

NOLS ALASKA CHECKLIST

NOTE: We are running this program in partnership with NOLS. Some of your paperwork should be submitted directly to NOLS and some directly to BCCYMCA. The following checklist will guide you as to where to access and submit your paperwork. Please note that some NOLS documents will need to be copied and submitted to BCCYMCA.

TASK	NOLS DASHBOARD	BCCYMCA ACCOUNT	DUE
Make a NOLS Account	Enroll with NOLS to access your NOLS dashboard, which includes more information about your program and paperwork to be submitted directly to NOLS. See enrollment instructions below.		ASAP
Visit Your NOLS Dashboard	Visit your NOLS Dashboard to familiarize yourself with the course materials and start filling out paperwork.		ASAP
Packing List	Parents and participants should review the packing list on the dashboard to start prepping for the program. Start thinking about what you want to rent, buy, or borrow. Be sure to also bring a pillow, sleeping bag, bathing suit, and clothes for while at BCCYMCA as well!		ASAP
Tuition Payment		Half of the tuition balance is due. Pay online or call our office.	Feb 1
Parent Questionnaire		Completed online by the parent or guardian under 'Incomplete Tasks/Forms.' This form will be shared with our BCCYMCA leader.	March 1
Participant Questionnaire		Completed online by the participant under 'Incomplete Tasks/Forms.' This form will be shared with your BCCYMCA leader.	March 1
NOLS Group Webinar		Attend the TSP webinar. This will be hosted online in the Spring. You'll receive details via email.	March/April
Tuition Payment		Remaining tuition balance is due. Pay online or call our office.	April 1
NOLS Health Form	Printed from your NOLS Dashboard, completed and signed by your physician, uploaded to your NOLS dashboard. (SAVE COPY FOR BCCYMCA)	Upload a copy of your <u>NOLS Health Form</u> in the Document Center of your online account under ".NOLS Participant"	May 6

Emergency Contacts	Fill out this online form on your NOLS dashboard.		May 6
Health Insurance Card	Upload a copy to your NOLS dashboard.	Upload a copy to your BCCYMCA account under "2018 Health Insurance Card"	May 6
Portrait Photo	Uploaded to your NOLS dashboard. The photo should be a portrait so we can clearly see your face.		May 6
Parent/Guardian Info	Fill out this online form on your NOLS dashboard		May 6
NOLS Agreement Form	Read and Sign this online form on your NOLS dashboard		May 6
BCCYMCA Health Authorization		Have a parent read and e-sign this form on your BCCYMCA account under "Incomplete Forms/Tasks"	May 6
\$300 Deposit	Pay your \$300 equipment deposit on your NOLS dashboard. Note – this payment is refundable if you don't end up renting equipment from NOLS. See packing list on the NOLS Dashboard for more information.		May 6
Frequent Flyer Number (Optional)		We will email the group's flight information in May. Call or email us with your Frequent Flyer number if you would like it applied to the flight.	May

NOLS Account Enrollment Instructions

- First, create a user account at [NOLS.edu](https://www.nols.edu). If you have taken a NOLS course in the past you may already have an account.
- Once you are logged in on the NOLS website, you can find the course application at <https://www.nols.edu/portal/pro/BCLE/apply/>
- You'll see "Becket Chimney-Corners Leadership Expedition" as a course option, choose the correct date, and then complete and submit the course application.
- Once we receive your application we will enroll you in the course and you'll receive an email from NOLS with a link to your student dashboard. The dashboard is where you will find all necessary paperwork and course information. You can submit paperwork through the dashboard or directly to Emily Quigley (emily_quigley@nols.edu). Emily's contact info is on the dashboard as well.
- Please note: The enrollment process is done manually in our office, so if an application is submitted over the weekend the student may not see their dashboard until Monday.

BCCYMCA – How to Upload Documents

Some of the paperwork you need to submit to BCCYMCA will be electronic forms that you can fill out online. Others will be copies of paperwork that you need to upload to your account. To upload a document:

1. Log into your Account and click on Additional Options tab (at top of screen)
2. Select Document Center then scroll to '.NOLS Participant' and '.All Health Information' (on right side of screen)
3. Find document name you wish to upload - Select Upload Icon