**Parent/Scout Read Only Access to TroopMaster Web Records**

**BSA Troop 16 Texarkana**

**Troopmaster Web 2.0**

This procedure is used to set up parent or scout access to their individual TroopMaster Web Records. Once this set up is complete, records can be accessed through a web browser or a phone app. It is recommended that parents and scouts use the phone app since it is easier to navigate and more straightforward.

***TROOPMASTER WEB SET UP PROCEDURE***

1. Request that the troop advancement coordinator makes your account active in the troopmaster web 2.0 database.
2. You should then receive an email with your user name and auto generator password.
3. From any web browser go to [www.troopmasterweb.com/txk16](http://www.troopmasterweb.com/txk16)
4. Log in with provided user and password
5. Click on your account in the top right and change your password to something easier to remember.

This completes the TroopMaster web set up. For the phone app set up, follow the procedure below.

***TROOPMASTER MOBILE PHONE APP SET UP PROCEDURE***

1. In your phone’s app store search “TroopMaster”. Install the free app called “TM Mobile”. IF YOU ALREADY HAVE THE APP INSTALLED ON YOUR PHONE AND HAD PREVIOUSLY USED IT FOR WEB VERSION 1.0, THEN YOU MAY NEED TO DELETE THE APP AND RE-INSTALL IT IF THE PROCEDURE BELOW FAILS.
2. Start the app. Click on the small icon on the top right of the screen that looks like a shovel and axe.
3. Select TroopMaster Web 2.0 Settings
4. Select Account
5. Select TX
6. Select “16” for unit number then select Done
7. Type in your new web 2.0 user and password
8. Select Save Changes
9. Select the home icon at the top of the screen
10. Sync by clicking on the blue arrows in the top right corner. You will want to sync each time you use the app to get the latest changes from the web 2.0 database.