



Grand Teton Council

Creating and Submitting Internet Tour Permits



Set up a My Scouting Account – This is the new portal where you can enter Internet Advancement, Internet Recharter, Internet Training, and the new Internet Scouting Community. **You must use Microsoft Internet Explorer browser.** You can access the Internet with AOL, but you must open Internet Explorer browser to view the Web page correctly.

- Go to grandtetoncouncil.org to get started. Once there click on My Scouting which is located on the left side of the home page. On the right hand side you will see a place that you can create a new account. Click create a new account.
- Keep the radio button on no and submit. You will not put in a user name or password.
- Fill in your First and Last name. Select Grand Teton Council – 107 for your council number. You need to be a registered member of the Grand Teton Council and have your person ID number which you enter and then click submit.
- Enter in your e-mail and confirm your e-mail address. If you and your spouse share an e-mail address and both of you try to set up an account it will not let you. You will need to have 2 different e-mail addresses for both of you to have your own My Scouting account. Create your own password; it will need to contain at least 1 numeric character. Make a Security Question, this will be any question you want and then enter the answer to that. You will need to confirm that answer. Fill out all the requested information. Correct anything that needs to be updated. Retype the number and letters that you see in the box. Then click Submit.
- **You now will need to go to your e-mail and click on the link that My Scouting has sent you to activate your account.** You will not be able to enter your MyScouting account without activating it through your e-mail. This is best if you set up your MyScouting account at your home or work where you can access the e-mail address you used. After you have received the e-mail follow the instructions and it will take you to the login screen for MyScouting.
- **Log in with e-mail and password you have set up.** On the left hand side you will see a list of different links. If you ever need to change any information you can go in to my profile and update your information as needed. For Internet Tour Permits just click on "Tour Permits." If you have had a MyScouting account you will need to click on Modify Profile, and confirm that the Internet Tour Permit box is checked.

Note: 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.

Before you begin:

- Collect the information you will enter when creating and submitting a tour permit application. You will need:
 - Detailed information about tour destination
 - Departure and return dates
 - Tour itinerary
 - Participation and leadership
 - Transportation plans (including vehicle information, drivers' license numbers, and insurance coverage)
 - Training certifications for Youth Protection, Hazardous Weather and any other course needed for the tour

Creating a tour permit application

- From the MyScouting logon page, enter your e-mail address and password. Click **Sign In**.
- Select **Tour Permits** from the menu in the upper-left corner of the page.
- Click **Create**.
- From **Choose a Unit**: select a unit. Then, from **Tour Permit Name** enter a name for your tour permit. From **Permit Type**, designate the tour as local or national.
- Click **Create Permit**.

Entering vehicle and training information

- Verify the tour type and name in the confirmation box, and then click **OK**.
- If you are ready to create a new tour permit, click **OK**.
- Alternatively, click **Cancel** to begin again. **Caution: When you click Cancel, the Tour Permits page is reset and your changes are not saved.**

- **Result:** The name of the tour permit you are creating appears on the Tour Permits page.
- Click **Enter Vehicle**. Review the introductory information at the top of the Enter Vehicle form.
- Enter the requested vehicle information. All fields are required. **Note: If the auto policy covering the vehicle has a combined single limit (CSL), enter the limit of liability in each Liability and Property Damage field.**
- Click **Save** when you have completed all fields.
- **Result:** The vehicle information appears on the vehicle information page along with Edit and Delete links. You can edit your vehicle information or delete it.
- Scroll to the bottom of the vehicle information page. If any of the vehicles you plan to use has a capacity in excess of 15 people, enter the requested information, and then click **Save**.
- Click **Enter Training**, and then enter all of the requested training information in the **Record BSA Training and Record Non-BSA Training**. Click **Save**. **Note: BSA Training is valid for two years from the date completed.**
- Scroll to the bottom of the page and click **Update My Permit**.

Click Step 1.

- Click **Edit Tour Information**.
- When you have completed all required fields, click **Save**. **Note: If you do not complete all required fields, warning messages appear at the top of the page and below each of the fields that you must complete in order to submit your tour permit. The warning at the top of the page includes all fields that must be completed.**
- Scroll to the bottom of the page, and click **Edit Leadership Information**. **Note:** These are the requirements for Tour Leader and Assistant Tour Leader:
 - minimum age of 21 and 18 respectively
 - at least one must be a registered adult
 - valid e-mail address must be entered for each person and these addresses must be different.
- Click **Update My Permit**.

Click Step 2.

- Select all of the boxes to signify you have read and agree with the policies and guidelines. To read the Guide to Safe Scouting and other policies and guidelines, click the corresponding link. Then, click **Save**.

Click Step 3.

- Enter all fields in the **Travel Itinerary** section. Then, click **Save Transportation**.
- From **Vehicle Ownership**, select the vehicle that will be used, and then click **Save Transportation**.
- Scroll to the bottom of the page, and complete the **Commercial Drivers' License** section. Then, click **Save CDL**.

Click Step 4.

- From **Select BSA Training**, select the trained individuals who will accompany you on the trip. Then, click **Save BSA Training**.
- From **Select Non-BSA Training**, select the individuals who will accompany you on the trip. Then, click **Save Non-BSA Training**.
- Click **Submit**. **Caution: Each entry on the Permit Warnings window describes the additional information that must be entered for the permit to be approved. If you submit the permit without this information, the tour permit may not be approved.**

Note: A warning that a tour permit application is being submitted after the recommended date does not prevent the permit from being approved unless there is not adequate time for review to occur.

Permit Warning Window

- Click **OK** to return to the previous page, or click **Print** to print a copy of the outstanding items that you must enter prior to submitting the tour permit information.
- If additional information is required, click Cancel. **Warning: If you click OK, the tour permit will be submitted without all of the required information.**
- Enter the information requested on the Permit Warning window.
- The council may return the permit for additional information if it is determined that the permit cannot be approved as submitted.

When your Tour Permit has been approved, an email will be generated as sent to you with the approved application and Tour Permit. Print the last page of the PDF document and take it with you on your tour.