

# BadgeTracker

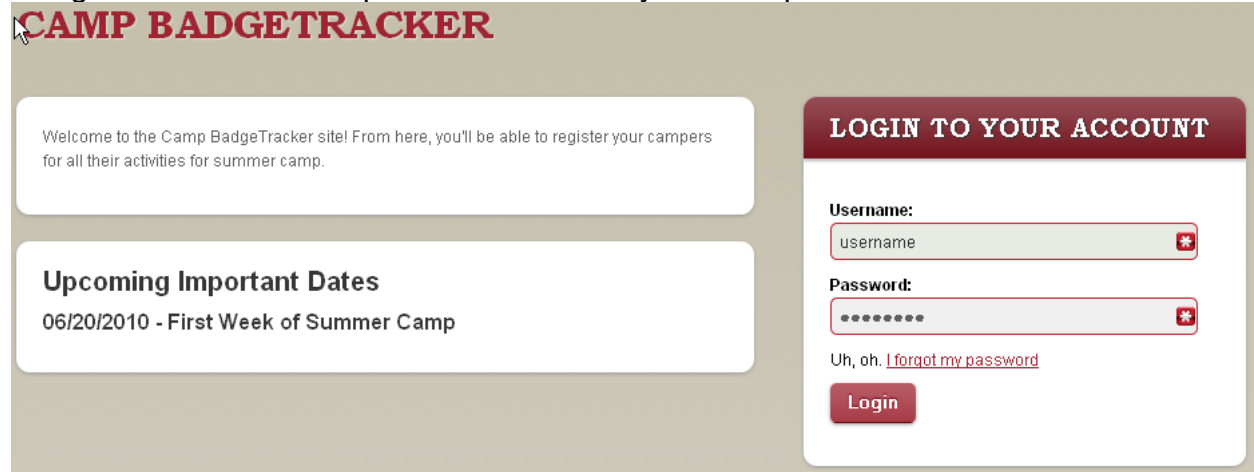
## Troop User Guide

For BadgeTracker e-mail support, write to [info@badgetracker.com](mailto:info@badgetracker.com)

BadgeTracker works best with web browsers Firefox 3 and higher, Safari 4, and Chrome 4. Also works with Internet Explorer 7 or 8.

When you receive your e-mail from your Scout Camp, click on the URL in the message. [It will look something like this: <http://campname.badgetracker.com> ]

The URL will take you to your Camp's Portal. This is where you will be able to log-in, using the username and password chosen by the Camp Administrator:



**CAMP BADGETRACKER**

Welcome to the Camp BadgeTracker site! From here, you'll be able to register your campers for all their activities for summer camp.

**Upcoming Important Dates**  
06/20/2010 - First Week of Summer Camp

**LOGIN TO YOUR ACCOUNT**

**Username:**

**Password:**

Uh, oh. [I forgot my password](#)

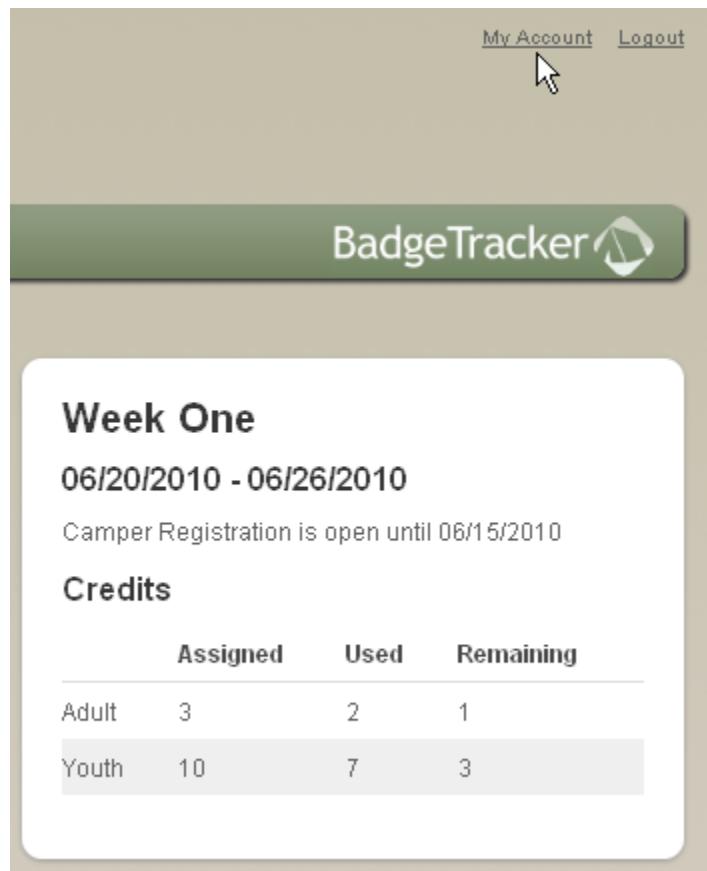
When you log-in you will be on your Troop Dashboard. The camp might have Camp News and Important Dates displayed here.

On your Dashboard, the box to the right shows your week at camp and how many youth and adult credits you have. Initially these might be set to 0. You will not be able to add campers UNTIL registration is open and your Camp Administrator has assigned your credits.


**In the upper right corner of your dashboard are links to:**

**My Account:** Here you can edit your username, password and e-mail address.

**Logout:** Logs you out of the BadgeTracker system.



[My Account](#) [Logout](#)

**BadgeTracker** 

**Week One**  
06/20/2010 - 06/26/2010  
Camper Registration is open until 06/15/2010

**Credits**

	Assigned	Used	Remaining
Adult	3	2	1
Youth	10	7	3

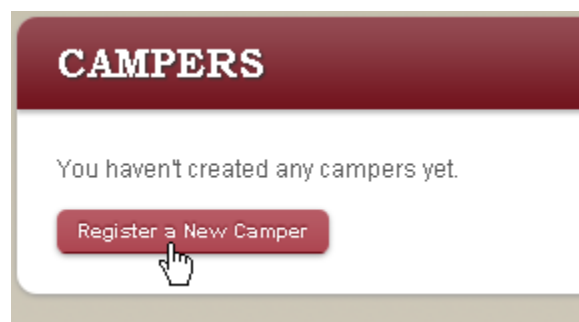
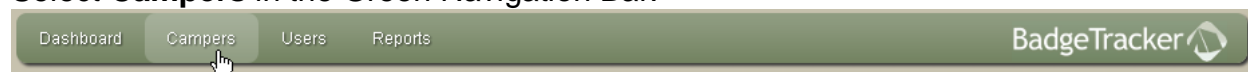
On the Green Navigation Bar you have four options:



- **Dashboard** – your troop home page.
- **Campers** – where you add and manage both your youth and adult campers.
- **Users** – allows you to add another adult to manage your troop camp activities.
- **Reports** – allows you to select a report to review and/or print.

## To Add Campers

Select **Campers** in the Green Navigation Bar.



In the area under the Red Bar is the message “You haven’t created any campers yet.” Click on the **Register a New Camper** button.

- For a youth camper, fill in the camper’s First Name, Last Name, Date of Birth and Rank. Not filling in the Date of Birth or Rank will prevent the scout from registering for any class with either a date or rank requirement.
- For adult campers, enter their First and Last names. Check the “Is adult” box.
- **Do Not add Date of Birth** for Adults.
- Click on the **Create** button.

Continue adding campers until all have been entered. You will not be able to enter more campers than the number of credits the camp has given you. You may add additional campers during the time registration is open.

## To Schedule Your Campers

Select **Campers** in the Green Navigation Bar.



- Click on the Scout’s name you wish to schedule.

- Click on Register (scout's first name) for some activities.

## JOE SCOUT - TROOP 3

» Rank: First Class  
» Date of Birth: 09/04/1997  
» Youth Camper

### Week One Schedule

This camper isn't registered for any activities yet. [Register Joe for some activities](#)

Under the Red Bar is a list of all the activities for your session at camp that have openings and that this scout is eligible to attend based on age and rank. Notice at the top right of this work area there is a link Hide Unchecked Activities.

### REGISTER JOE SCOUT FOR AVAILABLE ACTIVITIES

[Hide Unchecked Activities](#)

American Business MB  
 American Labor MB  
 Archery Merit Badge


- Select each Activity the scout wants to attend.
- Click Hide Unchecked Activities.
- Select the time for the class session. Other class sessions that are in conflict with the time chosen will line out and not be available to pick.
- Continue picking sessions of classes until you have selected all that will fit this scout's choices and the camp schedule.
- If the scout wants to select a different merit badge than he first picked, click Show all activities in the upper right corner.
- Uncheck boxes that the scout no longer wants and add new ones. Continue as before.
- When finished with this scout, select the **Register** button.
- You will be taken back to a screen showing the scout's current schedule.

To schedule the next scout, Select **Campers** in the Green Navigation Bar. Then continue as above.

## To Add a User

Select **Users** in the Green Navigation Bar.



- Click on the **Create a New Troop User** button.
-  Click on the **Create a New Troop User** button.
- Fill in the First, Last, User Name, a password and the e-mail address.  
The username must be unique to your camp (only one Tom or Bill etc.).  
Use something like SMTroop123
- Click the **Create** button.

You will need to send the person an e-mail informing them of the URL of the BadgeTracker site, their username and password.

## To Edit a User

Select **Users** in the Green Navigation Bar.

- Click on the name of the user you wish to edit.
- Make the necessary changes and click on the **Save** button.

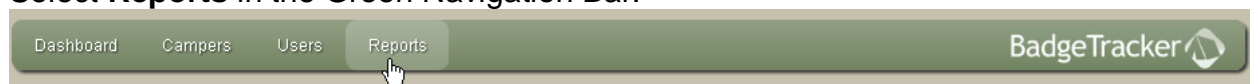
## To Delete a User's access

Select **Users** in the Green Navigation Bar.

- Click on the name of the user you wish to deny access.
- Change their username and password and click on the **Save** button.

## To Review / Print Reports

Select **Reports** in the Green Navigation Bar.



Troop Roster – Lists all your registered youth and adult campers.

Troop Master Schedule – Lists your registered campers' activities by day of the week and time of day. Each day of the week starts a new page.

Camper Schedule – Lists the individual camper's scheduled activities by time of day. Print two copies, one for the scout and one for the leader's notebook.

- Click on the name of the report you wish to review / print.
- To print – click on the printer icon in your browser.