

TROOP 111

SCOUTPAY INSTRUCTIONS

Scoutpay is the software tool that Troop 111 utilizes to keep track of scout deposits, event sign-ups, cost of events, and who has paid for their events. (This software was created by a former Troop 111 Eagle Scout – Jay Pantone!!)

Go to Troop website: www.T111.org



Click on SCOUTPAY
The Scoutpay main menu will open.

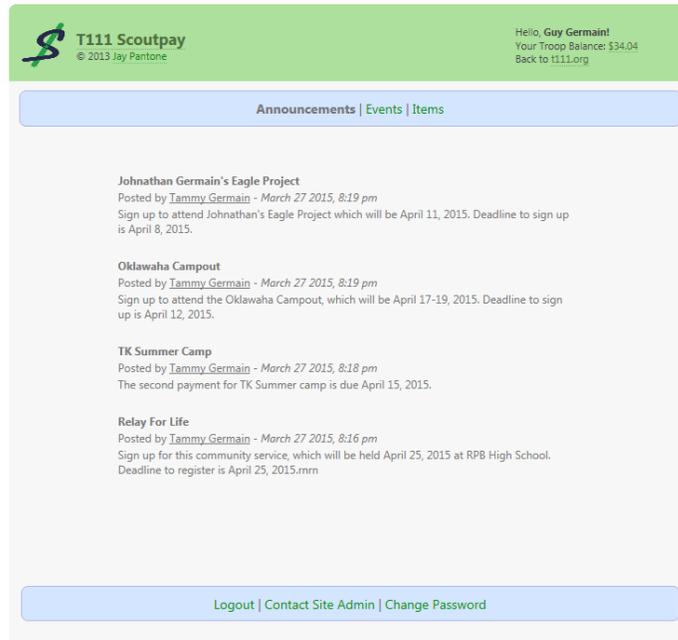
A screenshot of the T111 Scoutpay login page. The page has a green header with the "T111 Scoutpay" logo and "© 2013 Jay Pantone" on the left, and a "Back to t111.org" link on the right. The main content area is white and contains a login form with "Username:" and "Password:" labels, two input fields, and a "Login" button. The footer shows the time "8:03:24pm, 03-27-15".

Enter Username (which is provided by Committee Chair)

Enter Password (which is provided by Committee Chair)

Click on Login

The announcement menu will come up. Please take a few moments to read the important announcements that are found on this page.



The screenshot shows the T111 Scoutpay website interface. At the top left is the logo and text: "\$ T111 Scoutpay © 2013 Jay Pantone". At the top right, it says "Hello, Guy Germain! Your Troop Balance: \$34.04 Back to t111.org". Below this is a navigation bar with "Announcements | Events | Items". The main content area lists four announcements:

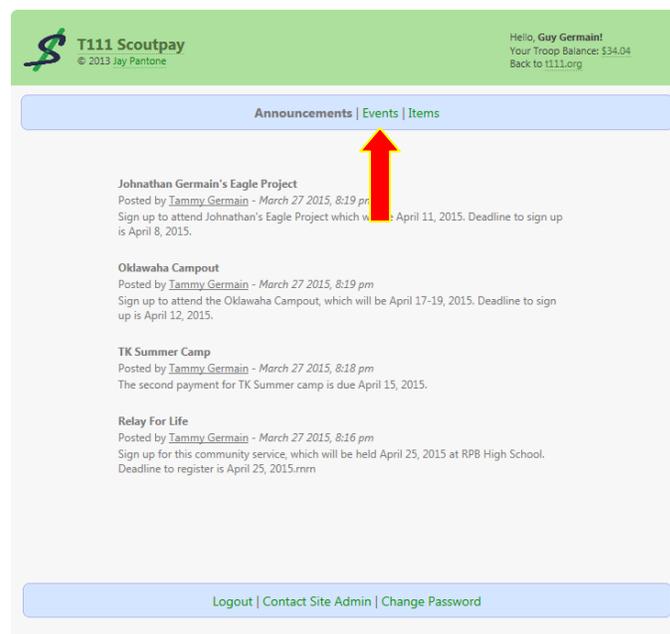
- Johnathan Germain's Eagle Project**
Posted by Tammy Germain - March 27 2015, 8:19 pm
Sign up to attend Johnathan's Eagle Project which will be April 11, 2015. Deadline to sign up is April 8, 2015.
- Oklawaha Campout**
Posted by Tammy Germain - March 27 2015, 8:19 pm
Sign up to attend the Oklawaha Campout, which will be April 17-19, 2015. Deadline to sign up is April 12, 2015.
- TK Summer Camp**
Posted by Tammy Germain - March 27 2015, 8:18 pm
The second payment for TK Summer camp is due April 15, 2015.
- Relay For Life**
Posted by Tammy Germain - March 27 2015, 8:16 pm
Sign up for this community service, which will be held April 25, 2015 at RP8 High School. Deadline to register is April 25, 2015.mmm

At the bottom of the page is a navigation bar with "Logout | Contact Site Admin | Change Password".

8:21:22pm, 03-27-15

EVENT SIGN-UP

To sign up for campouts, click on the "Events" tab.



This screenshot is identical to the one above, but with a red arrow pointing upwards to the "Events" tab in the navigation bar. The arrow is positioned directly below the "Events" text, highlighting it as the correct tab to click for signing up for campouts.

8:21:22pm, 03-27-15

This will bring up a list of the Events available to sign up for.


T111 Scoutpay
 © 2013 Jay Pantone

Hello, **Guy Germain!**
 Your Troop Balance: \$34.04
 Back to t111.org

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Announcements | **Events** | Items

Name	Date	Cost	Payment Deadline	Payment Status	Permission Slip
ASMs ONLY Oklawaha	April 17	\$15.00	April 12	Not Paid Pay?	---
Oklawaha Campout	April 17	\$40.00	April 12	Not Paid Pay?	---
Relay for Life	April 25	\$0.00	April 25	Not Paid Pay?	---
TK Summer Camp - Second Payment	June 21	\$140.00	April 15	Not Paid Pay?	---
TK Summer Camp-First Payment	June 21	\$150.00	March 25	Not Paid Pay?	---
Blue Ridge Deposit 2	July 19	\$100.00	March 25	Not Paid Pay?	---
Johnathan Germain's Eagle Project Part 2	April 11	\$0.00	April 8	Paid! Un-Pay?	Not Submitted
ASMs ONLY-Skills & New Scout Campout	March 27	\$15.00	March 22	Not Paid Pay?	---
New Scout Campout	March 28	\$50.00	March 11	Not Paid Pay?	---
Moviemaking MB	April 8	\$0.00	April 8	Not Paid Pay?	---
Blue Ridge Deposit	July 19	\$100.00	February 11	Not Paid Pay?	---
Dues December 2015	December 31	\$15.00	December 31	Not Paid Pay?	---
Dues November 2015	November 30	\$15.00	November 30	Not Paid Pay?	---
Dues October 2015	October 31	\$15.00	October 31	Not Paid Pay?	---
Dues September 2015	September 30	\$15.00	September 30	Not Paid Pay?	---
Dues August 2015	August 31	\$15.00	August 31	Not Paid Pay?	---
Dues July 2015	July 31	\$15.00	July 31	Not Paid Pay?	---
Dues June 2015	June 30	\$15.00	June 30	Not Paid Pay?	---
Dues May 2015	May 31	\$15.00	May 31	Not Paid Pay?	---
Dues April 2015	April 30	\$15.00	April 30	Not Paid Pay?	---
Dues March 2015	March 31	\$15.00	March 31	Not Paid Pay?	---
Skills & New Scout	March 27	\$35.00	March 22	Not Paid Pay?	---
Skills & New Scout-Early Bird	March 27	\$25.00	March 11	Not Paid Pay?	---

Your Troop Balance is available in the upper right-hand corner of the screen.



In order to be able to sign up for an event, you need to have enough money in your account to cover the cost of the event.

- Column 1: Name - is the name of the Scout event.
- Column 2: Date - is the date the event will take place
- Column 3: Cost - is the Cost of the event (includes food, camping fees, and travel).
Away summer camps will have separate travel costs.
- Column 4: Payment Deadline - is the last date to sign up for an event. Pay close attention to the deadline so you don't miss out on any events.
- Column 5: Payment Status - shows whether or not you have signed up for the event. If you are paid for an event, both the "Not Paid" and the "Pay?" will turn green.
- Column 6: Permission Slip – will indicate whether a permission slip is on file for each event.

Once you have found the name of the event you are interested in signing up for, go to the “*Payment Status*” column and click on the word “**Pay?**”. You will notice the “**Not Paid**” will turn to “**Paid!**” and the “**Pay?**” Will turn to “**Un-Pay?**”.

In the Permission Slip column “**Not Submitted**” will appear until you turn in a permission slip at a Troop meeting. Once your permission slip is on file this column will change to “**Submitted**”. You are now signed up for this event.

If you are signed up for an event and you can no longer attend, you can go back into the system and click on “*Un-Pay?*” for that event, which is located in the Payment Status column.

ITEM PURCHASE

From time to time there will be items listed under the “*Items*” tab for purchasing. As the example shows below, there are Scout Show Coupons available for purchase. To purchase the coupons, you will need enough money in your Troop Account. If you have enough money to cover your purchase, enter the number of items you wish to purchase in the “*Buy*” box. Next enter any comments. Then click on the word “*Buy!*” box (box located to the right of the number of items you just entered to purchase).

This tab is also used to record items for summer camp, such as tshirt sizes and merit badge classes.

Name	Cost	# Left	Item Deadline	# You Have	Buy More?
Scout Show Coupons	55.00	No Limit	May 1	0	<input type="text"/> <input type="button" value="Buy!"/>

Comments:

ACCOUNT BALANCE

To find out where your money has been spent, click on the amount shown after “*Your Troop Balance*”, located in the upper right-hand corner of the screen. This will bring up a running list of your expenses to date.