

The Training Manager tool provides the ability for Unit Key 3s 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.

**UNIT KEY 3 INCLUDES:**

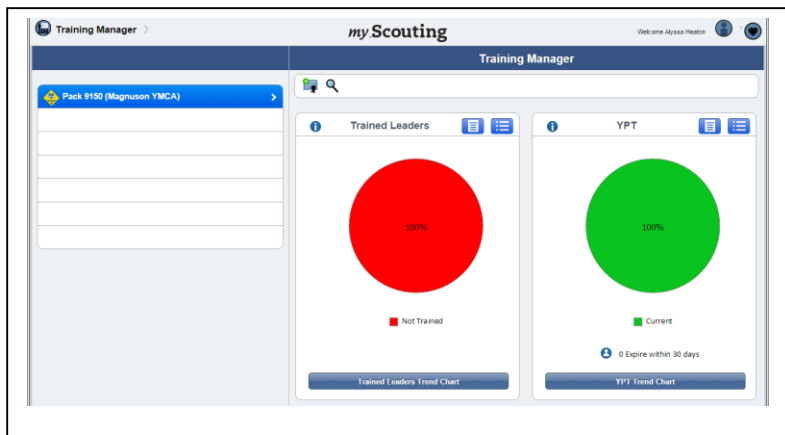
- **Unit Leader** (Cubmaster, Scoutmaster, Venturing Crew Advisor or Venturing Ship Skipper, Varsity Team Coach)
- **Committee Chair (CC)**
- **Chartered Organization Representative (CR)**

*(In order to access this tool, the unit Key 3 member must be currently registered with the unit and have linked their BSA member ID number with their [My.Scouting.org](http://My.Scouting.org) account.)*


1. Log into [My.Scouting.org](http://My.Scouting.org)
2. Click **MENU** at the top left side of the screen
3. Select the **UNIT NUMBER** from the drop-down list
4. Select **TRAINING MANAGER** from the drop-down list

Once the Training Manager has opened you will see two pie charts depicting your unit's training statistics. From here you may run three different reports and add trainings to a person's record.

- Trained Leader Report
- Youth Protection Training Report
- Add trainings to a Leader's record

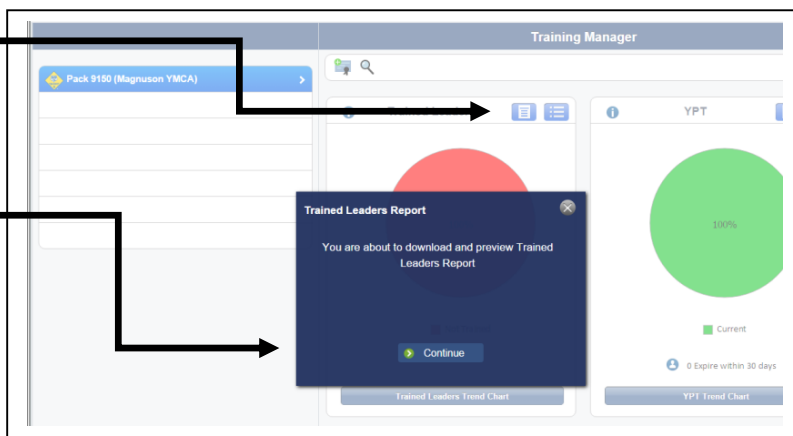


**TRAINED LEADER REPORT:**

To run a basic Trained Leader report select the trained leader report icon  above the Trained Leaders pie chart.


After selecting the report a pop-up window should appear (if it does not go into your browser settings and allow pop ups temporarily), once the window appears hit **CONTINUE**.

Your computer may ask you to save the document before opening, if it does simply name the document as you see fit and hit save. After this the report should automatically open in a new tab.



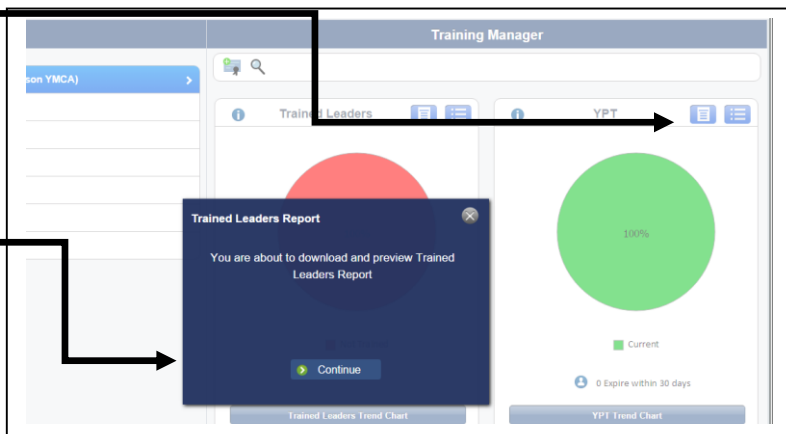
This report will list all leaders who have completed all necessary trainings and also state which trainings are still required of any leader whose trainings are incomplete for their registered position. It will not list all trainings an individual has taken. For that you must run a detailed adult leader training report, .

**YOUTH PROTECTION TRAINING REPORT**

To run a Youth Protection Training report select the trained leader report icon  above the YPT pie chart.


After selecting the report a pop-up window should appear (if it does not go into your browser settings and allow pop ups temporarily), once the window appears hit **CONTINUE**.

Your computer may ask you to save the document before opening, if it does simply name the document as you see fit and hit save. After this the report should automatically open in a new tab.



This report will list all leaders who have completed all necessary trainings and also state which trainings are still required of any leader whose trainings are incomplete for their registered position. It will not list all trainings an individual has taken. For that you must run a detailed adult leader training report, .

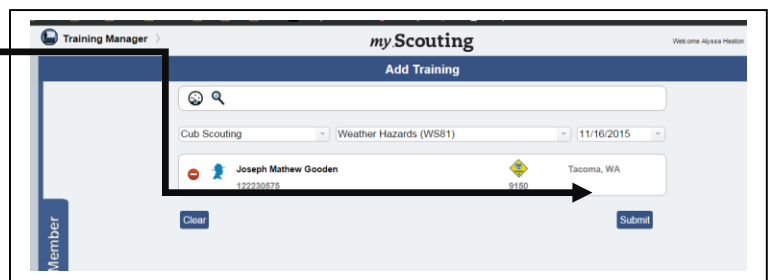
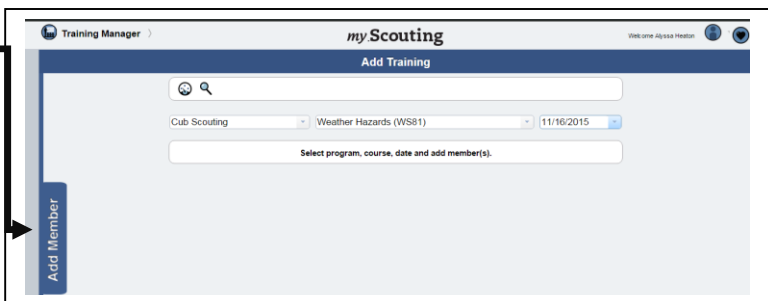
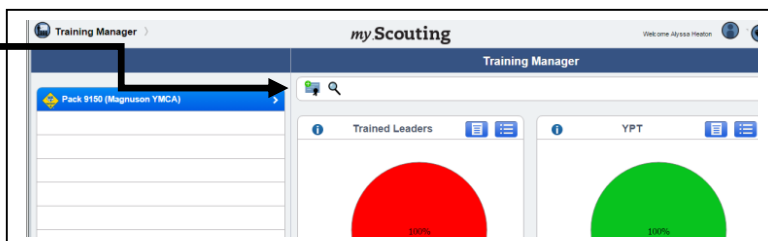
**ADD A COMPLETED TRAINING TO A UNIT LEADER'S RECORD**

To add training to one of your unit leaders, click  above the YPT pie chart.

On the next screen select the **PROGRAM**, **COURSE**, and **DATE**. Then click **ADD MEMBERS** tab to select the leaders who have taken the training.

In the **ADD MEMBERS** screen enter either the **FIRST NAME**, **LAST NAME**, or **MEMBER ID NUMBER** of the leaders who completed the training. Keep in mind, [MY.Scouting.ORG](http://MY.Scouting.ORG) will not let you add training for yourself.

Once you have selected all the members you wish to add the training for click **SUBMIT**.



Next a pop up window will appear, here you may choose to print a certificate of completion. Then you may click **ADD**.

