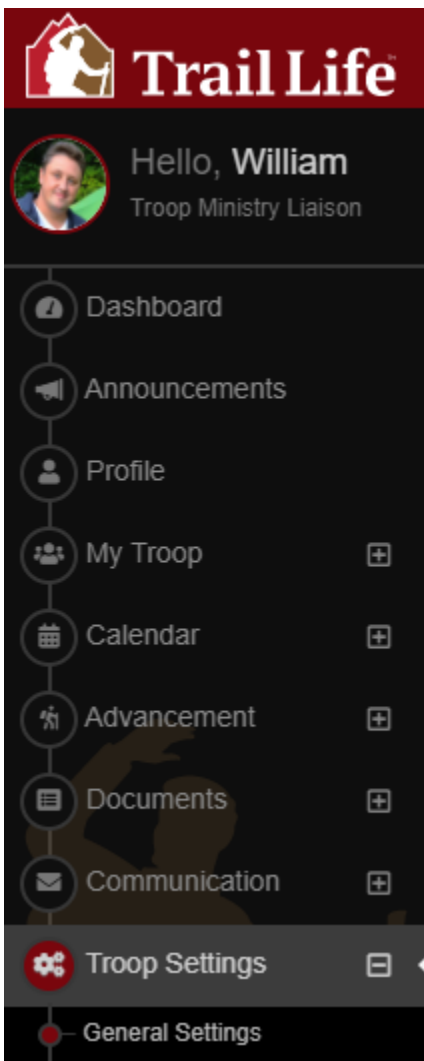


## Trail Life Connect: General Settings

*This document outlines the options found on the Troop's General Settings page and how each piece of information is used throughout other parts of the site. Images provided will be from the perspective of the Troop Ministry Liaison.*

The "General Settings" option is located under "Troop Settings" on the left menu navigation within Trail Life Connect. This option will only be visible and accessible to the Core Leadership Team for each Troop. ("General Settings" could also be available for a custom created Troop-level role, if the Troop Ministry Liaison has created one and has assigned permissions to access this item.)



Clicking the “General Settings” link will bring you to your Troop’s Settings page, where you will find four sections of information to complete for your Troop:

- Troop Location and Overview Information
- Troop Meeting Days & Times
- Other General Settings
- Support Contacts

### Troop Location and Overview Information

This section is where you will specify the physical address of where your Troop meets. Your Charter Organization may potentially have a different address, but the address listed here should be the address of the physical location where your Troop holds its regular meetings. One important reason to make sure this address is correct: the address listed here correlates to where your Troop appears on the Find a Troop map at the <https://findatroop.com> website. Listing the correct address will help prospective Troop members know which Troops are near them as they seek to connect. Another important reason to make sure this address is correct: the address and county specified is used to connect your Troop to an Area Point Man. If the address is incorrect, you may experience support issues from your Area team until the information can be corrected and place you in the appropriate Area for your Troop.

Optional items to complete include a phone number for the Troop, a Troop website, and a Troop Facebook page. Additionally, there is a dialogue box where you can provide a brief overview of your Troop. Any information entered here will be visible to prospective Troop members as they view your Troop information on the Find a Troop map. If you feel there is important or differentiating information about your Troop that would be helpful for a prospective member to know, provide it here in a brief summary. Otherwise, you can leave this box blank. \*Remember, again – anything entered in the Troop Overview box will be publicly visible for anyone to see who visits the Find a Troop website map.

The screenshot shows the 'Troop GA-0000 Settings' page. The user is logged in as William Tentpeg. The page title is 'Troop GA-0000 Settings' with a breadcrumb trail: Dashboard > Troop Settings. The main section is 'Troop Meeting Location' with a note: '(This is for the Troop meeting location ONLY. If your chartered organization physical address needs to be updated, please use the Contact Trail Life Connect in the Help menu)'. The form fields are as follows:

Address *	123 Main Street	Address line 2...	
	Anycity	Georgia	▼
	29651	Chattahoochee	▼
		County	
Phone	(706) 844-4912 x. ____	Eastern	▼
		Timezone	
Troop Website	<a href="http://www.firstbaptistchurch.com">http://www.firstbaptistchurch.com</a>	Troop Facebook page	
Brief Troop Overview	<div style="border: 1px solid #ccc; height: 40px;"></div>		

## Troop Meeting Days & Times

This optional section also ties into the Find a Troop website map. Click the check box next the day(s) that your Troop regularly meets, and then the frequency and meeting times. At the bottom of the list, choose whether to display these meeting days and times on the public Find a Troop map. Providing the meeting information may help prospective families know if the meeting night(s) will work with their schedule. Specifying this information, however, is optional and Troop leaders can decide whether to display the information or not.

Troop Meeting Days & Times	Day	Monthly Frequency	Meeting Start Time	Meeting End Time
	<input type="checkbox"/> Sunday			
	<input type="checkbox"/> Monday			
	<input type="checkbox"/> Tuesday			
	<input type="checkbox"/> Wednesday			
	<input type="checkbox"/> Thursday			
	<input type="checkbox"/> Friday			
	<input type="checkbox"/> Saturday			
	<input checked="" type="checkbox"/> Display meeting dates & times on "Find a Troop" (public facing)			

## General Settings

This section of the page provides yes/no options for 3 features within your Troop, and whether the Troop wishes to utilize them.

- Does the Troop want to display youth birthdays on the Calendar?
- Does the Troop want to show the skill set / profession fields on user profiles?
- Does the Troop want to require adult members to complete the skill set / profession fields on user profiles?

General Settings
<input checked="" type="checkbox"/> Show youth birthdays on calendar
<input checked="" type="checkbox"/> Show skill set / profession fields on user profiles
<input type="checkbox"/> Require skill set / profession fields on user profiles

## Support Contacts

There are two pieces of information within this section, and both are required:

- Troop Level Support Contact Person
- Find a Troop Contacts

### Troop Level Support Contact Person

For this item, you can only select one individual (using the drop-down menu.) The name listed here will be the individual who receives and responds to support requests specific to the Troop. These requests would come when someone clicks "Contact Troop..." under the Help menu. Select the appropriate Troop leader to receive and respond to support requests from Troop members.

### Find a Troop Contacts

For this item, you must select at least one name but can select multiple names if desired. The selectable names in the list will be individuals who have roles with the "Communicate with Find a Troop Prospects" permission assigned. These individuals will already be able to access and interact with the Troop Prospects tool on the Dashboard, but only the names listed here will receive *initial* prospect emails when someone first fills out the connect form on the Find a Troop map.

### Support Contacts

Troop Level Support Contact Person \*

Your Troop members can use the "Contact Troop Support" tool to receive support. The person listed above will be in charge of answering those emails.

Find a Troop Contacts \*

Choose one or more registered adults who will receive the initial prospect contact from the Find a Troop map on Trail Life's website. Only those with the "Communicate with Find a Troop Prospects" permission can be selected.

After any edits or changes are made to the Troop's General Settings, be sure to click the "Update" button at the bottom of the page to submit and save the changes.