



How to Reschedule Your 2020 Sea Base Adventure

For our units selecting any resolution option: Please provide a decision to Sea Base as soon as you are able, but **no later than May 31st, 2020**.

To Reschedule for a later date in 2020:

1. Cancel the adventure you would like to reschedule using the link [HERE](#)
 - a. You will need your Reg Code Number to log in. (Appears: 1045-XXXXXX-XXXX)
2. In your confirmation email, you will receive a link to reschedule for 2020. This link will be active on **May 18th, 2020 at 9:00am EST**.
3. Log in using your Reg Code Number
4. Select the adventures your unit is rescheduling to, and proceed
 - a. *Do not select more adventures than your unit can occupy, or all reservations will be subject to cancellation. All adventures selected will be final and unable to be cancelled at a later date subject to the current refund policy.*
 - b. Your unit is welcome to reschedule for any adventure type on any date that is suitable for your expected participation. Please be aware that our adventures are different sizes, ranging from crew maximums of 8 to 20 participants. Review the basic info sheet [HERE](#) to determine which alternatives may suit your unit.
5. Once complete, review your confirmation email. Any crews that appear in your confirmation email will belong to your unit.
 - a. **Your unit can plan on the crews included in this reservation confirmation email.**
 - b. Sea Base staff will finalize any payment arrangements and details of your account and resend a confirmation email when those items are complete. Please allow 3-5 weeks for these arrangements to be finalized. These details will be finalized in the order of your new crew arrival dates.

To Reschedule for a date in 2021:

1. Cancel the adventure you would like to reschedule using the link [HERE](#)
 - a. You will need your Reg Code Number to log in. (Appears: 1045-XXXXXX-XXXX)
2. In your confirmation email, you will receive a link to reschedule for 2021. This link will be active on **May 18th, 2020 at 9:00am EST**.
3. Input your profile information, including BSA Member ID, Council, District, and your former Reg Code, so our staff can reference your previous reservation. (Appears: 1045-XXXXXX-XXXX)
 - a. **Your former Reg Code for your 2020 reservation is required.**
4. Select the adventures your unit is rescheduling to, and proceed

- a. *Do not select more adventures than your unit can occupy, or all reservations will be subject to cancellation. All adventures selected will be final and unable to be cancelled at a later date subject to the current refund policy.*
 - b. Your unit is welcome to reschedule for any adventure type on any date that is suitable for your expected participation. Please be aware that our adventures are different sizes, ranging from crew maximums of 8 to 20 participants. Review the basic info sheet [HERE](#) to determine which alternatives may suit your unit.
5. Once complete, review your confirmation email. Any crews that appear in your confirmation email will belong to your unit.
 - a. **Your unit can plan on the crews included in this reservation confirmation email.**
 - b. Sea Base staff will finalize any payment arrangements and details of your account and resend a confirmation email when those items are complete. Please allow 12 weeks for these arrangements to be finalized. These details will be resolved in the order of your new arrival dates.