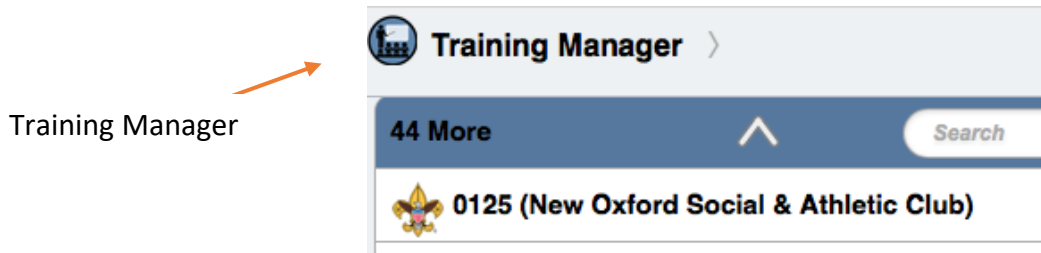
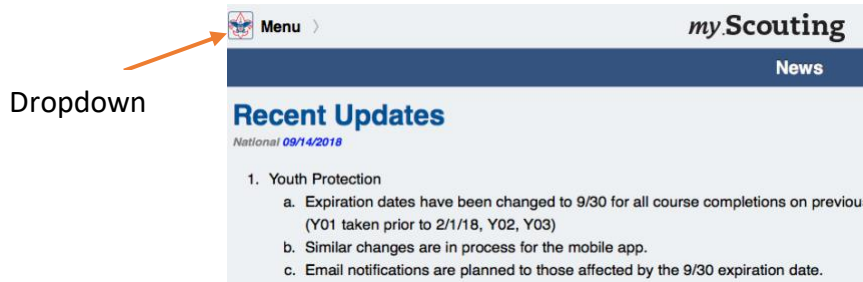


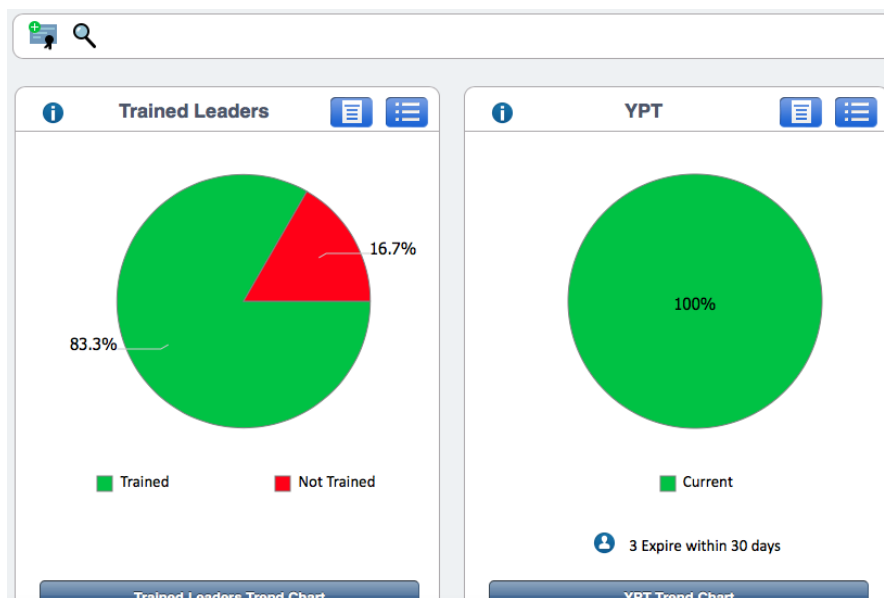
## How to find your Unit's Youth Protection Training Status

**Step 1: Unit Key 3 Member (Committee Chair, Chartered Organization Representation, Key Leader – Scoutmaster, Cubmaster, Advisor, Skipper) logs into my.scouting.org.**

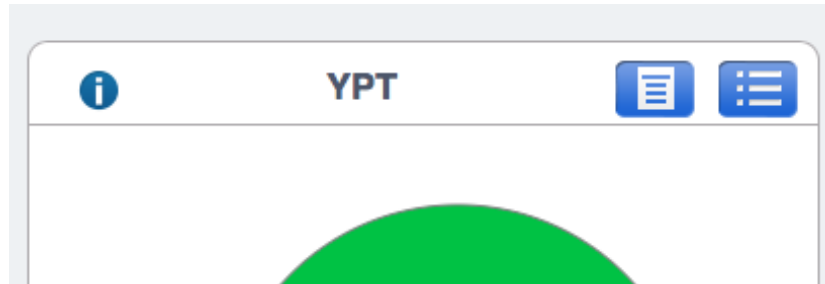
**Step 2: Select "Training Manager" from the dropdown menu on the upper left-hand side**



**Step 3: From the Training Manager you will see two pie graphs that look similar to the ones below. The one of the left, is for position training and the one on the right is for Youth Protection Training.**



Step 4: To the right, above the Youth Protection Chart are two clickable boxes. The one on the right gives you the “YPT Chart Details”. This breaks down how many people have their Youth Protection Training and how long until the trainings expire. The left one gives you “YPT Aging Report” (scroll across each to see titles). Click this report to get the details you need for your unit.



Step 5: Once you click “YPT Aging Report” you will be directed to a page that looks like the one below. The chart beneath lists all of your registered leaders and their status.

A screenshot of the Boy Scouts of America YPT Aging Report page. At the top left is the BSA logo. To its right is the text "BOY SCOUTS OF AMERICA® YPT Aging Report". Below this is a disclaimer: "This roster information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited." The page displays report details: Council (New Birth of Freedom 544), Organization Name (Pack 0030, St Paul's Evangelical Lutheran Church), Report Generated By (Christopher Styers), and Date Report Generated (09/25/2018). There are three buttons: "Export to CSV" (blue), "Export to CSV (Minimum)" (blue), and "Export to PDF" (red). Below the buttons is a "FILTER" section with "Group by: Org Structure" and "REFRESH" and "RELOAD" buttons. A pagination bar shows "Page 1 of 1" with a "GO" button. At the bottom is a table with columns: Council, District, Program, Unit Number, Chartered Org Name, First Name, Middle Name, Last Name, Member ID, Position, and Status. Each column has a small icon for sorting. The first row of data is partially visible: "Bathfield, 01, Pack, Pack 0030, 0030 (Count 0)".

If “Status” is “Yes” it means their Youth Protection is Current, if “No” then Youth Protection is Expired.

“Effective Through” gives the date that Youth Protection Expires.

All adults are required to have Y01 complete.

Y01 Completed Date is the last date that Youth Protection Training was completed.

Y01 Expires is the date that Youth Protection Training Expires and should be the same as the “Effective Through” Date

Anyone that has an expired Youth Protection Date WILL NOT be able to be included in the Unit Recharter.

