



# IST Check-in Process Overview

*Pre-registration of all arrival and departure plans with TMS (Transportation Management Services) is required even if the services of TMS are not needed. The link to sign-up with TMS is <http://www.cvent.com/events/24th-world-scout-jamboree/event-summary-1005f25e2359416dad6547763712c9f1.aspx>.*

Upon arrival, proceed directly to Ruby Welcome Center, the registration headquarters location. IST Experience Team Members will greet IST and will direct them through the check-in process. Everyone must check in through Registration Services at Ruby Welcome Center before being allowed to go to the Summit Bechtel Reserve.

The Ruby Welcome Center can be found by using the following address on mapping programs and GPS:

[JW & Hazel Ruby WV Welcome Center](#)

55 Hazel Ruby Lane

Mt. Hope, WV 25880

If arriving by shuttle from the airport, upon arrival at the Ruby Welcome Center, be sure to gather all personal gear as you get off the bus. There will be an IST designated gear area that you can leave your gear under while you proceed to registration to begin your check-in process.

**The shuttle that picked you up at the airport will not be the same shuttle that transports you on site.**

If arriving by personal vehicle, park in the designated IST parking area, leave all personal gear in the vehicle, and proceed to Registration HQ to begin your check-in process.

An IST Experience Volunteer will greet IST to assist them through the check-in process.

The registration greeter will check the IST registration record to see if all check-in criteria for the IST have been completed. The check-in process will vary per person depending on if all criteria are met in advance.

Each IST member will be required to complete a health questionnaire pertaining to any recent illnesses that may have arisen during travel followed by the opportunity to let us know about any changes in your health status since submitting your personal Health History.

IST members must have completed the following prior to proceeding to registration HQ:

1. Public Health questionnaire

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- a. If any questions are marked “yes” on the health questionnaire portion, proceed directly to the public health screening area before proceeding to any other area. The public health professional will review the information and either initial/stamp the greeter sheet indicating clearance to proceed with the check-in process or, if not cleared, provide instruction as to what must happen next.
  - b. If there has been a change in your health status (medication change, major illness, or hospitalization) since submitting your Health History, proceed directly to the medical area. Your information will be reconciled with your AHMR. If all answers are no, the greeter should quickly check the status of the check-in criteria at the bottom of the check-in sheet and provide instruction to the IST member on where to go next.
2. Safe from Harm Training current within one year (Training must have been completed no earlier than July 28, 2018.)
  - a. All IST (regardless of age) must show proof of Safe from Harm training within one year of the last day of the jamboree. If Safe from Harm is not current, proceed to the Safe from Harm area to complete training. Upon completion of the training, the Safe from Harm team member will provide documentation indicating clearance to proceed with the check-in process.
3. Health History form completed and approved by the WSJ Medical team.
  - a. If the Health History is not previously completed, proceed to the medical area for medical review and processing. Upon approving the medical form, the medical IST will initial/stamp the check-in sheet indicating clearance to proceed with the check-in process.
4. All fees paid in full.
  - a. All outstanding fees are to be paid in full at the payment window via credit or debit card only. Upon final payment of fees, the Registration IST person working that area will initial/stamp the check-in sheet indicating clearance to proceed with check-in.
    - i. For all contingent outstanding balances, the HOC or NSO Representative must be present to pay the fees in full at the time of check-in.
    - ii. For all individual payments, any outstanding balance must be paid in full by the individual at the time of check-in.

Once all criteria are completed, proceed to the Registration HQ to pick up jamboree credentials. Lines will be designated in alphabetical order by last name.

***\*\*Having all the criteria met before arriving at check-in will significantly expedite your check-in process. ALL requirements must be met before leaving the Registration HQ.\*\****

If driving a personal vehicle, once credentials have been obtained, get a parking pass from Registration HQ. Place the parking pass on the driver’s side dashboard, clearly visible from the outside. Proceed to the designated IST dead-storage parking area. Once you have arrived and parked in the designated IST dead-storage parking, gather all your needed belongings and proceed to the IST shuttle buses to be taken onto

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the site. There are multiple dead-storage parking areas so make a note of which area you have parked in so that you can board the correct shuttle on departure day.

If arriving by shuttle service from the airport, once credentials have been obtained, return to the gear drop-off area to retrieve your belongings then proceed to the appropriate IST shuttle bus to be taken onto the site. (The shuttle that picked you up at the airport will not be the same shuttle that transports you on site.)

*Please note: Regardless if you board the IST shuttle from Registration HQ (arrival by airport shuttle) or at one of the multiple dead-storage locations (arrival by personal vehicle), you will need to refer to your housing assignment area on your registration packet. This will ensure you board the appropriate shuttle bus that will be clearly identifiable with your specific housing assignment area.*