## WHAT TRAININGS HAVE I TAKEN?

1. Log into Member Zone : mbr.girlguides.ca



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2. Click on **My Profile** in the top right-hand corner  $\uparrow$ 

	About Me	Skills	Social	Code of Conduct	Activities	Updates	Communication Preferences
3.	Choos	se the	Activi	ties tab 🛛			

						Export -
123		Page 1 of 11, item				
Show all 202	Activity Type	Start Date	End Date	Council	Council Name	Department/Rol

- 4. Click on the **Activity** column heading, to sort the entries according to activity (Leader, Position, Screening, etc.)
- 5. Scroll down to all the TRN\_RECOG entries



THE ENTRIES MAY NOT BE IN DATE ORDER OR APHABETICAL ORDER! But you should be able to find what you're looking for. And then *take a screen shot!* 

OPTIONAL				Click the <b>EXPORT</b> button			
					Export -		
4 5 6 7 8 9	10				Page 1 of 11, item		
Activity Type	Start Date	End Date	<u>Council</u> ID	Council Name	Department/Rol		
	 4 5 6 7 8 9 <u>Activity Type</u>	4     5     6     7     8     9     10        Activity Type     Start Date	Activity Type Start Date End Date	Click the EXP   4 5 6 7 8 9 10   Activity Type   Start Date   End Date   Council   ID	Click the EXPORT button   4 5 6 7 8 9 10   Activity Type Start Date End Date Council ID		

and choose to download all the data in Excel, which you can then sort to find what you're looking for