



Boy Scouts of America

MyScouting Tools Manual



Youth Protection

Release 1.1

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

1. 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**.

The screenshot displays the 'Brazos Valley' BSA District interface. On the left, under 'BSA District', there is a 'Select BSA Unit' section with a 'Remove Filter' button and a list of unit types: Crew, Pack, Ship, Team, and Troop. The main area, titled 'Brazos Valley', contains three filter fields: 'Program' (dropdown menu), 'Course' (dropdown menu), and 'Date Taken' (text input with a date format 'mm/dd/yyyy'). Below these filters is a table with columns: 'Select All', 'First Name', 'Last Name', and 'Most Recent Date Completed'. The table currently shows 'No data found'. At the bottom of the main area are 'Cancel' and 'Commit' buttons.

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**.

The screenshot displays the BSA District interface for Brazos Valley. The left sidebar shows a list of BSA units, with 'Crew 0303 (First United Methodist Church)' selected. The main area shows a form for selecting a program, course, and date taken, and a table of members for the selected unit.

Program:

Course:

Date Taken:

<input type="checkbox"/> Select All	First Name	Last Name	Most Recent Date Completed
<input type="checkbox"/>	Brittany		
<input type="checkbox"/>	Linda		
<input type="checkbox"/>	Nina		
<input type="checkbox"/>	Paul		
<input type="checkbox"/>	Jacob		
<input type="checkbox"/>	Tamami		
<input type="checkbox"/>	Zachary		
<input type="checkbox"/>	James		
<input type="checkbox"/>	Briana		
<input type="checkbox"/>	Cynthia		
<input type="checkbox"/>	Hunter		

Select Program/Course

1. 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 – (Y01) Youth Protection; (Y02) Venturing Youth Protection; or (Y03) 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.

The screenshot shows the BSA District interface for Brazos Valley. The 'Program' field is set to 'Youth Protection Compliance'. The 'Course' dropdown menu is open, showing options: (Y01) Youth Protection for Pack, Troop and Team; (Y02) Venturing Youth Protection for Crew and Ship; and (Y03) Exploring Youth Protection for Post. A table below displays a list of members with their names and the 'Most Recent Date Completed' column.

Select All	First Name	Last Name	Most Recent Date Completed
<input type="checkbox"/>	Brittany Ann		
<input type="checkbox"/>	Linda		
<input type="checkbox"/>	Nina		
<input type="checkbox"/>	Paul		
<input type="checkbox"/>	Jacob Donovan		
<input type="checkbox"/>	James Bradford		
<input type="checkbox"/>	Tamami Lee		
<input type="checkbox"/>	Zachary Duncan		
<input type="checkbox"/>	Briana		
<input type="checkbox"/>	Cynthia N		
<input type="checkbox"/>	Hunter B		

Date Taken

1. 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.

The screenshot shows the BSA District interface for the Brazos Valley. The main area displays the 'Youth Protection Compliance' program and the '(Y01) Youth Protection for Pack, Troop and Team' course. The 'Date Taken' field is currently empty, and a calendar for December is open, showing the date 18th selected. The interface includes a list of BSA units on the left and a table of participants with their completion dates.

Select All	First Name	Last Name	Date Taken
<input type="checkbox"/>	Brittany Ann		
<input type="checkbox"/>	Linda		
<input type="checkbox"/>	Nina		
<input type="checkbox"/>	Paul		
<input type="checkbox"/>	Jacob Donovan		
<input type="checkbox"/>	James Bradford		
<input type="checkbox"/>	Tamami Lee		
<input type="checkbox"/>	Zachary Duncan		12/05/2012
<input type="checkbox"/>	Briana		12/06/2012
<input type="checkbox"/>	Cynthia N		12/06/2012
<input type="checkbox"/>	Hunter B		12/03/2012

Select Members

1. 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.

The screenshot shows the BSA District interface for selecting members. The left sidebar lists various BSA units, with 'Crew 0303 (First United Methodist Church)' selected. The main area displays the 'Youth Protection Compliance' course details, including the course name and the date taken (12/16/2012). A table lists members with checkboxes for selection. The 'Select All' checkbox is circled in red. The 'Commit' button is visible at the bottom right.

<input type="checkbox"/> Select All	First Name	Last Name	Most Recent Date Completed
<input type="checkbox"/>	James Bradford		12/06/2012
<input type="checkbox"/>	Tamami Lee		11/30/2012
<input type="checkbox"/>	Zachary Duncan		12/05/2012
<input type="checkbox"/>	Briana		12/06/2012
<input type="checkbox"/>	Cynthia N		12/06/2012
<input type="checkbox"/>	Hunter B		12/03/2012
<input type="checkbox"/>	Justice M		12/06/2012
<input checked="" type="checkbox"/>	Kayden Joy		
<input checked="" type="checkbox"/>	Lisa M		
<input type="checkbox"/>	Martin		
<input type="checkbox"/>	Lloyd		12/06/2012

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.

The screenshot shows the BSA District web interface for the Brazos Valley. The main form is titled "Brazos Valley" and includes the following fields:

- Program:** Youth Protection Compliance
- Course:** (Y01) Youth Protection for Pack, Troop and Team
- Date Taken:** mm/dd/yyyy

Below the form is a table of members with the following columns: Select All, First Name, Last Name, and Most Recent Date Completed.

Select All	First Name	Last Name	Most Recent Date Completed
<input type="checkbox"/>	Brittany Ann		11/30/2012
<input type="checkbox"/>	Linda		12/03/2012
<input type="checkbox"/>	Nina		12/03/2012
<input type="checkbox"/>	Paul		12/05/2012
<input type="checkbox"/>	Jacob Donovan		12/05/2012
<input type="checkbox"/>	James Bradford		12/06/2012
<input type="checkbox"/>	Tamami Lee		11/30/2012
<input type="checkbox"/>	Zachary Duncan		12/05/2012
<input type="checkbox"/>	Briana		12/06/2012
<input type="checkbox"/>	Cynthia N		12/06/2012
<input type="checkbox"/>	Hunter B		12/03/2012

At the bottom right of the interface, a green notification box states: "Training for the selected course(s) has been updated."

Remember, 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.