



ITINERARY SELECTION

2014 12-Day Expedition Itinerary Selection Process:

1. Review all the material in the Advisors Packet. The *TREKS Guide, Guidebook to Adventure* and the Overall Map provide the information needed to select an itinerary. Begin working with the members of your crew to select your top five itineraries, first choice through fifth choice.
2. Secure the Password information from the key contact person on record. The correct, confirmed Expedition Number and password was emailed to the key contact on record. Complete the Itinerary Selection Worksheet with all the information about your crew, itinerary choices, and arrival information (if known).
3. Designate someone to be the person to complete the online process. They must have internet access, a web browser (Internet Explorer 6.0 or later), and a printer.
4. The 2014 system will be live at **8:00 AM PDT (9:00 AM MDT, 10:00 AM CDT & 11:00 AM EDT) on Wednesday April 2nd for crews 608-708 and Thursday April 3rd for crews 709-809**. All crews will continue to be able to use the system after April 2nd & 3rd, but you will have a better chance of registering for your preferred treks on the first two days. The link to the itinerary selection site will be located on the Home Page of **www.PhillmontScoutRanch.org**
5. Enter the information on each screen. Carefully read all information before continuing to the next screen.

Special Note: the 2014 system will assist crews that would like to be Sister Crews on the trail.

***Sister Crews:** Sometimes, crews wish to spend time together on the trail. There are two ways to accomplish this. Crews may select itineraries that rendezvous during the trek (a table of rendezvous camps and itineraries is on pages 26 & 27 of the TREKS book). This permits crews to have itineraries with different levels of difficulty but still spend time together. The other way for crews to be able to spend time together is for two crews to choose to be "sister" crews. Sister crews are both assigned the same itinerary and, while they do not hike together on the trail, will be in the same camps every night. To request sister crews, both expedition numbers and Passwords are entered in the itinerary selection process by one person. While they have the same itinerary assignment, they are still separate crews and will enter their crew arrival information separately. Because only two crews are assigned an itinerary on a day, requesting to have sister crews can reduce your chance of being assigned your highest priority itinerary choice(s). Note that your crew may have a "sister" crew even though you did not request it. This is because Philmont assigns up to 2 crews to an itinerary each arrival date.*

At the bottom of the screen where contact information is requested, a space exists for the Sister Crew #. By entering the expedition number as the Sister Crew # and entering the correct Sister Crew Password, a screen will appear to enter the contact information for the Sister Crew. If you do not see this screen, start over!

6. When you enter your itinerary selections, be sure to enter your first choice first, second choice second, and continue through your fifth choice. You may rearrange these on the screen so your highest priority choice is on top. The system will process your choices in the order on the screen from top to bottom.
7. Near the end of the process, you will have one more look at all information. Quickly review the page, make any corrections, and click "**Submit**".
8. The final screen will state "**Your expedition has been saved. A copy of your transaction has been sent to your e-mail address.**" This means your "**saved**" itinerary is **confirmed**. Congratulations!
9. If you do not receive an email, you may have entered an incorrect email address. You may log back in to the system and it will show you the itinerary number that was confirmed for your crew.
10. If you were unable to enter your arrival information at the time of selecting your itinerary, you may log back into the system after the information is determined and enter it. If you enter the arrival information online, you **DO NOT** need to mail the postcard in the *TREKS* guide. The system will remain available until early May, after that, you must mail the Arrival postcard.

Philmont Contact Information:

Email: camping@PhilmontScoutRanch.org
Phone: (575) 376-2281 x1139



ITINERARY SELECTION WORKSHEET

Complete the information on this page before signing on to the Itinerary Selection website to enter your crew's itinerary choices. All the "required" information on this page shown with an asterisk (*) must be entered make your itinerary selection.

*Expedition Number: _____ (examples "607-F", "714-Z-04", "809-K", etc. This must be entered **exactly** as shown on the information you received with your password.)

*Password: _____ (this has been emailed to the key contact person on record with Philmont)

*Crew Advisor Name (adult): _____

The Crew Advisor is the adult that will be going on the trail with the crew as the lead Adult Advisor.

*Address: _____

Line 2: _____

*City: _____ State: ____ Zip Code: _____

*E-mail: _____ (type carefully to insure accuracy)

Alternate E-mail: _____

*Phones: Home Phone: () _____ Cell Phone: () _____

Both phone numbers must be entered.

*Number of **youth** crew members: _____ *Number of **adult** crew members: _____

*After careful study, we have selected the following five (5) different itinerary choices in priority order:

1st) _____ 2nd) _____ 3rd) _____ 4th) _____ 5th) _____

Arrival Information: (If you know information about your arrival at Philmont, please enter it)

Arrival Contact Name: _____

Phone: () _____

E-mail: _____

If you enter the Arrival information now and nothing changes, you do not need to send the "Arrival" postcard to Philmont.

You may log back in to the system later to enter and/or update this information.

Our crew will arrive at: _____ AM/PM on ____ / ____ / 2014
time date

Arrival Mode: Private or rented vehicle that you drive Shuttle service
 Chartered bus Greyhound/Trailways bus
 Amtrak from East Amtrak from West

Location: Philmont Cimarron Raton

Our first meal at Philmont will be: Breakfast Lunch Supper

We will need transportation Yes No (from Cimarron or Raton only)

Sister Crew request: (crew that would like to have the same itinerary as your crew)

*Sister Crew's Expedition Number: _____ (examples 607-F, 714-Z-04, 819-K, etc.)

*Sister Crew's Password: _____ (this was provided to the contact Philmont has for this crew)

*Sister Crew Advisor Name (adult): _____

*Advisor Address: _____

Line 2: _____

*City: _____ State: ____ Zip Code: _____

*E-mail: _____ (type carefully to insure accuracy)

Alternate E-mail: _____

*Phones: Home Phone: () _____ Cell Phone: () _____

Both phone numbers must be entered.

Sister Crew must log back in to enter their Arrival information or mail their Arrival postcard to Philmont even if they are traveling with the primary crew.

*Number of **youth** crew members: _____ *Number of **adult** crew members: _____

*** required information**

AFTER YOUR ITINERARY HAS BEEN ASSIGNED, YOU MUST CONTACT PHILMONT IF THERE ARE ANY CHANGES TO THE INFORMATION ABOUT YOUR CREW.
E-MAIL: camping@PhilmontScoutRanch.org PHONE: (575) 376-2281 x 1139