

Procedure for Councils Processing Individual Renewals

Councils can process individual renewals through my.Scouting>Registrar Tools>Search>Org Search. Be sure to check the filter for "Status." This defaults to Active. If your unit is expired or lapsed you will need to update that filter. Select "Search."

Org Search

Person Search **Org Search** Org Navigator Community Org Search

Unit Type Unit Number Expiration Date

Unit Type Unit Number MM/DD/YYYY

District Name Chartered Organization Special Interest Type

District Name Chartered Organization Special Interest Type

Status

Active x

Status filter of unit to search for

View Council 528

Search

Search once criteria is entered.

Select the unit by clicking on the row in the search results.

The unit information page (image below) will list all members of the unit. Using filters, you can add expiration date and registration status to identify who is eligible to renew.

Notice the adult and youth tabs. Be sure you are on the appropriate tab for the renewal you are processing. There are selection boxes along the left side of each member, and you can select all or select individual names to renew.

Click the Renew option in the header.

Unit Info

Troop 0640 Schuylkill YMCA

District: Black Rock 08 Accept Gender: BT

Meeting Address: Special Interest Type: SCOUTREACH

Council Paid: Tenure: 36 months

YES NO

Unit ID: 367201

EFFECTIVE DATE 08/01/2023 EXPIRATION DATE 07/31/2024 TERM 12 months

View Chartered Organization Print Manual Recharter Paperwork Print Charter Certificate

View Organization Tools Print Internet Recharter Paperwork

Charter: Schuylkill YMCA 08/01/2023 - 07/31/2024 Term: 12

Adult Youth

Adult Roster Youth Roster

Search

Search by Position

Renew

Renew Resend Email

Position Name

MC - Committee Member Alisyn Zimmerman

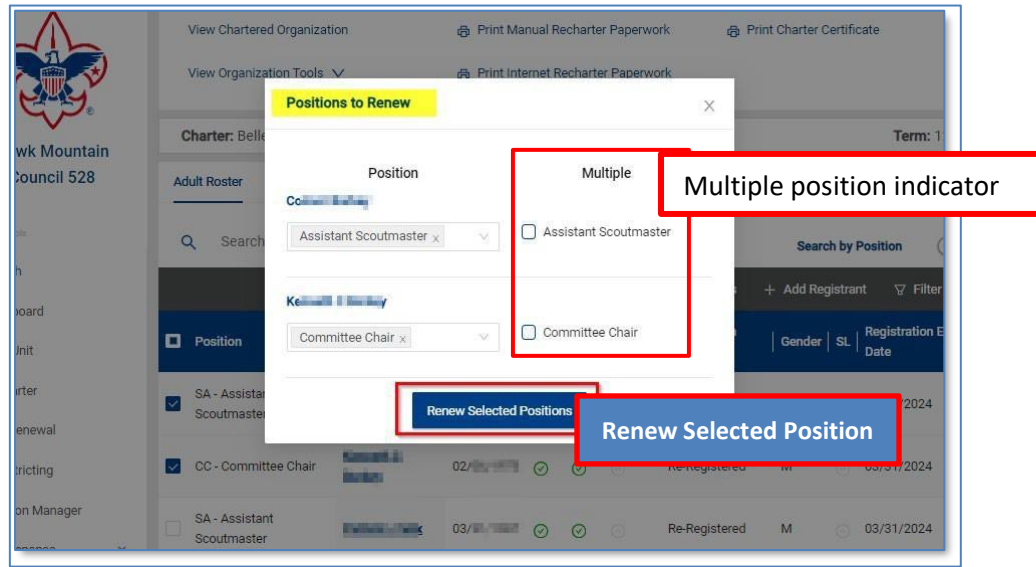
SM - Scoutmaster Cole Mitchell

Executive Officer

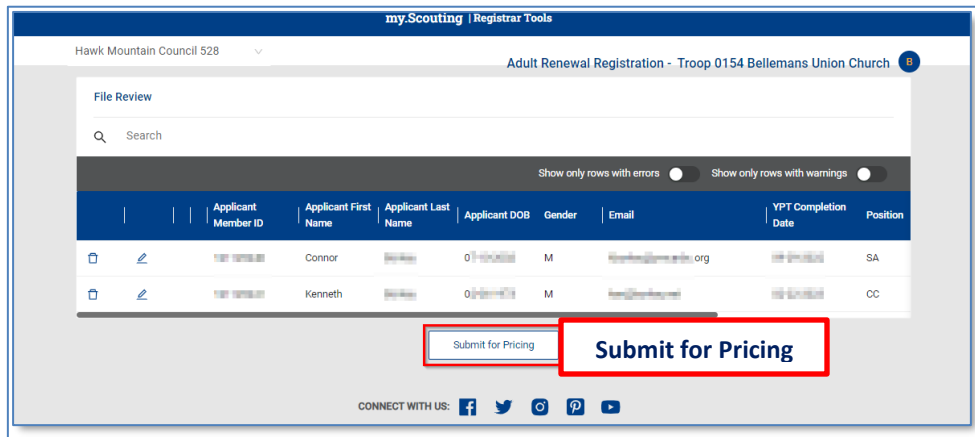
Select

Search

A mini window will show, listing all the members selected. You can adjust the positions as needed with the dropdown selection box. If any are multiple, check the box for the position under the “Multiple” column. Select “Renew Selected Positions” once everything is correct.



This will take you to the File Review Screen. You can do all the same functions here as in “Add-Reg.” Click “Submit for Pricing.”



If all looks correct, click “Submit Registrations” The renewals will be posted overnight, and the fees will be added to the overnight Membership Journal ACH.

