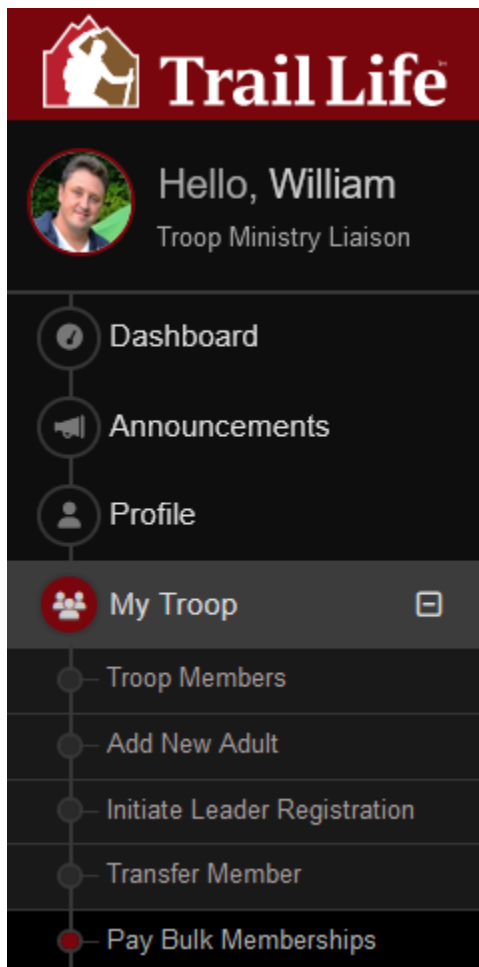


## Bulk Member Payments

*This document shows how a Troop leader (or other adult) can process annual membership payments for one or more members within the Troop. Example screens will be from the perspective of the Troop Ministry Liaison.*

### Pay Bulk Memberships

For adult leaders whose role has the permission to *View Other Profiles*, a menu item will be available under “My Troop” titled “Pay Bulk Memberships.”



Clicking the “Pay Bulk Memberships” link will bring you to a screen where you can select and pay the annual membership fee for other registered members and/or multiple registered members at one time (youth and adult.)

**Trail Life** GA-0000 William Tentpeg

Hello, William  
Troop Ministry Liaison

Dashboard > Pay Annual Memberships in Bulk

### Select unpaid members

This tool allows you to pay the annual membership fee for other registered members and/or multiple registered members at one time.

Notes:

- Available names will consist of members who are either new, expired, or within their 45-day renewal window
- Payment will include a reactivation fee for accounts where membership is past expiration
- Payment advances the renewal date by one year from the previous expiration date

\*Adults will be notified to sign their own *Consent, Waiver, and Release Agreement* after you process the payment. The *Consent, Waiver, and Release Agreement* for any youth Trailman must be signed by his parent or legal guardian.

\*Click in the box below for a list of available names to select.

Select one or more trailmen. (Hold <Ctrl> while clicking for faster selection.)

[Proceed to payment screen](#)

As indicated by the on-screen instructions:

- Available names will consist of members who are either new, expired, or within their renewal window
- Payment will include a reactivation fee for accounts where membership is past expiration
- Payment advances the renewal date by one year from the previous expiration date  
\*(once set, annual renewal dates do not fluctuate based on when they are paid)
- After payment is processed:
  - Adults will need to sign their own *Consent, Waiver, and Release Agreement*
  - The *Consent, Waiver, and Release Agreement* for youth Trailman must be signed by his parent or legal guardian

After selecting multiple member names, click the “Proceed to payment screen” button.

\*Click in the box below for a list of available names to select.

Aiken, Scotty (11/07/2022) - expired × Rivers, Justin (11/23/2022) × Martinez, Rob (Unpaid) ×

[Proceed to payment screen](#)

The payment screen will display a list of the selected members, indicating whether the account is a Youth or Adult and showing the expiration date (as well as a note if a reactivation fee is included.) The total for each member is displayed in the right column, with the total of the bulk payment shown at the bottom of the list.

Please click "Pay" below.

Member Name	Youth or Adult	Expires On	Total Price
Martinez, Rob	Adult Member	Not paid	\$35.68
Aiken, Scotty	Youth	11/07/2022 Includes reactivation fee	\$40.70
Rivers, Justin	Youth	11/23/2022	\$30.70
<b>Total Due</b>			<b>\$107.08</b>

[← Return to Member Selection](#)
[Pay \\$107.08](#)

Click the blue button, containing the total amount due, to process the payment.

**Trail Life USA**  
Bulk Annual Membership Renewal  
wtentpeg@trailifeconnect.com

Name

Address

ZIP City

United States

[Payment Info](#)

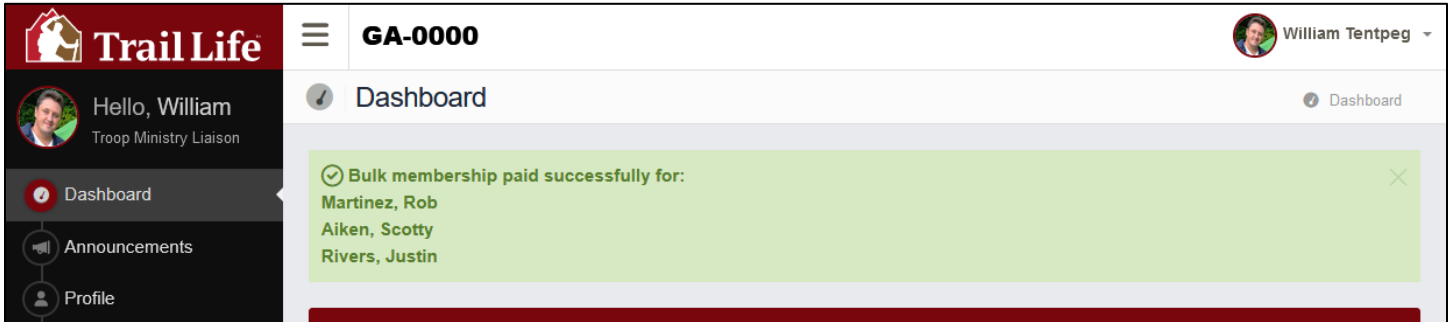
**Trail Life USA**  
Bulk Annual Membership Renewal  
wtentpeg@trailifeconnect.com

Card number

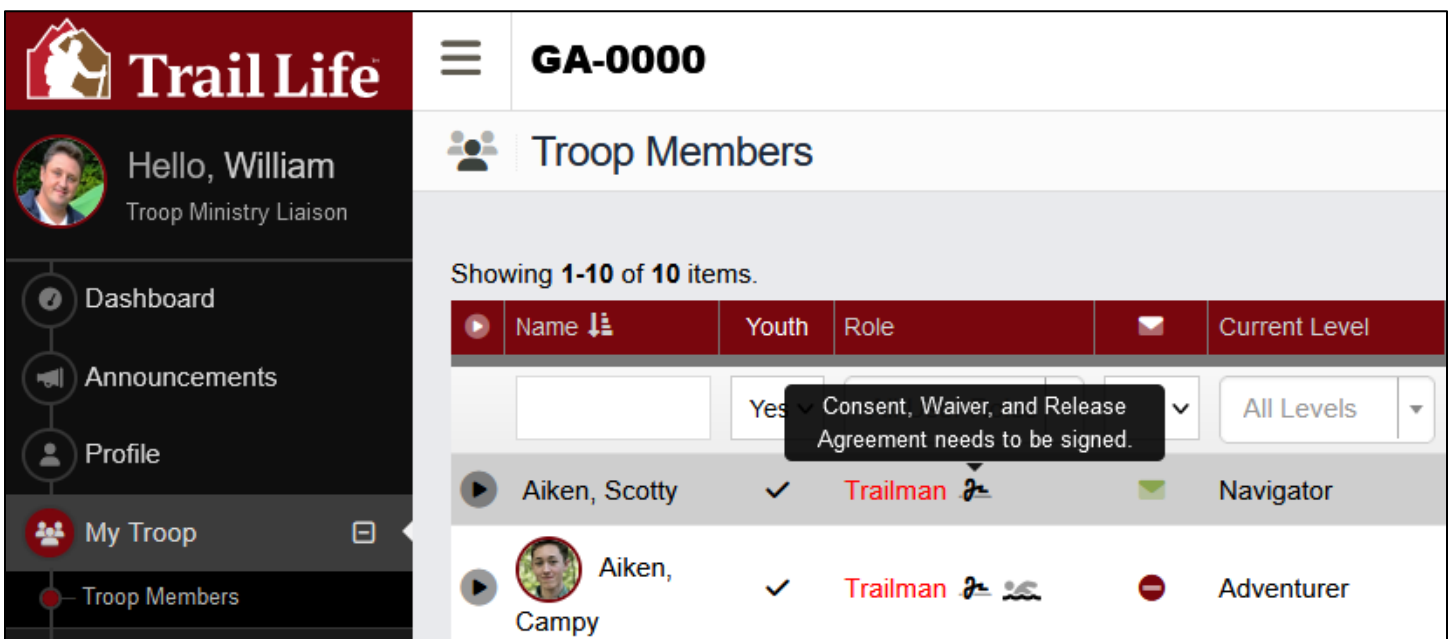
MM / YY CVC

[Pay \\$107.08](#)

Once processed, a confirmation notification will temporarily appear at the top of the Dashboard.



Within the Troop Members list, a visual indicator is present to denote if the *Consent, Waiver and Release Agreement* still needs to be signed for a member whose annual membership fee has been paid. \*Both the annual membership fee **and** a signed *Consent, Waiver and Release Agreement* are needed for the annual membership to be considered current.



As stated earlier – for the *Consent, Waiver, and Release Agreement*, adult members will need to sign for themselves, and can do so within their own account via their Trail Life Connect Profile. For youth Trailmen, the *Consent, Waiver, and Release Agreement* must be signed by a parent or legal guardian within the same Household. The adult listed in the Household will need to log in and access their Trailman by opening their own adult Profile and clicking the corresponding link next to the affected Trailman's name.

**Trail Life** GA-0000 William Tentpeg

Hello, William  
Troop Ministry Liaison

**Tentpeg, William**  
Senior Ministry Leader, Troop Ministry Liaison, Chaplain

Dashboard > Troop Members > User Profile

Profile Overview Trail Life University Troop Documents Resources

**Tentpeg, William** (Senior Ministry Leader, Troop Ministry Liaison, Chaplain)

Email: wtentpeg@trailifeconnect.com  
Last Login: 11/14/22 9:30 AM  
Member Number: 2016-123456  
Membership Expiration: n/a  
Consent Form Signed On: (Not signed. Click to sign.)

CSYPT Taken On: 05/25/2021  
Background Check On: 05/24/2019  
Health Form Filed On: 10/20/2021  
High Risk Medical Form Filed On: 10/20/2021

Steps needed for Registered Adult certification:

Employment Experience: Landscaping, Military, Ministry, Non-Profit  
Skills, Knowledge, Experience, Interests: Administration, Coaching, Counseling, Fundraising, Leadership, Public Speaking, Training, Other (describe below)

Households

Tentpeg Household

+ Add New Parent / Guardian to Household

- Tentpeg, Tammy (Adult) 12/10/2023
- Tentpeg, Tim (Trailman) 07/17/2022 (Membership expired. Click to renew.) (Consent form not signed. Click to sign.)
- Tentpeg, Tom (Trailman) 03/16/2022 (Membership expired. Click to renew.) (Consent form not signed. Click to sign.)
- Tentpeg, Tommy (Trailman) 05/23/2023 (Consent form not signed. Click to sign.)
- Tentpeg, Tyler (Trailman) (Membership not paid. Click to pay.)

+ Add Son

## Bulk Payments Within a Household

When members of your household are due for renewal, you will see a notification at the top of the Trail Life Connect Dashboard indicating the items which need attention.

**Trail Life** GA-0000 William Tentpeg

Hello, William  
Troop Ministry Liaison

Dashboard

You have members in your household that need your attention.

- Tyler's membership expires membership needs to be completed.
- Tom's membership needs to be renewed.
- Tim's membership needs to be renewed.
- Tommy's consent form needs to be signed.
- Tyler's consent form needs to be signed.
- Tim's consent form needs to be signed.
- Tom's consent form needs to be signed.

Click a listed notification to take care of a singular item. If you are completing a consent form signing only, the link will take you directly to that form to sign and submit. If you are completing an overall membership renewal, the link will first take you to the consent form which will then be followed by the payment screen.

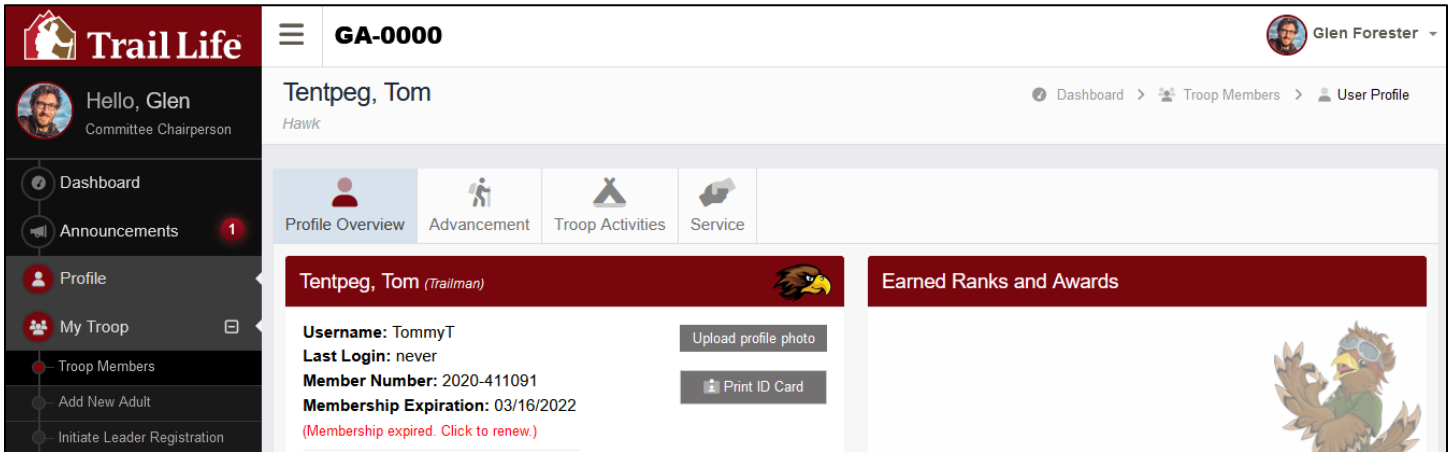
If you have multiple Trailmen listed in your Household who are set to renew during the same window, you can use the bulk payment process described earlier to handle everyone's renewal with one payment. Registered adults with the permission to *View Other Profiles* can click the "Pay Bulk Memberships" link under "My Troop" on the left menu. Adults who are not registered leaders, or don't have the relevant view permission, can still access the bulk payment screen by navigating directly to:

<https://www.trailifeconnect.com/orders/bulk-membership>

## Paying for Members Not in Your Household

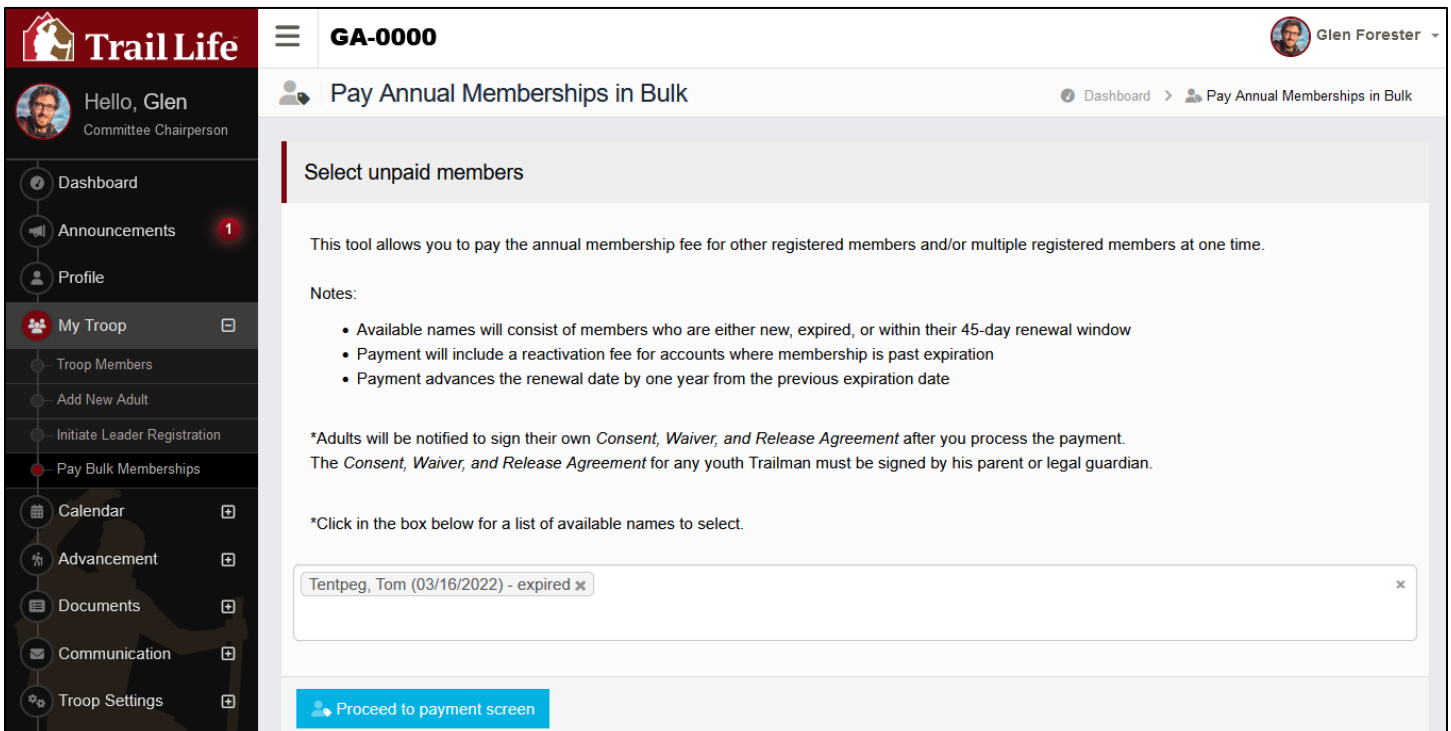
In the previous sections, you have seen how adult leaders with the *View Other Profiles* permission can click the “Pay Bulk Memberships” link on the left menu in TLC to pay the membership fee for other members. An alternate avenue which can be used to pay for another member outside of your Household is by navigating to the Troop Members list and clicking to open and view the member’s profile. The red notification link instructing to “Click to pay” or “Click to renew” will likewise take you to the page for processing bulk memberships. Using this tool, again, allows you to pay for one individual, or multiple individuals as needed.

In the example below, Glen is the Committee Chairperson and has clicked to view the profile of Tom Tentpeg (who is not a part of his Household.)



The screenshot shows the Trail Life web interface. The top navigation bar includes the Trail Life logo, a menu icon, the troop number GA-0000, and the user's name Glen Forester. The left sidebar contains navigation options: Dashboard, Announcements (with a red notification badge), Profile, My Troop, Troop Members, Add New Adult, and Initiate Leader Registration. The main content area displays the profile for Tom Tentpeg, Hawk. It includes tabs for Profile Overview, Advancement, Troop Activities, and Service. The profile overview shows: Username: TommyT, Last Login: never, Member Number: 2020-411091, and Membership Expiration: 03/16/2022. A red notification link states "(Membership expired. Click to renew.)". There are buttons for "Upload profile photo" and "Print ID Card". A section titled "Earned Ranks and Awards" features a cartoon hawk illustration.

Clicking the red notification link for renewing Tom’s membership brings Glen to the bulk membership payment screen, and auto-populates Tom into the selection field. Glen can pay for Tom only or can choose to add additional members to the selection field.



The screenshot shows the Trail Life web interface for the "Pay Annual Memberships in Bulk" screen. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main content area is titled "Pay Annual Memberships in Bulk" and contains a section "Select unpaid members". Below this, there is a paragraph explaining the tool's purpose: "This tool allows you to pay the annual membership fee for other registered members and/or multiple registered members at one time." A "Notes:" section lists three bullet points: "Available names will consist of members who are either new, expired, or within their 45-day renewal window", "Payment will include a reactivation fee for accounts where membership is past expiration", and "Payment advances the renewal date by one year from the previous expiration date". A note states: "\*Adults will be notified to sign their own Consent, Waiver, and Release Agreement after you process the payment. The Consent, Waiver, and Release Agreement for any youth Trailman must be signed by his parent or legal guardian." Another note says: "\*Click in the box below for a list of available names to select." Below the notes is a search box containing the text "Tentpeg, Tom (03/16/2022) - expired x". At the bottom of the page is a blue button labeled "Proceed to payment screen".