

Health and Safety Event Integration in Trail Life Connect

This document outlines enhanced features available when creating certain Calendar events in Trail Life Connect. When activated, events may contain additional options and items that integrate with standard Health and Safety practices to ensure proper event planning and preparation. Views and instructions are shown from the perspective of the Troop Ministry Liaison.

Items of Note

A few integration items can be found within 3 different sections of the Trail Life Connect site, which will come into play when creating Events on the Calendar. Understanding these items first will be beneficial when creating events that include the additional tool set. Specific integrated items to highlight are: Health Form indicators, Swimming Competency, and Vehicles.

Health Form Indicators

Within member profiles, the TML can record relevant information related to an individual's CPR certifications (description, certificate number, expiration date.) Also within this section are fields to record the date when a member's Health Form was filed as well as the filing date for a High Risk Medical Form.

CPR, AED, First Aid Certification

CPR Certificate Description	
CPR Certificate Number	
CPR Certificate Exp. Date	Certificate Expiration Date
Health Form Filed On Date	Date health form was filed with the Troop
High Risk Medical Form Filed On Date	Date high risk medical form was filed with the Troop

✎ Update
✕ Cancel

Swimming Competency

A menu item also exists under "Advancement" on the left menu, titled "Swimming Competency."

The Summit at Trail Life USA: Click here to register.

Troop Members Profile Announcements

Trail Life University Documents Badges

Notifications

New or Open Troop Member Prospects

Core Leaders: We have created a series of short videos for you to watch to help you better understand your Troop

Clicking this link will produce the 'Swimming Competency Report' page, where member names and swimming status will be listed. To populate the list, click the button to "Record New Swimming Competency Test."

GA-0000 William Tentpeg

Swimming Competency Report Dashboard > Swimming Competency Report



All All

Name	Swim Level	Date Tested	Level ID	Patrol	Age	Grade	Menu
	All Swimmer Levels	All Test Dates	All Levels	All Patrols			

No results found.

+ Record New Swimming Competency Test

The resulting page for recording a new swimming competency test allows information entry for one or more individuals. First, select the appropriate certification method. If allowing a lifeguard/instructor to sign now, the section below presents information fields for entry of lifeguard/instructor name, certification information, and digital signature.

**GA-0000** William Tentpeg ▾

Certification Method

Certification Method

Allow lifeguard/instructor to sign now.

Upload signed "Swimming Competency Test".

Name of person conducting swimming competency tests and verifying swim classifications:

Full Name *

Certification Expires *


Certified as (select at least one) *

Certified Lifeguard Water Safety Instructor Aquatics Instructor

Swim Coach

Certifying Organization, School or Team *

Signature *



If the other Certification Method option is chosen, to Upload a signed "Swimming Competency Test," then the instructor certification and signature section is replaced with a simple document upload interface.

Upload a scanned signature page from an existing "Swimming Competency Test" document.

Upload document *

Drag & drop files here ...

Select file ...

Cancel

Select File

The final section is for recording the assessment date and allowing for one or more Trailmen to be selected. Each participant's swimming level can be marked and then submitted for population to the report screen.

Swimming Competency Record

The individual certifying that s/he has verified the competency test and classification of the participants below, should check only in the box of the highest degree of the participant's swimming competency.

Date of Assessment *

Select Trailmen *

#	Participant's Name	Date Tested	Troop #	Swimmer	Beginner	Non-Swimmer
1	Forester, Finn	10/07/2021	GA-0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Aiken, Campy	10/07/2021	GA-0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Tentpeg, Tim	10/07/2021	GA-0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When records are present on the 'Report' page, the list can be sorted and filtered using menu bar selectors at the top of the list.

GA-0000 William Tentpeg

Swimming Competency Report Dashboard > Swimming Competency Report

Showing 1-3 of 3 items. All

Name	Swim Level	Date Tested	Level ID	Patrol	Age	Grade	Menu
Aiken, Campy	Swimmer	10/07/2021	Adventurer	Avengers	16		
Forester, Finn	Beginner	10/07/2021	Navigator	King Kong	17		
Tentpeg, Tim	Swimmer	10/07/2021	Adventurer	Avengers	16		

Filter buttons: All Swimmer Levels, All Test Dates, All Levels, All Patrols

The Troop Members list will also display a visual swimmer icon indicator for quickly determining whether a Trailman is a competent swimmer.

Trail Life GA-0000

Hello, William
Troop Ministry Liaison

Troop Members

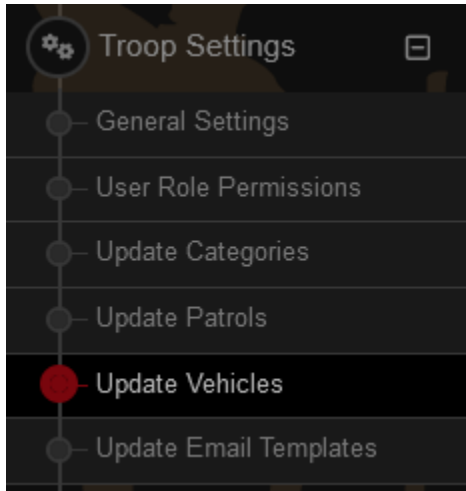
Showing 1-24 of 24 items.

Name	Youth	Role
Aiken, Campy	✓	Trailman

Filter buttons: All User Roles

Vehicles

For leaders with the appropriate permission applied to their role, they will find a menu item under the "Troop Settings" menu titled "Update Vehicles."



The resulting 'Update Vehicles' page allows for viewing a list of all vehicles that have been logged, with corresponding information. New vehicles can be added by entering the appropriate information and clicking the "Create Vehicle" button. Any vehicles no longer relevant can be removed by clicking the delete icon to the far right of the listed vehicle.

The screenshot shows the 'Update Vehicles' page for troop GA-0000. At the top right, the user is identified as William Tentpeg. The page title is 'Update Vehicles' with a breadcrumb trail: Dashboard > Update Vehicles. Below the title, it says 'Showing 1-1 of 1 item.' A table lists the vehicle with columns: Vehicle Type, Title, Description, License Plate, State, Capacity, Owner/Renter, Active, and Menu. The table contains one row: Minivan (fullsize), Bill's Van, 2011 Honda Odyssey, Gray, SW1104, GA, 7, Tentpeg, William, and a green checkmark. Below the table is the 'Add New Vehicle' form with fields for: Vehicle type (dropdown), Title (text), Description (text), Capacity (text), Owner/Renter (dropdown), License Plate (text), License State (dropdown), and a '+ Create Vehicle' button.

Creating Calendar Events – Enhanced Features

Adding Events to the Trail Life Connect Calendar has been a possibility since the Calendar was released. With Health & Safety integration, the creation of events involves an expanded feature set, including the items outlined above. Standard events can still be created if no specific activities are listed. The expanded integration comes into play when a list of specific activities is chosen for a particular event.

After clicking “Create Event” on the left menu, or clicking empty space within a date on the Calendar, you will see the familiar event creation page.

*Tip: for multi-day events, click and hold the mouse button on the first day, then drag the mouse pointer to the last day and release the button. Then, only the times will need to be adjusted during setup.

On the “Create Event” page, select an event type and then change “Event has activities” to “Yes.” The Activities field will appear for choosing specific activities related to the event.

The screenshot displays the 'Create Event' interface. At the top, there is a navigation bar with a hamburger menu, the ID 'GA-0000', and a user profile for 'William Tentpeg'. Below this is a breadcrumb trail: 'Dashboard > Create Event'. The main content area has two tabs: 'Event Overview' and 'Event Setup', with 'Event Setup' being the active tab. Under the 'Main event setup' heading, there are three primary fields: 'Active *' with a 'Yes' radio button selected, 'Event Type *' with a dropdown menu set to 'Campout', and 'Event has activities *' with a 'Yes' radio button selected. Below these, the 'Activities *' field is expanded, showing a list of activities. The list is titled 'Aquatic Activities' and includes 'Swimming' (which is highlighted in blue), 'Flat Water Boating', 'Flat Water Tubing', 'Stand Up Paddleboarding', and 'Moving Water Boating'. There is also a 'Select all' checkbox option.

With selected activities displayed, give the Event a title and description and check your date(s) and time(s.)

GA-0000 William Tentpeg

Activities * Swimming x Camping x Hiking x Horseback Riding x

Title * Navigator/Adventurer October Campout

Description

<> B I U

This is our monthly campout, to be held at Rainbow Falls. We'll be hiking, swimming, and horseback riding. Navigators will make breakfast Saturday.

Tags Add tags to better identify this event.

Event Date & Time * 10-15-2021 05:00 PM to 10-16-2021 05:00 PM

Timezone * Eastern

Enter the venue name and address, if applicable. Enter departure and return details, if applicable. Provide Guide or Outfitter details, if applicable. Check the box if this event also involves AHG.

GA-0000 William Tentpeg

Venue Name Rainbow Falls

Venue Address 123 Falls Rd
Anytown
30577

Address line 2
Georgia

For Troop activities and events where travel is involved, you can add specific departure and return details here.

Departure Details 2021-10-15 16:00
Leaving date & time
Church Parking Lot

Return Details 2021-10-16 17:00
Returning date & time
Church Parking Lot

Guide/Outfitter Details Georgia Outfitter
Jimmy Pinkerton
jp@goutfit.org
888-512-3456

AHG Check here if this event includes overnight camping with an AHG Troop.

In the Advanced details section, provide applicable event details that apply. If needed, differentiate between Troop and Participant fees, including any deposit costs and due dates.

GA-0000
 William Tentpeg

Advanced event details

Required Items Medical form required Uniform required

Camping & Service
 Total nights tent camping:
 Total nights cabin camping:
 Service hours:

Activity Miles
 Hiking miles: Miles
 Canoeing miles: Miles
 Biking miles: Miles

Troop Fees
 Total per Troop cost:
 Total Troop cost due on date:

Troop Deposit
 Troop Deposit Amount:
 Troop deposit due on date:

Participant Fees
 Youth fee:
 Adult fee:

Participant Deposit
 Deposit Amount:
 Deposit Due:

Choose who can view the event on the Calendar – either by role, listing specific members, or choosing specific patrols or levels. Choose whether to include as a Public event and whether or not to activate RSVPs.

GA-0000
 William Tentpeg

Who can view this event?

All roles

Specific role

All levels or patrols

Specific levels or patrols

Specific members

Viewable on Public iCal Feed
 No

RSVP details

Enable RSVPs
 No

If you specify levels or patrols, there is an additional checkbox option to also include the adults in a Household (leave this checked to allow a responsible adult in the Household to provide RSVP info for their Trailman and/or other invited adults.) For the RSVP section, the option exists for specifying a cutoff time for collecting RSVPs.

GA-0000 William Tentpeg

All levels or patrols

Specific levels or patrols: Navigators ✕ Adventurers ✕ ✕

Include adults in household

Specific members: No users specified.

Viewable on Public iCal Feed: No ?

RSVP details

Enable RSVPs: Yes ?

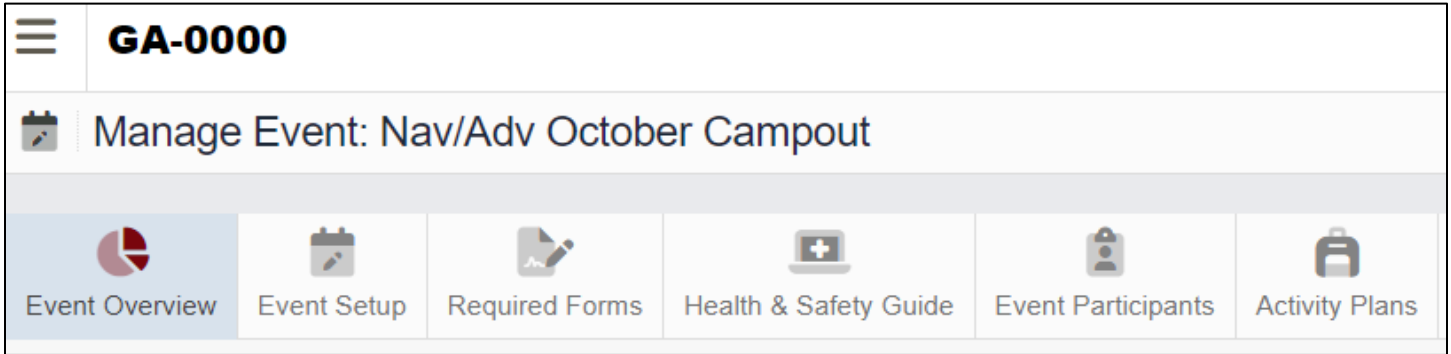
End RSVPs after this date/time: No end date.

Allow Guests: No

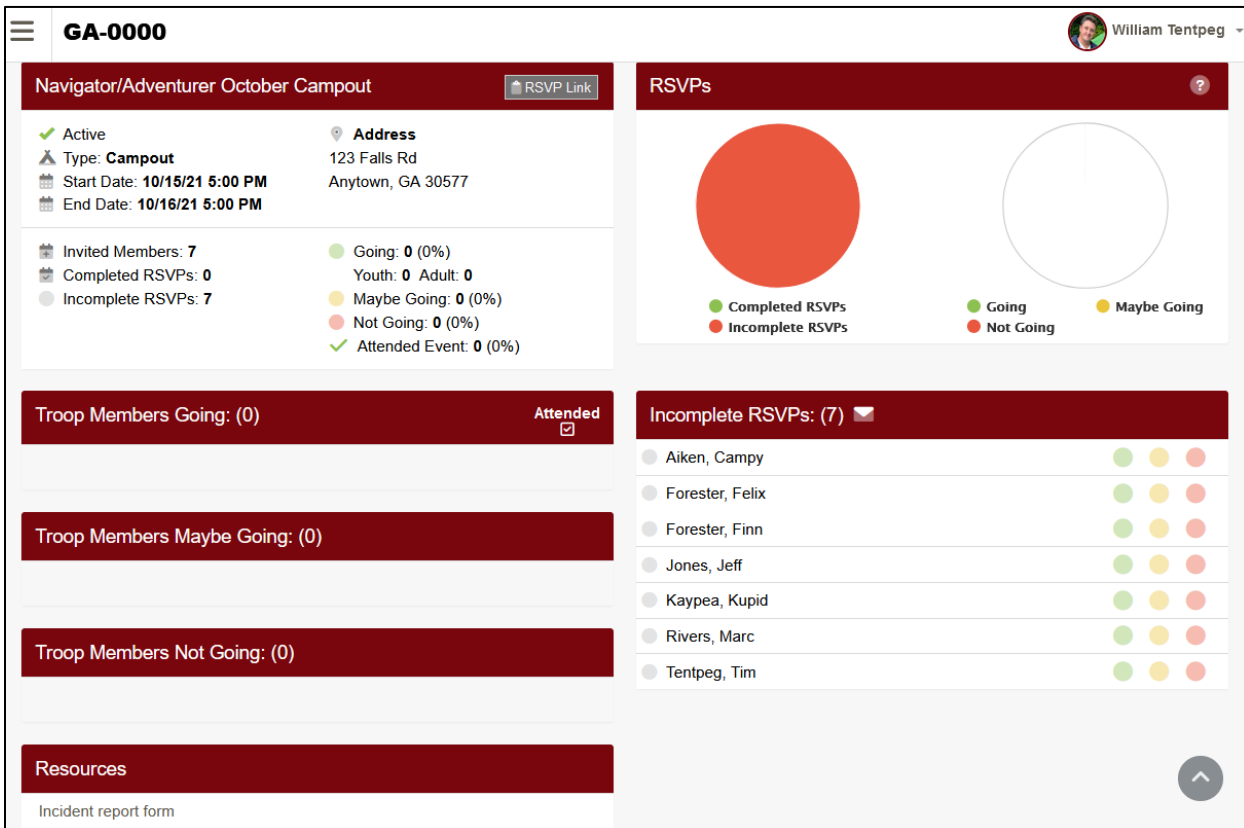
Notify when user RSVPs: Tentpeg, William ✕ ✕

Managing Calendar Events

Once an event has been created, several tabs with various features become available to provide further event management. The 'Event Setup' tab is essentially the same interface used when initially creating the event and allows for any changes to the event as needed. Each of the other tabs contain their own unique items to highlight.



The 'Event Overview' tab provides quick summary information, as well as statistical reports regarding RSVPs for tracking overall attendance. Click the "RSVP Link" button to copy the link to your clipboard and then use the link in a separate email to members, or in an Announcement. Send an email from within the event to those invited, using the email icon in the corresponding section header. (The email icon will only appear if one or more members are present within a section.) Mark RSVPs manually, if necessary, by clicking the corresponding color indicator (or by drag and drop of the name to the relevant category.) Finally, if a reportable incident occurs during the event, a link to the "Incident report form" is available at the bottom of the 'Event Overview' tab.



The 'Required Forms' tab brings together the list of forms that need to be completed for the specified event. These forms are available to be completed by event leadership. Color (as well as text) is used to indicate status. Green = completed; blue = ready to be completed; gray = not yet available. Completed forms will also display when the form was completed and who signed the form.

GA-0000 William Tentpeg

Manage Event: Navigator/Adventurer October Campout Dashboard > Update Event

Event Overview | Event Setup | **Required Forms** | Health & Safety Guide | Event Participants | Lesson Plans

Required Forms

- Leadership Form**
Status: Form has been completed
Assigned to: Event leadership
Completed on: 10/08/21 1:56 PM
Signed by: William Tentpeg
- Risk Management Form**
Status: Form is ready to be completed
Assigned to: Event leadership
- Transportation Form**
Status: Form is ready to be completed
Assigned to: Event leadership
- Family Camping Form**
Status: Form is ready to be completed
Assigned to: Event leadership
- Troop Event Submission Form**
Status: Waiting on other forms
Assigned to: Event leadership
- TML Approval Form**
Status: Waiting on other forms
Assigned to: Troop Ministry Liaison

Each form has corresponding information to complete. The "Leadership Form" contains a short summary of important information, then fields to specify the various leader roles required or available for the event. The fields include:

- Event Organizer
- Troop Activity Coordinator
- Event Health and Safety Officer
- Troop Healthy and Safety Lead
- CPR, AED, & First Aid Certified Leaders Attending
- At-Home Emergency Contact

GA-0000 William Tentpeg

Leadership Form

Dashboard > Leadership Form

For each Troop or Patrol activity, certain Troop leaders will need to hold certain responsibilities and positions. Please review and assign key Troop leaders that will be attending this activity to each of the positions listed below.

While some leaders may hold multiple roles during Troop activities, remember that youth to leader ratios and CPR/First Aid certified leader ratios must be maintained to ensure proper Child Safety and Youth Protection.

Youth/Leader Ratios are:

- 2 Registered Adult/Leaders per up to 8 boys in the Fox Patrol
- 2 Registered Adult/Leaders per up to 16 boys in the Hawk Patrol
- 2 Registered Adult/Leaders per up to 20 boys in the Mountain Lion Patrol and beyond

Every Troop activity should have at least one CPR/First Aid certified leader present. Refer to the specific activity's Risk Reference Guide for further clarification.

Leadership Form

Event Organizer	<input type="text" value="Tentpeg, Tammy (GA-0000) - Treasurer"/>
Troop Activity Coordinator *	<input type="text" value="Forester, Glen (GA-0000) - TLC Test"/>

The leader assigned to this role must be attending the activity and take responsibility for ensuring that all policies and procedures are followed.

Below the list of various leaders in the “Leadership Form” is a space for a digital signature before submitting the form. If all of the information is not yet known, but some has been completed, you can choose the option to “Save Current Progress and Finish Later.” However, if all of the information is complete, the leader can sign and submit. Also at the bottom of this form is a focused section from the digital Health & Safety Guide containing information for reviewing items specifically relevant to this particular form.

The screenshot shows a digital form interface. At the top left, there is a menu icon and the text "GA-0000". At the top right, there is a profile picture and the name "William Tentpeg". Below this is a section titled "Signed by". It contains a "Full Name" field with the value "William Tentpeg" and a "Date" field with the value "10/08/2021". Below these is a "Signature" field, which is a large dotted box. A yellow arrow points to the text "SIGN HERE" inside this box. At the bottom of the signature box is a red "no" symbol. Below the signature box are three buttons: "+ Submit Form", "Save Current Progress and Finish Later", and "< Return to Event". At the bottom of the form, there is a blue sidebar with the "Trail Life" logo and a search bar. The main content area at the bottom has a breadcrumb trail: "HSG & ARR / HEALTH & SAFETY GUIDE / FACILITY, MEETING, AND TRIP SAFETY" and a large title "FACILITY, MEETING, AND TRIP SAFETY".

Each successive form follows a similar format. The form begins with a brief description, followed by any relevant information that needs to be completed, then a space for digital signature and submission. The bottom of each form also contains the Health & Safety Guide snapshot section that is relevant to that particular form. In the example being used within this document, the “Risk Management Form” contains a checklist of risk items to consider and document. The “Family Camping Form” is mostly informational with a signature and submission acknowledging the policy highlighted in the Health & Safety Guide.

The “Transportation Form” allows for selection of drivers and vehicles being used for this event. The ability to select vehicles is directly related to the ‘Update Vehicles’ page under the “Troop Settings” menu, covered earlier in this document. (The “Transportation Form” will be present within all expanded events, even though specific transportation may not be a factor. In scenarios where specific transportation items aren’t relevant, this form simply serves as an acknowledgement of the overall transportation policy.) Finally, there is the signature and submission portion of the form, as well as the Health & Safety Guide snapshot of the section related to ‘Vehicle Transportation.’

Due to the high risk nature of 12-15 passenger van usage, Trail Life has allowed Troops to use these vehicles only if the van is a 2010 model or newer, equipped with an electronic stability control system, and if the driver is 25 years of age or older with a valid CDL license.

Certain states do not require a CDL license to operate this type of vehicle. In those states, a Trail Life leader who is 25 years of age or older can complete a CDL waiver request with the Trail Life Home Office.

Transportation Passenger Van Form

Driver's name

Select the vehicles being used

Are you using a 2010 or newer 12-15 passenger van? No

- I have read and will ensure the Transportation Policies are followed.
- I have read and will ensure the Passenger Van Policies are followed.


Signed by

Full Name *

Date **10/08/2021**


Signature * SIGN HERE

- [+ Submit Form](#)
- [Save Current Progress and Finish Later](#)
- [Return to Event](#)



HSG & ARR / HEALTH & SAFETY GUIDE / FACILITY, MEETING, AND TRIP SAFETY
/ Vehicle Transportation

Vehicle Transportation





Completed forms, when accessed after submission, will display the provided information and show the signature portion with date stamp and digital signature. If any changes need to be made, the option to click the "Modify Form" button is available.

GA-0000
 William Tentpeg

Leadership Form

Completed on	10/08/21 1:56 PM
Event Organizer	Tentpeg, Tammy - (ttentpeg@trailifeconnect.com) - (281) 534-1234
Event Health and Safety Officer	Bacon, Seymour - (seymour.bacon@trailifeconnect.com) - (888) 555-4546
Troop Activity Coordinator	Forester, Glen - (gforester@trailifeconnect.com) - (888) 555-4645
Troop Health and Safety Lead	Bacon, Seymour - (seymour.bacon@trailifeconnect.com) - (888) 555-4546
CPR, AED, & First Aid Certified Leaders Attending	Kaypea, Kupid - (dabtestdc2@trailifeconnect.com) Tentpeg, William - (wtentpeg@trailifeconnect.com)
At-Home Emergency Contact	Jane, Eliza - (tendingsheep@trailifeconnect.com) - (999) 999-9999

Signed by

Signature Signed by: William Tentpeg
Date: 10/08/2021

[← Return to Event](#)
Modify Form

After all required forms have been completed and submitted, the "Troop Event Submission Form" will become available for an event leader to indicate they have reviewed all of the information and are ready to submit for TML approval.

GA-0000
 William Tentpeg

Troop Event Submission Form

[Dashboard](#) > [Troop Event Submission Form](#)



You have completed the event creation process. Do you wish to submit your Troop event to your TML for approval, save your progress, or delete it and start over?


Troop Event Submission

* I have reviewed the event and I'm ready for the TML to approve the event.

Event Notes (viewable by other leaders)

The final "TML Approval Form" allows the Troop Ministry Liaison to either approve or not approve the Event. If the TML feels more information is needed, they can select the option for further review and provide notes to the leaders regarding what is needed. The leader in charge of the event will be notified and can update information where applicable.

 **GA-0000**  William Tentpeg ▾

 **TML Approval Form** Dashboard > TML Approval Form

As the Troop Ministry Liaison, you have the responsibility of approving all Troop activities before they populate the Troop calendar. Your approval serves as the Charter Organization approving its Troop ministry participating in this particular activity.

After reviewing the Troop activity forms connected to this activity, you will need to decide whether or not your Charter Organization will approve this activity, not approve this activity, or hold for further review. Additionally, if your state requires state-specific permission form language, you will need to add that on this form to be included in the parental permission form.

*Note, if you select that this activity needs further review, an email will be sent to the Troop leader in charge of this activity to review and update the activity information for this event.

General Risks

I have reviewed the event and raised any questions with Troop leaders * Needs further review
 Approved
 Not Approved

Event Notes (viewable by other leaders)

For any forms which need to be completed or signed by a particular member, a notification will appear on their respective Trail Life Connect Dashboard under the 'Notifications' section. (Including permission forms for youth Trailmen, to be signed by the parent or guardian.)

The 'Health & Safety Guide' tab of the 'Manage Event' page provides focused sections from the digital Health & Safety Guide, separated out by the specific activities chosen for the event. Many of these sections are also present at the bottom of the required forms to be completed within the 'Required Forms' tab. The 'Health & Safety Guide' tab, however, brings the activities all together in one section for review, rather than needing to click into each form to locate the information.

The 'Event Participants' tab of the 'Manage Event' page displays several status indicators for those who are included on the Event. Names and levels are displayed as well as whether the participant is a youth or adult. Filtering is possible by RSVP status and/or Swim Level. Other columns show the status for whether Event fees have been paid, if health forms are on file, and receipt of a digital permission form for youth Trailmen. If known, the status for Fee Paid and health forms can be changed here by clicking the indicator to toggle between yes or no. *If the Health Form and/or High Risk Medical Form submission dates have been recorded within the member profile, these will already be checked, respectively. Attendance at the Event can also be recorded here (in addition to similar controls on the 'Event Overview' tab.) Fields along the top columns allow for searching, sorting, and filtering as needed. Finally, the option exists to export the displayed list to Excel or CSV files.

GA-0000
 William Tentpeg ▾

Manage Event: Navigator/Adventurer October Campout
 Dashboard > Update Event

Event Overview

Event Setup

Required Forms

Health & Safety Guide

Event Participants

Lesson Plans

Showing 1-4 of 4 items. All

Name	Youth	Level	RSVP	Attended	Fee Paid	Health Form on File	High Risk Medical Form On File	Event Permission Form	Swim Level
Aiken, Campy	✓	Adventurer	●	×	✓	✓	×	×	Swimmer
Jones, Jeff	✓	Adventurer	●	×	×	×	×	×	×
Kaypea, Kupid			●	×	×	✓	×	n/a	n/a
Tentpeg, Tim	✓	Adventurer	●	×	✓	×	×	×	Swimmer

(*Observational Note: the above event is not yet ready for final TML approval, as the event does not yet have two-deep leadership.)

The 'Activity Plans' tab of the 'Manage Event' page provides the opportunity to list out any specific Woodlands Trail lesson plan, or Navigator/Adventurer Badge or activity being covered at the event. Complete the corresponding information regarding the Level, Patrol (if needed,) Primary and Assistant Leaders, the specific Badge or Activity, sub-items where applicable, and any notes. Click the "Create" button to add the activities to the list. For Navigator and Adventurer Badges, a download link will be available for the Badge requirements. For events involving Woodlands Trail, first select the Branch and then the specific lesson(s) being covered. A download link for the corresponding lesson plan(s) will be available.

Manage Event: Nav/Adv October Campout Dashboard > Update Event

Event Overview | Event Setup | Required Forms | Health & Safety Guide | Event Participants | **Activity Plans**

Showing 1-2 of 2 items.

Levels	Patrols	Primary leader	Assistants	Activity	Activity notes	Game time notes	Menu
Navigators		Tentpeg, William	Aiken, Campy	Ropework ↓ 4c. Make a useful structure for camp using at least three different types of lashings.			
Adventurers		Kaypea, Kupid	Tentpeg, Tim	Emergency Preparedness ↓ 9. List local warning systems available in your area.			

Add New Activity

Level: Patrol:

Primary leader: Assistant leaders:

Badge or branch *

Badge or branch items

Activity notes:

Game time notes:

+ Create Activity ↑

Region/Area/National Events

All of the same setup and controls exist for creating events at the Area, Region, and National level with regards to setup and activity selection. The same set of tabs also exist on the 'Manage Event' page once the event has been created. (*an Area event will be used in the examples below.)

Differences will occur, however, depending on the Troops invited and whether or not they intend to attend the event. At the Troop level, a new section is present under the Calendar section of the main Dashboard for any 'Area/Regional/National Events Requiring Response.' Events which the Troop has been invited to are listed, and Troop leaders with Manage Calendar permissions can click to access/manage the event.

Calendar

Events I'm attending

- Test meeting 10/28/21 7:00 PM

Area/Regional/National Events Requiring Response

- Area 2 Campout 10/15/21 5:00 PM
- NCR Train the Trainer 11/05/21 5:00 PM

[Manage Area Event Subscriptions](#)

Click the Event name itself, or the "Manage Area Event Subscriptions" link (and then click the Event name.) If a Troop decides they will be joining the Area event, one of the Troop leaders will need to indicate this by clicking the "Join event as Troop" button. (Or "Decline" if they will not be participating.) If the Troop joins, the Event will shift over to the list of Upcoming Events and also appear on the Troop calendar. If the Troop declines, the event will be removed from the list and also will not appear on the Troop Calendar.

Area 2 Campout

Event Info

Start Date: 10/15/2021 5:00 PM	✗ Non-member guests allowed
End Date: 10/16/2021 5:00 PM	✓ Medical form required ↓
Type: Campout	↓
Venue name: Northern Campground	✗ Uniform required
Venue address: 7578 Valley Rd Columbus, OH 43031	1 Total nights tent camping
	4 Hiking miles

[Join event as Troop](#)

[Decline event participation as Troop](#)

At the Area level, when the event is initially created, there may be no one yet listed on the 'Event Overview' tab until a Troop indicates their intent to join the event. (Other Area Leaders would appear, if invited.)

Manage Event: Area 2 Campout Dashboard > Update Event

Event Overview | Event Setup | Required Forms | Health & Safety Guide | Event Participants | Activity Plans

Area 2 Campout RSVP Link

✓ Active
Type: **Campout**
Start Date: **10/15/21 5:00 PM**
End Date: **10/16/21 5:00 PM**

Address
7578 Valley Rd
Columbus, OH 43031

Included Members: 0
Completed RSVPs: 0
Incomplete RSVPs: 0

Going: 0 (0%)
Youth: 0 Adult: 0
Maybe Going: 0 (0%)
Not Going: 0 (0%)
Attended Event: 0 (0%)

RSVPs ?

Completed RSVPs

Going

Maybe Going

Completed RSVPs
Incomplete RSVPs

Going
Not Going

After a Troop clicks the "Join" button, they are then listed and the attendee statistics begin to populate.

Manage Event: Area 2 Campout Dashboard > Update Event

Event Overview | Event Setup | Required Forms | Health & Safety Guide | Event Participants | Activity Plans

Area 2 Campout RSVP Link

✓ Active
Type: **Campout**
Start Date: **10/15/21 5:00 PM**
End Date: **10/16/21 5:00 PM**

Address
7578 Valley Rd
Columbus, OH 43031

Included Members: **111**
Completed RSVPs: 0
Incomplete RSVPs: **111**

Going: 0 (0%)
Youth: 0 Adult: 0
Maybe Going: 0 (0%)
Not Going: 0 (0%)
Attended Event: 0 (0%)

RSVPs ?

Incomplete RSVPs

Going

Maybe Going

Completed RSVPs
Incomplete RSVPs

Going
Not Going

Area Leaders Going: (0) Attended

Area Leaders Maybe Going: (0)

Area Leaders Not Going: (0)

Incomplete RSVPs: (111)

Region: **North Central (NC)**
 Area: **Area 2 - Southwest**
 Troops: **OH-0520, OH-0414, OH-0013**
 Roles: **All**

Participating Troops: (1)

OH-0013 (Cincinnati, OH)

The Troop, then, will handle their own reporting of RSVPs and those will also be reflected at the Area level. (*The 'Overview' tab for the Area will only show invited totals for Troops. Specific Troop responses will not be recorded on the 'Overview' tab, but specific participants *will* be listed on the 'Event Participants' tab.)

Manage Event: Area 2 Campout Dashboard > Update Event

Event Overview | Event Setup | Required Forms | Health & Safety Guide | Event Participants | Activity Plans

Area 2 Campout RSVP Link

✓ Active 📍 Address
 🏕️ Type: **Campout** 7578 Valley Rd
 📅 Start Date: **10/15/21 5:00 PM** Columbus, OH 43031
 📅 End Date: **10/16/21 5:00 PM**

📅 Invited Members: **111** 🟢 Going: 4 (36.4%)
 📅 Completed RSVPs: **11** Youth: 2 Adult: 2
 ⚪ Incomplete RSVPs: **100** 🟡 Maybe Going: 4 (36.4%)
🔴 Not Going: 3 (27.3%)
✓ Attended Event: 0 (0%)

RSVPs ?

🟢 Completed RSVPs
🔴 Incomplete RSVPs

🟢 Going
🟡 Maybe Going
🔴 Not Going

Troop Members Going: (4) Attended

🟢 Broman, Nathan	🟡	🔴	✗
🟢 Broman, AJ	🟡	🔴	✗
🟢 Slone, David	🟡	🔴	✗
🟢 Slone, Matthew	🟡	🔴	✗

Incomplete RSVPs: (100) ✉

⚪ Baxter, Charlie	🟢	🟡	🔴
⚪ Baxter, Keith	🟢	🟡	🔴
⚪ Beverly, Isaac	🟢	🟡	🔴
⚪ Beverly, Nate	🟢	🟡	🔴

Other Considerations/Differences

With an Area, Region, or National event there are a few other differences to note between the main Event that was created at the upper level and the Event as it appears for the Troop.

- *Event Setup* – all of the details within the event setup are controlled at the upper level where the event was created, with one exception. A Troop can access the 'Event Setup' tab to view all of the information but cannot make edits or changes to the setup. The Troop *can*, however, enter their own information in the fields for departure and return dates/locations (as this will differ from Troop-to-Troop.)
- *Required Forms* – the 'Required Forms' tab will have slight differences between the upper level and the Troop. The Area/Region/Home Office location where the event was created will have a set of event forms to complete. Each Troop that joins the event will have their own, separate set of forms to complete. This tab will reflect the necessary forms at the appropriate level.
- *Event Participants* – At the Troop level, the 'Event Participants' tab will only show members who are part of that Troop. At the upper level, where the event was created, the comprehensive list of attendees will be reflected. An extra column is included for displaying the corresponding Troop of the participants.
- *Activity Plans* – The Area leader may have specified activities to use, which will be reflected at the Troop level. The Troop may also add their own, additional activity plans if they intend to cover something different from, or in addition to, what is already planned.