my.Scouting Tools is best experienced using Firefox 14 or greater, Google Chrome 21 or greater, Apple Safari 6 or greater, and Internet Explorer 9.0 or greater.
The Training Manager provides a dashboard view of position-trained leader status and youth protection training status by organization level. Key 3 will be able to add and search training, print member’s training certificate(s), print Trained Leaders report and YPT Aging report. Upon login, select Home at the top, then Training Manager from the drop-down list.
Upon selection of the Training Manager tool, the system will display a dashboard designed to give you a quick look at the “Trained Leaders” and “Youth Protection Training” status for your organization. If you have a role in a district, you will see the status for the entire district by default, or you can drill down and select a view of just the district staff (non-unit registrants), or select a view for a specific unit within the district.
Hovering over the pie charts displays the count and percentage of registered adults in leadership positions that are position-trained or not, or those that are YPT trained or not, in the selected organization. You can also click the List View icon in the upper right corner in either frame for additional status details as shown on the following page.
Details are categorized by color. To return to the pie chart dashboard view, select the pie chart icon in the right corner in either frame.

**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.
To generate and view an “exception” report that lists only those members who are not position-trained, and those whose YPT have expired or never taken simply click in the red areas on the pie charts. If you have a role in the district, you can generate an exception 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.
A PDF document will download generating an exception report. In this example, a Leaders Not Trained Report lists members in the selected unit who are not position-trained along with the courses needed to be position-trained.
The YPT Aging Report is now 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.
A PDF document will download generating an aging report 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.
You are also able to view each member’s trained leader status in the organization by selecting the Trained Leaders Report icon on the Trained Leaders dashboard. 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.
Selecting continue to the PDF download generates a Trained Leaders Report. The report lists names and position titles who are not position-trained under Training Incomplete, along with the additional training courses needed to become position-trained. Members who are position-trained will appear under Training Complete section. Remember, positions are counted, not adults.
Back on the Training Dashboard, a navigation bar located at the top displays an Add Training icon and a Search Training icon. To add a training record to a member or group of members in the selected organization, select the Add Training icon.
The system will display the above screen where you can select the Program, Course, and Date of the training course to be added.
Once a Program, Course, and Date is entered, the system will slide the Add Member bar to enter search criteria information. You may enter a member ID or a member’s name and then click Search. To search multiple names or member IDs, separate by comma. After completing a search, member details will display that are within the selected BSA organization structure. If you have a role in the district, it will search the entire district.
Clicking on a name will move it 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), click in the box next to Include Certificate(s) and then click Add.
A PDF Training Report will then 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, a separate PDF document will be generated that you may print.
The system will then return back 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 navigation bar. Do not use the browser’s back button or you will be taken out of my.Scouting Tools. There is also a Search Training icon that performs the same function as one on the dashboard screen which will be explained on the next page.
Selecting the Search Training icon displays member roster list in the selected organization. You may also perform a search and view another unit’s roster details. **NOTE:** The Dashboard icon navigates back to the dashboard landing page. The Filter and View Training icons perform an action while in Search Training.
To filter members in the selected organization, click the Filter icon. A menu bar appears where you can filter by Member Type or Position. You can also search by member’s name (first, middle, last).
To view details of a member’s training history record, select member(s) from the list first, then select the View Training icon to the right of the Filter icon. To select all in the list, click the green checkmark at the top right of the bar.
Upon selection, the above screen displays showing selected member’s current training history, including course name, date of last completion, and expiration date for those courses that expire. A green circle with a checkmark next to the course name indicates course is current. The member’s YPT status is also displayed. A new function bar appears with action icons to filter or print. If multiple members are selected, use the NEXT button at the top to navigate to the next selected member.
Training Dashboard
Trained Exception Report
YPT Aging Report
Trained Leader Rpt
Add Training
Search Training
View Training

To filter member’s training courses, select the Filter icon on the function bar. A new menu 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 the course(s), with ability to 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.
To log out of my.Scouting at any time, click on the icon located at the top right corner and select Logout. There are also links to the Release Details, FAQs and to the Legacy myScouting website.
For questions or concerns regarding the Training Manager tool, please contact the BSA National Support Center at: myscouting@scouting.org.