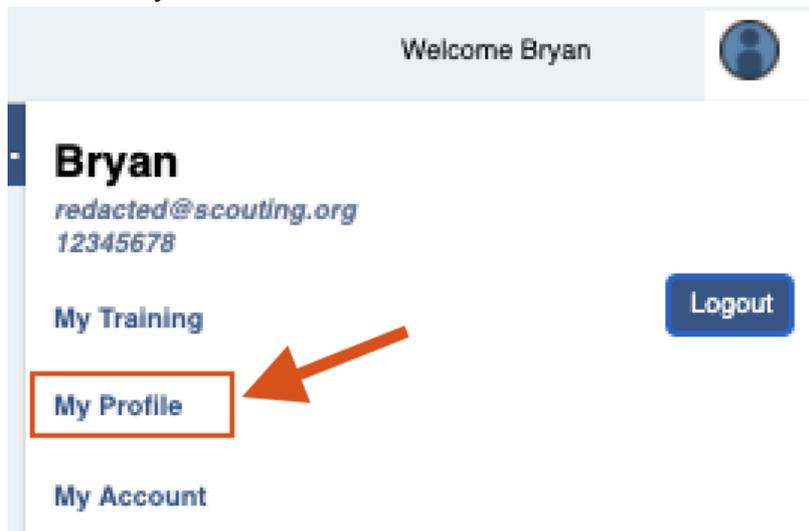


## Submitting the High Adventure Reservation

Registering for a life-changing High Adventure Base expedition is an exciting and sometimes competitive experience. In order to ensure the best possible experience on registration day we've prepared a checklist for the reservation contact who will be placing the High Adventure reservation.

1. At least ONE week prior to registration day login to your my.scouting account and verify the following.
  - a. I know my [my.scouting](https://my.scouting.org) username and password.
  - b. I've logged into my.scouting and verified that the following information is both correct and up-to-date.
    - i. My Scouting Member ID
    - ii. My email address
    - iii. My home address
    - iv. My phone number
2. To update my my.scouting profile information:
  - a. Visit [my.scouting.org](https://my.scouting.org)
  - b. Login
  - c. Click on the profile icon in the upper right corner
  - d. Click on "My Profile"



- e. Click on the piece of information that you want to update:

The screenshot shows the 'myScouting' profile page for a user named Bryan. The page is organized into several sections, each with a green checkmark icon and a plus sign in the top right corner, indicating that the information can be updated. The sections are: Profile Information (Member ID, Name: Bryan, Date Of Birth, Gender: Male, Active Position: You have no registered positions), Extended Profile Information (Ethnicity, Marital Status: Not Provided), Address Information (Home, PO), Phone Information (Home, (505)), Contact Information (@scoutl...), and Education Information (No information is currently available). The page header includes 'My Profile', 'myScouting', and 'Welcome Bryan'.

3. I understand that registrations are finalized in the order that they are received and that knowing my my.scouting username and password on registration day will best set me up for success!
4. I have carefully reviewed program and date offerings that my group is most interested in and I have prioritized my **TOP 5** options so that if one of my options happens to fill up I'll be ready to select an alternative option.
5. How many adults and how many youth will be in my reservation(s).
6. I understand that once I've selected my group's desired session, I will have 10 minutes to complete my payment information and finalize my reservation. If I don't have my payment information ready, and my 10 minutes expires, I will be directed back to the session page to make a new session selection.
7. I can register multiple crews for the same program and date in a single reservation but if I want to have crews arriving on multiple dates or participating in multiple programs, then I will need to create multiple reservations.

### Important Terms:

Reservation Contact - An adult, at least 21 years old who will manage your reservation and remain responsible for submitting all reservation payments in compliance with the payment schedule. The Reservation Contact may or may not be a participating member of one of the crews in their reservation. The Reservation Contact is responsible has several responsibilities:

1. Submit the reservation for the unit or council and pay the reservation deposit.
2. Submit all funds through the Sea Base event registration software in order to keep the reservation compliant with the fee schedule.
3. Designate a Lead Advisor for each crew in the reservation.
4. Help the Lead Advisor with the process of filling each crew roster with attending participants.

Lead Advisor - The Lead Advisor is a participating member of the crew. Within a reservation are one or more crews. Each crew in the reservation will have one designated adult Lead Advisor. The Reservation Contact may choose to serve as the Lead Advisor for one crew in their reservation, inform units they will require the member ID and Last Name of those they choose to designate as the Lead Advisor for each remaining crew in the reservation. The Lead Advisor is responsible for:

1. Populating their roster with a complete list of attending participants.