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](http://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.

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**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**

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**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!