



TRAIL LIFE USA®

Adventure › Character › Leadership

Instructions for Registering New Trailmen



1. Invite the parents of new Trailmen to register their son(s) in TroopTrack under *Manage/Members/Add a Member*. Use the left side of the screen where it says *Invite a Parent*. They can register multiple youth with one invitation and will only be charged for registering their son(s), not for themselves.

IMPORTANT: Enter the parents name and email, not the youth.

2. They will receive an email to register their son and need to click on the link provided in the email to start the registration process on TroopTrack.
3. Youth registration is \$26 and is paid by the parents during registration using a debit/credit card. For alternate methods of payment, see the *Group Registration* document.

That's all there is too it!

Further instruction for registering adults and leaders for newly chartered Troops can be found on the *Registering Members* document on TroopTrack if needed.