



Registration Primer

Version 1.0 | Released April 7, 2025

July 21-26, 2025
Philmont Scout Ranch, Cimarron, NM

2025
NATIONAL
COUNCIL
OF CHIEFS



SCOUTING AMERICA™

ORDER OF THE ARROW



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Questions? Contact your section leadership or email concierge@oa-scouting.org

NOAERS: <https://registration.oa-scouting.org/>

INDIVIDUAL RECREATION REGISTRATION

STEP-BY-STEP GUIDE

2025 NATIONAL COUNCIL OF CHIEFS • PHILMONT TRAINING CENTER

Beginning April 7, 2025, delegates may begin selecting which recreation offerings they want to participate in at the NCOC. Recreation activities are split into two categories: **Philmont Day** and **Other Recreation Activities**.

Philmont Day is the full-day Wednesday program for all activities. Delegates should select **at least two** options from the Philmont Day category in NOAERS. **Other Recreation Activities** will occur on Tuesday, Thursday and Friday of the NCOC. Some activities are offered on both Philmont Day and other days. Delegates **should not select the same activity twice**.

While completing activity selection, please closely review the description of each activity. Many activities will have an additional cost associated. Also, several Philmont Day activities have varying degrees of difficulty.

Program offering selections are made by each individual delegate through their National Order of the Arrow Event Registration System ([NOAERS](#)) dashboard.

Delegates will be assigned to recreation activities based on level of interest and offering capacity. Delegate recreation assignments will be released in early July. Delegates must select program offerings no later than May 30th, 2025. The sooner a delegate selects program offerings, the higher likelihood they have of being assigned to those program offerings.

Resource Video: https://www.youtube.com/watch?v=R7_VZNL9HGO

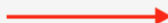

SELECTING OFFERINGS

As a delegate, you have control over which program offerings you select and setting your level of interest. To take advantage of those program offerings, please follow the steps below.

1. Navigate to the [Activities](#) tab of your Attendee dashboard.
2. You will see two types of program offerings, [Training Activities](#) and [General Activities](#).
 - a. For the NCOC, all training will be scheduled manually. No action is needed for Training Activities.
3. Click the [Select](#) button next to General Activities to explore recreation opportunities.
4. You will see two categories of recreation offerings: **Other Recreation Activities** and **Wednesday - Philmont Day Activities** area.
5. Click the Select button next to each category to explore specific activity offerings in each category. When clicking a category offering title, additional information drops down including a description

Select Program Area (General Activities)
National Council of Chiefs 2025 - Jul 21-26, 2025

Click the NAME of a Program Area below to read information about that Program Area. Click the SELECT button on the right to choose a Program Area.

Other Recreation Activities ▾	 select >
Wednesday - Philmont Day Activities ▾	 select >

6. Click the **Select Activity** button to add it to your individual recreation offering selections.
 - a. **All delegates must select at least two Wednesday – Philmont Day Activities.** Other recreation activities are optional.

Select Training Activities (Trainings)
National OA Conference 2020 - Aug 3-8, 2020

Click the NAME of an Activity below to read information about that Activity. Click the SELECT ACTIVITY button to choose an Activity.

30+ Years of Service ▾

A Practical Guide to Oral History ▾

Arrowman Conservation School Level 1 ▾

Select Activity 2-Day Course; Pre-Requisite: None. Day 1 will be a full-day of classroom training on-campus covering trail tools, basics of materials, basics of trail construction and maintenance projects, basics of trail design and planning, and basics of the Incident Command System. Day 2 will be a full-day of field training wherein students will participate as crew members in the nearby off-campus conservation project gaining hands-on experience in trail Level: Basic Audience: Youth and Adult

Activities
National OA Conference 2020 - Aug 3-8, 2020

Training Activities - Read More... At Maximum Limit (2)

Pref	Move	Activity	Program Area	remove
1	▾	Establishing a Path for New Members	Trainings	remove
2	▴	Introduction to Ceremonial Skills Workshop	Trainings (Inductions & Ceremonies)	remove
3	▴	Maintaining Chapters	Trainings	remove
4	▴	Arrowman Conservation School Level 1	Trainings	remove
5	▴	Inexpensive Ceremonial Clothing	Trainings (Inductions & Ceremonies)	remove

General Activities - Read More... add new >

Pref	Move	Activity	Program Area	remove
1	▾	Goodman-Edson Founders Triathlon (Male <18)	Athletics	remove
2	▴	OA Jeopardy - Individual	Competitions	remove
3	▴	NOAC Shows: Backstage Tour	Other	remove
4	▴	SCUBA	Recreation	remove
5	▴	Newly Inducted Arrowman Reception	Special Receptions & Meals	remove

After completing selection, a delegate can re-order their selected recreation offerings based on individual prioritization by using the **Move Arrows**. You may also remove any recreation offerings from their selection by clicking the **Remove** button. A timestamp record will be kept of changes made that are used in the assignment process.

Please note that selecting an activity does not guarantee that you will be placed in a specific offering. Some recreation offerings will have limited space. Date of selection, level of preference, and other factors will be used to determine which delegates are assigned program offerings. Delegate program schedules will be released in early July 2025.

AHMR (MEDICAL FORM) ONLINE SUBMISSION PROCESS

STEP BY STEP GUIDE

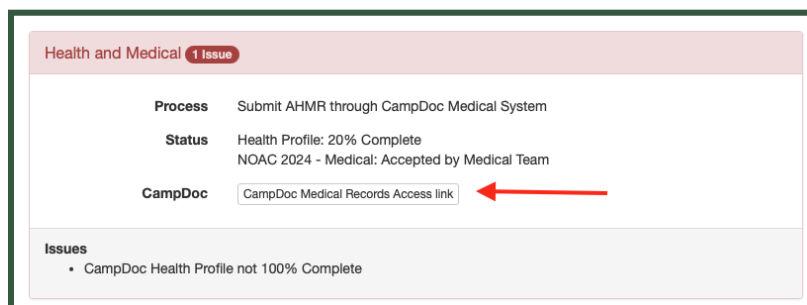
2025 NATIONAL COUNCIL OF CHIEFS • PHILMONT TRAINING CENTER

Beginning April 7, 2025, all NCOC 2025 attendees will have the ability to submit the required Annual Health and Medical Record (AHMR) information to the online submission portal. For NCOC 2025, a valid AHMR is signed **on or after July 31, 2024**, and contains parts A, B, & C. During the submission process, parts A&B will be submitted via an online, fillable form. Part C is submitted as a document upload once completed by a medical provider. Medical forms must be submitted no later than **July 14, 2025**. However, delegates are encouraged to submit as soon as possible.

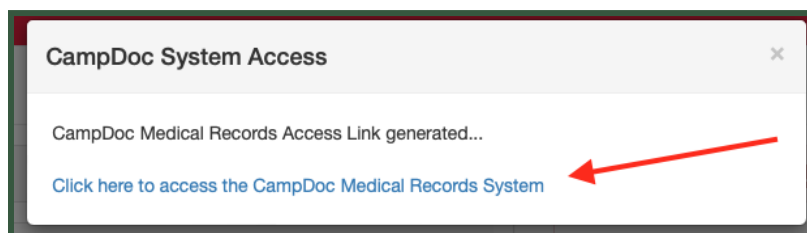
ACCESSING THE SUBMISSION PORTAL

The AHMR submission process begins in the [National Order of the Arrow Registration System \(NOAERS\)](#). Follow the steps below to access the medical submission portal:

1. Login to NOAERS using the ArrowID associated with your NCOC registration.
2. Under My Upcoming Events, select [National Council of Chiefs 2025](#)
3. Select [your name](#) under “My Attendees for this Event”
4. Click the “[Event](#)” button in the left-hand navigation of the attendee dashboard.
5. Under the “Health and Medical” box, click the “[CampDoc Medical Records Access link](#)”

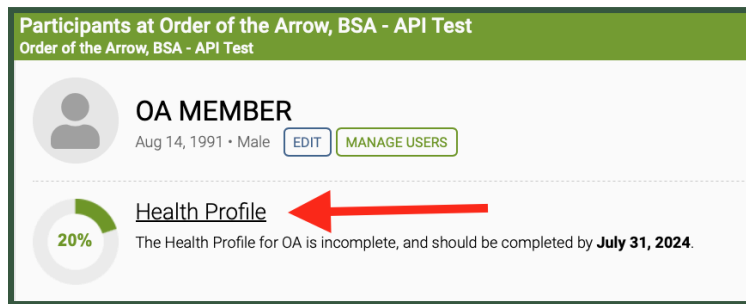


6. In the pop-up window, click the **unique access link**. You cannot share this link with another delegate. The link will change if you leave the system and return at a later date, so you must follow these steps each time.




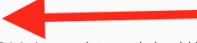
COMPLETING THE AHMR SUBMISSION PROCESS

After clicking the above link, you are redirected to the online medical submission form. Once in the medical submission portal, click on “Health Profile” to begin completing the AHMR submission process.

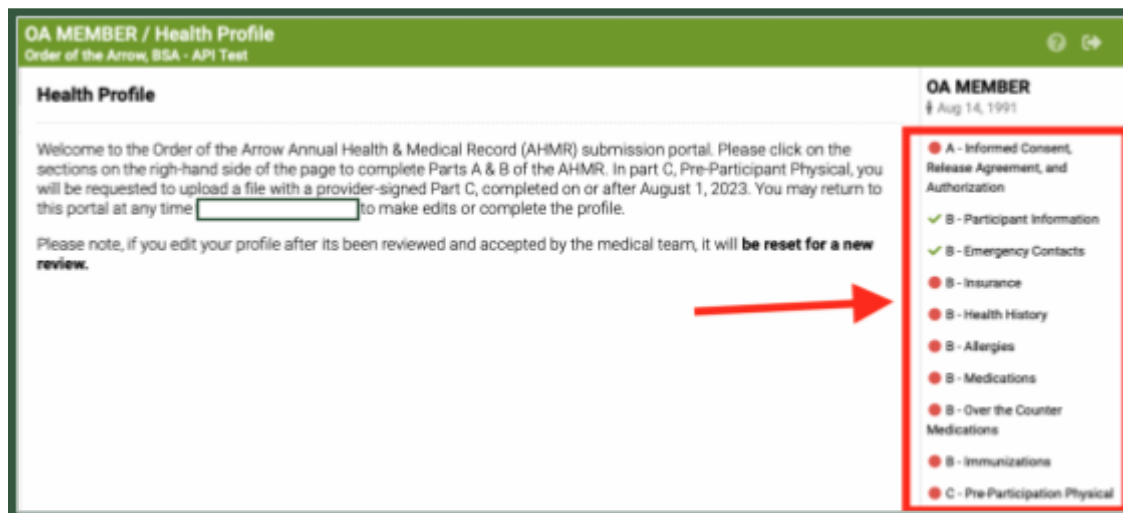


Participants at Order of the Arrow, BSA - API Test
Order of the Arrow, BSA - API Test

OA MEMBER
Aug 14, 1991 • Male [EDIT](#) [MANAGE USERS](#)

Health Profile  
The Health Profile for OA is incomplete, and should be completed by **July 31, 2024**.

You will then be taken into the Health Profile. On the right-hand side, click through the various sections and complete all parts. In order for your profile to be reviewed, you must complete all sections to be displayed with a green check mark. You do not have to complete the form at once and can return, via NOAERS, to come back to this screen. Please note, if you have previously used the AHMR submission system, you will be required to reconfirm previously submitted information.



OA MEMBER / Health Profile
Order of the Arrow, BSA - API Test

Health Profile

Welcome to the Order of the Arrow Annual Health & Medical Record (AHMR) submission portal. Please click on the sections on the right-hand side of the page to complete Parts A & B of the AHMR. In part C, Pre-Participant Physical, you will be requested to upload a file with a provider-signed Part C, completed on or after August 1, 2023. You may return to this portal at any time to make edits or complete the profile.

Please note, if you edit your profile after its been reviewed and accepted by the medical team, it will **be reset for a new review**.

OA MEMBER
Aug 14, 1991

- A - Informed Consent, Release Agreement, and Authorization
- ✓ B - Participant Information
- ✓ B - Emergency Contacts
- B - Insurance
- B - Health History
- B - Allergies
- B - Medications
- B - Over the Counter Medications
- B - Immunizations
- C - Pre Participation Physical

For Part C, please upload a document that has been completed by the medical provider. **You do not need to upload the entire form, only part C with the provider signature.**

Once all areas of the form are completed, marked with a green check mark, the profile is 100% complete.

SUBMISSION STATUS INFORMATION

After completing the submission form, the Health Profile percentage in NOAERS will update to 100%, though there may be a delay of up to one hour for NOAERS to reflect the status.

MANAGING ATTENDEE EVENT ATTRIBUTES

STEP-BY-STEP GUIDE

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Beginning April 7, 2025, all delegates and staff members will be required to complete event-specific demographic questions and permissions and releases within the National Order of the Arrow Event Registration System ([NOAERS](#)). In order to ensure full participation and inclusion in various conference program elements, all attendees should complete these questions and releases by May 30th, 2025.

COMPLETING EVENT SPECIFIC QUESTIONS

Everyone will have access to the [Event](#) tab within NOAERS to answer several demographic questions which support various event committees in executing programs and logistics. These questions range from role(s) within the lodge, awards received, and various housing or diet requests. These items are completed by each attendee, individually.

1. After navigating to your attendee dashboard, click on the [Event](#) tab on the left-hand navigation menu.
2. Click the [Edit](#) button in the upper right-hand corner of the Attendee Information box.
3. Complete all questions and click [Save](#) in the upper right-hand corner of the screen.

Event Specific Information	
Additional Attendee Information edit	Permissions and Releases edit
What YEAR were you inducted into the Order of the Arrow?	Accepted the Code of Conduct
2017	YES
What YEAR did you attend your first NOACT?	Accepted the Privacy Policy
2018	YES
How many NOACTs have you attended?	Accepted the Campus Policy
1	YES
I am currently a LODGE CHIEF?	Receive Emergency Text Messages
NO	YES
I am currently a CHAPTER CHIEF?	Receive Program-Related Text Messages
NO	YES
I am currently an OA TROOP REP?	
YES	

PERMISSIONS & RELEASES

All attendees must acknowledge and accept appropriate permissions and releases. These items must be completed in advance of your arrival, or you could experience a delayed check-in. Follow the steps below to review and accept the permissions and releases.

1. After navigating to your attendee dashboard, click on the [Event](#) tab on the left-hand navigation menu.
2. Click the [Edit](#) button in the upper right-hand corner of the Permissions and Releases box.
3. Click the check box at the bottom of each release and click [Save](#) in the upper right-hand corner of the screen. If you see a red error message in this box, you still have more item(s) to acknowledge.

TRAVEL INPUT AND REQUESTING A SHUTTLE

HOW-TO GUIDE

2025 NATIONAL COUNCIL OF CHIEFS • PHILMONT TRAINING CENTER

The NCOC Contingent & Staff Services team has established three shuttle service options from for the Albuquerque International Sunport ([ABQ](#)), Denver International Airport ([DEN](#)), and the Raton Amtrak Station ([RAT](#)) and to and from the Philmont Training Center (PTC) for NCOC Delegates. Fees and requests for the shuttle will be handed through the National Order of the Arrow Registration System ([NOAERS](#))


TRAVEL KEY DATES:

- **April 7** Shuttle reservation requests open in NOAERS
- **May 30** Last date to enter shuttle reservation request in NOAERS
- July 20 Staff arrival date
- July 21 Delegate arrival date
- July 26 All Attendee departure date

After shuttle reservations close on May 30, Contingent & Staff Services will communicate specific arrival and departure information, including fee assessment in NOAERS, to all staff & delegates who request airport or train station transportation. Shuttle reservation costs are non-refundable after May 30, 2025.

INPUTTING TRAVEL INFORMATION AND REQUESTING A SHUTTLE

The first step to being able to request a shuttle is having your Travel information in NOAERS.

1. After logging into NOAERS, select “[National Council of Chiefs 2025](#),” and then select your name.
2. Then select the “[Travel](#)” section from the menu on the right side. If the menu is not open select the button  in the upper left corner.
3. Select “[add new](#)” under the Arrival Records category.
4. Then choose your travel mode from the drop down menu. If you are unsure what mode to pick, please read through the descriptions of each.

NOTE: *Travel mode should be the mode of travel when you arrive at the NCOC or require NCOC to provide a shuttle. For example, if you fly into DEN and then carpool to campus with other attendees, you would select ‘Carpool Passenger’.*

5. Once you have selected your travel mode, you will be prompted to input your travel information.
6. Input your information as accurately as possible. This holds especially true for those traveling by train and airplane. Enter information **EXACTLY** as it is on your itinerary unless specified otherwise in the directions on the page.
7. Then, if you would like to request shuttle service, click to check the “[I want Shuttle Service](#)” button.
8. Click “[Save](#)” when complete.
9. Repeat steps 4-9 for your Departure Records as well.

