

# Unit Pay for Member Renewal - DRAFT

(Supporting Changes implemented March 1, 2024)

February 15, 2024

Unit Pay for member renewal is found in the Organization Manager and Roster tools. The “Renew” feature displays on the roster header bar.

Units can renew their members if they choose. The system allows you to select all or specific individuals to renew. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

**NOTE: The renewal period for membership begins two months before the expiration date and extends into a one-month “lapsed” period after the expiration date.**

The screenshot shows the 'my.Scouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. The 'Roster' section is active, displaying a table of members. The table has columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. A 'Renew' button is visible in the top navigation bar, and a red box highlights the 'Opt Out' column. The table contains 10 rows of member data, all with an expiration date of 03/31/2024.

| Name           | Member ID | Role  | Gender | Renewal Status | Opt Out | Expiration Date |
|----------------|-----------|---|--------|----------------|---------|-----------------|
| Mary Kir...    | 14000075  | Committee Chair                               | F      | Initiated      | 🔄       | 03/31/2024      |
| Logan H...     | 13...     | Youth Member                                  | M      | Initiated      | 🔄       | 03/31/2024      |
| Marqus Farmer  | 14...     | Youth Member                                  | M      | Initiated      | 🔄       | 03/31/2024      |
| Jeffrey Foster | 11...     | Scoutmaster (Trained)                         | M      | Initiated      | 🔄       | 03/31/2024      |
| Bryan S...     | 12...     | Assistant Scoutmaster                         | M      | Initiated      | 🔄       | 03/31/2024      |
| Randy C...     | 85...     | Chartered Organization Rep. Executive Officer | M      | Initiated      | 🔄       | 03/31/2024      |
| Seth Bry...    | 13...     | Youth Member                                  | M      | Initiated      | 🔄       | 03/31/2024      |
| Charles ...    | 12...     | Committee Member (Trained)                    | M      | Initiated      | 🔄       | 03/31/2024      |
| Seth Will...   | 12...     | Youth Member                                  | M      | Initiated      | 🔄       | 03/31/2024      |
| Amanda ...     | 15...     | New Member Coordinator                        | F      | Initiated      | 🔄       | 03/31/2024      |

You can Opt-Out a member from renewing if you know they have left the unit.

Troop 0301 John R. Bentley Youth Fund INC

Roster

| Name       | Member ID | Role            | Gender | Renewal Status | Opt Out                             | Expiration Date |
|------------|-----------|-----------------|--------|----------------|-------------------------------------|-----------------|
| Mary H...  |           | Committee Chair | F      | Initiated      | <input type="checkbox"/>            | 03/31/2024      |
| Logan      |           | Youth Member    | M      | Initiated      | <input checked="" type="checkbox"/> | 03/31/2024      |
| Marqu...   |           | Youth Member    | M      | Initiated      | <input type="checkbox"/>            | 03/31/2024      |
| Jeffrey... |           | Scoutmaster     | M      | Initiated      | <input type="checkbox"/>            | 03/31/2024      |

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Roster

Are you sure you want to opt out the selected members from automatically renewing their membership?

Cancel OK

| Name       | Member ID | Role            | Gender | Renewal Status | Opt Out                             | Expiration Date |
|------------|-----------|-----------------|--------|----------------|-------------------------------------|-----------------|
| Mary H...  |           | Committee Chair | F      | Initiated      | <input type="checkbox"/>            | 03/31/2024      |
| Logan      |           | Youth Member    | M      | Initiated      | <input checked="" type="checkbox"/> | 03/31/2024      |
| Marqu...   |           | Youth Member    | M      | Initiated      | <input checked="" type="checkbox"/> | 03/31/2024      |
| Jeffrey... |           | Scoutmaster     | M      | Initiated      | <input type="checkbox"/>            | 03/31/2024      |

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

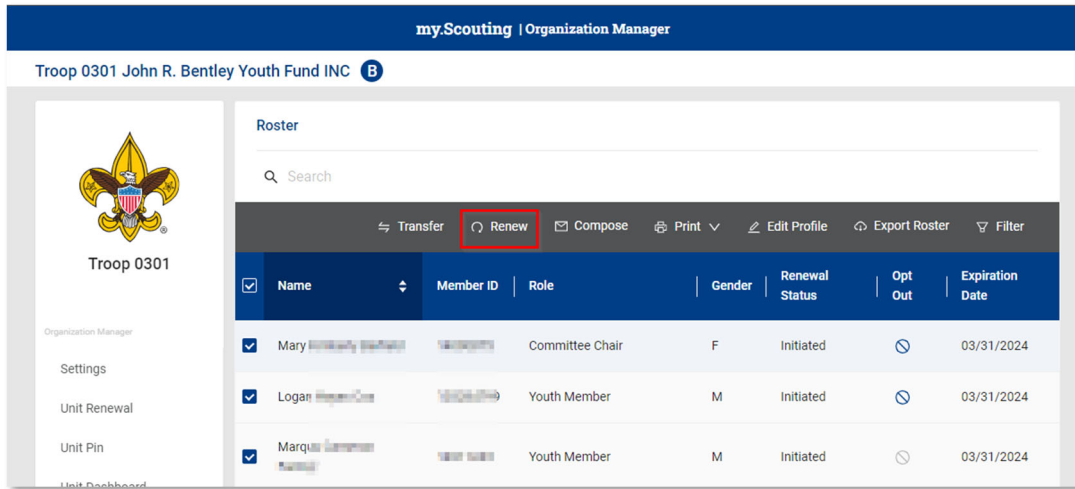
Person Membership Registration updated successfully.

Troop 0301 John R. Bentley Youth Fund INC

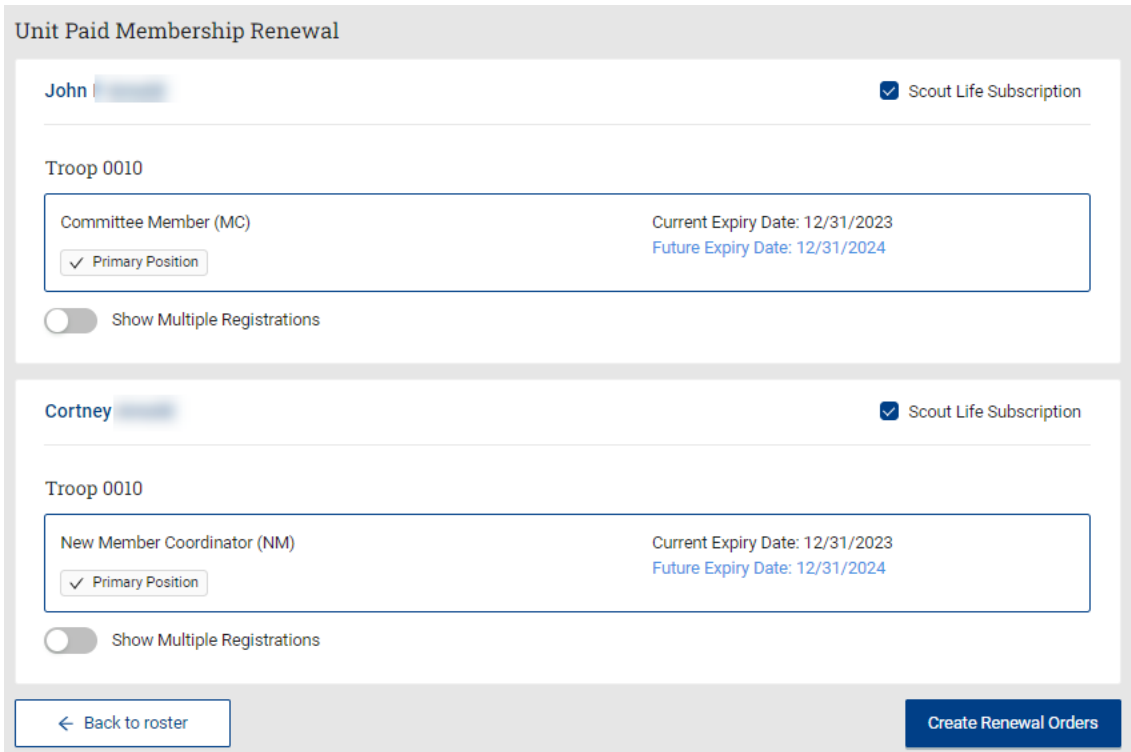
Roster

| Name      | Member ID | Role            | Gender | Renewal Status | Opt Out                             | Expiration Date |
|-----------|-----------|-----------------|--------|----------------|-------------------------------------|-----------------|
| Mary H... |           | Committee Chair | F      | Initiated      | <input type="checkbox"/>            | 03/31/2024      |
| Logan     |           | Youth Member    | M      | Initiated      | <input checked="" type="checkbox"/> | 03/31/2024      |
| Marqu...  |           | Youth Member    | M      | Initiated      | <input checked="" type="checkbox"/> | 03/31/2024      |

Select the member(s) you want to renew, then click on “Renew.”



A list of the members you are renewing displays.









**NOTE: Scout Life Subscriptions will be selected by default. If you have members who do not want to subscribe, uncheck the box.**

You can also see a person’s multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.

A Payment Summary page displays a recap of what will be paid. If this is the first time setting up your credit card or ACH Payment where your bank is on file, you will be presented with the option to set it up. FYI: The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

### Payment Summary ✕

|  |          |
|--|----------|
|  <b>Traditional Adult</b><br>Quantity: 4                      | \$240.00 |
|  <b>Scout Life Domestic Rates</b><br>Quantity: 3              | \$45.00  |
|  <b>Council Fee</b><br>Quantity: 4                            | \$0.00   |
|  <b>Administrative Fee</b><br>Credit Card Processing Fee (3%) | \$8.55   |
| <hr/>  |          |
|  <b>TOTAL AMOUNT DUE:</b>                                     | \$293.55 |
|  <b>AMOUNT PAID:</b>  | \$0.00   |

**Credit Card**    ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

\* CVV:

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\* Email Address:

You can securely save the payment method for your unit to use for other members renewing during the year.

Renewals will be created and will be displayed under Unit Orders by Batch for you to review.

The screenshot shows a web application interface for Troop 0301. On the left is a navigation menu with options: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster (highlighted), Transfer in, Position Manager, and Reports. The main content area is divided into two sections:







- Unit Orders:** A table with columns: Name, Status, Type, Paid, and Approved. It lists 10 members with a status of 'Initiated' and a 'Paid' status of 'No'.
- Unit Orders By Batch:** A table with columns: Created By, Created On, Number of Orders, and Paid. It shows one batch created by Mary Barfield on 02/05/2024, 11:06:25 am, with 10 orders and a 'Paid' status of 'No'. A red box highlights a 'GO TO PAYMENT' button next to this entry.

Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.


If your unit already has a credit card or ACH payment saved, you will be presented with a recap along with the last saved payment method used. Select Pay with Saved Payment Method.

As always you will have the opportunity to change the payment method.

### Payment Summary ✕

|  |          |
|--|----------|
|  <b>Traditional Adult</b><br>Quantity: 4                      | \$240.00 |
|  <b>Scout Life Domestic Rates</b><br>Quantity: 4              | \$60.00  |
|  <b>Council Fee</b><br>Quantity: 4                            | \$8.16   |
|  <b>Administrative Fee</b><br>Credit Card Processing Fee (3%) | \$9.24   |
| <hr/>  |          |
|  <b>TOTAL AMOUNT DUE:</b>                                     | \$317.40 |
|  <b>AMOUNT PAID:</b>  | \$0.00   |

▼ Pay With Saved Method



Master Card  
xxxxxxx5114  
Name on Card: James Son  
Updated On: 02/08/2024 16:41

**Pay With Saved Payment Method**

> Pay With New Method