

Trail Life Connect Overview for Parents

This document introduces you to the basic functions of Trail Life Connect if you are a Parent, as well as a few items if you choose to become a Registered Adult.

The first page you see after logging in is the Dashboard. The Trail Life Connect Dashboard consists of 5 Parts:

1. Left Navigation Menu
2. Top Navigation Button/Tile Section
3. Notifications
4. Calendar List
5. Troop-specific Member Statistics

Left and Top Navigation (#1 and #2)

The top of the Left Navigation Menu on the main Dashboard will display your first name as well as your current role underneath the welcome message. What you see on the Dashboard, as well as what is available to you in the Left Navigation Menu, will depend on your role.

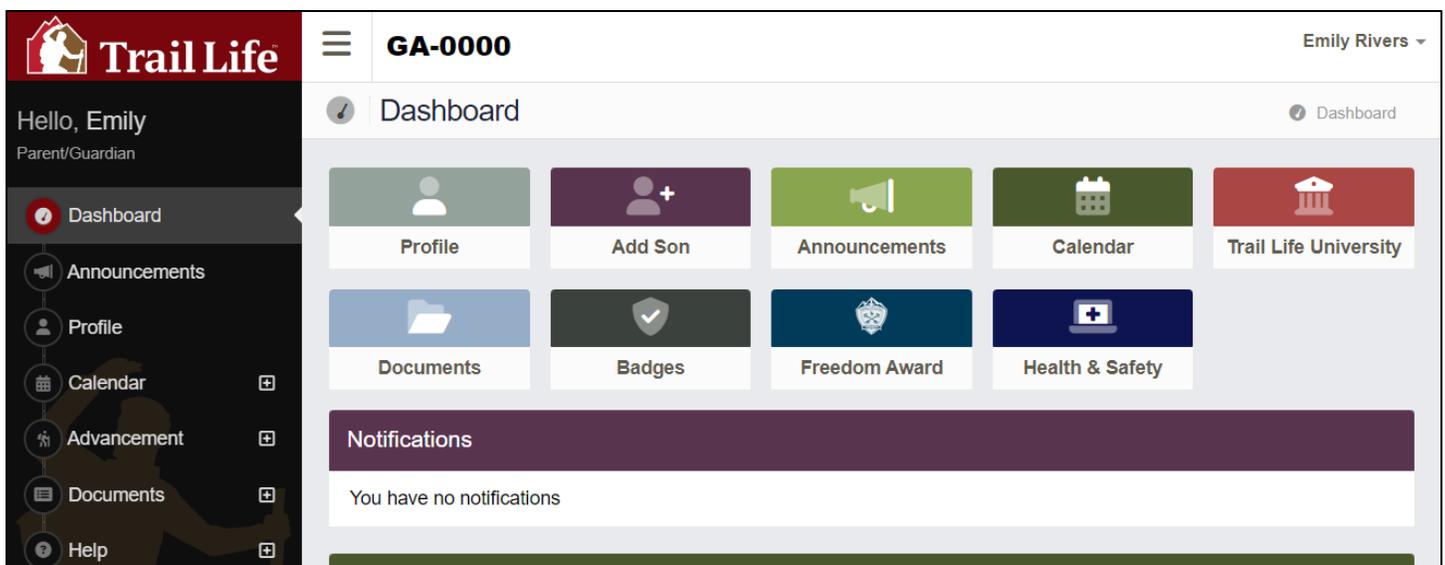


Figure 1a

If you become a Registered Adult leader, and have more than one role, you can switch between roles in the upper right corner by clicking the drop-down arrow by your name. Again, your Trail Life Connect experience will depend on what role is currently displaying. (In **Figure 1b** below, Glen is currently switched into his Role as "Committee Chairperson." His other roles can be selected via the upper-right menu, as needed.)

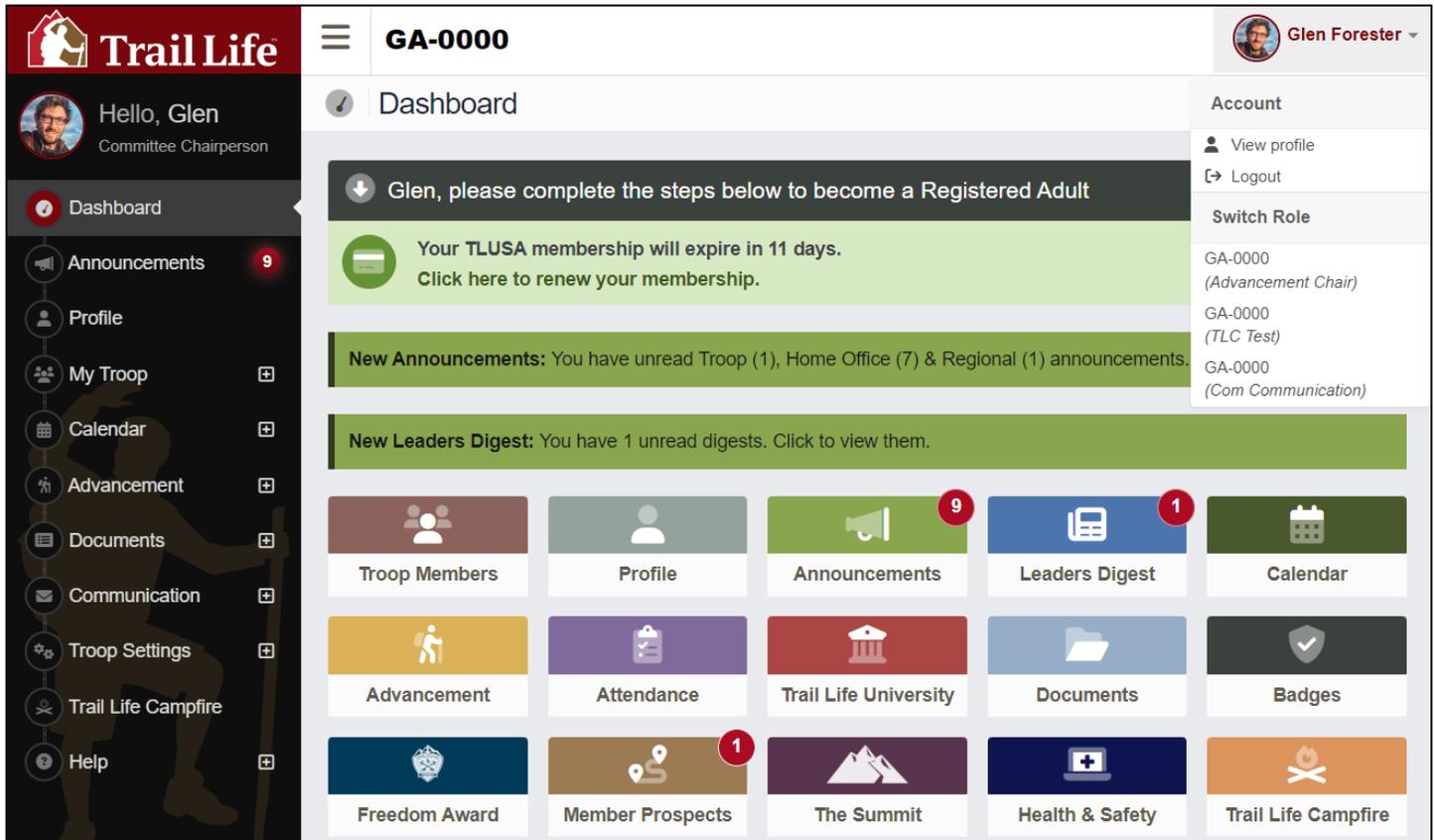


Figure 1b

*Many Left Navigation Menu options are similar to items in the Top Navigation Button/Tile Section and will take you to the same location within the site.

- Your *Profile* contains all the information about you and your Household. The Profile page includes the options for adding sons, a tab for Trail Life University, and tabs for Troop Documents and other Resources. Within your profile, if any of your sons are expired or expiring soon, you can click the red text by their names which results in a portal for completing their membership renewal. (See **Figure 1c.**)

The screenshot shows the parent profile for Emily Rivers. At the top, there is a navigation bar with a hamburger menu, the troop number "GA-0000", and the user's name "Emily Rivers". Below this, the profile name "Rivers, Emily" is displayed with the role "Parent/Guardian". A breadcrumb trail shows "Dashboard > My Profile".

The main content area has a horizontal menu with four items: "Profile Overview" (selected), "Trail Life University", "Troop Documents", and "Resources". Below the menu, there are two main sections:

- Rivers, Emily (Parent/Guardian)**: This section contains contact and personal information:
 - Email:** erivers@trailifeconnect.com
 - Last Login:** 09/27/22 10:30 AM
 - Membership Expiration:** 08/17/2021
 - Address:** 3501 State Highway 135, Belton, SC 29627
 There is an "Upload profile photo" button and an "Update Profile" button at the bottom left of this section.
- Households**: This section shows the "Rivers Household" with two members:
 - Rivers, Justin** (Trailman) with a membership expiration of 11/23/2022.
 - Rivers, Marc** (Adult) with a membership expiration of 04/21/2021, which is noted as expired with a "Click to renew" link.
 An "+ Add Son" button is located at the bottom right of this section.

Figure 1c

You can also click your son's name to view his profile, and update the profile if needed. His ID Card can be printed if his membership is current, and any earned ranks and awards will display. (See *Figure 1d*.)

The screenshot shows the member profile for Tim Tentpeg. At the top, there is a navigation bar with a hamburger menu, the troop number "GA-0000", and the user's name "William Tentpeg". Below this, the profile name "Tentpeg, Tim" is displayed with the role "Adventurer". A breadcrumb trail shows "Dashboard > Troop Members > User Profile".

The main content area has a horizontal menu with five items: "Profile Overview" (selected), "Advancement", "Troop Activities", "Service", and "Trail Life University". Below the menu, there are two main sections:

- Tentpeg, Tim (Trailman)**: This section contains contact and personal information:
 - Username:** timmy.tentpeg.4833
 - Last Login:** 07/10/20 12:53 PM
 - Member Number:** 2019-769064
 - Membership Expiration:** 07/17/2022 (Membership expired. Click to renew.)
 - Address:** 1351 Westover Lane, Belton, CA 29627
 - Patrol:** Avengers
 - Age:** 17
 There is an "Upload profile photo" button and a "Print ID Card" button next to a profile picture of Tim.
- Earned Ranks and Awards**: This section displays five earned badges:
 - RECRUIT (Trailman)
 - ABLE (Trailman)
 - READY (Trailman)
 - TRAIL LIFE USA HORIZON
 - TRAIL LIFE USA JOURNEY

At the bottom, there is a "Households" section showing "Tentpeg Household" with a green bar below it. Navigation buttons include "Update Profile" and "Return to Members List".

Figure 1d

Clicking the Advancement tab of the Trailman's profile will reveal further information regarding his advancement progress. (See *Figure Ie.*)

The screenshot shows the profile of Tim Tentpeg, an Adventurer. The 'Advancement' tab is selected, displaying a table of completed awards. The table has columns for Program, Awards Title, Progress, and Completed On. All listed awards are 100% complete.

Program	Awards Title	Progress	Completed On
Navigators	Recruit Trailman Rank (2013)	100%	Completed on: 07/22/2019
Navigators	Able Trailman Rank	100%	Completed on: 12/13/2018
Navigators	Ready Trailman Rank (2013)	100%	Completed on: 07/22/2019
Navigators	Trail Skills (2013)	100%	Completed on: 08/22/2019

Figure Ie

If you are a Registered Adult member, you will be able to print your ID Card using the link under your profile picture. (*ID Card printing is only available for Registered Adults whose membership requirements are current.) Registered Adult Members will also have expanded content within Trail Life University. (See *Figure If.*)

The screenshot shows the profile of Tammy Tentpeg, a Registered Adult. The 'Trail Life University' tab is selected. The profile includes contact information, membership details, and a list of household members.

Tentpeg, Tammy (Treasurer, Registered Adult)

Email: ttentpeg@trailifeconnect.com
 Last Login: 09/27/22 10:47 AM
 Member Number: 2019-137373
 Membership Expiration: 12/10/2022
 CSYPT Taken On: 07/30/2021
 Background Check On: 01/04/2022

Employment Experience: Education / Training, Arts, Non-Profit
 Skills, Knowledge, Experience, Interests: Accounting, Coaching, Drawing/Art

Address
 1351 Westover Lane
 Belton, SC 29627
 (281) 534-1234

Households

Tentpeg Household

- Tentpeg, Tim (Trailman) 07/17/2022 (Membership expired. Click to renew.)
- Tentpeg, Tom (Trailman) 03/16/2022 (Membership expired. Click to renew.)
- Tentpeg, Tommy (Trailman) 05/23/2022 (Membership expired. Click to renew.)
- Tentpeg, Tyler (Trailman) (Membership not paid. Click to pay.)
- Tentpeg, William (Adult)

Figure If

- Announcements will be where Troop, Area, Regional, and Home Office announcements will be displayed. Look for the Announcements video in the Help Videos section under the Help menu in Trail Life Connect for more information on how this section works. (See **Figure Ia** or **Figure Ib**.)
- Advancement (left side) / Badges (top section) will take you to the Badges & Awards page, which contains information about what is required to earn ranks and trail badges. All badges and awards are displayed. (See **Figure Ig**.) You can search by the badge or award Title, and can also filter the list by a specific Program. (See **Figure Ih**.) Expanding the item provides further info, and there are also download links (where applicable) for downloading a PDF version of the requirements. (See **Figure Ii**.)

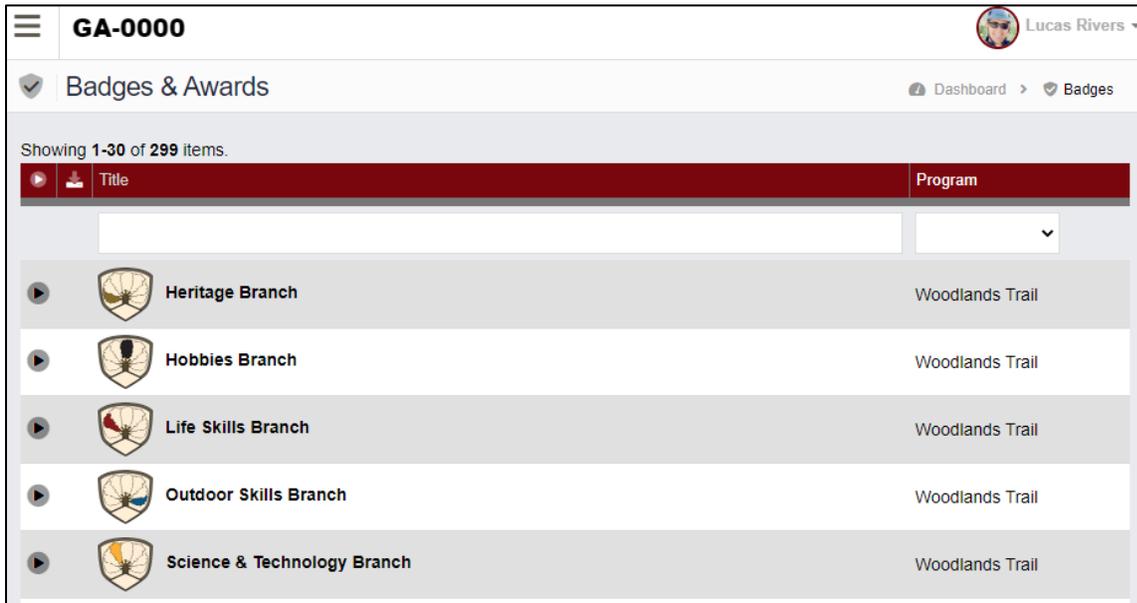


Figure Ig

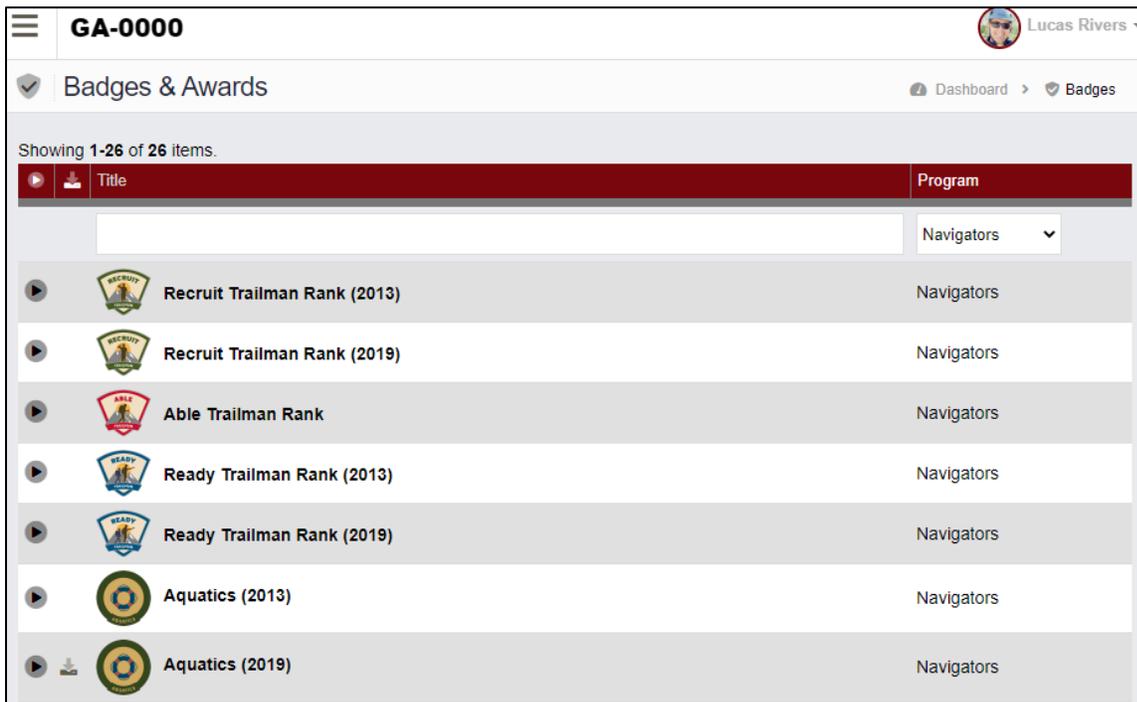


Figure Ih

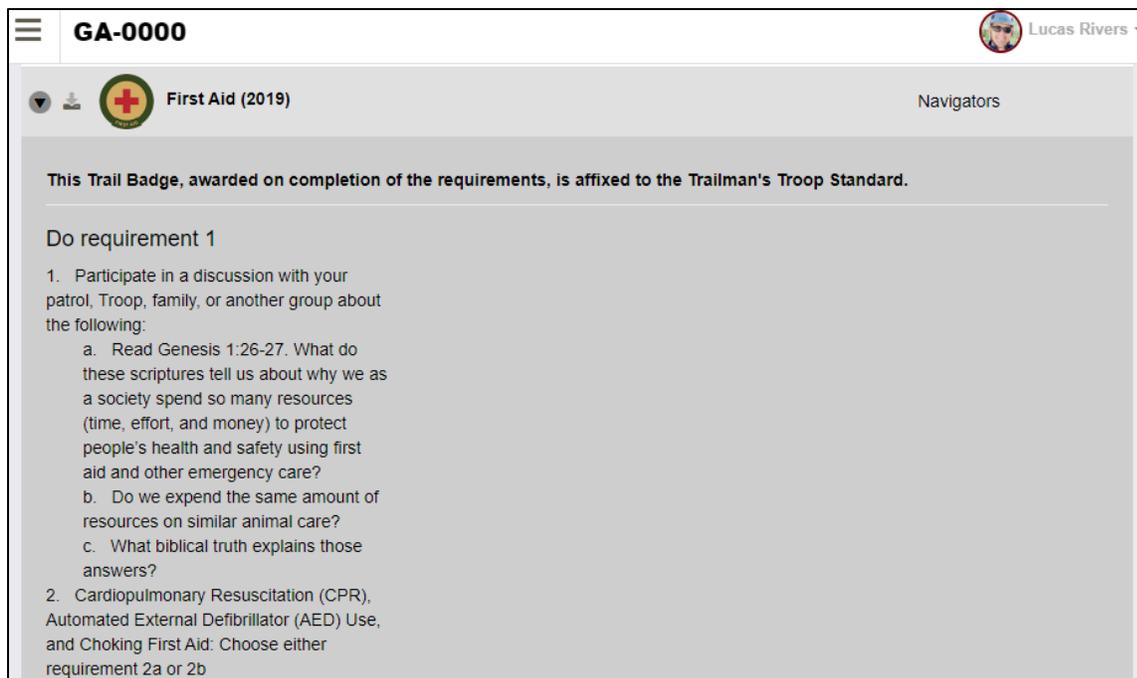


Figure li

- The Help menu (left side) contains help videos and help documents as well as links for contacting your Troop leaders, Area Point Man, or Trail Life Connect support. Additionally, there are links to other resources, such as the Trail Life USA Store, Events, and Branding information. (See **Figure lj.**)

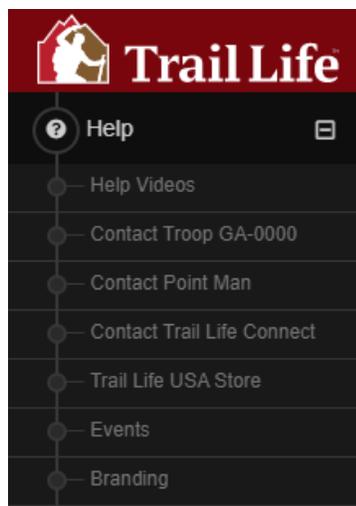


Figure lj

- Freedom Award (top section) will bring you to a page containing more information about Trail Life USA's Freedom Award. (See **Figure la** or **Figure lb.**)
- Health & Safety (top section) will bring you the digital Health & Safety Guide (which also includes the Activities Risk Reference Guide. (See **Figure la** or **Figure lb.**)

Notifications (#3)

The Notifications section of the Dashboard is a space for messages or actions that are specific to you or your family. (See *Figure Ia and Ik.*)

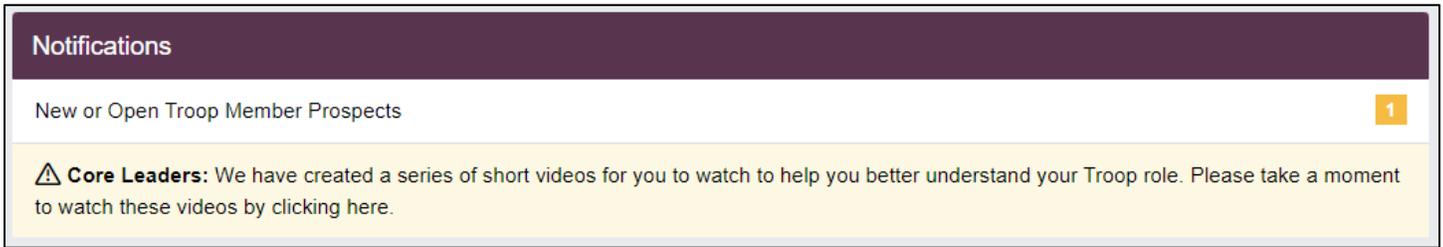


Figure Ik

Calendar Listing (#4)

This section of the Dashboard displays upcoming Calendar events over the next 30 days that are available for you to attend ("Events: Upcoming") and events for which you have RSVP'd ("Events: Going") over the next 30 days. (See *Figure II*) Each listed item is a clickable link that will take you to the details of that Calendar event. For more events beyond those listed on the Dashboard, you can go directly into the TLC Calendar using the links on the Dashboard or left menu.

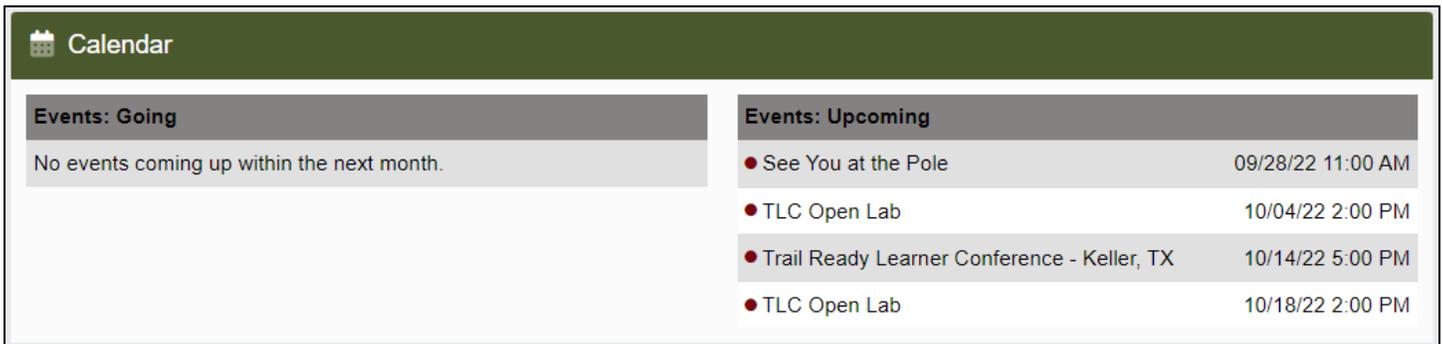


Figure II

Member Statistics (#5)

This section of the Dashboard displays the Membership status of anyone in your Troop who has either not yet completed membership requirements, are soon to expire on one of the membership requirements, or who is already expired on a specific membership requirement. For youth, this will only show new/expiring/expired membership payments. For Registered Adults, it will additionally show new/expiring/expired Youth Protection Training and Criminal Background Checks. There is a drop-down menu detailing why the information is displayed as it is on the Dashboard. (See *Figure Im.*)

GA-0000 Member Statistics	
Why is this information here? ▾	
CSYPT Expiring ⓘ	CBC Expiring ⓘ
dabs, dabs Needs to complete	DeVargas, Robert Needs to complete
DeVargas, Robert Needs to complete	Forester, Felix Needs to complete
Forester, Felix Needs to complete	Kaypea, Kupid Needs to complete
Kaypea, Kupid Needs to complete	dabs, dabs Expired

Figure 1m