

## Chief Seattle Council Log-in or Create a New Account

Go to [www.myscouting.org](http://www.myscouting.org)

### LOG-IN TO YOUR ACCOUNT:

1. **Type** your User Name and
2. Password

**OR**

### CREATE A NEW ACCOUNT:

1. You must be registered in the unit and you must be in a leadership position, at least a Committee Member, to have access to the On-Line Tour Permit application process.
2. If you don't have an account, you will need to set one up by doing the following:
  - a. **Select** a User Name (do not affiliate it with your email address)
  - b. **Select** a Password
  - c. Write both the user name and password on a piece of paper and keep in safe spot so you may refer to it at a later date.
  - d. You will be asked to select a security question and answer (**please refer to attachment #1**)
3. **Repeat** step 2 (above)
4. **Click** OK

\*If your screen looks like attachment #2 (**please refer to attachment #2**); meaning you do not see the words "TOUR PERMIT" on the left side of your screen, under "Unit Tools" you may need to call the National Office Help Desk at 1-800-627-3025 and explain to them that you are trying to process a tour permit on-line and after you log-in, you don't have the tour permit option.

Also, you will need your Boy Scout membership number. This will be the number on your membership card. If you're unable to locate your membership card you may call the Council office at 206-725-5200 and press 0 for the operator. We will be happy to look up your membership number for you.

**SELECT** "TOUR PERMITS" (this may be found on the [myscouting.org](http://myscouting.org) home page on the left side of the screen under Unit Tools"). Your screen should look like attachment #3 (**please refer to attachment #3**).

### JUST A NOTE

At this point, it's best to enter **all** of your vehicle and training information now. However, if you only have vehicle and Training information for this tour permit, enter that now and enter the rest of your information at a later date.

# Chief Seattle Council On-line Tour Permit Instructions

## Create tour permit application

On the side menu, select **Create** option. Only the person who creates an application can edit and submit the application. Other persons have read-only access to applications they did not create.

- Choose your unit.
- Enter a tour name that describes the tour.
- Choose the permit type (local or national).
- Click the **Create Permit** button.
- Confirm you want to create a new tour application.

## II. Enter vehicle and training information

Click the **Enter Vehicle** and **Enter Training** tabs to create your unit's resources of vehicles and trained adults. The information entered and maintained here will be available for all tour permit applications created for your unit.

## III. Enter tour details

Note: These items are required so please have this information before you proceed.

### Step 1: Enter tour information

- Tour Name - a description of the tour
- Tour Dates - the departure date and return date
- Tour Leader - the tour leader's first and last name, age, telephone number, and e-mail address (as registered in MyScouting)
- Assistant Tour Leader - the assistant tour leader's first and last name, age, telephone number, and e-mail address (as registered in MyScouting)

### Step 2: Accept policies

Accept the appropriate policies to be followed by tour participants.

### Step 3: Select transportation

Enter Travel Itinerary - the date your tour begins, location from and location to, travel mode, number of miles to travel, and whether stopping overnight.

Select Transportation - information for anyone who is not a family member of the driver

### Step 4: Select trained adults

Select trained adults who will participate in your tour. Each tour must have at least one Youth Protection Trained adult. Please see instructions for required training.

- Select adults trained by other organizations offering specialized training, such as CPR.

## IV. Submit the tour permit application

Submit the information.

- When all Tour requirements have been met, click **Submit** and then **OK** to confirm that you wish to submit the application to your council.
- If any requirements are not completed, a message will display for each item still needed. This listing can be printed.

**\*When you are all finished, make sure you sign-out of myscouting.org.**

### To sign-out of myscouting.org

1. **Scroll** up to the top of your screen in the far right corner.
2. **Click** on your user name and a drop-down menu will appear
3. **Select** sign-out

You have successfully completed your first on-line tour permit! Congratulations!!



BOY SCOUTS OF AMERICA



### Change Security Questions

We have added a new security feature to help us identify you in case you forget your User Name or password. Please provide security questions below.

Security Question 1:

Answer 1:

Security Question 2:

Answer 2:

\* Attachment #1

My Profile

Training

Unit Tools

Events

Community

Alumni

My Profile
Update My Profile
Training
E-Learning
Unit Tools
Internet Advancement
Internet Rechartering
Events
Event Registration
Community
Scouting Community
Alumni
Alumni Site

**Welcome to the NEW MyScouting!**

Thank you for setting up your MyScouting account. Through your account, you now have access to even more Scouting resources. MyScouting was created to better support your role in Scouting. Over time, new resources will be added and you will be able to see content specific to your position/rank. MyScouting will also be used to improve communication directly with you, our dedicated and hard-working members.

**Have you checked out the Scouting Community yet?**

Scouting Community connects people who want to talk about Scouting online. With Scouting Community, you can blog, join a discussion forum, send e-mail to friends, listen to podcasts, view videos, and generally communicate with people about Scouting. This community is a safe environment for members and leaders of Scouting to interact and share best practices for all things Scouting.

**New Training Courses**

**This is Scouting** - provides an overview of the Scouting movement, including history, values, programs, youth protection, community involvement, training, and so on. The module consists of six video sections, each followed by a brief quiz. Completion is noted automatically in the BSA training records database if the module is experienced online. Estimated time to complete: 50 minutes.

**Trek Safely** - covers 7 key safety points about trekking, and is recommended for adult leaders organizing any type of trek. You will watch a brief video broken into two sections, answering questions after each section. Completion is noted automatically in the BSA training records database if the module is experienced online. Estimated time to complete: 20 minutes.

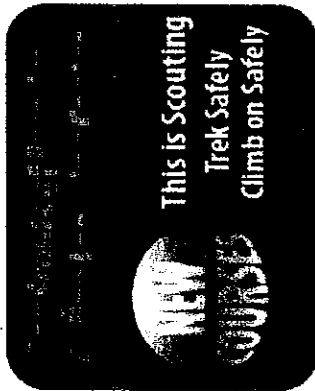
**Climb on Safely** - covers 8 key safety points about climbing and rappelling, and is recommended for adult leaders organizing any type of climbing outing. You will watch a brief video broken into three sections, answering questions after each section.



FOLLOW »



\* Attachment #2



Current Selection:

Start	Enter Vehicle	Enter Training	Step 1	Step 2	Step 3	Step 4
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Create | Search  
Search Permits

Choose a Unit:  
Troop-0740

Permit Type:  
Local

Permit Status:  
In Progress

Search

Local Tour List for  
In Progress  
No data available.

Tour Permits FAQ

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Start	Enter Vehicle	Enter Training	Step 1	Step 2	Step 3	Step 4
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Current Selection:

\*Attachment  
#3