my.Scouting Tools is best experienced using the latest version of Google Chrome or Mozilla Firefox. Also works with the latest version of Safari, and Internet Explorer (v11).
The Training Manager tool provides the ability for Key 3s at each organization level to view a dashboard of position-trained leader status and youth protection training status. Key 3s can also add training, search training, print member’s training certificate(s), and print various reports.

Upon login, select Menu at the top, then Training Manager from the drop-down list.
The system displays a dashboard designed to give you a quick look at the “Trained Leaders” and “Youth Protection Training” status in your organization.

A trend chart feature is also available that shows current, prior and combined training trend statistics over a 6 month timeframe of those trained and not trained, and YPT status. To view, select either the Trained Leaders Trend Chart or YPT Trend Chart button at the bottom.
Upon selection, the system defaults to the Current view tab which shows last 6 month statistics of trained leaders and YPT. Previous shows the previous year’s statistics in the same 6 month timeframe, and Combined shows both Current and Previous year’s trend. Clicking on each endpoint on the chart displays the monthly total. To view certain parameters, simply click in the checkbox to remove and/or add a checkmark which will display those trends.
To return to the pie chart view, click the Trained Leader’s Chart icon in the upper right corner within either frame.
Hovering over the pie charts displays the count and percentage of Trained Leaders and YPT status. You can also click the Chart Details icon in the upper right corner in either frame for additional status details.

**IMPORTANT:** The Trained Leaders dashboard counts the number of leader trained positions, not adults. The YPT dashboard does not count adults registered in IH, PS and AP positions.
The menu bar displays certain functional icons.

A Training Summary Report icon is only available to Key 3s at the national, region, area, and council level. It generates a total count summary of those who are position trained and not trained, and YPT status at that level.
At the district level only, a District Contact Report icon is available. Upon selection, you will be prompted to agree to the export policy, and then a PDF document downloads that identifies the Key 3s in each unit in the district, including contact information and YPT status.
At the district, sub-district, and unit levels, an “exception” report can be generated by clicking in the red areas on the pie charts. It produces a list of only those members who are not position-trained, and those whose YPT have expired or never taken. If you have a role in the district, you can generate this report for the entire district, or you can drill down and select just the district staff (non-unit registrants), or select a specific unit within the district.
Above is an example of a Leaders Not Trained Report that lists members in the selected unit who are not position-trained, their current registered position(s), along with the courses needed to be position-trained.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Additional Training Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan</td>
<td>Tiger Cub Den Leader</td>
<td>C41 Tiger Cub Den Ldr Position Spec Tng</td>
</tr>
<tr>
<td>Ashley</td>
<td>Asst. Den Leader</td>
<td>C42 Cub Scout Den Ldr/Asst Pos Spec Tng</td>
</tr>
<tr>
<td>Gregory</td>
<td>Chartered Organization Rep.</td>
<td>D72 Training the Chartered Org Rep</td>
</tr>
<tr>
<td>Lori</td>
<td>Asst. Den Leader</td>
<td>C42 Cub Scout Den Ldr/Asst Pos Spec Tng</td>
</tr>
<tr>
<td>Donna</td>
<td>Committee Member</td>
<td>C60 Pack Committee Member Pos Spec Tng</td>
</tr>
</tbody>
</table>

--END OF REPORT--
At the district, sub-district and unit levels, a Trained Leaders Report icon is available on the Trained Leaders dashboard. It produces a report of each member’s trained leader status in the organization. If you have a role in the district, you can view status for the entire district, or you can drill down and select just the district staff (non-unit registrants), or select a specific unit within the district.
Above is an example of a Trained Leaders Report. The report lists member’s who are not position-trained under the Training Incomplete section, their current registered positions, along with the additional training needed to become position-trained. Members who are position-trained will appear under the Training Complete section.

Remember, *positions are counted, not adults.*
At the district, sub-district, and unit levels, a YPT Aging Report is available on the YPT dashboard for quicker view. If you have a role in the district, you can view status for the entire district, or you can drill down and select just the district staff (non-unit registrants), or select a specific unit within the district. To view the YPT status for each member in the selected organization, select the YPT Aging Report icon.
After the YPT Aging Report icon is selected, the following page will appear. This page gives the option to group and sort results based on various fields. The data from this report can also be exported to a CSV or PDF format.

**NOTE:** Data will be exported in the same sort or grouping as appears on the above screen.
The CSV export is shown above. Data exported in the CSV format is also able to be sorted and filtered.

**NOTE:** If choosing the “Export to CSV (Minimum)” option, the following fields will be exported: Unit Type, Unit Number, Chartered Organization, First Name, Last Name, Member ID, Is YPT Current, and YPT Expiration Date.
Above is an example of the PDF export, which will download listing each member’s YPT status that you may save or print for your records.

**NOTE:** Report reflects recent training submitted. Dashboard data will be reflected in the next scheduled update. Also, the most recent completed YPT training is counted regardless if its Y01, Y02, or Y03 as YPT is credited across programs for the purpose of being trained to be registered.
To add a training record to a member or group of members, select an organization in the left column, then select the Add Training icon in the menu bar.
The system will display the Add Training screen where you can select the Program, Course, and Date of the training course to be added.
To add and credit those who completed a position-trained course prior to 2001 and be reflected as position-trained in Training Manager, select one of the following in the course list:

- Cub Scout Leader Basic Training – pre 2001 (C101)
- Boy Scout Leader Basic Training – pre 2001 (S101)
- Varsity Scout Leader Basic Training – pre 2001 (V101)
Once a Program, Course, and Date is entered, the system will slide the Add Member bar where you can enter search criteria information. For best results, search by member ID. Member details will display below the search field that are within the selected BSA organization structure. If you have a role in the district, it will search the entire district.
Selecting a name in the list will move the member to the Add Member screen. To move back and forth between the search list and Add Member screens, move your pointer past the blue Collapse bar near the center of the screen.

**REMINDER:** You will not have the ability to update your own record. Another Key 3 administrator will have the authority to update.
Once you have selected the name(s) you wish to add the training, review the list and then click Submit. If you wish to remove a name from the list before submitting, select the minus symbol next to their names.
A dialogue box will appear confirming the course to be added, the number of selected member(s), and the date the course was taken. If you’d like to print the training certificate(s) or save a PDF copy, click in the box next to Include Certificate(s) and then click Add.
A PDF Training Report will download summarizing the details of the course addition applied to each member that you may print or keep for your records. If you selected to include the training certificate, it will follow the summary page that you may also print or save.
The system will then return to the Add Training screen. You may continue to add training for other members, or return to the dashboard home page by selecting the Training Dashboard icon in the menu bar. Do not use the browser’s back button or you will be taken out of my.Scouting Tools. A Search Training icon is also available on the menu bar that performs the same functionality as the one on the dashboard landing page.
Selecting the Search Training icon on the dashboard page or on the Add Training page displays roster list of members in the selected organization.

**NOTE**: In the menu bar, the Dashboard icon navigates back to the dashboard landing page. The Filter, View Training and Print Member Training Report icons perform an action while in Search Training.
To filter members in the selected organization, click the Filter icon. A new action bar appears where you can filter by Member Type or Position. You can also search by typing a member’s name (first, middle, last) in the search field.
To view details of individual member’s training record, select member(s) from the list first, or to select all, click the green checkmark at the top right. Then select the View Training icon.
The above screen displays showing selected member’s current training history. A green circle with a checkmark next to the course name indicates course is current. The member’s YPT status is also displayed near the top. If multiple members are selected, use the NEXT button at the top to navigate to the next selected member.
If you wish to filter through member’s training courses, select the Filter icon in the menu bar. A new bar appears where you can perform a search; filter courses by trained, all with history, all without history, expired at 30-60-90 day parameters; and sort by course code, course name or last completed. After making your selections the courses will be filtered and appear below the member’s name.
You can also print certificate(s) of a completed course. To do so, select a course individually (or Select All), and then click on the Print icon. A PDF training certificate will download that you can save or print for your records. To return to the Search Training screen, select the Back button above the dashboard icon. Do not use the browser’s back button or you will be taken out of my.Scouting Tools. Remember, you can return to the Training dashboard landing page at any time whenever you see the Training Dashboard icon.
A new Print Member Training Report is available on the Search Training page that lists individual member’s current, completed training records and any incomplete position-specific trainings. First, select members in the roster list (or Select All), then select the member training report icon.
A PDF document downloads with a summary page followed by each selected member’s training information.
To log out of *my* Scouting at any time, click on the icon located at the top right corner and select Logout.
For questions or concerns regarding the Training Manager tool, please contact the Member Care Contact Center at: myscouting@scouting.org