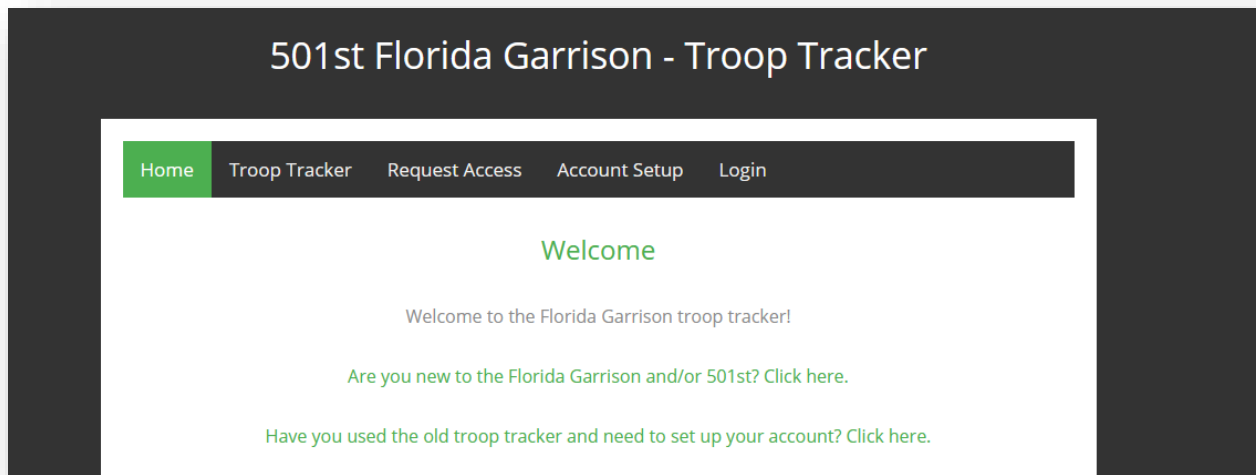


# 501<sup>st</sup> Troop Tracker Manual

Matthew Drennan – TK52233

# Account Creation



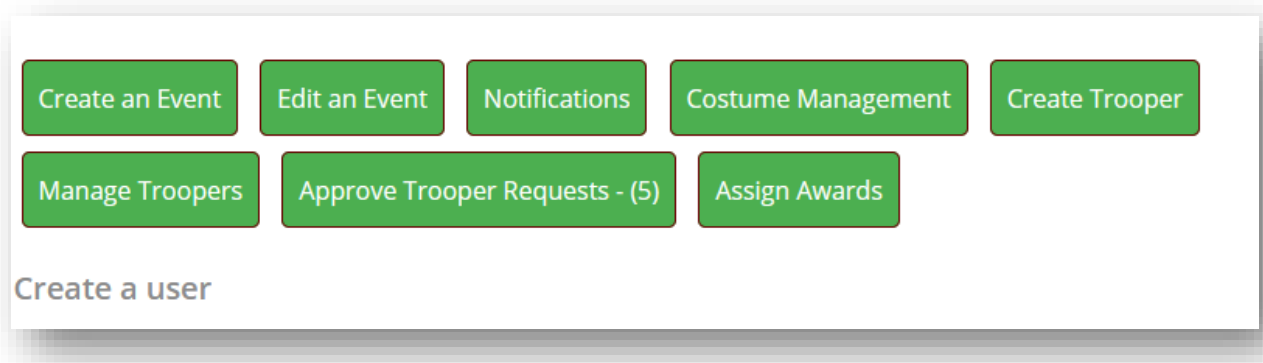
## Account Setup

*Account Setup* is for troopers who already have troops on the previous troop tracker. Troopers will be prompted for their TKID, e-mail, squad/club, and will have to create a password. Once a trooper sets up their account, they will immediately have access to the troop tracker without command staff approval.

## Request Access

*Request Access* is for troopers who are new, and/or have never had a documented troop on the troop tracker. Troopers will be prompted for their first and last name, TKID, e-mail, phone number, forum username, squad/club, and will have to create a password. Command staff must approve these accounts before they can be used!

## Command Staff



Command Staff can manually create an account from the *Command Staff Portal->Create Trooper* option. Command Staff will be prompted for the trooper's name, e-mail, phone number, forum username, squad/club, permission level, TKID, and will have to create a password. Once command staff create an account, the trooper will have immediate access to the troop tracker.

## Create Events

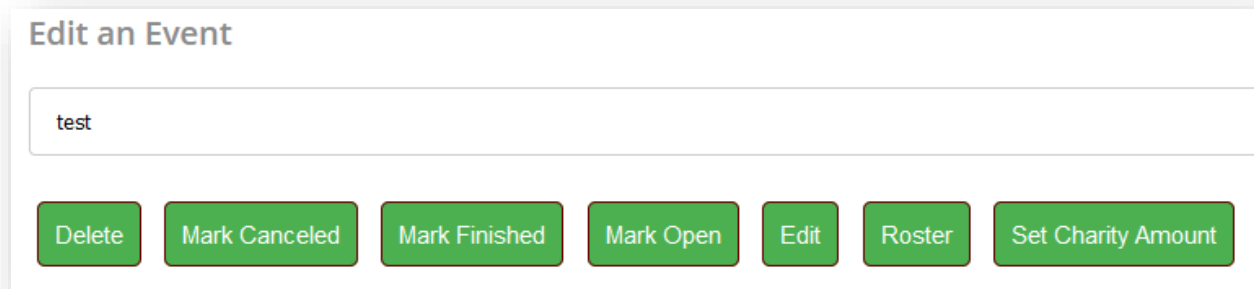
Command Staff can create events by navigating to *Command Staff Portal->Create an Event*. Command Staff will be prompted for the name, venue, location, host squad, date/time start, date/time end, website, number of attendees, requested number of characters, secure changing (Y/N), blasters allowed (Y/N), lightsabers allowed (Y/N), parking (Y/N), people with limited mobility access (Y/N), amenities, additional comments, label, lock event (Y/N), limit costume era, limit troopers, and referral.

Pleas ensure to tag the label option accurately for tracking purposes.

The *Easy Fill Option* allows for command staff to copy and paste troop details from e-mail, and the tool will fill most data in automatically.

*Get Squad Based On Location* will search the event location, and automatically find the host squad.

## Edit an Event



test

Delete Mark Canceled Mark Finished Mark Open Edit Roster Set Charity Amount

To edit an event, navigate to *Command Staff Portal*->*Edit an Event*. Command Staff will be prompted with a drop-down box, with the most recent troops. To edit an event that is not recent, you must search the troop from *Troop Tracker* option and use the Command Staff tools at the top of the page.

The *Delete* option will delete the troop completely. Use caution with this option. It will be gone forever!

The *Mark Canceled* option will tag the event as canceled. It will not show as troop credit, but this option can be used for tracking purposes.

The *Mark Finished* option will finish the troop immediately and allow troopers to confirm their attendance.

The *Mark Open* option will re-open a troop for sign-ups after being finished.

The *Edit* option will allow you to edit all troop details.

The *Roster* option will allow you to add and remove troopers from the troop manually.

The *Set Charity Amount* will allow you to input an amount of money a troop raised for tracking purposes.

## Notifications

The *Notifications* option can be accessed from *Command Staff Portal->Notifications*. Notifications will notify command staff when a user hits a certain milestone, such as first, five-hundred and first troop, etc.

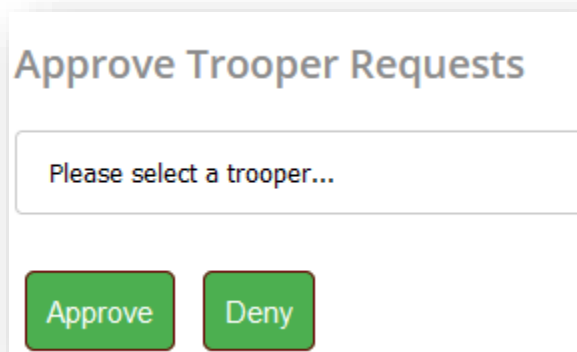
## Costume Management

The *Costume Management* option can be accessed from *Command Staff Portal->Costume Management*. Command Staff can add, edit, and delete costumes that troopers will use to sign up with.

## Manage Troopers

The *Manage Troopers* option can be accessed from *Command Staff Portal->Manage Costumes*. Command Staff can edit any trooper using a drop-down menu.

## Approve Trooper Requests



Approve Trooper Requests

Please select a trooper...

Approve Deny

The *Approve Trooper Requests* option can be accessed from *Command Staff Portal->Approve Trooper Requests*. Command Staff can review trooper requests to have access to the troop tracker. Use the drop-down menu to select a trooper, the data will load in the table, and command staff will review and make an approve or deny decision. Be sure to verify information before approval. If you deny a request, the account will be deleted, and the trooper must make another request. Command Staff can approve and edit if they decide that is appropriate.

## Assign Awards

The *Assign Awards* option can be accessed from *Command Staff Portal->Assign Awards*. *Assign Awards* will allow command staff to create, edit, and delete awards. To create an award, command staff must set an image (not required) and an award name. Command Staff can then assign the award to any trooper. Troop count awards are automatically assigned and will not show in this section.

## Manage Account

In the *Manage Account* section, troopers can:

*Unsubscribe From E-mail:* troopers will no longer receive e-mail from the troop tracker.

*Change E-mail:* troopers can update their e-mail.

*Change Phone:* troopers can update their phone number.

*Change Name:* troopers can update their name.

*Change Password:* troopers can change their password.

*View Your Profile:* troopers will be redirected to their public troop tracker profile.

## Troop Tracker

In the Troop Tracker section, if the trooper is logged in, it will show all their troops with statistics for their account. Troopers will also be able to view all recent troops with current statistics. At the bottom of the page, troopers will be able to query the database for current and past troops.

*Troop Count Per Trooper* was developed for command staff. Select this option and you will be promoted for dates and a squad. This option will query the database for all troops between those dates and advise command staff of which troopers trooped between these dates, with their totals listed.

## Troop Sign Up

To sign up for an event, troopers will need to be signed in. Once signed in, they will navigate to the home page. On the homepage, troopers can select which troops to show by squad or garrison.



May 04, 2021

Test Event

**NOT ENOUGH TROOPERS FOR THIS EVENT!**

The trooper will select an event they wish to attend. They will be provided with the troop information and details. Near the bottom of the page, the trooper will be able to sign up for the event, if the event is not full.

## Sign Up

What costume will you wear?

Please choose an option...



Select a status:

Please choose an option...



Back up costume (if applicable):

Select a costume...



Submit!

Once signed up, troopers will be shown on the roster.

Trooper Name	TKID	Costume	Backup Costume	Status
Matthew Drennan	TK52233	Stormtrooper ▼	N/A ▼	I'll be there! ▼

You are signed up for this troop!

## Confirm Troops

Once a troop is completed and finished in the system. The troopers who signed up will be prompted on the home page to confirm their attendance.



## Confirm Troops

☐ Test Event

I attended these troops

I did NOT attend these troops

Attended Costume:

Please choose an option...



Once a trooper confirms their attendance or absence, the data will immediately reflect on the troop tracker. *It is important to note, this system is honor based and command staff is recommended to confirm data.*