

NATIONAL HIGH ADVENTURE

REGISTRATION

C H E C K L I S T

Submitting a High Adventure Registration

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.

- At least ONE week prior to registration day log in to your account at www.my.scouting.org and verify the following:
 - I know my my.scouting username and password.
 - I've logged in to my.scouting and verified that the following information is both correct and up to date:
 - My Scouting Member ID
 - My email address
 - My home address
 - My phone number

To update your my.scouting information:

- Visit www.my.scouting.org
- Log In
- Click on the profile icon in the upper right corner
- Click on "My Profile"



- Click on the piece of information that you want to update, including personal information, registrations, mailing address, phone number, and primary email address.



- I understand that registrations are finalized immediately when they are received and that knowing my my.scouting username and password will best set me up for success!
- I have carefully reviewed several program and date offerings that my group is most interested in and I have prioritized my unit's several top options so that if one of my options happens to fill up I'll be ready to select an alternative option.
 - *This tip is provided so the registering leader is prepared if their unit's first choice is unavailable. Do not reserve sessions unless you intend to keep them!*
- I know how many adults and how many youth will be included in my reservation(s).
- I understand that once I've selected my group's desired session, I will have 10 minutes to fill out my payment information and finalize my reservation. If I don't have payment information ready, and my 10 minutes expires, I will be directed back to the sessions page to make a new session selection.
- I understand that I can register multiple crews for the *same program and date* in a single reservation but if I want to have crews arriving on *different dates* or participating in *different programs*, I will need to create multiple reservations.



Important Terms in Your Online Reservation:

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

1. Submit the reservation for the unit or council and pay the reservation deposit
2. Submit all funds through the registration software in order to keep the reservation compliant with the fee schedule.
3. Designate a Lead Advisor (an attending adult age 21+) for each crew in the reservation.
4. Help the Lead Advisor with the process of filling each crew roster with attending participants 90-100 days prior to your reservation start date.

Additional Reservation Contact - Has the same permissions as the Reservation Contact, but serves as the secondary rather than primary point of contact. It is recommended to add a treasurer to this role to submit payments on behalf of your crew. The Reservation Contact can add this role by clicking "Add Contact" on their reservation dashboard and using the additional contact's BSA Member ID number and last name. The additional contact will need to accept an email invitation to view the reservation.

Lead Advisor - The Lead Advisor is a participating member of the crew. Within a reservation there are one or more crews. Each crew in the 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, then inform participants that they require the member ID and last name of those they choose to designate as a Lead Advisor for each remaining crew in the reservation. The Lead Advisor is responsible for:

- Populating their roster with a complete list of attending participants

