**Getting Started Guide**

**Troop 633 ScoutLander Website**

**Logging In**

You will receive an email from ScoutLander (Troop 633) welcoming you and providing you with your login and password. The login ID is your primary email address, and the password is a computer-­‐generated code that you can change once you are logged in.

1. In your browser, visit [*http://bsatroop633.scoutlander.com*](http://bsatroop633.scoutlander.com) and save as a favorite or bookmark.
2. Once on the website, you will see all of the **Public Pages** that can be viewed without logging in.
3. On the top toolbar, there is a **Member Login** link. It will take you to the screen where you can enter your provided Login ID (email address) and password.
4. If login is successful, you will be redirected to the Troop 633 **Private Site**. Now you have access to all features, public and private.

**Personalization**

If you are logged into the **Private Site**, you can update your profile and change your password.

1. On the left-­‐hand toolbar, click on **My Profile**.
2. From this page you can view all of your current info. To edit, click on *Edit Profile* in the top-­‐right corner of the profile.
3. Change your password and fill in all of the blanks with the most up-­‐to-­‐date information.
4. If you ever forget your password, click the Forgot Password link on the log in screen and a new password will be emailed to you.

**Event Calendar**

1. To view all of the Troop’s meetings and activities, click on **Event Calendar** in the left-­‐hand toolbar.
2. You can click on events to see more, and change months to see past and future entries.
3. Every Leader and Committee Member can add events to the **Event Calendar**. If you are planning an event, or just notice something missing, just click on *Add Event* in the top-­‐right of the calendar. Please ensure new events are coordinated with the Scoutmaster and Troop Committee Chairperson to avoid conflicts.
4. Fill out all of the appropriate information, and click *Save*. 48-­‐hours before the event starts, Troop members will receive an email from ScoutLander reminding everyone of the event.
5. After the event is over, be sure to attach a photo album to the event! See the Photo Gallery section below for more details.

**Broadcast System**

The **Broadcast System** is a great tool to send messages to a fellow scout, adult, a patrol, or even the whole Troop. Just click on the link in the left toolbar.

1. Select the people you would like to send the email to. You can narrow it down to leaders, or you can select from patrols. Move the names over to the field on the right of you would like to send them the message.
2. To send to the whole Troop, just click on *Add All*.
3. If you would like to attach a link to a certain event in the **Event Calendar**, then select the corresponding checkboxes in the *Step 2* prompt.
4. You can even attach files from your computer! Just upload them from the *Step 3* prompt.
5. Lastly, fill in the subject field and message box. If you would like to see how the email would look, clicking *Preview* will send a draft to your email account.
6. If you are happy with the turnout of the message, click *Send Now*. The recipients will receive the message in their email inboxes without having to visit the website. It will be sent from your email address, so any replies will be sent to you.

**Photo Gallery**

1. To view Troop photos, visit the **New Photo Gallery\*** link in the left-­‐hand toolbar.
2. View the existing photos in the *View Photos* Tab, and upload your own photos in the *Add Photos* tab at the top of the gallery. All Troop members have access to upload photos.
3. Select the event in which the photos were taken, and select *Add Photos.* If the event you attended is not listed in the calendar, you will need to add it before you can upload pictures (see the Event Calendar section).
4. Follow the onscreen directions to upload the photos that you like, and tag the names of the scouts and adults to them too!

\*There is also a Photo Gallery link on the left toolbar. Scoutlander reports that they are beta-testing the New Photo Gallery page. It appears that they are slowly disabling the functions on the Photo Gallery page in favor of the New Photo Gallery page.

**Adult & Scout Search**

The **Adult Search** and **Scout Search** pages allow you to look up all of Troop 633's scouts and adult members.

If you have any questions, please contact the webmaster at George@polovchik.com