

## Staff Application Instructions

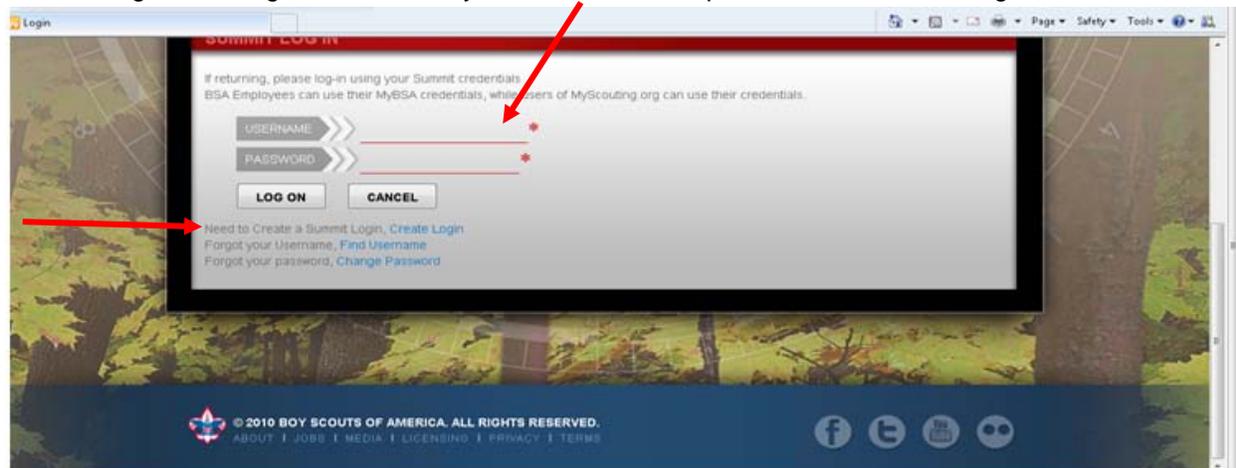
All applications are submitted online from the official jamboree website at [summit.scouting.org](http://summit.scouting.org). If a Summit account needs to be created, select “Get Started” or select “My SCOUTbase” and “My Account” in the upper right corner.



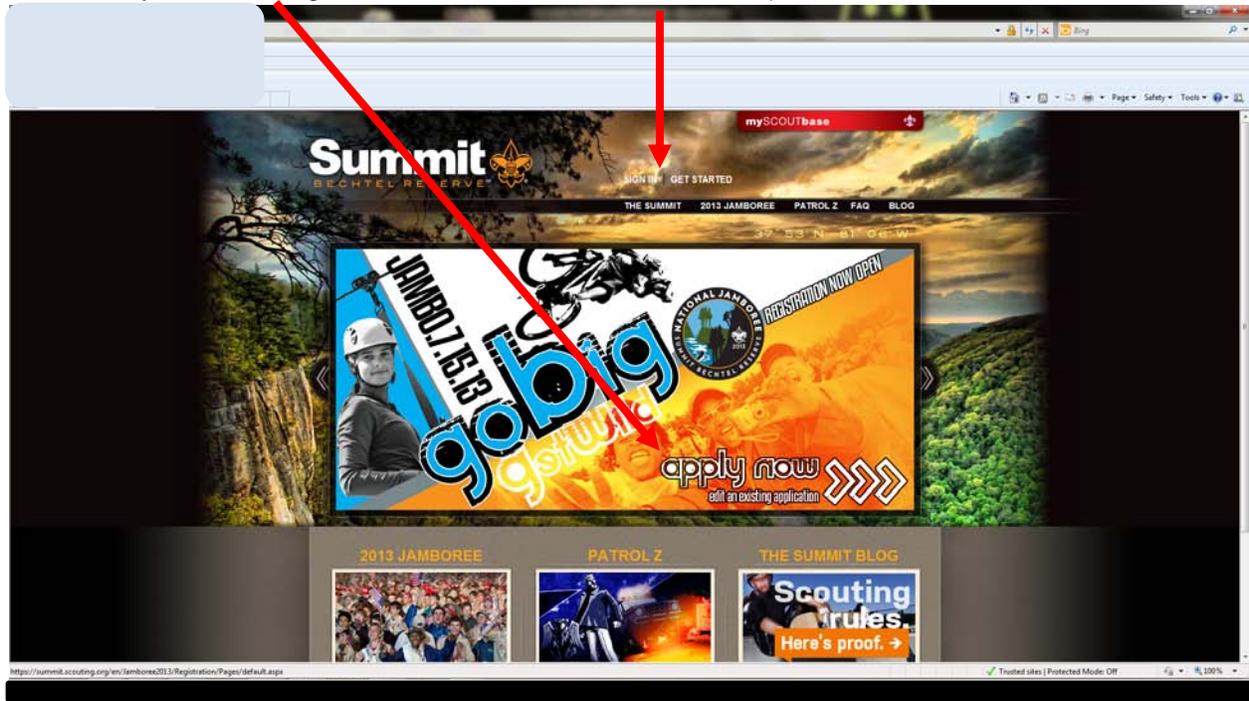
If a Summit account already exists for the applicant, select “Apply Now.” (The graphics of the banner will change occasionally, but the navigational features will remain consistent.) MyScouting credentials may be used to log in to a Summit account. However, none of the information from a MyScouting account transfers to the Summit account. It is still necessary to enter all data including the membership information in the Summit account.



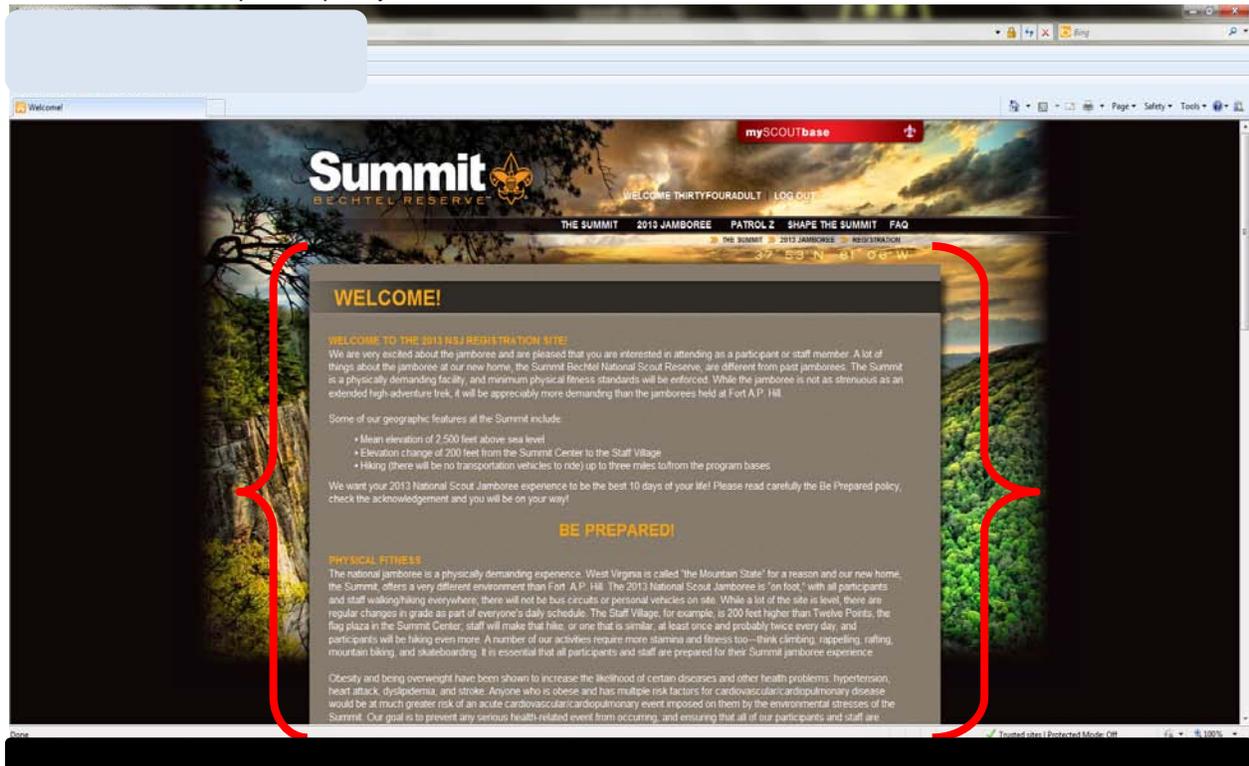
If creating a new account, select “Need to Create a Summit Login. Create Login.”  
If accessing an existing account, enter your user name and password and select “Log On.”



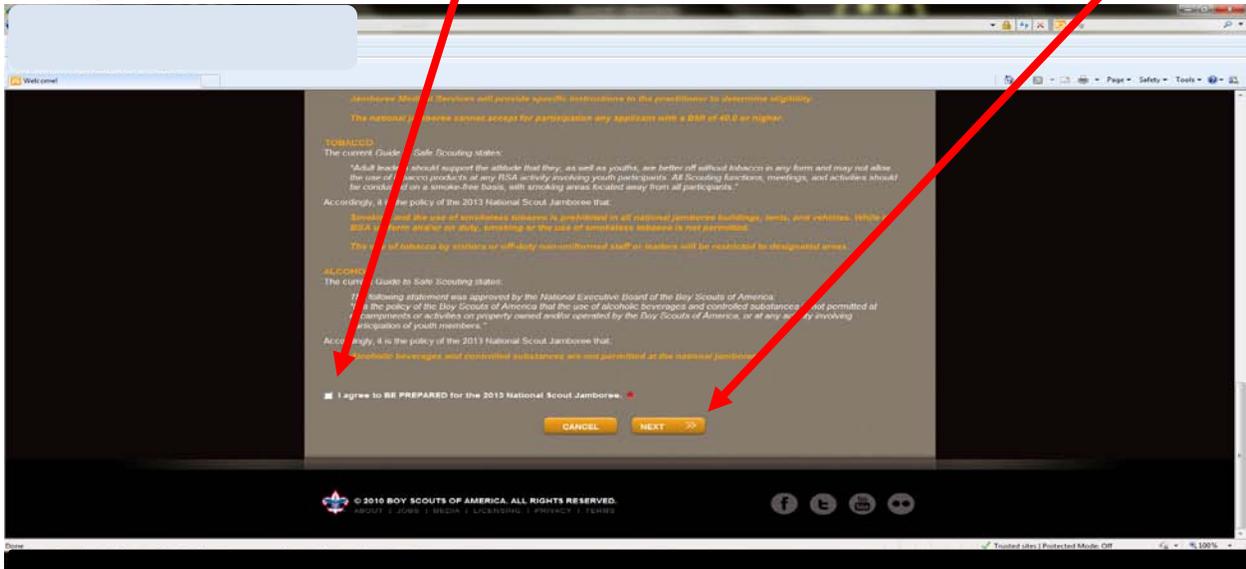
Once logged in, you will see the name of the account holder reflected at the top of the page. Select "Apply Now" to access the jamboree applications. (The graphics of the banner will change occasionally, but the navigational features will remain consistent.)



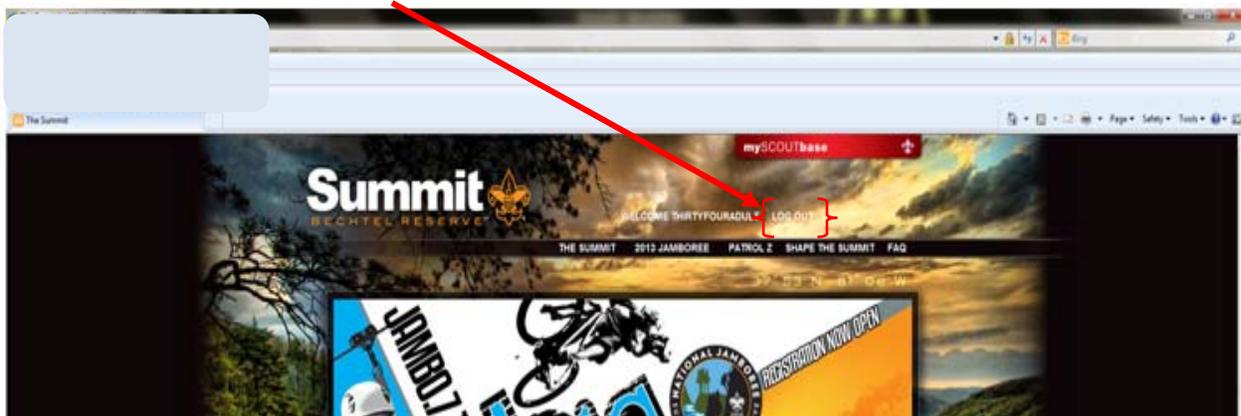
Review the "Be Prepared" policy.



If in agreement, select "I agree to BE PREPARED for the 2013 National Scout Jamboree" and "Next." If not in agreement, select "Cancel."



If canceled above, select "Log Out" to exit the application system.



Viewing the "Tico Video" is a required part of the application process. Check the box verifying that the video has been watched and the message is understood and then select "Next."



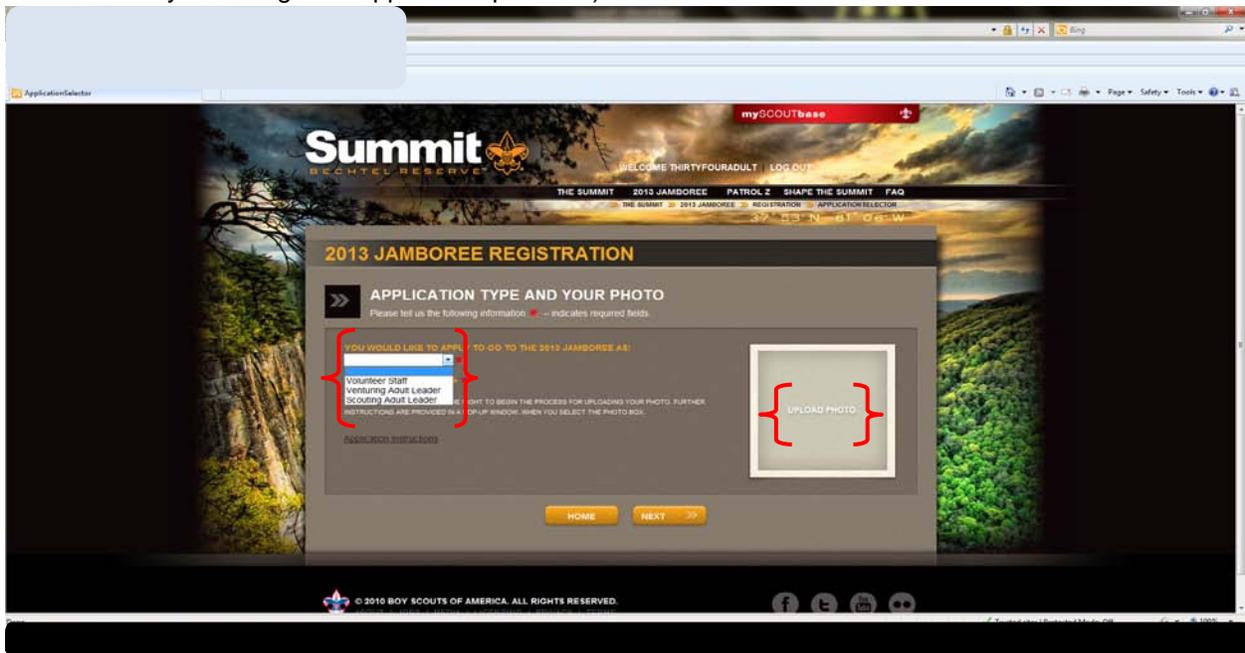
After watching the video, the “Application Type and Your Photo” page appears. The types of application the applicant is eligible to apply for will be available via the drop-down list. Should the application type the applicant is expecting not be present:

1. Review your Summit account and confirm that your membership has been successfully linked to your account. The application candidate must have linked their BSA membership information with their Summit account after creating the account even if using existing MyScouting log in credentials. This will be a prompt immediately after creating an account, which can later be accessed by the following routing: selecting “mySCOUTbase” at the top of the site, selecting “My Account,” and then “Link My Membership.” When linking the membership information, the information entered must match the information on the local council’s membership records *exactly*. Any difference in the data will cause the membership to not appear valid and an error message will result.
2. Review the registration requirements posted on the 2013 jamboree main page under the corresponding tab for the category of application you are trying to access. Confirm you do meet the posted registration requirements for that specific category.
3. Review the information in your Summit account and contact your local council to confirm the information in both places matches exactly. (Most common differences are found in the date of birth and the home zip code.) After confirming all the information is correct and the application type is still not present, send an email to [2013jamboree@scouting.org](mailto:2013jamboree@scouting.org) with the explanation of what application type is expected, the BSA member ID number, council name or number, and the login to the Summit account.

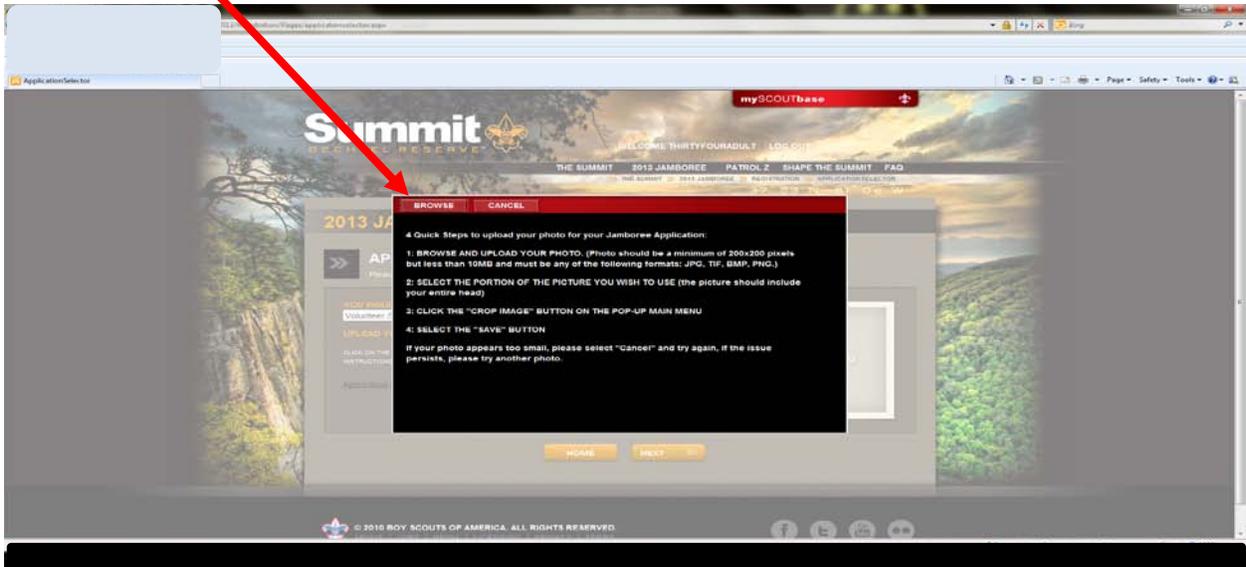
If the application type is present, select the application type from the drop-down list.

The next step is to upload a current photo of the applicant. Click on “Upload Photo” for instructions on completing the upload.

(Notice the “Application Instructions” that are under the application type drop-down list. These instructions will also walk you through the application process.)



Select "Browse" in the upper left corner of the instruction box. Navigate to where your photo is saved on your computer.



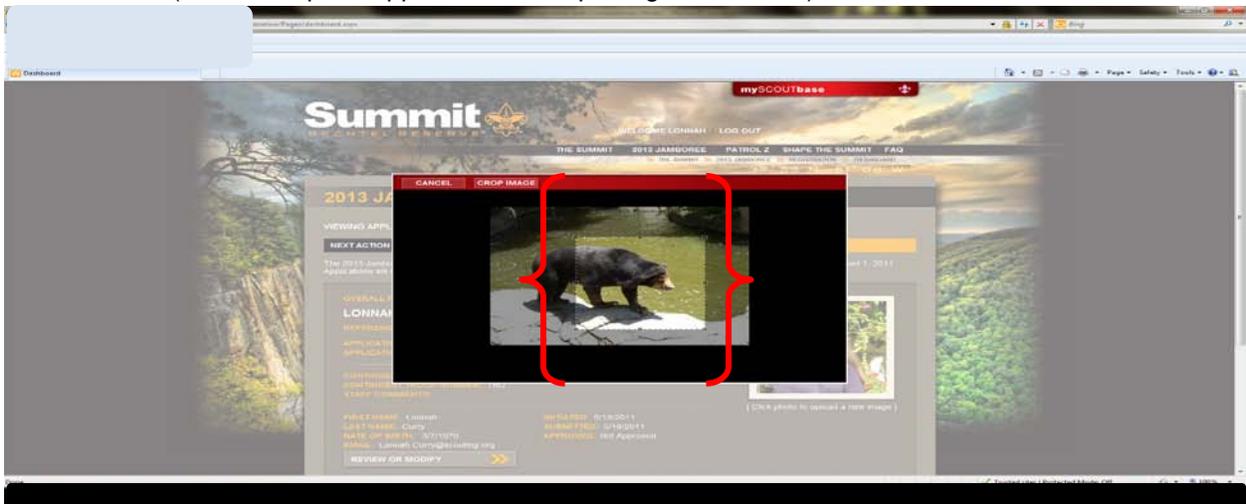
Select the photo on your computer that you wish to upload.



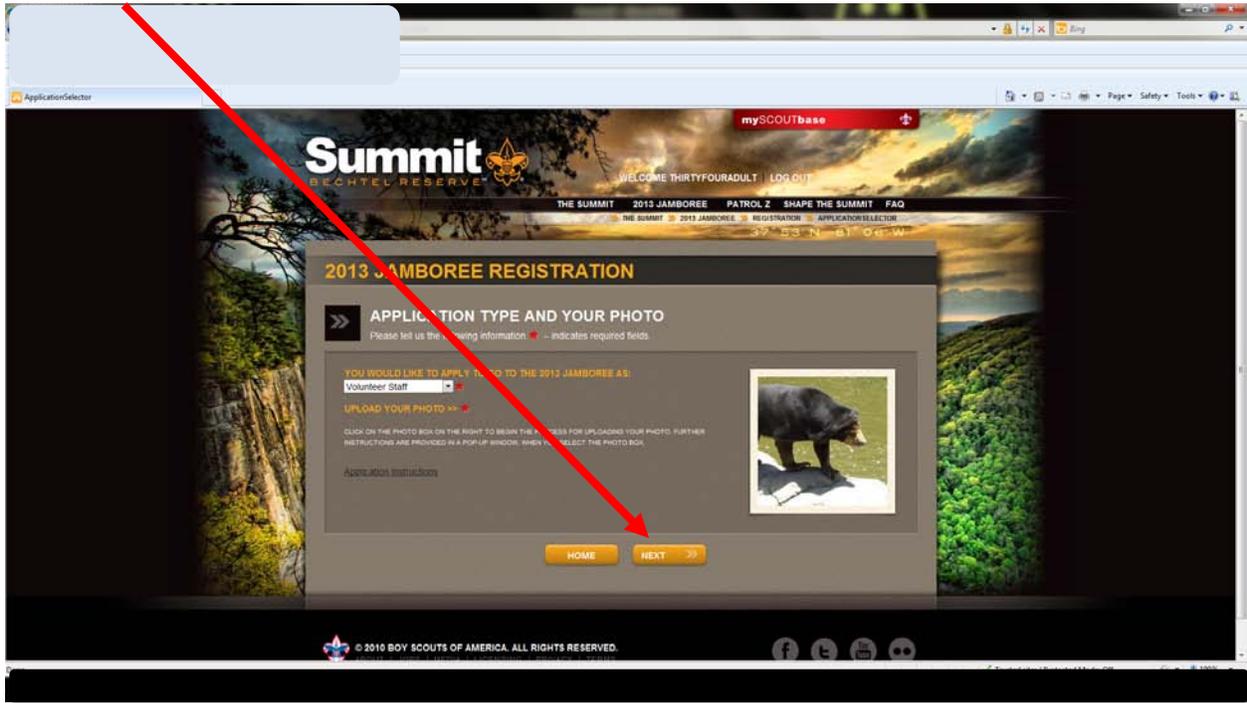
Highlight the portion of the photo you wish to be displayed.

Select "Crop Image."

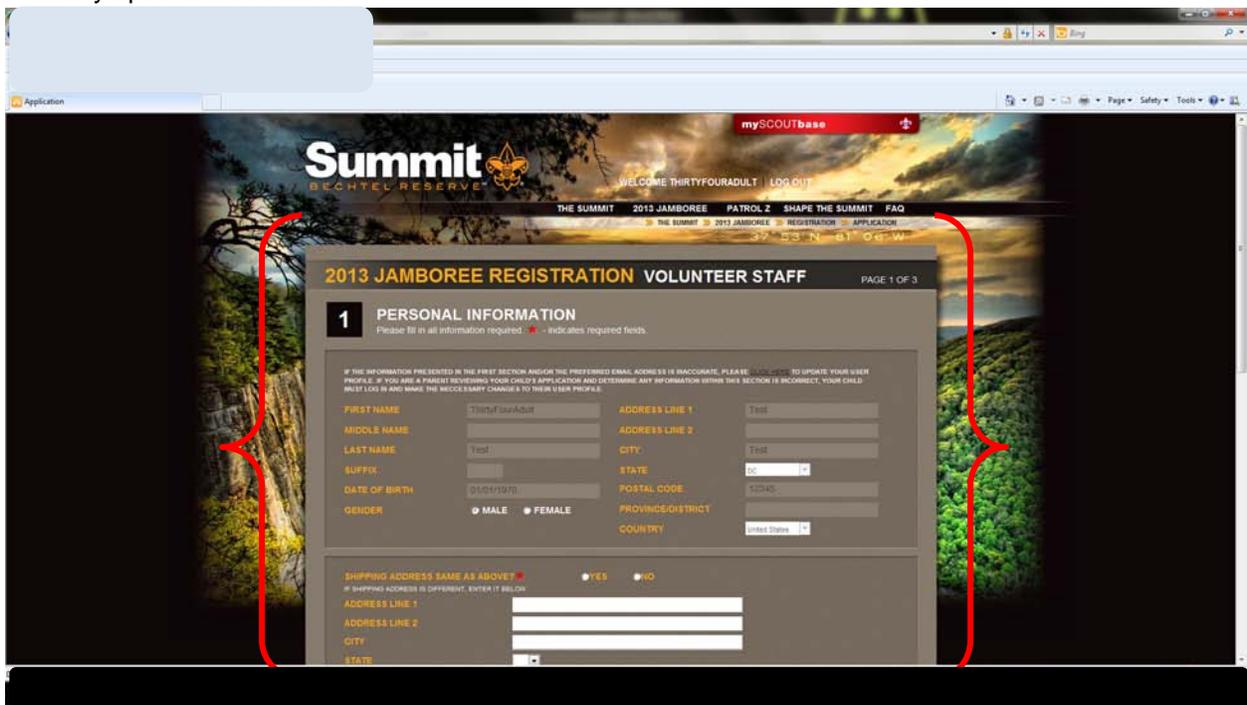
Select "Save" (the Save option appears after Crop Image is selected).



Select "Next."



The next page is the first of four requesting information about the applicant. Fill in all required fields and as many optional fields as desired.



Upon completion of each page, select one of the following:

“Cancel” to cancel the application without saving.

“Save” to save the information that has been entered up to this point.

“Submit” to check the page for errors before continuing.

(See below for validation error message view.)

“Next” to advance to the next page. (Just selecting “Next” without “Save” will not save your information should you have to close and access the application at a later date.)

The screenshot shows a registration form with the following sections:

- HOME PHONE, MOBILE PHONE, WORK PHONE (input fields)
- PREFERRED EMAIL (input field)
- PRIMARY EMERGENCY CONTACT (NAME, RELATIONSHIP, CONTACT NUMBER)
- SECONDARY EMERGENCY CONTACT (NAME, RELATIONSHIP, CONTACT NUMBER)
- ETHNIC BACKGROUND (checkboxes for Black/African American, Native American, Alaska Native, Asian, Caucasian/White, Hispanic/Latino, Pacific Islander, Other)
- RELIGIOUS PREFERENCES (dropdown menu)
- HEIGHT and WEIGHT (input fields)
- Buttons: CANCEL, SAVE, SUBMIT, NEXT

If “Submit” is selected above and errors were found, the page will return with a red validation error message at the top.

The screenshot shows the 2013 Jamboree Registration Volunteer Staff page with a red validation error message at the top: "THIS APPLICATION CONTAINS VALIDATION ERRORS. PLEASE REVIEW YOUR APPLICATION AND CORRECT ANY ISSUES AS NOTED." The error message points to the "PERSONAL INFORMATION" section, which contains the following fields:

- FIRST NAME, MIDDLE NAME, LAST NAME, SUFFIX, DATE OF BIRTH, GENDER (MALE/FEMALE)
- ADDRESS LINE 1, ADDRESS LINE 2, CITY, STATE, POSTAL CODE, PROVINCE/DISTRICT, COUNTRY
- SHIPPING ADDRESS SAME AS ABOVE? (YES/NO)
- ADDRESS LINE 1, ADDRESS LINE 2

The information that needs correcting will be bolded in red.

**SECONDARY CONTACT NAME IS NOT VALID.**

**PRIMARY EMERGENCY CONTACT**  
(NOT ATTENDING JAMBOREE)

**SECONDARY EMERGENCY CONTACT**  
(NOT ATTENDING JAMBOREE)

Correct the information; then select “Submit” and “Next.”

Please note on page two of the questions:

1. The list of staff positions can be reviewed from the "Staff" section of the website or by clicking the link above the question requesting the top three staff preferences.
2. Each staffing preference can only be selected one time.
3. If "Medical Service/EMS" is selected as one of the top three staffing preferences, please answer the follow-up questions. Do not answer the follow-up questions if "Medical Service/EMS" was not selected.

PLEASE CAREFULLY REVIEW THE STAFF POSITION DESCRIPTIONS ([CLICK HERE TO REVIEW](#)) BEFORE INDICATING YOUR CHOICES. THE SUMMIT JAMBOREE MODEL IS VERY DIFFERENT THAN THAT OF PAST JAMBOREES. SOME POSITIONS HAVE BEEN ELIMINATED, MANY NEW POSITIONS HAVE BEEN CREATED AND MOST POSITIONS WHICH HAVE BEEN MAINTAINED HAVE CHANGED TO SOME DEGREE.

YOU CAN NOT SELECT THE SAME STAFF CHOICE MORE THAN ONCE.

PLEASE SELECT THE FIRST POSITION YOU WOULD LIKE TO BE CONSIDERED FOR.

PLEASE SELECT THE SECOND POSITION YOU WOULD LIKE TO BE CONSIDERED FOR.

PLEASE SELECT THE THIRD POSITION YOU WOULD LIKE TO BE CONSIDERED FOR.

IF 'MEDICAL / EMS' WAS SELECTED ABOVE, PLEASE PROVIDE THE FOLLOWING.

MEDICAL PROFESSION:

MEDICAL SPECIALTIES: (SELECT ALL THAT APPLY)

- Biomedical
- Cardiology
- Clinical
- Clinical Nurse Specialist (CNS)

Review the Terms and Conditions on the final page of questions. Select "I accept" and "Submit" to continue.

Application

NUMBER OF YEARS ATTENDING HIGH-ADVENTURE BASES:

COMMUNITY PARTICIPATION (SERVICE CLUBS, CIVIC ORGANIZATIONS, AND RELIGIOUS LIFE):

LIST ANY SPECIAL SKILLS, CERTIFICATIONS, QUALIFICATIONS OR TRAININGS:

ARE YOU CURRENTLY A BSA EMPLOYEE?  YES  NO

IF YES TO ABOVE, IN WHAT CAPACITY?

TERMS AND CONDITIONS

If accepted, I understand I may be required to arrive on site up to but not limited to 1 week prior to the Jamboree start date as determined by the Jamboree service director. This early arrival would allow for traveling and assistance with final preparations for contingent troop arrivals. I understand that the specific length of time I will be required to be on site will be determined by my service director in order to ensure all areas are fully staffed and all needs are met.

I understand as part of my registration fee, I am entitled to a "Jambo 13 Kit" consisting of a duffel and two activity shirts. I will not arrive with anything that does not fit in the "Jambo 13 Kit" and that is not on the approved equipment list.

STAFF TERMS & CONDITIONS WAIVER:

In consideration of the benefits to be derived from participation in the 2013 National Scout Jamboree, any and all claims, damages, or losses of any kind, including but not limited to those of a personal nature, shall be held harmless by the participant.

I accept the Terms and Conditions

PLEASE NOTE: THAT UPON SUBMISSION OF YOUR APPLICATION RESPONSES, THERE IS ANOTHER STEP REQUIRED BEFORE YOUR APPLICATION WILL BE MADE AVAILABLE FOR REVIEW. YOU MUST SUBMIT A DEPOSIT PAYMENT UPON YOUR SUBMISSION, UNLESS A MINOR YOU WILL BE ROUTED TO THE PAYMENT SCREEN.

© 2010 BOY SCOUTS OF AMERICA. ALL RIGHTS RESERVED.

Enter the required payment information and submit the payment.

The screenshot shows a web browser window displaying the Summit Bechtel Reserve website. The page title is "mySCOUTbase". The main navigation menu includes "THE SUMMIT", "2013 JAMBOREE", "PATROL 2", "SHAPE THE SUMMIT", and "FAQ". The sub-navigation menu includes "THE SUMMIT", "2013 JAMBOREE", "REGISTRATION", and "PAYMENT". The "PAYMENT" page is active, showing a "PAYMENT / DEPOSIT" form. The form includes fields for "CARD HOLDER NAME", "CARD TYPE", "CARD NUMBER", "EXPIRATION DATE", "CVV2 CODE", "BILLING ADDRESS", "ADDRESS", "CITY", "STATE", and "POSTAL CODE". The "AMOUNT" field is set to "\$150.00". A note at the bottom of the form states: "PLEASE SELECT 'COMPLETE ORDER' ONLY ONCE, IT MAY TAKE UP TO 30 SECONDS BEFORE YOU ARE ROUTED TO A PROCESSING PAGE, OTHERWISE, YOU MAY CAUSE A DUPLICATE PAYMENT. THANK YOU FOR YOUR PATIENCE."

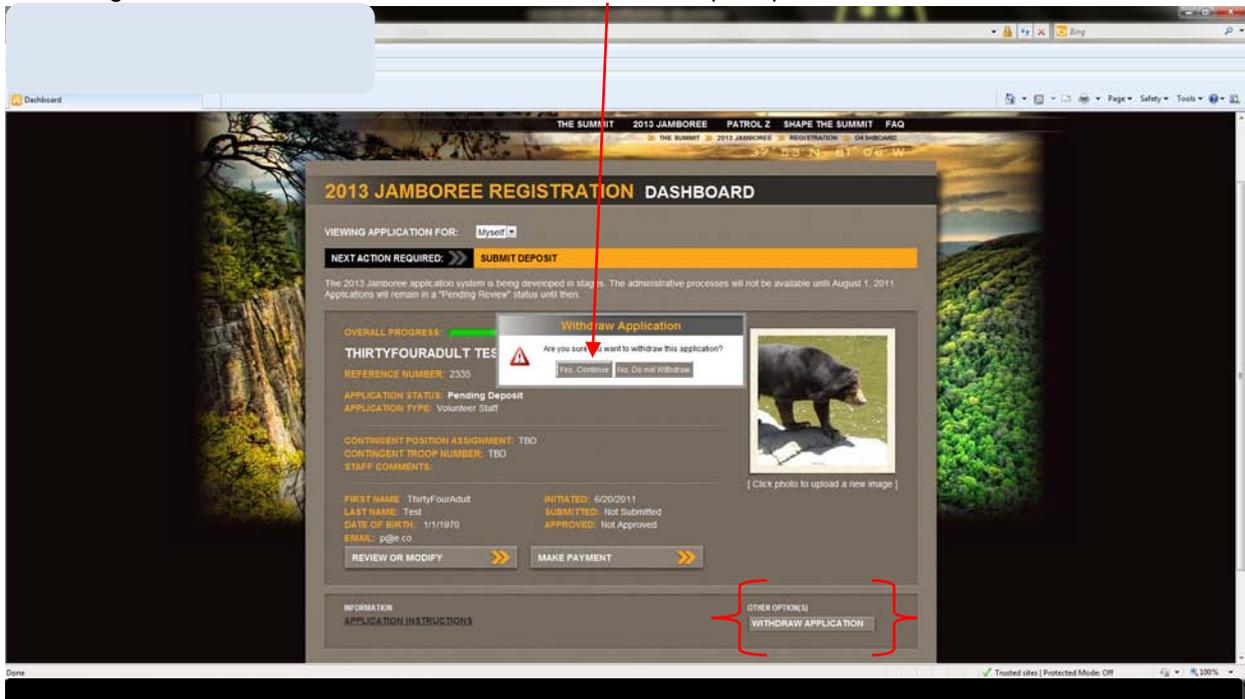
Successful submission of the payment will return you to the dashboard of your application.

The screenshot shows the "2013 JAMBOREE REGISTRATION DASHBOARD" for a user named "Myself". The dashboard includes a "NEXT ACTION REQUIRED" section with a "SUBMIT DEPOSIT" button. Below this, there is a progress bar for "THIRTYFOURADULT TEST" with a reference number of 2335. The application status is "Pending Deposit" and the application type is "Volunteer Staff". The dashboard also displays fields for "FIRST NAME", "LAST NAME", "DATE OF BIRTH", "EMAIL", "INITIATED", "SUBMITTED", and "APPROVED". At the bottom, there are buttons for "REVIEW OR MODIFY" and "MAKE PAYMENT".

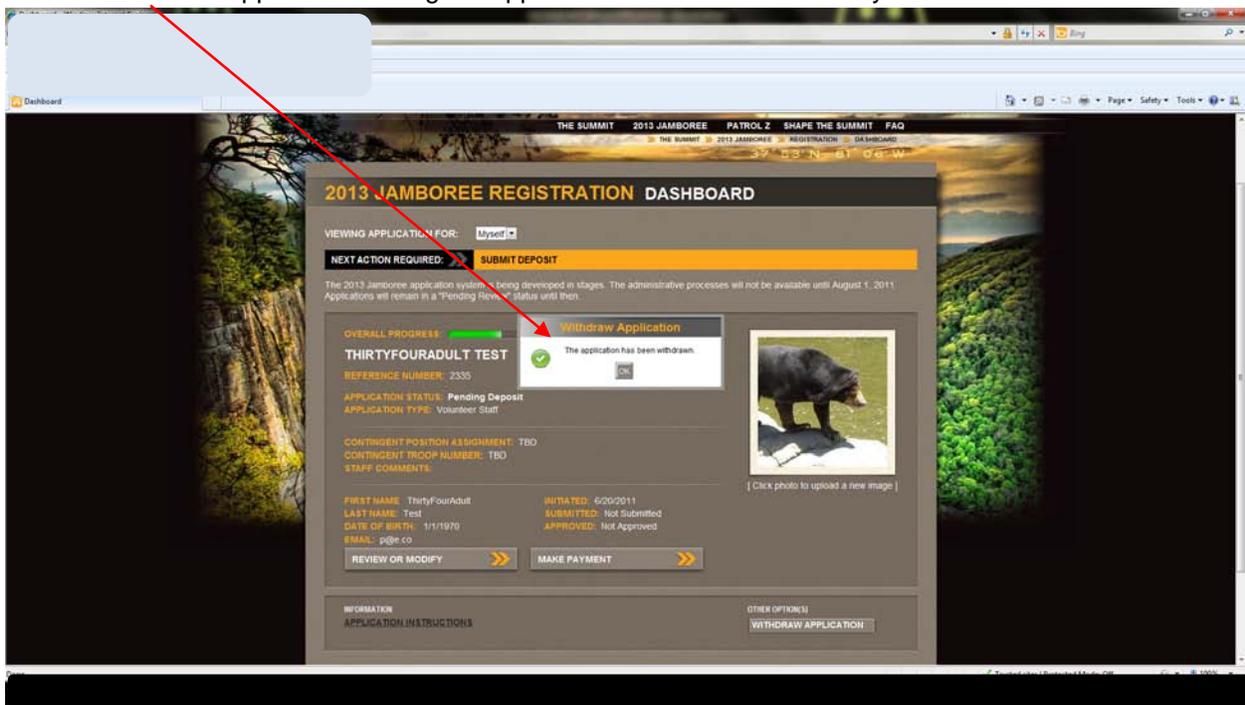
To modify your application at any time after submission, log in to your Summit account and select "Apply Now, Edit Your Application," which will take you to your dashboard. Select "Review or Modify" to make any changes. Be sure to save any changes you have made before exiting the form.

To submit a staff payment, log in to your Summit account and select "Apply Now, Edit Your Application," which will take you to your dashboard. Select "Make Payment" and follow the prompts.

Should the application need to be withdrawn or canceled at any point, select “Withdraw Application” at the bottom right of the dashboard. Select “Yes, Continue” when prompted.



A confirmation will appear confirming the application has been successfully withdrawn.



If the intent is to submit a new application in a different category, return to the main 2013 jamboree page and select “Apply Now”. Repeat the application process, selecting the preferred application type from the drop-down list on the third screen. (The graphics of the banner will change occasionally, but the navigational features will remain consistent.)