



# 2024 Sea Base Roster Instructions

Rosters are due 90 days prior to your scheduled arrival.

ALL attendees-youth or adult- are required to have a current BSA registration to attend Sea Base. Crew composition policies can be found on page 7 of these instructions.

## Accessing Your Dashboard

As the **Reservation Contact** or **Additional Reservation Contact**, you can view your reservation dashboard through our [2024 Crews Page linked here](#). **Lead Advisors**, who are *attending* adults age 21+ will have login access through this page to view only the crew list they have been added to.

1. This reservation system is unfortunately not mobile-friendly. To access your dashboard, use a computer or laptop to log in.
2. Using our crews page, click the button “Current Reservations”.
3. When the page loads, select “MyScouting.org Account”. You will not be able to sign in using your Reservation Code. Then, enter your login credentials for my.scouting.org.
4. The button should then redirect you to your reservation list.
5. Click the gray arrow “>” on the righthand side of the screen to view your reservation dashboard.

**2024 Reservations**

Register

Eligibility

2023 Reservations

2024 Reservations

2025 Reservations

NEW REGISTRATIONS

OPEN SESSION AVAILABILITY LIST

CURRENT RESERVATIONS

BSA Event Management

Sea Base High Adventure 2024  
Jan 04, 2024 - Dec 31

Filter Reservations

In Progress  Completed  Cancelled

Expedition Number	Reservation Contact	Session Date	Crews	People	
TS080624-B	Johnny Scout	08/06/2024	1	0	>
TS061224-A	Johnny Scout	06/12/2024	1	0	>

Select “MyScouting.org Account”

Enter your My.Scouting.org login credentials

Click the gray arrow on the righthand side of the screen to view each dashboard

# Accessing Your Crew List

Once on your reservation dashboard, each “Crew List” or crew roster can be viewed by scrolling down and clicking the gray arrow on the righthand side of the screen. For each crew, you will be able to assign a **Lead Advisor**. They will be an attending adult age 21+. Once added, they will have login access to edit the crew list or roster they belong to if desired.

## St. Thomas Sailing 10-12 - TS080624

Aug 06, 2024 - 11

My Reservation   Payment   Reservation Comments

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### Reservation Details

**Reservation Size**

People in Reservation	Youth Expected	Adults Expected	Crews in Reservation
0/12	5	5	1

This is the maximum number of members you can add to your crew list(s).

**Reservation Contact**

Contact Name	Address	Email	Primary Phone
Johnny Scout	123 Scout Ave	SeaBase.Events@scouting.org	305-664-4173
Personal Reservation Code	Group Reservation Code		
Y1Y1Y1	Y1Y1Y1		

**Additional Reservation Contact**


Contact Name	Address	Email	Primary Phone
Scout Scoutsman	123 Scout Ave	SeaBase.Events@scouting.org	305-664-4173
Personal Reservation Code	Group Reservation Code		
Y2Y2Y2	Y1Y1Y1		

**Session Selected**

Session Selected	Session Dates
St. Thomas Sailing 10-12 - TS080624 (6 days)	Aug 06, 2024 - 11

Reservation Expedition Number: TS080624-B  
Total Event Cost: \$15,600.00  
Total Amount Paid: \$1,785.00  
Total Amount Due: \$13,815.00  
Next Payment Due Date: Nov 01, 2023  
Next Payment Amount Due: \$6,907.50

## Scroll Down



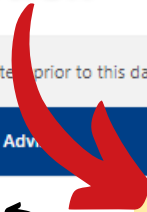
## Crews

Please provide your detailed list of attendees to each roster below by your due date. It is not necessary to fill out your roster prior to this date.

Crew Number	Lead Advisor	Invitation Status	Adult Age 18-20	Adult 21 +	Youth 13-17	Lead Adv.
TS080624-B	Add		0/4	0/5	0/10	0/1

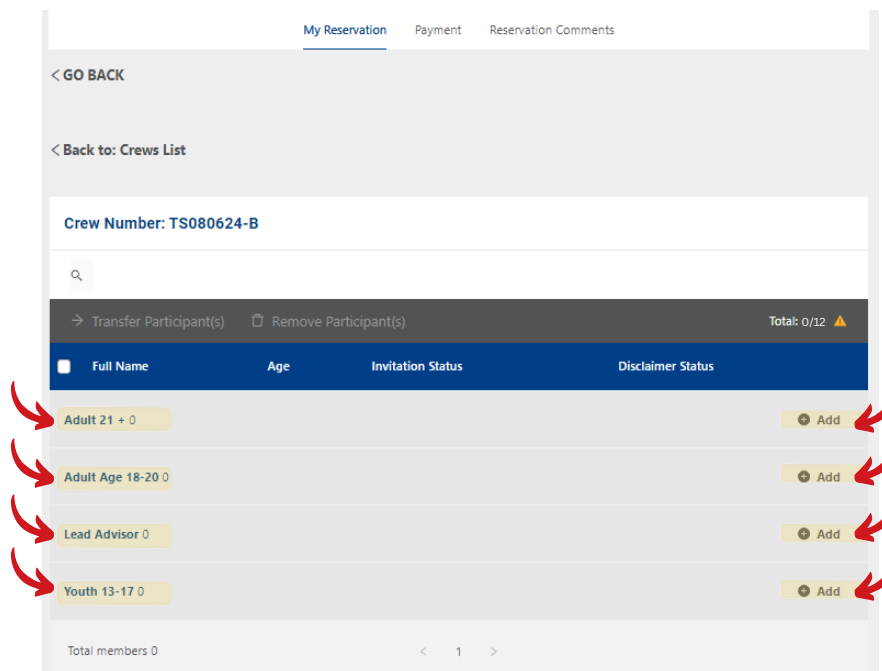
These numbers show how many of each attendee type it is possible to add. You will not be able to add more members than your maximum crew size. For example, in a 12-person maximum crew like this one, the leader could add up to 6 adults age 21+ including the Lead Advisor, but then would only have 6 remaining spaces left for youth, not 10. There's only so much room on the boat!

## Click



# Adding Attendees to Your Roster

1. It is our recommendation that all required attendee information is collected in a unit meeting OR that a laptop/computer is brought to the troop meeting to complete the crew roster together.
2. On the roster for each crew, on the right-hand side, there is an option to “Add” members for each attendee type.



## Adult Attendees (age 18+)

*In each Sea Base crew, there must be at least 2 adult members age 21+.*

**Adults are required to be added using their BSA Member ID number to verify their BSA registration online. This Member ID number can be found on the adult's [my.scouting.org](https://my.scouting.org) profile.**

1. Have leaders log into [my.scouting.org](https://my.scouting.org) to verify that the BSA Member ID and last name you are using to add them matches the BSA Member ID and last name in their [my.scouting.org](https://my.scouting.org) account.
2. Input their BSA Member ID number and last name to “search”. If the ID is found, you will have the option to “Add Attendee”.
3. 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 their membership or standing in [my.scouting.org](https://my.scouting.org), the leader will need to reach out to the council.
4. Once they are in process of being added, the system will **verify their address, email, phone number**.
5. On the next page, it will ask for **up to 2 emergency contacts, and the participant's unit type and number**. It may also provide the url to our [dietary restrictions notification form](#) in case the participant has food allergies or dietary restrictions.
6. Once complete, the system will send a “Disclaimer Invitation” to the adult member, including a “Personal Reservation Code” and link that they will use to log in and fill out the disclaimer.

Full Name	Age	Invitation Status	Disclaimer Status
Adult 21 + 0			
Adult Age 18-20 0			
Lead Advisor 0			
Youth 13-17 0			

Total members 0 < 1 >

### Adding New Adult 21 +

Please fill in the following fields for adding a new Adult 21 +

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

Yes  No

\* Member ID or Personal Registration Code

\* Last Name

SEARCH

### Personal Data

Please confirm info below, which has been copied from [my.scouting.org](http://my.scouting.org) profile. Please note that editing info below will not change my.scouting.org account, only account here on Events.scouting.org.

Required fields are highlighted.

* First Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	None
* Date Of Birth	* Gender	* Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	BSA Member ID	Council Territory
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Home Address	* City	District/Province
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Country	* State	* Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

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### Emergency Contact

\* Emergency Contact Name

\* Emergency Contact Relationship

\* Emergency Contact Phone Number

Emergency Contact Alternative Phone Number

Secondary Emergency Contact Name

Secondary Emergency Contact Relationship

Secondary Emergency Contact Phone Number

Secondary Emergency Contact Alternative Phone Number

### Unit Information

\* Unit Type

\* Unit Number





## Youth Attendees (age 12-17 or 13-17)

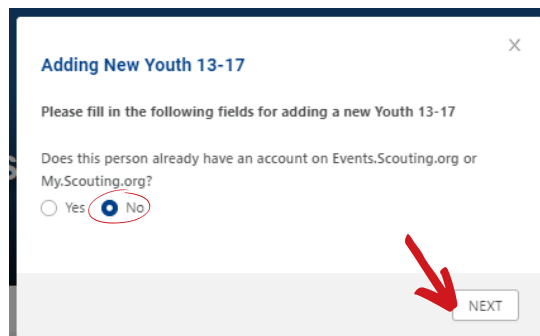
Youth are not required to have a my.scouting account. Youth who do not have a my.scouting account can be added by selecting "no" in response to "Does this person already have an account?"

If your adventure age minimum is 12, you will add youth as "Youth 12-17". If your adventure age minimum is 13, you will be able to add youth as "Youth 13-17". Age requirements for each adventure can be found on our [eligibility page linked here](#).

### Selecting "No" in response to "Does this person already have an account? (Youth only)"

1. Select "No" in response to the question "Does this person already have an account on Events.Scouting.org or My.Scouting.org?" Click "Next".
2. Fill out contact information, such as **address, date of birth, phone, email address to complete a profile for them** as seen on the previous page. This can be the parent's contact information.
3. Fill out **parent/guardian data**, so the confirmation email is sent to the parent/guardian of the youth. Click "Next".
4. It will ask for **up to 2 emergency contacts (1 required)**, and the participant's **unit type and number**. After that information is filled out, click "Add Attendee".
5. 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.

Full Name	Age	Invitation Status	Disclaimer Status
Adult 21 + 0			 Add
Adult Age 18-20 0			 Add
Lead Advisor 0			 Add
Youth 13-17 0			 Add
Total members 0			



### Selecting "Yes" in response to "Does this person already have an account?"

1. Select "Yes" in response to the question "Does this person already have an account on Events.Scouting.org or My.Scouting.org?" Click "Next".
2. 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.
3. Input the youth's **BSA Member ID number and last name** to begin adding them to the roster.
4. Confirm their contact information, which will appear in fields as seen on the previous page. If blank, fill out **parent/guardian data**, so the confirmation email is sent to the parent/guardian of the youth.
5. It will ask for **up to 2 emergency contacts (1 required)**, the participant's **unit type and number**.
6. 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.

Full Name	Age	Invitation Status	Disclaimer Status	
Adult 21 + 0				+ Add
Adult Age 18-20 0				+ Add
Lead Advisor 0				+ Add
Youth 13-17 0				+ Add

Total members 0 < 1 >

**Adding New Youth 13-17**

Please fill in the following fields for adding a new Youth 13-17

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

## 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 in my crews. I am not able to update our expected crew member 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.

**Q: I am not able to add an adult member using their BSA Member ID and last name. OR- I see the error "Person Not Found" or "Active BSA Registration Required".**

A: There are several possible situations that would cause this issue. In every case, it is not Sea Base specifically "rejecting" the membership. This reservations system verifies whatever information is in my.scouting.org. The possible scenarios are:

- The leader in question has multiple BSA Member IDs or accounts in my.scouting.org.** The way to check on this is to have the adult in question log into my.scouting.org and verify that the BSA Member ID number being used matches the BSA Member ID number on their my.scouting account profile.
- The leader in question's BSA membership registration is incomplete or is missing trainings.** In this case, we recommend checking on trainings like Youth Protection, then reaching out to your council to verify that their BSA registration is complete.
- The leader in question's BSA membership was processed for a different BSA Member ID number than the one that is connected to their my.scouting account.** In this case, we recommend reaching out to the council to try to add the active BSA ID number to the existing my.scouting account or to create a new my.scouting account connected to the leader's active BSA registration.

**Q: What is this triangle:** 0/5 ▲ ←

A: For attendee types "Adult age 21+", "Lead Advisor", and "Youth 12-17 / 13-17", the system sets a minimum number for each based upon minimum crew sizes and leadership requirements. If you have not reached that minimum number, you will see the triangle with an exclamation point. If you have questions about this or other concerns, contact [SeaBase.Events@scouting.org](mailto:SeaBase.Events@scouting.org).

**Q: Can I remove participants or transfer participants to and from my different crew lists?**

A: Once you have added participants to your crew list, you will be able to select check boxes next to their names, and may have options to "remove participant" or "transfer participant" show at the top of the list. "Transfer" is only usable if the two crews are in the same reservation **AND** there is space on the crew you are trying to move the member to. Unfortunately, there is no "swap" option. If your crews are full or if your crews are in separate reservations, you'd have to remove and re-add the participants in order to move them around. For this and a few other reasons, we recommend filling out your roster 90 days prior to your scheduled arrival, when there will (hopefully) be fewer changes in your crew makeup.

# Crew Composition

1. **Each participant, youth and adult, must be currently registered** in one of the following programs: Exploring, Scouts BSA, Sea Scouts, Venturing, Varsity Scouts, STEM Scouts, or Order of the Arrow.
2. **A minimum of 2 adult leaders age 21+** must attend with each Sea Base crew. No more than half of your total attendee count is permitted to be composed of adult leaders age 21+. 18-20 year old members cannot count toward this leadership requirement.
3. **Adult-to-Youth Ratio:** We recommend crews keep majority youth to maintain the spirit of a youth-led adventure. No more than half of each crew's total number of attendees may be composed of adult leaders age 21+.
4. **18-20 year old members may attend** Sea Base, but cannot serve the adult leadership requirement above. They are required to have an adult BSA membership. They must take Youth Protection Training and provide their certificate of completion with the rest of their paperwork. When applicable at any location, they must use bathroom facilities labeled for adults and will be housed as an adult. When considering the adult-to-youth ratio, they can count as "youth", as Venturing units define "youth" as those aged 14-20.
5. **The options for units to attend as a co-ed** Sea Base crew per BSA Policy are below. [The infographic linked here may also help.](#)

## Attending as a [linked](#) male and female Scouts BSA troop in the same Sea Base crew:

- Scouts BSA is a single-gendered program; as such, a *linked* male and female Scouts BSA troop can attend together in the same crew **IF** each troop provides their own leadership in the Sea Base crew. Each troop must have a minimum of 2 adult leaders age 21+ attending in the crew. This is a total of 4 adult leaders age 21+ for a Sea Base crew composed of 1 female troop and 1 male troop that are linked.
- Units who do not share the same charter partner must have local council and charter partner approval per the BSA Guide to Safe Scouting.
- Scouting's Barriers to Abuse require buddy pairs to be single gender. At least 2 youth members of each gender must be present in each Sea Base crew to meet requirements for buddy pairs.
- Scouting's Barriers to Abuse require 2 adult leaders age 21+ to attend with each Sea Base crew. If female youth are present, at least one of those leaders **MUST** be female.

## Attending as a Venturing Crew, Sea Scouting Ship or Exploring Post in a Sea Base crew:

- Venturing, Sea Scouting and Exploring are coed programs.
- Members of these programs can attend coed as long as Scouting's Barriers to abuse (below) are met.
- Scouting's Barriers to Abuse require buddy pairs to be single gender. At least 2 youth members of each gender must be present in each Sea Base crew to meet requirements for buddy pairs.
- Scouting's Barriers to Abuse require 2 adult leaders age 21+ to attend with each Sea Base crew. If female youth are present, at least one of those leaders **MUST** be female.

# 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.



# Age Requirements

**Age Restrictions Scuba, Out Island, Bahamas, and St. Thomas Programs. Participants must be 13 years old by the date of their arrival to participate in the programs listed below. Participants who would turn 13 during their adventure are not eligible to participate.**

- Scuba Adventure
- Scuba Advanced Marine Exploration
- Scuba Certification
- Scuba Live Aboard
- Out Island Adventure
- Sea Base Bahamas (All Programs)
- Sea Base St. Thomas (All Programs)

**Age Restrictions Florida Sailing and Multi-Adventure Programs. Participants must be 12 years old by the date of their arrival to participate in the programs listed below. Participants who would turn 12 during their adventure are not eligible to participate.**

- Coral Reef Sailing
- Keys Adventure
- Keys Adventure Sailing
- Island Expedition
- Fishing Adventure
- Marine STEM
- Sea Exploring
- STEM Eco-Sailing

*Important! 12 year old participants must be physically, mentally, and emotionally mature and Sea Base strongly suggests that all 12 year old participants be accompanied by a parent or guardian.*

**AGE REQUIREMENTS CANNOT BE RELAXED.**

**We hope this guide was helpful to you in submitting your Sea Base crew roster and look forward to serving your Sea Base crew soon!**

