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
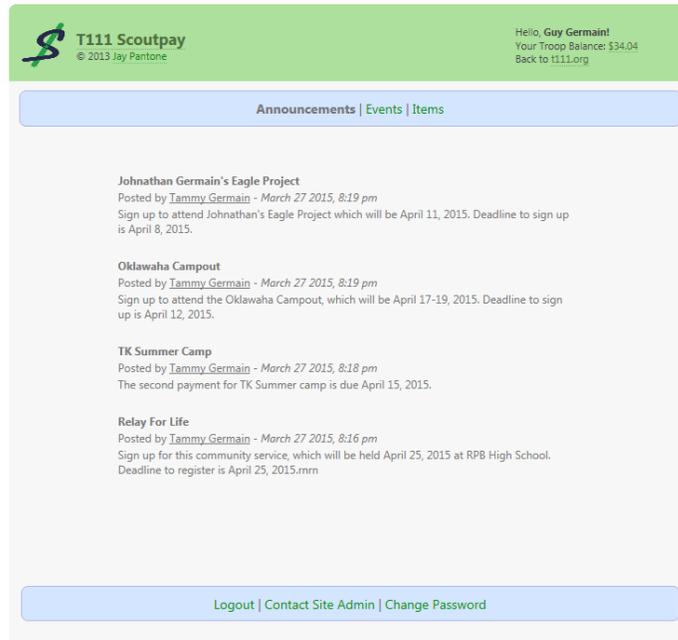The Scoutpay main menu will open.

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.

EVENT   SIGN-UP

To sign up for campouts, click on the "*Events*" tab.
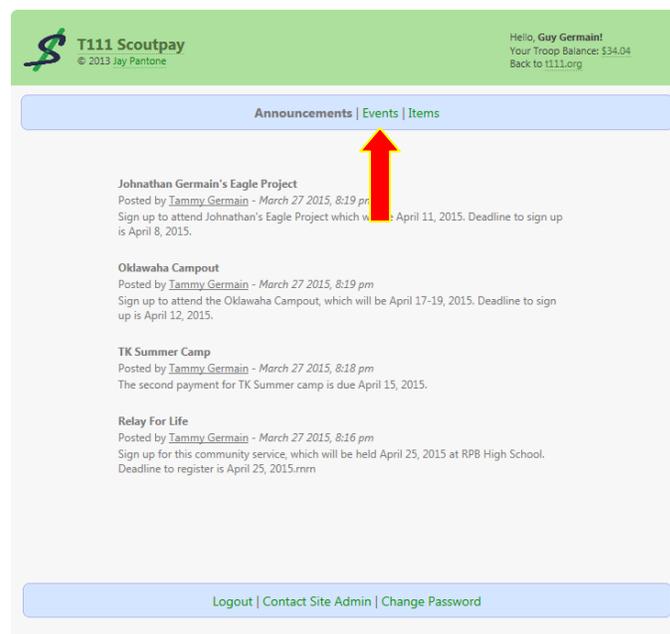
This will bring up a list of the Events available to sign up for.

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. **1**
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.

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.