

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.

Proper training and access are required to add completed trainings to a unit leader’s record.)

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.

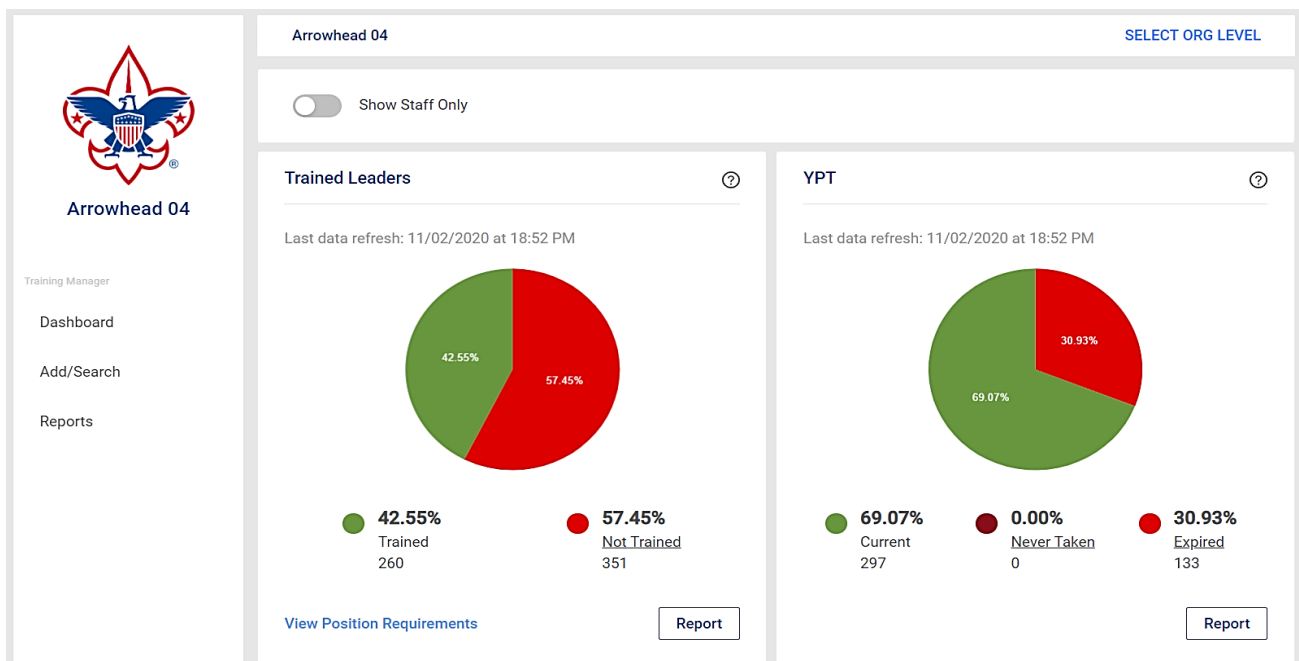
ACCESSING THE TRAINING MANAGER:

1. Log into <https://my.scouting.org/>
2. Click **MENU** in the top left corner of the screen
3. Select the unit number from the drop-down list
4. Select **TRAINING MANAGER** from the dropdown list

Once the unit is selected, you will see the Training Manager Dashboard for your unit.

From this page, you may run the following training reports by simply clicking on the **REPORT** button in the lower right corner of the report field.

- Trained Leader Report
- Youth Protection Training (YPT) Report



TRAINED LEADER REPORT:

When the Trained Leaders Report button is clicked on it will generate a comprehensive report outlining the following information for each registered leader in your unit.

Trained Leader Report:

- List all registered leaders in the unit
- Indicate if each leader is position-trained
- List individual training completions
- List the trainings needed in order to be considered position-trained by *training code

*The training codes listed in this report can be found by clicking the **View Position Requirements** in the bottom left side of the Trained Leaders information field.

YOUTH PROTECTION TRAINING REPORT:

When the YPT Report button is clicked on it will generate a report outlining the following information for each registered leader in your unit.

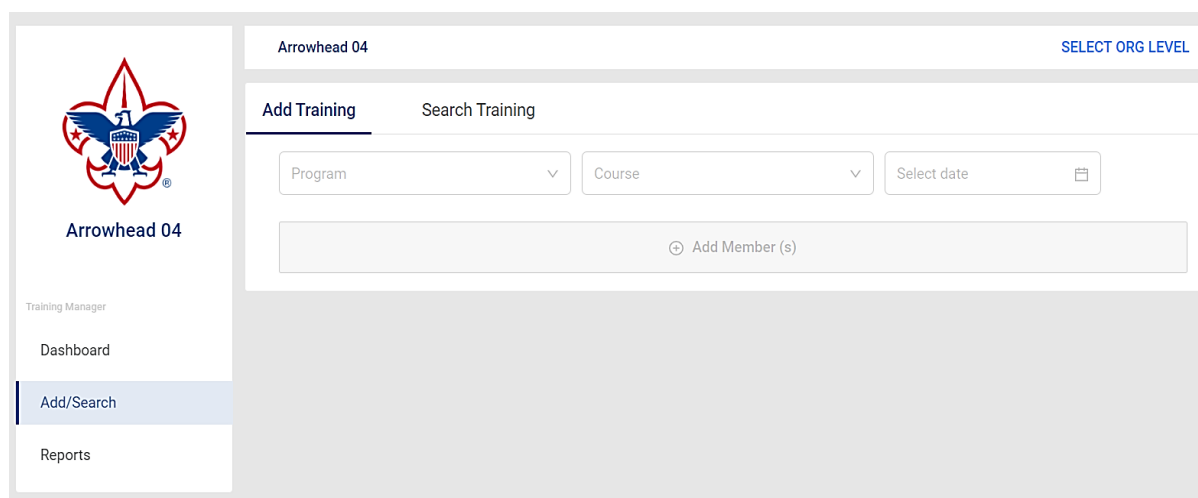
This report will:

- List all registered leaders in the unit
- Indicate the status of each leader's YPT training
- List the expiration date of each leader's YPT

*This report will not list *all* the trainings an individual has taken.

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

Select the **Add/Search** option to the left of the pie charts and select the required training information (**Program, Course and Date**) using the dropdown fields.



The screenshot shows the 'Arrowhead 04' unit page. On the left is a navigation menu with 'Add/Search' selected. The main content area has two tabs: 'Add Training' (active) and 'Search Training'. Below the tabs are three input fields: 'Program' (dropdown), 'Course' (dropdown), and 'Select date' (calendar icon). Below these is a large button labeled 'Add Member (s)' with a plus icon.

Select the **ADD MEMBERS** tab to enter either the **FIRST NAME, LAST NAME, or MEMBER ID NUMBER** of the leaders who completed the training.

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

You will be given an option to print certificates of completion, if desired, at this point.


Click **ADD** to add the training to the leader's record.

ADDITIONAL REPORTING CAPABILITIES:

Several additional reports, including those previously mentioned, can be found by selecting the **REPORTS** option to the left of the pie charts on the Training Manager Dashboard. Simply click on **Run** to the right of the report title you desire.

Reports found here include the following:

- District Contact Report
- Not Trained Report
- Trained Leaders Report
- Youth Report
- YPT Aging Report
- YPT Expired/Never Taken Report



Arrowhead 04

Training Manager

- Dashboard
- Add/Search
- Reports**

| Reports | |
|---|------------|
| DISTRICT CONTACT REPORT Identifies the Key 3s in each unit in the district, including contact information and YPT status. Name, position, primary phone number, primary email address and YPT status. | Run |
| NOT TRAINED REPORT (TRAINER LEADER STATUS) Only lists members who are not position trained in selected org. | Run |
| TRAINED LEADERS REPORT Lists each member's position trained leader status in the selected organization. | Run |
| YOUTH REPORT Lists youth members who have completed training. | Run |
| YPT AGING REPORT Lists all members whose YPT have expired or never taken under the selected org. | Run |
| YPT EXPIRED/NEVER TAKEN REPORT Only lists members whose YPT has expired or never taken in selected org. | Run |