From the Tour and Activity Plan dashboard, you have the ability to create a new plan, edit an incomplete plan; or view plans that are scheduled, completed or archived.

| Cour and Activity Plan<br>Welcome: 004pack5171cm   | Tour and Activity Plan  |
|--|---|
| Important Information:<br>> Getting Started Checklist<br>> Guide to Tour and Activity Planning<br>Principles<br>> Guide to Safe Scouting<br>> Sweet 16 of BSA Safety<br>> FAQs<br>Filter/Search Tour Plans by:   | Create a Plan: New Plan<br>Go Incomplete Tour and Activity Plans (0) (will be retained for 20 days only) Results/page: 5<br>Scheduled Tour and Activity Plans (0) Results/page: 5 |
| From: mm/dd/yyyy ii<br>To: mm/dd/yyyy ii<br>To: mm/dd/yyyy ii<br>Tour ID:<br>Unit #: Select Unit ✓<br>Activities:<br>Swimming Boating<br>Climbing Wilderness<br>Flights Shooting<br>Other<br>Attending<br>Adult (Last<br>Name):<br>Keywords:<br>Search Clear | Completed Tour and Activity Plans (0)<br>Results/page: 5 V<br>Archived Tour and Activity Plans (0)<br>Results/page: 5 V   |

# This screen provides a checklist of what you'll need prior to completing a plan. Click Next.



## What you need to know...

Before you get started, here are some details you will need to have ready: **NOTE:** Some documents require you to have the latest version of Adobe Acrobat Reader, a free software available from Adobe. Click here to download a free copy of the current version.

#### Attendee Checklist:

- ⑦ Do you have 2 adult leaders ready for this trip who are over 21 years old, or an assistant adult leader whose minimum age is 18 (or 21 if a Venturing crew)?
- Has at least one adult on trip completed Youth Protection Training in the last 2 years?
- Is the ratio of adults to youth at 1 adult per 10 or fewer youth?
- If this tour includes a Co-ed Venturing Crew, is there at least one adult female?
- If traveling by car, do you know the make/model/year and have insurance information for the vehicles to be used?
- ⑦ Do you have a signed Activity Consent and Approval form for each youth on trip?

#### Activity Checklist:

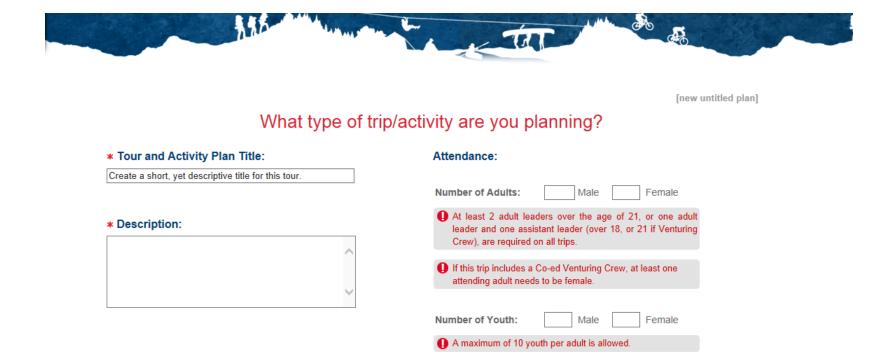
- If this trip includes a pack overnighter, has at least one adult attending completed Basic Adult Leader Outdoor Orientation (BALOO) in the last 2 years?
- (2) If your activity includes swimming, has at least one adult attending completed Safe Swim Defense in the last 2 years?
- If your activity includes boating, has at least one adult attending completed Safety Afloat in the last 2 years?
- (?) If your activity includes climbing, has at least one adult attending completed Climb on Safely in the last 2 years?
- (?) If your activity includes wilderness or backcountry, has at least one adult attending completed Wilderness First Aid in the last 2 years?
- (?) Has at least one adult on trip completed Planning and Preparing for Hazardous Weather in the last 2 years?
- (2) If your activity includes Orientation Flights, has a Flying Plan been completed?

Previous

Complete the required information on this page and click Next. Note: The system will display an error if certain fields are incomplete, but will allow you to continue (except for those fields that are required).

|  |                                |   | _                 | -   |
|--|--------------------------------|---|-------------------|-----|
| Click on the arrow and select<br>your unit from the drop down: Let's   | Get Started                    |   | [new untitled pla | an] |
| * Your Unit: Select Unit   | Method of Trans                | portation Check al                                    | l that apply:     |     |
| Council:<br>District:  | □ Car<br>□ Airplane<br>□ Truck | □Van<br>□Train<br>□Other:                             | Bus<br>Boat       |     |
| * Type of Trip   |                                |   |                   |     |
| O Day Tour<br>O Short-Term Camp (less than 72 hrs)<br>Requires completion of Parts A and B medical forms for each participant on tour. |                                | r, you will need to know<br>nce information for the v |                   |     |
| O Long-Term Camp (more than 72 hrs)  | Emergency Con                  | tact:   |                   |     |
| Requires completion of Parts C medical forms for each participant on tour. O High-Adventure Activities Choose Adventure Base           | Must be an adul                | t who is not going on thi                             | s trip.           |     |
| National High Adventure Base requires completion of Parts C and D medical forms for each part  | rticipant Adult:               | $\checkmark$  |                   |     |
| National High Adventure base requires completion of Parts C and D medical forms for each part  |                                |   |                   |     |

Complete the required information on this page and click Next.



< Previous

 $\bullet \bullet \bullet \circ \circ \circ \circ \circ \circ \circ$ 

Select a registered adult in the Adult Lookup field and complete the rest of the form. When done, click Add in the top right corner. To add another registered adult, click Add Registered Adult and complete the form.

| Operation       Click Add when done >>> Add when done done >>> Add when done done done >>> Add whe |
|--|
| First Name:    Country:    USA    Phone:      Middle:    City:    E-mail:      Last Name:    State:   Select a State-  |
| Middle:     City:     E-mail:       Last Name:     State:    Select a State-   |
|  |
| remember<br>Is this person the primary leader for this tour and activity plan? Yes No<br>Youth Protection Training (YPT) current? Yes No<br>current.   |

To add non-registered adults who are going on the tour, click Add Other Adult, complete the form and then click Add in the top right corner. When all adults are entered, click Next.

Previous

Enter information under Departing. Click on Going To and enter destination information. When complete, click Add Destination to save. Another Add Destination form will open to complete if you plan on traveling to another destination. If not, click on Returning and enter return information. When done, click Next.

|              |             |                     | Camping Outside |
|--------------|-------------|---------------------|-----------------|
|              | Wher        | e are you going?    |                 |
| Departing    |             |                     |                 |
| 06/13/2014   | USA 🔽 Sa    | nta Fe NEW MEXICO   | V               |
| *Date:       | Country: Ci | ty: State/Province/ | Region:         |
| Going To     |             |                     |                 |
| 🕂 Add Destin | ation       |                     |                 |
|              |             | Colort o State      |                 |
| mm/dd/yyyy   | USA 🗸       | Select a State-     |                 |

Notes:

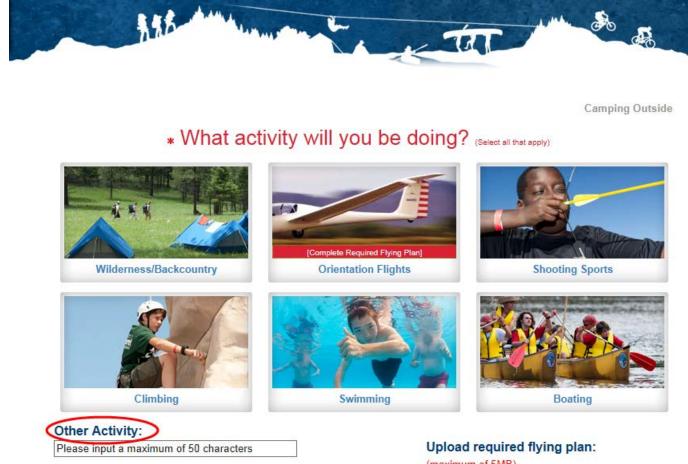
|  | ~ |
|--|---|
|  |   |
|  |   |
|  |   |
|  | ~ |

Upload map routes or trekking plan:

(maximum of 5MB)



Select the type of activity the unit will be participating. The system will automatically display the trainings required for the selected activity on the following screen. Note: If a camp activity, you need only select Wilderness/Backcountry.



If an activity is not listed, enter it under Other Activity.

| naximum of 5MB) |        |        |
|-----------------|--------|--------|
|                 | Browse | Upload |

Based on the activity selected, system displays the required training needed. Click on the drop down for each training and select an adult from the list who has completed the required training and complete the rest of the form.



**Camping Outside** 

# Are you prepared?

#### **Activity Training**

Climb on Safely Choose Attending Ad 
CPR/AED Choose Attending Ad 
First Aid Choose Attending Ad

Hazardous Weather Choose Attending Ad 🗸 🌖

Wilderness First Aid Choose Attending Ad 🗸

For a list of BSA's training courses and how often they should be taken, click here.

Reminder: At least one adult must have completed the training listed above.

### **Essential Reading:**

Guide to Safe Scouting Leave No Trace Principles Sweet 16 of BSA Safety Training Wilderness Use Policy

# Don't Forget:

Is the Consent and Approval Form complete for each participant?

#### ○ Yes ○ No

Have the health records for each been reviewed?

○Yes ○No

Do the drivers have a valid and appropriate driver's license?

○ Yes ○ No

Do you have a First-Aid Kit?

○ Yes ○ No

Do you have a Roadside Emergency Kit?

○ Yes ○ No

Print Guide to Tour and Activity Planning Principles The system sends a notification to individuals associated to the unit (Key 3) & emergency contact. Select edit if their email address is incorrect.



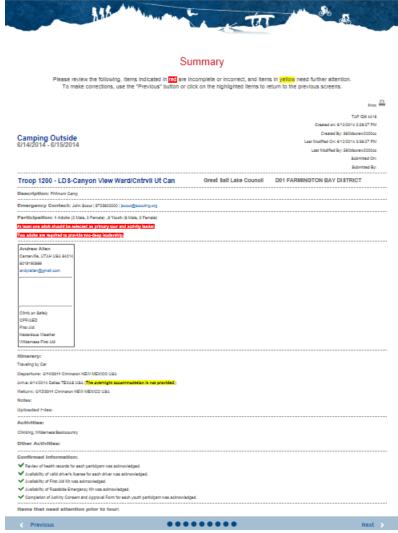
**Camping Outside** 

# Tour and Activity Plan Leadership Notification

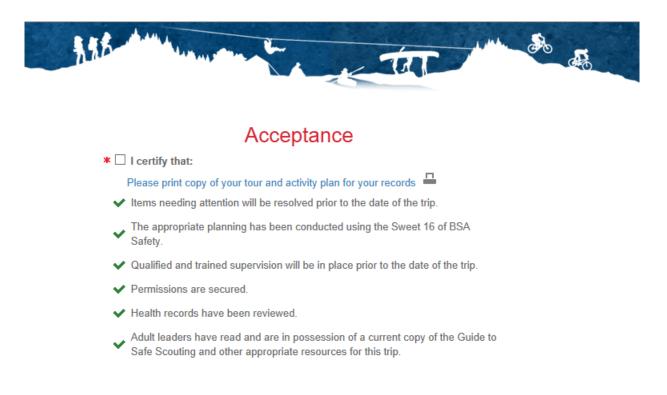
For your information, the following individuals will be notified of your plan after submission

Chartered Organization Representative Committee Chairman Emergency Contact Blaine Theo Porter Eddie Duane Marsing John Scout

bporter978@gmail.com <u>Edit</u> testjdavies@sdsd.aus <u>Edit</u> jscout@scouting.org <u>Edit</u> A Summary of the tour will display allowing you to review it before submitting. Yellow indicates missing information but is not required to complete. Red indicates required and should be corrected.



Selecting on a red highlighted item will take you to that section for you to edit. Check the box next to "I certify". Once checked, click Submit at the bottom (not shown).



## **Reasons for issues:**

- **Does not see the Tour and Activity Plan in their MyScuting account** What internet browser are they using? Is their member ID associated to their MyScouting account? Are they currently registered?
- Unit does not display in the drop down check same as above.
- **Registered members do not display in the drop down** *check same as above.*
- How do they know if a TAP was approved Council does not approve TAPs, they review and verify if the TAP application is complete. If any information is missing, council will contact the volunteer.