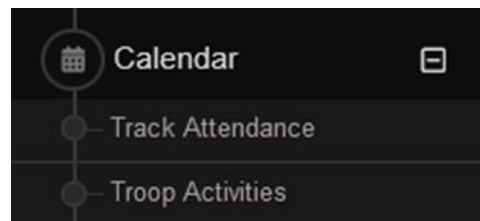
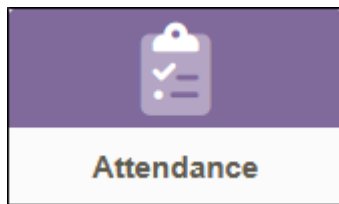


## Tracking Attendance and Activities in Trail Life Connect

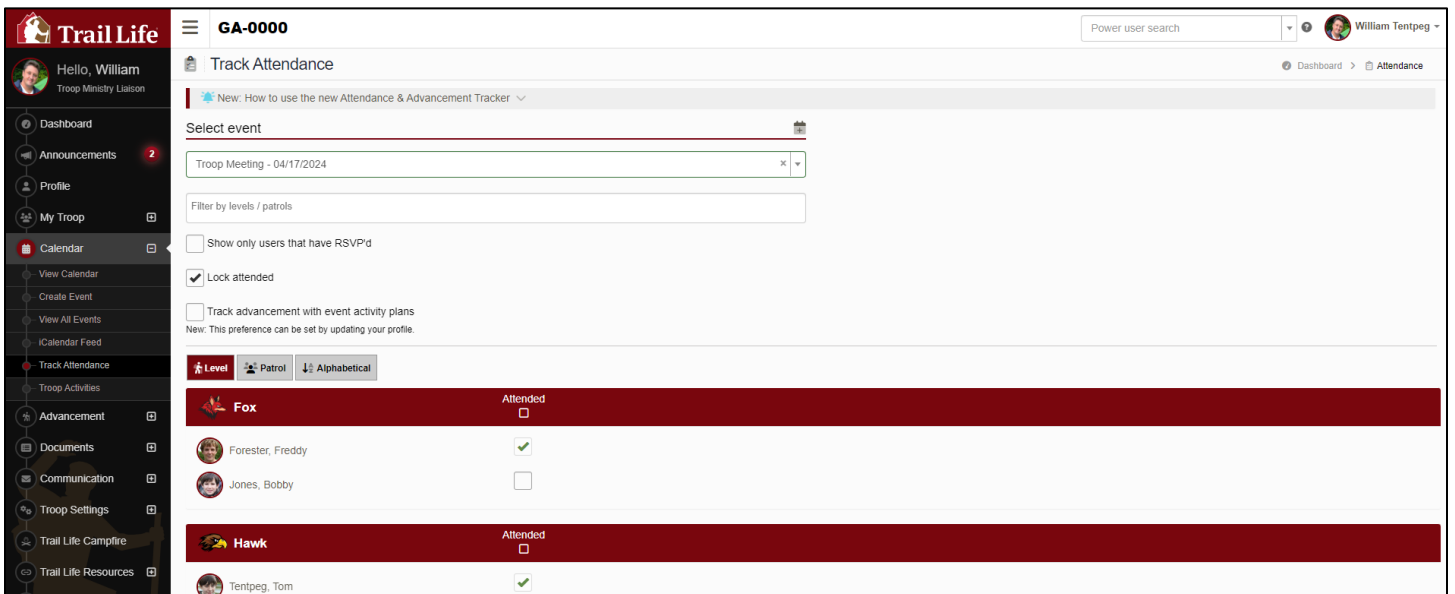
*This document covers some of the particulars related to tracking Attendance, as well as logging Activities and Service Hours for various events.*

### Tracking Attendance

Event attendance can be tracked in one of two ways. For Calendar events where RSVPs are enabled, leaders who can manage the Calendar can mark attendance in the 'Event Overview' tab within the RSVP section for those who indicated they are 'Going.' A more comprehensive method for tracking attendance is via the 'Track Attendance' page. (This page and function will only be accessible to roles which have the permission added to manage attendance.) The 'Track Attendance' page can be reached by clicking the "Attendance" tile on the main Dashboard or by clicking the "Track Attendance" link under "Calendar" on the left menu.



The 'Track Attendance' page requires that an existing event is selected for tracking attendance. (The most recent event populates automatically, but can be changed if needed.) If needed, filtering can be done by Levels or Patrols. Sorting can also be done by Level, Patrol, or Alphabetical sorting.



The screenshot shows the 'Track Attendance' interface for Troop GA-0000. The event selected is 'Troop Meeting - 04/17/2024'. The table below shows attendance for two events:

Event	Level	Patrol	Attendee	Attendance Status
Fox	Level	Patrol	Forester, Freddy	Attended (checked)
			Jones, Bobby	Not Attended
Hawk	Level	Patrol	Tentpeg, Tom	Attended (checked)

\*Important Note: while on the 'Track Attendance' page, boxes for attendance tracking can be checked and unchecked at will. However, as soon as you navigate to another page/area or the 'Track Attendance' page is refreshed, all check boxes previously checked will be locked in. Those already marked as attended will be grayed out and cannot be changed from the 'Track Attendance' page initially. A checkbox is present labeled "Lock attended" which protects previously recorded attendance. If a change needs to be made with previously recorded attendance, uncheck the box for "Lock attended," and then you can remove attendance checks as needed.

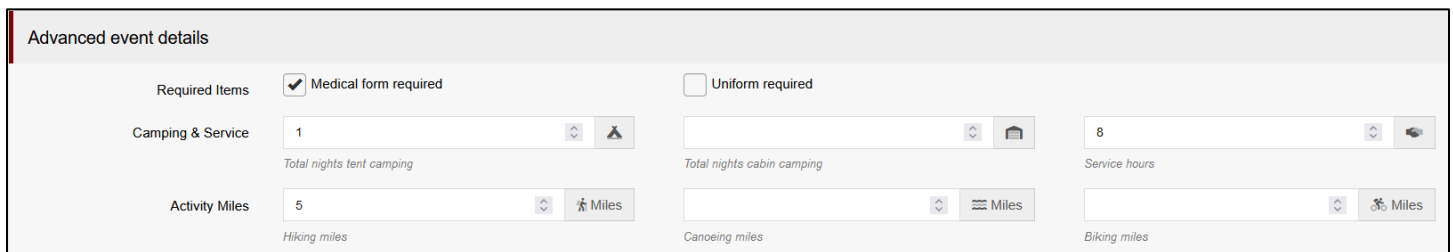
If desired, you can check the available box to "Show only users that have RSVP'd" for events where RSVPs were enabled. This may help streamline the attendance process. Additionally, you will find a checkbox for the option of tracking Advancement along with attendance, if the specified event had Activity Plans added. More information on this integration can be found in the TLC Help document for tracking Advancement.

## Troop Activities

Tracking Troop Activities is also tied to existing Calendar Events. Activities being tracked through Calendar Events can include:

- Service Hours
- Tent Camping Nights
- Cabin Camping Nights
- Hiking Miles
- Canoeing Miles
- Biking Miles

Each of the listed items will be familiar to those who create Calendar Events as options which can be specified when setting up the Event:

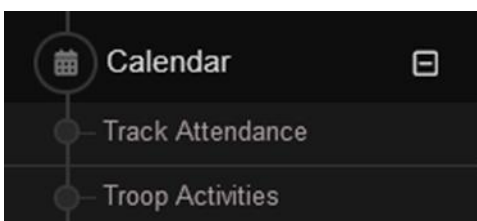


The screenshot shows the 'Advanced event details' section of a form. It includes the following fields and options:

- Required Items:**  Medical form required,  Uniform required
- Camping & Service:**  Total nights tent camping,  Total nights cabin camping,  Service hours
- Activity Miles:**  Hiking miles,  Canoeing miles,  Biking miles

For any of the listed Activities where numbers are entered for an Event, the specified numbers will automatically translate over to the record of the Trailmen who is marked as having attended. Modifications can be made, if necessary, for those who do more or less than what is listed within the setup of the overall Event. The edits can be made on the 'Troop Activities' page which will be shown in the next section.

The 'Troop Activities' page can be accessed via the "Troop Activities" link under "Calendar" on the left menu.



The 'Troop Activities' page lists all Trailmen and their corresponding Activities. Trailmen will have multiple items, based on the variety of Events they have participated in. Dates of Events are also shown, along with the Event Type and at which Level the Activity took place. The numbers for each Activity are then shown, along with methods for deleting and editing (if Jeff only hiked 2 miles instead of 3, for example.) Each column is filterable and/or sortable to allow for custom views. (e.g., inspecting overall Activities for only one Trailman, looking only at Activities within a certain date range, etc.) Finally, the on-screen list can be exported to Excel or CSV file for inspection, planning, or other use outside of TLC. If any filters are in effect, the export will reflect those filters. (If the desire was to view activities for only Jeff Jones, then with the filter set to show only Jeff's Activities on-screen – when the Excel or CSV button is clicked, the output would only show Jeff's Activities for the Troop. Another example could be an export specific to a particular event.)

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Forester, Felix	12/14/20	Winter Awards Night	Court of Honor	Adventurer	0	0	0	0	0	0	✓	
Forester, Finn	10/22/21	Super Fun Awesome Campout	Campout	Navigator	1	0	0	0	3	0	✓	
Tentpeg, Tim	01/22/21	Nav/Adv Winter Campout	Campout	Adventurer	1	0	5	0	0	0	✓	
Aiken, Campy	10/15/21	Nav/Adv October Campout	Campout	Adventurer	1	0	5	8	0	0	✓	
Forester, Finn	01/22/21	Nav/Adv Winter Campout	Campout	Navigator	1	0	5	0	0	0	✓	
Aiken, Campy	01/22/21	Nav/Adv Winter Campout	Campout	Adventurer	1	0	5	0	0	0	✓	
Forester, Finn	10/15/21	Nav/Adv October Campout	Campout	Navigator	1	0	5	8	0	0	✓	
Tentpeg, Tim	10/15/21	Nav/Adv October Campout	Campout	Adventurer	1	0	5	8	0	0	✓	
Aiken, Campy	10/22/21	Super Fun Awesome Campout	Campout	Adventurer	1	0	0	0	3	0	✓	
Forester, Felix	07/13/20	Weekly Troop Meeting	Troop Meeting	Adventurer	0	0	0	0	0	0	✓	
Jones, Jeff	10/22/21	Super Fun Awesome Campout	Campout	Adventurer	1	0	0	0	3	0	✓	
<b>Total Activity Records: 11</b>					<b>9</b>	<b>0</b>	<b>30</b>	<b>24</b>	<b>9</b>	<b>0</b>		

Outside of planned Calendar Events, another method for a Trailman to log Activities is through his profile in Trail Life Connect. Within the Trailman's profile is a tab titled 'Troop Activities.' This tab will list a less detailed summary of any existing activities, and will also provide an opportunity to record a new Activity that is done outside of a scheduled Event.

If an existing scheduled Event did occur, but the Trailman wasn't added via other methods, the option exists to first search for and select that existing Event. Otherwise, a new Activity can be created and submitted. \*Activities can be added by Trailmen or Parents. In this case, the Activity is not automatically added to the Trailman's record but is submitted to leadership for review and approval. Upon leader approval, the Activity is then added to the Trailman's record.

When creating/adding a new Activity, the Trailman or parent will specify the date of the Activity, a description, the Activity type, and the Trailman's Level at the time of the Activity. Then, enter the relevant data related to camping nights and/or hiking, canoeing, or biking miles. When all information is correct, press the green button to "Record Activity."

The screenshot shows the Trail Life user interface for a Troop Ministry Liaison named William. The user is logged in as William Tentpeg. The page title is "GA-0000 Jones, Jeff Adventurer". The navigation menu includes Dashboard, Announcements, Profile, My Troop, Troop Members, Add New Adult, Initiate Leader Registration, Transfer Member, Calendar, Advancement, Documents, Communication, Troop Settings, and Help. The main content area shows the "Troop Activities" tab selected. A table displays activity records, with one record for "Super Fun Awesome Campout" on 10/22/2021, categorized as "Campout" at the "Adventurer" level, which is marked as "Verified". Below the table, there is a section for "Select Existing Event" with a search field, and a section for "Or Create a New Activity" with various input fields for activity details.

Activity Date	Activity	Event Type	Event Level	Verified	Menu
10/22/2021	Super Fun Awesome Campout	Campout	Adventurer	✓	

Total Activity Records: 1

When a new Activity is submitted, it initially appears in the Trailman's Activity list as not yet verified.

The screenshot shows the Trail Life user interface for a Troop Ministry Liaison named William. The user is logged in as William Tentpeg. The page title is "GA-0000 Jones, Jeff Adventurer". The navigation menu includes Profile Overview, Advancement, Troop Activities, Service, and Trail Life University. The main content area shows the "Troop Activities" tab selected. A table displays activity records, with two records: "Patrol Campout to finalize Camping Badge" on 11/05/2021, categorized as "Campout" at the "Navigator" level, which is marked as "Not Verified" (indicated by a red X), and "Super Fun Awesome Campout" on 10/22/2021, categorized as "Campout" at the "Adventurer" level, which is marked as "Verified" (indicated by a green checkmark).

Activity Date	Activity	Event Type	Event Level	Verified	Menu
11/05/2021	Patrol Campout to finalize Camping Badge	Campout	Navigator	✗	
10/22/2021	Super Fun Awesome Campout	Campout	Adventurer	✓	

Total Activity Records: 2

Troop Leaders with permission to Track Advancement will see a Notification on their Trail Life Connect Dashboard for a new Activity that needs to be reviewed and approved.

The screenshot shows the Trail Life user interface for a Troop Ministry Liaison named William. The user is logged in as William Tentpeg. The page title is "GA-0000". The navigation menu includes Dashboard, Announcements, Profile, My Troop, Calendar, Advancement, Documents, Communication, Troop Settings, and Help. The main content area shows the "Dashboard" tab selected. A notification banner at the bottom of the dashboard reads "You have 1 unapproved activity" and is circled in red. The dashboard also features a grid of icons for various functions: Troop Members, Profile, Announcements, Leaders Digest, Calendar, Advancement, Attendance, Trail Life University, Documents, Badges, Freedom Award, Member Prospects, The Summit, and Health & Safety.

Clicking the Dashboard notification will bring the Leader to a focused view of the 'Troop Activities' page and only display the relevant item(s) which need approval. If changes should be made, the edit icon to the far right can be clicked to adjust numbers or other information accordingly. If the Leader approves of the listed Activity, they can click the red X in the 'Verified' column to change it to a green check mark, and the Activity will then be verified and logged as part of the Trailman's record.

The screenshot shows the Trail Life interface for Troop GA-0000. The 'Troop Activities' page displays a table with one activity that is not yet verified. The 'Verified' column contains a red 'X' icon.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	11/05/21	Patrol Campout to finalize Camping Badge	Campout	Navigator	2	0	0	0	0	0		
<b>Total Activity Records: 1</b>					<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

The Activity now appears as approved, or verified, in the overall list on the 'Troop Activities' page.

The screenshot shows the Trail Life interface for Troop GA-0000. The 'Troop Activities' page now displays three activities, all of which are verified. The 'Verified' column contains green checkmark icons.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	11/05/21	Patrol Campout to finalize Camping Badge	Campout	Navigator	2	0	0	0	0	0		
Forester, Felix	12/14/20	Winter Awards Night	Court of Honor	Adventurer	0	0	0	0	0	0		
Forester, Finn	10/22/21	Super Fun Awesome Campout	Campout	Navigator	1	0	0	0	3	0		

## Service Hours

Logging Service Hours is a very similar process and experience to logging Activities. Calendar Events contain a fillable field where the Event creator can add or specify Service Hours, and those specifications would translate automatically to the overall Activity record for any Trailman who is marked as having attended the specified Event.

Service Hours are shown in the overall 'Troop Activities' page in their own column and can be edited or removed as needed.

Much like Troop Activities, each Trailman profile also contains a tab for 'Service.' Any previously recorded, specific acts of Service are listed, as well as the ability to add additional Service items through an existing Event or ad-hoc. For adding a new Service item, the required fields include: the date of Service, a description of the act of Service, hours to be logged, and the Trailman Level at the time of the Service. Just like Activities, Service Hours can be submitted by Trailmen or Parents. Enter the relevant information and click the green button to "Record Service Time."

The screenshot shows the Trail Life user interface for a Troop Ministry Liaison named William. The user profile for Jones, Jeff (Adventurer) is displayed. The 'Service' tab is active, showing a table with columns: Service Date, Act of Service, Time Spent, Event Level, Verified, and Menu. The table is currently empty, with a message 'No results found.' and 'Total Service Records: 0'. Below the table, there are sections for 'Select Existing Event' with a search dropdown, and 'Add Service Time' with input fields for Date of Service, Act of Service, Time Spent (hrs), and Trailman Level. A '+ Record Service Time' button is at the bottom.

When a new Service item is submitted, it initially appears in the list as not yet verified.

This screenshot shows the same user profile as above, but now with one service record. The table shows 'Showing 1-1 of 1 item.' and contains one entry: 12/13/2021, Shoveling elderly neighbor's driveway, 2.00 hours, Adventurer level, and a red 'X' in the Verified column. The total service records are now 1.

Troop Leaders with permission to Track Advancement will see a Notification on their TLC Dashboard of a new activity that needs to be reviewed and approved.

The screenshot shows the Trail Life dashboard for William. A notification banner at the bottom states 'You have 1 unapproved activity' with a red circle around the text and a yellow badge with the number '1' on the right. The dashboard also features various navigation tiles for Troop Members, Profile, Announcements, Leaders Digest, Calendar, Advancement, Attendance, Trail Life University, Documents, Badges, Freedom Award, Member Prospects, The Summit, and Health & Safety.



Clicking the notification will bring the leader to a focused view of the 'Troop Activities' page and display the relevant notification(s) which need approval. If changes should be made, the edit icon to the far right can be clicked to adjust numbers or other information accordingly. If the leader approves of the listed Service Hours, they can click the red X in the 'Verified' column to change it to a green check mark, and the Service Hours will then be verified and logged as part of the Trailman's record.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	12/13/21	Shoveling elderly neighbor's driveway	Service Project	Adventurer	0	0	0	2	0	0	X	
<b>Total Activity Records: 1</b>					0	0	0	2	0	0		

The Service Hours now appear as approved, or verified, in the overall list on the 'Troop Activities' page.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	12/13/21	Shoveling elderly neighbor's driveway	Service Project	Adventurer	0	0	0	2	0	0	✓	
Jones, Jeff	11/05/21	Patrol Campout to finalize Camping Badge	Campout	Navigator	2	0	0	0	0	0	✓	
Forester, Felix	12/14/20	Winter Awards Night	Court of Honor	Adventurer	0	0	0	0	0	0	✓	


## Freedom Trail Information


Each Trailman's entered attendance and activities will translate in its own way to sections of the Freedom Trail within the Trailman's profile.

*For Attendance:* only Calendar events which are set as the event type of "Troop Meeting" will count towards attendance. The attendance section of the Freedom Trail is a simple calculation that looks to see how many "Troop Meeting" events are scheduled within a program year which the Trailman was invited to (denominator.) Then, of those "Troop Meeting" events, how many did the Trailmen get marked as having attended (numerator.) Each program year is broken down for granularity such that a leader can ignore any program years prior to the Trailman becoming a Navigator or Adventurer, or if a Trailman transferred from another Troop the leader can ignore any years he didn't participate in the current Troop. The overall calculation for this Attendance box tallies all program years and attendance markings. As a result, the overall percentage may appear to be low due to a variety of factors known to the Trailman and/or leaders, which is why the breakdown for each program year is important.

*For Activities:* most other Calendar event types, as well as manually entered activities, are counted towards this total. The included event types are outlined within this section of the Freedom Trail.







### Troop Attendance: 14.58%


In progress


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Meetings attended in the 2020-2021 program year: 0 out of 26 meetings (0%)  
 Meetings attended in the 2021-2022 program year: 3 out of 9 meetings (33.33%)  
 Meetings attended in the 2022-2023 program year: 2 out of 9 meetings (22.22%)  
 Meetings attended in the 2023-2024 program year: 2 out of 4 meetings (50%)

Total calendar meetings attended: 7 out of 48 meetings (14.58%)  
 Total self-logged meetings attended: 0  
 Total meetings attended (calendar + self-logged): 7 out of 48 meetings (14.58%)

\* Typically 60% or what the Troop approves. Showing Troop GA-0000 attendance only.





### Troop Activities

In progress

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Total Navigator activities: 1 (0 unverified)  
 Total Adventurer activities: 3 (0 unverified)


✗ Enough for Able Trailman Rank: No  
 ✗ Enough for Ready Trailman Rank: No

\* Only activities with the type "Campout", "Service Project", "Fundraiser", "Open House (Join the Trail)", "Area Meeting", "Region Meeting", or "Other" will be counted towards the Freedom Award.

[Click to complete.](#)

*For Service Hours:* similar to activities, service hours entered for a Trailman will calculate within the Freedom Trail based upon the Level for which they were entered. This is a helpful visual for leaders to see how many total service hours the Trailman has logged as a Navigator and Adventurer.





### Servant Service Hours

In progress

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Hours logged in the 2022-2023 program year: 3

Hours logged as a Navigator: 0

[Click to complete.](#)