

Internet Applications Update

Tour Permits



Internet Applications Update

- **Web applications for Internet Rechartering, Internet Advancement, E-Learning, and Tour Permits are Internet Applications which are part of the Virtual service center.**
- **Units submit permit applications for review and approval on Web-based electronic system for local and national Tour Permits.**



Internet Applications Update

MYSCOUTING LOGON

Have an existing account?

Enter your e-mail address and password below to access your MyScouting account. Password is case-sensitive.

Need help? Click [here](#) [View MyScouting Video](#)

E-Mail Address *

Password *

Sign In

Forgot your password?

Click [here](#) to retrieve it.

New to MyScouting?

Click [here](#) to create an account.

BSA members may provide member ID and council name when creating the account; or, add this information to the account later.

reviewed by



This page is not intended for users under 13 years of age.

Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account.

For a detailed privacy policy, click the Privacy Policy link below.

This site supports Internet Explorer 6.0 (or more recent) and Firefox 2.0.

Tour Permits will be available through **MyScouting** for Units to electronically submit local and national permits.



Information
Systems Division

Internet Applications Update

**MYSCOUTING
MY ACCOUNT
MY PROFILE**



MyScouting is a portal for our members that gives access to the following resources:

**E-LEARNING
TOUR PERMITS
RECHARTERING
ADVANCEMENT
EVENT RESERVATIONS
SCOUTING COMMUNITY
SCOUTPARENTS
UNIT VISIT TRACKING**

Tour Permit Applications

Adult leaders will be able to apply for tour permits electronically with an automated approval process that provides for prompt electronic delivery of approved permits. The applicant will need to provide detailed information about tour destination; dates; itinerary; participation and leadership; transportation plans (including vehicle information, driver's license numbers, and insurance coverage); and the training certifications for Youth Protection and any other certifications needed for the tour.

E-Learning

LOG OFF

The E-Learning Course Management System provides a selection of courses for adult volunteers that may be taken for credit. E-learning will be integrated into each member's account.

Rechartering

Internet Rechartering is a Web-based system for annual unit renewal. It is available to traditional units in councils that have licensed the system. Check your council's Web site to learn if Internet Rechartering is available to your unit and to review instructions about how to log in and when to submit a unit renewal for the next charter year. If you are interested in learning more about this system, you can review the interactive tutorial and online help system. If you do not want to see the Rechartering menu selection, go to My Profile, uncheck the Rechartering box, and click Submit. To add it again later, return to My Profile and mark the checkbox for Rechartering.

Advancement

Internet Advancement is a Web-based system for units to submit youth member ranks and awards. It is available to Traditional units and Explorer posts in councils that have licensed the system. Check your council's Web site to learn if Internet Advancement is available to your unit and to review instructions about how to log in and to submit advancement reports. If you are interested in learning more about this system, review the online help system. If you do not want to see the Advancement menu selection, go to My Profile, uncheck the Advancement box, and click Submit. To add it again later, return to My Profile and mark the checkbox and Advancement.

Event Reservations

Event Reservations provides a selection of nationally sponsored events that are currently open for registration. The listing changes as events are added or removed when registration periods close. The link will open a page of selections. Selecting an event will direct you to where reservations for that event will be made.

SCOUTNET.Scouting.org/MYSCOUTING

MyScouting provides access to volunteers to use E-Learning, Tour Permits, Scouting Community, ScoutParents, and more. Each user establishes a profile with Member ID which determines what menu items will be available.



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Systems Division

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MYSOUTING
MY ACCOUNT
MY PROFILE

E-LEARNING [Create](#) | [Search](#)
TOUR PERMITS
RECHARTERING
ADVANCEMENT
EVENT RESERVATIONS
SCOUTPARENTS
CENTENNIAL UNIT AWARD

LOG OFF

Choose a Unit:
Pack-4460

Permit Type:
Local

Permit Status:
In Progress

Local Tour List for In Progress

Name
Visit Bedford Fair

Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

Start **Enter Vehicle** **Enter Training** **Step 1** **Step 2** **Step 3** **Step 4**

I. Create tour permit application

On the side menu, select **Create** option.

- 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

Tour Permits is designed to help the unit user submit tour applications.



Internet Applications Update

[Help](#)

Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

On the Enter Vehicle tab you will create and maintain the records for each vehicle that may be selected to provide transportation for a unit tour. You may create records for different vehicles by the same owner, if appropriate. For each record you will need the Vehicle Make, Model and Year; the Total the Vehicle will carry based on the number of seat belts, including for the driver; the Owner's legal name; the Owner's valid Driver's License Number and State; certify Yes that everyone will wear a seat belt; and the value of Public Liability insurance per person and per accident; and the value of Property Damage insurance carried on the vehicle. Commercial Driver's License record entry needs the CDL Driver's legal name; CDL Number and State; and the CDL Expiration Date.

When the information is entered for a new record, click Save. If information on an existing record is to be updated, click Edit, make changes, and click Save. If a record is to be deleted, click Delete. Once a record is deleted it will need to be entered again, if required.

Vehicle ownership information:

	Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	Will everyone wear a seatbelt?	*Public Liability	*Property Damage
Edit Delete	Chevy Yukon 2008	6	Richard B Guy	787878787 PA	Yes	Per Person: 300000 Per Accident: 300000	300000
Edit Delete	Chrysler 300 2007	5	Harvey J Member	78787877 PA	Yes	Per Person: 300000 Per Accident: 300000	300000
Edit Delete	Toyota Camray 2007	5	Rober B Dodger	454545 PA	Yes	Per Person: 100000 Per Accident: 300000	100000

Create | Search

Search Permits

Choose a Unit:
Pack-4460

Permit Type:
Local

Permit Status:
In Progress

Local Tour List for In Progress

Name
Visit Bedford Fair

Each unit maintains its list of vehicle drivers for selection.



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Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

On the Enter Training tab you will create and maintain the records for each adult who may be selected to provide specialized leadership or skills for a unit tour. You may create records for the same adult for different training courses completed, if appropriate. For each record you will need the adult's legal name; age; the Training course name completed; and the Date Taken which is on the completed certificate for the course. BSA Training and Non-BSA Training have the same record requirements except that Non-BSA training also needs the Agency name which issued the certificate of completion.

When the information is entered for a new record, click Save. If information on an existing record is to be updated, click Edit, make changes, and click Save. If a record is to be deleted, click Delete. Once a record is deleted it will need to be entered again, if required.

Record BSA Training:

	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken
Edit Delete	Wills	A	Mountain		74	Youth Protection	07/02/2008
Edit Delete	Harvey	J	Member		64	Youth Protection	06/22/2008
Edit Delete	Wills	A	Mountain		74	Safety Afloat	05/22/2008
Edit Delete	Steven	B	Scouter		45	Safe Swim Defense	06/22/2008
Edit Delete	Harry	T	Scouter		35	Safety Afloat	07/05/2008
Save	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	BALOO <input type="button" value="v"/>	<input type="text" value="07/31/2008"/>

[Create](#) | [Search](#)

Search Permits

Choose a Unit:

Pack-4460

Permit Type:

Local

Permit Status:

In Progress

Local Tour List for In Progress

Name
Visit Bedford Fair

Each unit maintains its list of trained adults for selection.



Internet Applications Update

Step 1 information entered for Tour Permits will be guided by easy to complete data fields.

Should the requested Information be missed there are messages to assist the user.

The fields are entered in order as necessary to complete and submit the application to the council.

Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

Start **Step 1**

Unit Title: **Unit Number:**

Organization: **District:**

Permit Type: **Received Parent Approval:**

Accident Insurance: Do not enter Insurance Company and Policy information for Council Provided accident insurance

Council Provided Unit Accident Insurance
 Have Other Unit Accident Insurance

Insurance Company: **Policy Number:**

Number of Participants:

Female Youth: **Female Adults:** **Male Youth:** **Male Adults:**

We recommend you set your Departing Date at least 14 days in advance. Enter your dates in a MM/DD/YYYY format.

Location: **Dates:** **Earliest Departure:**

From: **Departing:** **08/12/2008**

To: **Returning:**

Tour Name:

Internet Applications Update

Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

Trip Policy Certifications: We agree to comply with the following trip policies. Please check each box to show agreement with the policy and read the statements on Our Pledge of Performance and Transportation Guidelines. You may also click the links to view and print the documents. Once the boxes are checked to show your agreement, click the Save button at the bottom of the page.

Agree	Policy
<input checked="" type="checkbox"/>	We have in our possession a copy of Guide to Safe Scouting and our tour leader has read it.
<input checked="" type="checkbox"/>	At least one registered adult who has completed BSA Youth Protection Training must be present. If this tour involves a nationally conducted event or activity, all registered adults must have completed this training.
<input checked="" type="checkbox"/>	We have a copy and all participants agree to uphold the Our Pledge of Performance .
<input checked="" type="checkbox"/>	We agree to follow the Transportation Guidelines while traveling and our drivers were given copies of the Guidelines.

Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

Step 2 has unit agree to all policies for the tour.



Internet Applications Update

Help

Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

[Create](#) | [Search](#)
 Search Permits
 Choose a Unit:
 Pack-4460
 Permit Type:
 Local
 Permit Status:
 In Progress

 Local Tour List for In Progress

Name
Visit Bedford Fair

Travel Itinerary:

Reminder: Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest stops.

	Date	Travel From	Travel To	Travel Mode	Miles	Describe Route	Overnight Stopping Place	Place Confirmed
Edit Delete	07/26/2008	Hyndman	Bedford	Car	23	Rt 96 to Rt 31 to Rt 30	N/A	N/A
Save	07/31/200	<input type="text"/>	<input type="text"/>	None <input type="button" value="v"/>	0	<input type="text"/>	<input type="text"/>	N/A <input type="button" value="v"/>

Vehicle ownership information:

Select	Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	*Public Liability	*Property Damage
<input checked="" type="checkbox"/>	Toyota Camray 2007	5	Rober B Dodger	454545 PA	100000	Per Person: 100000 Per Accident: 300000
<input checked="" type="checkbox"/>	Chevy Yukon 2008	6	Richard B Guy	787878787 PA	300000	Per Person: 300000 Per Accident: 300000
<input checked="" type="checkbox"/>	Chrysler 300 2007	5	Harvey J Member	78787877 PA	300000	Per Person: 300000 Per Accident: 300000
<input checked="" type="checkbox"/>	2008 Chevy Truck	3	Lets Get Truckin	12121114 PA	300000	Per Person: 300000 Per Accident: 300000

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Step 3 is for the entry of the Travel Itinerary and Vehicles that will transport persons for the tour.

The Vehicles are selected from the list created at Enter Vehicle.

The Vehicle list will remain for selection by future tours and is updated as needed.



Internet Applications Update

Step 4 is selection of BSA trained adults and non-BSA trained adults maintained at Enter Training who provide specialized skills for the tour.

Selections include Youth Protection, Safe Swim Defense, Safety Afloat, Climb on Safely, Weather Hazards, and BALOO adults for Cub Scout packs.

[Help](#)

Current Selection: Pack 4460 Visit Bedford Fair

Use **Update** after saving Vehicle or Training records.

[Create](#) | [Search](#)

Search Permits

Choose a Unit:

Permit Type:

Permit Status:

Local Tour List for In Progress

Name
Visit Bedford Fair

Activity Standards: Where swimming or boating is included in the program, *Safe Swim Defense* and/or *Safety Afloat* standards are to be followed. If climbing/rappelling is included, then *Climb on Safely* (which recommends the American Red Cross' standard first aid and *When Help is Delayed* or equivalent course) must be followed. One adult in the group must be trained for each activity. At least one person must be trained in CPR from any recognized agency for *Safety Afloat* and *Climb on Safely*. Youth Protection trained adults are required to be entered here also. Adults who complete the *Planning and Preparing for Hazardous Weather* training may be recorded and marked if attending. Effective on January 1, 2009, it will be mandatory that at least one adult on each tour complete the *Hazardous Weather* course.

Select BSA Training:

Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken
<input type="checkbox"/>	Harvey	J	Member		64	Youth Protection	06/22/2008
<input checked="" type="checkbox"/>	Wills	A	Mountain		74	Youth Protection	07/02/2008
<input type="checkbox"/>	Wills	A	Mountain		74	Safety Afloat	05/22/2008
<input checked="" type="checkbox"/>	Harry	T	Scouter		35	Safety Afloat	07/05/2008
<input checked="" type="checkbox"/>	Steven	B	Scouter		45	Safe Swim Defense	06/22/2008

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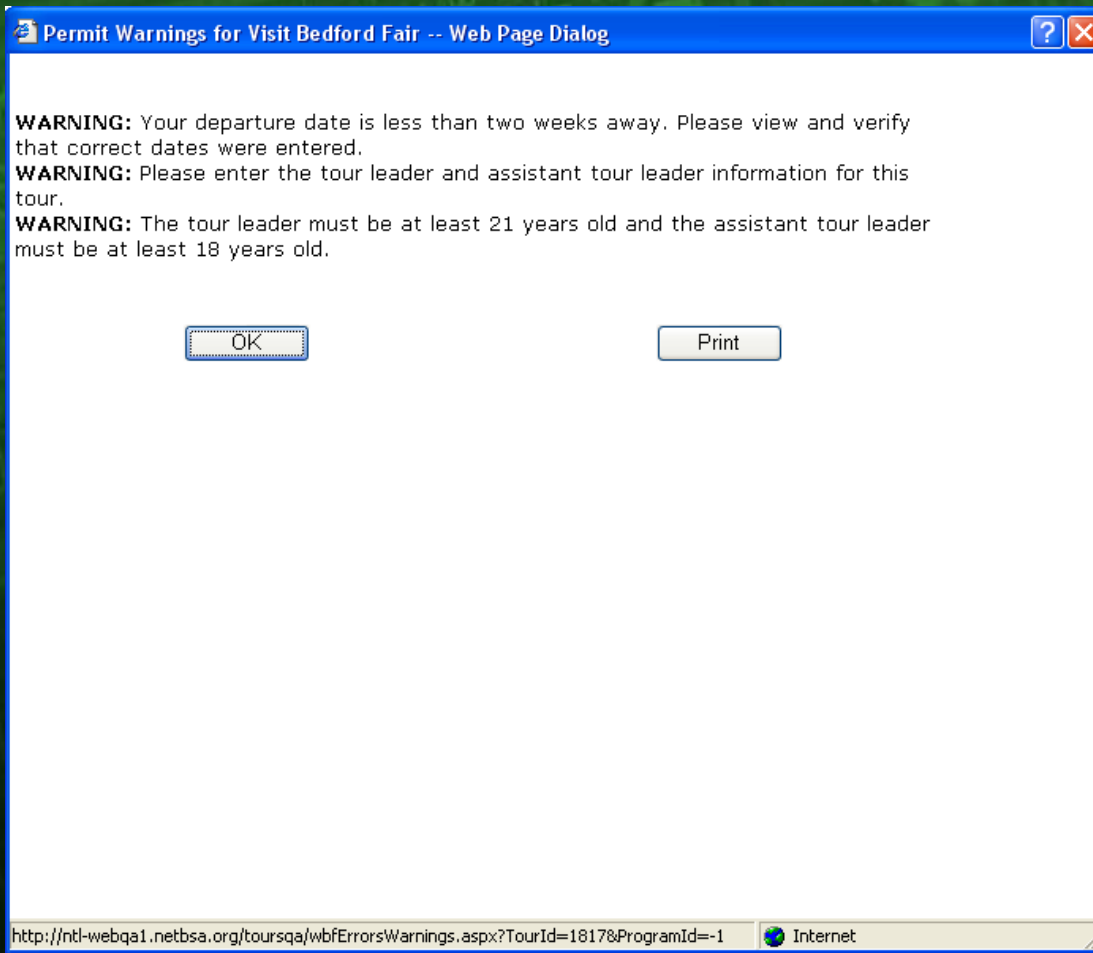
Select Non-BSA Training:

Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	Agency
<input checked="" type="checkbox"/>	Wills	A	Mountain		74	CPR	04/22/2008	ARC

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Internet Applications Update



To display any Permit Warnings the user clicks Submit.

This assists user to make changes as necessary.

When an application with Warnings is submitted, the council will view the Warnings before acting.

The council may return the application to unit.

When ready to Submit, the user clicks OK.

Internet Applications Update

When a permit is being created the draft application may be viewed and printed, if desired.

Once application is submitted council reviews for approval.

The council may return the application for correction.

When application is approved the unit is notified. The unit receives the issued permit electronically.

This process is done by e-mail and permit is online as well.

http://ntl-webqa1.netbsa.org - Local Tour Permit for Traditional BSA Units - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

***This is a draft application and must be submitted before approval may be considered.
This is not valid for use on a trip.***
Penn's Woods Council
BOY SCOUTS OF AMERICA

LOCAL TOUR PERMIT APPLICATION

FOR TRIPS AND CAMPS UNDER 500 MILES

This application must be filed with the local council service center two weeks in advance of scheduled activity for proper clearance. It is used for trips of less than 500 miles. If destination is 500 miles or more one way or outside the U.S.A. (local council camp excepted), use the National Tour Permit Application. Units going into wilderness or backcountry areas must carry a copy of and abide by the principles of *Leave No Trace*, No 21-105.

Unit Type and Number: Pack 4460 **District:** Fort Bedford

Chartered Organization: Hyndman-Londonderry Lions Club

Council Name: Penn's Woods Council **Headquarters City, State:** Ebensburg, PA

Hereby applies for a permit and submits plans herewith for a trip from

Tour Location From: Hyndman **To:** Bedford

Tour Dates From: 07/26/2008 **To:** 07/26/2008

Tour Name: Visit Bedford Fair

Purpose of Tour: Ride rides; see cows

Council Provided Unit Accident Insurance: Yes

Have Other Unit Accident Insurance? No; **Company:** **Policy No.**

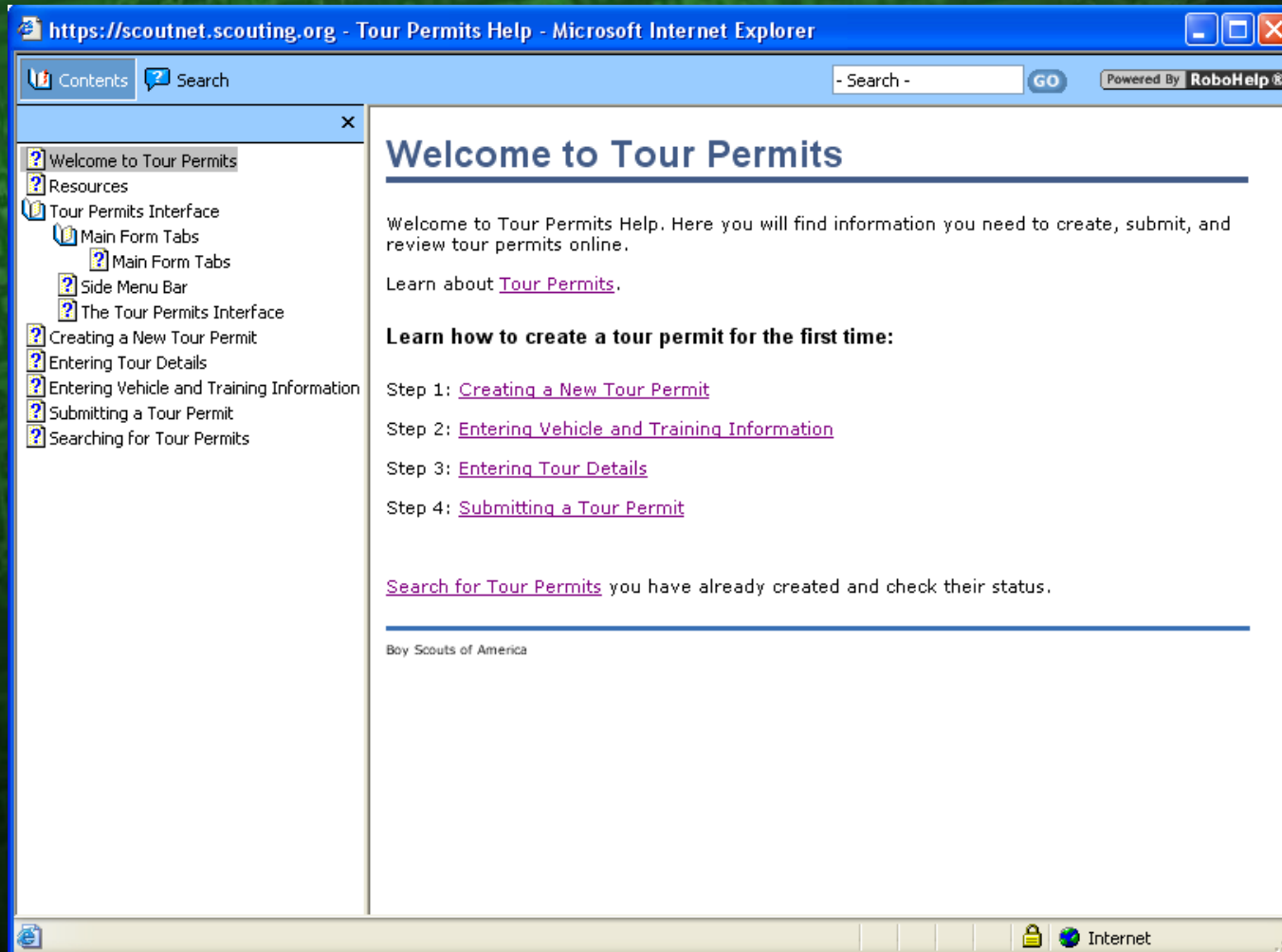
Number of Youth Participants: Male 12 Female 0; **Number of Adult Participants:** Male 4 Female 0

Total number of participants: 16

Received Parental Approval Forms for Participants: Yes



Internet Applications Update



The screenshot shows a Microsoft Internet Explorer browser window displaying the "Tour Permits Help" page. The address bar shows the URL "https://scoutnet.scouting.org - Tour Permits Help - Microsoft Internet Explorer". The page has a blue header with "Contents" and "Search" buttons. A search box with "GO" and "Powered By RoboHelp" is also present. The main content area is titled "Welcome to Tour Permits" and includes a navigation menu on the left with links like "Welcome to Tour Permits", "Resources", "Tour Permits Interface", "Main Form Tabs", "Side Menu Bar", "The Tour Permits Interface", "Creating a New Tour Permit", "Entering Tour Details", "Entering Vehicle and Training Information", "Submitting a Tour Permit", and "Searching for Tour Permits". The main text welcomes users and provides a list of steps for creating a tour permit: Step 1: [Creating a New Tour Permit](#), Step 2: [Entering Vehicle and Training Information](#), Step 3: [Entering Tour Details](#), and Step 4: [Submitting a Tour Permit](#). It also includes a link to [Search for Tour Permits](#) and a footer for "Boy Scouts of America".

Tour Permits Help explains creating and submitting applications.



Internet Applications Update

Tour Permits

December 1, 2008

