

2022 Sea Base Roster Instructions

Rosters are due 90 days prior to your scheduled arrival so Sea Base staff can prepare for your arrival!

ALL attendees- youth or adult- are required to have a current BSA Registration to attend Sea Base.

Detailed Roster Submission Instructions

Accessing the Crew Roster

Logging in to view your reservation & add to the crew roster: As the **Reservation Contact, Additional Reservation Contact**, you can view your reservation dashboard through our [2022 Crews Page linked here](#).

1. Using our crews page, click the button "Current Reservations", log in to your my.scouting account.
2. The button should then redirect you to your reservation list.
3. If you have multiple reservations, click the gray arrow on the righthand side of the screen to view each reservation dashboard.
4. Once on your dashboard, you can view your "Crew List" by clicking the gray arrow on the right hand side of the screen for each crew under the header "Crew List". You will be required to add a Lead Advisor for each crew, who should be an adult age 21+ attending with the crew.

Adding Attendees to your Crew Roster

1. On the roster for each crew, on the right-hand side, there is an option to "Add" in the adult section and in the youth section.
2. **Adults** are required to be added using their BSA Member ID number/ my.scouting account, to verify their BSA registration.
 - a. Have leaders log into www.my.scouting.org to verify that the BSA Member ID you are using to add them matches the BSA Member ID in their my.scouting account.
 - b. Input their BSA Member ID number and last name to add
 - c. If the system says that the BSA registration is required or not valid, there may be some issue with their BSA registration, such as a duplicated BSA ID, or incomplete trainings. To review this, the leader will need to reach out to the council.
 - d. Once they are in process of being added, the system will verify their address, email, phone number.
 - e. On the next page, it will ask for up to 2 emergency contacts, the participant's unit type and number, and for any dietary restrictions/allergies for the participant.
3. **Youth** are not required to have a my.scouting account. Youth who do not have a my.scouting account can be added by selecting "no" in response to "Does this person already have an account?"
 - a. **Adding a Youth by selecting "No" in response to "Does this person already have an account?"**
 1. Fill out contact information, such as address, date of birth, phone, email address to complete a profile for them. This can be the parent's contact information.
 2. Fill out parent/guardian data, so the confirmation email is sent to the parent/guardian of the youth.
 3. It will ask for up to 2 emergency contacts (1 required), the participant's unit type and number, and for any dietary restrictions/allergies for the participant.

4. Once complete, the system will send a “Disclaimer Invitation” to the parent of the youth, including a “Personal Reservation Code” that the parent will use to log in and fill out the disclaimer on behalf of their youth.
- b. Adding a Youth by using their my.scouting account**
1. If the scout does not already have a my.scouting account associated with their BSA registration, their parent/guardian can create a my.scouting account on behalf of the youth if desired.
 2. Input the youth’s BSA Member ID number and last name to begin adding them to the roster.
 3. Fill out parent/guardian data, so the confirmation email is sent to the parent/guardian of the youth.
 4. It will ask for up to 2 emergency contacts (1 required), the participant’s unit type and number, and for any dietary restrictions/allergies for the participant.
 5. Once complete, the system will send a “Disclaimer Invitation” to the parent of the youth. If the parent does not have a my.scouting account, they will need to use the youth’s my.scouting login credentials to log in and fill out the disclaimer on their behalf.
4. Sea Base recommends collecting this information for everyone on your roster in a troop meeting for the Reservation Contact/Additional Reservation Contact/Lead Advisor to use.

Common Questions

I see that there has been an update to the age requirement for certain adventures, but the system will not allow me to add a supervised 12-year old to the roster. How can I add them to the roster?

A: Because the requirement changed partway through our 2022 event offerings, a new attendee type must be assigned to your reservation to allow the addition of a supervised 12-year-old attendee. Please contact SeaBase.Events@scouting.org to request that this new attendee type is added to your reservation. View the age requirement update in detail on our [FAQs page linked here](#).

Terms to Know

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. This role can edit crew rosters.

Additional Reservation Contact – An adult, at least 21 years old who can fulfill the same functions as the Reservation Contact but does not receive all contact from Sea Base. This role can edit crew rosters.

Lead Advisor – **The Lead Advisor is an adult, age 21+ and 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. Once added, they designee will need to accept an email invitation. The Lead Advisor is responsible for populating their roster with a complete list of attending participants. This role can edit crew rosters.