

- To check your scout's record
  - o (For camping nights, service hours) My Stuff -- My Scouts -- Rank Status
  - o (For merit badges) My Stuff -- My Scouts -- Merit Badges
  - o (To find out what is needed to advance to next rank) My Stuff -- My Scouts -- Rank Status -- (click the tab at top)
- To update your contact information
  - o My Stuff -- My Contact Information
  - o (For password change) My Stuff -- Change My Password
- To look up troop information
  - o (For contact information) Troop -- Membership Reports -- Scout Directory (or Adult Directory)
  - o (For parent/scout association) Troop -- Membership Reports -- Scout Parent Cross Reference
  - o (For leadership information) Troop -- Scout Leadership (or Adult Leadership)
  - o (For Patrol information) Troop -- Membership Reports -- Patrol Roster
- To check troop calendar
  - o Troop -- Calendar
- To add an event in troop calendar
  - o (You need to be an "event planner" in order to do this. If you cannot see those from the pull down menu, please check with T31 webmaster)
  - o Activities -- Add and Update Event -- Add Events (at top)
  - o All events require "location" information. To create a new location, Activities -- Event Locations -- Add a New Item (at top)
- To sign up for activities
  - o My Stuff -- Sign-Up for Upcoming Events
  - o (Note: Some event organizers choose not to use TWH for event sign up. Please read event announcement email for detail instruction)
- To check PLC or committee meeting minutes
  - o Activities -- Meeting Agendas and Minutes