

Training Manager – Safeguarding Youth Training

Any member of the **Key 3** or a **Key 3 Delegate** has access to the **Training Manager** in **my.scouting.org**.

Accessing the Training Manager

1. Log in to **my.scouting.org**.
2. Under **Organization** (not **Organization Manager**), select your unit.
3. Select **Training Manager**.
4. Under **Safeguarding Youth Training**, click **Report**.
5. You will be given several export options. It is recommended that you select **Export to CSV**, which will generate a spreadsheet.
6. Review the report to see the current Safeguarding Youth Training (SYT) status and expiration dates for all currently registered leaders.

Note: Leaders who are suspended will not appear in this report.

Suspended Leaders

If a leader is suspended, they must provide the documentation required to resolve the cause of the suspension:

- If suspended due to **expired Safeguarding Youth Training (SYT)**, they must send a copy of their completed training certificate to membership@scoutingboston.org.
- If suspended due to a **missing SoA CORI form**, they must complete the **SoA CORI JotForm**.

Please note:

- A suspension does **not** terminate a member's registration.
- Suspended individuals should **not reapply**, as submitting a new application will **not** remove the suspension.
- If an individual membership expires while they are suspended and **more than 60 days** have passed since the membership expiration date, they will be required to submit a new application.
- Regardless of whether a new application is submitted, the individual must still provide the documentation required to resolve the original cause of the suspension. Failure to do so will result in the suspension remaining in effect, even if the individual re-registers.

For questions regarding suspended registrations, please contact membership@scoutingboston.org.