

# Online Tour Permit Instructions



## I. Create tour permit application

(After starting to create a permit and you decide to start over or abandon permit, be sure to delete the permit or submit incorrect permit for non approval. Any unfinished permit or non-submitted permit effects your ability to recreate another permit.)

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).
- Secure Parent Approval – Be sure to click box.
- Complete page/save/update permit.

### Step 2: **Accept policies**

Accept the appropriate policies to be followed by tour participants.

- Complete page/save/update permit.

### Step 3: **Select transportation**

- Enter Travel Itinerary - the date your tour begins, location (city & state) from and location (city & state) to, travel mode (if parents are responsible for travel, state that under route description), number of miles to travel, and whether stopping overnight.
- Select Transportation - information for anyone who is not a family member of the driver.
- Be sure to save at the left of this section.
- Complete page/save/update permit.

### 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.
- Two tour leaders must be Youth Protection and one leader needs to be Hazardous Weather (less than two years old at completion of event) is required on all activities.
- Safe Swim is required if water activities and Safety Afloat for boating activities.
- CPR training is required on all water and climbing activities.
- Complete page/save/update permit.

## 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.
- Errors - If any requirements are not complete, a message will display for each item still needed. It must be fixed before you submit or permit will not be approved. This listing can be printed.