

TROOPS OF SAINT GEORGE

VIRTUS. HONOR. FRATERNITAS.

Captain's Portal / Website Instructions

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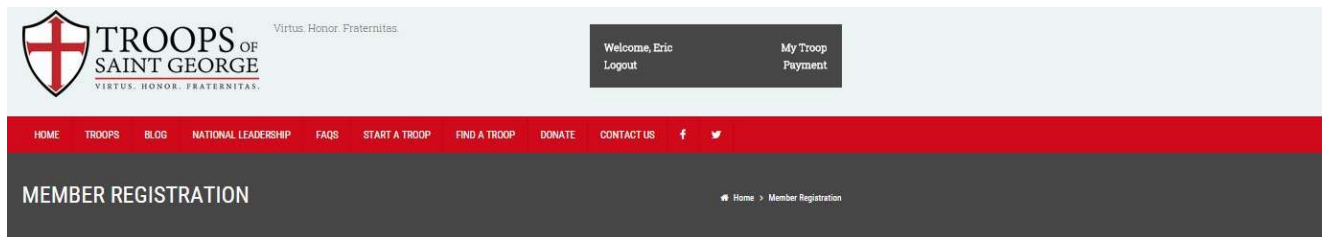
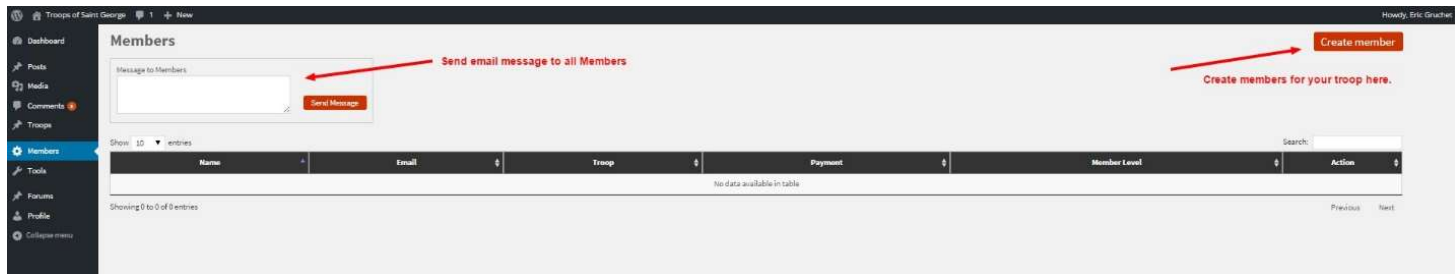
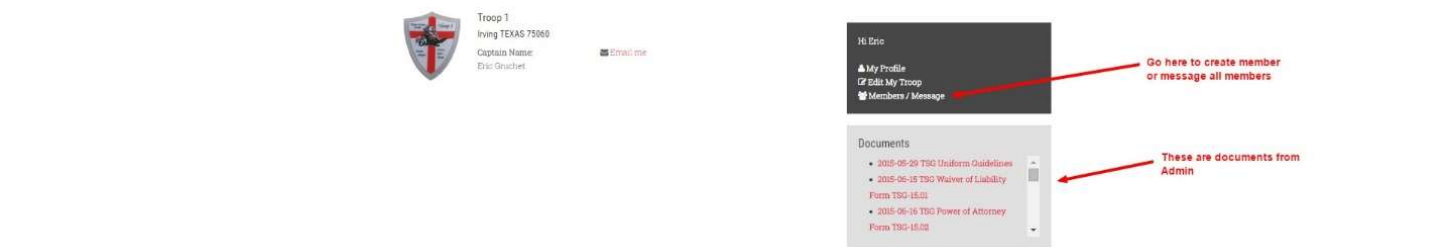
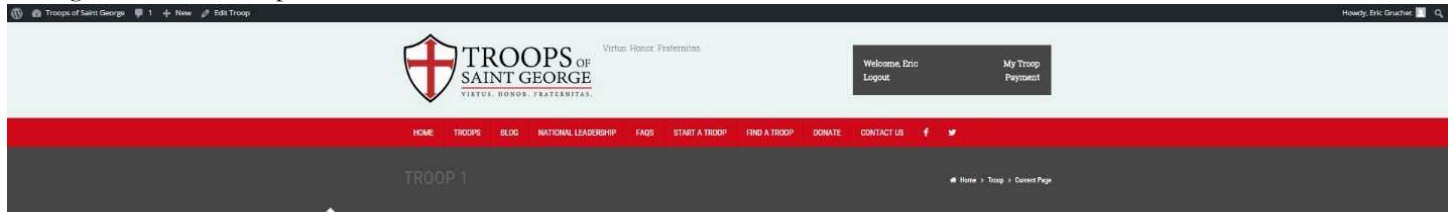
Table of Contents

Captain Creating a Registered Adult Member of their Troop	2
Update Troop info by Captain	3
Additional Member Payment by Captain	4
Coupon Codes used in Payment	5
Closed Forum for Captains	6
F.A.Q.'s	7

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 arrow points to the text editor with the annotation 'ALWAYS remember to update!!!!'. Another red arrow points to a featured image of a troop shield with the annotation 'image for Troop listing'. The 'Troops Info' section includes fields for Address, City, Irving, State (TEXAS), Country (United States of America), Zip (75090), Troop Captain (Eric Gruchet), Captain Email (troop1ofstainjorge@gmail.com), and Troop Phone (214-213-0216). Red circles highlight the City, Irving, State, Country, Zip, Troop Captain, Captain Email, and Troop Phone fields. A red arrow points to the 'Add Document' button with the annotation 'Add documents here for ADMIN to be able to view/download'. A red arrow points to the 'Enter amount' field with the annotation 'To turn on payment notification reminder. They will not have ability to pay online, only a reminder.' A red arrow points to the 'Show Notification in Member Page' checkbox with the annotation 'Click "on" here'. A red arrow points to the 'Add New' button in the Events section with the annotation 'Add events to be listed for members on troop page here.' A red arrow points to the 'Add Photos' button in the Photo Gallery section with the annotation 'Add images for member seen gallery here.' A red arrow points to the 'Add File' button in the Downloads section with the annotation 'Upload documents, forms, etc. here for MEMBERS to have available on their profile.' A red arrow points to the 'Revolution Slider Options' section with the annotation 'Don't need this!'. The page also includes a 'Publish' button and a 'Featured Image' section with a 'Remove Featured Image' button.

Additional Member Payment by Captain:

Under profile information, go to “Payment tab”

The screenshot shows the Troops of Saint George website's payment portal. At the top, there is a navigation bar with the organization's logo and name, 'TROOPS OF SAINT GEORGE', and the motto 'VIRTUS. HONOR. FRATERNITAS.'. A user profile for 'Ron Pereira' is visible, with a 'Payment' tab highlighted. Below the navigation bar, there is a red banner with the text 'PAYMENT PORTAL'. The main content area contains a form for making a payment. The form includes the following fields and labels:

- CARD HOLDER'S NAME:** Name (text input)
- EMAIL ADDRESS:** ron.pereira@tsghq.org (text input)
- PAYMENT AMOUNT (\$\$):** 10.00 (text input) with a red label 'Amount to be paid'.
- WHAT IS THE BREAKDOWN OF CADETS/ADULTS THAT YOU ARE PAYING FOR?:** (text input) with a red label 'List of cadet numbers, etc.'.
- TROOP NUMBER:** (text input) with a red label 'Troop #'.
- CARD NUMBER:** (text input)
- CARD EXPIRY DATE (MM/YYYY):** (two text inputs for month and year)
- CARD CVV:** (text input) with a red question mark icon.

At the bottom of the form is a red button labeled 'MAKE PAYMENT'. To the right of the form, there is a section for coupons: 'Do you have coupon?' with a 'Coupon Code' input field, an 'Apply Coupon' button, and a red label 'Ask Admin for Coupon codes as needed.'.

This payment portal is for the below scenario from *Page 8 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 6 months from the beginning of your troop's charter year cycle. The annual dues are reduced to US \$30 per registered member. Members who join after a troop is chartered, but within the first 6 months of the troop's charter year cycle, will be required to pay their full national dues of US \$40. Please note: ALL members are still afforded all the same benefits, such as accident insurance, patches, and shields as registration and payment are received.

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 8 of the TSG Officer's Manual* applies for your troop at any point in registering members:

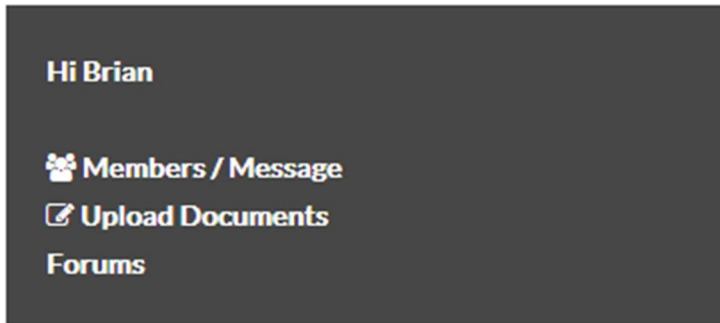
- Maximum in annual national dues per family per chartering year is 3 registered members.

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 **TSGFAM12** discount code for a \$480.00 total discount for your troop's fees.

Code	Discount
TSGFAM1	-\$40
TSGFAM2	-\$80
TSGFAM3	-\$120
TSGFAM4	-\$160
TSGFAM5	-\$200
TSGFAM6	-\$240
TSGFAM7	-\$280
TSGFAM8	-\$320
TSGFAM9	-\$360
TSGFAM10	-\$400
TSGFAM11	-\$440
TSGFAM12	-\$480
TSGFAM13	-\$520
TSGFAM14	-\$560
TSGFAM15	-\$600
TSGFAM16	-\$640
TSGFAM17	-\$680
TSGFAM18	-\$720
TSGFAM19	-\$760
TSGFAM20	-\$800
TSGFAM21	-\$840
TSGFAM22	-\$880
TSGFAM23	-\$920
TSGFAM24	-\$960
TSGFAM25	-\$1,000

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 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, 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.