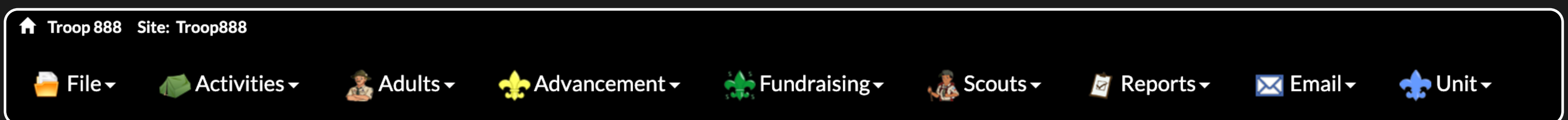


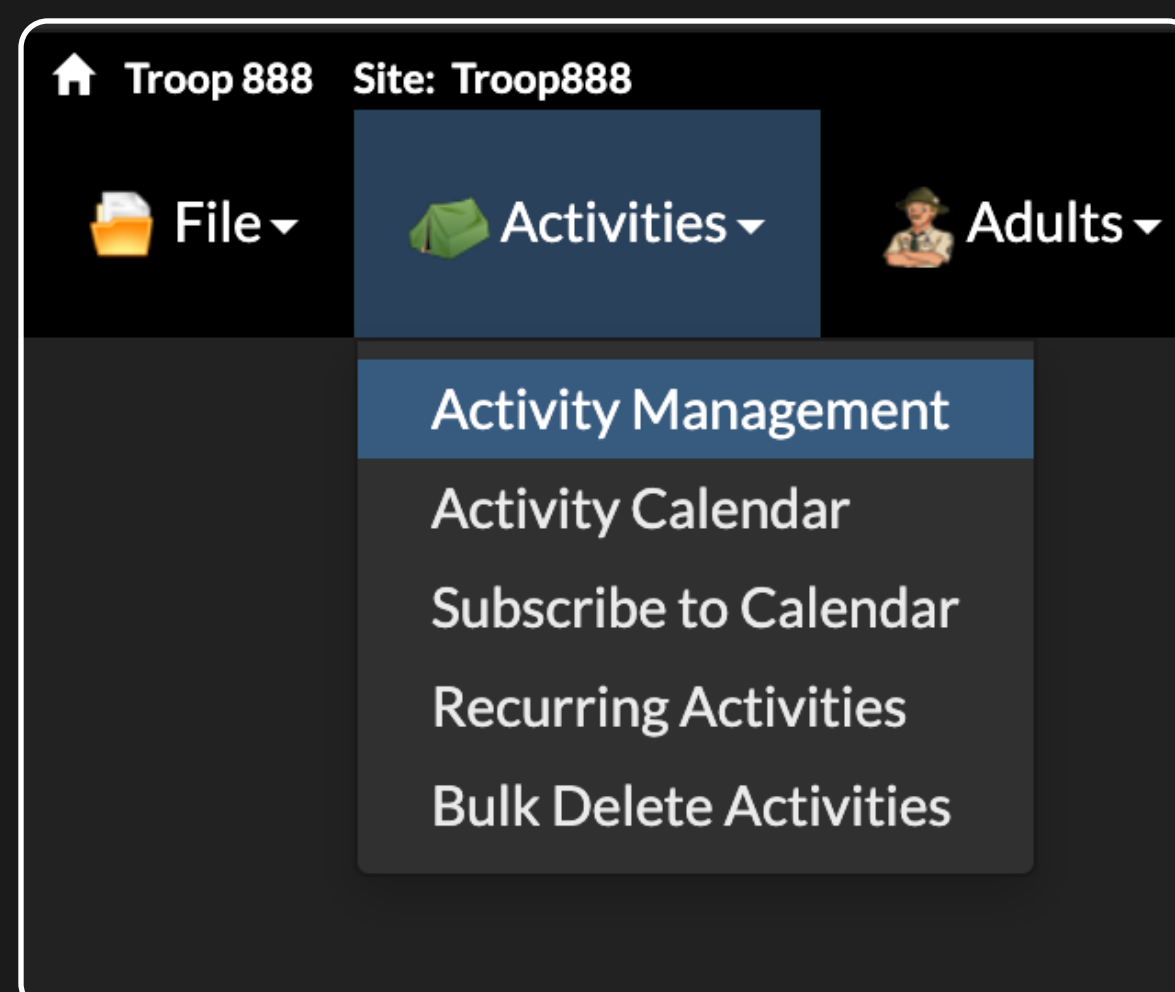
Adding Activities To The Troop Website

Once your activity is approved and meets the Troop's necessary requirements, please follow the below process to add activities to the TroopMaster website.

1. After you login to the TroopMaster website, you will see the below menu bar. Please click on the 'Activities' tab.

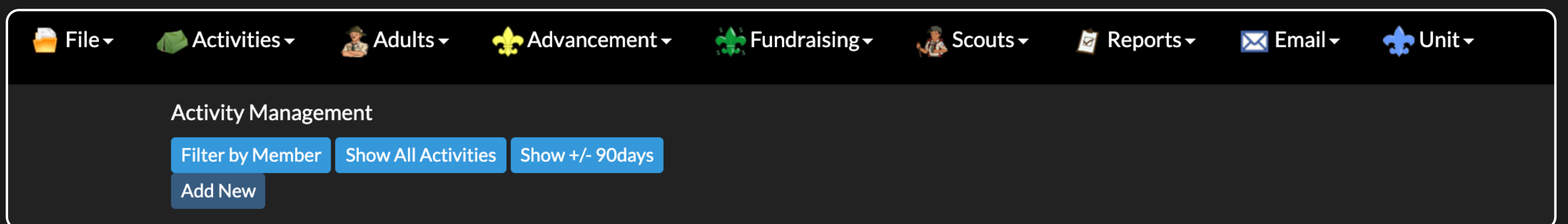


2. Once you have clicked the 'Activities' tab, please click on the first drop-down option labeled 'Activity Management'.



Adding Activities To The Troop Website pt. 2

3. Once you arrive to this page, you will see an 'Add New' button. Please click this button and add all the necessary information for your event.



4. Finally, make sure that once you fill in the needed information for your event (e.g. name, location, date, time, num. of hours, etc.) click the save button to update the changes for everyone in the Troop to see!



Once you have finished all of these steps, your event should be posted on the TroopMaster website. Scouts and adults should now be able to sign up for your event.