



OLD HICKORY COUNCIL
Online Training Tutorial For Leaders

Revised 9/12/2011

1 Introduction

As you'll learn during your training, one of the methods of boy scouting is "Leadership Development". This applies to adult volunteers as well as youth. The method scouting uses to develop adult leadership is Training.

2 Required Training

You are required to take "Youth Protection" prior to submitting your application to the council. If you are reading this and haven't completed "Youth Protection", don't worry, this guide will walk you through it. You are required to become fully trained as soon as possible (we recommend within 1-2 months.) All leaders with direct contact with youth **MUST** be fully trained within 6 months of receiving the position. Every Scout deserves a trained leader.

What Makes a Trained Leader

A direct contact Scout leader is considered fully trained and entitled to wear the TRAINED leader emblem when he or she has completed the following training courses and the specific training for the position.

All unit positions take the following training:

1. Youth Protection Training
2. This is Scouting
3. Leader Specific

Youth Protection Training

Youth Protection training is required for all registered adults. At all times, youth safety is the number one priority. At the same time, adults need to know the rules for keeping themselves safe, too. Comprehensive Youth Protection training teaches all the do's and don'ts of working with youth. The training is offered through www.myscouting.org, or it may be taken as part of a district or council training course.

This is Scouting

This Is Scouting is a new online training session that replaces New Leader Essentials. It has six modules of training: The Mission of Scouting, Programs for All ages, Scouting Is Fun, Scouting in the Community, Keeping Our Youth Safe, and Scouting's Legacy. The training takes about an hour to complete and can be found on www.myscouting.org. (If you are new to Scouting, you will be asked to create an account.)

Position Specific Training

Leader position specific training is based on the leader's position. For Cub Scouts all these courses are available online at www.myscouting.org and offered as instructor led courses. For other programs, these courses are offered by the district or council as group training, or may be done as small groups or by personal coaching.

Cub Scout Leaders

Cub Scout Leader Specific training has been developed for the following positions:

- Tiger Cub den leaders
- Cubmasters and assistants
- Wolf and Bear den leaders and assistants
- Pack committee
- Webelos den leaders and assistants
- Pack trainers

Boy Scout Leaders

Scoutmaster and Assistant Scoutmaster Leader Specific Training is for all Scoutmasters and their assistants. Boy Scout leaders also must complete Introduction to Outdoor Leader Skills training to be considered fully trained.

Varsity Scout Leaders

Varsity Scout Coach Leader Specific is for all Varsity Coaches and assistant Coaches. Varsity Coaches and assistant Coaches must also complete Introduction to Outdoor Leader Skills training to be considered fully trained.

Venturing Crew Leaders

Venturing Crew leaders and assistants must complete Venturing Leader Specific Training, which is a five-session training course. Venturing Crew leaders of units with outdoor programs must also complete Introduction to Outdoor Leader Skills.

More information and a list of offered classes can be found here:

<http://www.oldsickorycouncil.org/training.html>

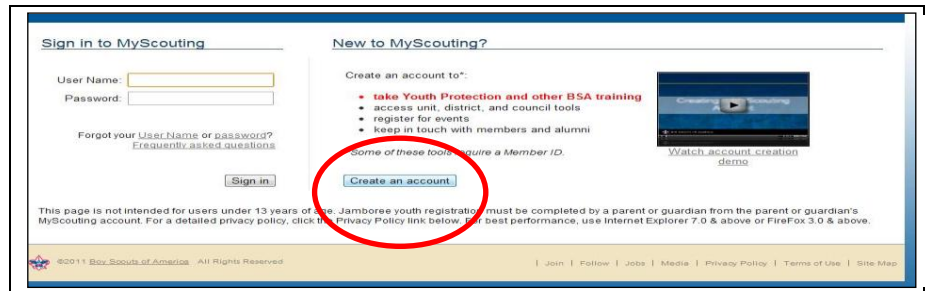
3 Online Training Tutorial

- 3.1 Setup an account
- 3.2 Take a course
- 3.3 your account – to link your BSA ID when you get it

3.1 Setup an account –

More than likely you will have to take some online training before you receive your BSA ID number (i.e., you have to take youth protection training before your application can be turned in to council and BSA strongly encourages leaders to take the appropriate fast start within 48 hours of signing up). In order to take BSA online training you have to set up a MyScouting account as follows:

- 3.1.1 Go to <http://www.myscouting.org>



The screenshot shows the MyScouting website's login and registration page. On the left, there is a 'Sign in to MyScouting' section with fields for 'User Name' and 'Password', and a 'Sign in' button. On the right, there is a 'New to MyScouting?' section. Under 'Create an account to:', there is a list of benefits: 'take Youth Protection and other BSA training', 'access unit, district, and council tools', 'register for events', and 'keep in touch with members and alumni'. Below this list, it says 'Some of these tools require a Member ID.' A 'Watch account creation demo' video player is visible. The 'Create an account' button is circled in red. At the bottom, there is a footer with copyright information and links for 'Join', 'Follow', 'Jobs', 'Media', 'Privacy Policy', 'Terms of Use', and 'Site Map'.

- 3.1.2 Click on “Create an account” NOTE: You may watch “Creating Scouting Account” demo.

- 3.1.3 Enter a username, check availability, and click next (you may have to try several user name options before you find one you like that’s available) WRITE YOUR USER NAME DOWN.



The screenshot shows the MyScouting registration page. The title is 'Registration'. Under 'Select User Name', it says 'Fields with a red asterisk(*) are required.' There is a text input field for 'Enter a User Name' containing 'testingonethree'. Below the field is a 'Check User Name Availability' button. To the right, there is a 'Restrictions' box with the text: 'User names must meet these restrictions: 0-25 characters, Period (.) and underscore (_) are allowed, but no other special characters.' Below the restrictions box is a 'Next' button. At the bottom, there is a footer with copyright information and links for 'Join', 'Follow', 'Jobs', 'Media', 'Privacy Policy', 'Terms of Use', and 'Site Map'.

- 3.1.4 Click the second option () and click “Next”.

Registration

Bolded items are required.

Get Member ID
 If you are currently a member of the Boy Scouts of America, please enter the following information.
 You may enter Council and Member ID at a later time if not available.

I am not a Member
 I am a Member

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NOTE: if you know your BSA Member ID, click the first option, select the appropriate council “Old Hickory Council - Winston-Salem, NC - #427”, enter your BSA Member ID, and click “Next”.

3.1.5 Fill in the required information and click “Create User”

Enter Your Profile Information

Fields with a red asterisk(*) are required.

Country: *

User Name:

Full Name: * *

E-mail: *

Address: *

City /State: * *

Postal Code: *

Phone:

E-mail Opt-In: [What's this?](#)

Alumni? [What's this?](#)

Terms & Conditions: Terms of Use


Welcome to the Terms of Use Agreement ("Agreement") between you ("You") and the Boy Scouts of America ("BSA") for your participation in and use of the Social Networking Program ("Program") and the Program Website ("Site").

YOU MUST READ THESE TERMS OF USE CAREFULLY. PLEASE NOTE THAT FROM TIME TO TIME AND IN ITS SOLE DISCRETION, THE BSA MAY AMEND THE TERMS OF USE, WITH OR WITHOUT PRIOR NOTICE. If the Terms of Use change, the BSA will post the revised Terms of Use on this Site. The most current version of the Terms of Use posted on this Site will contain the governing terms of use for the Program and Site. Your continued use of this Site following any changes made to the Terms of Use as posted means that You accept the changes and agree to be legally bound by them. During this Program, the features at this Site may undergo changes, and new features and functionality may be added without prior notice to You.

Eligibility

I accept these Terms & Conditions *

Verification Image:

 [Get new code](#)

Verify: *

Clicking the 'Create User' button below will create a MyScouting account with the selected information. Please check your e-mail for a message with a link to login and set your password.

3.1.6 Select and answer the security questions.

Registration

A new security feature has been added to help us identify you if you forget your User Name or password. Select your security questions and enter the answers.

Fields with a red asterisk (*) are required.

Security Question 1: *

Answer 1: *

Security Question 2: *

Answer 2: *

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3.1.7 You are done setting up your account – look for an e-mail.

Registration

Thank you for creating an account on MyScouting. To complete account activation, click the link in the e-mail response you will receive shortly. If you do not receive the e-mail, check your "junk" e-mail folder or any alternate inbox to which your Internet provider directs "spam" e-mail. This is only a precaution in case your e-mail from MyScouting Administrator with your MyScouting Registration Confirmation is misdirected.

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3.1.8 Once you receive that e-mail, click the link within it and set your password – be sure to follow the password restrictions.

Password Create

Fields with a red asterisk (*) are required.

User Name: testingonethree

New Password: *

Confirm New Password: *

Password Restrictions

- Must be 8-12 characters in length
- Must include at least 1 numeric character(0-9)
- Must include at least 1 alpha character (A-Z)
- Can contain both uppercase and lowercase characters
- Can contain the following special characters('!,@,#,\$,%,&,'*)

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3.1.9 Once the system accepts your password it will take you to the login page, type your user name and password and click “Sign In”.

Sign in to MyScouting

User Name:

Password:


Forgot your [User Name](#) or [password](#)?
[Frequently asked questions](#)

New to MyScouting?

Create an account to*:

- **take Youth Protection and other BSA training**
- access unit, district, and council tools
- register for events
- keep in touch with members and alumni

**Some of these tools require a Member ID.*


[Watch account creation demo](#)

This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. For best performance, use Internet Explorer 7.0 & above or FireFox 3.0 & above.

3.2 Take a course

3.2.1 Sign in by going to <http://www.myscouting.org> and filling in your username and password and clicking “Sign in”.

Sign in to MyScouting

User Name:

Password:

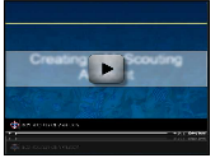
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3.2.2 Click “E-Learning”



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[Event Registration](#)

Welcome to MyScouting!

Your MyScouting account gives you access to Scouting resources specific to your role in Scouting. These resources are intended to help you perform your Scouting duties most effectively.

Youth Protection Training Notice

Take Youth Protection Training

You need not be a registered member or have a member ID to take Youth Protection Training. To take YPT:

1. From the menu on the left, click E-Learning.
2. From the General tab, scroll down to Youth Protection Training and click Take Course.
3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council.



When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. **You must enter this member ID into your MyScouting profile so that your local council has a record of the training you have taken online.** To do this, log into MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training, and any other MyScouting training, to your BSA membership.

3.2.3 Scroll down to course listings. **IMPORTANT!** Click the tab for the program you are in. Say you are in a troop, pick Boy/Varsity Scout. Select the course you want to take by clicking “Take Course”. When you click this button, a new window/tab will open with the courses for your program area. Click the take course button to take the appropriate course.

The screenshot displays the E-LEARNING interface. At the top, there are navigation tabs: My Profile, Training, Unit Tools, and Events. The Training tab is active. On the left, a sidebar menu lists various options under My Profile, Training, Unit Tools, and Events. The main content area is titled E-LEARNING and contains a red warning message: "Important: The required courses are different based on program. Click on either Cub Scout, Boy Scout, Venturing, or General depending on what program you are taking training for. After clicking on the program, scroll down to Youth Protection Training and click Take Course." Below this message are four tabs: Cub Scout, Boy/Varsity Scout (circled in red), Venturing, and General. The Boy/Varsity Scout tab is selected, showing a list of courses. The first course, Youth Protection Training, has a "Take Course" button circled in red. Other courses include Fast Start Training (Varsity Leader Fast Start and Fast Start: Boy Scouting), Leader Position-Specific Training, Orientation Training (This is Scouting), Basic Training, and Supplemental Training (Physical Wellness, Safe Swim Defense, Safety Afloat, Climb On Safely, Trek Safely, Weather Hazards, ScoutParents Unit Coordinator Fast Start, and Troop Committee Challenge). Each course has a "Take Course" button. At the bottom, a "Course Status" legend indicates: yellow dot for Not Started, blue dot for In Progress, and green dot for Completed.

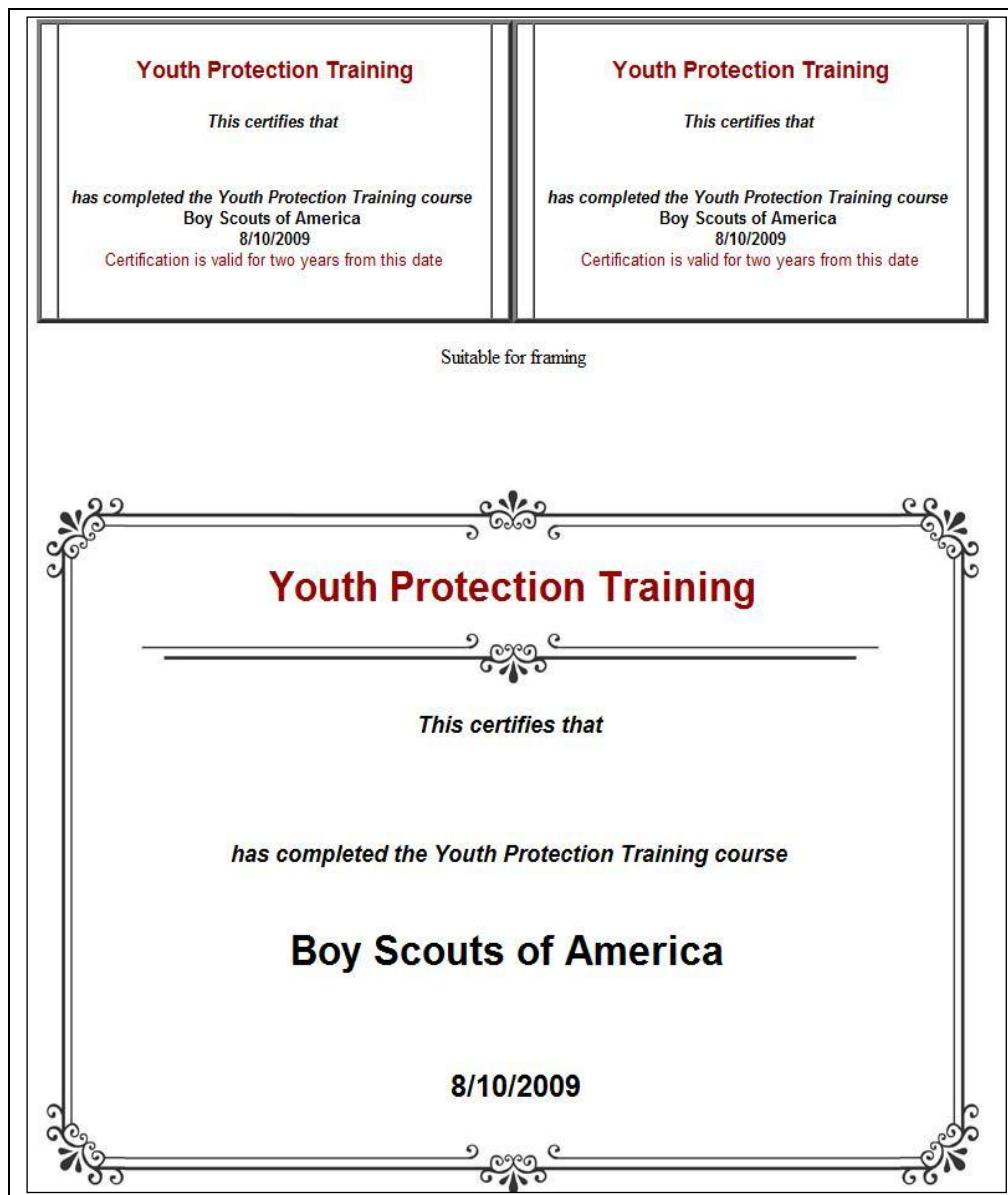
3.2.4 Complete the Course – if the course provides you a mechanism to print the training certificate, PRINT IT from there (print two copies) – if not, return to E-Learning home and refresh the screen (if it’s been a while, you may have to Sign in again) and review your training records.

NOTE: If your BSA member ID is not linked to your account, PRINT THE TRAINING CERTIFICATE ! If the course does not provide a mechanism for you to print your certificate, go to the E-Learning page, click your program and click "View Certificate" next to the course you just took. Print two copies of that page; give one copy to the unit Trainer and keep a copy for your records (in case of questions in the future).

The screenshot displays the BSA E-Learning interface. At the top, there are navigation tabs: My Profile, Training, Unit Tools, and Events. The main content area is titled "E-LEARNING" and has sub-tabs for Cub Scout, Boy/Varsity Scout, Venturing, and General. The General tab is selected, showing a list of training courses. Each course is preceded by a green dot, indicating completion. To the right of each course name are two links: "Retake Course" and "View Certificate".

Course Name	Retake Course	View Certificate
Youth Protection Training	Retake Course	View Certificate
● Youth Protection Training	Review Course	View Certificate
Fast Start Training	Retake Course	Review Course
● Unit Commissioner Fast Start	View Certificate	View Certificate
Leader Position-Specific Training		
Orientation Training	Retake Course	Review Course
● This is Scouting	View Certificate	View Certificate
Basic Training		
Supplemental Training	Retake Course	Review Course
● Physical Wellness	View Certificate	View Certificate
● Safe Swim Defense	Retake Course	Review Course
● Safety Afloat	View Certificate	View Certificate
● Climb On Safely	Retake Course	Review Course
● Trek Safely	View Certificate	View Certificate
● Weather Hazards	Retake Course	Review Course
● ScoutParents Unit Coordinator Fast Start	View Certificate	View Certificate
● Staffing the District Committee	Retake Course	Review Course
	View Certificate	View Certificate

3.2.5 Print your training certificate (if you didn't do so at the end of the course) – on the E-Learning page, click “View Certificate” next to the course you just completed.



3.3 Modifying your account – to link your BSA ID when you get it

Once you receive your BSA member ID number, you should link your myscouting.org username to it – this will allow the Pack Trainer and the district/council to track the unit's training status. Your membership ID is on your membership card:



3.3.1 Sign in (see paragraph 3.2.1 above)

3.3.2 Click update my profile




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3.3.3 Enter Membership Info - Select council "Old Hickory Council, Winston-Salem, NC - #427" from the Council name drop down box, type in your BSA Member ID and Click "Add"



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Events
Event Registration

My Profile

Country: America (United States Of) *

User Name:

Full Name: First * Middle * Last *

Public E-mail: *

Address: Address 1 *
Address 2

City/State: * North Carolina *

Postal Code: *

Phone:

E-mail Opt-In: [What's This?](#)
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Save Profile

Membership Info

Council: Old Hickory Council - Winston Salem, NC - #427 Member ID: Add