

# TROOPS OF SAINT GEORGE

VIRTUS. HONOR. FRATERNITAS.

## Captain's Portal / Website Instructions

Published by the Troops of Saint George

P.O. Box 80044 ~ Keller, TX 76244

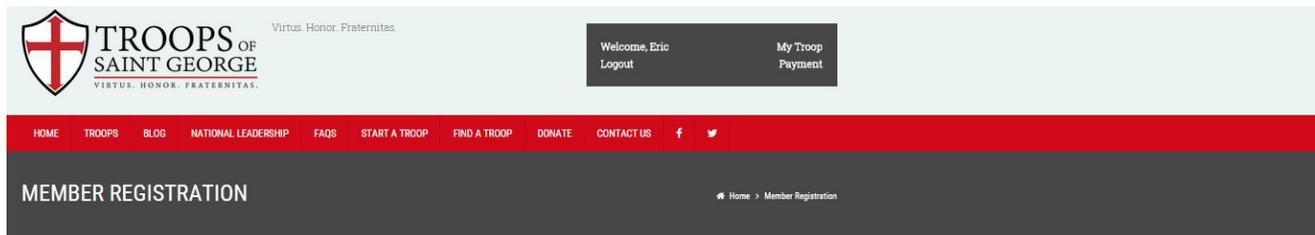
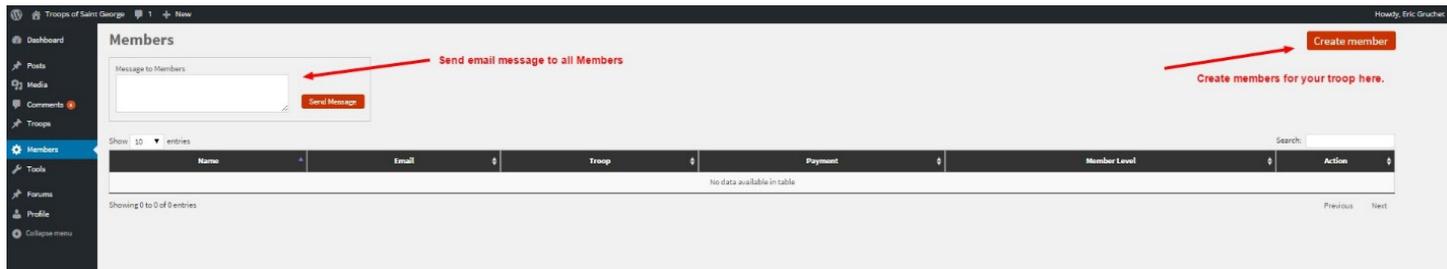
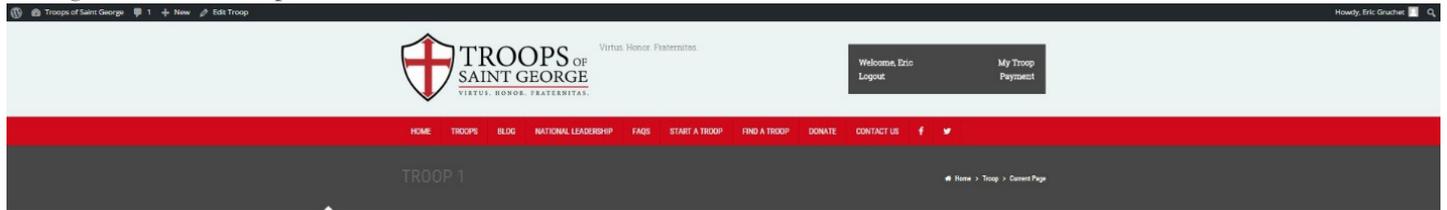
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## Captain Creating a Registered Adult Member of their Troop:

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.



Register a member to your troop #Troop 1

Create member profile and then email username and password to member.

FIRST NAME \*

LAST NAME \*

EMAIL \*

CONFIRM EMAIL \*

PASSWORD \*

CONFIRM PASSWORD \*



## 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. Please keep relevant and updated along the way.

The screenshot shows the 'Edit Troop' page in a WordPress dashboard. The page is titled 'Troop 1' and includes a 'Troop Number here' field. The main content area contains a text editor with the following text: 'Troop History, mission statement, etc. here' and 'You can also use "Add Media" to insert a troop image into the content here.' A red box highlights a 'Featured Image' section on the right side of the page, showing a shield-shaped logo with a cross and the text 'Troop 1'. A red arrow points from the text 'image for Troop listing' to this featured image. Another red arrow points from the text 'ALWAYS remember to update!!!' to the 'Update' button in the 'Publish' section. The 'Troops Info' section contains several fields: 'Address' (2030 East State Highway 356), 'City' (Irving), 'State' (TEXAS), 'Country' (United States of America), 'Zip' (75060), 'Troop Captain' (Eric Gruchet), 'Captain Email' (troop1ofsaingorge@gmail.com), and 'Captain Phone' (214-213-0216). A red box highlights the 'City', 'State', 'Country', 'Zip', 'Troop Captain', 'Captain Email', and 'Captain Phone' fields. A red arrow points from the text 'Address of parish here. This address will be seen only by Admin. Not displayed on site.' to the 'Address' field. A red arrow points from the text 'Add documents here for ADMIN to be able to view/download' to the 'Add Document' button in the 'Documents for Admin' section. A red arrow points from the text 'To turn on payment notification reminder. They will not have ability to pay online, only a reminder.' to the 'Enter amount' field in the 'Payment' section. A red arrow points from the text 'Click "on" here' to the 'Show Notification in Member Page' checkbox. A red arrow points from the text 'Add events to be listed for members on troop page here.' to the 'Add Now' button in the 'Events' section. A red arrow points from the text 'Add images for member seen gallery here.' to the 'Add Photos' button in the 'Photo Gallery' section. A red arrow points from the text 'Upload documents, forms, etc. here for MEMBERS to have available on their profile.' to the 'Add File' button in the 'Downloads' section. A red arrow points from the text 'Don't need this!' to the 'Revolution Slider Options' section. The page footer includes the text 'Thank you for creating with WordPress.' and 'Version 4.2.2'.

## Additional Member Payment by Captain:

Under profile information, go to “Payment tab”

troops of Saint George 2 1 + New Edit Page VFB Pro Howdy, Ron Pereira

**TROOPS OF SAINT GEORGE** Virtus. Honor. Fraternitas.  
VIRTUS. HONOR. FRATERNITAS.

Welcome, Ron  
Logout Dashboard | Downloads  
Payment **Late payments here**

HOME TROOPS BLOG NATIONAL LEADERSHIP FAQs START A TROOP FIND A TROOP DONATE CONTACT US f t

**PAYMENT PORTAL** Home > Payment Portal

Hello Ron Pereira, Please complete your payment below:

CARD HOLDER'S NAME  Do you have coupon?  Apply Coupon **Ask Admin for Coupon codes as needed.**

EMAIL ADDRESS

PAYMENT AMOUNT (\$\$)  **Amount to be paid**

WHAT IS THE BREAKDOWN OF CADETS/ADULTS THAT YOU ARE PAYING FOR?  **List of cadet numbers, etc.**

TROOP NUMBER  **Troop #**

CARD NUMBER

CARD EXPIRY DATE (MM/YYYY)  /

CARD CVV  ?

**MAKE PAYMENT**

This payment portal is for the below scenario from *Page 11 of the TSG Officer's Manual*, and the amount entered is completely manual. 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 1<sup>st</sup> 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 1<sup>st</sup>, 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:

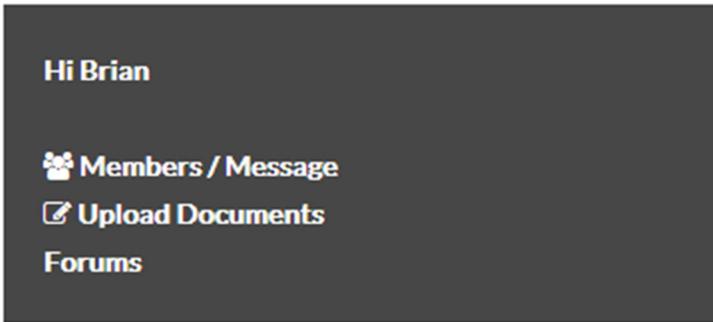
- Maximum in annual dues per family per chartering year is 4 registered members.

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

## Closed Forum for Captains

From your Troop's page on the front of the national website and as logged in as Captain (or approved forum user), select "Forums" hyperlink as shown below:



Some highlights:

- This is a closed forum for Admin, Captains and any ad hoc adult leaders you would like us to add on your troop's behalf (simply make sure you have added them as a member for your troop in the Captain's portal, see page 2 of this document, and then email [Contact@tsghq.org](mailto:Contact@tsghq.org) to add them to the forum). No one else will be able to see this information unless they are an approved and logged in user.
- Albeit there is a forum topic that can be used to submit possible ideas for future topics, Admin will set these topics, to which we then ask you actively review and participate in the discussion.
- You can subscribe to a topic for email alerts, as well as request email alerts when another member replies to your comments / questions.
- You can attach up to 0.5 MB file to your comment in case you have a document to share with your brothers across the TSG family.

## 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](mailto: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.