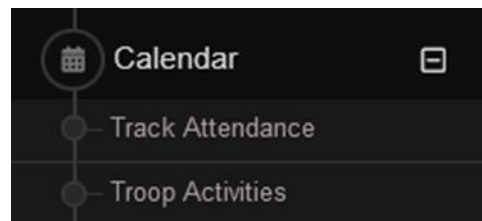
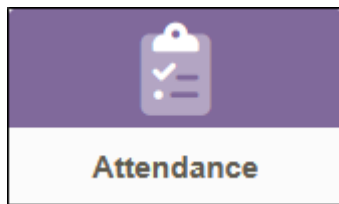


## Tracking Attendance and Activities in Trail Life Connect

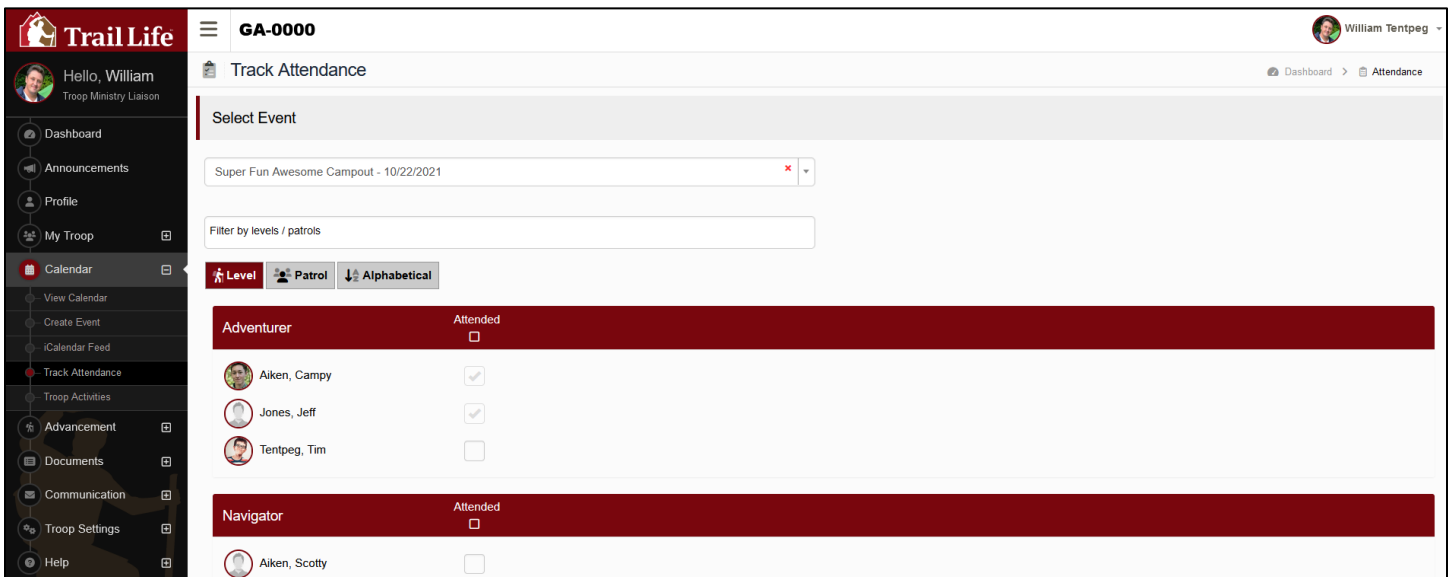
*This document covers some of the particulars related to tracking Attendance, as well as logging Activities and Service Hours for various events.*

### Tracking Attendance

Event attendance can be tracked in one of two ways. For Calendar events where RSVPs are enabled, leaders who can manage the Calendar can mark attendance in the 'Event Overview' tab within the RSVP section for those who indicated they are 'Going.' Another method for tracking attendance is via the 'Track Attendance' page. (This page and function will only be accessible to roles which have the permission added to manage attendance.) The 'Track Attendance' page can be reached by clicking the "Attendance" tile on the main Dashboard or by clicking the "Track Attendance" link under "Calendar" on the left menu.



The 'Track Attendance' page requires that an existing event is selected for tracking attendance. (This can be an event for which RSVPs were enabled or not.) The page also offers a few filtering and sorting options. Filtering can be done by Levels or Patrols. Sorting can be done by Level, Patrol, or Alphabetical sorting.



**Trail Life** GA-0000 William Tentpeg

Track Attendance

Select Event

Super Fun Awesome Campout - 10/22/2021

Filter by levels / patrols

Level Patrol Alphabetical

Adventurer	Attended
Aiken, Campy	<input checked="" type="checkbox"/>
Jones, Jeff	<input checked="" type="checkbox"/>
Tentpeg, Tim	<input type="checkbox"/>

Navigator	Attended
Aiken, Scotty	<input type="checkbox"/>

**\*Important Note:** while on the 'Track Attendance' page, boxes for attendance tracking can be checked and unchecked at will. However, as soon as you navigate to another page/area *or* the 'Track Attendance' page is refreshed, all check boxes previously checked will be set. Those marked as attended will be grayed out and cannot be changed from the 'Track Attendance' page. Be sure the marked attendance is accurate before refreshing or navigating away.

If a mistake is made, the current solution for making changes would be to go to the specific Event in the Calendar and change the attendance marking under the RSVP section. For events that do not have RSVP enabled, attendance controls will soon be added for managing this item regardless of the Event's RSVP setting.

## Troop Activities

Tracking Troop Activities is also tied to existing Calendar Events. Activities being tracked through Calendar Events can include:

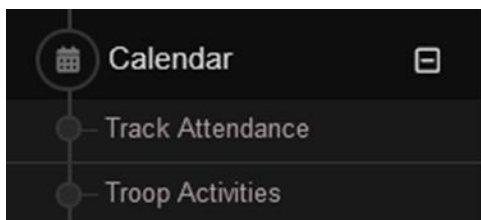
- Service Hours
- Tent Camping Nights
- Cabin Camping Nights
- Hiking Miles
- Canoeing Miles
- Biking Miles

Each of the listed items will be familiar to those who create Calendar Events as options which can be specified when setting up the Event:

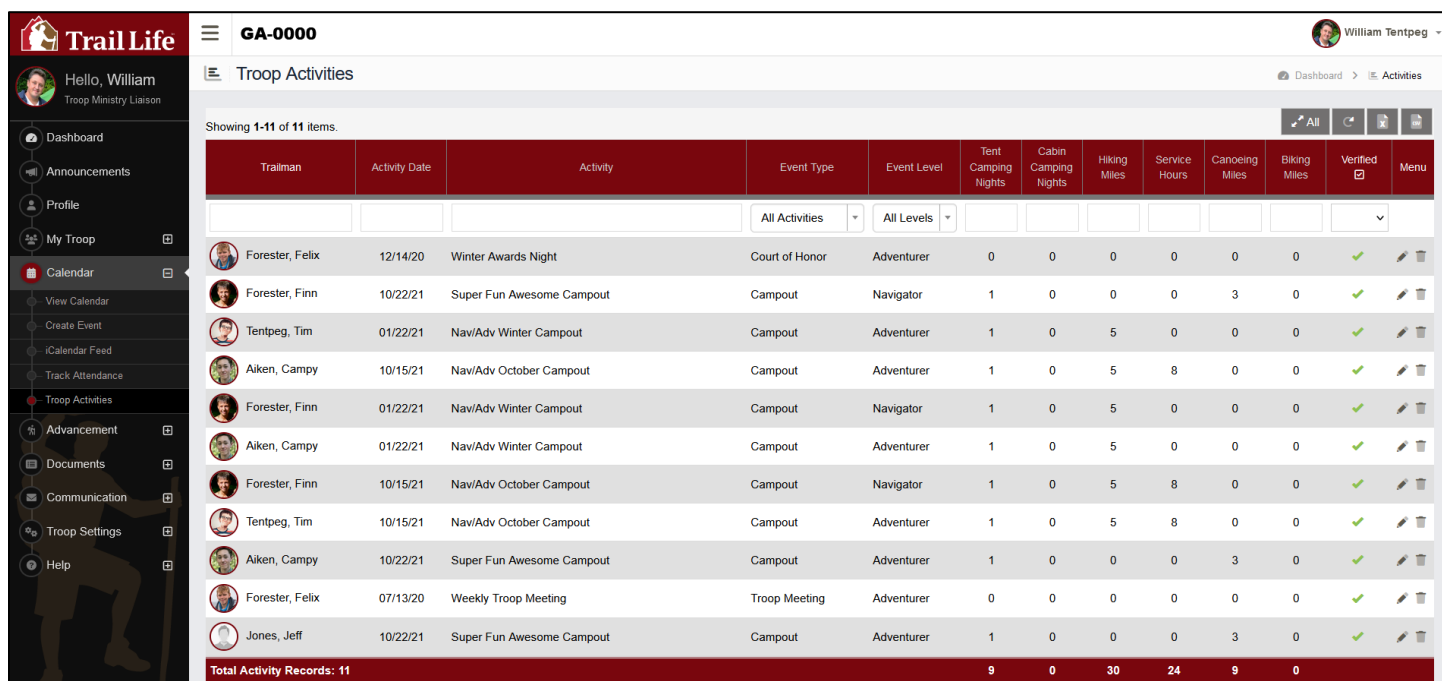
The screenshot shows the 'Advanced event details' section of a web application. It contains several input fields and checkboxes for configuring an event. The 'Required Items' section has a checked box for 'Medical form required' and an unchecked box for 'Uniform required'. The 'Camping & Service' section has three input fields: 'Total nights tent camping' with the value '1', 'Total nights cabin camping' which is empty, and 'Service hours' with the value '8'. The 'Activity Miles' section has three input fields: 'Hiking miles' with the value '5', 'Canoeing miles' which is empty, and 'Biking miles' which is empty. Each of these three fields has a 'Miles' button next to it. The input fields have up and down arrows for numerical adjustment.

For any of the listed Activities where numbers are entered for an Event, the specified numbers will automatically translate over to the record of the Trailmen who is marked as having attended. Modifications can be made, if necessary, for those who do more or less than what is listed within the setup of the overall Event. The edits can be made on the 'Troop Activities' page which will be shown in the next section.

The 'Troop Activities' page can be accessed via the "Troop Activities" link under "Calendar" on the left menu.



The 'Troop Activities' page lists all Trailmen and their corresponding Activities. Trailmen will have multiple items, based on the variety of Events they have participated in. Dates of Events are also shown, along with the Event Type and at which Level the Activity took place. The numbers for each Activity are then shown, along with methods for deleting and editing (if Jeff only hiked 2 miles instead of 3, for example.) Each column is filterable and/or sortable to allow for custom views. (e.g., inspecting overall Activities for only one Trailman, looking only at Activities within a certain date range, etc.) Finally, the on-screen list can be exported to Excel or CSV file for inspection, planning, or other use outside of TLC. If any filters are in effect, the export will reflect those filters. (If the desire was to view activities for only Jeff Jones, then with the filter set to show only Jeff's Activities on-screen – when the Excel or CSV button is clicked, the output would only show Jeff's Activities for the Troop. Another example could be an export specific to a particular event.)



Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Forester, Felix	12/14/20	Winter Awards Night	Court of Honor	Adventurer	0	0	0	0	0	0	✓	
Forester, Finn	10/22/21	Super Fun Awesome Campout	Campout	Navigator	1	0	0	0	3	0	✓	
Tentpeg, Tim	01/22/21	Nav/Adv Winter Campout	Campout	Adventurer	1	0	5	0	0	0	✓	
Aiken, Campy	10/15/21	Nav/Adv October Campout	Campout	Adventurer	1	0	5	8	0	0	✓	
Forester, Finn	01/22/21	Nav/Adv Winter Campout	Campout	Navigator	1	0	5	0	0	0	✓	
Aiken, Campy	01/22/21	Nav/Adv Winter Campout	Campout	Adventurer	1	0	5	0	0	0	✓	
Forester, Finn	10/15/21	Nav/Adv October Campout	Campout	Navigator	1	0	5	8	0	0	✓	
Tentpeg, Tim	10/15/21	Nav/Adv October Campout	Campout	Adventurer	1	0	5	8	0	0	✓	
Aiken, Campy	10/22/21	Super Fun Awesome Campout	Campout	Adventurer	1	0	0	0	3	0	✓	
Forester, Felix	07/13/20	Weekly Troop Meeting	Troop Meeting	Adventurer	0	0	0	0	0	0	✓	
Jones, Jeff	10/22/21	Super Fun Awesome Campout	Campout	Adventurer	1	0	0	0	3	0	✓	
Total Activity Records: 11					9	0	30	24	9	0		

Outside of planned Calendar Events, another method for a Trailman to log Activities is through his profile in Trail Life Connect. Within the Trailman's profile is a tab titled 'Troop Activities.' This tab will list a less detailed summary of any existing activities, and will also provide an opportunity to record a new Activity that is done outside of a scheduled Event.

If an existing scheduled Event did occur, but the Trailman wasn't added via other methods, the option exists to first search for and select that existing Event. Otherwise, a new Activity can be created and submitted. \*Activities can be added by Trailmen or Parents. In this case, the Activity is not automatically added to the Trailman's record but is submitted to leadership for review and approval. Upon leader approval, the Activity is then added to the Trailman's record.

When creating/adding a new Activity, the Trailman or parent will specify the date of the Activity, a description, the Activity type, and the Trailman's Level at the time of the Activity. Then, enter the relevant data related to camping nights and/or hiking, canoeing, or biking miles. When all information is correct, press the green button to "Record Activity."

**Trail Life** GA-0000

Hello, William  
Troop Ministry Liaison

**Jones, Jeff**  
Adventurer

Dashboard > Troop Members > User Profile

Profile Overview Advancement **Troop Activities** Service Trail Life University

Showing 1-1 of 1 item.

Activity Date	Activity	Event Type	Event Level	Verified	Menu
10/22/2021	Super Fun Awesome Campout	Campout	Adventurer	✓	

**Total Activity Records: 1**

Select Existing Event

Search For Event

Or Create a New Activity

Date of Activity \*  
Select date

Activity Description \*  
Please give a title or brief description of the activity

Activity Type \*  
Troop Meeting

Trailman Level \*  
Adventurer

Tent Camping Nights \*  
0

Cabin Camping Nights \*  
0

Hiking Miles \*  
0

Canoeing Miles \*  
0

Biking Miles \*  
0

**+ Record Activity**

When a new Activity is submitted, it initially appears in the Trailman's Activity list as not yet verified.

**Jones, Jeff**  
Adventurer

Dashboard > Troop Members > User Profile

Profile Overview Advancement **Troop Activities** Service Trail Life University

Showing 1-2 of 2 items.

Activity Date	Activity	Event Type	Event Level	Verified	Menu
11/05/2021	Patrol Campout to finalize Camping Badge	Campout	Navigator	✗	
10/22/2021	Super Fun Awesome Campout	Campout	Adventurer	✓	

**Total Activity Records: 2**

Troop Leaders with permission to Track Advancement will see a Notification on their Trail Life Connect Dashboard for a new Activity that needs to be reviewed and approved.

**Trail Life** GA-0000

Hello, William  
Troop Ministry Liaison

**Dashboard**

Dashboard >

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

Troop Members Profile Announcements Leaders Digest Calendar Advancement Attendance Trail Life University Documents

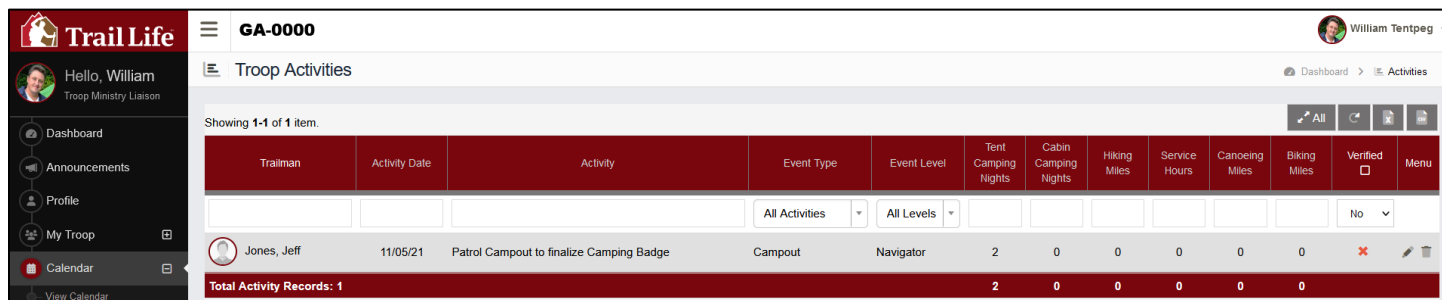
Badges Freedom Award Member Prospects The Summit Health & Safety

**Notifications**

You have 1 unapproved activity

Calendar

Clicking the Dashboard notification will bring the Leader to a focused view of the 'Troop Activities' page and only display the relevant item(s) which need approval. If changes should be made, the edit icon to the far right can be clicked to adjust numbers or other information accordingly. If the Leader approves of the listed Activity, they can click the red X in the 'Verified' column to change it to a green check mark, and the Activity will then be verified and logged as part of the Trailman's record.

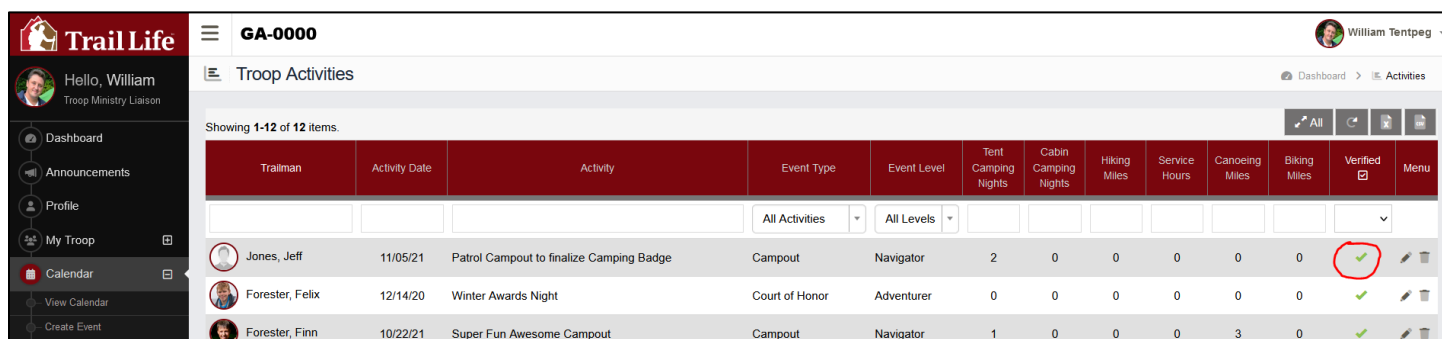


The screenshot shows the 'Troop Activities' page for Troop GA-0000. The left sidebar contains navigation links: Dashboard, Announcements, Profile, My Troop, and Calendar. The main content area shows a table with one activity. The 'Verified' column has a red X, indicating it needs approval. Below the table, it says 'Total Activity Records: 1'.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	11/05/21	Patrol Campout to finalize Camping Badge	Campout	Navigator	2	0	0	0	0	0	X	

Total Activity Records: 1

The Activity now appears as approved, or verified, in the overall list on the 'Troop Activities' page.



The screenshot shows the 'Troop Activities' page for Troop GA-0000. The left sidebar is the same. The main content area shows a table with three activities. The first activity, 'Patrol Campout to finalize Camping Badge' by Jones, Jeff, now has a green checkmark in the 'Verified' column. The second activity is 'Winter Awards Night' by Forester, Felix, and the third is 'Super Fun Awesome Campout' by Forester, Finn.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	11/05/21	Patrol Campout to finalize Camping Badge	Campout	Navigator	2	0	0	0	0	0	✓	
Forester, Felix	12/14/20	Winter Awards Night	Court of Honor	Adventurer	0	0	0	0	0	0	✓	
Forester, Finn	10/22/21	Super Fun Awesome Campout	Campout	Navigator	1	0	0	0	3	0	✓	

## Service Hours

Logging Service Hours is a very similar process and experience to logging Activities. Calendar Events contain a fillable field where the Event creator can add or specify Service Hours, and those specifications would translate automatically to the overall Activity record for any Trailman who is marked as having attended the specified Event.

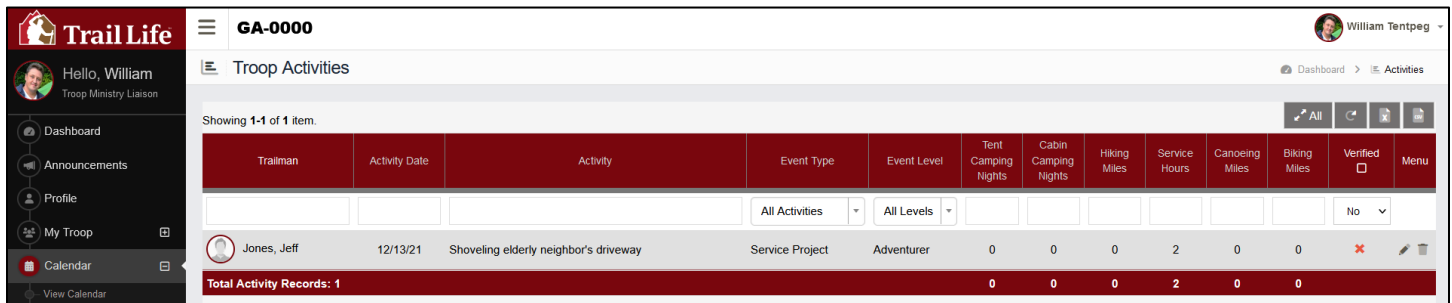
Service Hours are shown in the overall 'Troop Activities' page in their own column and can be edited or removed as needed.

Much like Troop Activities, each Trailman profile also contains a tab for 'Service.' Any previously recorded, specific acts of Service are listed, as well as the ability to add additional Service items through an existing Event or ad-hoc. For adding a new Service item, the required fields include: the date of Service, a description of the act of Service, hours to be logged, and the Trailman Level at the time of the Service. Just like Activities, Service Hours can be submitted by Trailmen or Parents. Enter the relevant information and click the green button to "Record Service Time."

When a new Service item is submitted, it initially appears in the list as not yet verified.

Troop Leaders with permission to Track Advancement will see a Notification on their TLC Dashboard of a new activity that needs to be reviewed and approved.

Clicking the notification will bring the leader to a focused view of the 'Troop Activities' page and display the relevant notification(s) which need approval. If changes should be made, the edit icon to the far right can be clicked to adjust numbers or other information accordingly. If the leader approves of the listed Service Hours, they can click the red X in the 'Verified' column to change it to a green check mark, and the Service Hours will then be verified and logged as part of the Trailman's record.

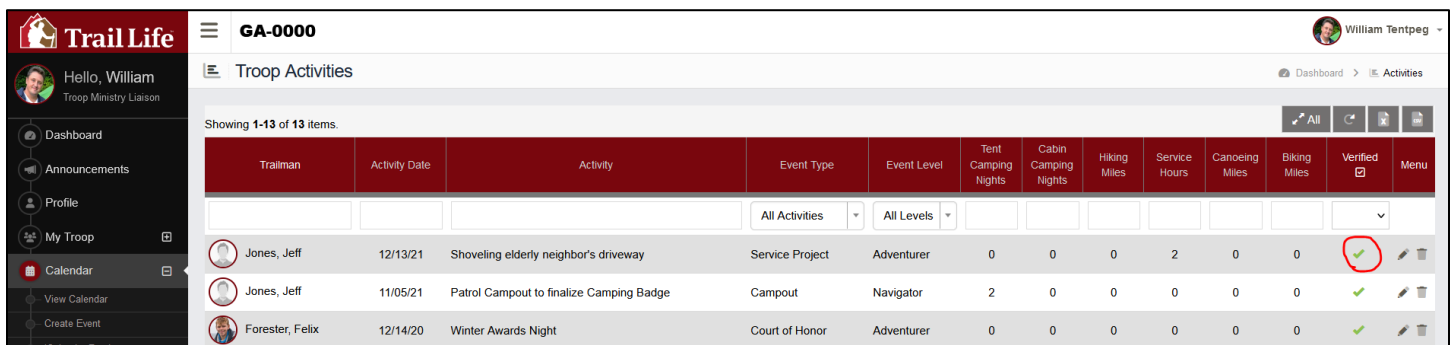


The screenshot shows the 'Troop Activities' page for Troop GA-0000. The left sidebar contains navigation links: Dashboard, Announcements, Profile, My Troop, and Calendar. The main content area shows a table with 1 activity record. The 'Verified' column has a red X icon, indicating it needs approval. Below the table, a summary bar shows 'Total Activity Records: 1'.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	12/13/21	Shoveling elderly neighbor's driveway	Service Project	Adventurer	0	0	0	2	0	0		

Total Activity Records: 1

The Service Hours now appear as approved, or verified, in the overall list on the 'Troop Activities' page.



The screenshot shows the 'Troop Activities' page for Troop GA-0000, displaying a list of 13 activity records. The 'Verified' column now shows green checkmarks for all three visible records, indicating they have been approved. The left sidebar and navigation links are the same as in the previous screenshot.

Trailman	Activity Date	Activity	Event Type	Event Level	Tent Camping Nights	Cabin Camping Nights	Hiking Miles	Service Hours	Canoeing Miles	Biking Miles	Verified	Menu
Jones, Jeff	12/13/21	Shoveling elderly neighbor's driveway	Service Project	Adventurer	0	0	0	2	0	0		
Jones, Jeff	11/05/21	Patrol Campout to finalize Camping Badge	Campout	Navigator	2	0	0	0	0	0		
Forester, Felix	12/14/20	Winter Awards Night	Court of Honor	Adventurer	0	0	0	0	0	0		