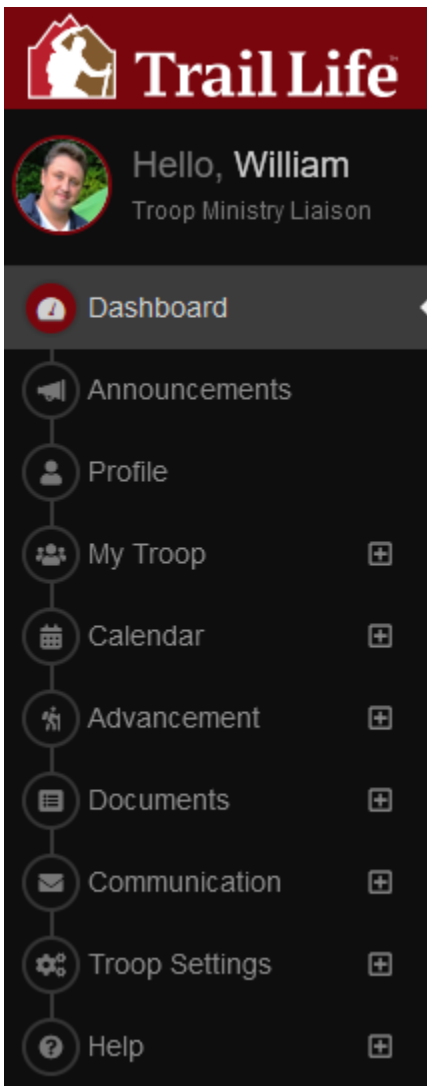


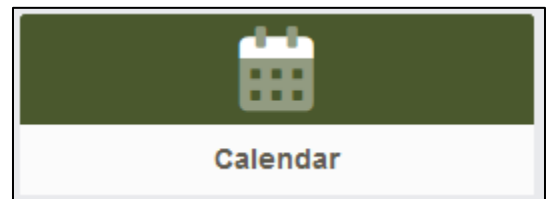
Trail Life Connect Calendar Overview

This document provides an overview of the look and function of the Troop Calendar within Trail Life Connect. Views shown are from the perspective of the Troop Ministry Liaison.

The Trail Life Connect calendar is accessible by clicking the corresponding tile icon on the Dashboard, or the “Calendar” link on the left navigation menu.



OR



Viewing and Navigating the Calendar

When clicking the Dashboard link or the left menu link to access the Calendar, you will arrive at a monthly calendar view by default. The current month will be displayed with any single-day, or multi-day events shown on their corresponding dates. Clicking an event link will open a preview window and provide details for that event.

You can use the back and forth arrows in the upper left to move forward or backward through different months. (Additionally, the left/right arrows on the keyboard will also move forward and backward by month. Using the up/down arrows on the keyboard will move forward/backward by one year.) If you have navigated several months or years away, click the button next to the forward/backward arrows to return the view to "today." In the upper right, you can change the month view to a weekly, daily, or list view. You can also click the print icon to generate a printable PDF of the currently displayed view.

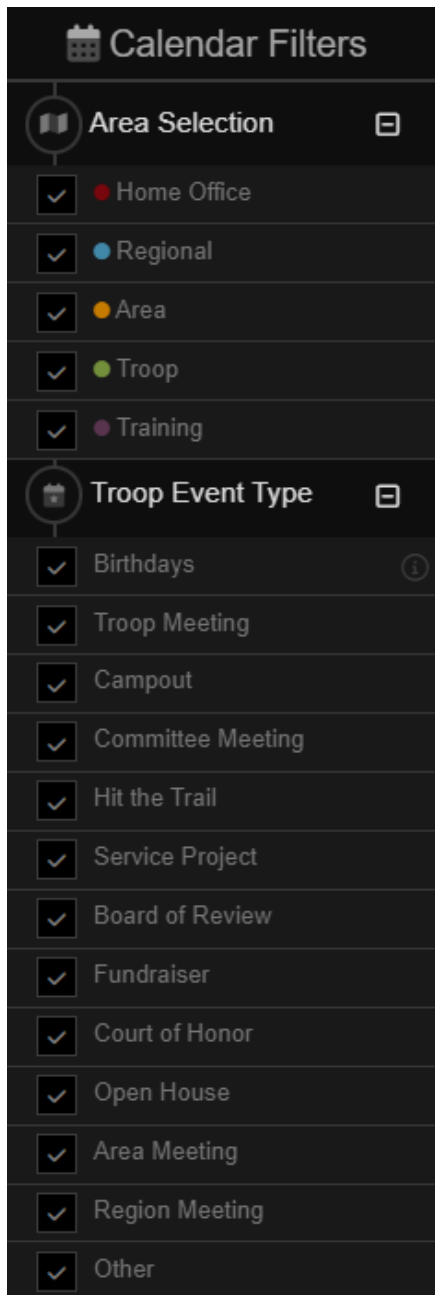
The screenshot displays a web-based calendar interface for Troop GA-0000. The calendar is set to November 2020. The interface includes a header with the troop name, a navigation bar with arrows and a 'Today' button, and a main calendar grid. Events are represented by colored dots and text boxes. A yellow box highlights the event on Monday, November 15th. A red dot indicates an event on Wednesday, November 11th. A yellow box highlights the event on Tuesday, November 23rd. A blue box highlights the event on Thursday, November 26th.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 ● 8a South East Test Calendar Item	12	13	14
15 ● 7p Campout Planning Meeting	16 ● 2p TLC Tuesday, Open Lab	17	18	19	20	21
22	23 ● 6p TML Gathering	24	25	26 12p Southeast Region Turkey Campout	27	28
29	30	1	2	3	4	5

While viewing the Calendar page, you will notice a new set of items appear at the top of the left menu for utilizing "Calendar Filters." Use the filter checkboxes to show combinations of where the event originated (Troop, Area, Regional, Home Office or Training.) Additionally, for Troop level events only, you can filter based on the event type (Meeting, Campout, Hit the Trail, Service Project, Board of Review, Fundraiser, Court of Honor, Open House, etc.)

For a quick indication of the event's origin, the different levels/areas have been color coded. A single day event will have a colored circle icon preceding it. Multi-day events will have a colored border and text.

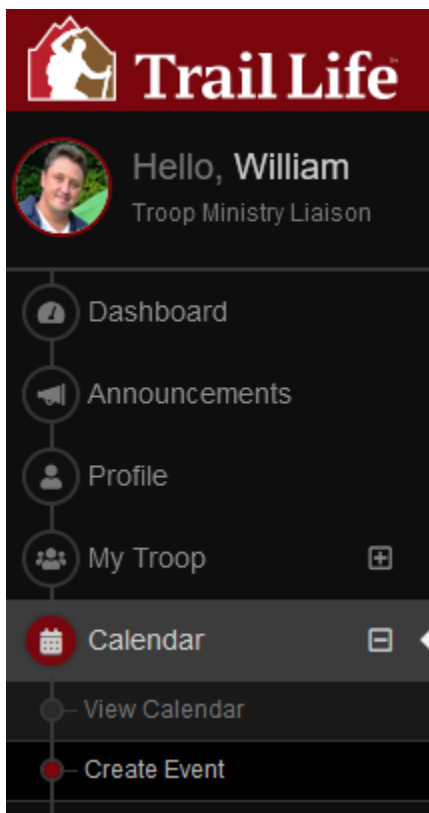
The color codes are: **green** for Troop events, **orange** for Area events, **blue** for Regional events, **red** for Home Office events, and **purple** for Training Events. (These colors correspond to similar filtering colors used on the Announcements page.)



Creating Events

If your role has the permission to manage the Troop Calendar, you will have the ability to create events in the Calendar for your Troop. There are two ways to begin when creating an event:

1. Click an empty date/time in the month, week, or day of the calendar to open the *Create Event* page.
*(you can click and drag from one date to another for multi-day events)
2. Click the "Create Event" link on the left menu, under "Calendar."



The *Create Event* page presents you with several options for creating your event.

Main Setup Items

- Event Type (use the drop-down to select what type of event you are adding)
- Event has activities (Yes/No toggle, if the event will utilize specifically named activities)
- Title (give your event a meaningful title for your members)
- Description (add a description, if you wish, including pictures, files, links, etc.)
- Tags (add/use tags, if you wish)
- Date & Time (specify the date(s) and time(s) for your event)
- Timezone (change from your default, if necessary. *The created event will appear in the correct timezone for any attendees from other areas.)
- Venue Name (if applicable)
- Venue Address (if specified, this will create an interactive Google map in the event details.)

Main event setup

Active * Yes

Event Type *

Event has activities * No

Title *

Description

Tags

Event Date & Time *

Timezone *

Venue Name

Venue Address

Advanced event details

- Medical form required (if checked, links are added to the event for the adult and youth medical forms)
- Uniform required (to let your attendees know if they need to wear uniforms)
- Service Hours (specify the number of service hours, if applicable)
- Event Fees (specify the Troop, youth, and adult fees associated with the event, if applicable)

Advanced event details

Required Items Medical form required Uniform required

Service Hours
Service hours

Troop Fees	<input type="text" value="\$"/> Total per Troop cost	<input type="text" value=""/> Total Troop cost due on date
Troop Deposit	<input type="text" value="\$"/> Troop Deposit Amount	<input type="text" value=""/> Troop deposit due on date
Participant Fees	<input type="text" value="\$"/> Youth fee	<input type="text" value="\$"/> Adult fee
Participant Deposit	<input type="text" value="\$"/> Deposit Amount	<input type="text" value=""/> Deposit Due

Who can view this event?

- This section is similar to other areas of TLC (documents, announcements, etc.) allowing you to specify where the event will display for specified members to view and/or participate. You can specify visibility by individual members, specific levels or patrols, or specific roles. Also present is an option to have the event viewable on a public internet calendar feed.

Who can **view** this event?

All roles

Specific role

All levels or patrols

Specific levels or patrols

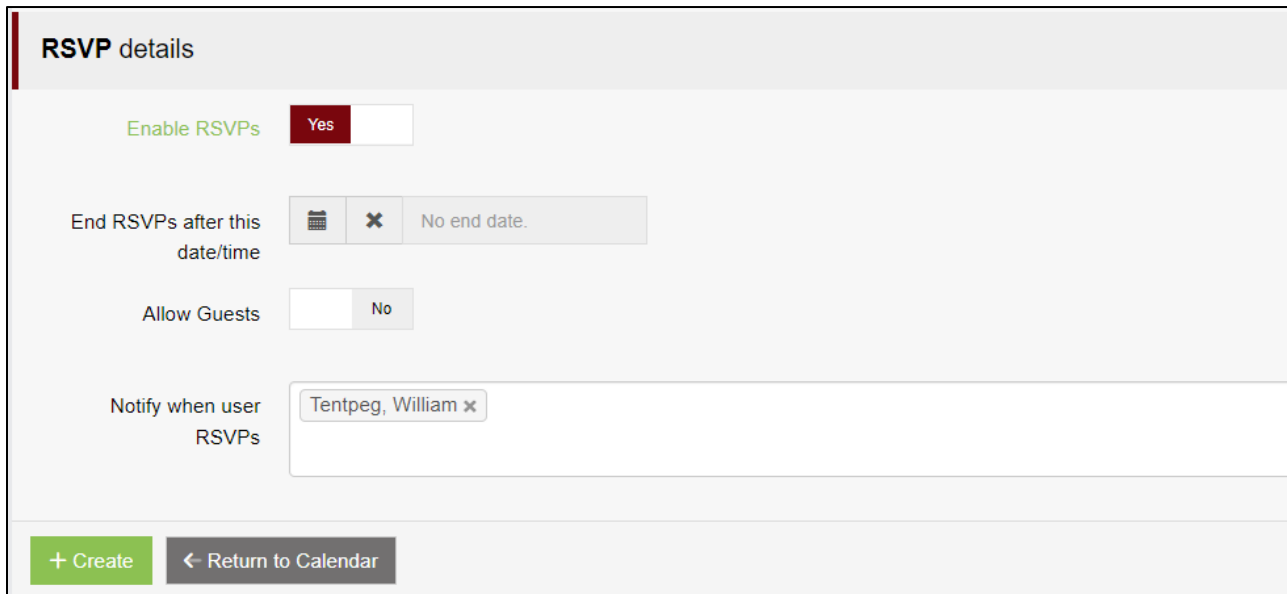
Include adults in household

Specific members

Viewable on Public iCal Feed ?

RSVP details

- Decide whether your event is primarily informational or if you need members to RSVP
- If RSVP is enabled, additional options appear:
 - After what date will RSVPs stop being collected?
 - Will you allow members to bring guests?
 - Who will be notified of RSVPs?



The screenshot shows a form titled "RSVP details". It contains the following fields and controls:

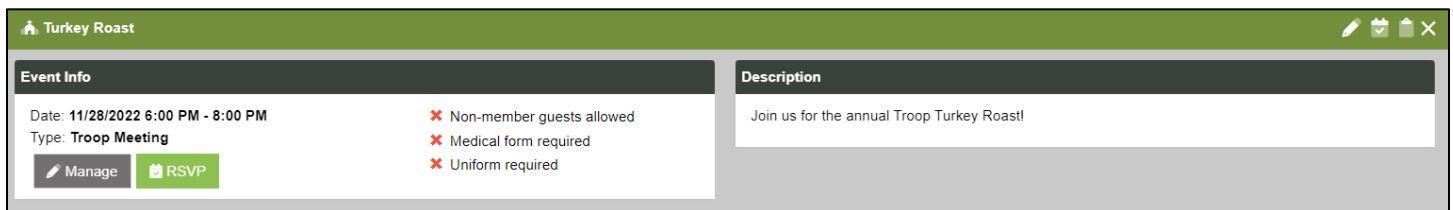
- Enable RSVPs:** A toggle switch set to "Yes".
- End RSVPs after this date/time:** A date picker icon, a close icon (X), and the text "No end date." in a greyed-out box.
- Allow Guests:** A toggle switch set to "No".
- Notify when user RSVPs:** A dropdown menu with "Tentpeg, William" selected and a close icon (X).

At the bottom of the form are two buttons: a green "+ Create" button and a grey "< Return to Calendar" button.

When your event details have been completed, click the green "Create" button to add your event to the Calendar.

Managing Events

If you have been invited to an event, click the event link on the calendar to enter the details where you can click the "RSVP" button to record your RSVP status.



The screenshot shows the event details page for "Turkey Roast". It is divided into two main sections:

- Event Info:** Contains the date "11/28/2022 6:00 PM - 8:00 PM", the type "Troop Meeting", and three red X icons indicating requirements: "Non-member guests allowed", "Medical form required", and "Uniform required". Below this are "Manage" and "RSVP" buttons.
- Description:** Contains the text "Join us for the annual Troop Turkey Roast!".

At the top right of the page are icons for edit, print, and close.

Clicking "RSVP" opens its own page, reiterating all of the event details. You can choose your response, add a note if you wish, then send your RSVP.

RSVP for Turkey Roast Dashboard > RSVP

Event Overview

Date: 11/28/2022 6:00 PM - 8:00 PM
 Type: Troop Meeting
 Venue address:
462 Sonrise Way
Toccoa, GA 30577

[Manage Event](#)

Description

Join us for the annual Troop Turkey Roast!

Location

Address [View on Google Maps](#)
 462 Sonrise Way
 Toccoa, GA 30577

RSVP

Household members attending:

Tammy *	Going	Not Going	Maybe Going
Tim *	Going	Not Going	Maybe Going
Tom *	Going	Not Going	Maybe Going
Tommy *	Going	Not Going	Maybe Going
Tyler *	Going	Not Going	Maybe Going
William *	Going	Not Going	Maybe Going

Additional guests: Youth Adults

Notes to event organizers:

[Send RSVP](#)

If other members of your Household are invited, their names will be listed as well so you can record multiple RSVPs. If guests are permitted, you can note the # of youth and/or adult guests you will be bringing (this will assist event organizers in making adequate preparations with regards to materials, seating, food, etc.) Note in the example above the additional information, links to medical forms, map link, etc.

Your RSVP will indicate your intention to attend, as well as any note you included. If you need to change your RSVP answer, you can do so by opening the event again and clicking the "Change RSVP" button.

Turkey Roast

Event Info

Date: 11/28/2022 6:00 PM - 8:00 PM ✔ Non-member guests allowed
 Type: Troop Meeting ✔ Medical form required ⬇️ ⬇️
 Venue address: ✖ Uniform required
462 Sonrise Way
Toccoa, GA 30577

[Manage](#) [Change RSVP](#)

Household RSVP

- Tentpeg, Tammy (Not Going)
- Tentpeg, Tim (Maybe Going)
- Tentpeg, Tom (Maybe Going)
- Tentpeg, Tommy (Going)
- Tentpeg, Tyler (Going)
- Tentpeg, William (Going)

Notes: We will need to leave early

If you are the creator of a Calendar event, you can move the event on the Calendar view page if needed. This could be due to inadvertently adding the event onto the wrong date, or the need to reschedule to an alternate date. To move your event, you can click and drag it to a different date. All other event details will remain unchanged, other than the date. If you also need to change the times or any of the other details, you can click into the event itself and click the "Manage Event" button.

Turkey Roast

Event Info

Date: 11/28/2022 6:00 PM - 8:00 PM

Type: Troop Meeting

Venue address:
462 Sonrise Way
Toccoa, GA 30577

✔ Non-member guests allowed

✔ Medical form required ⬇️ ⬇️

✘ Uniform required

Manage

Change RSVP

Clicking to manage your event will also allow you to view the "Event Overview" tab, containing useful reporting information regarding who you invited, maximum attendees, RSVPs and percentages, etc.

Manage Event: Turkey Roast
Dashboard > Update Event

Turkey Roast
RSVP Link

✔ Active

🏠 Type: Troop Meeting

📅 Start Date: 11/28/22 6:00 PM

📅 End Date: 11/28/22 8:00 PM

👤 Created by: Tentpeg, William

📄 Invited Members: 33

📄 Completed RSVPs: 7

📄 Incomplete RSVPs: 26

📍 Address: 462 Sonrise Way, Toccoa, GA 30577

🟢 Going: 4
 Youth: 3 Adult: 1 Households: 2

🟡 Maybe Going: 2 (28.6%)

🔴 Not Going: 1 (14.3%)

✔ Attended Event: 1 (25%)
 Youth: 1 Adult: 0

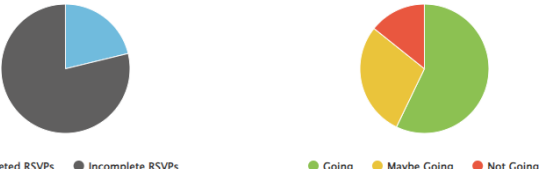
Track Advancement

Troop Members Going: (4)
Attended

Trailmen	Going	Maybe	Not	Attended
Forester, Frank (Adventurer)	🟢	🟡	🔴	✔
Tentpeg, Tommy (Mountain Lion)	🟢	🟡	🔴	✘
Tentpeg, Tyler (Hawk)	🟢	🟡	🔴	✘
Adults				
Tentpeg, William	🟢	🟡	🔴	✘
☐ We will need to leave early				

Troop Members Maybe Going: (2)

RSVPs
?



● Completed RSVPs
 ● Incomplete RSVPs
 ● Going
 ● Maybe Going
 ● Not Going

Incomplete RSVPs: (26)
✉️

Trailmen	Going	Maybe	Not
Aiken, Scotty (Navigator)	🟢	🟡	🔴
Forester, Ferdinand (Adventurer)	🟢	🟡	🔴
Forester, Freddy (Fox)	🟢	🟡	🔴
Jones, Bobby (Fox)	🟢	🟡	🔴
Rivers, Justin (Navigator)	🟢	🟡	🔴
Adults			
Abermathy, Dave	🟢	🟡	🔴
Aiken, Campy (Adventurer)	🟢	🟡	🔴

If attendees did not have an opportunity to RSVP through Trail Life Connect, but you know their status, you can manually click and drag names from the "Incomplete" list on the right into one of the 3 categories on the left (Going, Maybe Going, Not Going.) RSVP data will update upon a page refresh. Clicking the colored circle indicators will also change the RSVP status for a member.

Above each of the RSVP sections, you will see an email icon within the status header. You can click this icon to begin an email message that will go specifically to the individuals within that list. (Email the incomplete list to remind them to RSVP. Email those who are “Going” to provide them with updated details. Etc.)

Email event participants

Select members

NOTE: Only members with valid email addresses will be listed. Trailmen must have either a primary or secondary email listed.

RSVP - Going

RSVP - Not going

RSVP - Maybe going

RSVP Incomplete

Specific members: No users specified.

Selected recipients: Tentpeg, Tommy Tentpeg, Tyler Tentpeg, William

Total: 3

[Why don't I see some members here?](#) ▾

Email content

The resulting email screen will be specific to that event and provide you with the option to select/change any of the status categories as well for refining or broadening the email audience.

The Email content section behaves like the normal Trail Life Connect email tool – you can utilize an alternate email template, specify a different subject, and type a manual message if the default message needs to be altered. Coded options are included in the default message body, specific to the event, and a hint section below the message also provides other options.

Additional Manage Event Tabs

In addition to the Overview tab and the Setup tab you will find a tab for “Activity Plans” and a tab for “Event Participants” (if the event includes RSVPs.)

The “Event Participants” tab provides an alternate view of who is participating in the event. The default view shows who is ‘Going,’ but the filter can be altered to show other RSVP statuses as well. This list, in part or in whole, can be exported to an Excel or CSV file if desired using the corresponding buttons at the upper right of the list.

Manage Event: Turkey Roast Dashboard > Update Event

Event Overview | Event Setup | **Event Participants** | Activity Plans

Showing 1-4 of 4 items. All Refresh Print CSV

▶	Name ↓	Youth	Current Level	RSVP	Attended
		▼	All Levels ▼	Going ▼	▼
▶	Forester, Frank	✓	Adventurer	●	✓
▶	Tentpeg, Tommy	✓	Mountain Lion	●	✗

The “Activity Plans” tab allows you to specify which Woodlands Trail lesson plan(s) and/or Navigator/Adventurer Badges will be covered during the event. This can be helpful for regular Troop meetings so all involved can know the topics to cover for the evening. This information is also helpful for events where specific lessons or badge work will be covered as part of the event’s activities. Fill in the Level, Patrol, leader information, items, sub-items, and add any relevant notes then click the “Create” button. You can continue to add activities and badges for each level to provide full transparency.

Manage Event: Turkey Roast Dashboard > Update Event

Event Overview | Event Setup | Event Participants | **Activity Plans**

Showing 1-1 of 1 item.

Levels	Patrols	Primary leader	Assistants	Activity	Activity notes	Game time notes	Menu
Navigators		Forester, Felix		Outdoor Cooking ↓			
4. Set-up, light, and use a lightweight camp stove. 5. Cook a one-pot meal over the fire or camp stove. 6. Cook a foil meal on charcoal.							

Add New Activity

Level:

Patrol:

Primary leader:

Assistant leaders:

Badge or branch *:

Badge or branch items *:

Repeating Events

For events that repeat (such as weekly Troop meetings,) first create the initial event fully and save it on the starting date. Then, click to open the listed event on the Calendar to bring up the preview window. Click the clipboard icon in the upper right – this will copy it to the Calendar clipboard on the left menu. The copied event name will appear below the other items within the Calendar Filters menu. You can then click and drag the named event on the left menu and then drop it onto any/all other dates where the repeating event will occur. All event information will be identical, with only the dates being different. When you have completed the creation of the repeating events, you can click the trash can icon to the right of the copied event to remove it from the left menu clipboard.

Weekly Troop Meeting

Event Info

Date: 01/04/2021 7:00 PM - 8:30 PM (EST)
Type: Troop Meeting
Manage Event

Medical form required
Uniform required

Description

Our weekly Troop meeting at the church.

Calendar Filters

- Area Selection
- Troop Event Type
- Weekly Troop Meeting

Sun	Mon
27	28
3	4 ● 7p Weekly Troop Meeting
10	11 ● 7p Weekly Troop Meeting
17	18 ● 7p Weekly Troop Meeting
24	25 ● 7p Weekly Troop Meeting

Calendar Section on the Dashboard

Also, on the Trail Life Connect Dashboard is a section for listing upcoming calendar events. The left column displays a list of events you are attending (“Events: Going.”) Below that listing is a section for “Area/Regional/National Events Requiring Response” (only available for those leaders who can manage the Troop Calendar.) This section displays upper-level events your Troop has been invited to participate in. To allow members to engage and participate, a leader must open the event and choose the option to “Join event as Troop.” If no one from the Troop will participate, then the leader can choose to “Decline event participation as Troop.” (Clicking the “Decline” option will remove the event from the Troop’s Calendar.)

The right column of the Dashboard Calendar section will display other upcoming events that you have been invited to which are occurring within the next 30 days. Filtering is available for this section, if needed, to focus on certain levels or event types. Each listed event within the Calendar section of the Dashboard is also a link that will take you the details of that particular event.

Calendar

Events: Going	Events: Upcoming	Selected filters: ● ● ● ● ●
No events coming up within the next month.	<ul style="list-style-type: none">Trail Ready Learner Conference (TRL) - Big Prairie, OH - Register Now! 04/12/24 5:00 PMTLC Open Lab 04/16/24 2:00 PMTrail Life Annual Nationwide Camping Event 04/26/24 5:00 PMTLC Open Lab 04/30/24 2:00 PM	
Area/Regional/National Events Requiring Response		
<ul style="list-style-type: none">Peak Three - (St. Roberts, MO) 4/12/24 3:00 PMPeak Three - (Scottsboro, AL) 4/12/24 5:00 PM		

 Join event as Troop

 Decline event participation as Troop