

Learning Who Has a Commendation

Commissioners can quickly find out who on their team has received a commendation from the comfort of their homes. MyScouts.ca provides a straightforward recognition report to do just that. After reviewing this report, commissioners can add their own congratulations, or print them out and present them in a meaningful way.

- Step 1:** Log into your myscouts.ca account.
- Step 2:** Click on the **Reports** button.
- Step 3:** Find the *Recognition Listing* Report and click the **View Report** button.
- Step 4:** Enter report search criteria: Organization, Recognition Name, Child Organizations, etc.
- Step 5:** In the **Recognition Name** field, select Certificate of Commendation.
- Step 6:** Enter the desired timeframe by editing the “Created after” & “and Before” text boxes.
- Step 7:** Specify the output for the report. Excel is useful as you can easily sort the data.
- Step 8:** Run the Report.
- Step 9:** Open the generated file in Excel.
- Step 10:** Sort the information to meet your needs.



To see the commendation text:

- Step 1:** Go to the Member's record in myscouts.ca.
- Step 2:** Select the **My Recognition Tab**.
- Step 3:** Click on the **View** button on any Certificate of Commendation. The Commendation letter will appear.
- Step 4:** At the top of the dialog box, click the **List All Commendations** button. The dialog box will then show all the commendations awarded to this Member.
- Step 5:** Copy and paste into another application or click the **Print** button.

Tips

Use report to ensure scouters and youth get the appropriate recognition

Run the Recognition Report once a month for maximum benefit to your team



Pick and choose which commendation to read or highlight to youth

Excel is useful if you want to sort the commendations in different ways

Run reports for participants to identify Medal of the Maple candidates

National Recognition Network Mission

To celebrate the significant achievements of our members and their resulting impact on the Scouting Movement. Visit scouts.ca/thanks to tell us about your outstanding members; We'll do the rest!