Users Guide

TRaCclub stands for **T**he **Ra**nger **C**urriculum **club,** an online resource delivery system including meeting plans and merit teaching materials for Royal Rangers leaders. Material in TRaCclub is organized into "tracks"—Ranger Kids, Discovery Rangers, Adventure Rangers, and Expedition Rangers—each providing all the materials necessary to conduct meetings for a specific age group for one full year. A leader's resource track is also available, providing a variety of additional resources to equip and empower local leaders for success.

Access to TRaCclub is gained by purchasing an annual membership to one or more tracks. Individuals may purchase memberships to as many tracks as they choose, according to their needs. Membership provides access to all meeting plans, merits, and other related material for that group, but only one year of program materials may be activated with each membership. (Specific limits are defined on the opening page of each track. This information can also be found in "Appendix A" of this user's guide.) The leader's resource track allows unlimited access to resources within that track. It can be purchased separately or is provided as a free benefit when purchasing the *Royal Rangers Leader Manual*.

Content Layout

The content in each track is organized according to content categories:

- **Meeting Guides** provide a complete plan for a weekly meeting, from the pre-meeting activities through the closing ceremony after the meeting.
- **Merit Activity Guides** are provided for all SKILL, BIBLE, and LEADERSHIP merits. These guides include all the material a leader needs in planning and conducting a merit activity. All necessary boys' handouts are also included.
- **Advancement Artwork** is also provided in JPG format for all merits and advancement insignia, enabling leaders to create customized award certificates or displays to recognize boys for their achievements.
- **Resources,** such as forms, planning guides, and supplemental content, are provided in the Leader Resource Track to assist leaders in conducting their program.

The TRaCclub DASHBOARD

The dashboard is an access tracking system that monitors the information you currently have access to for your membership. The dashboard is located within

the specific group track on the right-hand side of the screen. It also displays the expiration date of your current membership, the total number of specific document types (merits, lessons, etc.) you have access to, and the number you have remaining.

Track Memberships

Access to TRaCclub materials is granted through memberships. All track memberships expire one year from the date of activation as displayed on the TRaCclub dashboard. You will receive an email 30 days and another 15 days prior to your expiration date, reminding you to renew your membership. Memberships may be renewed from within TRaCclub.

Membership provides access to all materials available in a given track, but only a limited amount of those resources may be activated for use. See "Appendix A" at the end of this document for tables indicating the total content that may be activated with each annual membership.

Additional tracks may also be purchased at any time and will likewise expire 12 months from that date they were activated.

Memberships are intended for individual classroom use. They are non-transferrable and should not be shared among multiple classrooms.

Membership Expiration

All memberships expire 12 months from the date of activation. Renewal memberships may be purchased at any time. If purchased before the end of an active membership, the new membership will automatically become active upon the expiration of the previous membership. It should be noted, however, that any unused "credits" for material not accessed in one membership cannot be transferred or carried over from one membership to another, nor can any refunds be granted for unused access.

To purchase additional tracks or to renew a membership simply click the button on the dashboard entitled "Purchase or Setup Account."
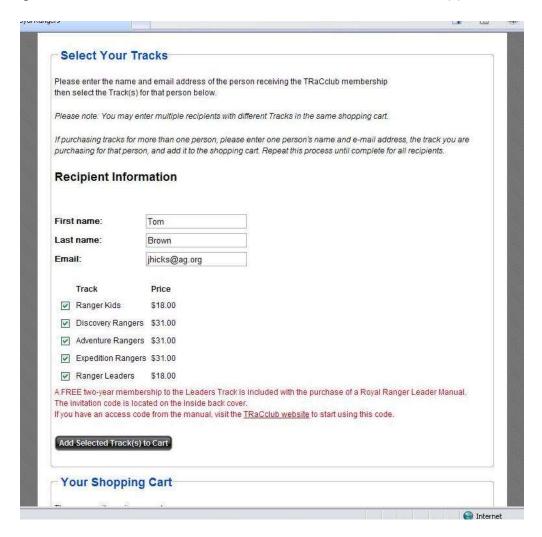
Document Formats

Most documents in TRaCclub are provided in PDF format although some supplemental material is provided in Microsoft Word (.doc) or Excel (.xls) format. It is, therefore, necessary that you have the Adobe Reader (v7 or higher), Microsoft Word Viewer, and Microsoft Excel Viewer (or the full-version software) installed on your computer to access these files. Links are provided on the TRaCclub homepage where free versions of this software can be obtained. *NOTE: It is also necessary that Java Script be enabled for your browser for TRaCclub to work properly. For information on enabling Java Script, please consult your browser's documentation.*

Acceptable Use of Materials

TRaCclub membership grants access and use privileges for the duration of the membership period. During that time, members may print, copy, and distribute any TRaCclub materials as needed for use within their local outpost.
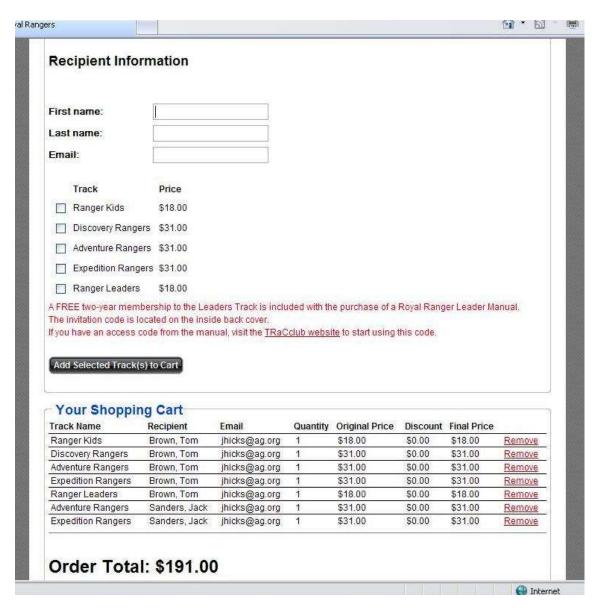
Purchase & Login Procedure

TRaCclub memberships may be purchased online at tracclub.org. Upon navigating to this site, the first page you will encounter will prompt you to select your church affiliation. Then, you will be prompted to enter recipient information and to select the track memberships you are purchasing. Once that information is entered, click the "Add Selected Track(s) to Cart" button.
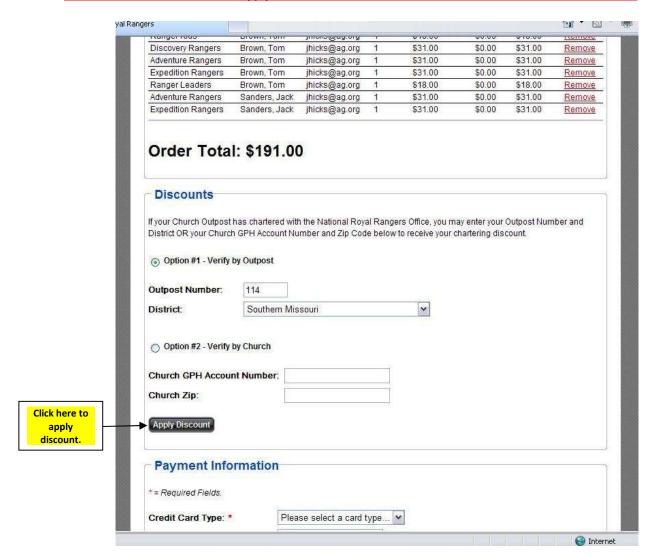

NOTE: If you previously purchased the 2014 Royal Rangers Leader Manual, an access code for two-years of access to the Leaders Resource Track is provided on the inside the front cover. The access code may be entered at the "Setup Account" page, discussed below. It is, therefore, not necessary to purchase the Leaders Track if you already own the Leader Manual. See "Entering Your Leader Manual Access Code" below for details.

After you click the "Add Selected Track(s) to Cart" button, the recipient information is cleared from the data entry area at the top and moved to the Shopping Cart table beneath it. You may purchase a track for each leader and allow them to set up their own accounts; however, our office recommends that you purchase all of the tracks at one time in order to set them all up on a church account instead of an individual's account. This way all the leaders login to the same account, but the church is the copyright holder.

After all recipient information is entered and included in the Shopping Cart table, discount information may be entered. All currently chartered Royal Rangers outposts will receive a 15% discount on all track memberships purchased. Charter status is verified by entering your outpost number and district or by entering your church GPH account number and zip code. *(Please note that all charters expire on August 31 of every year.)*
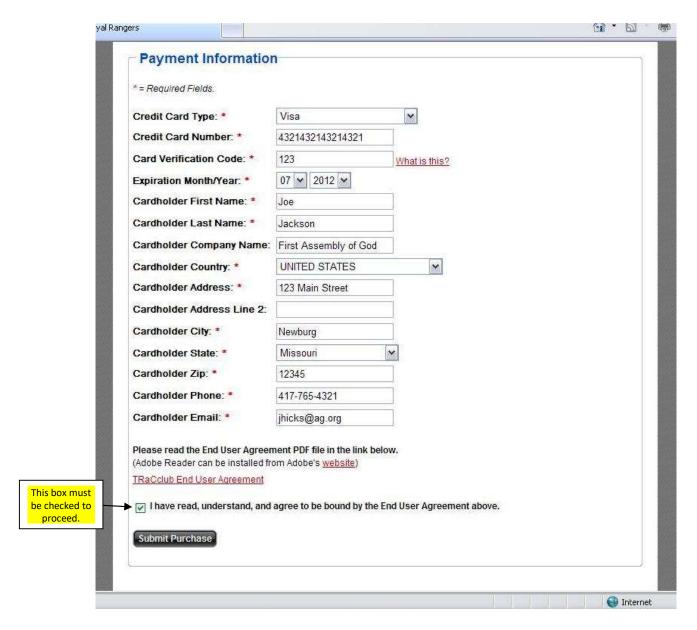
NOTE: You must click on the "Apply Discount" button on this screen to receive the charter discount!
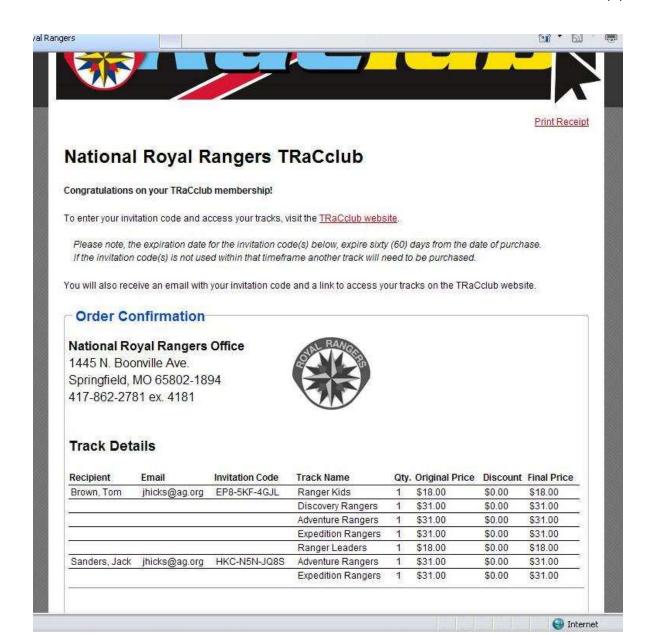

Payment information may be entered next. The credit card used to purchase track memberships need not bear the same name as any of the track membership recipients, and multiple memberships for multiple individuals may be purchased at once by entering information for multiple recipients as described above.

Purchasers must agree to the terms of the TRaCclub End User Agreement before proceeding, evidenced by clicking the check box provided.

NOTE: Currently, credit card purchases are the only means available to purchase TRaCclub memberships. Purchases cannot be applied to a GPH account number. Churches or individuals who do not have a regular credit card are encouraged to purchase & use a pre-paid charge card to purchase TRaCclub memberships.

After payment information has been entered, click the "Submit Purchase" button, and you will be redirected to an order confirmation page. Email confirmations will also be sent to the PURCHASER as well as to each MEMBER/RECIPIENT for whom memberships were purchased. Each email confirmation will include an access code that must be used to initially gain access to TRaCclub and activate the membership. Once activated, this code will no longer be used, and the system will use your login information (see below) to grant access to the system.

Print Receipt

National Royal Rangers TRaCclub

Congratulations on your TRaCclub membership!

To enter your invitation code and access your tracks, visit the TRaCclub website.

Please note, the expiration date for the invitation code(s) below, expire sixty (60) days from the date of purchase. If the invitation code(s) is not used within that timeframe another track will need to be purchased.

You will also receive an email with your invitation code and a link to access your tracks on the TRaCclub website.

Order Confirmation

National Royal Rangers Office
1445 N. Boonville Ave.
Springfield, MO 65802-1894
417-862-2781 ex. 4181

Track Details

Recipient	Email	Invitation Code	Track Name	Qty.	Original Price	Discount	Final Price
Brown, Tom	jhicks@ag.org	EP8-5KF-4GJL	Ranger Kids	1	$18.00	$0.00	$18.00
			Discovery Rangers	1	$31.00	$0.00	$31.00
			Adventure Rangers	1	$31.00	$0.00	$31.00
			Expedition Rangers	1	$31.00	$0.00	$31.00
			Ranger Leaders	1	$18.00	$0.00	$18.00
Sanders, Jack	jhicks@ag.org	HKC-N5N-JQ8S	Adventure Rangers	1	$31.00	$0.00	$31.00
			Expedition Rangers	1	$31.00	$0.00	$31.00

Internet

The confirmation page, as well as the email confirmation messages, includes a link to the TRaCclub login page. Once your account is activated, you will return to this page and enter your username and password to gain access to the system.

To complete the setup of your account, click the "Setup Account" link on the login page. This action will display a box where you will enter the invitation code you received in your confirmation email.

NOTE: If you previously purchased the [Royal Rangers Leader Manual](#), an access code for the Leader Resource Track is provided on the inside the front cover of the manual. See "[Entering Your Leader Manual Access Code](#)" below for information on accessing your free leader track.

After entering your invitation code, additional fields will appear prompting you to create your account information, including a **username** and **password**. The national office recommends having the church as the copyright holder of the curriculum. To do this, enter the church's name in the "First Name" field and the church's city and state in the "Last Name" field. (Example: First name: First Assembly of God / Last name: Springfield, MO) The email address entered can only be used one time to create either a TRaCclub account or an AGPassport account.

NOTE: Passwords must be a minimum of 8 characters in length, cannot begin with a space, and have at least one capital letter, one lower case letter, and one numeral. The user name and
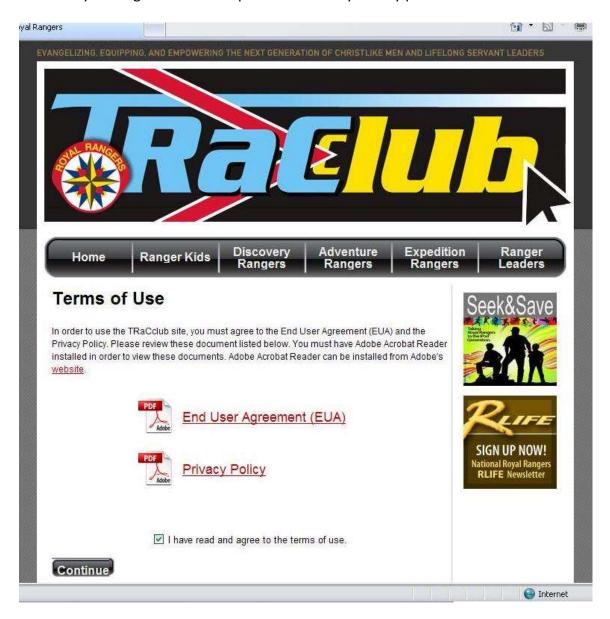
password are case sensitive, which means how they are entered during account creation is how they must be entered every time.

Once entered, click the "Register" button. A new account will be created based on the information you provide.

*NOTE: If you have an **AGPassport** account, you can sign into TRaCclub using that account. Click the "Login with AGPassport" link next to the Sign Up button without entering any new user data. Then, enter your AGPassport information where prompted.*

The Terms of Use page will then appear. You will be required to indicate your acceptance of these terms by clicking the check box provided before you may proceed.

Click the "Continue" button and you will be taken to the Home Page of TRaCclub where you can begin to navigate the resources available according to your track memberships.

Entering Your Leader Manual Access Code

If you previously purchased the *Royal Rangers Leader Manual*, an access code for the Leaders Resource track of TRaCclub is provided on the inside the front cover. To activate your free membership, navigate to the login page at tracclub.com as described above, click the "Sign In" link and follow the same procedure described above for setting up an account. Once this is done, you will have access to the Leaders Resource track.

NOTE: It is only necessary to set up your account once. If you have already set up an account using an access code received through the purchase of other tracks, it is NOT necessary to complete the setup process again. Simply log into TRaCclub using the username and password you created previously, click the "Add Tracks/Manage Tracks" link in the dashboard and enter your second invitation code in the box at the bottom of the page.
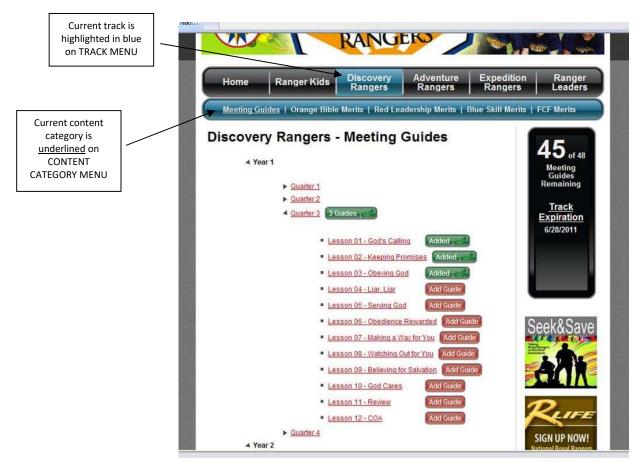
Content Walk-Thru

Upon entering TRaCclub, you will initially be taken to the TRaCclub Home Page. This page will provide information concerning the latest changes and updates to the program or other relevant information pertinent to all tracks.

From here you can navigate to any other tracks by clicking the main menu buttons along the top of the page. Once a main menu button is selected, a secondary menu will appear just below it, enabling access to the categories of material available on that track.

Once you have selected a category from the secondary menu, a list of content for that category will appear. The [dashboard](#) to the right will indicate the number of content items that remain to be selected from that content category. As items are selected, an icon appears indicating that the item has been activated and the content counter in the dashboard will be decreased by one.

NOTE: Once a content item has been selected and activated, this process cannot be undone, so choose carefully before you activate an item. A confirmation box will appear to confirm your selections.

For Skill Merits: If you are not sure which skill merits you want to select, click the "Merit Requirements" button under the Dashboard section. This will take you to the royalrangers.com website to view the merit requirements only. This will not provide answers or lesson plans.

Membership Renewal

Membership renewal is performed by following clicking the "Purchase or Setup Account" button in the Dashboard of any track. Follow the process to purchase the new year's membership. You will receive an invitation code at the end of the process. Go the "Add Tracks/Manage Tracks" page to enter the new code in the box at the bottom of the page. Entering the code completes the renewal process.

Contact Us

For additional assistance, please refer to the following contacts:

- To purchase TRaCclub, or to renew a membership, please visit tracclub.org.
- For log-in problems related to your AGPassport login account or problems with gaining access to TRaCclub, please contact AGPassport at 417-862-2781, ext. 1111, or email agpassport@ag.org
- For questions relating to TRaCclub content, how to use the content, or other questions relating to the operation of a Royal Rangers program, please contact the national Royal Rangers office at rangers@ag.org or at 417-862-2781, ext. 4181.
- For general information on TRaCclub or to view our "frequently asked questions," visit the TRaCclub page on the national Royal Rangers website at royalrangers.ag.org/programs/tracclub/.

TRaCclub Users Guide
Appendix A

Ranger Kids Track

Content Category	Activation Limit
Meeting Guides	48
Achievement Award Workbooks	16
Achievement Award Artwork	Artwork for activated awards only

Discovery Rangers Track

Content Category	Activation Limit
Meeting Guides	48
Merit Activity Guides - Bible Merit	16
Merit Activity Guides – Skill Merits	18 (including 3 required merits)
Merit Activity Guides – Leadership Merits	3
Merit Artwork	Artwork for activated merits only

Adventure Rangers Track

Content Category	Activation Limit
Meeting Guides	48
Merit Activity Guides - Bible Merit	16
Merit Activity Guides – Skill Merits	18 (including 3 required merits)
Merit Activity Guides – Leadership Merits	3
Merit Artwork	Artwork for activated merits only

Expedition Rangers Track

Content Category	Activation Limit
Spirit Challenge Lessons	48
Merit Activity Guides – Skill Merits	33 (including 3 required merits)
Merit Activity Guides – Leadership Merits	3
Merit Artwork	Artwork for activated merits only