



## Internet Tour Permit Instructions

Local Tour Permits are required for trips 500 miles one way or any trips that include shooting, aquatics, climbing, or motorized vehicle activities unless the event is sponsored by the District or Council. A Local Tour Permit is not required for most in-town trips of an hour or two unless the event meets the criteria mentioned above.

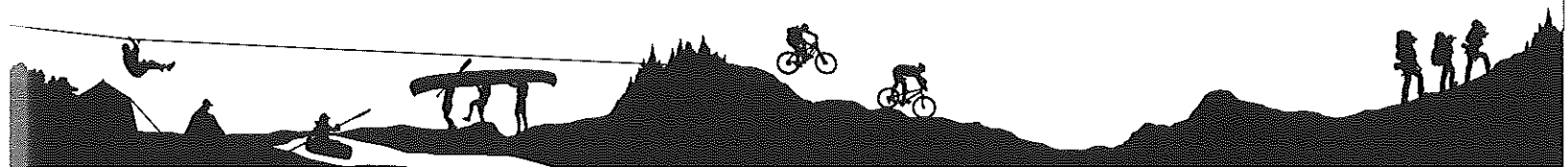
The Central Wyoming Council is now ready for you to create your Local & National Tour Permits online. To complete, a Tour Permit go to [www.myscouting.org](http://www.myscouting.org) and click on the online tour permit.

Before you begin, collect the information you will need to enter your tour permit. You will need:

- Your ID – This can be found on your membership ID card, or by calling us at the Council Service Center at (307) 234-7329.
- Detailed information about tour destination (location including mileage, dates, leaders, how many participants, where, purpose).
- Transportation plans (including vehicle information, drivers' license numbers, and vehicle insurance coverage's). This information will be stored on the on-line form and can be selected as needed.
- Training certification for Youth Protection and Weather Hazards Training are now required for ALL TOUR PERMITS! Other trainings may be required as well (safe swim, safety afloat, climb on safely, etc.).

Once you have gathered this information, you are ready to go online. Only the person who creates an application can edit and submit the application. Co-leaders have read-only access to the application.

- Go to [www.myscouting.org](http://www.myscouting.org).
- If you have taken any online training, you already have an account so, just Sign-In. If not, create an account.
  - To create an account, on the right side, go to the area that says "New to MyScouting?"
- Select Tour Permits on the left-hand side.



- To create your tour permit, follow along step by step. A trip of 500+ miles requires a National Tour Permit. Processing for such a permit will take longer, please give 6-8 weeks lead-time.
  - Beginning in the "start" tab, follow along step by step.
  - Complete all steps in each of the tabs.
  - Enter Vehicles. All fields are required. This information can be edited or deleted as needed. This information will now be available for future tour permits.
  - Enter Training. Both BSA and Non-BSA training can be entered here. CPR would be considered Non-BSA Training. This information will also be available for future tour permits.
  - Step 1. Tour Permit will appear. You can edit your tour permit here. Any incomplete field will appear.
  - Edit Leadership Information on who is going on this trip. When all information is correct click Update my Permit.
  - Step 2. Trip Policy Certifications. Read and Click. Save.
  - Step 3. Enter Travel Itinerary. Save Transportation, choose those vehicles that are going. Save Transportation. Scroll down if using a driver that has a CDL. Scroll back to the top. This is where you choose which vehicles will be taking scouts on this adventure.
  - Step 4. Select BSA Training. Save. Select Non-BSA Training. Save. This is where you select leaders that may be going because of specific training.
  - Submit. Warnings may appear. OK will take you back to the previous page. Print will print a copy of the outstanding items that you must enter prior to submitting. If you click OK, the tour permit will be submitted without all of the required information. The council may return a permit with missing information.
  
- The Tour Permit is transmitted directly to the Council Service Center. You will be notified by e-mail upon approval. The last page is required for the trip, so print and carry it with you. Signatures are not needed for an online permit.
- If your tour permit is denied, contact the Council Service Center for clarification. You cannot resubmit this same tour permit. You must create a new tour permit.
- If your tour permit is returned to you, correct the problem by editing the tour permit and then resubmit.
- Please call the Council Service Center with any questions or problems at (307) 234-7329.

ENJOY YOUR OUTING!