

## Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.  
(not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.  
Expiration date = June 30, renewal opportunity begins May 1.
3. A unit has a two-month lapsed period after the unit expires.  
Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

### Validation Codes in Unit Renewal:

**Errors (red) will not let you proceed.**

**Warnings (yellow) will allow you to proceed.**

- a. Leaders do not have current Youth Protection Training – **Error.(most common)**
  - b. Unit does not have required number of leadership positions – **Error.**
  - c. Leaders are less than 18 years old – **Error.**
  - d. Youth do not meet the age/grade requirement for the program – **Error.**
  - e. Leaders do not have completed CBC Authorizations – **Warning**
  - f. Adults do not have SSN – **Warning**
5. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
  6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
  7. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal page, the validation check processes again.

The screenshot shows the 'My.Scouting/Unit Renewal' page. A red box highlights the 'Unit Renewal' option in the left-hand navigation menu. The main content area displays unit information for 'Riley Youth Fund Inc.' and a validation error message: 'Error: Leaders do not have current Youth Protection Training'. Below the error, a list of affected members is shown: Bryan Hoffman, Randy O'Connell, Charles Walker, and Amanda Foster. A red box also highlights this list of errors. At the bottom, there is a 'Unit Renewal and Leadership Approval' section with a text input field and a 'Next Step: Unit Pin Review' button.

Once all validation errors have been resolved, “sign” the renewal by entering your name approving the leadership for renewal and then select “Next Step: Unit Pin Review”

The screenshot shows the 'Unit Renewal and Leadership Approval' step. A red box highlights the text input field where the user's name should be entered, with the label 'Sign Here' next to it. The 'Next Step: Unit Pin Review' button is also highlighted with a red box. The page shows the same unit information as the previous screenshot, but the validation error has been resolved. The 'Membership' section shows 5 Youth Members and 1 Multiple Member.

Make any necessary changes to the Unit Pin Setup. Be sure the indication to show on BeAScout corresponds with the “Fields to Display on Unit Pin.”

I.e.: If indicate to show on BeAScout, select which fields to show.  
Then select “ Continue to Unit Renewal.”

The screenshot shows the 'Unit Pin Review' step in a four-step process (Unit Validation, Unit Pin Review, Payment, Confirmation). The page is divided into two main sections. The left section, 'Unit Information', includes a 'Continue to Unit Renewal' button at the top, a toggle for 'Appear on BeAScout', a checked 'Allow People to Apply Online' toggle, contact information for Christopher Holloway, a 'Special Interest Type' dropdown set to 'HIGH ADVENTURE', a 'Unit Website' field with 'www.scouting.org', and an 'Additional Unit Information' text area. The right section, 'Fields to Display on Unit Pin', includes a warning 'This unit will not appear on BeAScout', unit details for 'Crew 0089 Impact of West Alabama', contact info for Christopher Holloway, an 'Online Registration' toggle, and a list of fields to display on the unit pin with their respective toggles: 'Unit Meeting Address' (checked), 'Contact Person's Name' (checked), 'Phone Number' (unchecked), 'Contact Email' (checked), 'Unit Website' (unchecked), and 'Additional Unit Information' (unchecked).

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information on the appropriate tab.

(See next page for ACH payment information.)

The screenshot shows the 'Payment' step in the four-step process. The 'Unit Renewal Fees' section displays a table with the following data:

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

The 'Billing Information' section has two tabs: 'Credit Card' and 'Bank Account'. Both tabs are highlighted with red boxes. Below the tabs, the 'CARD INFORMATION' section includes input fields for 'First Name' (May), 'Last Name' (Person), 'Card Number' (6 0112 1234 5678 9012), and 'Expiration Date' (12/97).

As a unit, you have the option to securely store the payment information for next year if desired. Select "Submit Payment" if paying by credit card or "Pay with Bank Account" if paying by ACH.

Card Number: [input]  
Expiration Date: [input]  
CVV: [input]  
Email Address: [input]  
BILLING ADDRESS  
Country: [input]  
Address Line 1: [input]  
Address Line 2: [input]  
City: [input]  
State/Region: [input]  
ZIP Code: [input]

Save this card for future payments.

Submit Payment

Click on "Submit Payment" (if by credit card) or "Pay With Bank Account" (if by ACH).

Billing Information

Credit Card ACH Payment

\* First Name: [input]  
\* Last Name: [input]  
\* Email Address: [input]  
\* Phone Number: [input]  
\* Address Line 1: [input]  
\* City: [input]  
\* State/Region: [input]  
\* ZIP Code: [input]

Save account information for future payments:

Pay With Bank Account

Pay with Bank Account

You will next see a recap of the fees. Select “Go to Confirmation.”

Renewal Order Status  
Status: Submitted  
Is paid: Yes  
Created By: Mary Trissie

Unit Validation Payment Confirmation


Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

[Go To Confirmation](#) **Go to Confirmation**

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

Unit Validation Payment Confirmation



Your payment is being processed.  
Please check back later for the status of your renewal order.

Renewal Order Status  
Status: Submitted  
Is paid: Yes  
Created By: Mary Trissie

Your unit is now submitted for renewal and will be posted overnight.

Payment confirmation

Chase Integrated Payments <chase-support@wepay.com>  
To: [MaryTrissie@scouting.org](mailto:MaryTrissie@scouting.org)  
From: Wepay-Paid, 3 Year DDDR (0 years) Serial: 317207

If there are problems with how this message is displayed, click here to view it in a web browser.

**CHASE**  
Integrated Payments

**Receipt**

Billed to:  
VISA xxxxxx4113  
Mary Trissie

Total:  
USD \$100.00

Purchased from:  
Boy Scout of America  
1325 W. Walnut Hill Lane,  
Irving, TX, 75038, US  
[Wepay\\_admin@scouting.org](mailto:Wepay_admin@scouting.org)

Type:  
Sale

Date:  
02/08/2024

If you have any questions about your receipt, contact  
[chase-support@wepay.com](mailto:chase-support@wepay.com)