



my.Scouting Tools

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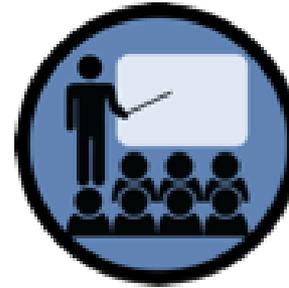
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Training Manager

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).





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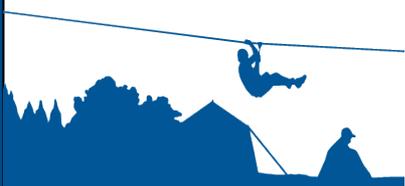
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uting.org were moved and now available under **Legacy Web Tools** after selecting the new menu item. No more confusion on where to go to find the tools you need. Additionally, you can now access any applications in my.Scouting Tools. Now you have one access for all your needs.

Commissioner Tools is **Manage Member ID**. Manage Member ID allows you the ability to add a new account and manage primary settings. Changing primary settings requires you to log out and log back in.

My.Scouting Tools is the place to go for all your needs!

Tools and Exploring Units

Commissioner Tools is currently serving traditional and exploring units. In early 2017, Commissioner Tools will be available to all councils and districts to assign and enter contacts for traditional and exploring units, and a new optional Commissioner Service Team is working with volunteers and professionals to develop tools that will help volunteers serve exploring units more effectively. We will communicate to commissioners as new tools are developed together in service to all units. We will communicate to commissioners as new tools are developed in the future.

Position Specific Training Released

New to Scouting?
Click Here To Take Training

BSA LEARN CENTER
CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING

CUB SCOUTING VENTURING

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.



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my.Scouting Training Manager

Circle Ten Council 571

- Staff (Circle Ten Council 571)
- SA 1 Central Service Area SA01
- SA 2 East Central Service Area SA02
- SA 3 Eastern Service Area SA03
- SA 4 Northern Service Area SA04
- SA 5 Southwestern Service Area SA05
- SA 6 Learning for Life Service Area SA06

Trained Leaders

Status	Percentage
Trained	24.9%
Not Trained	75.1%

YPT

Status	Percentage
Current	68%
Expired	21.6%
Never Taken	10.4%

342 Expire within 30 days

Trained Leaders Trend Chart | YPT Trend Chart

Dashboard updated 3/20/2015 12:14 PM CST. Next update 3/21/2015 12:14 PM CST.

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.



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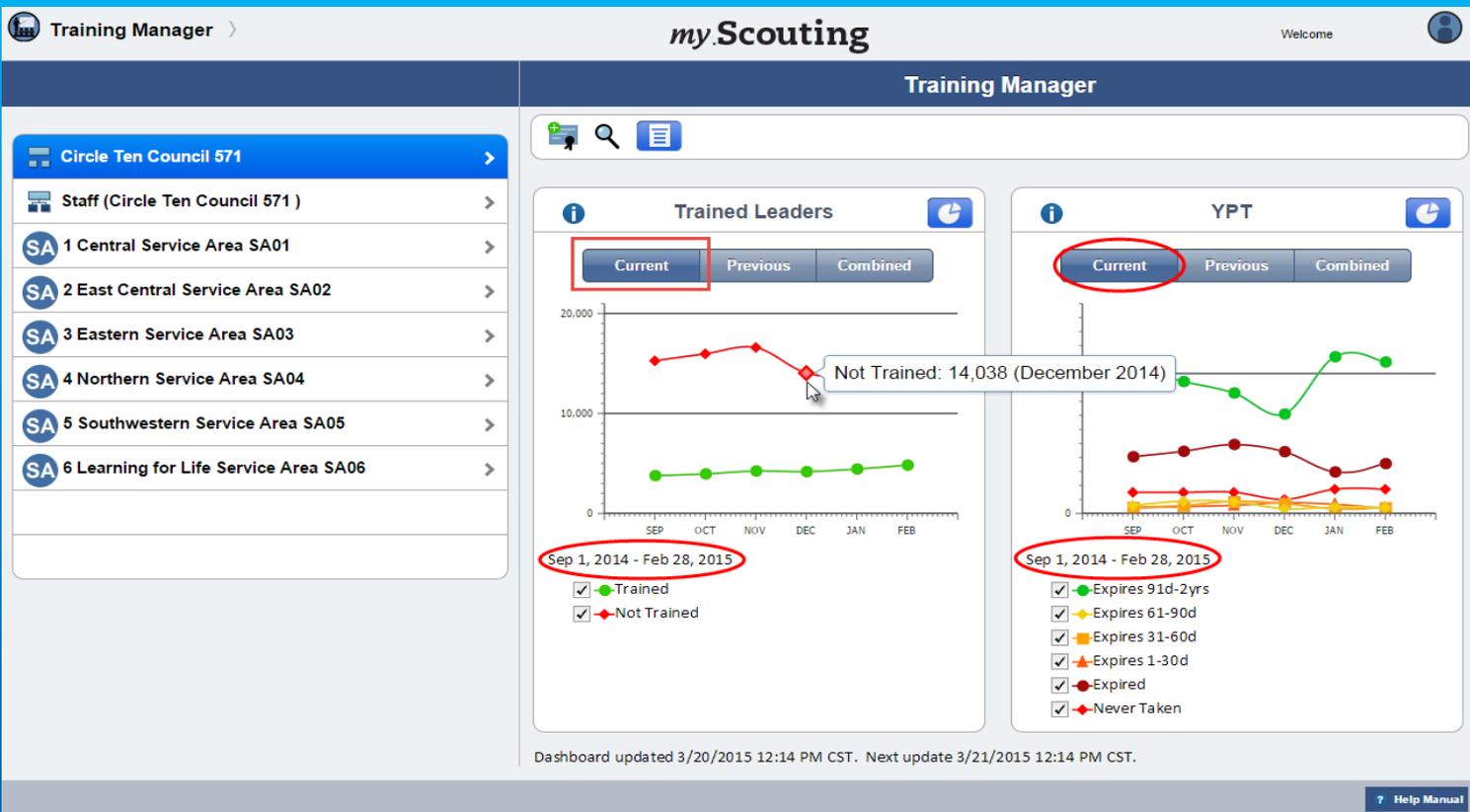
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Upon selection, the system defaults to the Current view tab which shows last 6 month statistics of trained leaders and YPT. Previous shows the previous year's statistics in the same 6 month timeframe, and Combined shows both Current and Previous year's 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.



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Circle Ten Council 571 >

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- SA 6 Learning for Life Service Area SA06 >

Trained Leaders

YPT

Trained Leaders Chart

Sep 1, 2014 - Feb 28, 2015

- Trained
- Not Trained

Sep 1, 2014 - Feb 28, 2015

- Expires 91d-2yrs
- Expires 61-90d
- Expires 31-60d
- Expires 1-30d
- Expired
- Never Taken

Dashboard updated 3/20/2015 16:19 PM CST. Next update 3/21/2015 16:19 PM CST.

Help Manual

To return to the pie chart view, click the Trained Leader's Chart icon in the upper right corner within either frame.



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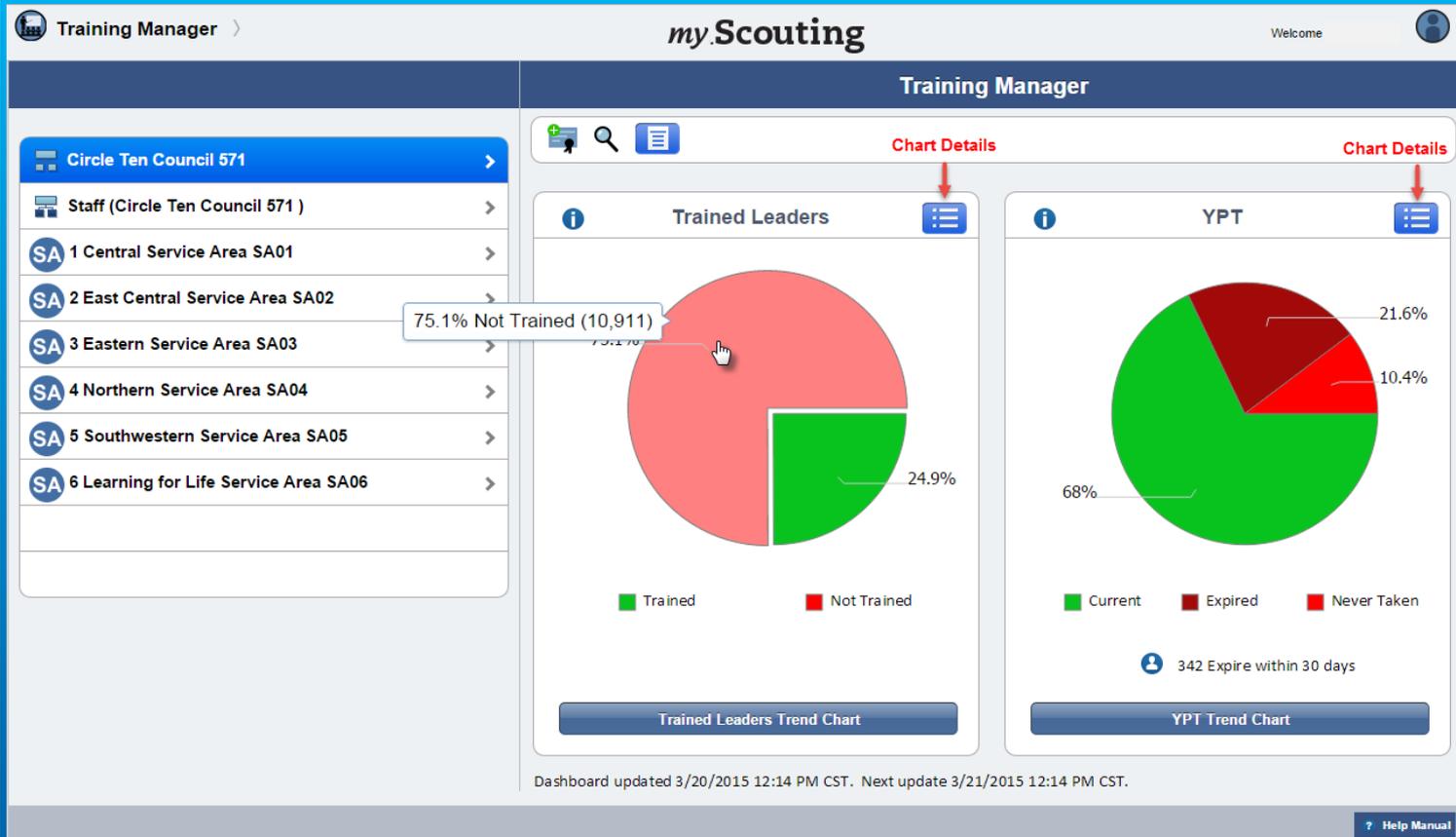
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Hovering over the pie charts displays the count and percentage of Trained Leaders and YPT status. You can also click the Chart Details icon in the upper right corner in either frame for additional status details.

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.



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The screenshot shows the my.Scouting Training Manager interface. On the left is a navigation menu for Circle Ten Council 571, listing staff and six service areas (SA01-SA06). The main content area features a top menu bar with icons for home, search, and a highlighted 'Training Summary Report' icon. Below this are two pie charts: 'Trained Leaders' (75.1% Trained, 24.9% Not Trained) and 'YPT' (68% Current, 21.6% Expired, 10.4% Never Taken). A notification indicates 342 expirations within 30 days. The dashboard is updated as of 3/20/2015 12:14 PM CST.

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.



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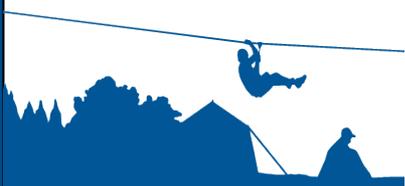
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The screenshot shows the my.Scouting Training Manager interface. On the left is a list of units for Akela 06, including Shady Grove United Methodist Church, Hickory Grove United Methodist Church, LDS, Greater First United Baptist Church, High Point Friends School, Church of Jesus Christ of Latter Day Saints, Immaculate Heart of Mary Catholic Church, Jamestown United Methodist Church, and Archdale United Methodist Church. On the right, there are two pie charts. The 'Trained Leaders' chart shows 81% Trained (red) and 19% Not Trained (green). The 'YPT' chart shows 77.4% Current (green), 12.2% Never Taken (red), and 10.4% Expired (dark red). A tooltip for the 'District Contact Report' icon is visible. A footer note states: 'Dashboard updated 7/31/2014 5:40 AM CST. Next update 8/1/2014 5:40 AM CST.'

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.





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The screenshot shows the my.Scouting Training Manager interface. On the left is a list of units for Akela 06, including staff and various churches and schools. On the right are two pie charts. The 'Trained Leaders' chart shows 19% trained (green) and 81% not trained (red). The 'YPT' chart shows 77.4% current (green), 10.4% expired (dark red), and 12.2% never taken (red). A tooltip indicates 81% Not Trained (742) for the Trained Leaders chart. A legend below the YPT chart identifies the colors: green for Current, dark red for Expired, and red for Never Taken. A note indicates 23 expire within 30 days. The dashboard was updated on 7/29/2014 at 5:47 AM CST.

Category	Percentage
Trained	19%
Not Trained	81%

Category	Percentage
Current	77.4%
Expired	10.4%
Never Taken	12.2%

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.



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LEADERS NOT TRAINED REPORT

Council: Old North State Council - 070 **Date Generated:** 01/10/2014 05:05:14 CST
District: Akela - 06 **Generated by:** Rodney
Unit: Pack 0109 Shady Grove United Methodist Church

Count Summary:

Positions Not Trained: 5

TRAINING INCOMPLETE

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

--END OF REPORT--

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.



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The screenshot shows the my.Scouting Training Manager interface. On the left is a navigation menu with links like 'Akela 06', 'Staff (Akela 06)', and various unit numbers. The main area is titled 'Trained Leaders Report' and contains two pie charts. The first chart, 'Trained Leaders', shows 81% Not Trained (red) and 19% Trained (green). The second chart, 'YPT', shows 77.4% Current (green), 12.2% Never Taken (red), and 10.4% Expired (dark red). A red arrow points to the 'Trained Leaders' report icon in the top navigation bar.

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.



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TRAINED LEADERS REPORT

Council: Old North State Council - 070 **Date Generated:** 01/10/2014 05:29:27 CST
District: Akela - 06 **Generated by:** R
Unit: Pack 3001 Laurel Oak Christian Church

Count Summary:

Positions Not Trained: 6
 Positions Trained: 1

TRAINING INCOMPLETE

Name	Position	Additional Training Needed
All	Chartered Organization Rep.	D72 Training the Chartered Org Rep
	Committee Member	C60 Pack Committee Member Pos Spec Tng
Br	Committee Member	C60 Pack Committee Member Pos Spec Tng
		Y01 Youth Protection Training
Jenr.	Webelos Leader	C61 Webelos Leader/Asst Pos Spec Tng
Jeré	Committee Chairman	C60 Pack Committee Member Pos Spec Tng
Jas.	Den Leader	C42 Cub Scout Den Ldr/Asst Pos Spec Tng
		Y01 Youth Protection Training

TRAINING COMPLETE

Name	Position
Wilbur	Cubmaster

--END OF REPORT--

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.





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The screenshot shows the my.Scouting Training Manager interface. On the left is a sidebar with a list of units under 'Akela 06'. The main area displays two pie charts: 'Trained Leaders' (81% Trained, 19% Not Trained) and 'YPT' (77.4% Current, 12.2% Never Taken, 10.4% Expired). A red arrow points to the 'YPT Aging Report' icon in the top right. A legend at the bottom indicates '23 Expire within 30 days'. The dashboard was updated on 7/29/2014 at 5:47 AM CST.

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.



This roster information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

Council Sam Houston Area Council 576
Organization Name Skyline 75
Report Generated By Taylor
Date Report Generated 10/03/2017

Export to CSV Export to CSV (Minimum) Export to PDF

FILTER Group by: Org Structure REFRESH RELOAD

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Table with columns: Council, Service Area, District, Program, Unit Number, Chartered Org Name, First Name, Middle Name, Last Name, Member ID, Position, Status, Effective Through. Includes a sub-header for 'East Division - SA08, Skyline - 75, , , Skyline 75, (Count: 112)' and several rows of member data.

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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.





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Report: YPT Status Report

district	subdistrict	unittype	unitnumb	charteredor	firstname	middlename	lastname	memberid	position	isypcurr	yptexpira	y01course	y01compl	y01expira	y02course	y02compl	y02expira	y03course	y03compl
Skyline - 75					De			11000	Merit Bad	YES	5/5/2018	Y01		5/5/2016	5/5/2018	Y02			Y03
Skyline - 75					Jar			11000	District M	NO		Y01	#####	#####	Y02	#####	#####	Y03	
Skyline - 75					Jar			11000	District Vi	NO		Y01	#####	#####	Y02	#####	#####	Y03	
Skyline - 75					Lo			11000	Merit Bad	NO	1/6/2013	Y01		1/6/2011	1/6/2013	Y02			Y03
Skyline - 75					Qu			11000	District Cc	YES	5/7/2018	Y01		5/7/2016	5/7/2018	Y02			Y03
Skyline - 75					Qu			11000	District M	YES	5/7/2018	Y01		5/7/2016	5/7/2018	Y02			Y03
Skyline - 75					Qu			11000	Unit Comr	YES	5/7/2018	Y01		5/7/2016	5/7/2018	Y02			Y03
Skyline - 75					Jos			11000	District M	YES		Y01	#####	#####	Y02				Y03
Skyline - 75					To			11000	Merit Bad	NO		Y01			Y02				Y03
Skyline - 75					Di			11000	Merit Bad	NO		Y01	#####	#####	Y02				Y03
Skyline - 75					Co			11000	Merit Bad	NO	6/8/2017	Y01		6/8/2015	6/8/2017	Y02	6/8/2015	6/8/2017	Y03
Skyline - 75					Jor			11000	Merit Bad	NO		Y01	#####	#####	Y02				Y03
Skyline - 75					Ka			11000	Merit Bad	NO	6/6/2017	Y01		6/6/2015	6/6/2017	Y02			Y03
Skyline - 75					Ed			11000	Merit Bad	NO		Y01	#####	#####	Y02				Y03
Skyline - 75					Sh			11000	Merit Bad	YES		Y01	#####	#####	Y02				Y03
Skyline - 75					Lir			11000	Merit Bad	NO		Y01	#####	#####	Y02				Y03
Skyline - 75					Ro			11000	Unit Comr	YES		Y01	#####	#####	Y02	#####	#####	Y03	
Skyline - 75					Jol			11000	Merit Bad	NO		Y01	#####	#####	Y02				Y03
Skyline - 75					Da			11000	Merit Bad	NO		Y01			Y02				Y03
Skyline - 75					Jol			11000	Merit Bad	NO		Y01	#####	#####	Y02				Y03
Skyline - 75					Jol			11000	Unit Comr	NO		Y01	#####	#####	Y02				Y03
Skyline - 75					Dc			11000	District M	YES	7/3/2018	Y01		7/3/2016	7/3/2018	Y02			Y03
Skyline - 75					Ric			11000	Merit Bad	YES		Y01	#####	#####	Y02				Y03
Skyline - 75					Da			11000	Merit Bad	YES		Y01	#####	#####	Y02	#####	#####	Y03	

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.



Council Sam Houston Area Council 576
 Organization Name Skyline 75
 Report Generated By Taylor
 Date Report Generated 10/03/2017

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Records: 504

Program	Unit Number	Chartered Org Name	First Name	Last Name	Member ID	Position	Status	Effective Through
East Division - SA08, Skyline - 75, , , Skyline 75, (Count: 112)								
			Derek			Merit Badge Counselor	YES	05/05/2018
			Janet			District Member-at-Large	NO	04/30/2017
			Janet			District Vice-Chairman	NO	04/30/2017
			Loris			Merit Badge Counselor	NO	01/06/2013
			Quincy			District Commissioner	YES	05/07/2018
			Quincy			District Member-at-Large	YES	05/07/2018
			Quincy			Unit Commissioner	YES	05/07/2018
			Jose			District Member-at-Large	YES	11/23/2018
			Todd			Merit Badge Counselor	NO	
			Diana			Merit Badge Counselor	NO	01/19/2013

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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.





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0 More

Akela 06

Staff (Akela 06)

- 0109 (Shady Grove United Methodist Church)
- 3003 (Hickory Grove United Methodist Church)
- 3005 (LDS)
- 3006 (Greater First United Baptist Church)
- 3010 (High Point Friends School)
- 3012 (Church of Jesus Christ of Latter Day Saints)
- 3016 (Immaculate Heart of Mary Catholic Church)
- 3017 (Jamestown United Methodist Church)
- 3019 (Archdale United Methodist)

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Add Training

Trained Leaders

Category	Percentage
Trained	81%
Not Trained	19%

YPT

Category	Percentage
Current	77.4%
Expired	10.4%
Never Taken	12.2%

23 Expire within 30 days

Dashboard updated 7/29/2014 5:47 AM CST. Next update 7/30/2014 5:47 AM CST.

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.



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Add Training

- Program
- Cub Scouting
- Boy Scouting
- Venturing and Varsity
- Exploring/Learning for Life
- Other

 Course Date

Select program, course, date and add member(s).

Add Member

Help Manual

The system will display the Add Training screen where you can select the Program, Course, and Date of the training course to be added.





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Training Manager > my.Scouting Welcome

Add Training

Cub Scouting Course Date

Select

- BALOO (Basic Adult Ldr Outdoor Orient) (C32)
- Cub Scout Den Ldr/Asst Pos Spec Tng (C42)
- Cub Scout Leader Basic Training - pre 2001 (C101)
- Cubmaster Fast Start (CF3)
- Cubmaster Fast Start-ELearning (WCF3)
- Cubmaster and Assist Pos Specific Tng (C40)
- Den Chief Training (C31)
- Den Leader Fast Start (CF1)
- Den Leader Fast Start-ELearning (WCF5)
- Outdoor Ldr Skills for Webelos Ldrs (C33)
- Pack Committee Fast Start (CF4)
- Pack Committee Fast Start-ELearning (WCF4)
- Pack Committee Member Pos Spec Tng (C60)
- Pack Trainer Position Specific Tng (C62)
- This is Scouting (WA01)
- Tiger Adult Orientation (T00)
- Tiger Cub Den Ldr Position Spec Tng (C41)
- Tiger Cub Den Leader Fast Start (CF6)
- Weather Hazards (WS81)
- Webelos Den Leader Fast Start (CF2)
- Webelos Leader/Asst Pos Spec Tng (C61)
- Youth Protection Training (Y01)

Help Manual

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)





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john [X] Search [i]

John [redacted]	113908510	D 06	High Point, NC >
[redacted] John [redacted]	107335157	D 01	Greensboro, NC >
John [redacted]	102713009	D 01	Greensboro, NC >
John [redacted]	116988031	D 03	Liberty, NC >
John [redacted]	8829636	0004	High Point, NC >
John [redacted]	8829002	D 13	Rougemont, NC >
John [redacted]			Greensboro, NC >

Collapse

7/1/2014

Help Manual

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.



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Name	ID	Location
John	06	High Point, NC
Michael	01	Greensboro, NC
John	0004	High Point, NC
John	13	Rougemont, NC
John	3426	Greensboro, NC
John	4733	Ruffin, NC
John		Ruffin, NC

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.



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Add Training

Cub Scouting Youth Protection Training (Y01) 7/1/2014

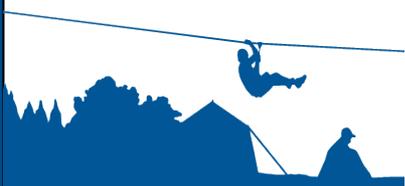
<input type="checkbox"/>	John [redacted] 102713009	Greensboro, NC 01
<input type="checkbox"/>	John [redacted] 116988031	Liberty, NC 03

Clear

Submit

Add Member

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.





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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.





TRAINING REPORT

Program: Cub Scouting **Date Generated:** 07/29/2014 03:39:02 CST
Course: Youth Protection Training **Generated by:** Rod [REDACTED]
Completion Date: 07/01/2014 **Action:** Add Training

Name	Member ID	Organization	City,State
Michael [REDACTED]	107335157	Guilford 01	Greensboro, NC
John [REDACTED]	116988031	Uwharrie 03	Liberty, NC

--END OF REPORT--

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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.





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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.





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The screenshot shows the my.Scouting Training Manager interface. The top navigation bar includes 'Training Manager' and 'my.Scouting'. The main header is 'Search Training'. Below the header, there are icons for Dashboard, Filter, Search, and Print. The main content area shows a search bar and a list of members for 'Akela 06'. The members listed are Carol, Jeanneen, John, Morris, and Douglas, all with the role of Merit Badge Counselor. The interface also shows a 'Staff (Akela 06)' section with a list of training locations and a '39 More' link at the bottom.

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.



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The screenshot shows the my.Scouting Training Manager interface. On the left, a sidebar lists various reports. The main content area is titled "Akela 06" and shows a list of organizations. The "Search Training" section on the right has a filter icon circled in red, and a dropdown menu set to "Adult Members" with another dropdown set to "All Positions". A search field is also present. Below these filters, a list of members is displayed, including Carol, Jeanneen, John, Morris, and Douglas, each with their role and organization (Akela 06).

Name	Position	Organization
Carol	Merit Badge Counselor	Akela 06
Jeanneen	Merit Badge Counselor	Akela 06
John	Merit Badge Counselor	Akela 06
Morris	District Member-at-Large	Akela 06
Morris	Merit Badge Counselor	Akela 06
Douglas	Merit Badge Counselor	Akela 06

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.



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The screenshot shows the my.Scouting Training Manager interface. On the left, a sidebar lists staff members for Akela 06, including Carol, Jeanneen, John, Morris, and Douglas. The main area displays a search results table for Carol, Jeanneen, John, Morris, and Douglas, all Merit Badge Counselors for Akela 06. A red circle highlights the 'View Training' icon (a magnifying glass over a document) in the top toolbar. A red arrow points to the 'Select All' button with a green checkmark in the top right corner.

Name	Role	District	Status
Carol	Merit Badge Counselor	Akela 06	Selected
Jeanneen	Merit Badge Counselor	Akela 06	Selected
John	Merit Badge Counselor	Akela 06	Selected
Morris	District Member-at-Large	Akela 06	Selected
Morris	Merit Badge Counselor	Akela 06	Selected
Douglas	Merit Badge Counselor	Akela 06	Selected

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.



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The screenshot shows the my.Scouting Training Manager interface. At the top, the user is logged in as 'Welcome'. The page title is 'my.Scouting'. Below the navigation bar, the selected member is 'Jeanneen'. The YPT Status is 'Expires 91d-2yrs'. A table lists the training courses with their completion status, last completed date, and valid until date. A red circle highlights the 'NEXT' button in the navigation bar.

Course	Last Completed	Valid Until
Y01 Youth Protection Training	03/25/2013	03/25/2015
Y02 Venturing Youth Protection Training	11/09/2012	11/09/2014
WA01 This is Scouting	09/24/2011	
WPFS Venturing Fast Start-ELearning	09/24/2011	
P50 Powder Horn Training	09/01/2009	
S11 Intro to Outdoor Leader Skills	10/19/2008	
D69 Trainer Development Conference	08/24/2007	
S90 Boy Scout Leader Wood Badge (SM Crs	06/01/2007	
C06 Webelos Den Leader Outdoor Weekend	09/12/2004	

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.



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Training Manager | myScouting | Welcome

Back | PREV | 66% | NEXT

Akela 06

0 More | Search

Staff (Akela 06)

- 0109 (Shady Grove United Methodist Church)
- 3003 (Hickory Grove United Methodist Church)
- 3005 (LDS)
- 3006 (Greater First United Baptist Church)
- 3010 (High Point Friends School)
- 3012 (Church of Jesus Christ of Latter Day Saints)
- 3016 (Immaculate Heart of Mary Catholic Church)
- 3017 (Jamestown United Methodist Church)
- 3019 (Archdale United Methodist)

39 More

Jeanneen

Course

Course Code	Course Name	Completed	Valid Until
Y01	Youth Protection Training	3	03/25/2015
Y02	Venturing Youth Protection	2	11/09/2014
WA01	This is Scouting		09/24/2011
WPFS	Venturing Fast Start-ELearning		09/24/2011
P50	Powder Horn Training		09/01/2009
S11	Intro to Outdoor Leader Skills		10/19/2008
D69	Trainer Development Conference		08/24/2007

Expires 91d-2yrs

Trained

- All With History
- All Without History
- Expired
- Expires 30d
- Expires 60d
- Expires 90d
- Trained

Sort By

Help Manual

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.



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The screenshot shows the my.Scouting Training Manager interface. At the top, the 'Back' button is highlighted with a red box. Below it, the 'Print Training Certificate' button is highlighted with a red circle. The interface displays a list of training courses for a user named Jeanneen. The courses are listed in a table with columns for Course, Last Completed, and Valid Until. The course 'P50 Powder Horn Training' is highlighted in blue.

Course	Last Completed	Valid Until
Y01 Youth Protection Training	03/25/2013	03/25/2015
Y02 Venturing Youth Protection Training	11/09/2012	11/09/2014
WA01 This is Scouting	09/24/2011	
WPFS Venturing Fast Start-ELearning	09/24/2011	
P50 Powder Horn Training	09/01/2009	
S11 Intro to Outdoor Leader Skills	10/19/2008	
D69 Trainer Development Conference	08/24/2007	

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.



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The screenshot shows the my.Scouting Training Manager interface. The left sidebar lists various reports, including 'Search Training'. The main content area is titled 'Search Training' and displays a list of members with their training records. A red circle highlights the 'Print Member Training Report' icon in the top right corner of the search results area. The list of members includes:

Member Name	Position	Status
Cal	Merit Badge Counselor	✓
Jean	Merit Badge Counselor	✓
John	Merit Badge Counselor	✓
Morris	District Member-at-Large	✓
Morris	Merit Badge Counselor	✓
Doug	Merit Badge Counselor	✓

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.



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MEMBER TRAINING REPORT

Training Details

Name: Carol **Date Generated:** 07/29/2014 04:23 PM CST
Position: Merit Badge Counselor **Generated by:** Rod
YPT Status: Expired
Organization: Akela 06

TRAINING INCOMPLETE

Position	Additional Training Needed
Merit Badge Counselor	D76 Merit Badge Counselor Orientation

TRAINING COMPLETE

Course Code	Course Description	Last Completed	Valid Until
Y01	Youth Protection Training	3/10/2011	3/10/2013

A PDF document downloads with a summary page followed by each selected member's training information.



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The screenshot shows the my.Scouting Training Manager interface. On the left, a list of training locations is displayed under 'Akela 06', including churches and schools. The main area features a 'Trained Leaders' pie chart showing 80.2% Not Trained (red) and 19.8% Trained (green). Below the chart is a legend with 'Trained' (green) and 'Not Trained' (red). To the right, a user profile for 'Rod' is shown with a 'Logout' button circled in red. A red arrow points to the user profile icon in the top right corner. A secondary pie chart below shows 77.4% Current (green) and 22.6% Expired (red). A legend below this chart includes 'Current' (green), 'Expired' (red), and 'Never Taken' (red). A notification states '21 Expire within 30 days'. The footer of the dashboard indicates it was updated on 7/30/2014 at 6:17 AM CST.

To log out of *my.Scouting* at any time, click on the icon located at the top right corner and select Logout.



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For questions or concerns regarding the Training Manager tool, please contact the Member Care Contact Center at: myscouting@scouting.org

