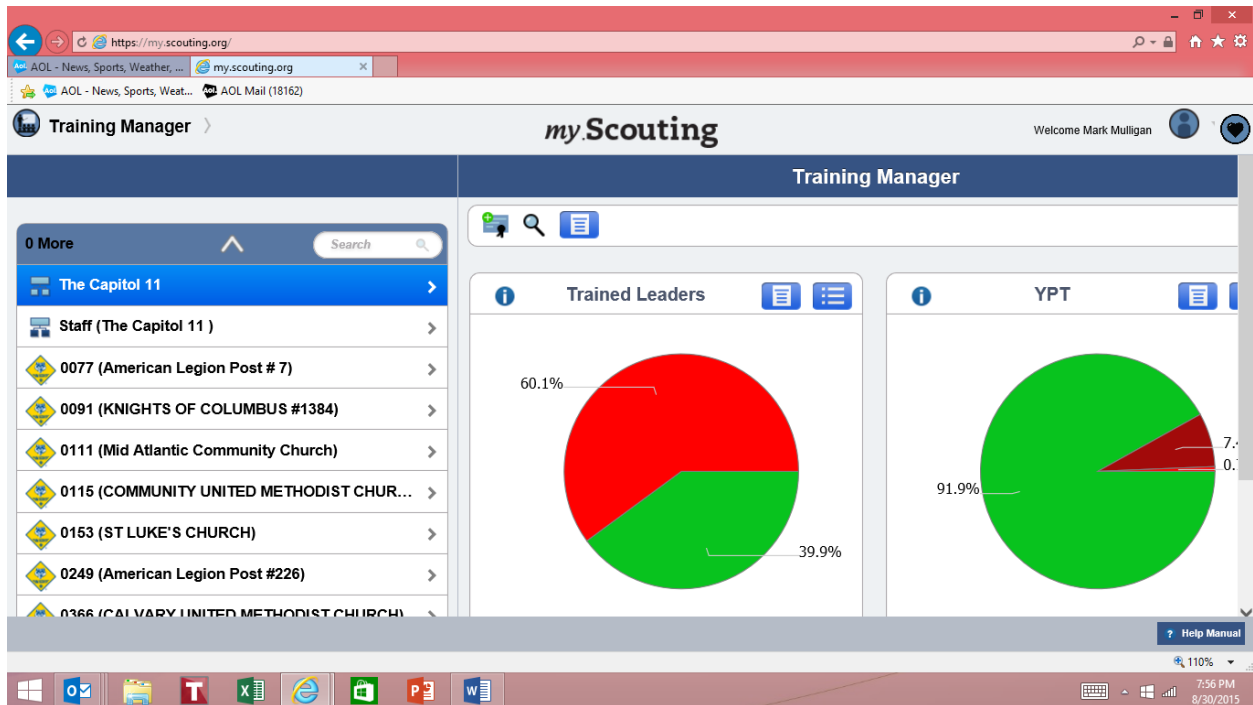




Unit Key Three can log into training manager. Log in is the same as for myscouting.org

Log into my.scouting.org

In the upper left, click drop menus for Home, then The Capitol, then click training manager



On the Training Manager screen, enter your unit number in the search window and click the magnifying glass icon to search. Click on your unit, and wait while the pie charts update. The icon that looks like a

printed page above the pie chart is the aging report. Double click to open it. A sample report for Pack 077 follows.

YOUTH PROTECTION TRAINING AGING REPORT
Adult Members

Council: Baltimore Area Council - 220 **Date Generated:** 08/30/2015 18:59:26 CST
Unit: Pack 0077 American Legion Post # 7 **Generated By:** Mark Mulligan

Count Summary (reflects recent training submitted):
Dashboard data will be calculated in the next scheduled update

Never Taken: 0 Expired: 0 Expires 1-30d: 0
Expires 31-60d: 0 Expires 61-90d: 0 Expires 91d-2yrs: 5
Total: 5

Name	Course	Status	Last Completion	Expiration Date
John K Pickett	Youth Protection Training	Expires 91d-2yrs	01/18/2014	01/18/2016
Thomas Henry Goloski	Youth Protection Training	Expires 91d-2yrs	12/01/2014	12/01/2016
Charles William Rains	Youth Protection Training	Expires 91d-2yrs	01/13/2015	01/13/2017
William Easton	Youth Protection Training	Expires 91d-2yrs	01/23/2015	01/23/2017
Matthew Earl	Youth Protection Training	Expires 91d-2yrs	01/28/2015	01/28/2017

--END OF REPORT--

Note that all the adults in P077 are currently trained, but two of those expire in 2016 and so are not valid for recharter.