Revised Tour Plan Process, effective June 2012, for Troop 1.

As of May 10, 2012, BSA has gone back to an online process for tour plans. Here's the initial flow to follow, subject to change as we learn more.

1) You need to be a registered adult with Troop 1 to be able to create and submit tour plans. If you're not a registered adult, you may go through the paperwork to become one, but please note that this takes some time to get processed so that you are visible on the system.
2) If you don't already have an account on myscouting.org, go to the website and create one. You'll also need to input your BSA ID number into your profile information (Update My Profile on the top left side).
3) Now you should be able to click on 'Tour and Activity Plan' under Unit Tools, and this will open a new window. Are you able to see some Completed Activity Plans? If not, contact the Outdoor Activity Coordinator for help.
4) This is a good time to watch the Tutorial if you haven't done a Tour Plan in this format before: http://www.scouting.org/scoutsource/HealthandSafety/demotourplanvideo.aspx
5) There is also a FAQ page: http://www.scouting.org/sitecore/content/Home/HealthandSafety/TourPlanFAQ.aspx
6) Here is a summary of the information you'll be needing to enter: https://tourplan.scouting.org/pages/Checklist.aspx
7) One thing that is nice is that you can start the tour plan process early, and keep updating it as the need arises (people add/delete, the itinerary becomes solidified, etc). When you're ready to submit it, you don't need to deal with getting signatures anymore. Upon submittal, the Committee Chair, the Tour Leader, and an Emergency Contact not going on the outing are all cc'd, in addition to council. It seems that the database won't let you submit the plan if there are any issues with it. Also, you can resubmit up to a day before the trip if anything in the tour plan changes (attendees, etc).
8) Another cool feature is that once a driver/vehicle has been entered, the information is remembered by the database, so you only have to enter information on those that haven't driven since this new process began.
9) Also, you'll need to know who has training needed for the outing, such as CPR, First Aid, Weather Hazards, Safe Swim Defense, Wilderness First Aid, etc.
10) There are 9 pages in the plan. At the bottom of each page you can either use Next/Previous to navigate, or click on any of the circles:
    a. Checklist (just info here, nothing to fill out)
    b. General Info (unit, type of trip, mode of transportation, emergency contact)
    c. Tour Type (title, short description, how many youth/adults going)
    d. Adults (need to fill in information on each adult and what they're driving. Separate entry system for registered and unregistered adults. YP is current for every registered adult. If unregistered adults going, need to consult the training spreadsheet in Google)

e. Itinerary (Start and Destination locations, where you'll stay. You can add notes or upload a map here also)
f. Activities (Choices are backpacking, orientation flight, shooting sports, climbing, swimming, boating, and Other. Click all that apply—use Other if nothing else applies).
g. Training (Database requires an adult to be current in different trainings based on the activities noted in previous page. If there is a training required that no one on outing has, notify TL and OAC immediately)
h. Notification (This just tells you who is going to get auto-cc'd when you submit, no action needed)
i. Summary (This is where you'll see errors and warnings. Talk to OAC if any errors or warnings occur that you can't figure out. There needs to be no errors in order to successfully submit.

11) Best practice is to always submit a tour plan, but it's not required if we're in council boundaries (or going to a GEC BSA camp that is outside of the boundaries). Here's a link to where the zipcodes are that are part of GEC. http://www.gec-bsa.org/fs/news/000639/zipcodelist.pdf