

How To Generate a YPT Aging Report for Your Unit

Login to <https://my.scouting.org/> and click on the **Menu** (upper-left corner of the page)

Make sure **Organization** is pointing to **your unit** then click on **Training Manager**

The screenshot shows the my.Scouting.org home page. The browser address bar displays my.scouting.org/home. The page header includes the my.Scouting | My Applications logo and a Welcome message. The main content area features a user profile section with 'Your Name' and 'Member ID: 1234567', and a grid of quick links: My Profile, My Account, My Application, My Training, Manage Member ID, and BSA Web Links. Below this is a section for Youth Protection Training (YPT) with logos for English and Spanish versions, and a button to 'Click logo to take Youth Protection in English or Spanish'. Further down is a banner for '#ADVENTUREON! 2023 RECRUITMENT RESOURCES' and another banner for 'Diversity, Equity'.

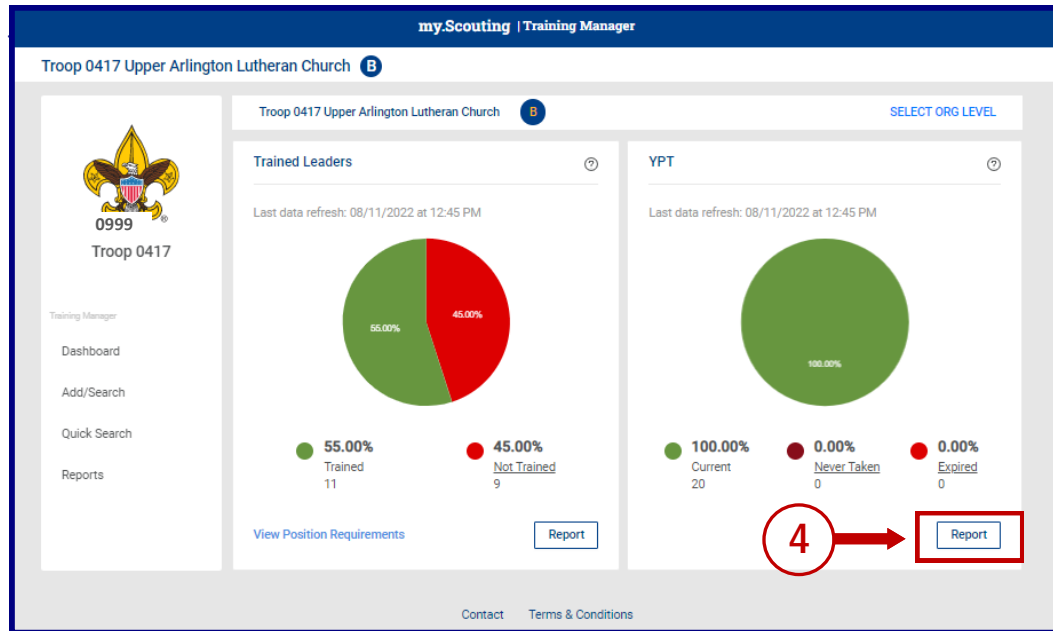
Annotations on the left sidebar menu:

- 1**: Points to the **Menu** button in the top-left corner.
- 2**: Points to the **Organization** dropdown menu, which is currently set to **Troop 0999 (BT)**.
- 3**: Points to the **Training Manager** link in the sidebar.

In the **YPT** section (right side of the page) click on **Report** to generate a YPT Aging Report

Scroll right in the YPT Aging Report to the **Effective Through** column then **click the up arrow** to sort this column in ascending order

Anyone whose **Effective Through** date is **prior to March 1, 2024** must **retake YPT before renewing** their BSA annual membership



Position	Status	Effective Through	Youth Protection Code
Committee Member	YES	12/07/2023	Y01
Committee Member	YES	02/18/2024	Y01
Scoutmaster	YES	02/19/2024	Y01
Committee Member	YES	03/31/2024	Y01
Committee Chair	YES	04/18/2024	Y01
Committee Member	YES	06/01/2024	Y01
Committee Member	YES	06/03/2024	Y01
Chartered Organization Rep.	YES	06/06/2024	Y01
Assistant Scoutmaster	YES	07/03/2024	Y01
Committee Member	YES	08/12/2024	Y01
Committee Member	YES	08/12/2024	Y01
Committee Member	YES	08/20/2024	Y01
Assistant Scoutmaster	YES	09/16/2024	Y01