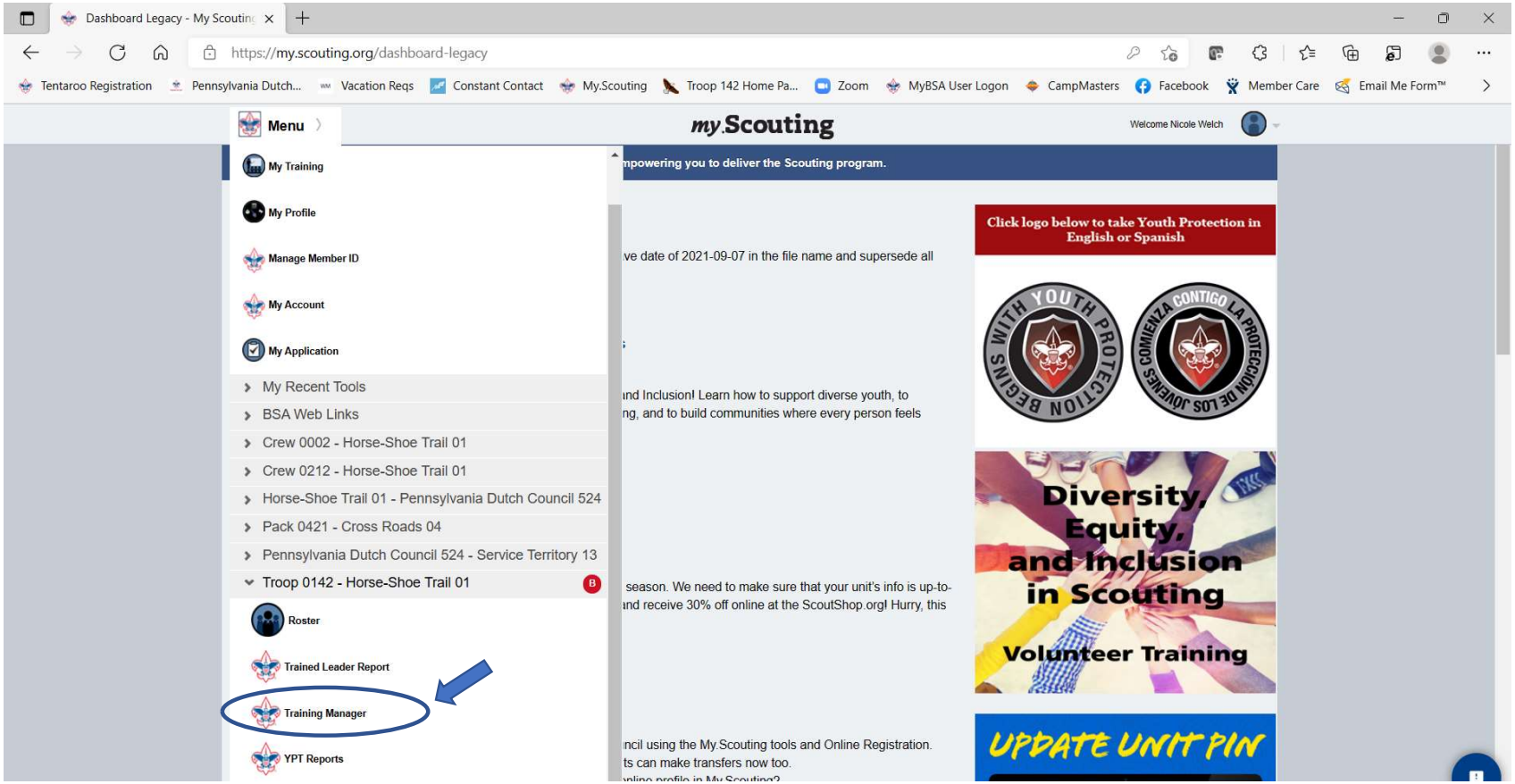
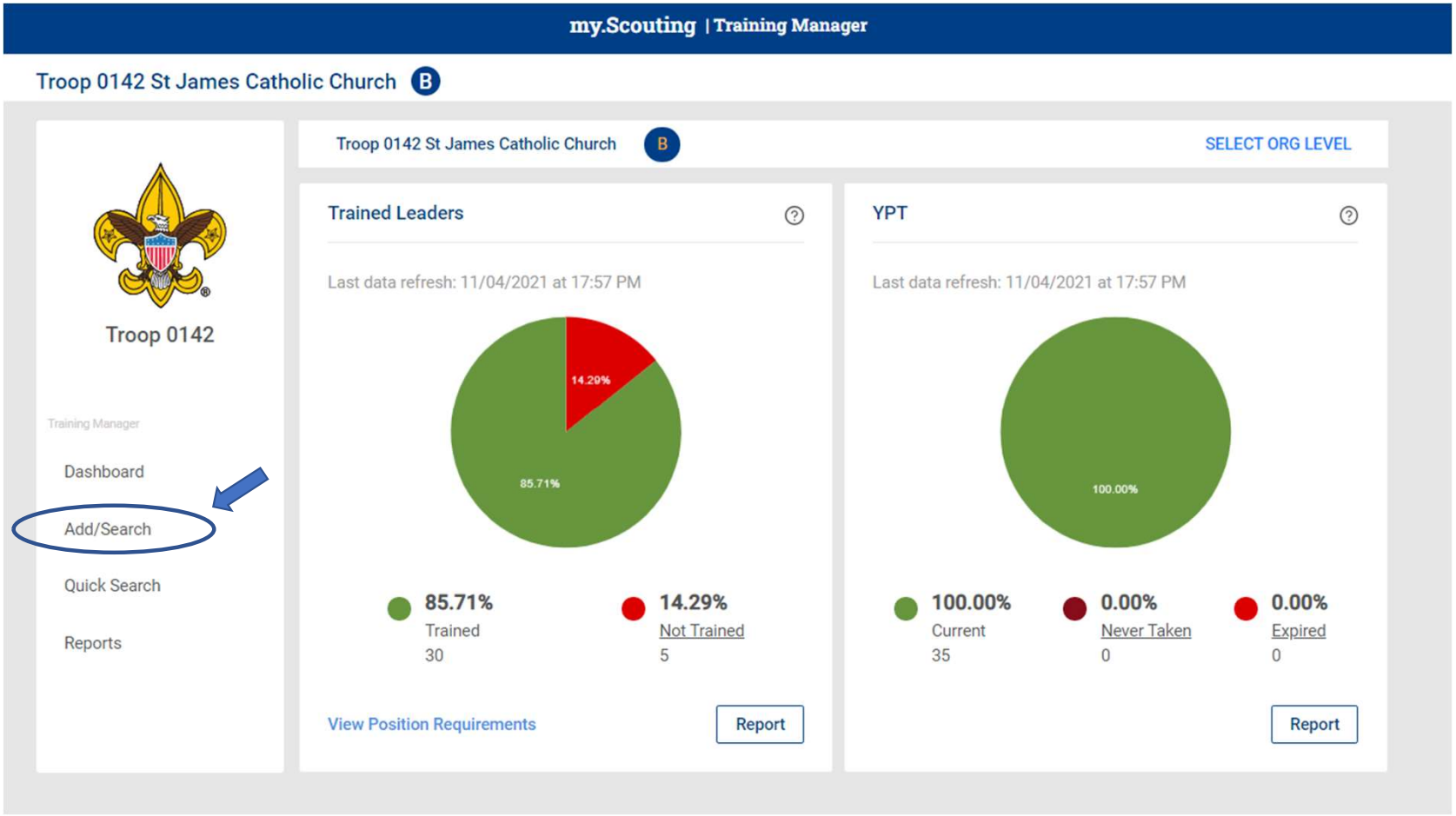
How to pull a Hazardous Weather training report

You must be a unit Key 3 or be assigned Key 3 access to be able to pull this report in my.scouting.org

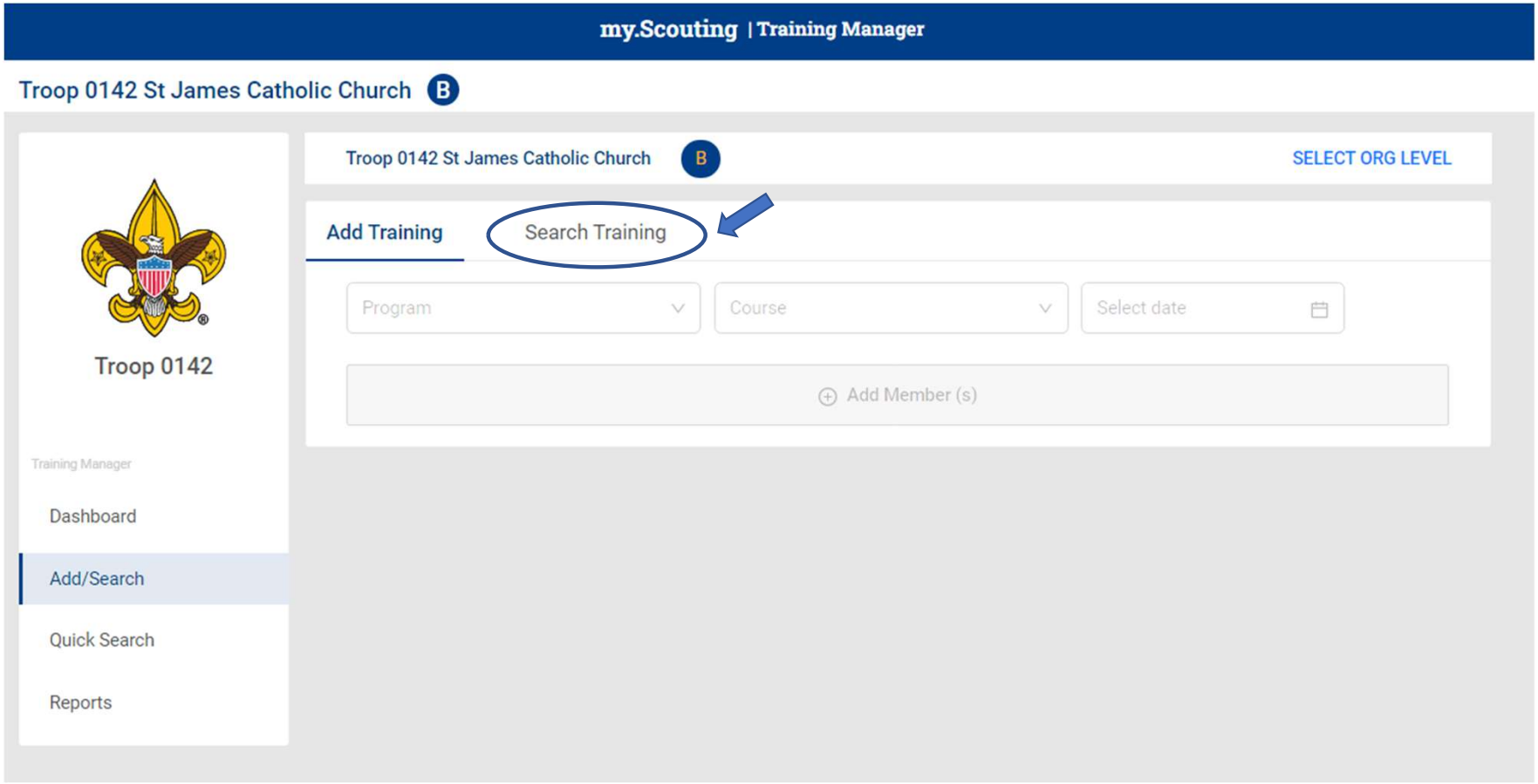
Log into my.scouting and in the menu select the drop down for your unit, then click on Training Manager.



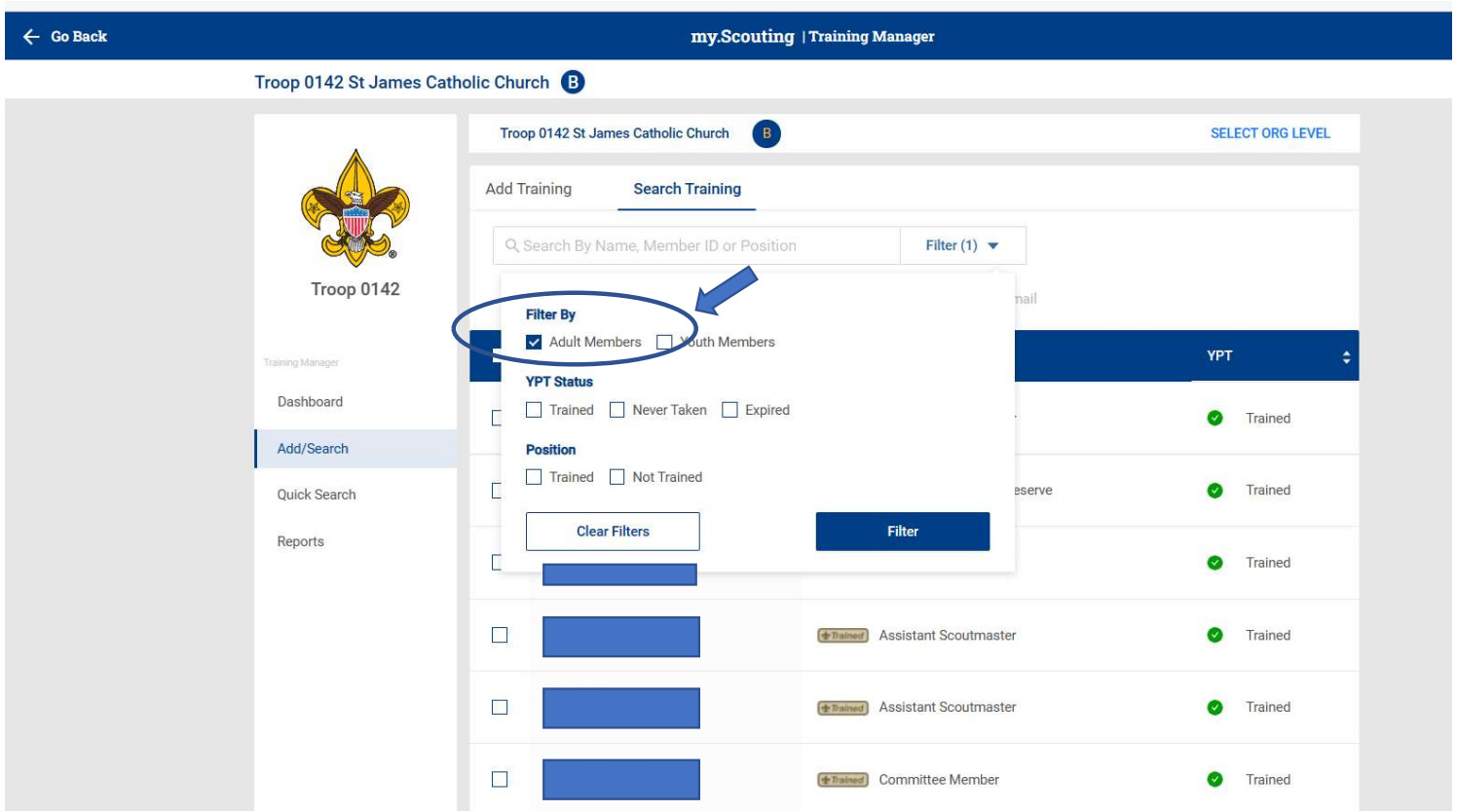
You will see the training dials like below. Click on Add/Search.



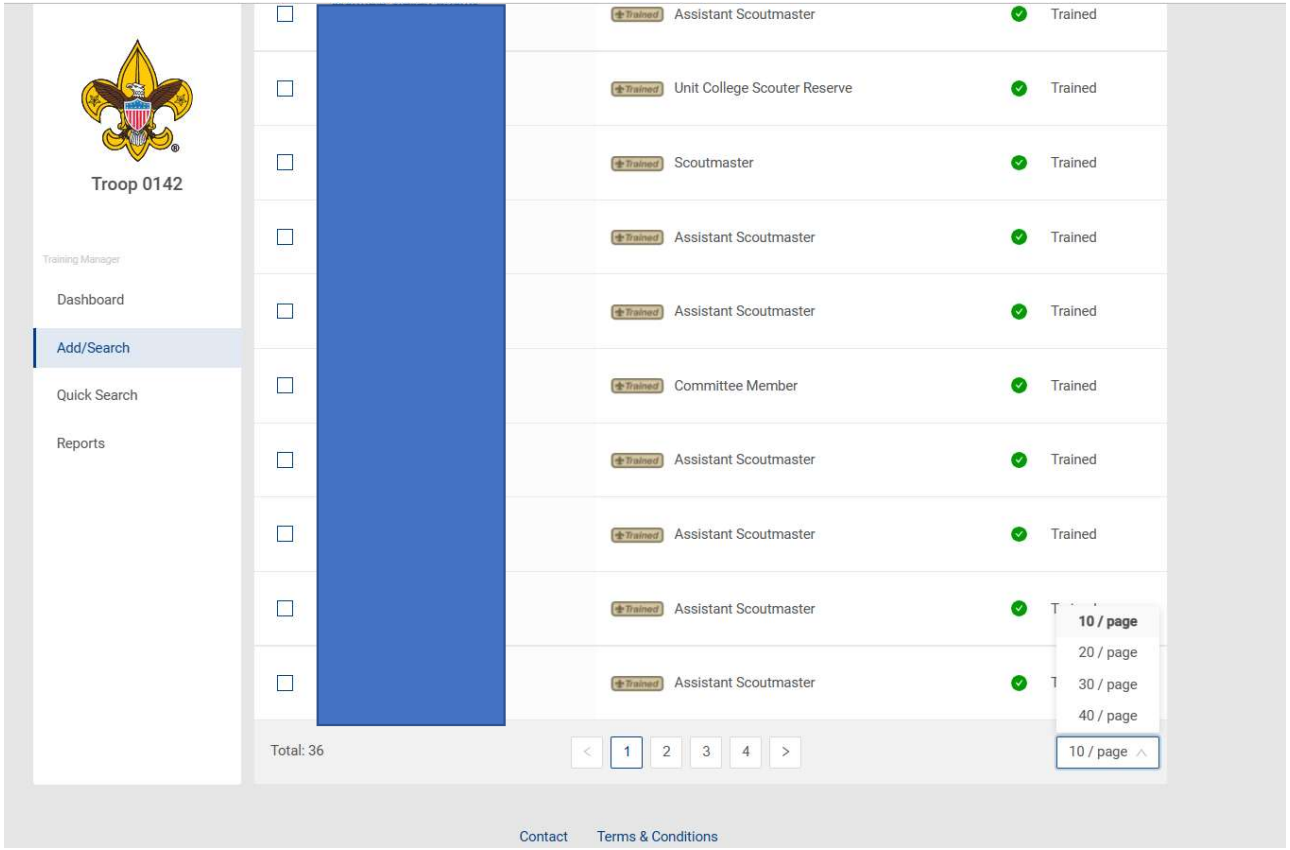
You will see this screen. Select Search Training.



Then select the drop down for filter and click the Adult Members box. This will make your report only show the Adults.

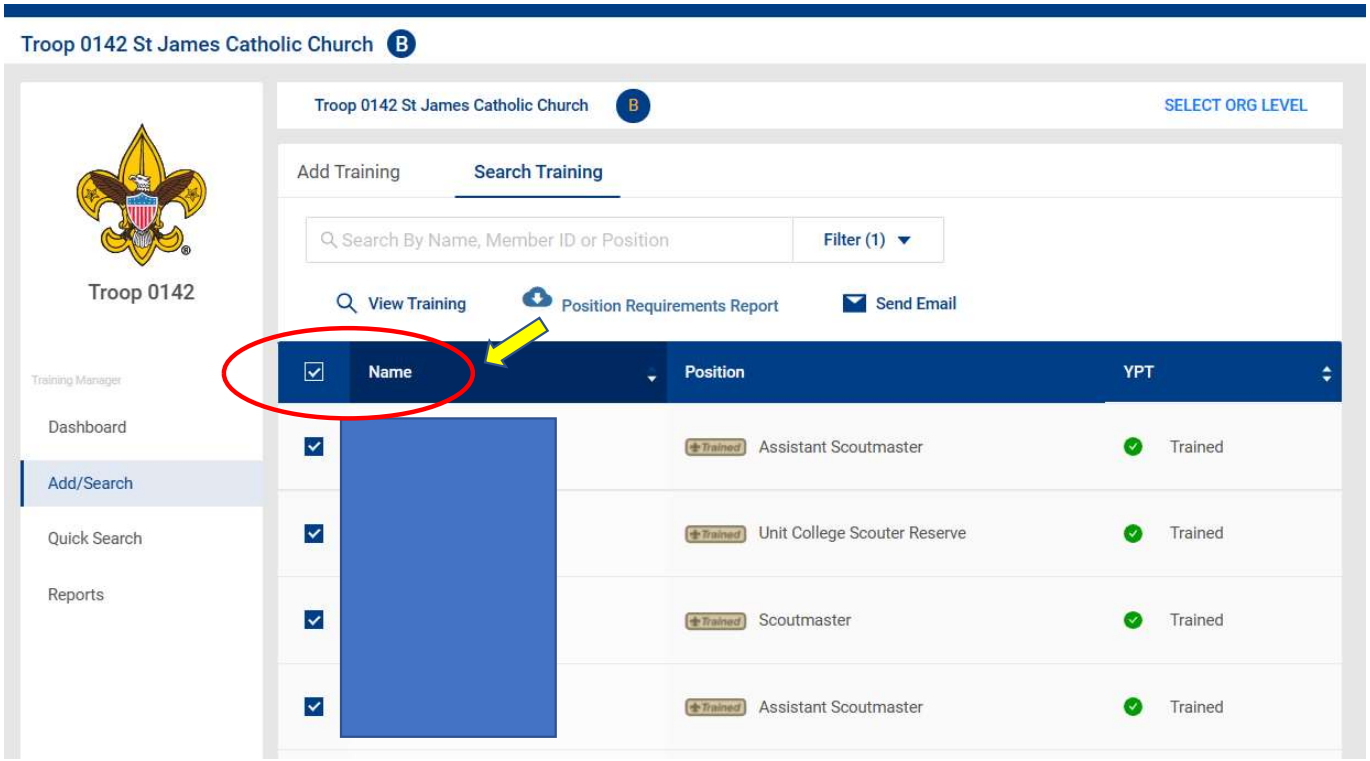


If you have a larger unit you will need to scroll to the bottom of the page and select to show more per page to ensure you can select everyone for your report.



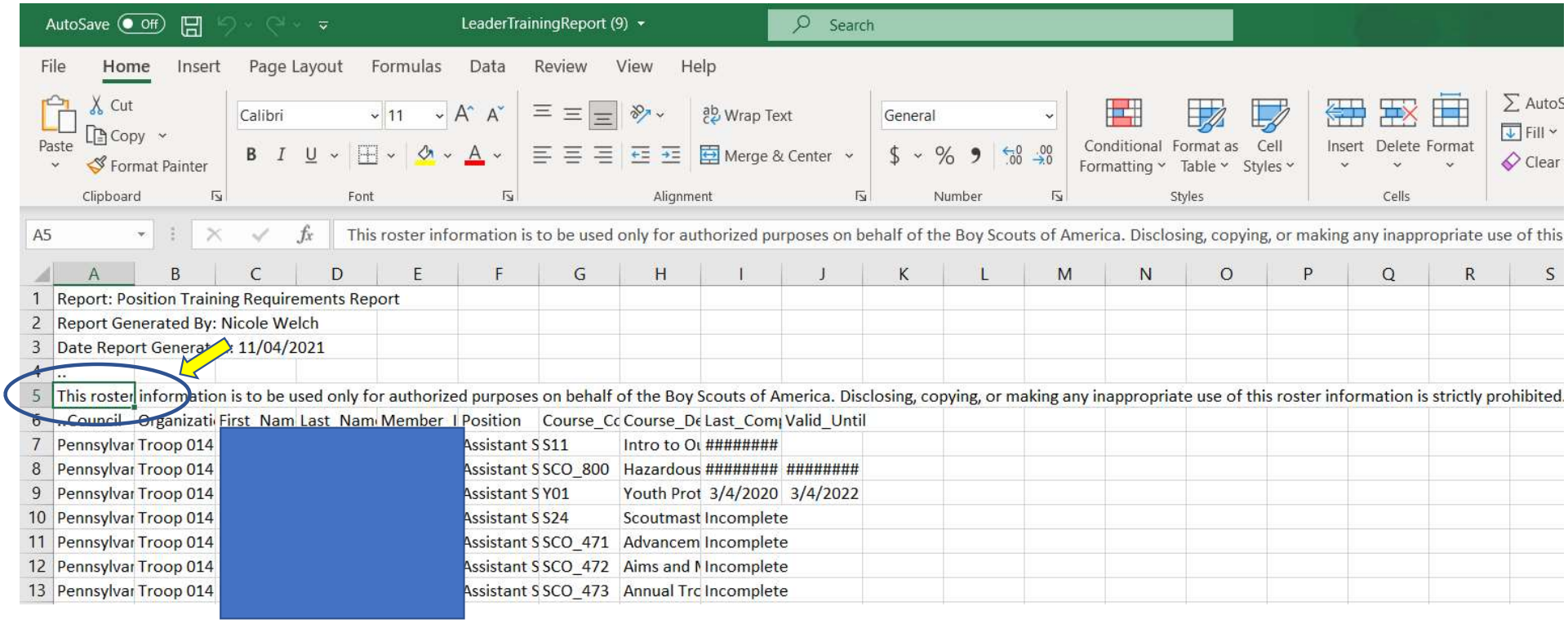
Then scroll back to the top and click the check box to the left of the word Name in the blue bar. Once you select people the Position Requirements Report will be enabled. Click it.

Note: If you have more than one page of adults, click the check box on each screen <u>BEFORE</u> clicking on the report button.

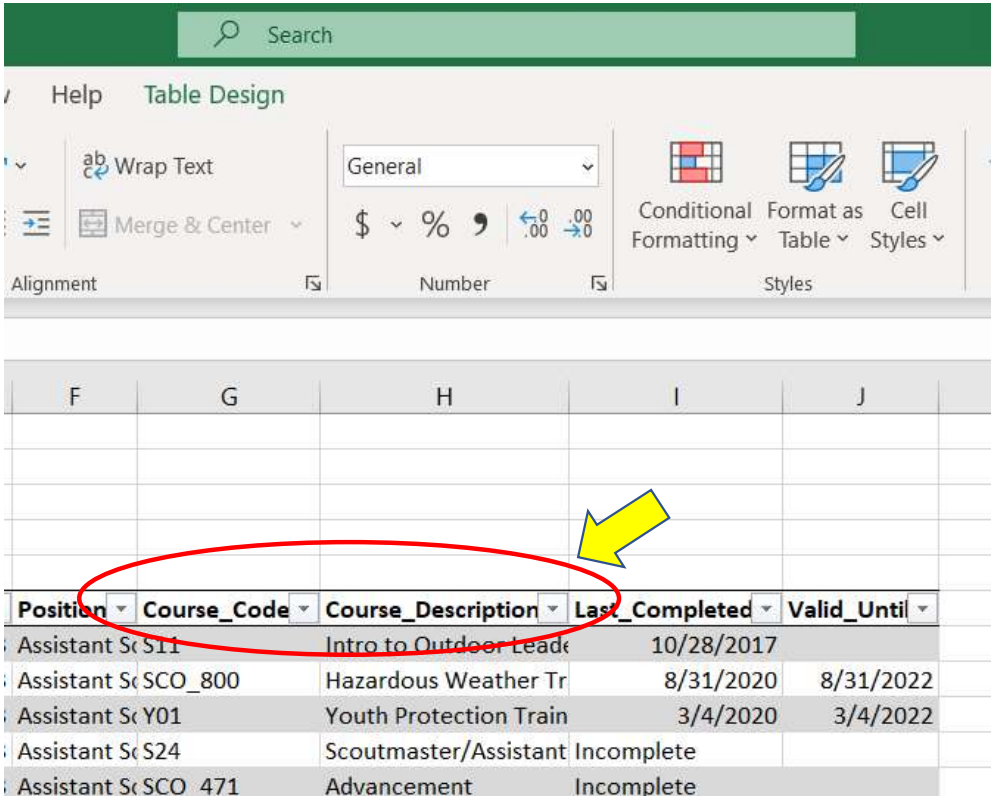


It will open a page like you see below. You can either click the arrows to tab between each of your registered leaders or select the blue Export to CSV button which will create an Excel spreadsheet version of the report.

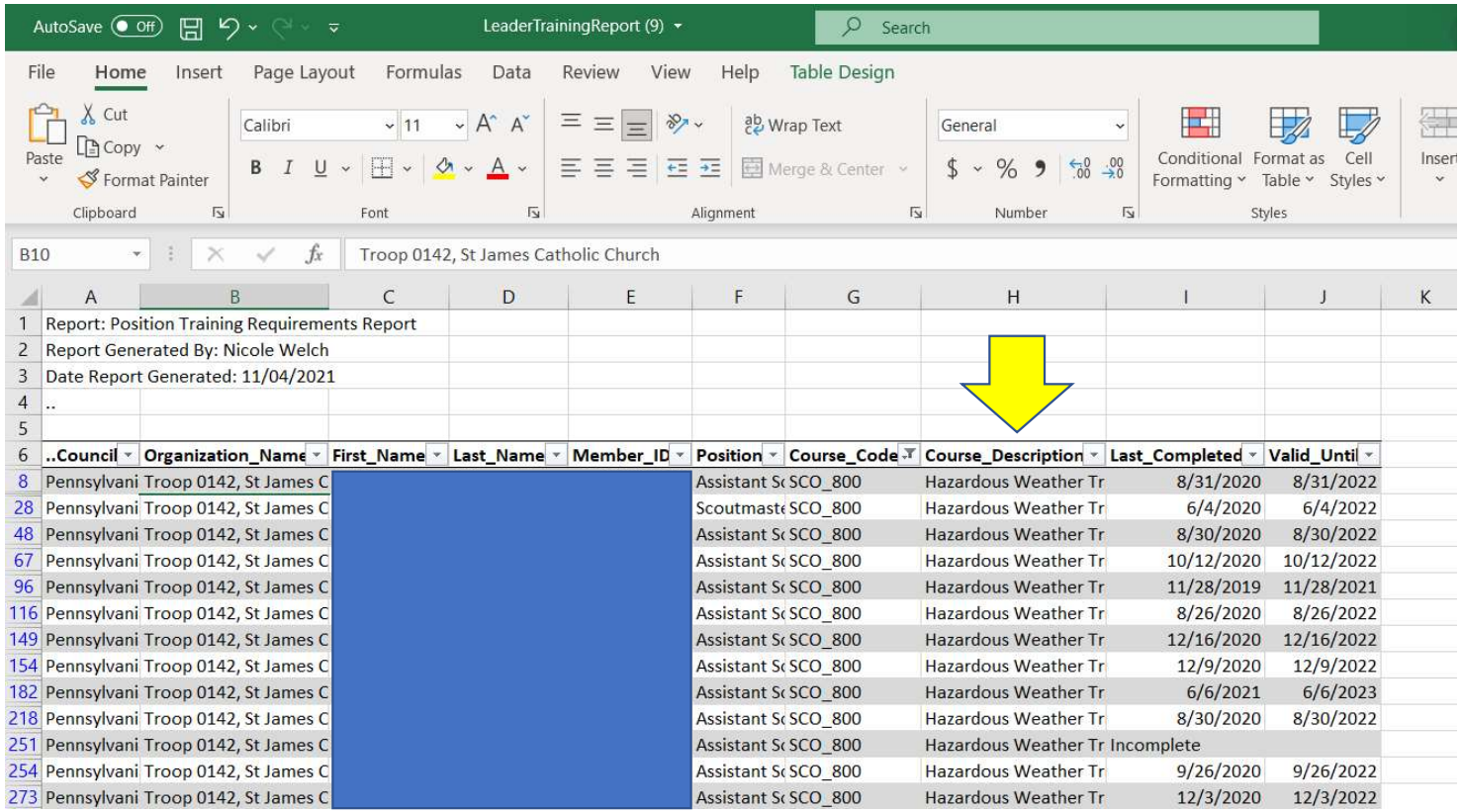
If you select the CSV you will get a report like you see below. Delete the words in cell A5 indicated below so you can add a filter or format as a table and filter information you don't need. Note: make sure you have your file as an Excel file to keep your formatting.



You can use the drop arrows for Course Code or Course Description to only show Hazardous Weather Training.



This will remove all other trainings and leave you with just those who are required to take Hazardous Weather training. If you see the word Incomplete, it means the person hasn't taken it yet. The column Valid Until shows the expiration dates for everyone.



	A	B	C	D	E	F	G	H	I	J	K
1	Report: Position Training Requirements Report										
2	Report Generated By: Nicole Welch										
3	Date Report Generated: 11/04/2021										
4	..										
5											
6	..Council	Organization_Name	First_Name	Last_Name	Member_ID	Position	Course_Code	Course_Description	Last_Completed	Valid_Until	
8	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	8/31/2020	8/31/2022	
28	Pennsylvani	Troop 0142, St James C				Scoutmaste	SCO_800	Hazardous Weather Tr	6/4/2020	6/4/2022	
48	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	8/30/2020	8/30/2022	
67	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	10/12/2020	10/12/2022	
96	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	11/28/2019	11/28/2021	
116	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	8/26/2020	8/26/2022	
149	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	12/16/2020	12/16/2022	
154	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	12/9/2020	12/9/2022	
182	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	6/6/2021	6/6/2023	
218	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	8/30/2020	8/30/2022	
251	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	Incomplete		
254	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	9/26/2020	9/26/2022	
273	Pennsylvani	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	12/3/2020	12/3/2022	