

## Instructions for completing the on-line (my.scouting.org) training for the position of: Merit Badge Counselor

The following instructions presume that you have already established a BSA Profile account on my.scouting.org. If this is NOT the case, please spend the 2-3 minutes to create your BSA Profile on my.scouting.org.

Thank you for taking the time to get trained for the position of Merit Badge Counselor. This training consists of 6 training modules in 2 separate on-line sessions. Each module ranges between 5 and 12 minutes to complete. The total training time is about 1 hour. The modules can be completed one at a time or multiple modules in one session.

So, let's begin.

Log-on to my.scouting.org

Open My Dashboard (the My Training page should appear)

Click on the Training Center tab

The screenshot shows the 'my.Scouting' interface. At the top, there's a navigation bar with 'My Dashboard', 'my.Scouting', and 'Welcome William Affeldt'. Below that is a 'My Training' section with tabs for 'YPT', 'Training Center', 'Requirements', and 'Completions'. The 'Training Center' tab is highlighted with a red circle. The main content area is titled 'My Youth Protection Training' and contains instructions for selecting training modules. Below the instructions, there's a 'YPT Status: Expires 91d-2yrs' box. The main content area lists two training modules: 'Youth Protection Training Certification' (Y01, Completed 02/19/2018, Expires 02/19/2020) and 'Venturing Youth Protection Training' (Y02, Completed 10/03/2016, Expires 10/03/2018). A 'Take Course' button is visible next to the first module. At the bottom, there are links for 'Contact', 'Terms and Conditions', and 'Help Manual'.

Under Training Courses by Program, scroll down to “Boy Scouting and Varsity” and click on this section.

The screenshot shows the 'my.Scouting' website interface. At the top, there is a navigation bar with 'My Dashboard', the 'my.Scouting' logo, and a user greeting 'Welcome William Affeldt'. Below this is a 'My Training' section with tabs for 'YPT', 'Training Center', 'Requirements', and 'Completions'. The 'Training Center' tab is active. The main content area is titled 'Training Courses by Program' and includes a note about Flash Player. A list of programs is displayed, with 'Boy Scouting and Varsity' highlighted by a red circle. Other programs include Cub Scouting, Venturing, Sea Scouts, Exploring Youth, Exploring Adult, and Position Specific Training. A footer contains links for 'Contact', 'Terms and Conditions', and 'Help Manual'.

Program	Icon	Arrow
Cub Scouting		>
Boy Scouting and Varsity		>
Venturing		>
Sea Scouts		>
Exploring Youth		>
Exploring Adult		>
Position Specific Training		>

Scroll down to Merit Badge Counselor training.  
Click the Merit Badge Counselor Training Program.

NOTE: In most personal training sessions, at the beginning of training, the overall training level for this course will be 0% complete. As more modules are completed, the “% Complete” will increase until all of the modules are completed. When all of the modules are completed, the below page will indicate 100% Completed.

SCOUTING.ORG WELCOME, WILLIAM SUPPORT SCOUTING

SCOUTING U Learn. Challenge. Lead.™ HOME | MY LEARNING | COURSE CATALOG | HOW TO | CONTACT US  
TOOLS & RESOURCES | WHAT'S NEW

# BOY SCOUTING

We all learn differently, and the Boy Scout training is designed to deliver the learning content in the style that works best for you—either online or instructor led.

To get started with online training, select your position below. For other training content select the Home page.

Tips\_MyScouting\_App

## Boy Scouts - Select a Training Program

3 PLANS 3 ASSIGNED 0 INCOMPLETE 0 PAST DUE 3 COMPLETE

NAME (A-Z) FILTERS (#)

**Merit Ba...** NEW  
Position Specific  
Training... [more](#)  
TYPE Standard Learnin...  
**100% COMPLETED**

**Scoutmas...** NEW  
Position Specific  
Training... [more](#)  
TYPE Standard Learnin...  
**100% COMPLETED**

**Troop Committee...**  
Position Specific  
Training... [more](#)  
TYPE Standard Learnin...  
**100% COMPLETED**

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To begin the training, click on one of the 2 Training sections (NOTE: all modules in both sections need to be completed):

Merit Badge Counselor – Before the First Meeting

Merit Badge Counselor – Position Trained

Boy Scouts - Select a Training Program ← BACK

Merit Badge Counselor Training

2 ITEMS **100%** COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

SEQUENCE NUMBER FILTERS (#)

Boy Scouts - Select a Training Program > Merit Badge Counselor Training

<b>Merit Badge Counselor - Before the First Meeting</b> Merit Badge Counselor Position Specific Training - Step 1 Learning plan for individuals in the Merit Badge Counselor role to be completed before the first meeting with youth.	STATUS Completed	TYPE Learning Plan	COMPLETED DATE March 31, 2017
<b>Merit Badge Counselor - Position Trained</b> Merit Badge Counselor Position Specific Training - Step 2 Learning plan for individuals in the Merit Badge Counselor role to be position trained	STATUS Completed	TYPE Learning Plan	COMPLETED DATE March 31, 2017

+ Details

NOTE: In most personal training sessions, at the beginning of training, the overall training level for this course will be 0% complete. As more modules are completed in that training session, the “% Complete” will increase until all of the modules are completed. When all of the modules are completed, the session will indicate 100% Completed. See below for this example.

NOTE: Just as the overall Training Program level tracks % Complete, the “individual training sections” also track “% Complete” within its own section.

When the training modules are completed, the Status of the module will change to Completed and include a completion date.

**Boy Scouts - Select a Training Program** ← BACK

Merit Badge Counselor - Before the First Meeting

5 ITEMS **100% COMPLETED** 0 ITEMS PAST DUE 0 ATTACHMENTS

Boy Scouts - Select a Training Program > Merit Badge Counselor Training > Merit Badge Counselor - Before the First Meeting VIEW CERTIFICATE

1	<b>Aims and Methods of Boy Scouting</b> Using well-defined and established aims and methods, the Boy Scouting program develops future leaders. This module is designed to teach you about the	<b>LAUNCH COURSE</b>
	DUE DATE N/A TYPE Course	STATUS Completed COMPLETED DATE March 31, 2017 OPTIONAL No
2	<b>Ideals and Beliefs of Boy Scouting</b> The Scout spirit is an attitude that Scouts around the world should show, based on adherence to the Scout Law and Scout Oath which make up the ideals of Scouting. This module is designed to help you... <a href="#">more</a>	<b>LAUNCH COURSE</b>
	DUE DATE N/A TYPE Course	STATUS Completed COMPLETED DATE March 31, 2017 OPTIONAL No
3	<b>Merit Badge Counselors for Boy Scouting</b> Scouts wishing to earn a merit badge do so with the guidance and approval of a merit badge counselor. This module will define the role of the merit badge counselor and describe how merit badge counselors... <a href="#">more</a>	<b>LAUNCH COURSE</b>
	DUE DATE N/A TYPE Course	STATUS Completed COMPLETED DATE March 31, 2017 OPTIONAL No

When ALL of the training modules are completed within a training section, please proceed to the next training section and complete the training modules.

When all of the training modules in all training sections are complete, the overall Training page will indicate 100% Complete. Also the Green TRAINED label will appear adjacent to your name in reports of Merit Badge Lists of Names on my.scouting.org.