



# ITINERARY SELECTION

## 2011 Itinerary Selection Process:

1. Review all the material in the Advisors Kit. The *TREKS* book and the *Guidebook to Adventure* provide the information needed to select an itinerary. Begin working with the members of your crew to begin selecting your top five itineraries, first choice through fifth choice.
2. Secure the Passcode information from the key contact person on record (Philmont has mailed this information to the contact person). 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 2011 system will be live at **9:00 AM MDT on Tuesday April 5, 2011**. The link to the itinerary selection site will be located on the Home Page of **[www.philmontscoutranch.org](http://www.philmontscoutranch.org)**
5. Enter the information on each screen. Carefully read all information before continuing to the next screen.

**Special Note:** the 2011 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 22 & 23 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 passcodes 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 lessen your chance of being assigned your highest priority itinerary choice(s).*

*At the bottom of the screen where contact information is requested, a space exists for the Sister Crew #. By entering the Sister Crew # and Sister Crew Passcode, a screen will appear to enter the contact information for the Sister Crew.*

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 itinerary is confirmed. Congratulations!
9. If you do not receive an e-mail, you may have entered an incorrect e-mail address. Please contact Philmont and they will be able to look up your confirmation and send it to you. You may also 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* book.

## Philmont Contact Information:

Email: [camping@philmontscoutranch.org](mailto:camping@philmontscoutranch.org)  
Phone: (575) 376-2281 x1143



# 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", "819-K", etc.)

\*Passcode: \_\_\_\_\_ (this was provided to the contact Philmont has for your crew)

\*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:

1<sup>st</sup>) \_\_\_\_\_ 2<sup>nd</sup>) \_\_\_\_\_ 3<sup>rd</sup>) \_\_\_\_\_ 4<sup>th</sup>) \_\_\_\_\_ 5<sup>th</sup>) \_\_\_\_\_

**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" post-card to Philmont.

Our crew will arrive at: \_\_\_\_\_ AM/PM on \_\_\_\_ / \_\_\_\_ / 2011  
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 passcode: \_\_\_\_\_ (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 will have to log back in to enter their Arrival information or mail their Arrival postcard to Philmont.

\*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@philmontscout ranch.org](mailto:camping@philmontscout ranch.org) PHONE: (575) 376-2281 x1143