

Council Processing an Individual Renewal: Parent, Member, or Unit

If needed, you can renew members for a unit in Registrar Tools. Units will need to provide a list for you.

NOTE: This process is similar to the “Non-Unit Renewal” process we had.

Within the “Unit Info” page, if there are members eligible to renew.

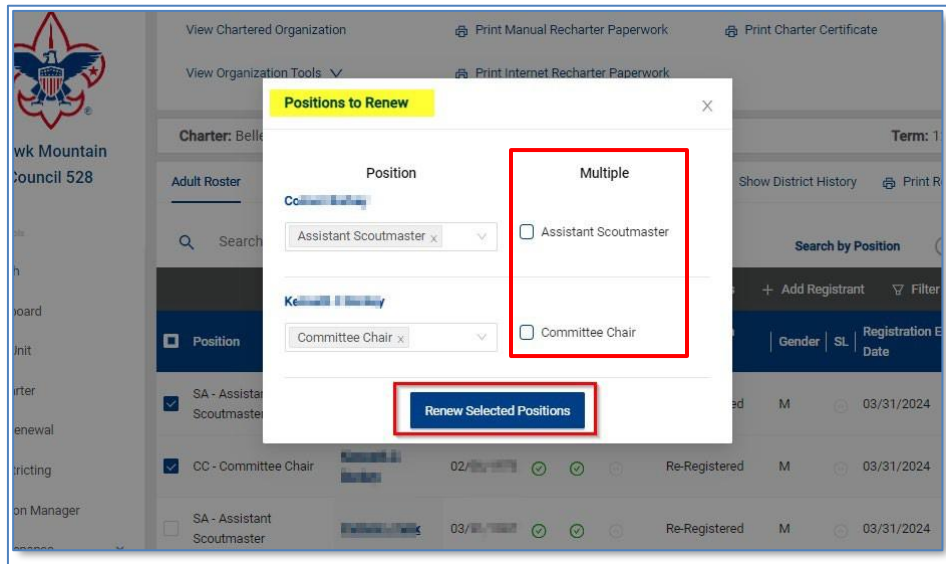
There are selection boxes along the left side of each member listed and you can select all or select individual names to renew.

The screenshot shows the Registrar Tools interface for Hawk Mountain Council 528. The left sidebar contains a menu with 'Search' highlighted. The main content area displays unit information for District: Cacoosing 04, Meeting Address: 3540 Bellemans Church Rd, Mohrsville, PA 19541, Council Paid: YES, Unit ID: 221184, Accept Gender: BT, Special Interest Type: TRADITIONAL PROGRAM, Tenure: 1063 months, and United Way Name: BERKS COUNTY. Below this, there are fields for EFFECTIVE DATE (04/2023), EXPIRATION DATE (03/2024), and TERM (12 months), along with an 'Expire Unit' button. A 'Charter' section shows 'Bellemans Union Church' for the term '04/01/2023 - 03/31/2024'. The 'Adult Roster' section is active, showing a table with columns: Position, Name, DOB, YPT, CBC, Trained, Registration Status, Gender, SL, and Registration Expiry Date. A 'Renew' button is highlighted in the header bar above the table. The table lists three members: SA - Assistant Scoutmaster (DOB 07/2018), CC - Committee Chair (DOB 02/2018), and SA - Assistant Scoutmaster (DOB 03/2018).

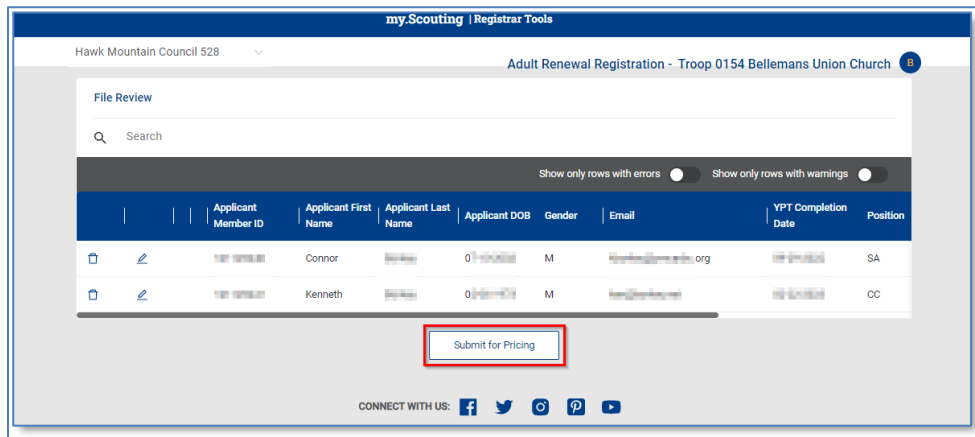
Click the Renew tab in the header bar.

This screenshot is similar to the previous one, showing the Registrar Tools interface. The 'Renew' button in the header bar is highlighted with a red box. The table below shows the same three members as in the previous screenshot.

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.

