

2017 PROCEDURES HAVE CHANGED

READ CAREFULLY

Key Terms

Crew Roster: Every crew hiking in the Philmont backcountry must submit important participant information online prior to arriving at the Ranch. Philmont logistical and medical staff utilize the information found in each roster to understand the location and safety of every backcountry participant should an emergency arise.

Reservation Contact: This person created the initial Philmont reservation and has been the primary contact for payments and planning. Sometimes the reservation contact also plays the role of a Lead Advisor. Once inside the Philmont Roster & Arrival Gateway, Reservation Contacts have the option to view and modify information for every crew roster in their reservation.

Lead Advisor: Each Philmont crew has one designated Lead Advisor. This adult organizes their crew and enters information for each crew member into the Philmont Roster & Arrival Gateway prior to arriving at Philmont. In addition to participant information, the Lead Advisor also submits their planned Philmont arrival and departure travel information online.

Sister Crew: 12-day crews will have the option to request to hike with another 12-day crew which has a matching reservation arrival-day. 12-day trek Lead Advisor's may select a Sister Crew as soon as they access their crew roster beginning Feb 15th. Once a sister crew arrangement has been confirmed by both crews, either crew's Lead Advisor may submit itinerary preferences for both crews when the Itinerary Selection process launches on April 4th or 5th (See your roster for your crew's itinerary selection time).

Read #1 - If you are a **Reservation Contact only**

Read #2 - If you are a **Reservation Contact** who is also a **Lead Advisor**

1. Reservation Contact Only

- a. **Receive access link:** On [Feb 15th](#) you will receive an email from rosters@registerphilmont.org with a link providing access to the **Philmont Roster & arrival gateway**.
- b. **Create password:** (If you did not register for 2017 online.) The first time you click the link to enter the Philmont Roster & Arrival Gateway, you'll be asked to create a password. You will use this password to access the Philmont Roster & Arrival gateway until the day your crew arrives.



- c. **Your contact information:** Enter your contact information.

A screenshot of the 'Philmont Participant Roster & Arrival Gateway' contact information form. The page has a blue header with the title and a 'Log Out' button in the top right corner. Below the header is a progress bar with four steps: '1. Login/Password Creation' (checked), '2. Contact Information' (active), '3. Lead Advisor Assignment', and '4. Crew Information'. The main content area is titled 'Verify and Confirm your Personal Information'. It contains several form fields: 'Title' (dropdown), 'First Name*' (text), 'Nickname' (text), 'Middle Initial*' (text) with a 'No middle initial' checkbox, 'Last Name*' (text), 'Date of Birth*' (three dropdowns for month, day, and year), 'Address L1*' (text), 'Address L2' (text), 'Zip Code*' (text), 'City*' (text), and 'State*' (dropdown). At the bottom, there is a 'Phone Numbers*' label with a note 'Enter at least two phone numbers'.

- d. **Are you a Lead Advisor?** Click 'No' on the screen which asks if you'll also be a Lead Advisor.

Philmont Participant Roster & Arrival Gateway Log Out

1. Login/Password Creation ✓ 2. Contact Information ✓ 3. Lead Advisor Assignment 4. Crew Information

Will you be the Lead Advisor for a crew in reservation 618-7B?
If yes, please choose this crew below and click 'Yes.'

	Crew	Itinerary
<input type="radio"/>	618-7B-01	Not assigned yet
<input type="radio"/>	618-7B-02	Not assigned yet
<input type="radio"/>	618-7B-03	Not assigned yet

- e. **Identify each Lead Advisor:** On the following page(s) match the first name, last name and email address of your Lead Advisor(s) to their correct expedition.

Your reservation 618-7B for VC 1234 has 3 crews.

- Mark Anderson has been designated as Lead Advisor for crew 618-7B-02.

Enter information for the Lead Advisor of the 3rd crew, 618-7B-03.

Crew 618-7B-03

Lead Advisor's First Name

Lead Advisor's Last Name

Lead Advisor's Email

Confirm Lead Advisor's Email

This Lead Advisor will receive a link via email to complete their personal information and all the personal information for their crew members.

NOTE: Reservation Contacts who access the Roster Gateway and identify each Lead Advisor prior to April 1st increase crew's likelihood of receiving their top itinerary priority.

- i. **Lead Advisor receives email:** Once a Lead Advisor's information is submitted, they will receive an email from rosters@registerphilmont.org with a link providing access to the Roster Gateway.

Philmont Scout Ranch
Boy Scouts of America

Philmont 2015 Roster & Arrival Gateway

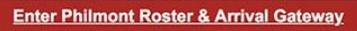
Hello [redacted]

Your 2015 Philmont expedition is just around the corner!

To avoid delays during your check-in process, we ask that your crew roster and arrival information be submitted online via the **Philmont Roster & Arrival Gateway** a minimum of 2 weeks before your expedition arrives at Philmont.

Lead Advisors should collect a completed [Philmont Roster Information Worksheet](#) from each crew member prior to entering the Philmont Roster & Arrival Gateway.

How to submit crew roster(s) online:

1. 
2. Create a password for yourself so you can re-enter the system as needed.
3. Enter the First Name, Last Name and Email Address for the Lead Advisor of each crew in your reservation. The Lead Advisor then receives a link via email permitting them to access the Philmont Roster & Arrival Gateway.
4. Using completed copies of the Philmont Roster Information Worksheet as a reference, Lead Advisors will enter personal information for all crew participants.
5. Once your travel plans are known, please enter them in the Gateway as well.
6. We recommend getting started early - the Philmont Roster & Arrival Gateway is a planning tool:
 - o See which CPR & Wilderness First Aid requirements have been met.
 - o Understand if any youth/adult requirements have not been met.
 - o Quickly remove or re-add participants if roster changes should occur.
 - o Easily print your partial or complete Philmont crew roster.

Philmont requires that rosters for your reservation be completed by July 2nd, two weeks before your arrival day.

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- f. **Get started early:** The Philmont Roster & Arrival Gateway is a planning tool:
- See which CPR & Wilderness First Aid requirements have been met.
 - Understand if any youth/adult requirements have not been met.
 - Quickly remove, restore or add participant information as roster changes occur.
 - Easily print your crew's Philmont roster.