

Boy Scouts of America MyScouting Tools Manual



Release 1.1

Youth Protection

TABLE OF CONTENTS

1. Introduction	3
2. Filter By BSA Unit	4
3. Selecting a BSA Unit	5
4. Youth Protection Compliance	
a. Select Program/Course	6
b. Date Taken	7
c. Select Members	8
5. Training Course Update	9

Introduction

Welcome to the **MyScouting Tools Youth Protection Toolkit**! A Toolkit provides your BSA organization structure. Your Toolkit will represent your unit(s) or district, as well as units within a district.

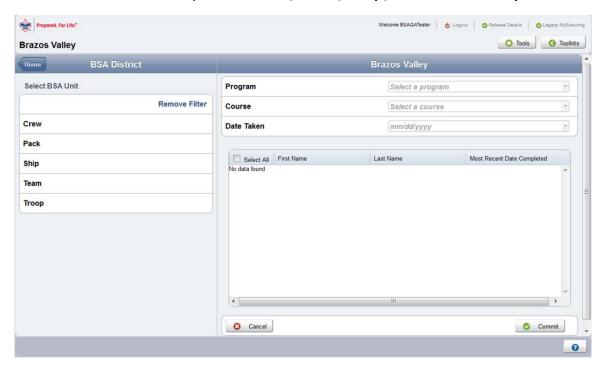
This manual is intended to familiarize you with the features and functionality of the Youth Protection tool so that you can use it most effectively.

Release 1.1 provides ability to view and update a member's most recent Youth Protection compliance training only, not the capture of all the historical training a member has. Full training reporting will be in a subsequent release.

Please note: not all users will have access to administrative functions of the Training. Only unit Key 3 administrators (cubmaster, scoutmaster, varsity coach, venturing crew advisor, skipper, committee chairman, chartered organization representative) and district Key 3 administrators (district committee chairman, district commissioner, and district executive) will see more features than those who do not hold an administrative role.

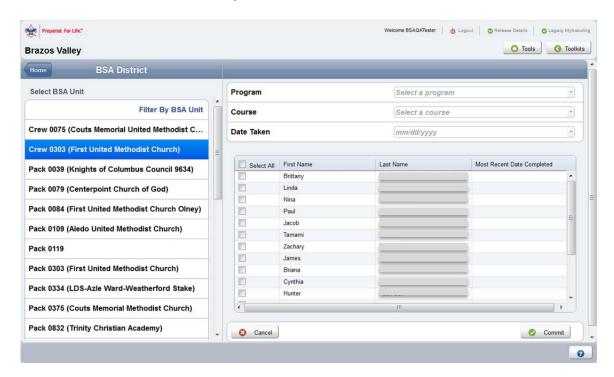
Filtering by BSA Unit

- After selecting your Toolkit, click on the Youth Protection tool under Select Tools. You can then perform the following operations: filter by BSA unit, select a BSA unit, select a course, enter the date taken for the selected course, and select member(s) from the list who have completed the course in order to update their training information.
- 2. For district-level users, the tool will initially display a roster list of non-unit district registrants.
- 3. If your account is associated with more than one unit, you first have the option to filter by BSA unit. To do so, select **Filter By BSA Unit** under **BSA District**.
- 4. Depending on your role, you will be presented with one or more of these selection options: **Crew, Pack, Ship, Team** and **Troop**.



Selecting a BSA Unit

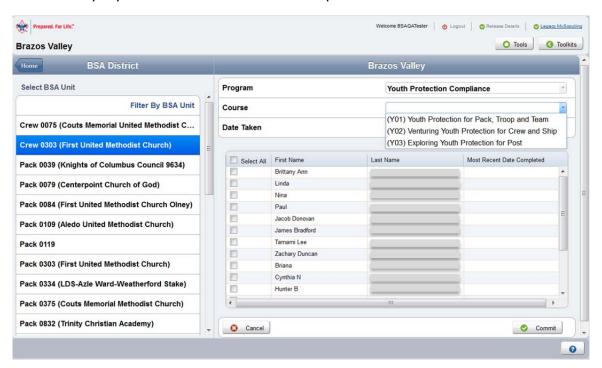
- 1. Once you have filtered through your units (or after removing the filter), you may select a unit on the left side of the screen.
- 2. After selecting a unit, you will see a complete list of members within that unit on the right. You can sort by **First Name**, **Last Name** or **Most Recent Date Completed**.



Select Program/Course

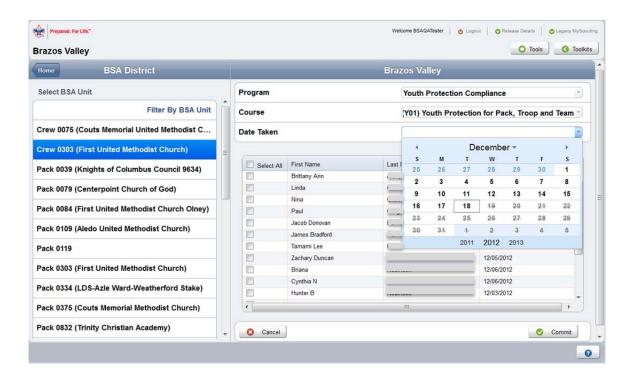
- The system will automatically default the Program field to Youth Protection Compliance.
- 2. To select a **Course**, click the drop-down arrow to the right of the **Course** field and select one of the three options (Yo1) Youth Protection; (Yo2) Venturing Youth Protection; or (Yo3) Exploring Youth Protection.
- 3. Once you have selected a **Course**, the screen will display a date in the **Most Recent Date Completed** column for each member who has previously completed that course.

NOTE: For Youth Protection compliance, the system will only retain and display the most recent date completed for each member.



Date Taken

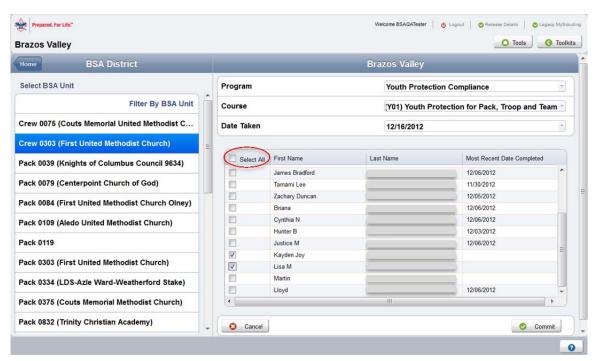
 Enter the date of completion for the selected Course in the Date Taken field by either typing the date or clicking the drop-down arrow to select the calendar month and date.



Select Members

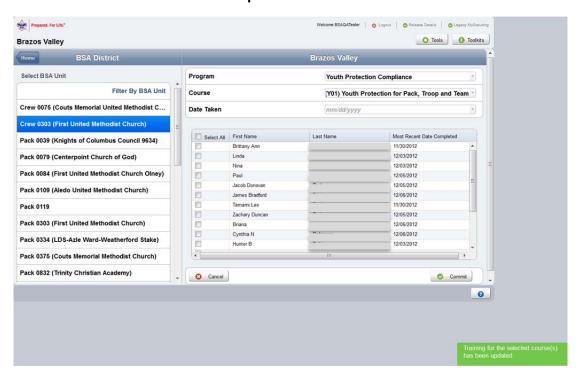
- Once you have selected or entered a date, you can select the member(s) who have completed the course by clicking the checkbox next to their name.
- 2. You also have the option to **Select All**. To deselect, click **Select All** again.
- 3. After a selection has been made, click Commit.

NOTE - If you're a Key 3 administrator, you will not have the ability to select and update your own record. Another Key 3 administrator will have the authority to update.



Youth Protection Course Update

1. Upon Commit, you will see a green popup window on the bottom right of the screen that reads: "Training for the selected course(s) has been updated." The system will add the training course to the record(s) of the member(s) you selected and display the date in the Most Recent Date Completed column.



<u>Remember</u>, for Youth Protection compliance, the system will only retain the most recent date completed. Therefore, you will not be allowed to update a record with a date that's prior to the date displayed in the **Most Recent Date Completed** column for the course.

For Example – if a member's Yo2 Venturing Youth Protection is recorded as 12/1/12 under **Most Recent Date Completed**, you will not be able to update a Yo1 or Yo3 training course with a date prior to 12/1/12. You will receive an error warning upon **Commit**. A date after 12/1/12 will be accepted.

If you have any additional questions or concerns please contact the BSA National Support Center at myscouting@scouting.org.