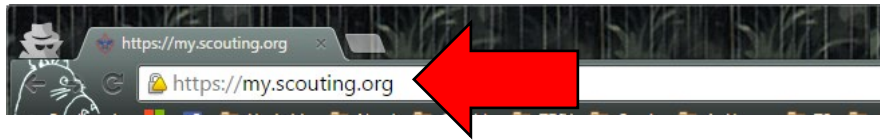


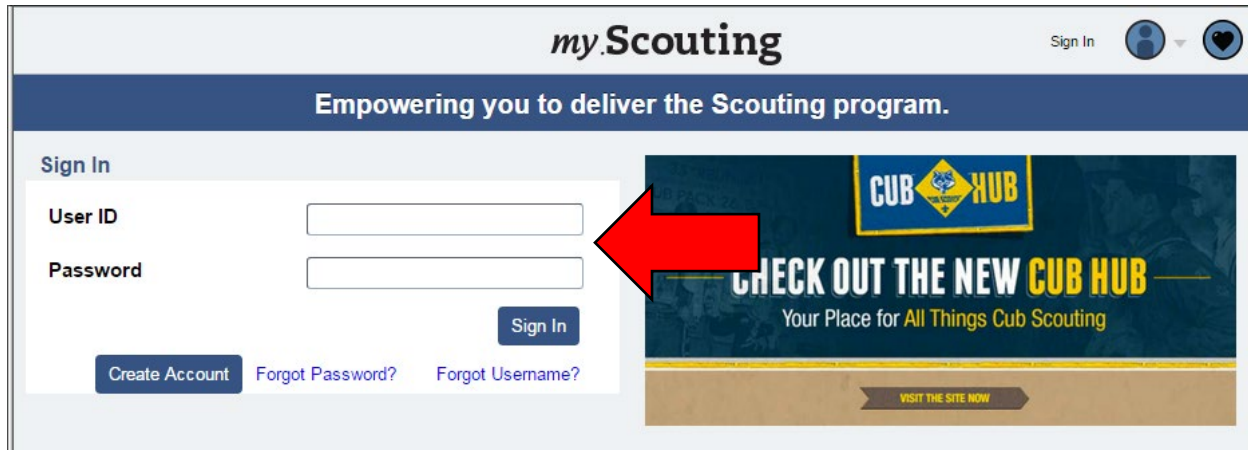
How to print training reports on My.Scouting.org

(updated 9/14/2022)

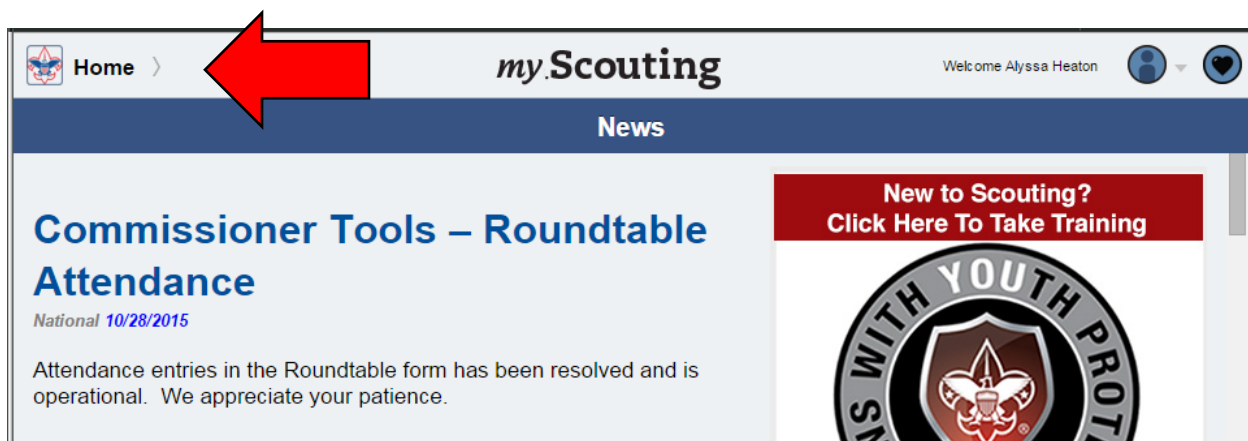
1. In your internet browser (Chrome or Firefox preferred) enter my.Scouting.org.



2. Enter your login information to open your account.



3. After logging in, click the *Home* icon.



4. Select the unit you wish to run reports for.

The screenshot shows the my.Scouting web interface. The top navigation bar includes the my.Scouting logo and a user profile for Alyssa Heaton. A left sidebar contains a menu with options: Home, My Dashboard, My Recent Tools, Legacy Web Tools, Chief Seattle Council 609 - Area 1 9041, Crew 0570 - Samm Trails General 06-1, and Pack 9150 - Scoutreach General 21-1. A red arrow points to the 'Pack 9150 - Scoutreach General 21-1' option. The main content area features a 'News' section with a 'Roundtable' article and a 'Commissioner Tools Reports' section. The 'Commissioner Tools Reports' section includes a sub-header 'National 10/13/2015' and a list of reports, with 'Commissioner Contacts' being the first item. A red banner at the top right of the main content area says 'New to Scouting? Click Here To Take Training' with a circular logo for 'YOUTH PROTECTION BEGINS WITH YOUTH PROTECTION'. Below this is a 'Leader Training' banner with a photo of a leader and the text 'Leader Training Click Here'.

5. Once you have selected your unit, the dropdown menu will expand, so you can select *Training Manager*.

This screenshot shows the same my.Scouting interface as the previous one, but with the dropdown menu for 'Pack 9150 - Scoutreach General 21-1' expanded. The expanded menu includes: Organization Security Manager, Training Manager, My Organization Dashboard, Member Manager, and Organization Manager. A red arrow points to the 'Training Manager' option. The rest of the page content, including the 'Commissioner Tools Reports' section and the 'Leader Training' banner, remains visible in the background.

6. Once Training Manager has opened, you will see two charts depicting your unit's training statistics. From here, you may run 3 different reports, or add training to a person's record.
 - a. To run a basic trained leader report, continue to step 7.
 - b. To run a Youth Protection Training completion report, go to step 10.
 - c. To run a detailed report of adult leader training, go to step 12.
 - d. To add trainings to a person's record, go to step 22. (May also be added from the detailed training report).

7. To run a basic trained leader report, select the *Report* button under the Trained Leaders' pie chart.

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC)

Trained Leaders

Last data refresh: 09/14/2020 at 15:27 PM

33.33% Trained (2)

66.67% Not Trained (4)

YPT

Last data refresh: 09/14/2020 at 15:27 PM

100.00% Current (5)

0.00% Never Taken (0)

0.00% Expired (0)

[View Position Requirements](#) [Report](#)

8. After selecting the report, it will open in a new tab. On the far right it shows Mandatory Training (Youth Protection for all adults, Hazardous Weather Training (SCO_800) for direct contact leaders), Classroom Training, and Online Training. There is a selection of export options, which will download automatically.

BOY SCOUTS OF AMERICA® Trained Leaders Status

This 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: Chief Seattle Council 609

Organization Name: Pack 9140, Eastside Terrace (Bellevue B&GC)

Report Generated By: Barrett Taylor

Date Report Generated: 09/14/2020

[Summary Report](#) [Summary by Position](#) [CSV \(Details\)](#) [CSV \(Minimum\)](#) [CSV \(Summary\)](#) [PDF](#) [HELP](#)

Trained Leaders Status


Full Name	Position	Direct Contact Leader	Trained	Mandatory Training	Classroom Training	Online Training
Kevin Bruce Baker	Committee Member	NO	YES	COMPLETED: Y01 - 100%	COMPLETED: - 0% (0/1) TO DO: C60	COMPLETED: - 0% (0/9) TO DO: SCO_450, SCO_451, SCO_454, SCO_459, SCO_460, SCO_461, SCO_462, SCO_463, SCO_466
Joseph Mathew Gooden	Chartered Organization Rep.	NO	NO	COMPLETED: Y01 - 100%	COMPLETED: - 0% (0/1) TO DO: 072	COMPLETED: - 0% (0/4) TO DO: SCO_267, SCO_268, SCO_269, SCO_270
Joseph Mathew Gooden	Committee Chairman	NO	NO	COMPLETED: Y01 - 100%	COMPLETED: - 0% (0/1) TO DO: C60	COMPLETED: - 0% (0/15) TO DO: SCO_450, SCO_451, SCO_453, SCO_454, SCO_459, SCO_460, SCO_461, SCO_462, SCO_463, SCO_465, SCO_466, SCO_467, SCO_468, SCO_469, SCO_530
Marcelo Horacio Guerra Hahn	Den Leader	YES	YES	COMPLETED: SCO_800, Y01 - 100%	COMPLETED: C42 - 100%	COMPLETED: SCO_450, SCO_451, SCO_452, SCO_453, SCO_454, SCO_455, SCO_456, SCO_457, SCO_460, SCO_461, SCO_462, SCO_463, SCO_464, SCO_465, SCO_466
Sara Kjerstin Noel Mickleberry	Cubmaster	YES	NO	COMPLETED: Y01 - 50% (1/2) TO DO: SCO_800	COMPLETED: - 0% (0/1) TO DO: C40	COMPLETED: - 0% (0/13) TO DO: SCO_446, SCO_451, SCO_453, SCO_454, SCO_457, SCO_458, SCO_460, SCO_461, SCO_462, SCO_463, SCO_464, SCO_465, SCO_466
Paul Mark Pineda	Committee Member	NO	NO	COMPLETED: Y01 - 100%	COMPLETED: - 0% (0/1) TO DO: C60	COMPLETED: - 0% (0/9) TO DO: SCO_450, SCO_451, SCO_454, SCO_459, SCO_460, SCO_461, SCO_462, SCO_463, SCO_466

9. To view what courses are required for each registered position (including the SCO_#### course codes for online training), select View Position Requirements.

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC) [SELECT ORG LEVEL](#)



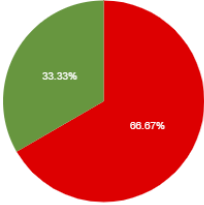
Pack 9140

Training Manager

- Dashboard
- Add/Search
- Reports

Trained Leaders

Last data refresh: 09/14/2020 at 15:27 PM



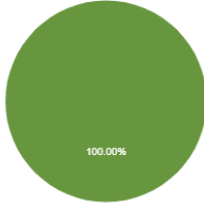
33.33% Trained 2

66.67% Not Trained 4

[View Position Requirements](#) [Report](#)

YPT

Last data refresh: 09/14/2020 at 15:27 PM



100.00% Current 5

0.00% Never Taken 0

0.00% Expired 0


[Report](#)

10. To run a Youth Protection Training (YPT) completion report, click on the *Report* button under the YPT pie chart

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC) [SELECT ORG LEVEL](#)



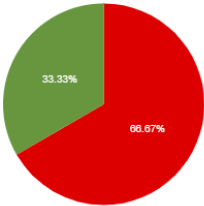
Pack 9140

Training Manager

- Dashboard
- Add/Search
- Reports

Trained Leaders

Last data refresh: 09/14/2020 at 15:27 PM



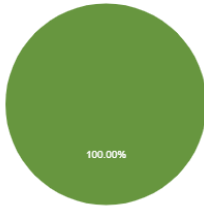
33.33% Trained 2

66.67% Not Trained 4

[View Position Requirements](#) [Report](#)

YPT

Last data refresh: 09/14/2020 at 15:27 PM



100.00% Current 5

0.00% Never Taken 0

0.00% Expired 0

[Report](#)

11. The report will open in a new tab. Note that this only provides the most recent Youth Protection training date.

BOY SCOUTS OF AMERICA® YPT Aging Report

This 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 prohibited.

Council: Chief Seattle Council 609
 Organization Name: Pack 9140, Eastside Terrace (Bellevue B&GC)
 Report Generated By: Barrett Taylor
 Date Report Generated: 09/14/2020

[Export to CSV](#) [Export to CSV \(Minimum\)](#) [Export to PDF](#)

Group by: Org Structure [REFRESH](#) [RELOAD](#)

Page 1 of 1 [GO](#)

Council	Service Area	District	Program	Unit Number	Gender Accepted	Chartered Org Name	First Name	Middle Name	Last Name	Member ID	Position	Status	Effective Through	Youth Protection Code	Y01 Completed	Y01 Expires
Western Division - SA01, Scoutreach - 21, Pack, Pack 9140, 9140 (Count: 6)																
Chief Seattle Council - 609	Western Division - SA01	Scoutreach - 21	Pack	9140	F	Eastside Terrace (Bellevue B&GC)	Kevin	Bruce	Baker	112753430	Committee Member	YES	11/07/2021	Y01	11/07/2019	11/07/2021
Chief Seattle Council - 609	Western Division - SA01	Scoutreach - 21	Pack	9140	F	Eastside Terrace (Bellevue B&GC)	Joseph	Mathew	Gooden	122230575	Committee Chairman	YES	09/28/2020	Y01	09/28/2018	09/28/2020
Chief Seattle Council - 609	Western Division - SA01	Scoutreach - 21	Pack	9140	F	Eastside Terrace (Bellevue B&GC)	Joseph	Mathew	Gooden	122230575	Chartered Organization Rep.	YES	09/28/2020	Y01	09/28/2018	09/28/2020
Chief Seattle Council - 609	Western Division - SA01	Scoutreach - 21	Pack	9140	F	Eastside Terrace (Bellevue B&GC)	Marcelo	Horacio	Guerra Hahn	121935544	Den Leader	YES	06/07/2022	Y01	06/07/2020	06/07/2022
Chief Seattle Council - 609	Western Division - SA01	Scoutreach - 21	Pack	9140	F	Eastside Terrace (Bellevue B&GC)	Sara	Kjerstin Noel	Michelberry	133066846	Cubmaster	YES	09/13/2021	Y01	09/13/2019	09/13/2021
Chief Seattle Council - 609	Western Division - SA01	Scoutreach - 21	Pack	9140	F	Eastside Terrace (Bellevue B&GC)	Paul	Mark	Pineda	6180922	Committee Member	YES	07/01/2022	Y01	07/01/2020	07/01/2022


GRAND TOTAL CURRENT: 6 (100%) | EXPIRED: 0 (0%) | NEVER TAKEN: 0 (0%)

12. To run a detailed adult leader training report, you must select *Add/Search*.

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC) [SELECT ORG LEVEL](#)



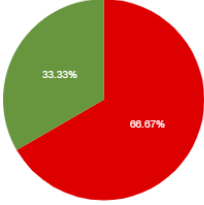
Pack 9140

Training Manager

- Dashboard
- Add/Search**
- Reports

Trained Leaders

Last data refresh: 09/14/2020 at 15:27 PM

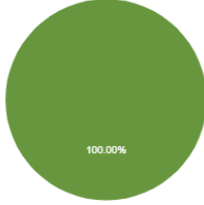


33.33% Trained (2) | 66.67% Not Trained (4)

[View Position Requirements](#) [Report](#)

YPT

Last data refresh: 09/14/2020 at 15:27 PM



100.00% Current (5) | 0.00% Never Taken (0) | 0.00% Expired (0)

[Report](#)

13. Select the *Search Training* tab.

my.Scouting | Training Manager

Chief Seattle Council 609

Chief Seattle Council 609 [SELECT ORG LEVEL](#)

Add Training Search Training

Program Course Select date

Member (s)

Training Manager

- Dashboard
- Add/Search**
- Reports

14. You can filter to only get adults, and by who is trained for their position. All of your adults should have current Youth Protection Training, except the Executive Officer and Lion and Tiger Adult partners (they are not registered, so while recommended, Youth Protection training is not required for them).

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC) [SELECT ORG LEVEL](#)

Add Training Search Training

Search By Name, Member ID or Position Filter (1)

Filter By

- Adult Members Youth Members
- YPT Status**
 - Trained Never Taken Expired
- Position**
 - Trained Not Trained

		YPT
<input type="checkbox"/>		Trained
<input type="checkbox"/>		Trained
<input type="checkbox"/>	Marcelo Horacio Guerra Hahn Member ID: 122193544	Trained
<input type="checkbox"/>	Kristi Holmes Member ID: 131509709	Never Taken
<input type="checkbox"/>	Sara Kjerstin Noel Mickelberry Member ID: 133066846	Trained
<input type="checkbox"/>	Paul Mark Pineda Member ID: 6180922	Trained

Total: 6

15. Select which members you would like to check training for.

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC) [SELECT ORG LEVEL](#)

Training Manager

Dashboard

Add/Search

Reports

Pack 9140

Search Training

Search By Name, Member ID or Position Filter (1)

View Training Download Training Report Send Email

<input type="checkbox"/>	Name	Position	YPT
<input type="checkbox"/>	Kevin Bruce Baker Member ID: 112753430	Committee Member	Trained
<input type="checkbox"/>	Joseph Mathew Gooden Member ID: 122230575	Committee Chairman Chartered Organization Rep.	Trained
<input type="checkbox"/>	Marcelo Horacio Guerra Hahn Member ID: 122193544	Den Leader	Trained
<input type="checkbox"/>	Kristi Holmes Member ID: 131509709	Executive Officer	Never Taken
<input type="checkbox"/>	Sara Kjerstin Noel Mickelberry Member ID: 133066846	Cubmaster	Trained
<input type="checkbox"/>	Paul Mark Pineda Member ID: 6180922	Committee Member	Trained

Total: 6 < 1 > 10 / page

16. Click the *Print Member Training Report* button.

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC) [SELECT ORG LEVEL](#)

Training Manager

Dashboard

Add/Search

Pack 9140

Add Training Search Training

Search By Name, Member ID or Position Filter (1)

View Training Download Training Report

<input checked="" type="checkbox"/>	Name	Position	YPT
<input checked="" type="checkbox"/>	Kevin Bruce Baker Member ID: 112753430	Committee Member	Trained
<input type="checkbox"/>	Joseph Mathew Gooden Member ID: 122230575	Committee Chairman Chartered Organization Rep.	Trained

17. The report can be exported as a CSV (openable in Excel or other spreadsheet programs) or as a PDF.

BOY SCOUTS OF AMERICA® Position Training Requirements Report

This 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.

Report Generated By: Barrett Taylor
Date Report Generated: 09/15/2020

[Export to CSV](#) [Export to PDF](#)

FILTER Group by: Organization, Position Sort by: Default [REFRESH](#) [RELOAD](#)

Page 1 of 7 [GO](#)

Records: 80

Date Report Generated:	09/15/2020	Organization:	Pack 9140, Eastside Terrace (Bellevue B&GC)
Person:	Kevin Bruce Baker	Council:	Chief Seattle Council 609
Member ID:	112753430	District:	Scoutreach - 21
Position:	Committee Member		

Course Code	Course Description	Last Completed	Valid Until
Y01	Youth Protection Training Certification	11/07/2019	11/07/2021
C60	Pack Committee Member Pos Spec Tng Classroom		
SCO_450	CS19 Welcome		
SCO_451	CS19 Aims and Methods of Cub Scouting		
SCO_454	CS19 Cub Scout Uniforms		
SCO_459	CS19 Conducting a Pack Committee Meeting		
SCO_460	CS19 Preparing Families for Outdoor Adventures		
SCO_461	CS19 Keeping Cub Scouting Safe		
SCO_462	CS19 Involving Adults in Cub Scouting		
SCO_463	CS19 Pack Structure		
SCO_466	CS19 Continue the Journey		

This 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.

18. To simply view the trainings without creating the trained leader report you may instead click the *View Training* icon.

my.Scouting | Training Manager

Chief Seattle Council 609

Pack 9140 Eastside Terrace (Bellevue B&GC) [SELECT ORG LEVEL](#)

Add Training **Search Training**

Search By Name, Member ID or Position [Filter \(1\)](#)


[View Training](#) [Training Report](#) [Send Email](#)

<input checked="" type="checkbox"/>	Name	Position	YPT
<input checked="" type="checkbox"/>	Kevin Bruce Baker Member ID: 112753430	Trained Committee Member	<input checked="" type="checkbox"/> Trained

19. The records for the members selected will show up on your current tab for you to look through. To view another record, simply select a different name.

my.Scouting | Training Manager

Chief Seattle Council 609



Pack 9140

Training Manager

Dashboard

Add/Search

← Go Back

Kevin Bruce Baker YPT Active
Committee Member Trained

Search by Course Trained ▾

<input type="checkbox"/>	Course	Last Completed	Valid Until
<input type="checkbox"/>	✓ SCO_1264 Membership Ethics	2020-01-18	
<input type="checkbox"/>	✓ Y01 Youth Protection Training Certification	2019-11-07	2021-11-07
<input type="checkbox"/>	✓ SCO_1000 Aims and Methods	2018-05-18	
<input type="checkbox"/>	✓ SCO_720 Accessing Commissioner Tools	2017-11-13	
<input type="checkbox"/>	✓ SCO_721 The Units Tab in Commissioner Tools	2017-11-13	
<input type="checkbox"/>	✓ SCO_722 Entering a Unit Contact in Commissioner Tools	2017-11-13	
<input type="checkbox"/>	✓ S20 Boy Scout Leader Basic Tng Complete	1911-01-01	

[Add Training](#) [TRAINING REPORT](#) [CERTIFICATE](#)

Joseph Mathew Gooden	>
Marcelo Horacio Guerra Hahn	>
Kristi Holmes	>
Sara Kjerstin Noel Mickelberry	>
Paul Mark Pineda	>