to remember, please include a descriptive number of youth (by patrol level) and adult members the payment is registering for your troop, so we may update your troop census accurately (fourth box down to the left above; free text field).

What about members who join our troop later in the year?

TSG allows for a reduction of dues for members joining a troop on or after April 1st of a chartering year. The annual dues are reduced to US $20 per registered member. Members who join after a troop is chartered, but prior to April 1st, will be required to pay their full dues of US $30. Please note: ALL members are still afforded all the same benefits, such as accident insurance, patches, and shields.

As members join after the annual chartering process, collect the dues and send payment via the preferred online Captain's portal (above).

Coupon Codes used in Payment:

These coupon codes are used when the following scenario from *Page 11 of the TSG Officer's Manual* applies for your troop at any point in registering members:

- Maximum in annual dues per family per chartering year is 4 registered members.

The numbers below simply apply to the quantity your troop is discounting its total fees to ensure the above threshold per family is not exceeded. For example, if your troop has three families of 7 (youth and adult), you would use a **TSGFAM9** discount code for a $270.00 total discount for your troop's fees.

Code	Discount
TSGFAM1	-$30
TSGFAM2	-$60
TSGFAM3	-$90
TSGFAM4	-$120
TSGFAM5	-$150
TSGFAM6	-$180
TSGFAM7	-$210
TSGFAM8	-$240
TSGFAM9	-$270
TSGFAM10	-$300
TSGFAM11	-$330
TSGFAM12	-$360
TSGFAM13	-$390
TSGFAM14	-$420
TSGFAM15	-$450
TSGFAM16	-$480
TSGFAM17	-$510
TSGFAM18	-$540
TSGFAM19	-$570
TSGFAM20	-$600
TSGFAM21	-$630
TSGFAM22	-$660
TSGFAM23	-$690
TSGFAM24	-$720
TSGFAM25	-$750

Frequently Asked Questions

How can I delete our troop's media / documents?
Once you have media in the library, you will click on the "Media" section of the backend dashboard, select the media item you would like to delete, as it brings the media up, you can then select ""Delete Permanently" in red at the bottom right hand corner of the screen. On the edit function for your troop page, you can also select the X to the right of that document / media and it will confirm that you would like to delete that item.

How can I set the order of our troop's media / documents?
After you upload any documents / media, you can set the order by dragging the document / media to the desired position in the edit function for your troop page on the backend site.

How can I change information for our troop's members without deleting them (i.e. email)?
Due to the limitations of the current TSG site and inability to limit edits for all users, please send any needed updates to contact@tsghq.org, and the updates will be completed coupled with a confirmation email the edit was completed.

Can we create albums and folders for our troop's picture media?
This functionality does not exist on the front facing gallery on the troop page with the current website build. That said, you do have the ability to manage files by year or dates, etc. on the backend dashboard. Again, this will not be reflected on the front facing site.