



Help develop well-rounded youth, better prepared for success in the world.

## How to Add Training to a Youth or Scouter MyScouts Account?

To add training records in MyScouts.ca, navigate to the individual's profile using the "Find an Individual" option. Then, go to Admin Options and select "Add Training". Locate the specific training module, enter the necessary completion details, and save.

### Here are Detailed Steps:

#### **1. Find the Individual:**

- Log in to MyScouts.ca.
- Use the "Find an Individual" option to locate the person who has completed training.
- Alternatively, find the organization and select the individual from the member list.

#### **2. Access Admin Options:**

- Navigate to the individual's profile.
- Select "Admin Options" from the menu.

#### **3. Add Training:**

- Choose the "Add Training" option.

#### **4. Select Training Module:**

- Locate and select the specific training module that the individual has completed.
- You might need to use a search function or scroll through the list.

#### **5. Enter Training Details:**

- Provide any required information about the training, such as the completion date and any relevant approvals.

#### **6. Save the Record:**

- Save the newly added training record to update the individual's profile.

### My Menu

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- [Register As Volunteer](#)

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- ▶ NOLB Participation Request
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#### ▶ Search

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### My Menu

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#### ▶ Member Options

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- ▶ Directory, Photo & Fundraising Options
- ▶ Parent/Guardian

#### ▶ Admin Options

- ▶ Add Volunteer Role
- ▶ Screening
- ▶ Add Recognition
- ▶ Add Training
- ▶ Add Commendation
- ▶ Edit Parents



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**7. Verify:**

Return to the individual's MyScouts account to confirm the training record has been added under "My Training".

[YouTube Video: Adding Training Records on myscouts.ca](#)

This instructional video is aimed at Group Commissioners and others that need to enter training records to the profiles of other users.



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