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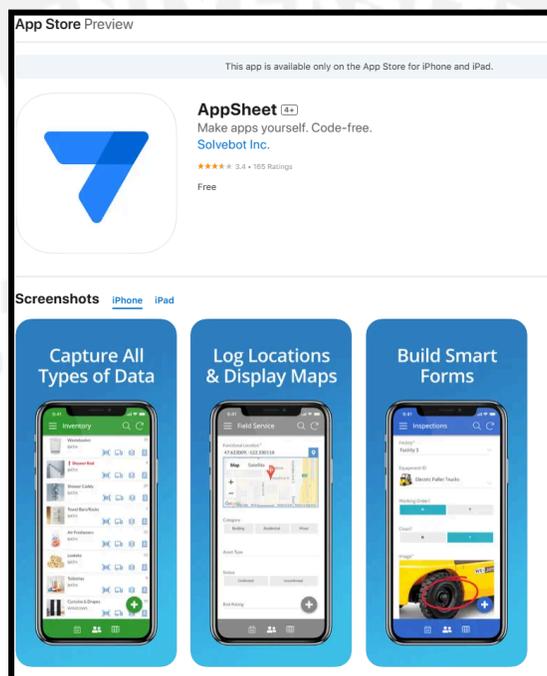
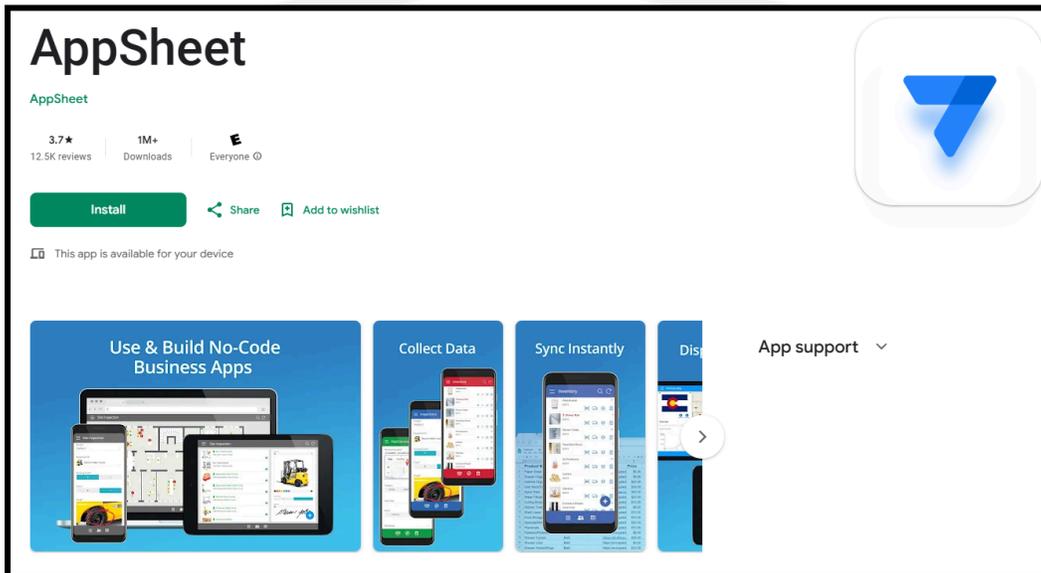
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## Installing the App

### Installing Google Appsheet

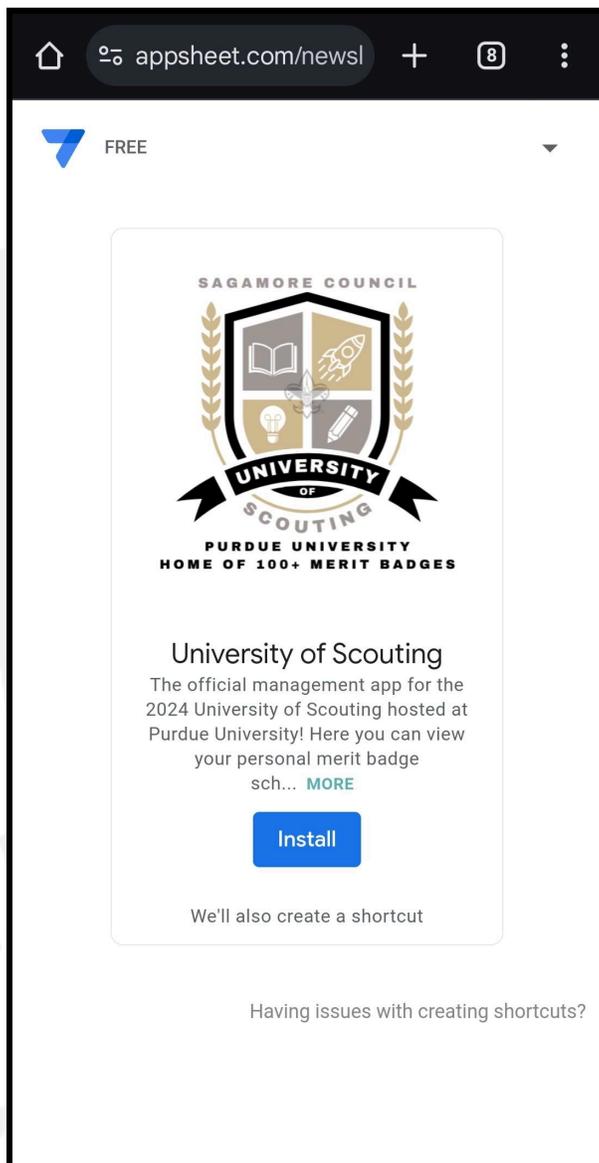
1. The first step will be to install the Google Appsheet app on your [Android](#) or [Apple](#) device to expedite the process of getting the University of Scouting app set up.



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2. Once Google Appsheet is installed on your device, you will then use [this link](#) to download the University of Scouting app to your mobile device.



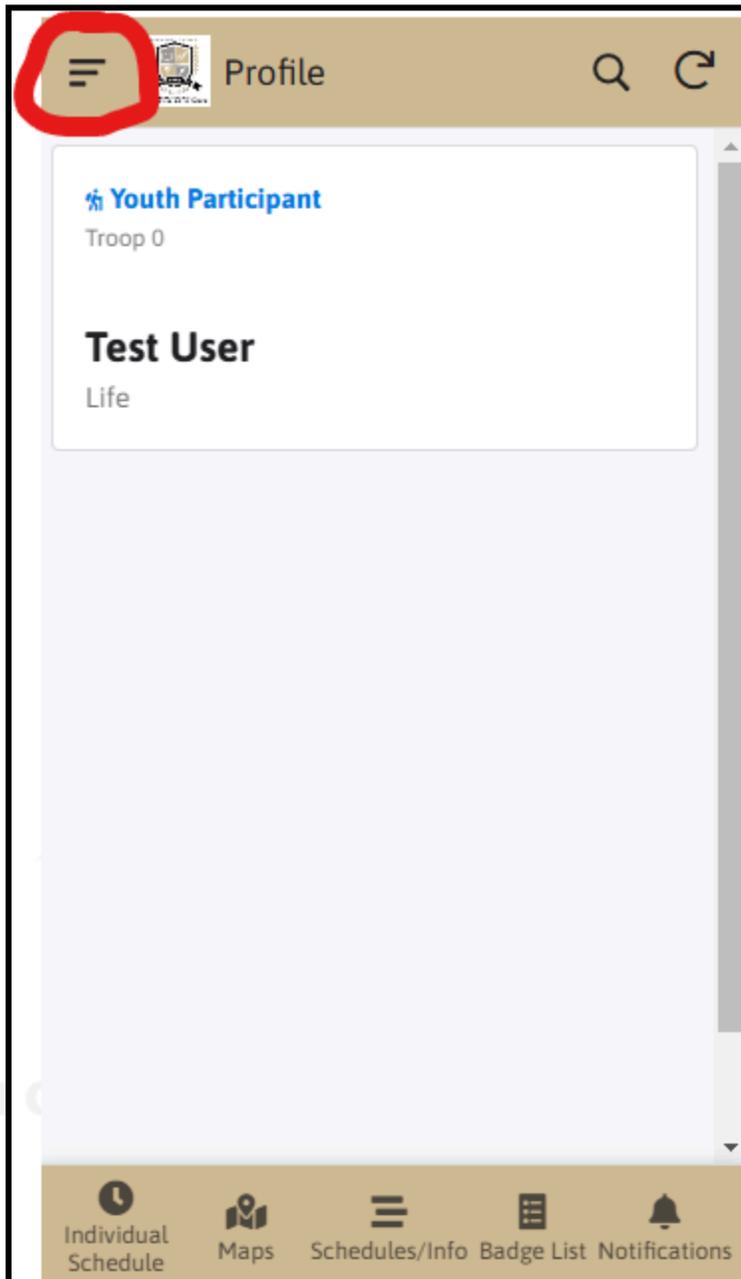
3. Assuming Google Appsheet was previously installed, following the prompted messages should also create a shortcut on your homescreen. If a shortcut **WAS NOT** created, please go to the next step. If a shortcut **WAS** created, please go to [Navigating the App](#).

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## Adding App to Home Screen

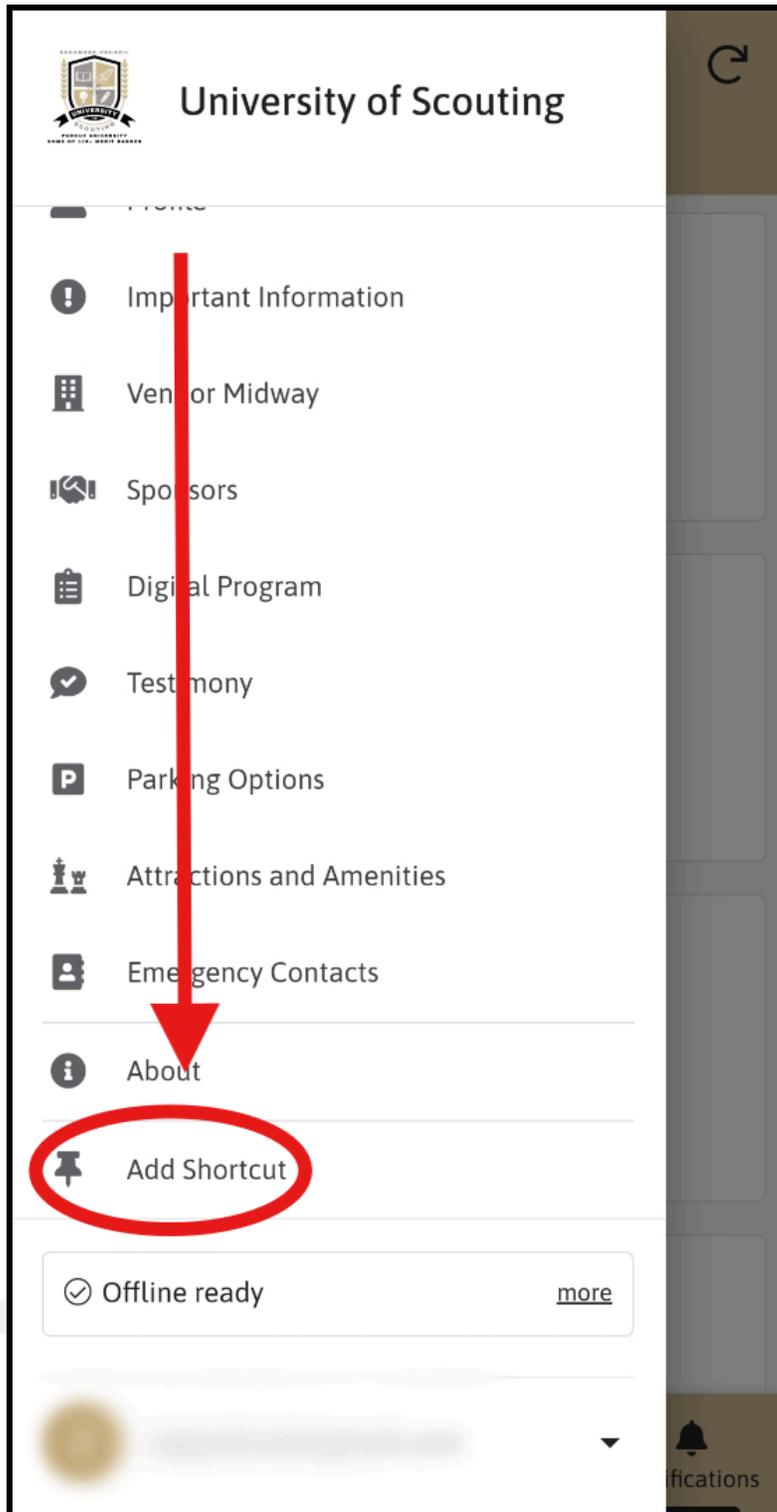
4. If a shortcut **WAS NOT** created, open up the app in your browser using the [download link](#) from before.
5. Click on the side menu button:



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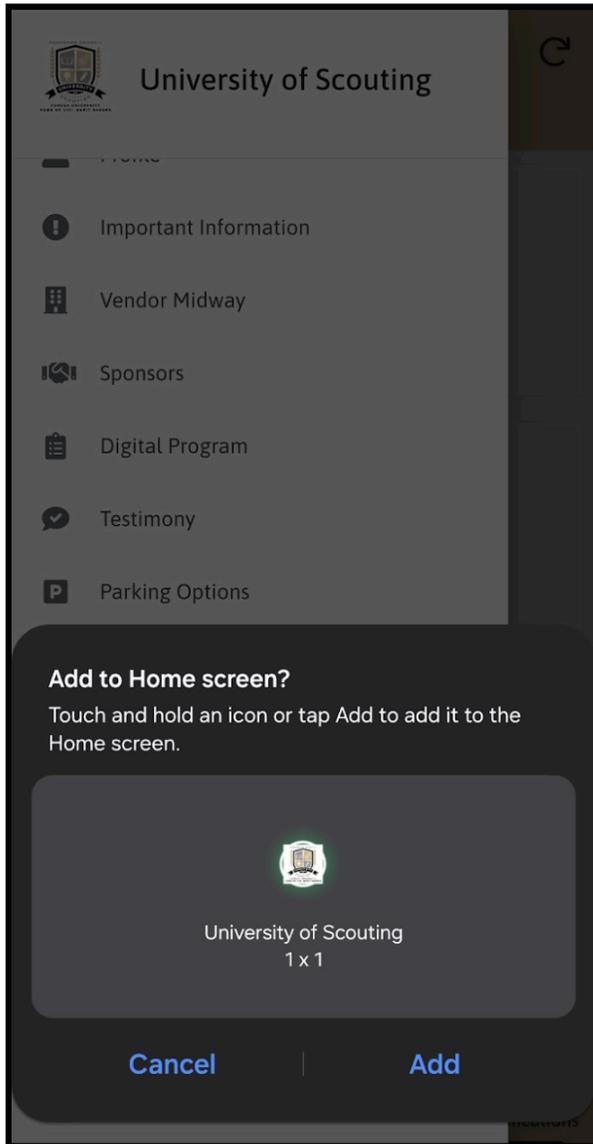
6. Scroll down the side menu until you find the “Add Shortcut” button:



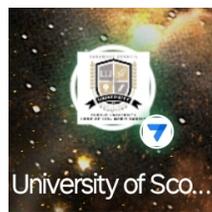
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7. Follow the prompts based on your device to get the app added as an icon to your homescreen for easy access:



8. You should now have a shortcut to the University of Scouting App on your devices home screen that you can easily access:



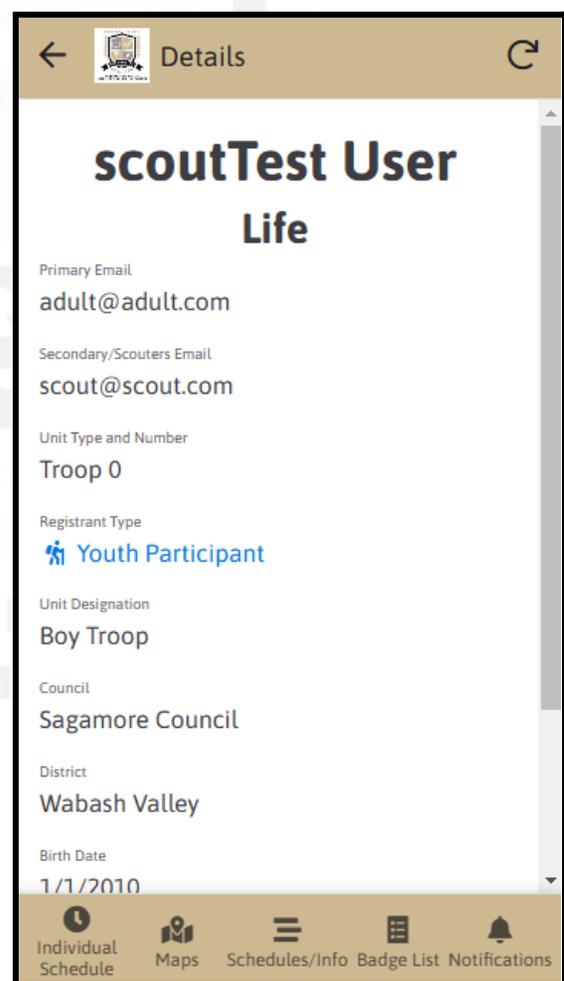
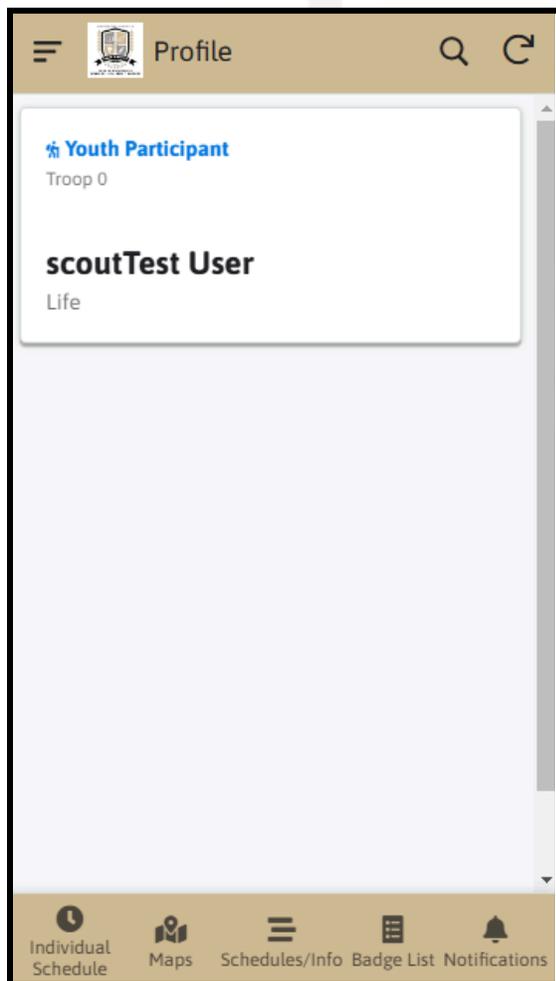
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## Navigating the App

### Side Menu

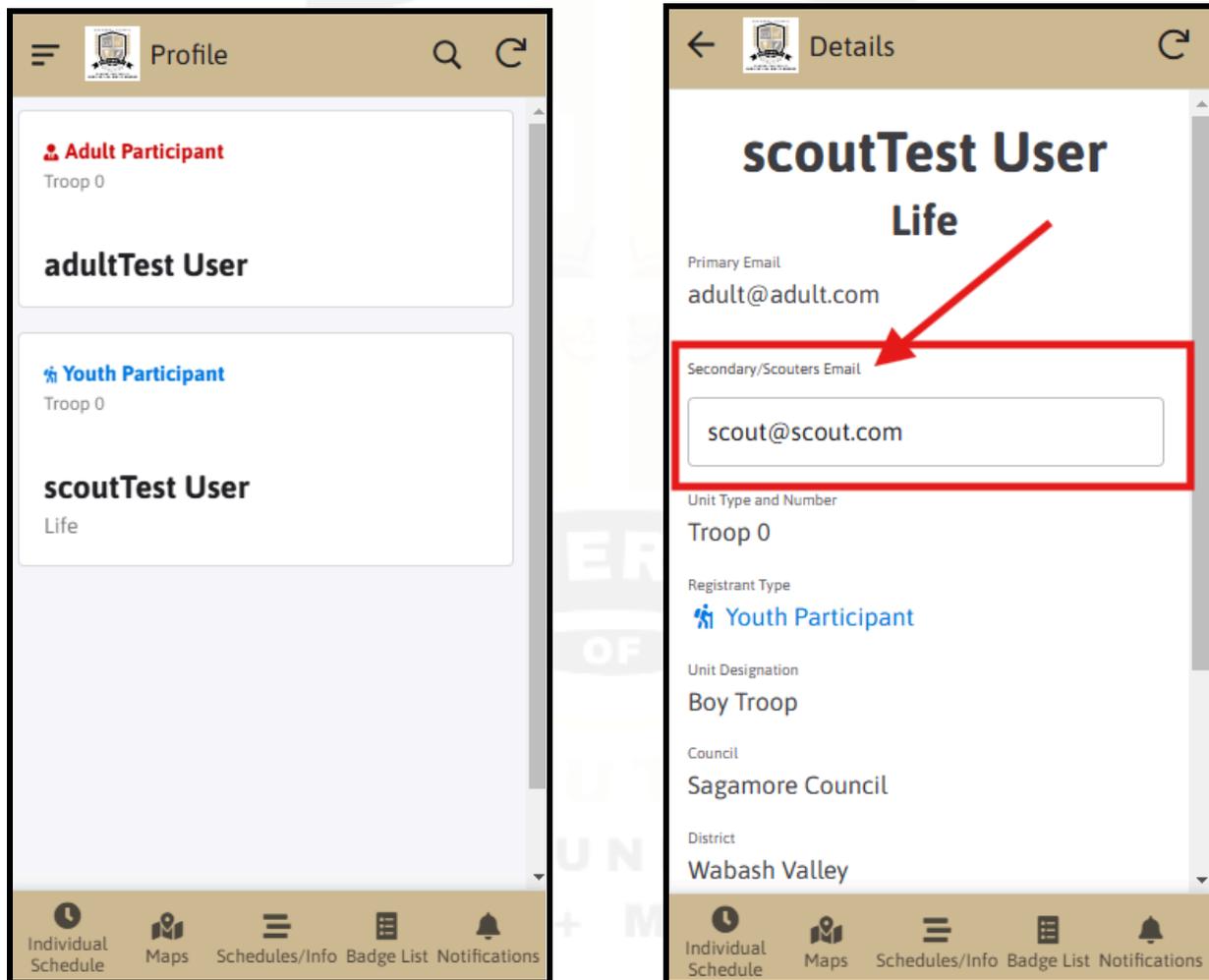
- Profile
  - FOR SCOUTS
    - Here you will see your own profile with some of your registration information, assuming your email address was added to your account by a parent, guardian, or Scout leader.
    - **If you don't see your account as the example below, please contact whoever registered you for the event to add your email address to your account.**



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- FOR ADULTS
  - Here you will see a list of the profile(s) you registered for the event. Upon clicking on a profile will bring you to a detailed view that shows you some information from registration.
  - **For a Scout to see and access their own profile, you need to add their email address to the “Secondary/Scouter Email” field. See below:**



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- Important Information

- *You are encouraged and **expected** to read through and comply with all the information listed in these tabs!*
- Expectations Tab
  - Contains some of the expectations and what to expect when it comes to an event of this size.
- Pre Reqs and Blue Cards Tab
  - Contains separate cards with information regarding pre-requisites and blue cards for the event.
- Buddy System Tab
  - Contains information regarding the buddy system and its purpose for safeguarding during the entirety of the event.  
**The buddy system should ALWAYS be followed ON and OFF campus.**

- Vendor Midway

- Contains a list of the vendors that will be present at our Vendor Midway being held in **WALC 1018 and 1132 from 7 AM - 4 PM**. Clicking on any of their cards will open their website for you to learn more about them.
- Feel free to stop by the Vendor Midway throughout the day and explore some of the opportunities they have available to you!

- Sponsors

- Contains a list of the amazing sponsors that helped make this event possible! Clicking on any of their cards will open their website for you to learn more about them.
- Thank you to our sponsors and please check them out!

- Digital Program

- Contains a link to the Digital Event Program PDF that has more specific information regarding the event.

- Testimony

- Here you can read a testimony from Justin C, an Eagle Scout and Purdue freshman, who previously attended the University of Scouting.

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- **Parking Options**
  - Contains a few options for parking on campus for the day of the event. Upon clicking on one of the card options, it will bring you to an interactive map that is filtered to show just the parking options available at your convenience.
- **Attractions and Amenities**
  - Contains links to a few websites that provide information on hotel accommodations, restaurants, and other attractions to do in the Greater Lafayette area.
- **Emergency Contacts**
  - Contains a list of various emergency contacts to be used if necessary. Contacts include: 911, Purdue PD, Purdue Fire, and the BSA Incident Reporting.
  - Easy buttons allow for quick calling options or links to websites if applicable.
- **About**
  - Contains a brief overview of the app and its purpose.
- **Share**
  - Clicking here will open up a formatted email with a link to the app to share to others. This is an external process that occurs.

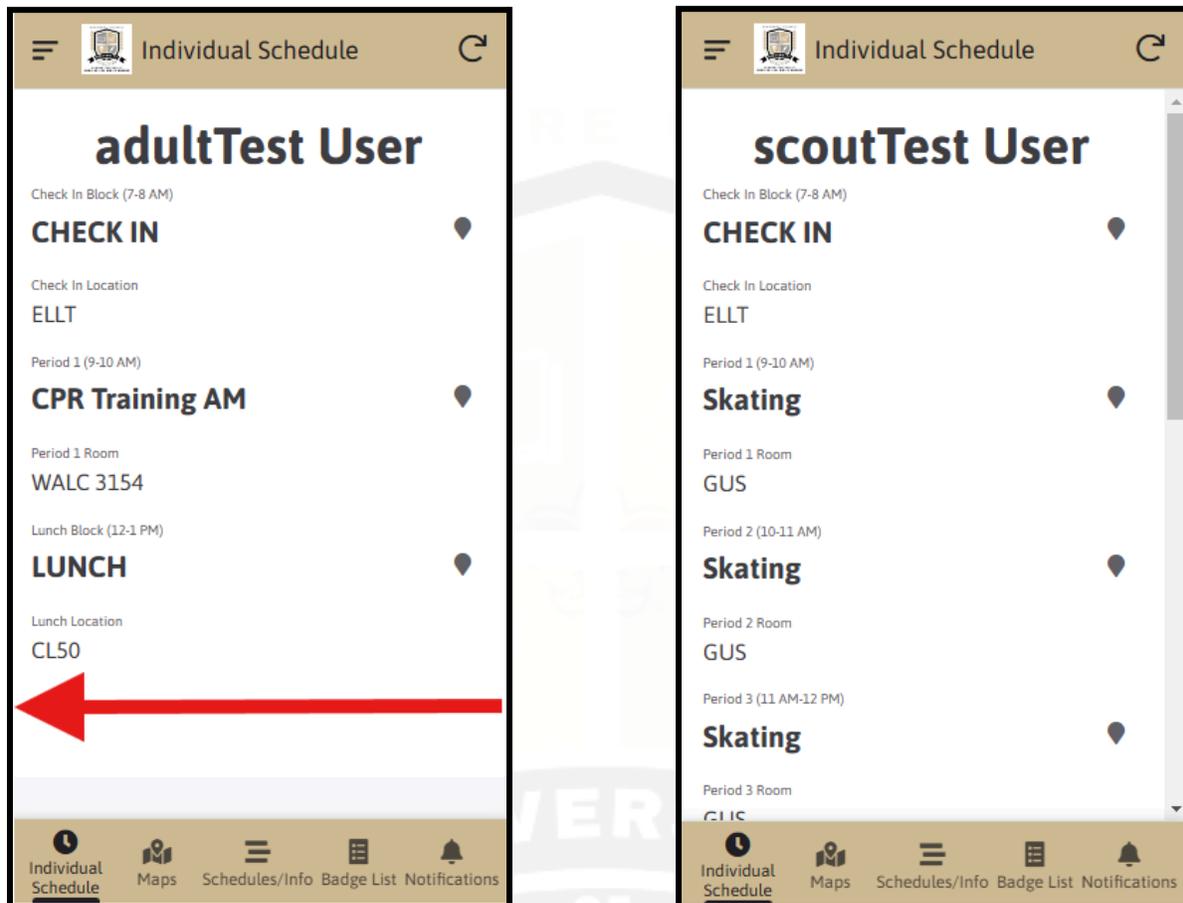
## Bottom Navigation Bar

- **Individual Schedule**
  - FOR SCOUTS
    - Contains a chronological list of your personal schedule based on your initial registration.
    - Clicking on the location bubble icon to the right of a class will show you the building location on the interactive map.
  - FOR ADULTS
    - Contains a chronological list of the schedules for all Scouters that you registered for the event.
    - Clicking on the location bubble icon to the right of a class will show you the building location on the interactive map.

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- To see the other schedules, swipe left/right on mobile to view the next schedule. (Note that this view was made to easily see your own schedule and not optimized to view all the scouts you registered) See the example below:



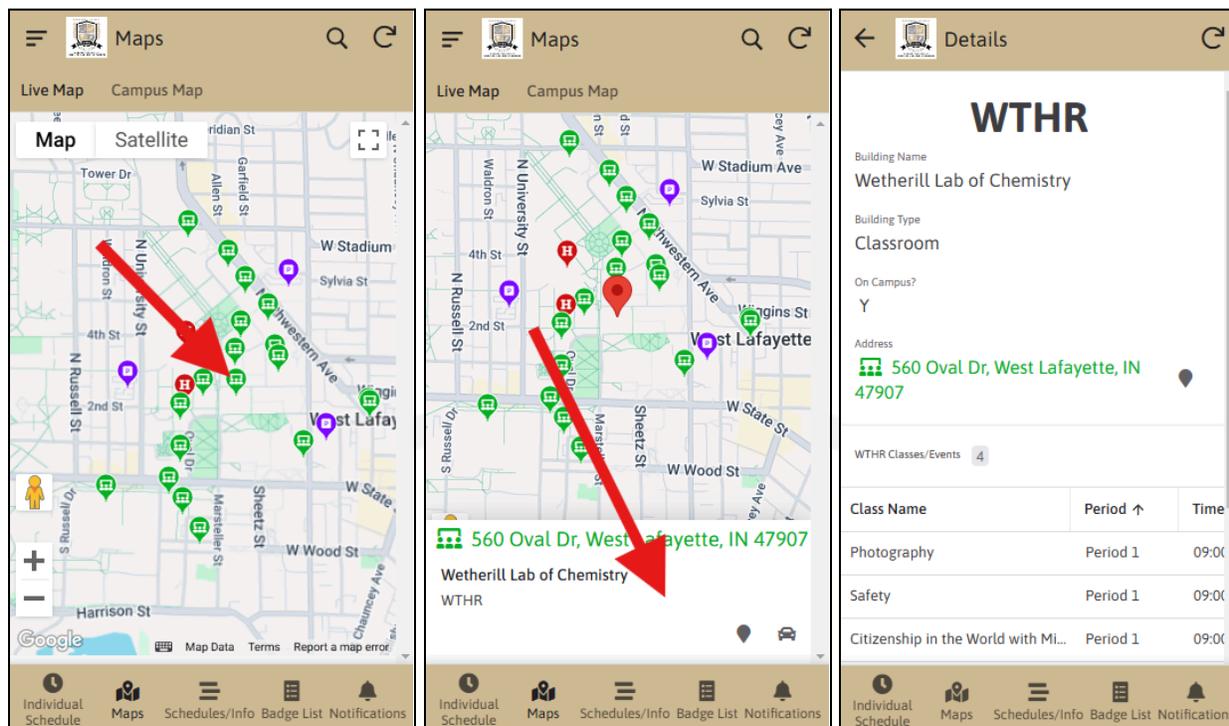
- **Maps**

- Live Map Tab

- This is the most useful tab for locating a building and getting navigation information based on your current location.
    - Upon clicking on one of the classroom bubbles, you should see a list of the classes inside that building with their respective room numbers. See example below on how to navigate to that view:

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## ■ LEGEND FOR LIVE MAP:

- **H** - Headquarters
-  - ON CAMPUS Classroom
-  - OFF CAMPUS Classroom
- **P** - Parking

### ○ Campus Map Tab

- This map is a snippet of the Purdue Main Campus map with the abbreviations of the building names listed. Helpful for matching an abbreviation of a building name to the building itself.

### ○ SIDE NOTE:

- On most navigation applications (Google or Apple Maps), you can search the abbreviation of a building and a majority of the buildings should show up from their abbreviated name.
- Alternatively, you can just use the interactive live map created for you to find the buildings/rooms.

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- Schedules/Info

- General Schedule

- This tab has a generalized schedule for the event similar to that on the Digital Program

- Vendor Midway, Blood Drive, and Toy Drive

- This tab has information and promotional flyers for the blood and toy drive that is being held during the event. Locations for the blood and toy drive as well as the Vendor Midway are also listed here.
- Please consider helping out with the toy and blood drives as it will benefit the community! A Scout is Helpful!!

- Places to Eat Lunch

- This tab has information regarding how lunch will work and some places on campus you can go eat if you would like to sit indoors.
- Each location has a link to the interactive map to assist in finding the building.

- Badge List

- Contains a list of all merit badges that are offered as well as their respective room/building and instructor.

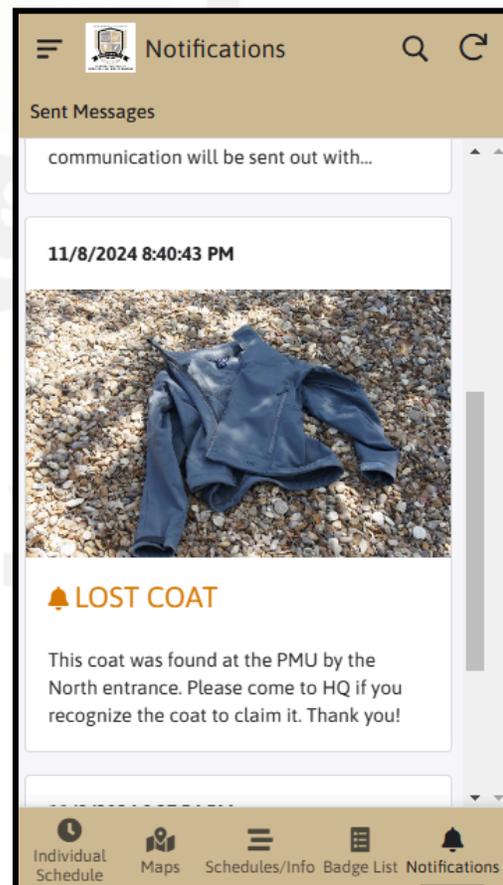
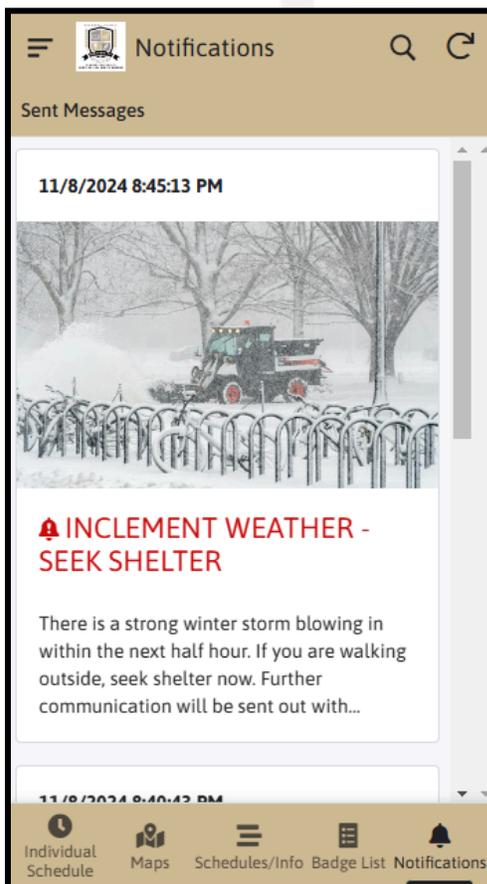
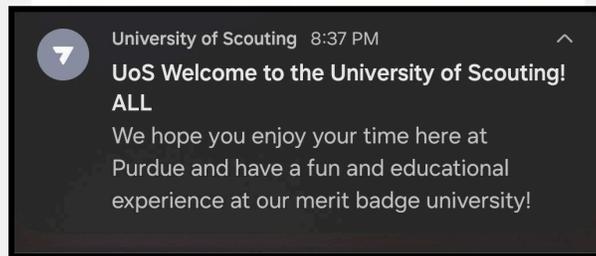


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- Notifications

- Contains a list of the push notifications that were sent out in order from the most recent to the latest sent messages. Clicking on a message card will bring you to a detailed view to read the full message sent out.
- *It is highly recommended that you have push notifications **TURNUED ON** for the app so you stay up to date with any new communications sent out.*
- Emergency messages will have a **red title** with an emergency logo while general messages will have an **orange title** with a typical bell icon. See examples below:



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## FAQs

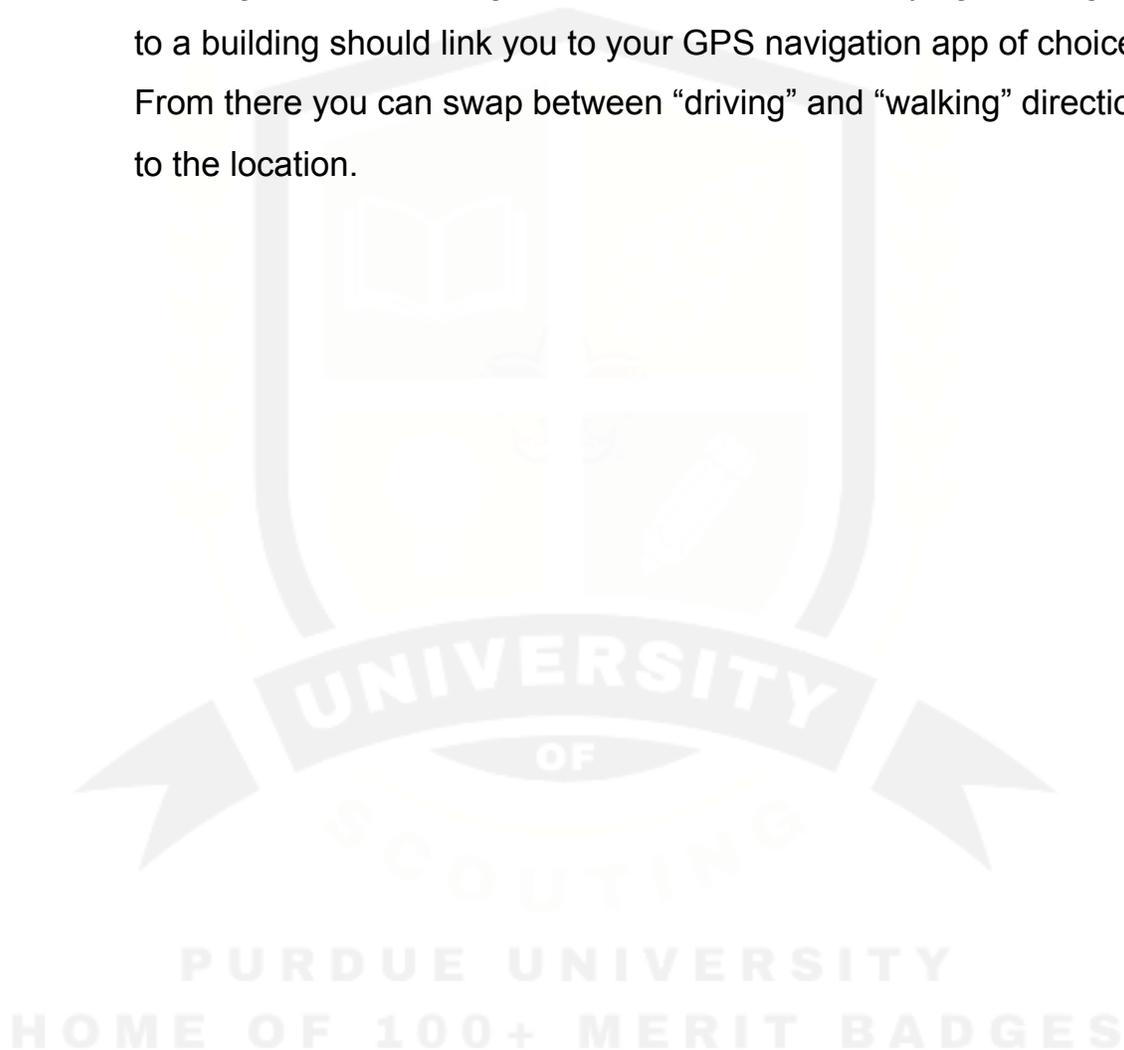
- **I downloaded the app but my profile and individual schedule are blank.**
  - First check that you are signed in with the correct email address. This should be the one you used at registration.
  - Most likely a parent, guardian, or your troop leader signed you up for the event. In this case, the email you are trying to access the app with will need to be added as a secondary email to your account. This simple process needs to be done by whoever signed you up.
  - You can refer to the [Profile](#) section above to learn how to add the secondary email if you are a parent, guardian, or Scout leader.
  - If your email was added to your account but you still do not see anything, please reach out to [support](#) for further assistance.
- **The app reported an error and will not open.**
  - Most likely there is an event-wide outage that is getting addressed ASAP. If others' apps are working but yours is not, please reach out to [support](#) for further assistance.
- **Why does the app need my location?**
  - The app uses your device's location for use on the live map which provides an easy way to find the building locations of merit badges. Your location information is only used internally within the app and cannot be seen or accessed in any way by a user or the developer.
- **Why does the app need push notifications to be turned on?**
  - The app uses push notifications as an easy way to send out mass communication to everyone at the event. This is important for general messages (i.e. a change in room/building) or for emergency scenarios. We strongly recommend everyone to have push

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notifications ON to get quick updates with any information regarding the event.

- **I need walking directions to a location on the map, but there is only a button for getting driving directions.**
  - Clicking the “Get Driving Directions” button when trying to navigate to a building should link you to your GPS navigation app of choice. From there you can swap between “driving” and “walking” directions to the location.



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## Contact Information/Support

If you are experiencing any issues using the app, please feel free to reach out to the following people to get assistance if the FAQs could not answer your question. If you need support with the **app** built for the event, please reach out to the **app developer**. If you need support with **registration** or something related to the event itself, please reach out to the **event coordinator**.

The email contact can be used to request help before or during the event. There will also be IT assistance available at the HQ location on the day of if needed. It would be best to get assistance from the help desk at HQ during the event rather than sending an email for a faster response time.

### ● Before/During Event

- **\*App Developer: Joshua Zapata**
  - [joshzapata@sagamorebsa.org](mailto:joshzapata@sagamorebsa.org)
  
- **Event Coordinator: Bryon Haverstick**
  - [bryon.haverstick@scouting.org](mailto:bryon.haverstick@scouting.org)

### ● Event Day Help

- Event HQ
  - The HQ will have a help desk available to provide assistance during the entirety of the event.

***\*PLEASE NOTE: If you are reaching out to the app developer for support, please be patient as I am a full-time Purdue student. I will get back to you ASAP with my schedule permitting. If you believe it is something that is registration related, please reach out to Bryon Haverstick. Thank you!***

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