

User Guide – Troop Setup for GSR 2023 Summer Camp

Member Profile is the first screen showing all members registered into the troop registration page.

1. Click the **Name** underlined to sort member name's sort order.
2. Click the **Remove** link to remove from the list.
3. Click the **Edit** link to update member data.
4. Click the Add Member button to add a new member.

The screenshot shows the 'Member Profile' page for Troop 513. At the top, there are several circular icons representing different activities or units. Below the icons are links for 'Hide Images' and 'Log Out'. A navigation bar contains buttons for 'Transfer', 'Member Profile', 'Unit / Event', 'Event Sign Up', 'Audit Trail', and 'Troop 513 - Peter J Romanowski (Admin)'. A 'Registered' section shows a table of members with columns for Type, Name, DOB, Gender, Rank, Permission, and Email. Red numbers 1 through 4 are placed above the table to indicate the steps: 1 points to the 'Name' column header, 2 points to the 'Remove' link, 3 points to the 'Edit' link, and 4 points to the 'Add Member' button. The member 'Peter J Romanowski' is highlighted with a red box.

Type	Name	DOB	Gender	Rank	Permission	Email	
Youth	Patrick Condon		Male	Unknown			Remove Edit
Youth	Chad Koutilidas	2/14/2005	Male	Unknown			Remove Edit
Youth	Brian Le	11/2/2004	Male	Unknown			Remove Edit
Youth	Kristof Lock		Male	Unknown			Remove Edit
Youth	Dilan Patel		Male	Unknown			Remove Edit
Leader	Peter J Romanowski		Male		Admin	Troop0513@gmail.com	Remove Edit
Leader	Mark Warren		Male				Remove Edit

3. Update youth data

Member Profile

Member Type: Youth

Scout Rank: Unknown

MemberName: Chad Koutilidas

DOB: 02/14/2005

Gender: Male Female

LastName: Koutilidas

FirstName: Chad

Entered By: Transferred

Date Entered: 1/31/2023 5:21:00 PM

[Update](#) [Cancel](#)

4. Update adult data

Member Profile

Member Type: Leader

MemberName: Mark Warren

Gender: Male Female

LastName: Warren

FirstName: Mark

Security: Read Only

Email:

Password: 70669

Entered By: Transferred

Date Entered: 2/6/2023 2:36:00 AM

[Update](#) [Cancel](#)

Member Type: Youth, Leader, or Contact

Security: Read Only, Read-Write, or Admin

Users with Read-Write security level can update member information and sign up events but can't add a new member. Users with admin security level can add new members, select or change events, or transfer members from 2022 database.

5. Add a new member

Member Profile
Member Type: Youth
Scout Rank: Unknown
DOB:
Gender: Male Female
LastName:
FirstName:
[Insert](#) [Cancel](#)

You may transfer scouts or leaders from the database of the 2022 GSR summer camp. Click the **Transfer** tab to open the transfer page.



[Hide Images](#) [Log Out](#)

?

[Transfer](#) [Member Profile](#) [Unit / Event](#) [Event Sign Up](#) [Audit Trail](#) [Troop 513 - Peter J Romanowski \(Admin\)](#)

2022				2023				
Type	MemberName	DOB	Gender	Type	MemberName	DOB	Gender	Status
Youth	Jake Barton		<input type="checkbox"/>	Youth	Patrick Condon		Male	<input type="checkbox"/>
Youth	Nathan Burt		<input type="checkbox"/>	Youth	Chad Koutilidas	2/14/2005	Male	<input type="checkbox"/>
Youth	Derek Langenau		<input type="checkbox"/>	Youth	Brian Le	11/2/2004	Male	<input type="checkbox"/>
Youth	Wyatt Romanowski	9/15/2006	Male <input type="checkbox"/>	Youth	Kristof Lock		Male	<input type="checkbox"/>
Youth	Eiman To		<input type="checkbox"/>	Youth	Dilan Patel		Male	<input type="checkbox"/>
Youth	Ben Warren	7/7/2007	<input type="checkbox"/>	Leader	Mark Warren		Male	<input type="checkbox"/>
Adult	PETE ROMANOWSKI		<input type="checkbox"/>					

7


6

This page shows members registered in 2022 and available for transferring to the 2023 summer camp.

Click the check box next to member name on the right grid, press the Transfer button to move.

Event Selection Page

Now go to the Unit/Event page to select the weeks of the camp you are planning to register. You can have up to 2 events to select.



[Hide Images](#) [Log Out](#)

?

[Transfer](#) [Member Profile](#) [Unit / Event](#) [Event Sign Up](#) [Audit Trail](#) Peter J Romanowski - Troop 513

Unit Title	Troop 513
Unit Type	Boy Troop (B Unit)
State	MA
Council	Spirit of Adventure
District	
Town	Stoneham
Boys	12
Girls	0
Male Leader	3
Female Leader	0

[Edit](#)

First Camp Hidden Valley Scout Camp - Week 4 (Jul 16 2023 - Jul 22 2023) ▾

Second Camp Camp Bell - Week 3 (Jul 9 2023 - Jul 15 2023) ▾

- Select Event Week --
- Hidden Valley Scout Camp - Week 1 (Jun 25 2023 - Jul 1 2023)
- Hidden Valley Scout Camp - Week 2 (Jul 2 2023 - Jul 8 2023)
- Hidden Valley Scout Camp - Week 3 (Jul 9 2023 - Jul 15 2022)
- Hidden Valley Scout Camp - Week 5 (Jul 23 2023 - Jul 29 2023)
- Hidden Valley Scout Camp - Week 6 (Jul 30 2023 - Aug 5 2023)
- Hidden Valley Scout Camp - Week 7 (Aug 6 2023 - Aug 12 2023)
- Hidden Valley Scout Camp - Week 8 (Aug 13 2023 - Aug 19 2023)
- Camp Bell - Week 2 (Jul 2 2023 - Jul 8 2023)
- Camp Bell - Week 3 (Jul 9 2023 - Jul 15 2023)**
- Camp Bell - Week 4 (Jul 16 2023 - Jul 22 2023)
- Camp Bell - Week 5 (Jul 23 2023 - Jul 29 2023)

You may update troop information here.

Now you can go to the Event setup page to assign scouts and leaders to the events.

Assignment to Event Page

Member List

Name	DOB	Gender	
Youth Brian Le	11/2/2004	Male	<input type="checkbox"/>
Youth Kristof Lock		Male	<input type="checkbox"/>
Youth Lee Ann Pannucci	1/31/2023	Female	<input type="checkbox"/>
Youth Dilan Patal		Male	<input type="checkbox"/>
Youth John Wyne	2/21/2023	Male	<input type="checkbox"/>
Leader Peter J Romanowski		Male	<input type="checkbox"/>

Hidden Valley Scout Camp - Week 4 Camp Bell - Week 3

Hidden Valley Scout Camp - Week 4				Camp Bell - Week 3					
HV Week 4				CB Week 3					
Youth Patrick Condon	<input type="checkbox"/>	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Pending	Notes	Youth Chad Koutlidas	<input type="checkbox"/>	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Pending	Notes
Youth Chad Koutlidas	<input type="checkbox"/>	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Pending	Notes	Youth Brian Le	<input type="checkbox"/>	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Pending	Notes
Leader Mark Warren	<input type="checkbox"/>	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Pending	Notes	Leader Peter J Romanowski	<input type="checkbox"/>	<input checked="" type="radio"/> Confirmed	<input type="radio"/> Pending	Notes

3 [Remove](#)

Member list on the right hand side shows only available members to a selected event.

You should select the event on the radio button list before signing up to the event. Click the check box next to the member name, then click Sign Up - - > button to move.

You may remove members from the current event following the same way and click the Remove link.

Update the status of scout's registration. Add comments to each scout if needed.

Programmer's notes

Login page

[Troop Management - GSR 2023 \(k-scout.com\)](https://www.k-scout.com/GSR2023)

Link for bypassing the login page. Replace email address and access code if a leader has a new access code. Scout leaders with the admin security level can see other leaders' email address and access code.

<https://www.k-scout.com/GSR2023.aspx?EmailAddress=Troop0513@gmail.com&AccessCode=12345&TroopNo=5>

Each troop will get one PDF file that includes the blue card substitutes for all scouts' merit badges after finalizing the requirements by the camp staff.

You will have a sign up web page as soon as the camp staffs finalize schedules for the merit badge classes and outdoor activities.

Please contact Taewon Jin (ASM Troop 603, Hooksett NH) if you see bugs or have any questions or suggestions to make the program work better for you.

Email: taewonjin@phoenixbc.com

Mobile:

603-205-6679