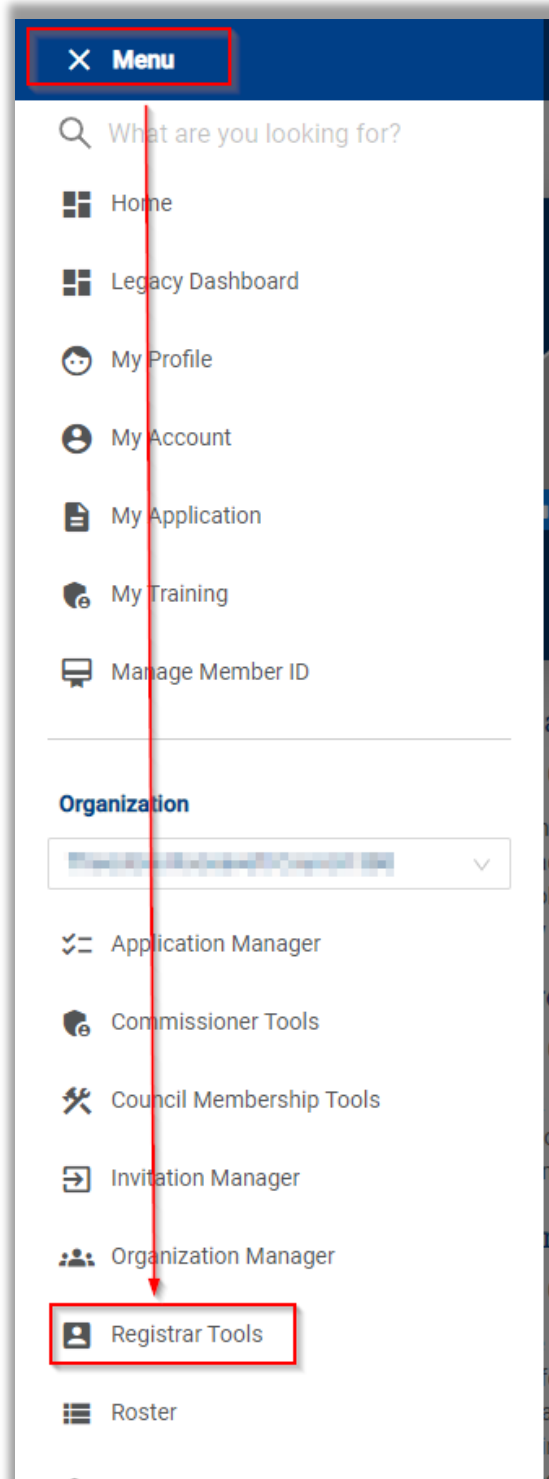



Council Initiated Unit and Member Renewals

Units and members currently can renew if the unit charter or the member’s registration are within 60 days of expiration. The council admin can also process these renewals in Registrar Tools to assist units and members.

To process renewals, select Menu in the upper left-hand corner, then Registrar Tools as shown below.



Unit Renewals are processed in the Unit Renewal tab.



Registrar Tools

- Search
- Dashboard
- New Unit
- Recharter
- Unit Renewal**
- Redistricting
- Position Manager
- Maintenance
- Data Management
- Reports
- User Guide
- Criminal Background Ch...
- Additional Registration

Person Search Org Search Org Navigator Community Org Search

Council
[Dropdown Menu]

Member ID
[Text Field]

or

First Name * Last Name
[Text Field] [Text Field]

Date of Birth Email Address ZIP Code
[Text Field: MM/DD/YYYY] [Text Field: Email] [Text Field: ZIP Code]

State City Phone Number
[Text Field: State] [Text Field: City] [Text Field: Phone Number]

Only Deceased Persons Only Active Membership

CLEAR FORM

Clicking on Unit Renewal will display the unit search page as shown below. Search for and then select the unit to begin the renewal process.

The screenshot shows a web application interface for unit renewals. On the left is a sidebar with the BSA logo and a menu titled "Registrar Tools" containing links for "Search", "Dashboard", "New Unit", "Recharter", and "Unit Renewal". The "Unit Renewal" link is highlighted. The main content area is titled "Circle Ten Council 1171" and contains a search form with the following fields:

- Unit Type:** A dropdown menu with "Unit Type" selected.
- Unit Number:** A text input field with "Unit Number" as a placeholder.
- Expiration Date:** A text input field with "MM/DD/YYYY" as a placeholder.
- District Name:** A dropdown menu with "District Name" selected.
- Chartered Organization:** A text input field with "Chartered Organization" as a placeholder.
- Special Interest Type:** A dropdown menu with "Special Interest Type" selected.
- * Status:** A dropdown menu with "Active" selected and a close icon (x).

A "Search" button with a magnifying glass icon is positioned at the bottom right of the search form area.

The following unit page displays. You will only need to enter your name in the text box in the Unit Renewal and Leadership Approval section to approve the unit’s recharter. Then click “Next Step Payment”.

my.Scouting | Registrar Tools

Mecklenburg County Council 415

Pack 0265 Living Saviour Lutheran Church F

1 Unit Validation | 2 Payment | 3 Confirmation

Unit Leadership

Chartered Organization Rep.	Committee Chair
[Name]	[Name]
Cubmaster	Committee Member
[Name]	[Name]
Den Leader	Pack Trainer
[Name]	[Name]
Executive Officer	
[Name]	

[Edit Positions](#)

Chartered Organization

Organization Name	Executive Officer
Living Saviour Lutheran Church	Steve Vick
Unit Term	Unit Address
Apr 1, 2023 - Mar 31, 2024	6817 Carmel Rd Charlotte, NC 28226

Membership

34	0
Youth Members	Multiple Members

Unit Renewal and Leadership Approval

I, , approve the rechartering of the above-named unit and leadership for the year.

[Click here for Pay at the Council Office Option](#)

[Next Step: Payment](#)

If there are any validation errors, a Validation section will display below the Unit Leadership section. To fix any errors, click the Edit Positions button. It will redirect to Position Manager to make any necessary changes. Please note, any changes made will take 24 hours to update.

After clicking Next Step Payment, it will display the screen below. It shows the Renewal Order Status details which includes whether the renewal is paid, who created it, and the new charter dates.

The screenshot displays the 'my.Scouting | Registrar Tools' interface for Mecklenburg County Council 415. The main content area shows details for Pack 0265 Living Saviour Lutheran Church. A yellow box highlights the 'Renewal Order Status' section, which includes: Status: Initiated, Is paid: No, and Created By: [redacted]. To the right, the 'New Charter' section shows an Effective Date of 04/01/2024 and an Expiry Date of 03/31/2025. A progress bar at the top indicates three steps: 1. Unit Validation (checked), 2. Payment (active), and 3. Confirmation. Below this, the 'Unit Renewal Fees' table lists: Recharter Fee: \$100.00, Subtotal: \$100.00, Manual Payment (No Admin Fee): \$0.00, and Total: \$100.00. The 'Billing Information' section contains the text 'Process manual payment for unit renewal.' and a blue button labeled 'Process Payment and Renew Unit' which is highlighted with a red box. A 'Back To Unit Validation' button is located at the bottom left of the main content area. On the left side, there is a sidebar with the Mecklenburg County Council 415 logo and a list of navigation options: Registrar Tools, Search, Dashboard, New Unit, Recharter, Unit Renewal, Redistricting, Position Manager, Maintenance, Data Management, Reports, User Guide, Criminal Background Ch..., and Additional Registration.

Once you've reviewed the information to be correct, click the Process Payment and Renew Unit button. This will charge the council's ACH account that is on file.

The following page will display.

The screenshot displays the 'my.Scouting | Registrar Tools' interface for Mecklenburg County Council 415. The page title is 'Mecklenburg County Council 415'. The main content area shows 'Pack 0265 Living Saviour Lutheran Church' with a status of 'F'. A progress bar indicates the current step is 'Confirmation' (3), with 'Unit Validation' (1) and 'Payment' (2) completed. A large orange dollar sign icon is centered on the page with the text 'Your payment is being processed. Please check back later for the status of your renewal order.' Below this is a 'Renewal Order Status' box containing the following information:

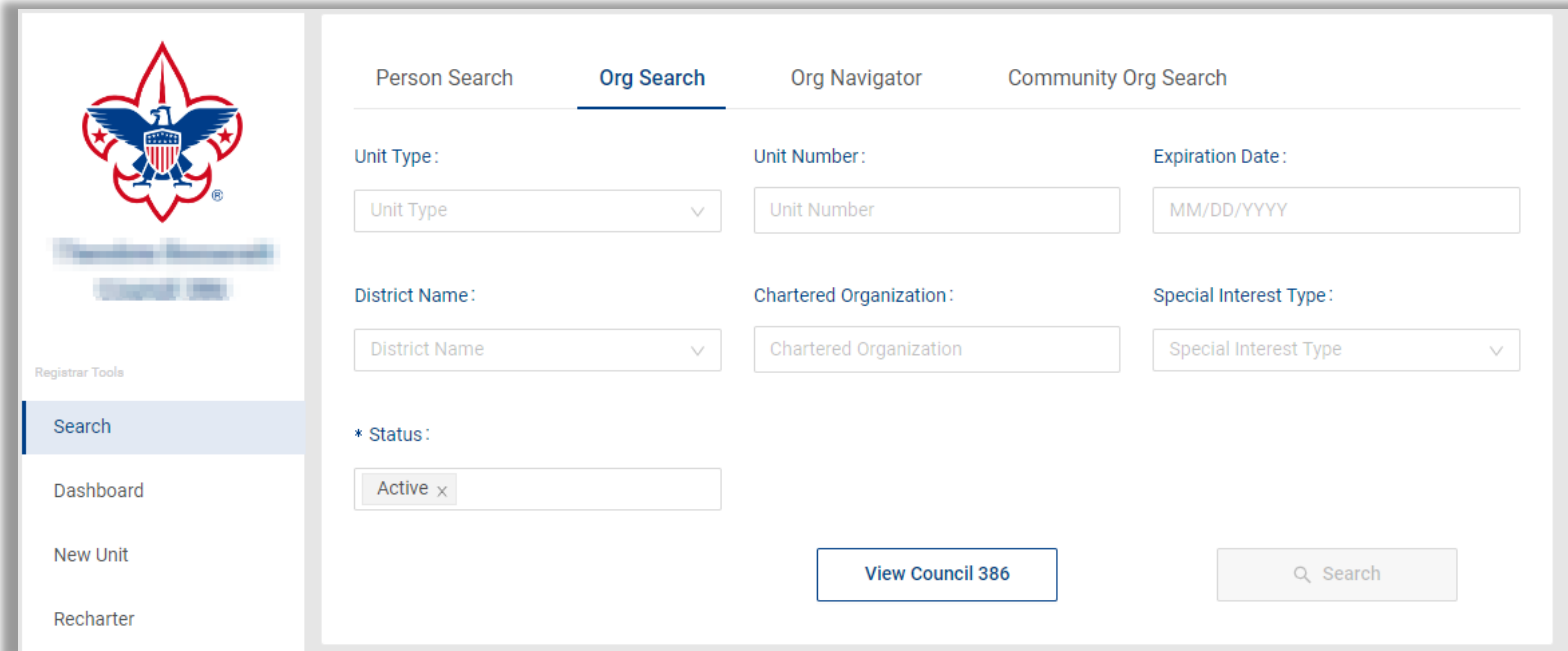
Status: Submitted	New Charter
Is paid: No	Effective Date: 04/01/2024
Created By: [Redacted]	Expiry Date: 03/31/2025

A 'Back To Payment' button is located at the bottom left of the main content area. The left sidebar contains the Mecklenburg County Council 415 logo and a list of Registrar Tools: Search, Dashboard, New Unit, Recharter, Unit Renewal, Redistricting, Position Manager, and Maintenance.

Is Paid will remain as “No” until the overnight process runs which will charge the ACH account. The unit renewal will reflect as posted once the funds are received.

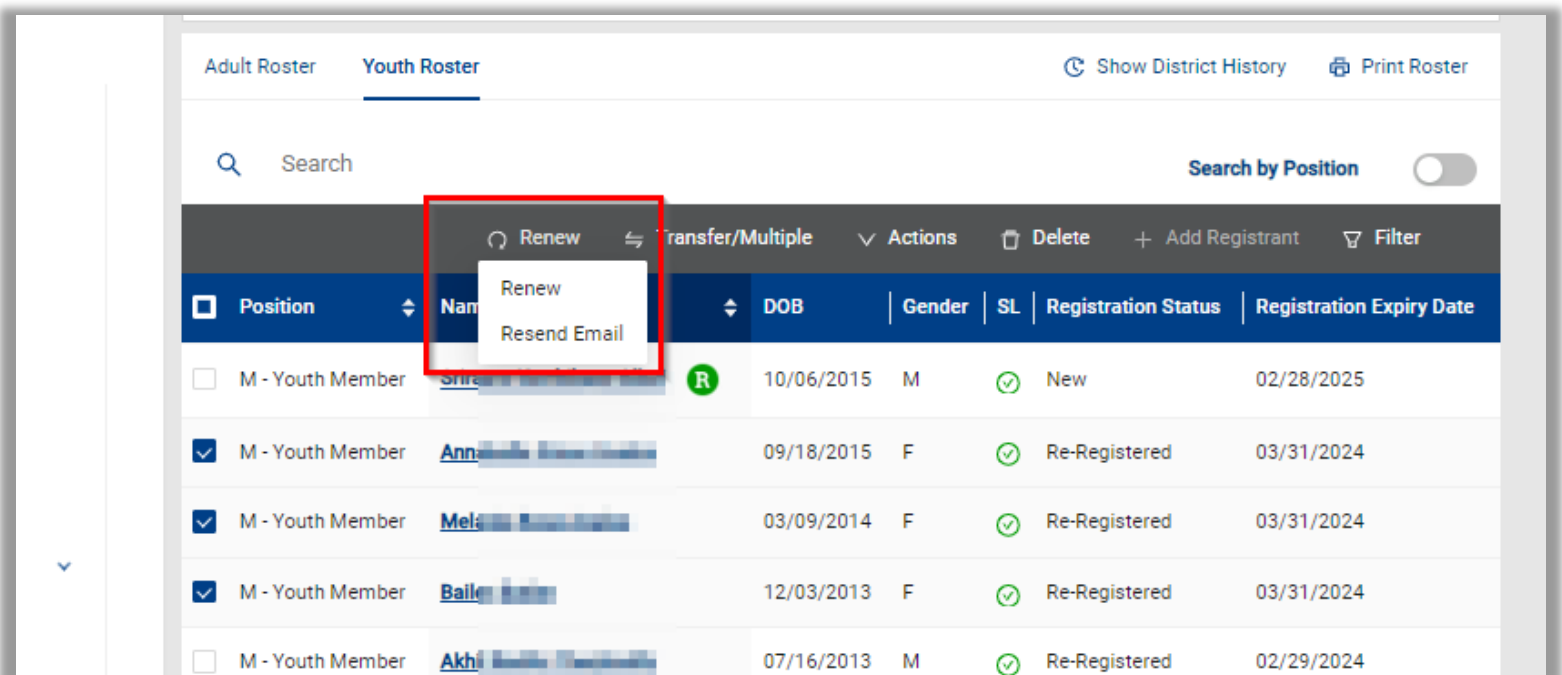
The council can also renew individual members in the unit. This is done separately from the Unit Renewal process and can even be done before the unit is renewed.

To do this, you will search for the unit using the Unit Search feature as shown below.

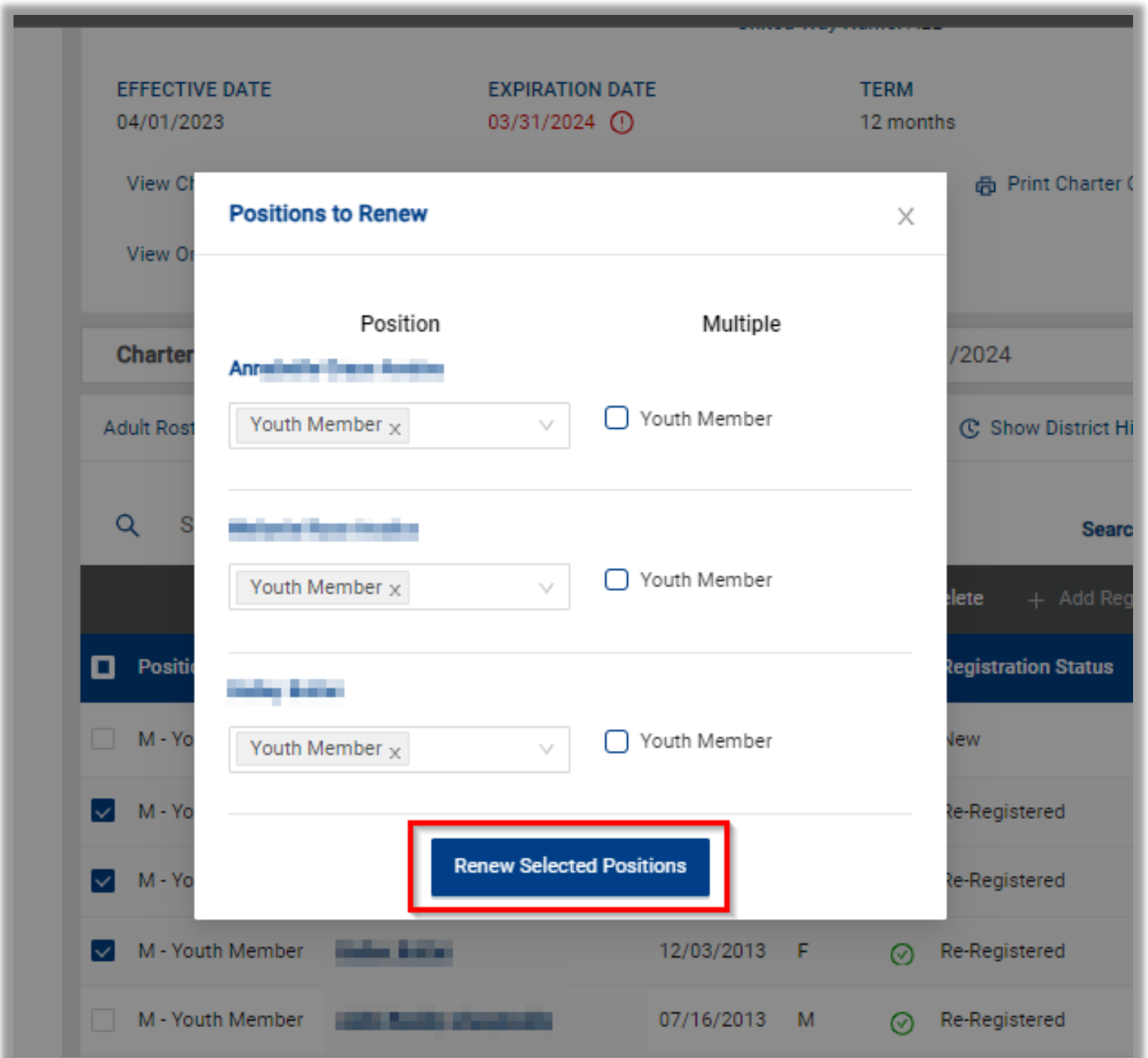


After locating and selecting the unit, the unit page will display. In the roster list, check the box next to the name(s) of each person you wish to renew.

After checking the names, click the “Renew” button in the gray action bar and select Renew in the drop-down list.



Clicking Renew will bring up a dialogue box. It provides the option to renew the selected position(s) as well as the ability to select and renew the Multiple position if the registration is not their primary.



Click Renew Selected Positions to move forward.

Once you click Renew Selected Positions, you will be taken to the File Review page as shown below.

The screenshot displays the 'my.Scouting | Registrar Tools' interface. At the top, it identifies the user as 'Mecklenburg County Council 415' and the current task as 'Youth Renewal Registration - Pack 0265 Living Saviour Lutheran Church'. The main section is titled 'File Review' and includes a search bar. Below the search bar are two toggle switches: 'Show only rows with errors' (which is turned off) and 'Show only rows with warnings' (which is turned on). A table with the following columns is shown: Applicant Member ID, Applicant First Name, Applicant Last Name, Applicant DOB, Gender, Term Effective Date, and Term. Three rows of data are listed, each with a trash icon and a pencil icon on the left. At the bottom center, a 'Submit for Pricing' button is highlighted with a red rectangular border.

	Applicant Member ID	Applicant First Name	Applicant Last Name	Applicant DOB	Gender	Term Effective Date	Term
	[REDACTED]	[REDACTED]	[REDACTED]	09-18-2015	F	04-01-2024	03-3
	[REDACTED]	[REDACTED]	[REDACTED]	03-09-2014	F	04-01-2024	03-3
	[REDACTED]	[REDACTED]	[REDACTED]	12-03-2013	F	04-01-2024	03-3

If you do not have any errors on this page, click Submit for Pricing. The pencil icon displays should you need to make any changes.

Clicking Submit for Pricing will display the fee summary details. If everything looks good, click on Submit Registrations to complete the renewal process.

my.Scouting | Registrar Tools

Mecklenburg County Council 415 Youth Renewal Registration - Pack 0265 Living Saviour Lutheran Church F

File Review

Search

Show only prices

Delete	Edit	Applicant First Name	Applicant Last Name	Youth Registration Fee	Future Year Fee	Joining Fee	SL Youth Subscription Fee	SL Foreign Youth Subscription Fee	SL Future Year Youth Subscription Fee	SL Foreign Future Year Youth Subscription Fee	Total Amount
		[Redacted]	[Redacted]	\$80.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$95.00
		[Redacted]	[Redacted]	\$80.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$95.00
		[Redacted]	[Redacted]	\$80.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$95.00
				\$240.00	\$0.00	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$285.00

Submit Registrations

Please remember that it will take 24 hours to reflect the renewal.