



# San Francisco Bay Area Council

## NYLT 2019

### Registration Instructions and Guide

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

- 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.
- Prerequisites:**
  - Determine eligibility to attend NYLT:
    - Boy Scouts: Must be First Class rank by the Required Orientation Meeting for the Session AND be **either 14 years old OR have completed 8th 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 sign up and they do not approve, there will be a refund penalty and you will not get all of your money back!*
    - \*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>.*
- Registration for the Course:**

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

  - "2019 Session - Registration" 16 to 22 June, 2019 → **Sunday Start**

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.



TEST MODE NOTHING IS SAVED NATIONAL YOUTH LEADERSHIP TRAINING (NYLT) - 2019

Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.

- Description ▸
- Sign On ▶
- Participants ▸
- Cart ▸

Please select from one of the following choices.



**Logon**

When logged on, you may qualify for member benefits, discounts, and other items



**Create New User Profile**



**Continue**

To continue as a guest.

- ← Go Back
- Cancel

The simplest thing is to register as a guest (click the Continue, not Logon or Create New User Profile).



Log On You have 1 item in your cart  
Subtotal: \$0.00

TEST MODE NOTHING IS SAVED NATIONAL YOUTH LEADERSHIP TRAINING (NYLT) - 2019

Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.

- Description ▸
- Participants ▶
- Cart ▸

How many?

HIDE DETAILS ... ▾

1 LESS ... ▾

\*First Name:

\*Last Name:

\*Primary Telephone:

\*Primary Email:

Delete

- ← Go Back
- Cancel
- Continue →

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](mailto: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
- Confirmation that the youth meets the age/grade requirement  
*Boy Scouts of America changed the allowed age/grade for 2019 to completed 8<sup>th</sup> grade or 14 years old or older. We are unable to accept youth younger than 14 who have not completed 8<sup>th</sup> grade. If BSA changes this rule, we will update the main website to reflect the change. Registering a Scout that does not meet the age/grade requirements will cost you a service fee when the Registration is rejected and the charges refunded.*
- Home mailing address
- Participant's Home Phone Number
- Participant's e-mail – please make sure the participant really monitors that account.
- Youth participants scouting unit number (i.e. Troop 987, Crew 619)
- Youth's Scouting District and Council
- Youth's Rank (if a Scout). Note: A scout must be at least 1<sup>st</sup> Class by the Orientation for the session they are registered for.
- Youth's School
- Youth participants' camping and leadership experience (how experienced a camper is the youth, what positions does he/she hold at his/her unit)
- Question on if participant has completed Introduction to Leadership Skills
- Scoutmaster or Crew Advisor's e-mail and phone number (E-mail is very important)
- Parent/Guardian's e-mail and cell phone number (may be the same as already entered – please enter again)

There are also 3 questions on special Dietary Restrictions, on any Medical or Physical issues, as well as a question on any learning or school issues. If there is a "yes" to any of these, there will be some follow-up by the NYLT staff.

Please double check the entries as you make them – it is very important that this information be correct when we receive it.

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



SHOPPING CART

Description	Amount
<a href="#">National Youth Leadership Training (NYLT) - 2019</a> <a href="#">Edit</a> 6/16/2019 - 6/22/2019 Henry Allen	\$365.00
	\$365.00
<b>Subtotal</b>	<b>\$365.00</b>

► [Keep shopping...](#)

Cancel    Checkout →

It will show the total fee of \$365 until May 1 for the 2019 Session with a late fee of \$35 for registrations after that date. 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:**

You will receive an e-mail from [info@sfbac-nylt.org](mailto:info@sfbac-nylt.org) approximately 2 to 4 weeks after you registered. Typically, there is a longer response time early on in the January to February time period so please be patient. *Please make sure this email address is in your email client whitelist.* It will confirm your registration 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 16<sup>th</sup>** is date of the **REQUIRED NYLT Orientation Meeting.**

- 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:

- 2019 Session Orientation – Thursday, May 16, 2019 → **Plan on attending from 6:30 to 9 PM**
- 2019 Session Course Week – 16 to 22 June, 2019 → **Sunday AM start; Saturday Noon finish**
- 2019 NYLT Course Completion Recognition – 21 November, 2019.

Please check the [www.sfbac-nylt.org](http://www.sfbac-nylt.org) website for additional information about the course and what to bring.

Information on Orientation for the Session is usually updated about the 1<sup>st</sup> of May. Please check the website at that time.

If you have further questions, please send an email to [info@sfbac-nylt.org](mailto:info@sfbac-nylt.org).