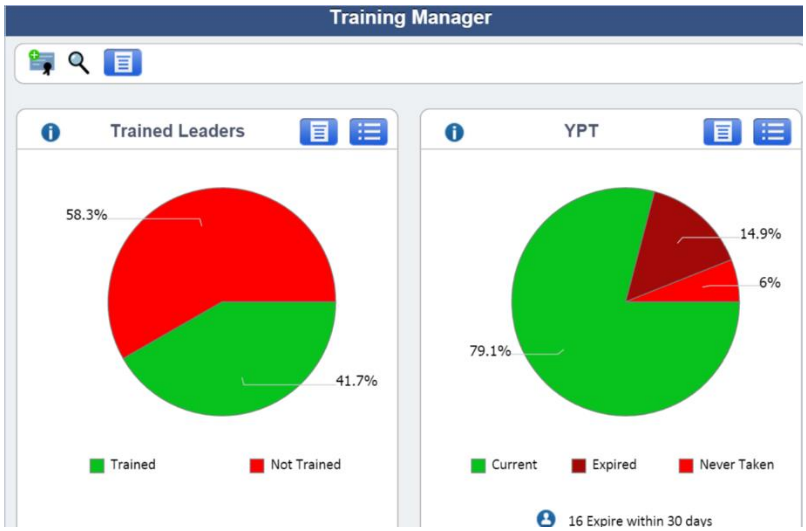
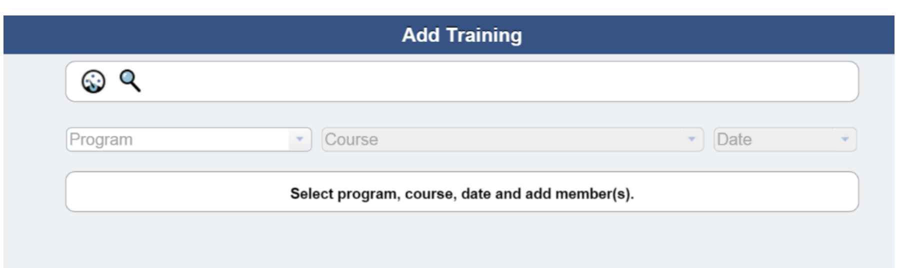
How To Access and Update Training Records in MyScouting

MyScouting offers the unit Key 3 and any designees to see who is trained, what training is needed, and update training for anyone whose record is incorrect. Please note: unit leaders may not update their own training records, only other individuals. Here is how to access those tools.

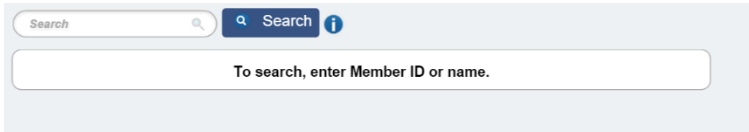
1) Log into my.scouting.org.
2) In the upper left hand corner, click on the drop down menu and select “Training Manager”.



3) This brings you to a couple pie charts. The “Trained Leaders” chart shows you overall training, including position specific. The “YPT” chart shows only youth protection training. Click on any section of the pie chart to download a list of leaders who fall into that category.
4) Click on the document button  to download a comprehensive training list – this includes leaders trained, training taken, and training needed. You have this option for both the full training report and the youth protection training only report.
5) Click on the bullet point button  to change the pie chart to a list overview.
6) To add a training record for another leader, click on the certificate with a green plus sign. 
7) You will need to add the program (Cub Scouting, Boy Scouting, or Venturing). Then add a course – if you know the name, type it in and the correct course should pop up. If you don’t know the course’s correct name, select the arrow to drop down a list of possible course. Then enter the date the training was taken.



8) Click on the "Add Member" tab located on the middle of the left side of the page. You can search for the individual by name or member ID number.



9) Click on the correct individual. You can add additional people at this time or hit "collapse" to return to the previous menu. Once you have reviewed that the course, date taken, and person are correct, hit submit. Allow 24-48 hours for the training to be updated in the records.