

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.

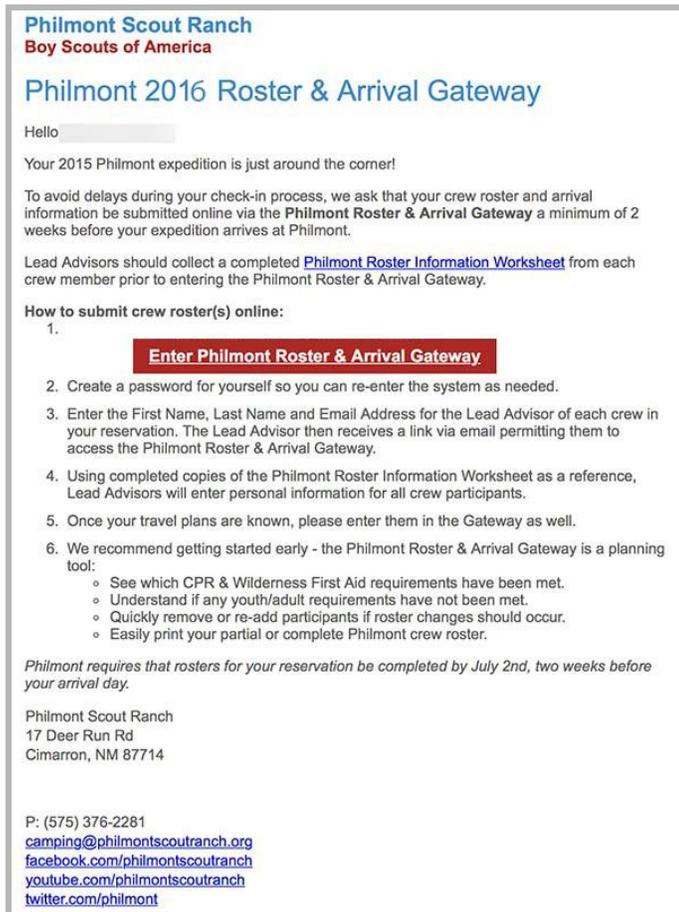
Sister Crew: 12-day crews will have the option to request to hike with another 12-day crew which has a matching reservation arrival-day. 12-day trek Lead Advisor's may select a Sister Crew as soon as they access their crew roster beginning Feb 15th. Once a sister crew arrangement has been confirmed by 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**

Reservation Contact who is also a Lead Advisor

- g. **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**.



Philmont Scout Ranch
Boy Scouts of America

Philmont 2016 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:

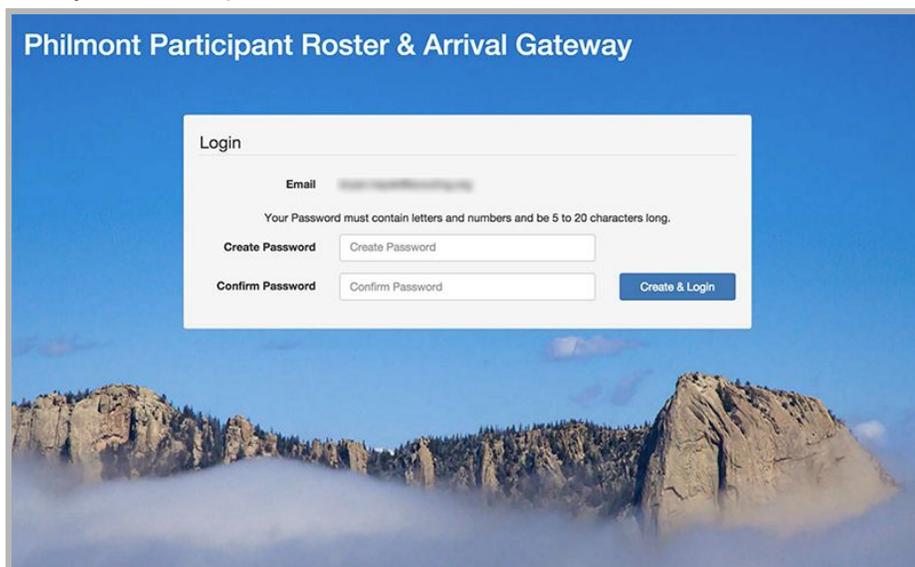
- [Enter Philmont Roster & Arrival Gateway](#)
- Create a password for yourself so you can re-enter the system as needed.
- Enter the First Name, Last Name and Email Address for the Lead Advisor of each crew in your reservation. The Lead Advisor then receives a link via email permitting them to access the Philmont Roster & Arrival Gateway.
- Using completed copies of the Philmont Roster Information Worksheet as a reference, Lead Advisors will enter personal information for all crew participants.
- Once your travel plans are known, please enter them in the Gateway as well.
- We recommend getting 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 or re-add participants if roster changes should occur.
 - 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.

Philmont Scout Ranch
17 Deer Run Rd
Cimarron, NM 87714

P: (575) 376-2281
camping@philmontscout ranch.org
facebook.com/philmontscout ranch
youtube.com/philmontscout ranch
twitter.com/philmont

- h. **Create password:** The first time you access the Philmont Roster & Arrival Gateway, you'll be asked to create a password. You will use this password for future Philmont Roster & Arrival Gateway access. If you return to the login screen and forget your password, the system will send you a reset password email.



Philmont Participant Roster & Arrival Gateway

Login

Email

Your Password must contain letters and numbers and be 5 to 20 characters long.

Create Password

Confirm Password

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

The screenshot shows the 'Philmont Participant Roster & Arrival Gateway' interface. At the top right is a 'Log Out' button. Below the title 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 heading is 'Verify and Confirm your Personal Information'. The form includes fields for Title, First Name, Nickname, Middle Initial (with a 'No middle initial' checkbox), Last Name, Date of Birth (split into month, day, and year), Address L1, Address L2, Zip Code, City, and State. A 'Phone Numbers' field is at the bottom with a note to 'Enter at least two phone numbers'.

- j. **Identify yourself as a Lead Advisor**

- i. **Reservations with only one crew:** Click 'Yes' on the screen which asks if you will be the Lead Advisor
- ii. **Reservations with multiple crews:** Choose the crew with the correct expedition number and then click 'Yes' confirming that you will be the Lead Advisor for this crew.

The screenshot shows the 'Philmont Participant Roster & Arrival Gateway' interface at the 'Lead Advisor Assignment' step. The progress bar shows steps 1, 2, and 3 as completed, with step 4 (Crew Information) next. The main heading is 'Will you be the Lead Advisor for a crew in reservation 618-7B? If yes, please choose this crew below and click 'Yes.''. Below this is a table with three rows of crew options, each with a radio button. At the bottom are 'Yes' and 'No' buttons.

	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

- k. **Identify remaining Lead Advisor(s) for reservations with multiple crews:** On the following page(s) match the first name, last name and email address of your Lead Advisor(s) to their correct expedition (*and itinerary number if itinerary selection has already occurred*).
- i. If a the person you're inviting to be Lead Advisor has attended Philmont one or more times in the past several years, the system may bring them up when you enter their email.

Your reservation **626-N** for **T 81** has **2** crews.

- Stuart, do not enter your information here. As the reservation contact you will always be able to view/modify participant information for each crew in your reservation.
- Enter information for the Lead Advisor of the **1st** crew, **626-N-01**.
- This Lead Advisor will receive a link via email to complete their personal information and all the personal information for their crew members. They will have a 'Pending' status until they successfully log in.

Crew 626-N-01

Enter the email address and confirm it, then we'll check to see if we have an existing record for this person.

Lead Advisor's Email

Confirm Email

[jff.bernstein@hotmail.com](#) already exists in our system. Look for the person you want to invite below or invite a new person.

	Name	Age	Expedition Role
Send Invite	Mr. Jeffrey "Jeff" A. Bernstein	47	
Send Invite	Jeffrey "Jeff" A. Bernstein	47	2015 Lead Adult Advisor for 620-U-02

Don't see a good match? [Invite New Person](#)

[Skip - assign them later](#)

- ii. Once a Lead Advisor's information has been submitted, they will receive an email from rosters@registerphilmont.org with a link providing access to the system.

Philmont Scout Ranch
Boy Scouts of America

Philmont 2016 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:

- [Enter Philmont Roster & Arrival Gateway](#)
- Create a password for yourself so you can re-enter the system as needed.
- 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.
- Using completed copies of the Philmont Roster Information Worksheet as a reference, Lead Advisors will enter personal information for all crew participants.
- Once your travel plans are known, please enter them in the Gateway as well.
- We recommend getting 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 or re-add participants if roster changes should occur.
 - Easily print your partial or complete Philmont crew roster.

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facebook.com/philmontscout ranch
youtube.com/philmontscout ranch
twitter.com/philmont

- I. **Enter additional information about yourself:** This information is required for all backcountry participants.

Philmont Participant Roster & Arrival Gateway

Log Out

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

Additional Information About You

This information is required for anyone who participates in Philmont backcountry programs.

Gender* M - Male

Height (inches)* 72

Weight (pounds)* 160

Ethnicity* W - White

Religious Preference* OT - Other

Scouting Information

Crew Position* LA - Lead Adult Advisor

Scouting Position* OT - Other Scouter

of Prior Philmont Treks* 0

Every Philmont crew must have at least 2 members who have completed Wilderness First Aid or an equivalent certification

Wilderness First Aid* Not certified

Every Philmont crew must have at least 2 members who have completed CPR training

CPR* Certified Not Certified **Expiration*** 12/2015

You will be asked to show this certification card during checkin at Philmont

Save

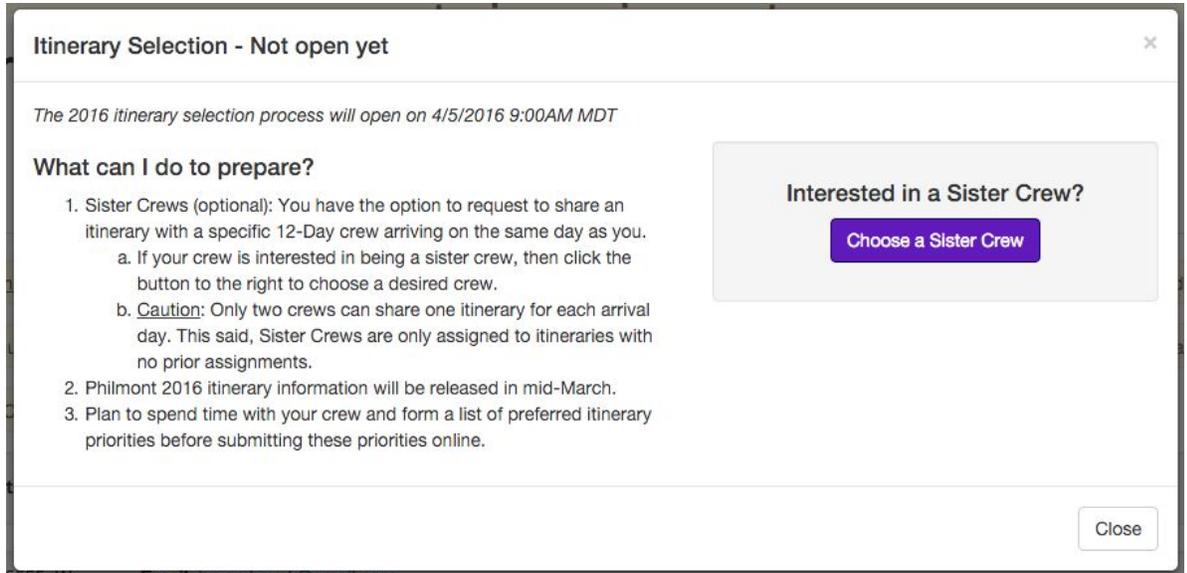
m. **Sister Crews (12-day expeditions only):** *Sister Crews are defined at the top of this document*

Establishing a Sister Crew Arrangement

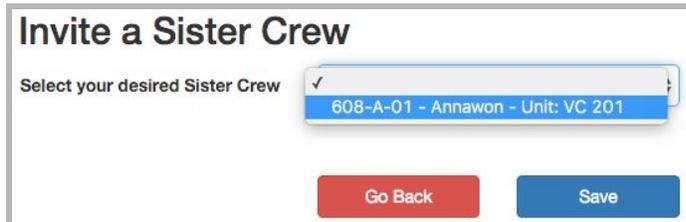
i. Click the purple 'Itinerary Selection' button near the top of your Crew Roster page.



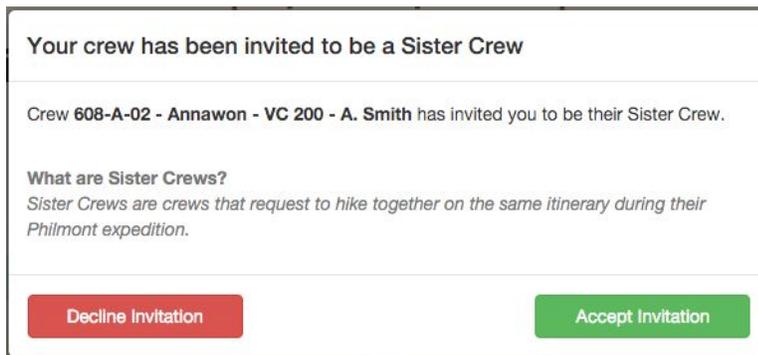
ii. Click the 'Choose a Sister Crew' button.



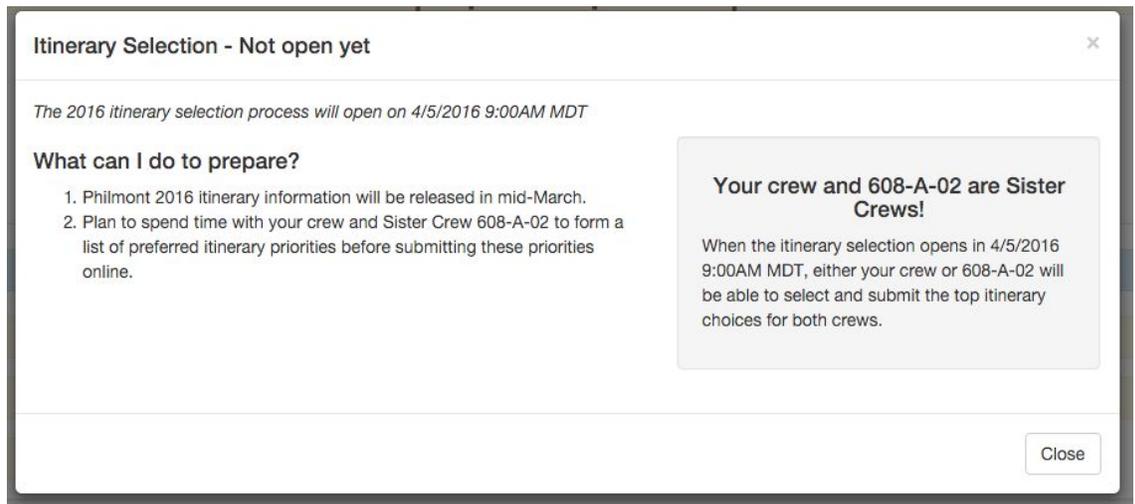
iii. Select your desired Sister Crew from the drop-down list of available crews.



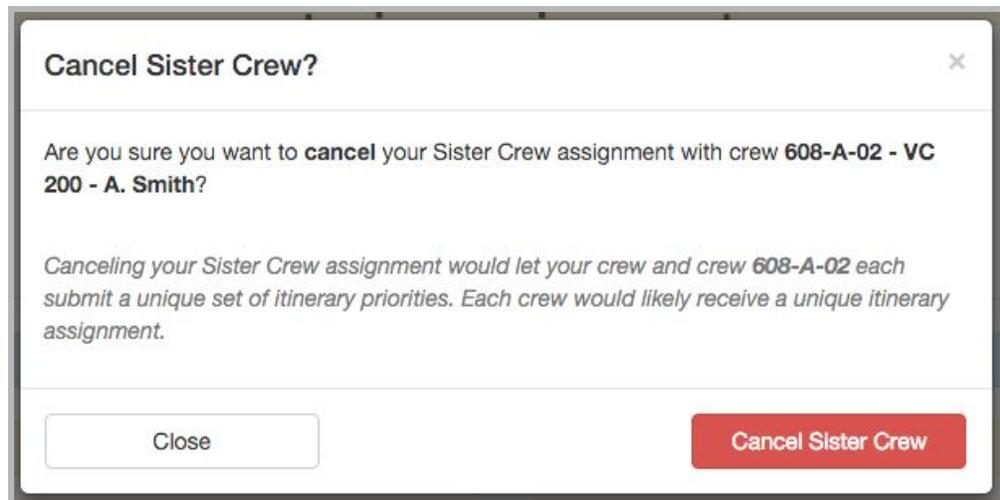
iv. **NOTE:** The Lead Advisor of your desired sister crew will be prompted to accept this sister crew arrangement the next time they access their crew roster page.



1. Working with the Lead Advisor of your desired Sister Crew to confirm your Sister Crew arrangement prior to [April 4th or 5th](#) when the Philmont Itinerary Selection process begins will prevent delays and increase the likelihood of receiving one of your top itinerary priorities.



- v. Any Sister Crew arrangement may be canceled when either crew clicks the 'Cancel' link in the blue Sister Crew bar that appears at the top of their roster.



n. **Itinerary preferences:**

NOTE: You must access the Roster Gateway and submit all of your own personal information before you will be able to submit your crew's itinerary preferences.

On April 4th or 5th See your roster for your crew's itinerary selection time. (pending any requested sister crew arrangements), upon logging into the Roster Gateway, as the Lead Advisor, you will be prompted to prioritize a minimum of 6 itinerary preferences (Sister Crews must submit a minimum of 8 itinerary priorities). Shortly after you've submitted your priorities (for a 12-day expedition) the Gateway will confirm your itinerary assignment. (Logistics will manually assign 7-day & Cavalcade expedition itineraries at least 3-weeks prior to your arrival day.) **Note:** If none of your crew's preferred itineraries are available, the Roster Gateway will prompt you to submit a minimum of 3 additional itinerary preferences).

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

Sister Crew 12-Day Itinerary Priority Selection

Beginning with the most preferred itinerary for **608-A-01** and **608-A-02**, please click/choose at least 6 itineraries.

You can reorder your preferences using the list at the bottom of the page.

Terms									
C - Challenging	R - Rugged	S - Strenuous	SS - Super Strenuous						
#1	C - 57 Miles	#2	C - 52 Miles	#3	C - 60 Miles	#4	C - 70 Miles	#5	C - 52 Miles
#6	C - 66 Miles	#7	C - 64 Miles	#8	C - 66 Miles	#9	C - 64 Miles	#10	C - 67 Miles
#11	C - 61 Miles	#12	C - 63 Miles	#13	C - 66 Miles	#14	C - 79 Miles	#15	C - 65 Miles
#16	R - 73 Miles	#17	R - 71 Miles	#18	R - 78 Miles	#19	R - 71 Miles	#20	R - 75 Miles
#21	R - 69 Miles	#22	R - 81 Miles	#23	R - 80 Miles	#24	R - 82 Miles	#25	S - 80 Miles
#26	S - 76 Miles	#27	S - 88 Miles	#28	S - 82 Miles	#29	S - 84 Miles	#30	S - 89 Miles
#31	SS - 83 Miles	#32	SS - 84 Miles	#33	SS - 92 Miles	#34	SS - 87 Miles	#35	SS - 106 Miles

Priority Itineraries List

- Use the table below to rearrange or remove selected itineraries.
- Once satisfied, click 'Save' at the bottom of the page to continue.

Priority	Itinerary # (Top of list if most preferred)
1st	Choose an itinerary from the list above
2nd	Choose an itinerary from the list above
3rd	Choose an itinerary from the list above
4th	Choose an itinerary from the list above
5th	Choose an itinerary from the list above
6th	Choose an itinerary from the list above
7th	Choose an itinerary from the list above

Please choose at least 6 itineraries above

[Save & Continue](#)

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

Sister Crew 12-Day Itinerary Priority Selection

Beginning with the most preferred itinerary for **608-A-01** and **608-A-02**, please click/choose at least 6 itineraries.

You can reorder your preferences using the list at the bottom of the page.

Terms									
C - Challenging	R - Rugged	S - Strenuous	SS - Super Strenuous						
#1	1st C - 57 Miles	#2	5th C - 52 Miles	#3	6th C - 60 Miles	#4	C - 70 Miles	#5	C - 52 Miles
#6	2nd C - 66 Miles	#7	C - 64 Miles	#8	C - 66 Miles	#9	C - 64 Miles	#10	C - 67 Miles
#11	3rd C - 61 Miles	#12	C - 63 Miles	#13	C - 66 Miles	#14	C - 79 Miles	#15	C - 65 Miles
#16	4th R - 73 Miles	#17	R - 71 Miles	#18	R - 78 Miles	#19	R - 71 Miles	#20	R - 75 Miles
#21	R - 69 Miles	#22	R - 81 Miles	#23	R - 80 Miles	#24	R - 82 Miles	#25	S - 80 Miles
#26	S - 76 Miles	#27	S - 88 Miles	#28	S - 82 Miles	#29	S - 84 Miles	#30	S - 89 Miles
#31	SS - 83 Miles	#32	SS - 84 Miles	#33	SS - 92 Miles	#34	SS - 87 Miles	#35	SS - 106 Miles

Priority Itineraries List

- Use the table below to rearrange or remove selected itineraries.
- Once satisfied, click 'Save' at the bottom of the page to continue.

Priority	Itinerary # (Top of list if most preferred)	
1st	#1 - Challenging - 57 Miles	Remove
2nd	#6 - Challenging - 66 Miles	Remove
1st	#11 - Challenging - 61 Miles	Remove
2nd	#16 - Rugged - 73 Miles	Remove
3rd	#2 - Challenging - 52 Miles	Remove
4th	#3 - Challenging - 60 Miles	Remove
5th		
6th	Choose an itinerary from the list above	

Please choose at least 6 itineraries above

[Save & Continue](#)

Congratulations!

Itinerary #1 - **57 Miles** has been assigned to crew 608-A-01 and crew 608-A-02 for your 2016 12-Day Philmont Expedition.

Priority	Itinerary
1st	#1 - Challenging - 57 Miles
2nd	#6 - Challenging - 66 Miles
3rd	#11 - Challenging - 61 Miles
4th	#16 - Rugged - 73 Miles
5th	#2 - Challenging - 52 Miles
6th	#3 - Challenging - 60 Miles
7th	#12 - Challenging - 63 Miles

[Go to my roster](#)

- o. **Arrival/departure information:** You'll be asked to verify and update your arrival and departure travel information. If you don't know their details, skip this step for now.

608-A-01 Arrival and Departure Plans

[Cancel](#) [Save](#)

Please complete arrival plans at least 3 weeks prior to your arrival day. If your arrival plans change before **June 5th** please make changes here. However, if your arrival plans change after **June 5th** please contact Philmont Logistics at 575-376-2281.

Arrival Information for 608-A-01

Arrival Day* June 7, 2016

Arrival Method* Chartered Vehicle (With hired driver)

Arrival Time* 10AM : 00 10:00AM

Departure Information for 608-A-01

Your crew will come off the trail on Sunday June 19th, 2016.

Departure Day* June 20, 2016

Departure Method* Amtrak to West - Service from Raton, NM

You will board a bus at the Philmont Welcome Center at **9:00AM** that will take you to your **10:56AM** train in Raton.

Special Comments
If your travel plans differ from above, comment here. Otherwise, leave this field blank.

[Cancel](#) [Save](#)

- p. **Participant information:** Click on the 'Modify Roster' button in the row that corresponds to the crew you wish to begin adding participants to.

608-A Reservation

Number of participants in rosters 2

	Expedition Number	Itinerary	# Youth	# Adults	L
Modify Roster	608-A-02	1	0	1	A
Modify Roster	608-A-01	1	0	1	te

- i. **You're in the roster:** As the Lead Advisor, you'll see your information has already populated the first row of the roster.

Your crew is a Sister Crew with 608-A-01 - Annawon - VC 201! — Cancel

Travel plans have not been entered

Crews are required to have a minimum of 7 participants

Venturing Crews are required to have a minimum of two 21 year old adults

1 of 2 required participants have Wilderness First Aid certification

0 of 2 required participants have CPR certification

Year: 2016 Expedition #: 608-A-02 Council: Annawon, 225 Unit: VC 200 Itinerary: # 1 - Challenging - 57 Miles - View your priorities [Travel Plans](#)

Reservation Contact: Anderson Don Phone: H: (575) 376-2281, C: (972) 580-2000, W: Email: camping@philmontscout ranch.org [Print Roster](#)

Adults

A	Crew Pos.	Name	Date of Birth	Age (Trek Start)	Address	Email		
B	Gender	Ht (in.)	Wt. (lbs.)	Scouting Pos.	Certifications	# of Prior Treks	Relig Pref	Ethnicity
1A	Modify LA	Bill L. Smith	07/08/1994	21	17 Deer Run Rd, Cimarron, NM 87714	test@philmontscout ranch.org	Change Lead Advisor	
1B	M	60	180	SM	WFA	0	RC	White

[Add Adult](#)

Youth

A	Crew Pos.	Name	Date of Birth	Age (Trek Start) / Grade Compl.	Address	Email		
B	Gender	Ht (in.)	Wt. (lbs.)	Scout Rank	Certifications	# of Prior Treks	Relig Pref	Ethnicity

[Add Youth](#)

- ii. **Roster Information:** Collect a completed copy of the Roster Information Worksheet from each participant.

Philmont Participant Information Worksheet – Please return this completed form to your Lead Advisor. Lead Advisors will enter this information into the Philmont Roster & Arrival Information Gateway website. If you have questions, please contact your Reservation Contact (Contingent Advisor).

Title (optional): Mr. Ms. Mrs. Dr. Sergeant Captain General

***First Name** **Nickname (optional)** ***MI** ***Last Name**

***Date of Birth (mm–dd–yyyy)** ***Grade Complete (youth)** ***Gender** ***Height (inches)** ***Weight (pounds)**

***Ethnicity:** White Hispanic Black Asian American Indian Pacific Islander Other

***Religious Preference:**

Roman Catholic Jewish Latter Day Saints Christian-Protestant Buddhist Muslim Hindu Other

***Address Line 1** **Address Line 2**

***Zip Code** ***City** ***State**

***Phone Numbers (Adults only) – Include at least two.**

Home Phone (adults only) **Cell Phone (adults only)** **Work Phone (adults only)**

***Email** **Alternate Email (optional)**

***Crew Position – Choose one:**

– Adults: Advisor Lead Advisor

– Youth: Crew Leader Wilderness Pledge Guide Chaplain's Aide Participant

***Scouting Position (Adults Only) – Choose one:** Scoutmaster Assistant Scoutmaster Venturing Advisor Venturing Associate Advisor Skipper Varsity Scout Coach Assistant Varsity Coach Cubmaster Committee Chair Committee Member Professional Scouter Other Scouter

***Scout Rank (Youth only) – Choose one:** Eagle Life Star First Class Second Class Tenderfoot Boy Scout Summit Pathfinder Discovery Venturing Award Venturer Varsity Team

***Number of Prior Treks:** _____

Certifications – Philmont requires that at least two participants in each crew be currently certified in Wilderness First Aid and two participants be certified in CPR. (If Expedition arrival day occurs during the expiration month listed on your card, Philmont will accept the certification.)

***Wilderness First Aid:** I'm not certified Yes, and my certification *expires (month/year): _____
 (If substituting Wilderness First Aid, please choose one of the following certifications: Wilderness First Responder, Outdoor Emergency Care, EMT Basic, EMT Intermediate, Paramedic, Military Corpsman, Military Medic, Registered Nurse, Licensed Nurse Practitioner, Licensed Physician's Assistant, Licensed Physician, Medical Doctor.)

***CPR:** I'm not certified Yes, my certification *expires (month/year): _____

* Denotes a required field

(registerphilmont.org/files/RosterInformationWorksheet.pdf)

- iii. **Add adults or youth:** Click on the respective green 'Add Adult' or 'Add Youth' button in the top section of the blue roster. Complete all required fields and click 'Save'.

Adults			
A		Crew Pos.	Name
B		Gender	Ht (In.)
1A	<input type="button" value="Modify"/>	LA	Bill L. S
1B		M	60

Adding Adult Participant

Enter the email and date of birth to see if this person already has a record in our system.

Email*

Email Confirm*

Date of Birth*

- iv. The system will check email and date of birth against previous records and display matches if they exist.

Adding Adult Participant

Enter the email and date of birth to see if this person already has a record in our system.

Email*

Email Confirm*

Date of Birth*

It looks like ...@bv.com already exists in our system. Look for the person below or add them as a new person

	Last used	Name	Expedition Role
<input type="button" value="Choose"/>	Mr. Paul ...	57	2017 Lead Adult Advisor for 719-G-01 2017 Lead Adult Advisor for 608-B-01 2016 Adult Advisor for 618-J 2014 Lead Adult Advisor for 608-K-02

Don't see a good match?

- v. Choosing an existing match will automatically populate many fields so you can verify the information.

Adding Adult Participant

Enter the email and date of birth to see if this person already has a record in our system.

Email* [Redacted]

Date of Birth* June - 6 24 1959

[Back to list existing users](#)

Title Mr.

First Name* [Redacted]

Nickname [Redacted]

Middle Initial* [Redacted] No middle initial

Last Name* [Redacted]

Gender* Male

Height (inches)* 79

- vi. If no match exists you'll be prompted to complete the remaining empty fields.

Adding Youth

Cancel Save

Enter the email and date of birth to see if this person already has a record in our system.

Email* [Redacted]@bv.com

Email Confirm* [Redacted]@bv.com

Date of Birth* June - 6 24 1996

It looks like [Redacted]@bv.com and 06/24/1996 does not match a record in our system, please enter their information below.

Title

First Name*

Nickname

Middle Initial* No middle initial

Last Name*

Gender* Male

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 - 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.