

INSTRUCTIONS FOR COUNCILS TO UPDATE THEIR CONTINGENTS

If your council would like to include a Council Contingent Staff member:

1. Communicate and Discuss Role Expectations

Ensure the individual understands their dual responsibilities as a Council Contingent Staff (CCS) member:

- Support Jamboree operations during the day (at least six of the seven program days).
- Remain embedded with the contingent during evenings, meals, and travel.

2. Select a Participant to Transition

A youth participant slot may be replaced with an adult (21+) who will serve as the Council Contingent Staff member.

3. Confirm Registration & Fees

- Council Contingent Staff should register through the council process—not the Jamboree staff portal.
- All fees are paid directly to the council as part of the contingent.

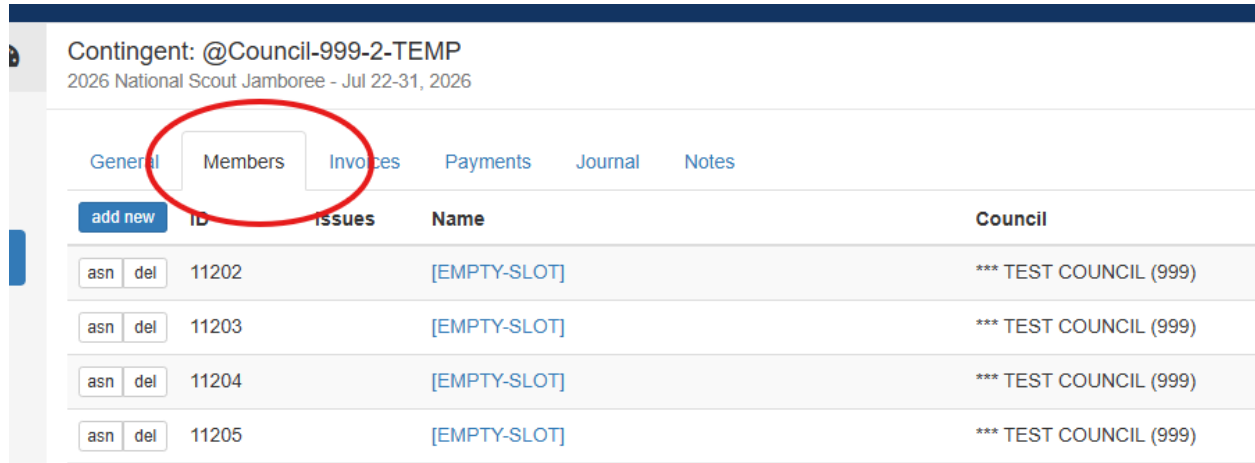
4. Update the Jamboree Registration Portal

The council is responsible for entering the Council Contingent Staff member in the portal under the correct designation.



UPDATING CONTINGENT TO INCLUDE COUNCIL CONTINGENT STAFF

1. Login with your my.scouting account at <https://jamboreg.scouting.org/default.aspx>.
2. Once logged in, navigate to the contingent and go to the members tab.



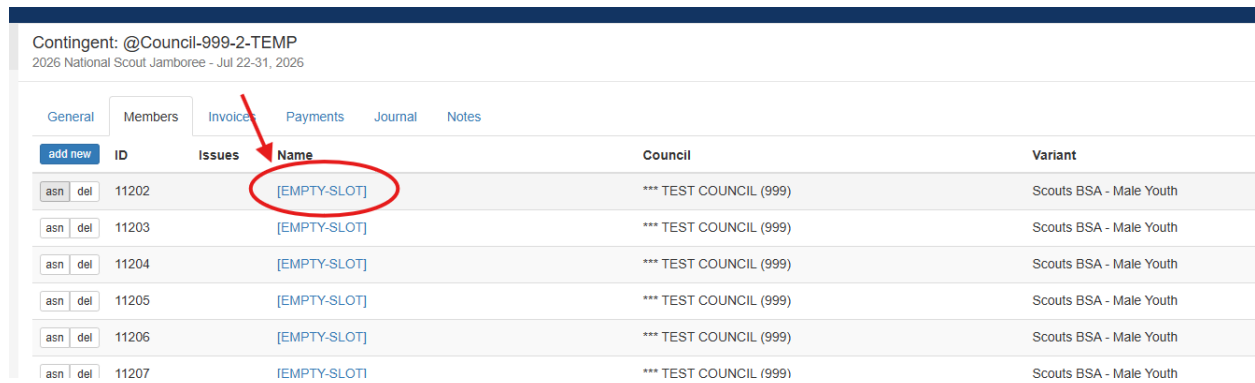
Contingent: @Council-999-2-TEMP
2026 National Scout Jamboree - Jul 22-31, 2026

General **Members** Invoices Payments Journal Notes

[add new](#)

ID	Issues	Name	Council
asn del 11202		[EMPTY-SLOT]	*** TEST COUNCIL (999)
asn del 11203		[EMPTY-SLOT]	*** TEST COUNCIL (999)
asn del 11204		[EMPTY-SLOT]	*** TEST COUNCIL (999)
asn del 11205		[EMPTY-SLOT]	*** TEST COUNCIL (999)

3. Click on the “EMPTY SLOT” that you are replacing from a Youth Participant to a Council Contingent Staff participant. (You can not use a slot that has a member already listed. You would need to remove the participant before making any changes.)



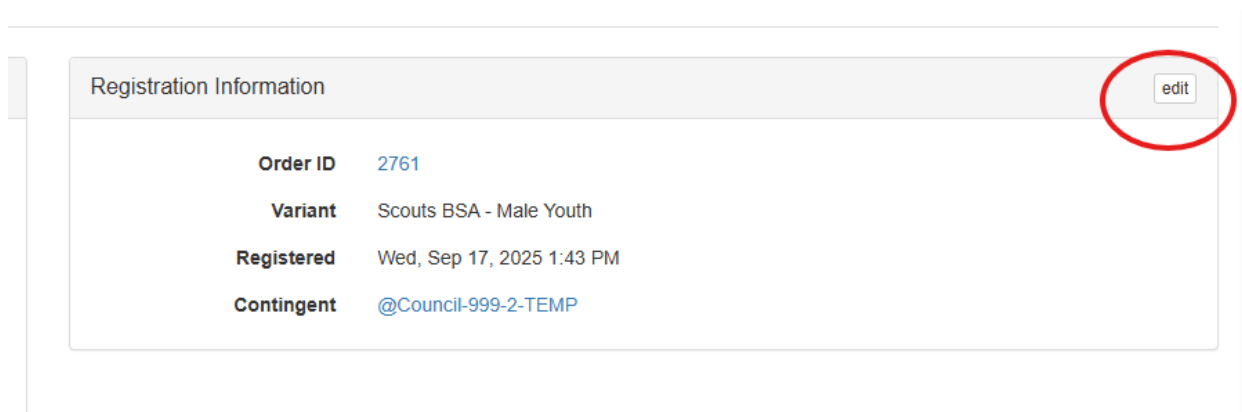
Contingent: @Council-999-2-TEMP
2026 National Scout Jamboree - Jul 22-31, 2026

General Members **Invoices** Payments Journal Notes

[add new](#)

ID	Issues	Name	Council	Variant
asn del 11202		[EMPTY-SLOT]	*** TEST COUNCIL (999)	Scouts BSA - Male Youth
asn del 11203		[EMPTY-SLOT]	*** TEST COUNCIL (999)	Scouts BSA - Male Youth
asn del 11204		[EMPTY-SLOT]	*** TEST COUNCIL (999)	Scouts BSA - Male Youth
asn del 11205		[EMPTY-SLOT]	*** TEST COUNCIL (999)	Scouts BSA - Male Youth
asn del 11206		[EMPTY-SLOT]	*** TEST COUNCIL (999)	Scouts BSA - Male Youth
asn del 11207		[EMPTY-SLOT]	*** TEST COUNCIL (999)	Scouts BSA - Male Youth

4. Under “Registration Information” select “edit.”



Registration Information

[edit](#)

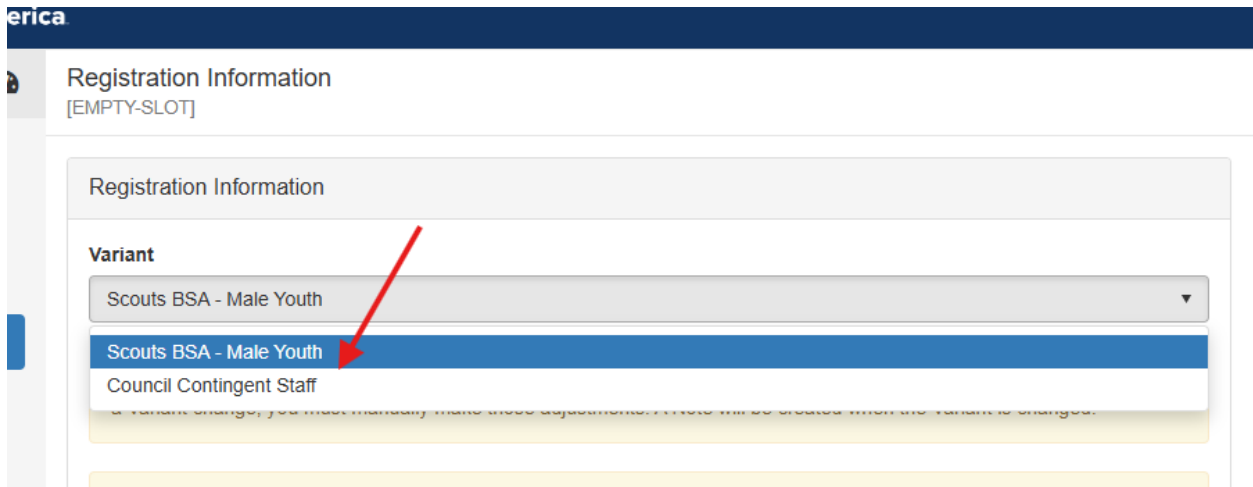
Order ID 2761

Variant Scouts BSA - Male Youth

Registered Wed, Sep 17, 2025 1:43 PM

Contingent @Council-999-2-TEMP

6. Change youth position to “Council Contingent Staff.”



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Registration Information
[EMPTY-SLOT]

Registration Information

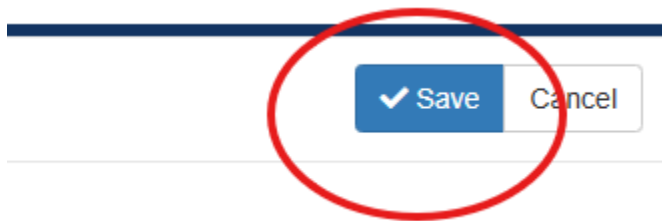
Variant

Scouts BSA - Male Youth

Scouts BSA - Male Youth

Council Contingent Staff

7. Select “Save” in the upper right-hand corner.



8. When you go back into the contingent, the “Council Contingent Staff” position will show at the bottom of the members list. You can now enter the participants’ details.

asn	del	11238	[EMPTY-SLOT]	*** TEST COUNCIL (999)	Scouts BSA - Adult Leader
asn	del	11202	[EMPTY-SLOT]	*** TEST COUNCIL (999)	Council Contingent Staff

9. Once you have entered the participants details, the Council Contingent Staff (CCS) member will receive an email from Scouting Events at no-reply@scouting.org letting them know they have been added to the roster.

The CCS participant will need to go into the portal using the link in the email and complete their application. This is particularly important so that they can select the staff position that best fits their personality and skills.

