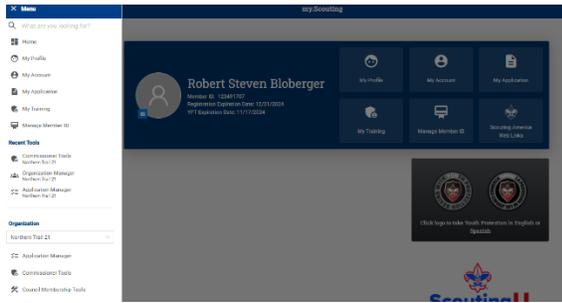
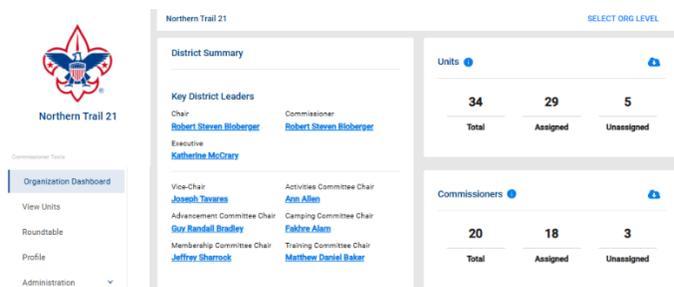


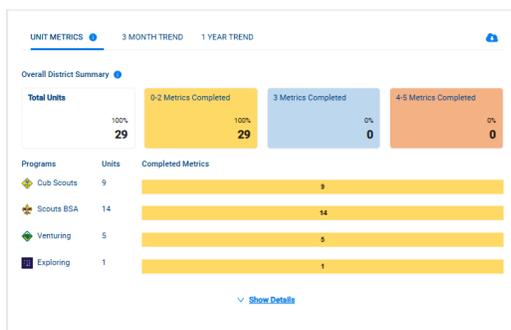
# Navigating Commissioner Tools for Administrative Commissioners



Once logged in, click on Menu in the upper left corner, and scroll down to your district as indicated in the red box. Then select Commissioner Tools.



This is a view of a district dashboard. It will appear after entering Commissioner Tools and selecting Organization Dashboard. This will be a common process whether using the web or mobile versions. At the top you will see a list of key district leaders. Notice their names are all in blue. The names are hyperlinks that provide contact information for each person. The top right section shows the number of units in the district and how many have a commissioner assigned. The Commissioner section shows how many commissioners are registered in the district and how many are assigned to a unit.



This section displays a summary of the unit metrics across the district and how many units have met each threshold. It can be viewed for the current state, or by toggling the 3 month and 1-year trends for identifying how that data has changed over time. Below that is a breakdown of each program by the level of completed metrics.

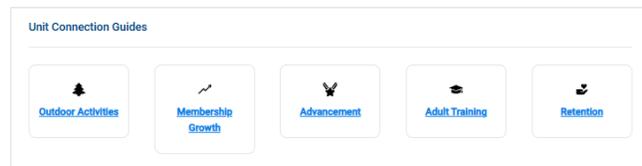
To understand what each of the metrics are and what the thresholds are, click on the blue icon by the Unit Metrics title. To understand the significance of how the metrics

can be used for helping units, click on the blue icon by the Overall District Summary title. In each case, a pop-up message will appear. When clicking on the Show Details at the bottom of this slide, more information is available

Youth Retention **46.01%**

Programs	Total Units	Completed Unit Metrics				
		Training	Size	Growth	Advancements / Leadership	Outdoor / Super Activity
Cub Scouts	9	0	4	1	0	0
Scouts BSA	14	0	5	2	0	1
Venturing	5	0	1	0	0	0
Exploring	1	0	0	1	0	0
<b>Total</b>	<b>29</b>	<b>0</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>1</b>

This section shows a breakdown of each metric by the individual Scouting America programs. This is a useful chart to identify trends across programs and by metric. District Committees can use this information to apply help among different groups or topics where needed.



Immediately below the metric summary data are Unit Connection Guides. Details of Unit Connection Guides are covered in another training module, but these are individual guides, by topics as noted, can assist a commissioner for how to have a meaningful and helpful discussion with unit leaders.

The next several sections that follow the Unit Connection Guides provide summaries of each of the Unit Metrics.

Youth Membership

Units with increase 34      3 Months ago 0

	Girls	Boys	Total This Year (Prior Month End)	Total Last Year End	% Gain
New	45	108	153	0	▲ 100.00%
Actual	200	1304	1504	0	▲ 100.00%

[Show Details](#)

The first is Youth Membership and provides an overall snapshot of a district's youth membership. More details are available, showing membership by each program area, when clicking on the Show Details link.

Expanding the details displays specific numbers by program and gender. Membership year-over-year changes are also shown.

[^ Hide Details](#)

Program		Girls	Boys	Total This Year (Prior Month End)	Total Last Year End	% Gain
 Cub Scouts	New	34	75	109	0	▲100.00%
	Actual	128	661	789	0	▲100.00%
 Scouts BSA	New	9	33	42	0	▲100.00%
	Actual	65	626	691	0	▲100.00%
 Venturing	New	0	0	0	0	0.00%
	Actual	4	5	9	0	▲100.00%
 Sea Scouts	New	0	0	0	0	0.00%
	Actual	0	0	0	0	0.00%
 Exploring	New	2	0	2	0	▲100.00%
	Actual	3	12	15	0	▲100.00%

Advancement data follows the Membership data.

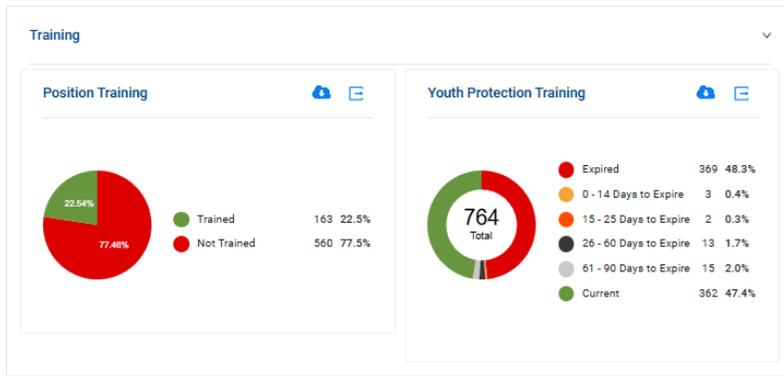
Advancements

 Cub Scouts	Units with advancements: 0	3 Months Ago: 0	 >
 Scouts BSA	Units with advancements: 0	3 Months Ago: 0	 >
 Venturing	Units with advancements: 0	3 Months Ago: 0	 >
 Sea Scouts	Units with advancements: 0	3 Months Ago: 0	 >



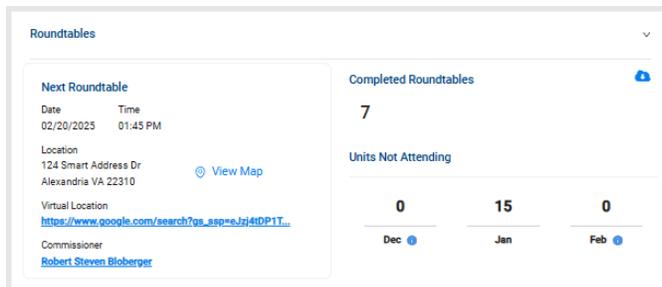
Expanding the Advancement section displays information by program shows trends of how the youth in the district are advancing. You can download detailed reports for each program by selecting the download report arrow.

Further down the dashboard you see Volunteer Leadership.



This section highlights how many total adults are registered followed by training information. At a glance, the district staff can note if units need leaders to complete necessary training, particularly YPT. There is a quick synopsis of those members who have expired or soon to be expiring Youth Protection Training to aid in follow-up. To view those details of what leaders are missing training, click on the Download Report. These two reports can be printed for use during an upcoming unit leader visit for helpful discussion.

### Moving down the dashboard is the Roundtable information

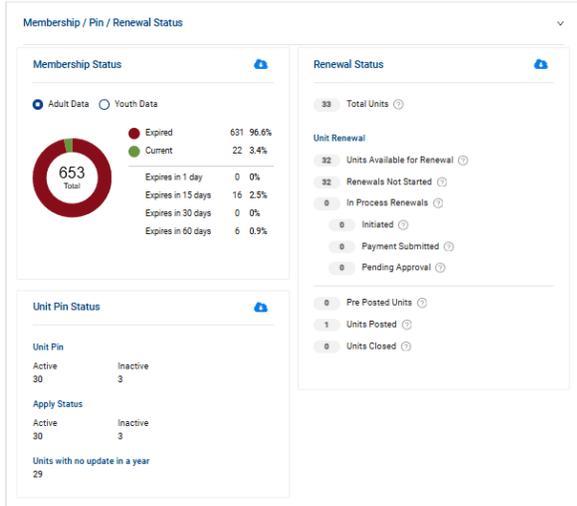


At the top of this section is attendance over the past three months. If details are needed for that, click on the **Download Report**.

Knowing if units are participating in roundtable is important. If leaders are not attending roundtable, this would be an excellent conversation to have with the units who are not attending. By having at least one person attend a RT meeting each month, useful information can be brought back to the unit to help strengthen the unit's program for their youth.

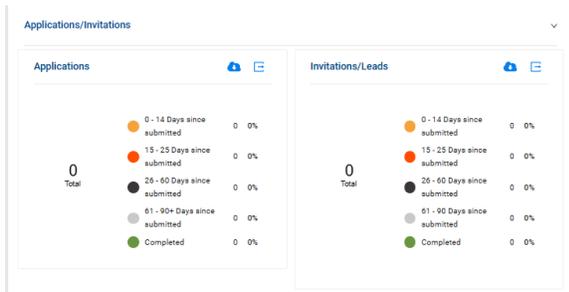
You'll also note in this section when the **Next RT** meeting is, where it's held, a single click to view a map of the location, a virtual meeting link if the district uses that option, and even who the RT commissioner is, which you can contact simply by clicking on their name for any necessary information.

**Towards the bottom of** the dashboard is the **Membership**, **Unit Pin**, and **Unit Renewal Status** of units in the district.



Toggle back and forth between adult and youth data to see the number of expired or soon to be expired members. The number of members with a current registration is **also noted in the circle chart**. Unit **R**enewal information is also summarized in this section. This section provides unit pin status along with the last update.

The final section of the district dashboard shows the status of applications and invitations in the district.



Detailed reports can be obtained by clicking on the download report arrow for each category. **The boxed arrows in each of these two sections will direct you to the Application and Invitation Manager apps.**

This version of commissioner tools puts unit information on a dashboard so that the information a **commissioner** needs to support units is in one easily accessible location.