

TROOPS OF SAINT GEORGE

VIRTUS. HONOR. FRATERNITAS.

Captain's Portal / Website Instructions

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Troops of Saint George

* Subject to Change / Verify current revision against National Website *

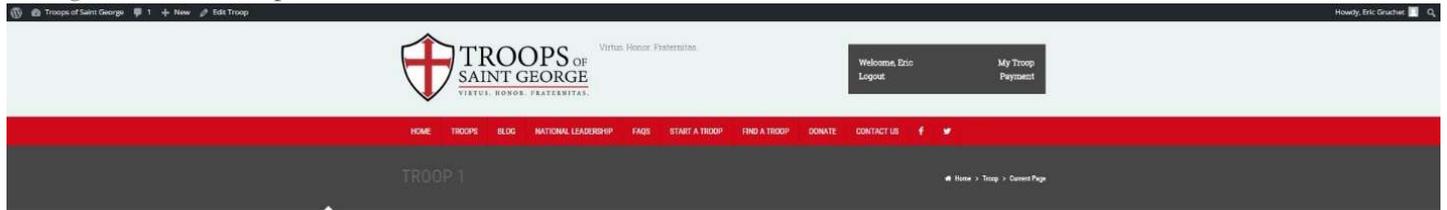
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Captain Creating a Registered Adult Member of their Troop:

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.



Troop 1
Living TEXAS 75060
Captain Name:
Eric Gruchter

[Email me](#)

Hi Eric

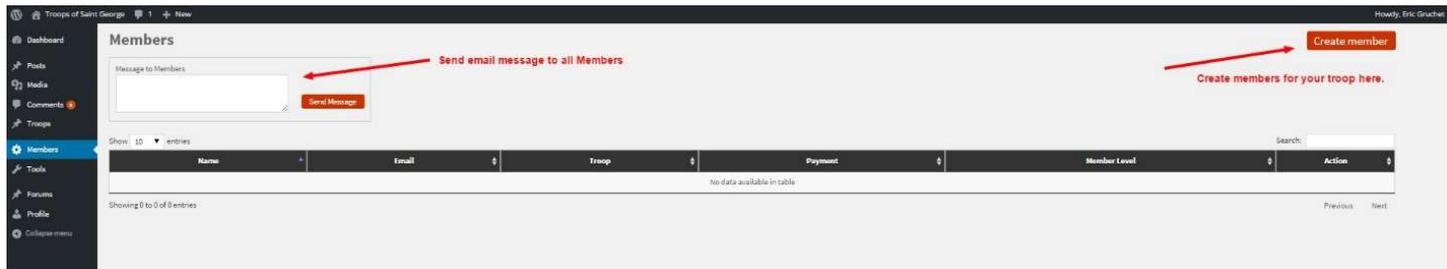
- [My Profile](#)
- [Edit My Troop](#)
- [Members / Message](#)

Go here to create member or message all members

Documents

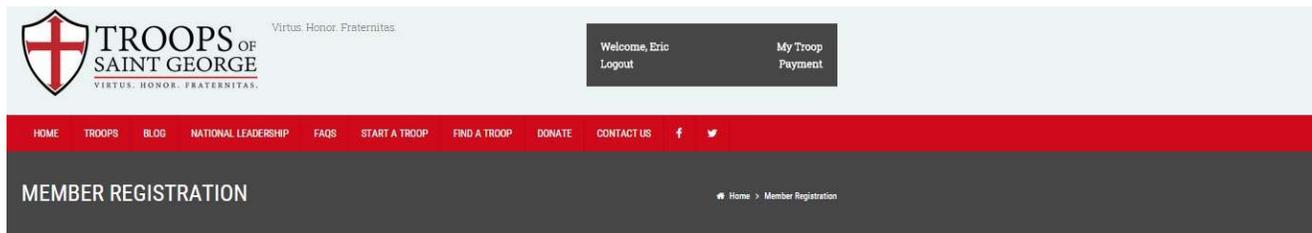
- 2015-05-29 TSG Uniform Guidelines
- 2015-06-16 TSG Waiver of Liability Form TSG-15.01
- 2015-06-16 TSG Power of Attorney Form TSG-15.02

These are documents from Admin



Send email message to all Members

Create members for your troop here.



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 text editor for the troop's content. Red annotations and arrows highlight several key areas:

- ALWAYS remember to update!!!!**: A red arrow points to the top right of the content area.
- image for Troop listing**: A red arrow points to a featured image of a troop shield.
- City, Irving, State, TEXAS, Country, United States of America, Zip, 75090, Troop Captain, Eric Gruchet, Captain Email, troop1ofstgeorge@gmail.com, and Parish Phone, 214-213-0216**: These fields in the 'Troops Info' section are circled in red.
- Address of parish here. This address will be seen only by Admin. Not displayed on site.**: A red arrow points to the address field.
- Add documents here for ADMIN to be able to view/download**: A red arrow points to the 'Documents for Admin' section.
- To turn on payment notification reminder. They will not have ability to pay online, only a reminder.**: A red arrow points to the 'Payment' section.
- Enter amount**: A red arrow points to the 'Amount' field in the 'Payment' section.
- Click "on" here**: A red arrow points to the 'Show Notification in Member Page' checkbox.
- Add events to be listed for members on troop page here.**: A red arrow points to the 'Add New' button in the 'Events' section.
- Add images for member seen gallery here.**: A red arrow points to the 'Add Photos' button in the 'Photo Gallery' section.
- Upload documents, forms, etc. here for MEMBERS to have available on their profile.**: A red arrow points to the 'Add File' button in the 'Downloads' section.
- Don't need this!**: A red arrow points to the 'Revolution Slider Options' section.

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 VIRTUS. HONOR. FRATERNITAS.' and a user profile for 'Ron Pereira' with a 'Payment' tab highlighted. Below the navigation bar is a red header with various menu items. The main content area is titled 'PAYMENT PORTAL' and contains a form for making a payment. The form includes fields for 'CARD HOLDER'S NAME', 'EMAIL ADDRESS', 'PAYMENT AMOUNT (\$\$)', 'WHAT IS THE BREAKDOWN OF CADETS/ADULTS THAT YOU ARE PAYING FOR?', 'TROOP NUMBER', 'CARD NUMBER', 'CARD EXPIRY DATE (MM/YYYY)', and 'CARD CVV'. A red 'MAKE PAYMENT' button is located at the bottom of the form. There are also links for 'Do you have coupon?' and 'Apply Coupon'.

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

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.