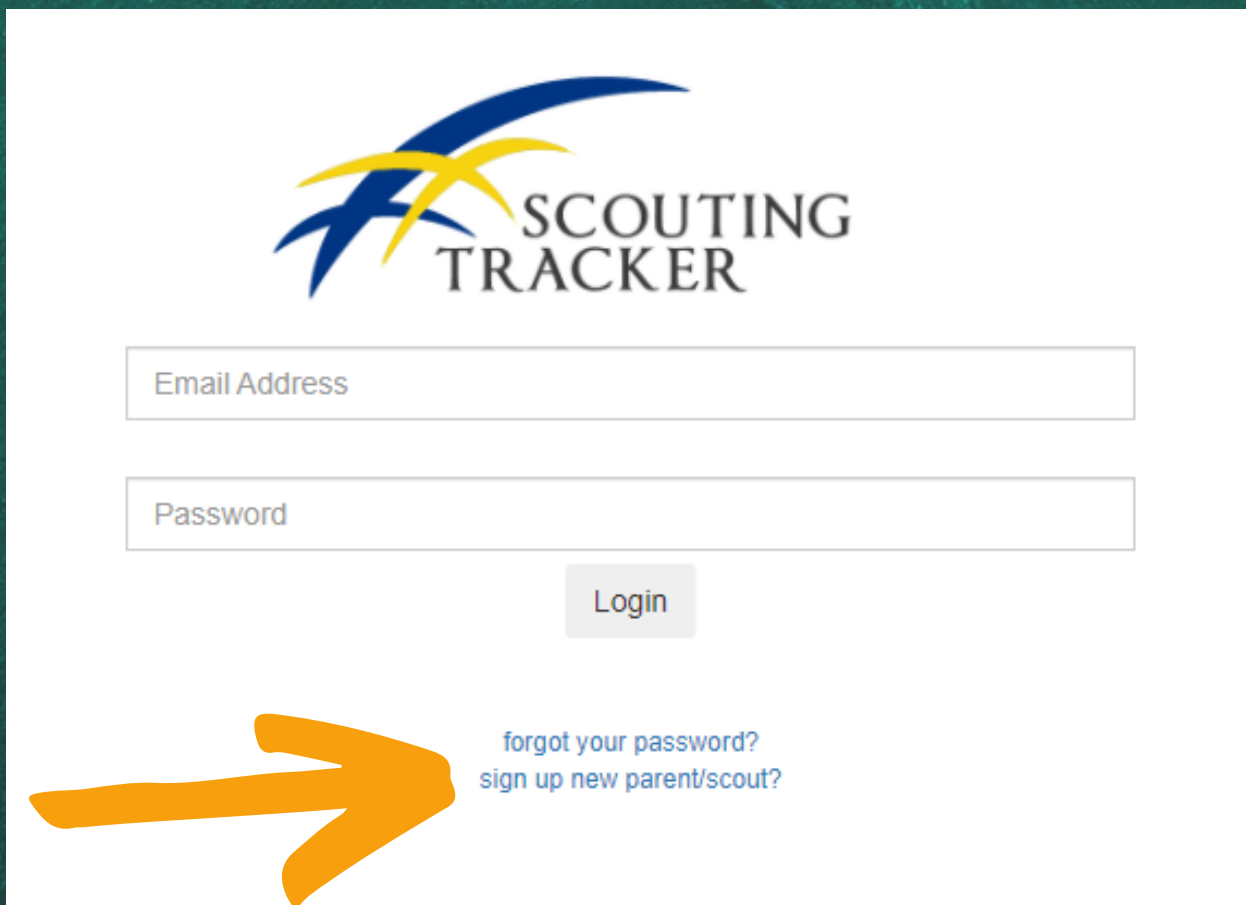


# Scouting Tracker- Parent How To:



*As a parent, you will also have access to **Scouting Tracker** in order to monitor your scouts, fundraising advertisement, total sold cards and scout bonus*

- Visit the website- [scoutingtracker.com](http://scoutingtracker.com)
  - You will come to the main page and select the 'sign up new parent/scout' button



The image shows a screenshot of the Scouting Tracker website's login page. At the top center is the logo, which consists of a stylized blue and yellow 'S' shape above the text 'SCOUTING TRACKER'. Below the logo are two input fields: the first is labeled 'Email Address' and the second is labeled 'Password'. A grey 'Login' button is positioned below the password field. At the bottom of the page, there are two links: 'forgot your password?' and 'sign up new parent/scout?'. A large orange arrow points from the left towards these two links.

- From there, you will enter your information and what Unit your scout is a part of- please note that this is in alphabetical order so it will be easier for you to find
- Below your information is where you will enter your scouts information
  - You can add up to 3 scouts- if you need to add more than 3, please contact [support@scoutingtracker.com](mailto:support@scoutingtracker.com)

Parent

---

First Name

Last Name

Email

Phone Number

Unit

Scouts

---

	First Name	Last Name	Unit Level
*Required	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/>

- Once an admin of your unit goes in and approves you as a parent, along with your scout(s)- you will receive a “Welcome to Scouting Tracker!” email with your scouts name along with their unique code
  - Within this email will be a link to make yourself a password in order to access your account

**Welcome to Scouting Tracker!**



noreply@scoutingtracker.com <noreply@scoutingtracker.com>

11:47 PM

To: test34@test.com

**Welcome to Scouting Tracker!**

Scouting Tracker is a great way to sell Fundraising Inventory, see your scouts' sales, bonuses, and transactions of inventory/money. With Scouting Tracker, you can enter multiple emails for fundraising, allowing you to send out an email to all your Family and Friends at one time. We also have a Fundraising Link Message that allows you to share on Social Media to reach more Families and Friends with ease. Happy Scouting!

**test parent**, here's your scout(s) name and their code: **test scout (1041782), tes scout2 (1041783), tes scout3 (1041784),**

Log in by going to <https://www.scoutingtracker.com>

Please check with your Unit/ Troop / Pack administrator who created your profile for the password.

Or click forgot password on the login screen

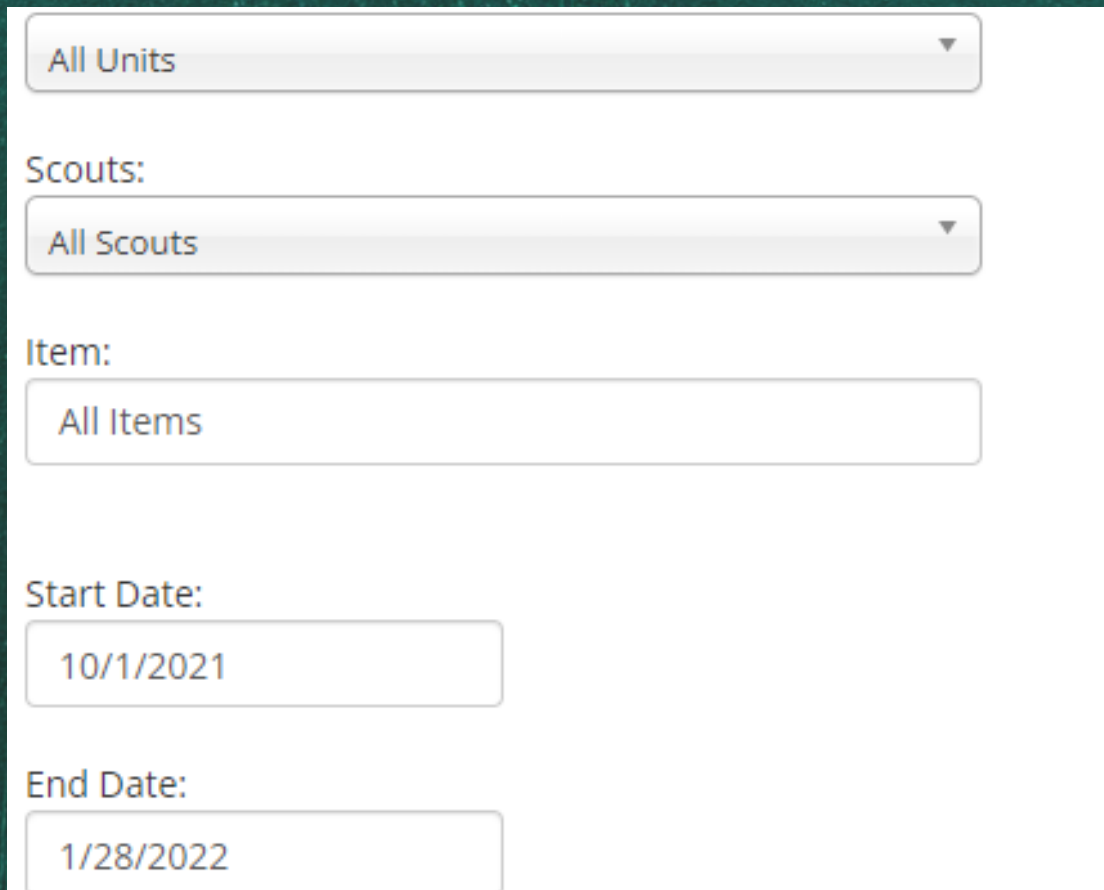
Sincerely,

Scouting Tracker

*Once you are logged in to your account, you will see a **Fundraising** tab to the left- this is where you will have all the tools you need to make the most of your sales- we will go through each one in order*

## Total Sold Report:

- The total sold report is where you can view all the progress your pack has made on sales
  - First you will select 'Unit' to whichever unit you are a part of
  - You will come to another drop down labeled 'Scouts'
    - All scouts are an option OR you can select an individual scout
  - Your 'Start' and 'End' dates are completely up to you, whether you want to view sales for one month, or sales all the way up until April
    - Make sure you click the Refresh button to get your new data
  - Once you receive your data- Scouting Tracker gives you the option to export the numbers into a CSV or Excel file



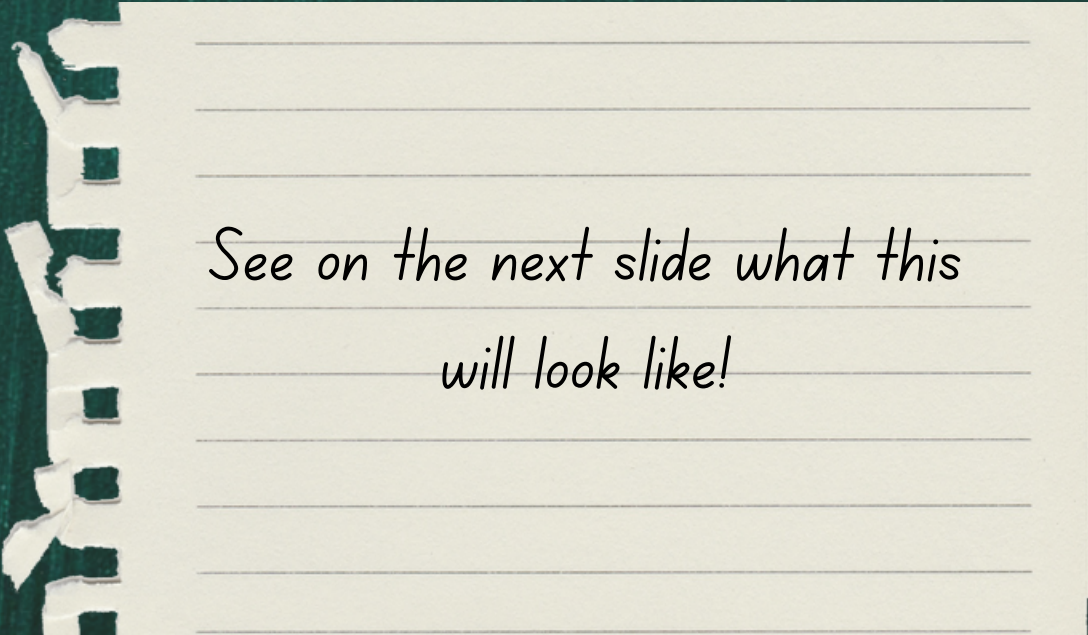
The screenshot shows a web form for generating a Total Sold Report. It includes several input fields and dropdown menus:

- A dropdown menu for 'Unit' with 'All Units' selected.
- A label 'Scouts:' followed by a dropdown menu with 'All Scouts' selected.
- A label 'Item:' followed by a text input field containing 'All Items'.
- A label 'Start Date:' followed by a date input field containing '10/1/2021'.
- A label 'End Date:' followed by a date input field containing '1/28/2022'.



## *Fundraising Advertisement:*

- The Fundraising Advertisement tab will be where you get everything you need to help your scout spread the word of selling Camp Cards
  - At the top you will select your scout and it will autofill their name into all content necessary
- You have 3 options on how you would like to advertise- you can 100% do all 3 if you'd like
  - Email section- you can input up to 100 emails, separated by commas and it will send a link to all recipients notifying them that your scout is selling Camp Cards
  - Copy link section- once you hit the 'copy fundraising advertising link' you will then be able to paste and notify friends and family via text
  - Share on Facebook section- will allow you to view a pre-made message that can be used as is or edited to share. Once you hit the 'Share' button the contents will be copied and you can put directly onto Facebook



*See on the next slide what this  
will look like!*



**Scout**

**Email**

Please use commas to separate emails, ex: abc@email.com, cde@email.com

SEND FUNDRAISING ADVERTISING LINK

COPY FUNDRAISING ADVERTISING LINK <https://scoutingtracker.com/Order/OrderCampCards?ScoutCode=1000008>

**Or you can share the link on Facebook:**

**1. Edit recommended sharing contents: (contents will be copied once clicking 'Share')**

Hello Facebook Family and Friends,

I'm sure you have all seen my post showing C... in action and having tons of fun on Scouting adventures! We need your support, \_\_\_\_\_ is selling Scouting Camp Cards to help raise money to go towards Scouting Adventures.

Scouting Camp Cards provide discounts to local businesses in our community. Each \$10 card has the ability to save you over \$100 throughout the year. You can purchase 1 or more Scouting Camp Cards in a single transaction. The card will be sent to you directly in the mail.

Thank you for supporting \_\_\_\_\_ Scouting Adventures!

**2. Click 'Share' button, paste contents and post on Facebook!**

SHARE



## Order Camp Card:

The Order Camp Card section is where you as a parent can make an order for yourself or other people. Please note that this is also the same page people will come to when they receive an email, link or view a Facebook post that you sent out

- You (or another buyer) will enter the Scout Code that was given to you after you had signed up this will automatically pull up the scout by first name and last initial
  - Then you will enter your email as the buyer and the amount of scout cards you would like to buy
    - Please note if anyone is ordering out of state and cannot make use of the deals on the card, they can opt to donate the card to a first responder within the area
- Proceed to entering billing and shipping information
  - Don't forget if billing is the same as shipping to check the box and save some time 😊



### Order Detail

Scout Code

Scout Name

Scout Code Is Not Entered

Your Email

Item Name

Scout Code Is Not Entered

Item Price

\$ 0.0

Quantity

1

Handle Fees (Shipping, Credit card processing fee)

\$ 1.50 (For First Responder donation, the fee will be waived)

Total

\$ 1.50

**First Responder Donation** You can also purchase a First Responder donation where we will give the card money to the Scout and the physical card to a local First Responder as a THANK YOU for their service!

## View Online Transactions:

- Viewing online transactions will allow you to sort by your unit and refine which specific dates you want to see online transactions taking place
  - Make sure to hit the refresh button after choosing your dates to upload the new data
    - The information can be exported into CSV or Excel if needed

### View Online Transactions

Units:

Start Date:

End Date:

Total Quantity: 0

**Show 20** entries

## *View Online Transaction Details:*

- The online transaction details tab will essentially allow you to use the same functions as above, however there are some slight changes
- The data is more refined to give you information such as
  - Order Number
  - Donation (Yes/No)
  - Order Date
  - Scout
  - Unit
  - Customer Name
  - Shipping Address
  - Phone
  - Email
  - Quantity, total amounts and authorization of purchase(s)

# Issues?

Email us at:

[support@scoutingtracker.com](mailto:support@scoutingtracker.com)

