## **Children's Training Data**

You can input children's training numbers in CMG Connect. From this feature, you can Search existing records, Add new data, pull a Training Data Report, or Export all entries for your location.

💼 My Training	Children Train Home / Children Trainir	-		Search	Add Training Da	ata Report Export
🚠 Sites						
🐣 Users	Training Date T	raining Location Trainer	Program Name Grade Rang	e #Trained	# Opted Out	# Absent
Curriculums	<pre> 1 Next&gt;</pre>					
Resources	CITE FILE					
🛗 Live Events						
🍸 Children Data						
C Reports						

Click **Add** to enter training numbers.

Fill in all fields then click **Save Training Data**. The newly saved record can be viewed by returning to the Children Data page.

me / Children Trainings List / New Children Training information			Children Trainings L
raining Date !		Grade range <u>*</u>	
Program name *	~	# of Kids Trained * # of Kids Opted Out *	# of Kids Absent *
Training Location *		Notes	
Name of Trainer *			

er	Program name	Grade range	# Trained	# Opted Out	# Absent	
Cardwell	Circle of Grace	K-8	270	0	17	$\overline{\bigcirc}$
lyn Andrews	Circle of Grace	8	29	0	@ View	
Manasse	Circle of Grace	5	21	0	🖉 Edit	Ŀ
hanie Fidler	Circle of Grace	6	35	0	0	$\bigcirc$
e Bacci	Circle of Grace	2	25		•	

Once created, you will have the option **View** or **Edit** the entry.

## Please contact CMG Connect Support if you need a record to be Deleted.

A **Training Data Report** for each location if desired. Select the desired date range and program then click **Generate Report**. The resulting page can be printed if signatures are required.

	Children's Training Data Report
	Diocese Of Phoenix
Export Data ×	Dates: 01/01/2019 - 12/31/2019
	Site: St Matthew Parish
Training Date From Training Date To	Program Name: Harrisburg
01/01/2019 12/31/2019	
	Total Number of children:
Select Program	126Total Number of Trained:
Circle of Grace   St Matthew Parish	Total Number of Opted Out:
	9 Total Number of Absent:
Close Generate Report	I conclude as the administrator/pastor that the above is an accurate documentation of our Safe Environment Children's Training requirements:
	Administrator's Signature: Date:
	Pastor's Signature: Date:
	Coordinator's Signature: Date: