



## My.Scouting.org: How to Print Unit Training Reports

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:

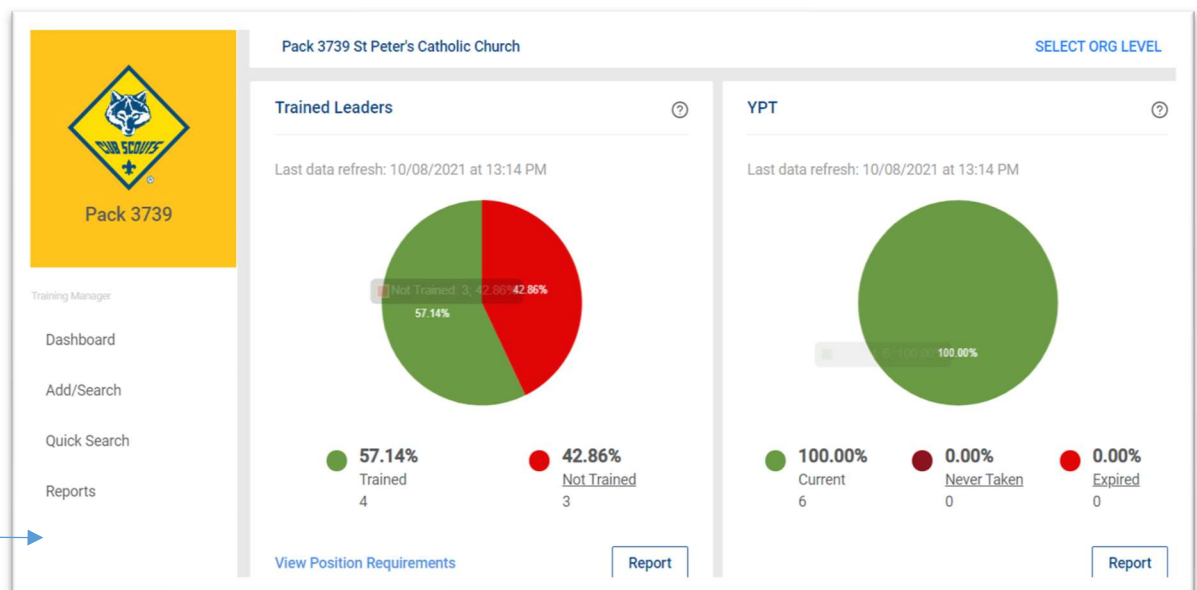
- **Unit Leader** (Cubmaster, Scoutmaster, Venturing Crew Advisor or Venturing Ship Skipper, Varsity Team Coach)
- **Committee Chair** (CC)
- **Chartered Organization Representative** (CR)

(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](https://my.scouting.org) account.)

1. Log into [My.Scouting.org](https://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

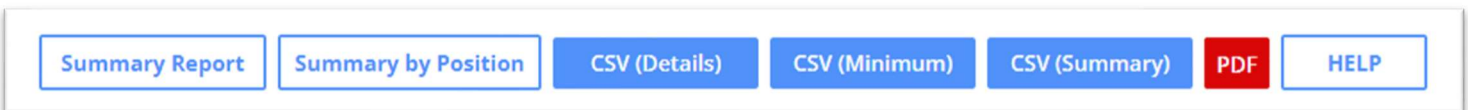
Training Manager Page



### TRAINED LEADER REPORT:

To run a basic Trained Leader report select the Report button at the bottom of 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**. In this new window will be several export options for the report data, such as a Summary versus Detail report and the file type you wish to download.



### YOUTH PROTECTION AGING REPORT

To run a Youth Protection Aging report, select the Report button at the bottom of the YPT pie chart.

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.