The Training Manager tool provides the ability for Key 3s at each organization level to view a dashboard of position-trained leader status and youth protection training status. Key 3s can also add training, search training, print member’s training certificate(s), and print various reports.

Upon login, select Menu at the top, then Training Manager from the drop-down list.
The system displays a dashboard designed to give you a quick look at the “Trained Leaders” and “Youth Protection Training” status in your organization.

A trend chart feature is also available that shows current, prior and combined training trend statistics over a 6 month timeframe of those trained and not trained, and YPT status. To view, select either the Trained Leaders Trend Chart or YPT Trend Chart button at the bottom.
Above is an example of a Leaders Not Trained Report that lists members in the selected unit who are not position-trained, their current registered position(s), along with the courses needed to be position-trained.
At the district, sub-district and unit levels, a Trained Leaders Report icon is available on the Trained Leaders dashboard. It produces a report of each member’s trained leader status in the organization. If you have a role in the district, you can view status for the entire district, or you can drill down and select just the district staff (non-unit registrants), or select a specific unit within the district.
Above is an example of a Trained Leaders Report. The report lists member’s who are not position-trained under the Training Incomplete section, their current registered positions, along with the additional training needed to become position-trained. Members who are position-trained will appear under the Training Complete section.

Remember, positions are counted, not adults.
Selecting the Search Training icon on the dashboard page or on the Add Training page displays roster list of members in the selected organization.

**NOTE:** In the menu bar, the Dashboard icon navigates back to the dashboard landing page. The Filter, View Training and Print Member Training Report icons perform an action while in Search Training.
To filter members in the selected organization, click the Filter icon. A new action bar appears where you can filter by Member Type or Position. You can also search by typing a member’s name (first, middle, last) in the search field.
A new Print Member Training Report is available on the Search Training page that lists individual member’s current, completed training records and any incomplete position-specific trainings. First, select members in the roster list (or Select All), then select the member training report icon.
A PDF document downloads with a summary page followed by each selected member’s training information.