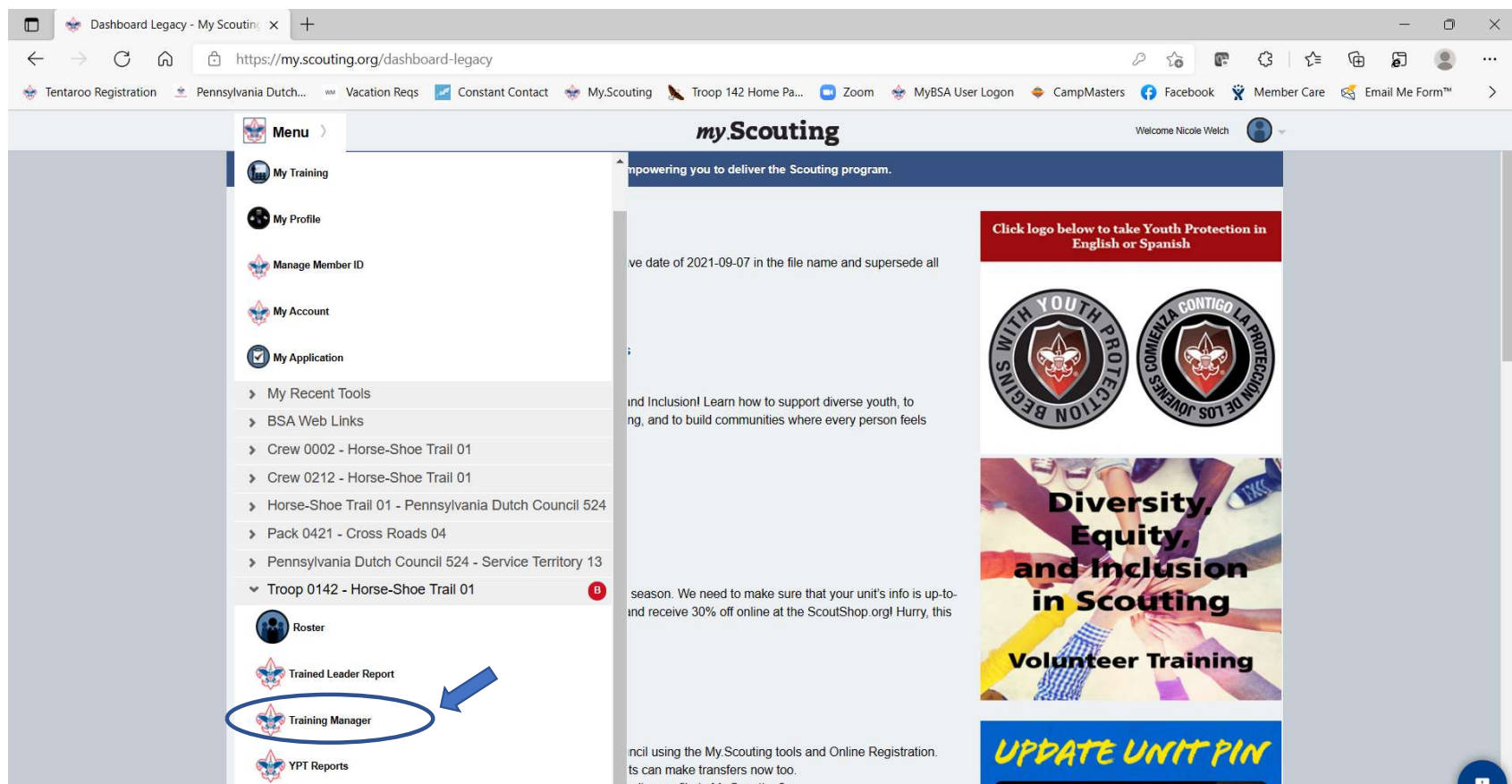


# How to pull a Hazardous Weather training report

You must be a unit Key 3 or be assigned Key 3 access  
to be able to pull this report in [my.scouting.org](https://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.

my.Scouting | Training Manager

Troop 0142 St James Catholic Church **B**

Troop 0142 St James Catholic Church **B** [SELECT ORG LEVEL](#)



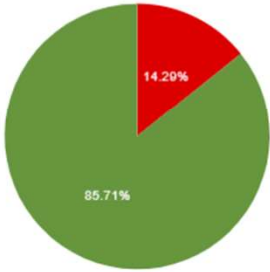
Troop 0142

Training Manager

- Dashboard
- Add/Search**
- Quick Search
- Reports

### Trained Leaders

Last data refresh: 11/04/2021 at 17:57 PM

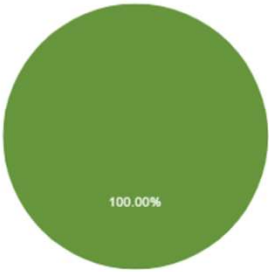


Category	Percentage	Count
Trained	85.71%	30
Not Trained	14.29%	5

[View Position Requirements](#) [Report](#)

### YPT

Last data refresh: 11/04/2021 at 17:57 PM



Category	Percentage	Count
Current	100.00%	35
Never Taken	0.00%	0
Expired	0.00%	0

[Report](#)

You will see this screen. Select Search Training.

The screenshot displays the my.Scouting Training Manager interface for Troop 0142 St James Catholic Church. The top navigation bar is dark blue with the text "my.Scouting | Training Manager". Below this, the troop name "Troop 0142 St James Catholic Church" is shown with a blue circle containing the letter "B" next to it. On the right side of this bar is a link labeled "SELECT ORG LEVEL".

The main content area is divided into two sections. On the left is a sidebar with the Scout logo and the text "Troop 0142". Below the logo is a vertical menu with the following items: "Training Manager", "Dashboard", "Add/Search" (which is highlighted with a blue bar), "Quick Search", and "Reports".

The main content area on the right has a header with "Troop 0142 St James Catholic Church" and the "B" icon, and a "SELECT ORG LEVEL" link. Below the header are two tabs: "Add Training" and "Search Training". The "Search Training" tab is circled in blue, and a blue arrow points to it from the right. Below the tabs are three input fields: "Program" with a dropdown arrow, "Course" with a dropdown arrow, and "Select date" with a calendar icon. At the bottom of this section is a button labeled "+ Add Member (s)".

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

The screenshot shows the my.Scouting Training Manager interface for Troop 0142 St James Catholic Church. The 'Filter By' dropdown menu is open, showing 'Adult Members' selected. The main table displays a list of members with their positions and training status.

			YPT
<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	Trained
<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	Trained
<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	Trained
<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/> Trained	Trained
<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/> Trained	Trained
<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/> Trained	Trained

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.

The screenshot displays a web interface for Troop 0142. On the left is a sidebar with a logo and navigation links: Training Manager, Dashboard, Add/Search (highlighted), Quick Search, and Reports. The main area shows a list of 10 trained individuals. Each row includes a checkbox, a role name, a 'Trained' status icon, and a 'Trained' label. A blue vertical bar obscures the names. At the bottom, a pagination control shows 'Total: 36' and page numbers 1, 2, 3, 4. A dropdown menu is open, showing '10 / page' selected, with other options: 20 / page, 30 / page, and 40 / page. The footer contains 'Contact' and 'Terms & Conditions' links.

Role	Status
Assistant Scoutmaster	Trained
Unit College Scouter Reserve	Trained
Scoutmaster	Trained
Assistant Scoutmaster	Trained
Assistant Scoutmaster	Trained
Committee Member	Trained
Assistant Scoutmaster	Trained
Assistant Scoutmaster	Trained
Assistant Scoutmaster	Trained
Assistant Scoutmaster	Trained

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 BEFORE clicking on the report button.

Troop 0142 St James Catholic Church **B**

Troop 0142 St James Catholic Church **B** [SELECT ORG LEVEL](#)

Add Training Search Training

Search By Name, Member ID or Position [Filter \(1\)](#)

[View Training](#) [Position Requirements Report](#) [Send Email](#)

<input checked="" type="checkbox"/>	Name	Position	YPT
<input checked="" type="checkbox"/>	[Redacted]	<a href="#">Trained</a> Assistant Scoutmaster	<input checked="" type="checkbox"/> Trained
<input checked="" type="checkbox"/>	[Redacted]	<a href="#">Trained</a> Unit College Scouter Reserve	<input checked="" type="checkbox"/> Trained
<input checked="" type="checkbox"/>	[Redacted]	<a href="#">Trained</a> Scoutmaster	<input checked="" type="checkbox"/> Trained
<input checked="" type="checkbox"/>	[Redacted]	<a href="#">Trained</a> Assistant Scoutmaster	<input checked="" type="checkbox"/> Trained

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.

**BOY SCOUTS OF AMERICA®** Position Training Requirements

This 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 information is prohibited.

Report Generated By: Nicole Welch  
Date Report Generated: 11/04/2021

[Export to CSV](#) [Export to PDF](#)

**FILTER** Organization: Position Sort by: Default [REFRESH](#) [RELOAD](#)

Page 1 of 41 [GO](#)

Records: 570

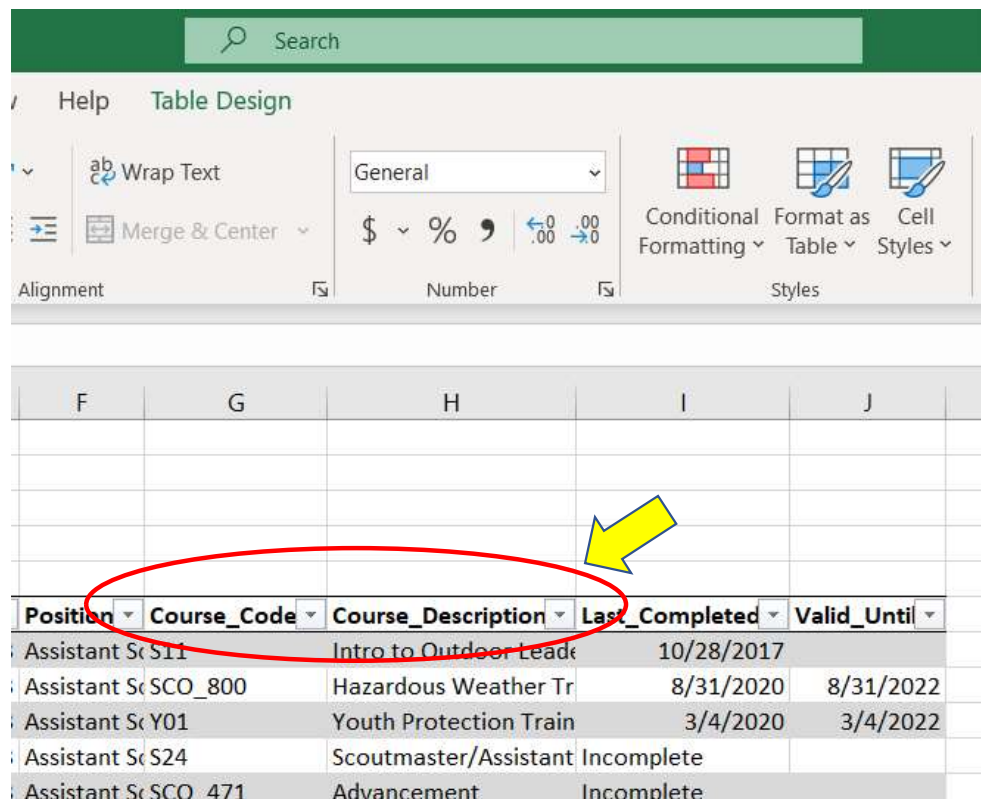
<b>Date Report Generated:</b>		<b>Organization:</b>	Troop 0142, St James Catholic Church
<b>Person:</b>		<b>Council:</b>	Pennsylvania Dutch Council 524
<b>Member ID:</b>		<b>District:</b>	Horse-Shoe Trail - 01
<b>Position:</b>			

Course Code	Course Description	Last Completed	Valid Until
511	Intro to Outdoor Leader Skills	10/28/2017	
5CO_800	Hazardous Weather Training	08/31/2020	08/31/2022
r01	Youth Protection Training Certification	03/04/2020	03/04/2022
524	Scoutmaster/Assistant Specific Training Classroom		
5CO_471	Advancement		
5CO_472	Aims and Methods of Scouts BSA		
5CO_473	Annual Troop Program Planning		





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



The screenshot shows the Microsoft Excel interface. At the top, there is a search bar and the 'Table Design' ribbon. The ribbon includes options for 'Wrap Text', 'Merge & Center', 'General', 'Number', 'Conditional Formatting', 'Format as Table', and 'Cell Styles'. Below the ribbon is a data table with columns F through J. The table has a header row with columns: Position, Course Code, Course Description, Last Completed, and Valid Until. A red circle highlights the 'Course Code' and 'Course Description' headers. A yellow arrow points to the drop arrow on the 'Course Description' header.

Position	Course Code	Course Description	Last Completed	Valid Until
Assistant Sc S11		Intro to Outdoor Lead	10/28/2017	
Assistant Sc SCO_800		Hazardous Weather Tr	8/31/2020	8/31/2022
Assistant Sc Y01		Youth Protection Train	3/4/2020	3/4/2022
Assistant Sc S24		Scoutmaster/Assistant	Incomplete	
Assistant Sc SCO_471		Advancement	Incomplete	

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.

..Council	Organization_Name	First_Name	Last_Name	Member_ID	Position	Course_Code	Course_Description	Last_Completed	Valid_Until
Pennsylvania	Troop 0142, St James C				Assistant Sc	SCO_800	Hazardous Weather Tr	8/31/2020	8/31/2022
28	Pennsylvania	Troop 0142, St James C			Scoutmaster	SCO_800	Hazardous Weather Tr	6/4/2020	6/4/2022
48	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	8/30/2020	8/30/2022
67	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	10/12/2020	10/12/2022
96	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	11/28/2019	11/28/2021
116	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	8/26/2020	8/26/2022
149	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	12/16/2020	12/16/2022
154	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	12/9/2020	12/9/2022
182	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	6/6/2021	6/6/2023
218	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	8/30/2020	8/30/2022
251	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr Incomplete		
254	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	9/26/2020	9/26/2022
273	Pennsylvania	Troop 0142, St James C			Assistant Sc	SCO_800	Hazardous Weather Tr	12/3/2020	12/3/2022