

# 2023 Sea Base Roster Instructions

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

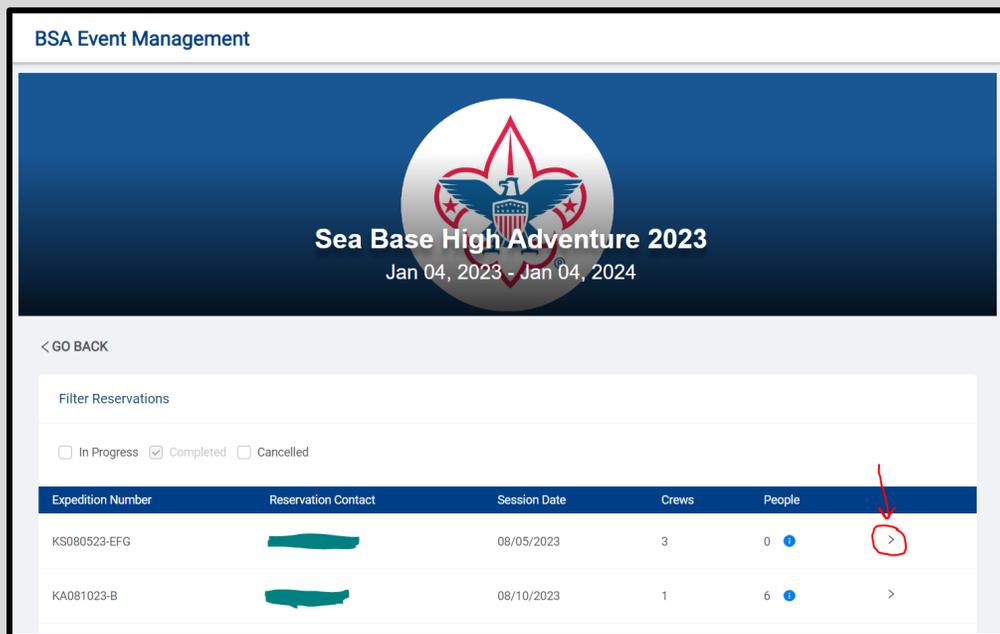
*ALL attendees- youth or adult- are required to have a current BSA Registration to attend Sea Base.*

## 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 [2023 Crews Page linked here](#).

1. Using our crews page, click the button “Current Reservations”, log in to your my.scouting account.
  - a. Please note: if you registered without using your my.scouting account, you will need to log in using your Reservation Code and last name.
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 each “Crew List” by scrolling down and clicking the gray arrow on the right hand side of the screen for each crew under the header “Crews”. You will be required to add a Lead Advisor for each crew, who should be an adult age 21+ attending with the crew.
  - a. After they are added, the Lead Advisor will be able to log into the reservation and help fill out the crew list if desired.

## Crews

Please provide your detailed list of attendees to each roster below by 05/07/2023. It is not necessary to fill out your rosters prior to this date.

Crew Number	Lead Advisor	Invitation Status	Adult	Lead Advisor	Youth Age 12 & Up	
KS080523-E	<a href="#">Add</a>		0/3 ▲	0/1 ▲	0/6 ▲	>
KS080523-F	<a href="#">Add</a>		0/3 ▲	0/1 ▲	0/6 ▲	>
KS080523-G	<a href="#">Add</a>		0/3 ▲	0/1 ▲	0/6 ▲	>

## 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](http://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, and the participant’s unit type and number.

My Reservation | Payment | Reservation Comments

< GO BACK

< Back to: Crews List

Crew Number: KS080523-E

→ Transfer Participant(s) | Remove Participant(s) | Total: 0/8 ▲

Full Name	Age	Invitation Status	Disclaimer Status
Youth Age 12 & Up 0			<a href="#">Add</a>
Lead Advisor 0			<a href="#">Add</a>
Adult 0			<a href="#">Add</a>

Total members 0

Adding New Adult

Please fill in the following fields for adding a new Adult

Does this person already have an account on Events.Scouting.org or My.Scouting.org?

Yes  No

Member ID or Personal Reservation Code\*

Last Name\*

SEARCH

ADD ATTENDEE

1 Personal Information 2 Forms

**Personal Data**

First Name [Redacted] Last Name [Redacted] Suffix [Dropdown]

Date Of Birth [Select date] Gender [Redacted] Phone [Country] +1 [Redacted]

Email [Redacted@scouting.org] Council [Redacted] Home Address [Redacted]

City [Redacted] District/Province [Redacted] Country [Redacted]

Postal Code [Redacted]

Back Next

Personal Information 2 Forms

**Emergency Contact**

Emergency Contact Name \* [Redacted]  
Emergency Contact Name

Emergency Contact Relationship \* [Redacted]  
Emergency Contact Relationship

Emergency Contact Phone Number \* [Country] +1 [Redacted]

Emergency Contact Alternative Phone Number [Country] +1 [Redacted]

Secondary Emergency Contact Name [Redacted]  
Secondary Emergency Contact Name

Secondary Emergency Contact Relationship [Redacted]  
Secondary Emergency Contact Relationship

Secondary Emergency Contact Phone Number [Country] +1 [Redacted]

Secondary Emergency Contact Alternative Phone Number [Country] +1 [Redacted]

**Unit Information**

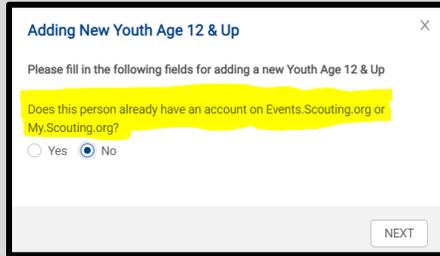
Unit Type \* [Redacted] Troop

Unit Number \* [Redacted] 0000

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. If your adventure age minimum is 12, you will add youth as "Youth Age 12 & Up". If your adventure age minimum is 13, you will be able to add youth as "Youth". Age requirements for each adventure can be found on our [eligibility page linked here](#).

**b. Adding a Youth by selecting “No” in response to “Does this person already have an account?”**

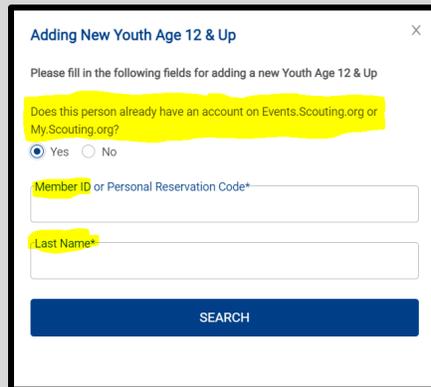
1. Fill out contact information, such as address, date of birth, phone, email address to complete a profile for them. This can be the parent’s contact information.
2. Fill out parent/guardian data, so the confirmation email is sent to the parent/guardian of the youth.
3. It will ask for up to 2 emergency contacts (1 required), and the participant’s unit type and number.
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.



The screenshot shows a web form titled "Adding New Youth Age 12 & Up". Below the title, it says "Please fill in the following fields for adding a new Youth Age 12 & Up". The main question is "Does this person already have an account on Events.Scouting.org or My.Scouting.org?". There are two radio button options: "Yes" and "No". The "No" option is selected. At the bottom right of the form is a "NEXT" button.

**c. 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.
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.



The screenshot shows the same "Adding New Youth Age 12 & Up" form. The question "Does this person already have an account on Events.Scouting.org or My.Scouting.org?" is present, but now the "Yes" radio button is selected. Below the question are two input fields: "Member ID or Personal Reservation Code\*" and "Last Name\*". At the bottom of the form is a blue "SEARCH" button.

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

Q: As a leader, I can't seem to add participants up to the maximum crew size, even though I know there is space. I am not able to update our expected crew count either. Can you help?

A: Your reservation saved the number of expected participants input at the time of registration. If you have more scheduled to attend (within the maximum crew size available), please email [SeaBase.Events@scouting.org](mailto:SeaBase.Events@scouting.org) and let a Sea Base staff member know how many youth and adult you are expecting. Only a Sea Base Staff member can edit your expected crew count (if under the maximum crew size) to allow the addition of the maximum number of attendees.

## 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, the 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.