

# Creating and Submitting Tour Permits

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## Introduction

The online Tour Permits system allows you to create and obtain approval for your tour permit quickly. Councils may continue to process tour permits submitted via paper as units convert to the online process.

This document contains instructions for electronically creating and submitting tour permit applications. There are four steps in this process.

- [Creating a tour permit application](#)
- [Entering vehicle and training information](#)
- [Entering tour details](#)
- [Submitting a tour application](#)

**Note:** Only the person who creates an application can edit and submit the application. Other persons have read-only access to applications they did not create.

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## Before you begin

Collect the information you will enter when creating and submitting a tour permit applications. You will need:

- Detailed information about tour destination
  - Departure and return dates
  - Tour itinerary
  - Participation and leadership
  - Transportation plans (including vehicle information, drivers' license numbers, and insurance coverage)
  - Training certifications for Youth Protection and any other course needed for the tour
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# Creating and Submitting Tour Permit Applications, Continued

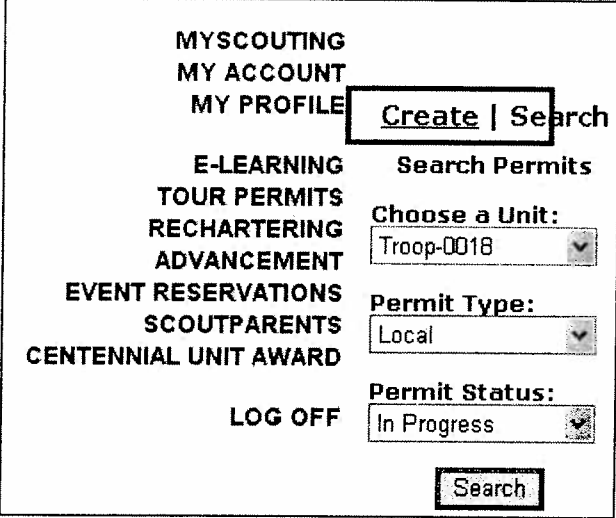
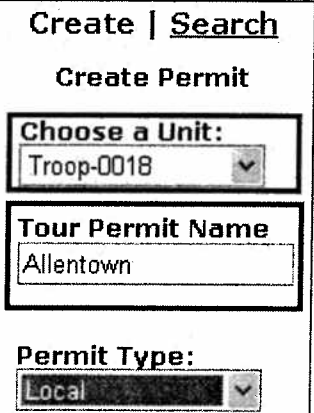

**Creating a tour permit application** Follow these steps to create a tour permit.

Step	Action
1	<p>From the MyScouting logon page, enter your e-mail address and password. Click <b>Sign In</b>.</p> <div data-bbox="581 562 1401 995" style="border: 1px solid black; padding: 5px;"> <p><b>MYSCOUTING LOGON</b></p> <p><b>Have an existing account?</b> Enter your e-mail address and password below to access your MyScouting account. Password is case-sensitive.</p> <p>Need help? Click <a href="#">here</a> View <a href="#">MyScouting Video</a></p> <p>E-Mail Address * <input type="text" value="brenda.hodson@scouting.org"/></p> <p>Password * <input type="password" value="*****"/></p> <p><input type="button" value="Sign In"/></p> <div style="border: 1px dashed black; padding: 5px; float: right; width: 200px;"> <p><b>Forgot your password?</b> Click <a href="#">here</a> to retrieve it.</p> <p><b>New to MyScouting?</b> Click <a href="#">here</a> to create an account.</p> </div> <div style="border: 1px solid black; padding: 5px; float: right; width: 150px; margin-top: 10px;"> <p>BSA members may provide member ID and council name when creating the account; or, add this information to the account later.</p> </div> <div style="clear: both;"></div> <p><small>This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. This site supports Internet Explorer 6.0 (or more recent) and Firefox 2.0.</small></p> </div>
2	<p>If you have more than one MyScouting profile, select <b>Tour Permits</b> from the menu in the upper-right corner of the page. Click <b>Tour Permits</b>.</p> <div data-bbox="581 1199 1401 1583" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>MYSCOUTING MY ACCOUNT MY PROFILE</p> <p><b>E-LEARNING</b></p> <p><b>TOUR PERMITS</b></p> <p>RECHARTERING ADVANCEMENT EVENT RESERVATIONS SCOUTPARENTS CENTENNIAL UNIT AWARD</p> </div> <div style="text-align: center;">  <p>In the future, "MyScouting" will be a resources:</p> <p><b>Tour Permit Applications</b></p> <p>Adult leaders will be able to apply for tour p delivery of approved permits. The applicant participation and leadership; transportation coverage); and the training certifications fo</p> </div> </div> </div>

*Continued on next page*



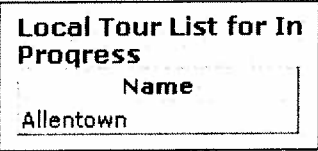
## Creating and Submitting Tour Permit Applications, Continued

Procedure,  
continued

Step	Action
3	<p>Click Create.</p>  <p>The screenshot shows a user interface with the following elements:</p> <ul style="list-style-type: none"> <li>Navigation links: MYSCOUTING, MY ACCOUNT, MY PROFILE, E-LEARNING, TOUR PERMITS, RECHARTERING, ADVANCEMENT, EVENT RESERVATIONS, SCOUTPARENTS, CENTENNIAL UNIT AWARD, LOG OFF.</li> <li>Buttons: <b>Create   Search</b> (highlighted), Search Permits, Search.</li> <li>Form fields: <ul style="list-style-type: none"> <li>Choose a Unit: Troop-0018 (dropdown menu)</li> <li>Permit Type: Local (dropdown menu)</li> <li>Permit Status: In Progress (dropdown menu)</li> </ul> </li> </ul>
4	<p>From <b>Choose a Unit:</b> select a unit. Then, from <b>Tour Permit Name</b> enter a name for your tour permit. From <b>Permit Type</b>, designate the tour as local or national.</p>  <p>The screenshot shows a form titled "Create   Search" with the following elements:</p> <ul style="list-style-type: none"> <li>Buttons: <b>Create Permit</b>, <b>Create   Search</b>.</li> <li>Form fields: <ul style="list-style-type: none"> <li>Choose a Unit: Troop-0018 (dropdown menu)</li> <li>Tour Permit Name: Allentown (text input field)</li> <li>Permit Type: Local (dropdown menu)</li> </ul> </li> </ul>
5	<p>Click <b>Create Permit</b>.</p>  <p>The screenshot shows a single button labeled <b>Create Permit</b>.</p>

## Creating and Submitting Tour Permit Applications, Continued

### Entering vehicle and training information

Step	Action
1	<p>Verify the tour type and name in the confirmation box, and then click <b>OK</b>.</p> 
2	<p>If you are ready to create a new tour permit, click <b>OK</b>. Alternatively, click <b>Cancel</b> to begin again.</p> <p><b>Caution:</b> When you click <b>Cancel</b>, the Tour Permits page is reset and your changes are <b>not</b> saved.</p>  <p><b>Result:</b> The name of the tour permit you are creating appears on the Tour Permits page.</p> 

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## Creating and Submitting Tour Permit Applications, Continued

**Procedure,  
continued**

Step	Action																																									
3	<p>Click <b>Enter Vehicle</b>. Review the introductory information at the top the Enter Vehicle form.</p> <table border="1" data-bbox="586 569 1414 606"> <tr> <td>Start</td> <td>Enter Vehicle</td> <td>Enter Training</td> <td>Step 1</td> <td>Step 2</td> <td>Step 3</td> <td>Step 4</td> </tr> </table>	Start	Enter Vehicle	Enter Training	Step 1	Step 2	Step 3	Step 4																																		
Start	Enter Vehicle	Enter Training	Step 1	Step 2	Step 3	Step 4																																				
4	<p>Enter the requested vehicle information. All fields are required.</p> <table border="1" data-bbox="583 716 1414 940"> <tr> <td rowspan="5">Save</td> <td>2003 Ford</td> <td>4</td> <td>First Name: Tom</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Middle Name: S</td> <td></td> <td></td> <td></td> <td>Per Person: 50000</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Last Name: Scout</td> <td>19283753</td> <td><input checked="" type="checkbox"/> Yes</td> <td></td> <td>Per Accident: 100000</td> <td>50000</td> </tr> <tr> <td></td> <td></td> <td>Suffix: </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Note:</b> If the auto policy covering the vehicle has a combined single limit (CSL), enter the limit of liability in each Liability and Property Damage field.</p>	Save	2003 Ford	4	First Name: Tom								Middle Name: S				Per Person: 50000				Last Name: Scout	19283753	<input checked="" type="checkbox"/> Yes		Per Accident: 100000	50000			Suffix: 													
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5	<p>Click <b>Save</b> when you have completed all fields.</p> <table border="1" data-bbox="574 1129 1409 1314"> <thead> <tr> <th></th> <th>Vehicle Make Model/Year</th> <th>Total in Vehicle</th> <th>Owner's Name</th> <th>Owner's DL Number</th> <th>Will everyone wear a seatbelt?</th> <th>*Liability</th> <th>*Property Damage</th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a></td> <td>2003 Ford</td> <td>4</td> <td>Tom S</td> <td>19283753</td> <td>Yes</td> <td>Per Person: 50000</td> <td>50000</td> </tr> <tr> <td><a href="#">Delete</a></td> <td>Taurus</td> <td></td> <td>Scout</td> <td></td> <td></td> <td>Per Accident: 100000</td> <td></td> </tr> </tbody> </table> <p><b>Result:</b> The vehicle information appears on the vehicle information page along with Edit and Delete links. You can edit your vehicle information or delete it.</p>		Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	Will everyone wear a seatbelt?	*Liability	*Property Damage	<a href="#">Edit</a>	2003 Ford	4	Tom S	19283753	Yes	Per Person: 50000	50000	<a href="#">Delete</a>	Taurus		Scout			Per Accident: 100000																		
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## Creating and Submitting Tour Permit Applications, Continued

### Procedure, Continued

Step	Action																														
6	<p>Scroll to the bottom of the vehicle information page. If any of the vehicles you plan to use has a capacity in excess of 15 people, enter the requested information, and then click Save.</p> <p>For any vehicle with a capacity over 15 people (including driver), please include the following information.</p> <table border="1" data-bbox="630 583 1307 674"> <thead> <tr> <th>Driver's First Name</th> <th>Driver's Middle Name</th> <th>Driver's Last Name</th> <th>Driver's Suffix</th> <th>CDL Number</th> <th>CDL Expire Date</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>09/30/2008</td> </tr> </tbody> </table> <p>Save <input type="button" value="Save"/></p>	Driver's First Name	Driver's Middle Name	Driver's Last Name	Driver's Suffix	CDL Number	CDL Expire Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/30/2008																		
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7	<p>Click <b>Enter Training</b>, and then enter all of the requested training information in the <b>Record BSA Training</b> and <b>Record Non-BSA Training</b>. Click Save.</p> <p><b>Note:</b> BSA Training is valid for two years from the date completed.</p> <p>Record BSA Training:</p> <table border="1" data-bbox="592 976 1404 1081"> <thead> <tr> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Suffix</th> <th>Age</th> <th>Training</th> <th>Date Taken</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Lily"/></td> <td><input type="text" value="Ann"/></td> <td><input type="text" value="Winters"/></td> <td><input type="text"/></td> <td><input type="text" value="35"/></td> <td><input type="text" value="Climb on Safety"/></td> <td><input type="text" value="09/30/2008"/></td> </tr> </tbody> </table> <p>Record Non-BSA Training:</p> <table border="1" data-bbox="584 1134 1412 1228"> <thead> <tr> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Suffix</th> <th>Age</th> <th>Training</th> <th>Date Taken</th> <th>Agency</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="David"/></td> <td><input type="text" value="Adam"/></td> <td><input type="text" value="Jones"/></td> <td><input type="text"/></td> <td><input type="text" value="27"/></td> <td><input type="text" value="CPR"/></td> <td><input type="text" value="09/30/2008"/></td> <td><input type="text" value="Red Cros"/></td> </tr> </tbody> </table>	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	<input type="text" value="Lily"/>	<input type="text" value="Ann"/>	<input type="text" value="Winters"/>	<input type="text"/>	<input type="text" value="35"/>	<input type="text" value="Climb on Safety"/>	<input type="text" value="09/30/2008"/>	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	Agency	<input type="text" value="David"/>	<input type="text" value="Adam"/>	<input type="text" value="Jones"/>	<input type="text"/>	<input type="text" value="27"/>	<input type="text" value="CPR"/>	<input type="text" value="09/30/2008"/>	<input type="text" value="Red Cros"/>
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8	<p>Scroll to the bottom of the page and click <b>Update My Permit</b>.</p> <p><input type="button" value="Update my Permit"/></p>																														



## Creating and Submitting Tour Permit Applications, Continued

**Procedure,  
continued**

Step	Action										
2	<p>When you have completed all required fields, click Save.</p> <p><b>Note:</b> If you do not complete all required fields, warning messages appear at the top of the page and below each of the fields that you must complete in order to submit your tour permit.</p> <p>The warning at the top of the page includes all fields that must be completed.</p> <div data-bbox="581 856 1101 999" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• Enter a location at From:</li> <li>• Enter a date at Departing:</li> <li>• Enter a location at To:</li> <li>• Enter a date at Returning:</li> <li>• Enter the tour purpose at Purpose of Tour:</li> </ul> </div> <p>This warning appears below each incomplete field:</p> <div data-bbox="581 1125 1360 1331" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Location:</b></td> <td style="width: 50%;"><b>Dates:</b></td> </tr> <tr> <td><b>From:</b> <input type="text"/></td> <td><b>Departing:</b> <input type="text"/></td> </tr> <tr> <td>Please enter a From Location</td> <td>Please enter a Departing Date</td> </tr> <tr> <td><b>To:</b> <input type="text"/></td> <td><b>Returning:</b> <input type="text"/></td> </tr> <tr> <td>Please enter a To Location</td> <td>Please enter a Returning Date</td> </tr> </table> </div>	<b>Location:</b>	<b>Dates:</b>	<b>From:</b> <input type="text"/>	<b>Departing:</b> <input type="text"/>	Please enter a From Location	Please enter a Departing Date	<b>To:</b> <input type="text"/>	<b>Returning:</b> <input type="text"/>	Please enter a To Location	Please enter a Returning Date
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## Creating and Submitting Tour Permit Applications, Continued

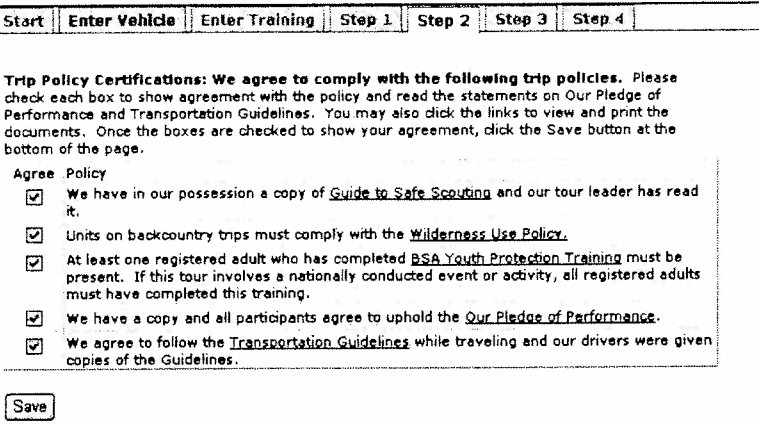
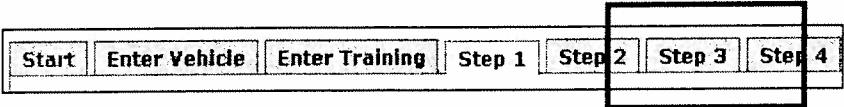
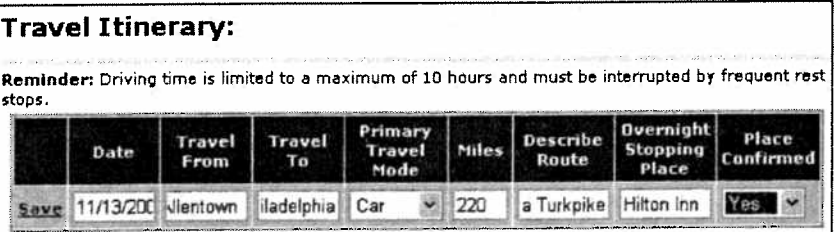
Procedure,  
continued

Step	Action																								
3	<p data-bbox="581 449 1365 520">Scroll to the bottom of the page, and click <b>Edit Leadership Information</b>.</p> <div data-bbox="594 548 1037 590" style="border: 1px solid black; padding: 2px; text-align: center;"> <p data-bbox="662 554 969 583">Edit Leadership Information</p> </div> <p data-bbox="581 625 1308 697"><b>Note:</b> These are the requirements for Tour Leader and Assistant Tour Leader:</p> <ul data-bbox="643 724 1362 909" style="list-style-type: none"> <li>• minimum age of 21 and 18 respectively</li> <li>• at least one must be a registered adult</li> <li>• valid e-mail address must be entered for each person and these addresses must be different.</li> </ul> <div data-bbox="578 921 1344 1276" style="border: 1px solid black; padding: 5px;"> <p data-bbox="586 926 857 951"><b>Required Leadership:</b></p> <table data-bbox="586 978 1317 1157"> <thead> <tr> <th colspan="2" data-bbox="586 978 805 999">Tour Leader's Information</th> <th colspan="2" data-bbox="954 978 1247 999">Assistant Tour Leader's Information</th> </tr> <tr> <th data-bbox="586 999 760 1020">First Name:</th> <th data-bbox="764 999 938 1020">Last Name:</th> <th data-bbox="954 999 1128 1020">First Name:</th> <th data-bbox="1133 999 1307 1020">Last Name:</th> </tr> </thead> <tbody> <tr> <td data-bbox="586 1020 760 1045">Robert</td> <td data-bbox="764 1020 938 1045">Tyson</td> <td data-bbox="954 1020 1128 1045">George</td> <td data-bbox="1133 1020 1307 1045">Landers</td> </tr> <tr> <td data-bbox="586 1052 760 1077">Age: 39</td> <td data-bbox="764 1052 938 1077">Phone: 5554691234</td> <td data-bbox="954 1052 1128 1077">Age: 49</td> <td data-bbox="1133 1052 1307 1077">Phone: 5552143214</td> </tr> <tr> <td colspan="2" data-bbox="586 1083 938 1108">E-mail: BSATrainer@yahoo.com</td> <td colspan="2" data-bbox="954 1083 1307 1108">E-mail: BSATrainer2@yahoo.com</td> </tr> <tr> <td colspan="4" data-bbox="1179 1129 1307 1157" style="text-align: right;"> <input data-bbox="1179 1129 1224 1157" type="button" value="Save"/> <input data-bbox="1243 1129 1307 1157" type="button" value="Cancel"/> </td> </tr> </tbody> </table> <p data-bbox="586 1167 1211 1192"> <input data-bbox="586 1167 638 1192" type="button" value="Start"/> <input data-bbox="643 1167 760 1192" type="button" value="Enter Vehicle"/> <input data-bbox="764 1167 881 1192" type="button" value="Enter Training"/> <input data-bbox="919 1167 976 1192" type="button" value="Step 1"/> <input data-bbox="980 1167 1053 1192" type="button" value="Step 2"/> <input data-bbox="1058 1167 1131 1192" type="button" value="Step 3"/> <input data-bbox="1136 1167 1209 1192" type="button" value="Step 4"/> </p> <p data-bbox="578 1199 1292 1255"> <b>Current Selection: Troop 0018 Allentown</b>  <input data-bbox="578 1220 646 1245" type="button" value="Submit"/> <input data-bbox="651 1220 719 1245" type="button" value="Print"/> <input data-bbox="724 1220 906 1245" type="button" value="Update my Permit"/> <span data-bbox="919 1234 1292 1255">Use Update after saving Vehicle or Training records.</span> </p> </div>	Tour Leader's Information		Assistant Tour Leader's Information		First Name:	Last Name:	First Name:	Last Name:	Robert	Tyson	George	Landers	Age: 39	Phone: 5554691234	Age: 49	Phone: 5552143214	E-mail: BSATrainer@yahoo.com		E-mail: BSATrainer2@yahoo.com		<input data-bbox="1179 1129 1224 1157" type="button" value="Save"/> <input data-bbox="1243 1129 1307 1157" type="button" value="Cancel"/>			
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4	<p data-bbox="573 1283 919 1312">Click <b>Update My Permit</b>.</p> <div data-bbox="578 1335 878 1377" style="border: 1px solid black; padding: 2px; text-align: center;"> <p data-bbox="626 1341 829 1371">Update my Permit</p> </div>																								

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# Creating and Submitting Tour Permit Applications, Continued

**Procedure,  
continued**

Step	Action
5	<p>Scroll to the top of the page and click <b>Step 2</b>.</p> 
6	<p>Select all of the boxes to signify you have read and agree with the policies and guidelines. To read the Guide to Safe Scouting and other policies and guidelines, click the corresponding link. Then, click <b>Save</b>.</p>
7	<p>Scroll to the top of the page and click <b>Step 3</b>.</p> 
8	<p>Enter all fields in the <b>Travel Itinerary</b> section. Then, click <b>Save Transportation</b>.</p> 

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# Creating and Submitting Tour Permit Applications, Continued

**Procedure,  
continued**

Step	Action																
9	<p>From <b>Vehicle Ownership</b>, select the vehicle that will be used, and then click <b>Save Transportation</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Vehicle ownership information:</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Vehicle Make Model/Year</th> <th>Total in Vehicle</th> <th>Owner's Name</th> <th>Owner's DL Number</th> <th>*Liability</th> <th>+Property Damage</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>2003 Ford Taurus</td> <td>4</td> <td>Tom S Scout</td> <td>19283753</td> <td>Per Person: 50000 Per Accident: 100000</td> <td>50000</td> </tr> </tbody> </table> <p style="text-align: right;">1 2</p> </div>	Select	Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	*Liability	+Property Damage	<input checked="" type="checkbox"/>	2003 Ford Taurus	4	Tom S Scout	19283753	Per Person: 50000 Per Accident: 100000	50000		
Select	Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	*Liability	+Property Damage											
<input checked="" type="checkbox"/>	2003 Ford Taurus	4	Tom S Scout	19283753	Per Person: 50000 Per Accident: 100000	50000											
10	<p>Scroll to the bottom of the page, and complete the <b>Commercial Drivers' License</b> section. Then, click <b>Save CDL</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Commerical Drivers' License:</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Driver's First Name</th> <th>Driver's Middle Name</th> <th>Driver's Last Name</th> <th>Driver's Suffix</th> <th>CDL Number</th> <th>CDL Expire Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Robert</td> <td>Edward</td> <td>Driver</td> <td>Mr</td> <td>3839202682</td> <td>09/30/2008</td> </tr> </tbody> </table> <p style="text-align: right;">1</p> <p style="text-align: right;"><input type="button" value="Save CDL"/></p> </div>	Select	Driver's First Name	Driver's Middle Name	Driver's Last Name	Driver's Suffix	CDL Number	CDL Expire Date	<input checked="" type="checkbox"/>	Robert	Edward	Driver	Mr	3839202682	09/30/2008		
Select	Driver's First Name	Driver's Middle Name	Driver's Last Name	Driver's Suffix	CDL Number	CDL Expire Date											
<input checked="" type="checkbox"/>	Robert	Edward	Driver	Mr	3839202682	09/30/2008											
11	<p>Scroll to the top of the page and click <b>Step 4</b>.</p>																
12	<p>From <b>Select BSA Training</b>, select the trained individuals who will accompany you on the trip. Then, click <b>Save BSA Training</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Select BSA Training:</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Suffix</th> <th>Age</th> <th>Training</th> <th>Date Taken</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Bob</td> <td>Rob</td> <td>Thomas</td> <td></td> <td>33</td> <td>Climb on Safely</td> <td>09/30/2008</td> </tr> </tbody> </table> <p style="text-align: right;">1</p> <p style="text-align: right;"><input type="button" value="Save BSA Training"/></p> </div>	Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	<input type="checkbox"/>	Bob	Rob	Thomas		33	Climb on Safely	09/30/2008
Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken										
<input type="checkbox"/>	Bob	Rob	Thomas		33	Climb on Safely	09/30/2008										

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## Creating and Submitting Tour Permit Applications, Continued

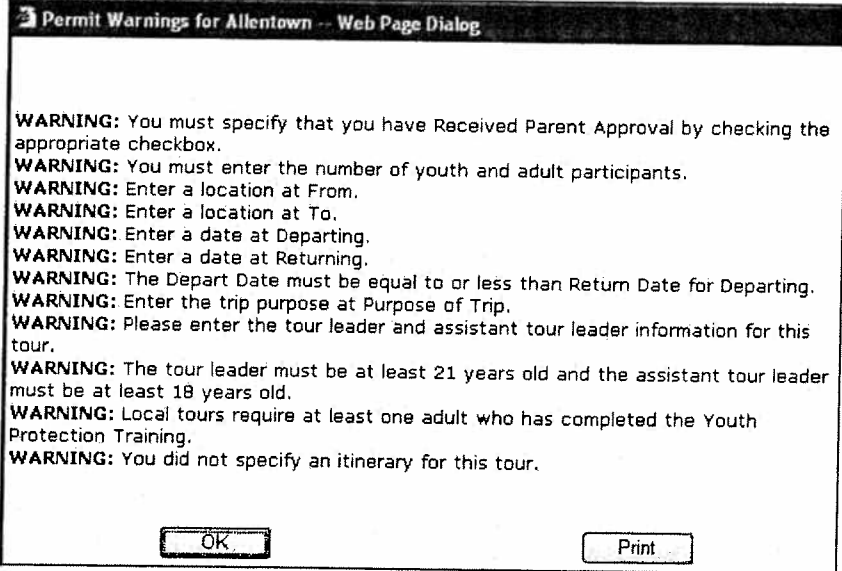
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**Procedure,  
continued**

Step	Action																		
13	<p data-bbox="581 499 1409 613">From <b>Select Non-BSA Training</b>, select the individuals who will accompany you on the trip. Then, click <b>Save Non-BSA Training</b>.</p> <div data-bbox="581 659 1416 873"><p data-bbox="587 667 938 697"><b>Select Non-BSA Training:</b></p><table border="1" data-bbox="587 718 1409 802"><thead><tr><th data-bbox="594 726 646 743">Select</th><th data-bbox="652 726 766 743">First Name</th><th data-bbox="773 726 886 743">Middle Name</th><th data-bbox="893 726 1006 743">Last Name</th><th data-bbox="1013 726 1065 743">Suffix</th><th data-bbox="1071 726 1123 743">Age</th><th data-bbox="1130 726 1211 743">Training</th><th data-bbox="1218 726 1299 743">Date Taken</th><th data-bbox="1305 726 1403 743">Agency</th></tr></thead><tbody><tr><td data-bbox="610 751 636 768"><input type="checkbox"/></td><td data-bbox="659 751 701 768">Jane</td><td data-bbox="773 751 815 768">Joan</td><td data-bbox="902 751 961 768">Thomas</td><td data-bbox="1071 751 1097 768"></td><td data-bbox="1071 751 1097 768">22</td><td data-bbox="1130 751 1172 768">CPR</td><td data-bbox="1201 751 1282 768">09/30/2008</td><td data-bbox="1315 751 1396 768">Red Cross</td></tr></tbody></table><p data-bbox="1140 844 1403 865" style="text-align: right;"><input type="button" value="Save Non-BSA Training"/></p></div>	Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	Agency	<input type="checkbox"/>	Jane	Joan	Thomas		22	CPR	09/30/2008	Red Cross
Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	Agency											
<input type="checkbox"/>	Jane	Joan	Thomas		22	CPR	09/30/2008	Red Cross											

## Creating and Submitting Tour Permit Applications, Continued

### Submitting a tour application

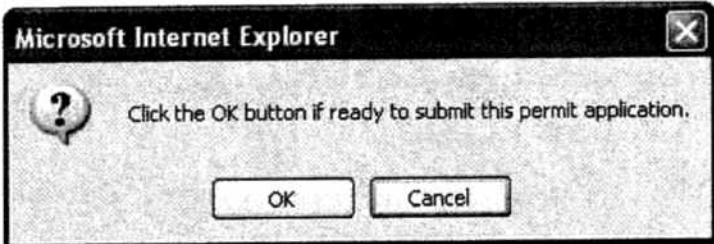
Step	Action
1	<p>Click <b>Submit</b>. If additional information is required to approve a tour permit, you receive this warning.</p>  <p><b>Caution:</b> Each entry on the Permit Warnings window describes the additional information that must be entered for the permit to be approved. If you submit the permit without this information, the tour permit may not be approved.</p> <p><b>Note:</b> A warning that a tour permit application is being submitted after the recommended date does not prevent the permit from being approved unless there is not adequate time for review to occur.</p>
2	<p>Click <b>OK</b> to return to the previous page, or click <b>Print</b> to print a copy of the outstanding items that you must enter prior to submitting the tour permit information.</p>

*Continued on next page*

## Creating and Submitting Tour Permit Applications, Continued

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**Procedure,  
continued**

Step	Action
3	<p>If additional information is required, click Cancel.</p> <p>Warning: If you click OK, the tour permit will be submitted without all of the required information.</p> 
4	Enter the information requested on the Permit Warning window.
5	The council may return the permit for additional information if it is determined that the permit cannot be approved as submitted.

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