



San Francisco Bay Area Council

NYLT 2017

Registration Instructions and Guide

IMPORTANT: Please carefully read the information and instructions below in detail before starting the registration process.

1. **Questions:** If you have questions at any time, check the [FAQ](#) on our website. It's likely the question has been asked before and there is an answer there.

2. **Prerequisites:**

- Determine eligibility to attend NYLT:
 - Boy Scouts: Must be First Class rank by the Required Orientation Meeting for the Session AND be either 13 years old OR have completed 7th Grade AND should have completed "Introduction to Leadership Skills for Troops" (ILST)* by the start of course.
 - Venturers: You should have completed "Introduction to Leadership Skills for Crews" (ILSC)* by the start of course.
- **STOP:** If you haven't already done so, discuss attending NYLT with your Unit Leader and make sure they agree that you should attend. We will be asking for them to approve your application.

**If you have not taken part in an ILST or ILSC course, ask your Unit Leadership to get one on the calendar for you. These courses are conducted at unit level by unit leadership, and the syllabi are available to download at: <http://www.scouting.org/Training/Youth.aspx>.*

3. **Registration for the Course:**

Have a parent/guardian register you by clicking one of the registration links below. There are two:

- "Session 1 - Registration" [Session 1 - 13th to 19th June, 2017](#) → **Monday Start**
- "Session 2 - Registration" [Session 2 – 20th to 26th June, 2017](#) → **Sunday Start**
- "Session 3 – Registration" [Session 3 – Fall 2017](#) → **All 3 weekends required!**
Saturday 9/16-17, and Friday 9/22-24, and Friday 10/6-8, 2017

You cannot change the selected session once in the registration module, so please carefully check your dates to verify that you are registering for the session you want to attend before proceeding.

You will be taken to a page at a SFBAC.Doubleknot.com site. On this page, you can review the course particulars INCLUDING the Council's Refund Policy and, at the bottom, you can add a participant by clicking the "Register" button.

Clicking register will take you to this webpage.

You will need to enter data into 4 fields:

- **The *Youth's* First Name**
- **The *Youth's* Last Name**
- **10 digit phone number** (enter in the format of XXX-XXX-XXXX).
- **A valid e-mail address** – This needs to be an address people actually use. Otherwise, you will not get important information on the course. [Communication from SFBAC-NYLT is through e-mail.](#)

*Note: **Please DO NOT use an Earthlink e-mail address.** Earthlink addresses block important mail from us and we are unable to go through the extra step of sending another e-mail to ask you to accept mail from info@sfbac-nylt.org.*

Once you have entered the participant name information, click on "Continue" at the bottom of the window.

You will be asked to enter the following information:

- Youth participants' birthdate and grade
- Home mailing address
- Youth participants scouting unit number (i.e. Troop 987, Crew 619)
- Youth participants' camping and leadership experience (how experienced a camper is the youth, what positions does he/she hold at his/her unit)
- Parent/Guardian's e-mail and cell phone number (may be the same as already entered – please enter again)
- Scoutmaster or Crew Advisor's e-mail and phone number (E-mail is very important)

Please double check the entries as you make them – it is very important that this information be correct when we receive it. Also included on this page is an optional field for entry of any reason you can only attend the particular session that you are registering for (i.e. if your school was in session during one of the course weeks, if your troop is going to summer camp one of the weeks). Please fill this in if relevant. Enrollment is limited in all sessions and if this is left blank, we may approach you to see if you can change to the other session. *Your flexibility will help us accommodate as many youth as possible over the two course weeks and is much appreciated.*

Press "Continue" at the bottom of the page. It will take you to a page like this:



It will show the total fee of \$365 with a discount of \$30 for registrations that happen by **April 21st for Sessions 1 and 2**. The **discount for Session 3 expires on July 5**. Hit "Checkout" at the bottom of this page and it will take you to the payment screen. You will need to pay by PayPal or by a credit card to register and this must be done by an adult. Your receipt from your credit card or PayPal is the only receipt provided and is your proof of registration.

4. NYLT Follow Up:

Within approximately 2 weeks of your registration on the SFBAC website, you will receive an e-mail from info@sfbac-nylt.org (please make sure this email address is in your email client whitelist). It will confirm your session number and provide a link to a secure site for you to:

- Double check your registration information and correct any errors
- Read and agree to follow the NYLT Code of Conduct
- Upload a picture of the youth participant in uniform (no hat)
- Notify us of any food restrictions the youth participant may have.

Your Unit Leader will also be sent an email asking him/her to confirm they approve the youth participant for NYLT attendance. If you do not list your leader's e-mail address, we will not be able to contact him and your registration process will remain incomplete. Have your leader's email address BEFORE you register. **Note:** *There is a refund penalty if the youth signs up and then the leader does not approve the applicant's attendance. Make sure the leader thinks you qualify before applying.*

You will be provided an opportunity to order NYLT Memorabilia in a separate e-mail to be sent out closer to when the course Orientation is.

You DO NOT need to mail us any paperwork!

5. Orientation Meeting

Make a note in your calendar that **Thursday, May 11th is date of the REQUIRED NYLT Orientation Meeting for Sessions 1 and 2.** The **REQUIRED Orientation for Session 3 is Thursday, September 7th.**

- You will need to bring a copy of the youth participant's current [BSA Annual Health and Medical Record](#) and a copy of both sides of the participant's health insurance card to turn in at Orientation. You will also have a chance to discuss any specific medical issues with our medic at that time.

6. Course Weeks

Key Dates to write in your calendar are:

Session 1 - 12th to 18th June or

Session 2 – 19th to 25th June or

Session 3 - Saturday 9/16-17, **and** Friday 9/22-24, **and** Friday 10/6-8

2017 NYLT Course Recognition Meeting for Session 1 and 2 – 16th November. The Recognition Meeting date for Session 3 will be announced later.

Please check the www.sfbac-nylt.org website for additional information about the course and what to bring. Information on Orientation for Sessions 1 and 2 is usually updated about the 1st of May. Please check the website at that time. Information on Orientation for Session 3 will be updated in late August. If you have further questions, please send an email to info@sfbac-nylt.org.