

BCS 153 - Analyzing Commissioner Tools Data Instructions

- 1) Within **My.Scouting.org, Commissioner Tools**, commissioners can create a Roundtable Analysis report.
- 2) This tool can be found in the download from the CCS course materials.
RT_Assessment_py Pivot Table (example below)

Roundtable Program-Year Analysis (requires two reports)

- Roundtable_Attendance_2025 (named by you)
- Roundtable_Attendance_2026 (named by you)
- For this year only, Since the year 2026 hasn't happened yet, it is suggested that you copy your 2025 report, and rename it with "_2026" added at the end of the filename (before the ".csv") once you have made the copy, you can edit your 2026 file in Excel and change all the attendance figures to zero. Make sure when you save this file you **keep it** in the **CSV** format

Open Commissioner Tools

- Click on Reports
- **Make sure these reports remain in the CSV format that you downloaded from Commissioner Tools.**
- Locate the **Roundtable Analysis Tool** in the course resources file and **Place** (copy/drag) the tool in the same folder with the two Roundtable reports.
- **Open** the RT_Assessment_py tool (remove any additional extensions created by the download) and click on enable content. Now, click on the **Data tab** and select **Refresh All Data.**



The Pivot table tool will pull in the data from both reports and give you a report containing the tabs listed here:

RT_Assessment_py Pivot Table example – 10 tabs across the bottom of the worksheet



- | | |
|-----------------------------------|---------------------------------------|
| *Workbook Filters | *Volunteer Attendance Summary |
| *Unit Attendance Summary | *Volunteer Attendance Chart |
| *Unit Attendance Chart | *Volunteer Attendance Detail by Month |
| *Unit Attendance by Month | *Never Attended RT |
| *% Unit Attendance by Month Chart | *Parameters |

Note: Microsoft did not port the tools from Windows to Mac, so the pivot tables will not run on a Mac. However, they will run in a Windows session on a Mac operating system.

To open the reports again at a later time, DO NOT enable content.

Council  

Central Florida Council ...

District  

Challenger 07

Eagle Empire 04

Lake 02

Narcoossee 06

Orion 83

Riverside 09

Seminole 03

Timuqua 01

These filters (also known as "slicers" in the Excel world) will help you show only the data you have selected in each tab of this workbook. This can be handy when you only want to show one District, or Sub-District, or if you are reporting on multiple councils, to only show one specific council.

< > Workbook Filters Unit Attendance Summary Unit Attendance Chart Unit Attendance by Month ...