

WHAT TRAININGS HAVE I TAKEN?

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



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



3. Choose the **Activities** tab 



Activity	Activity_Type	Start Date	End Date	Council ID	Council Name	Department/Rol
TRN_RECOG						

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



Activity	Activity_Type	Start Date	End Date	Council ID	Council Name	Department/Role	Notes
TRN_RECOG							

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

OPTIONAL ...

Click the **EXPORT** button 



Activity	Activity_Type	Start Date	End Date	Council ID	Council Name	Department/Rol
TRN_RECOG						

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