

Unit Pay for Member Renewal

Units (Key 3) can process renewals on behalf of members of their unit. 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.

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

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

i.e., Expiration date = June 30, renewal opportunity begins May 1

Expiration date = June 30, lapse period ends Sept 30, will drop Oct 1.

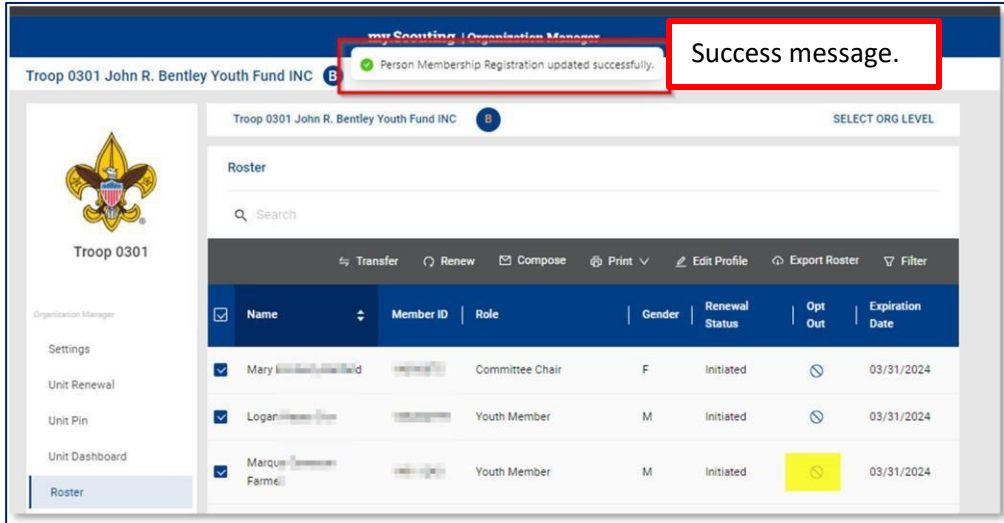
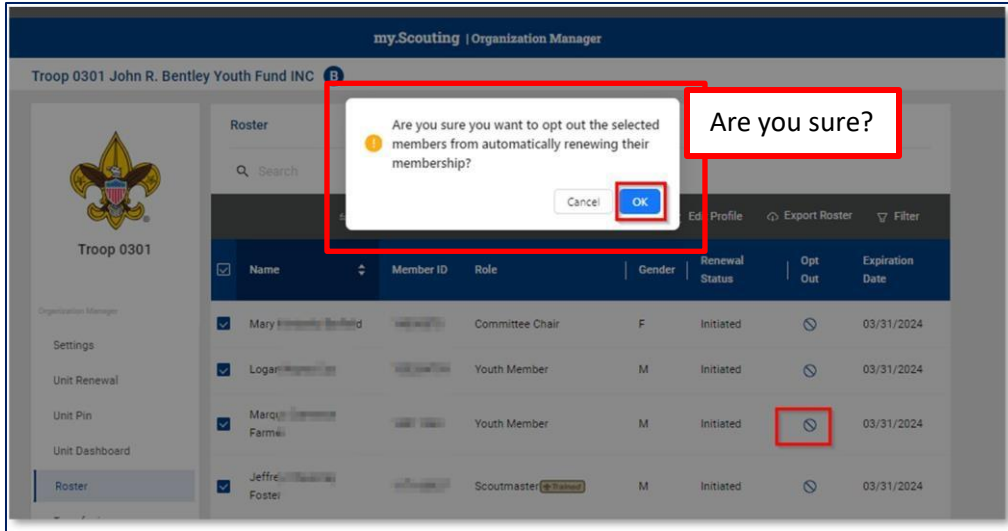
After accessing my.Scouting>Organization Manager>Roster, you can Opt-Out a member from renewing if you know they have left the unit. Select the individual by clicking the box to the left of their name and click on the symbol under Opt Out.

Once Opt-Out is selected, it can only be unselected by the local council.

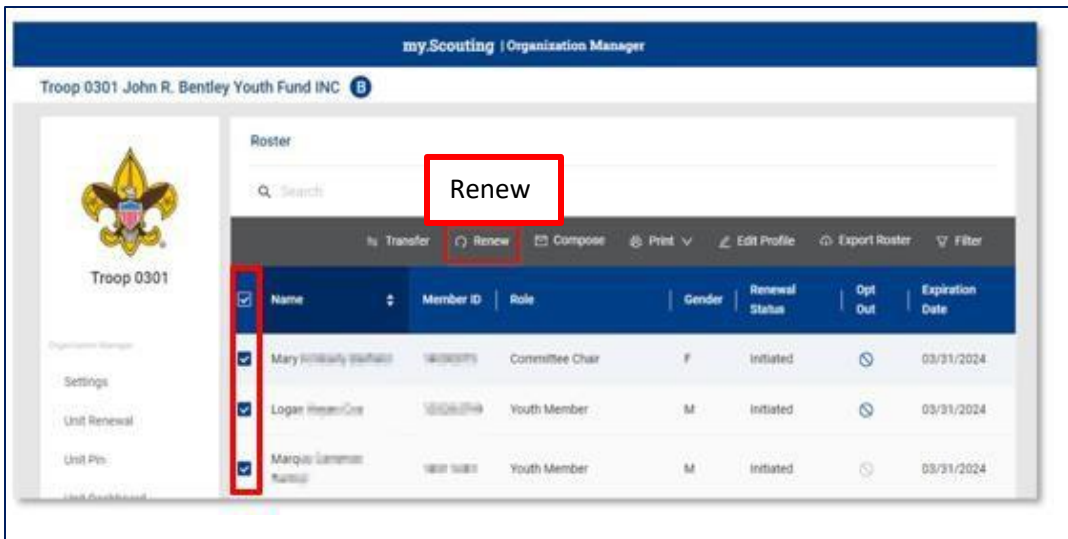
The screenshot shows the my.Scouting Organization Manager interface for Troop 0301 John R. Bentley Youth Fund INC. The page title is "my.Scouting | Organization Manager" and the breadcrumb is "My.Scouting/Organization Manager". The main content area is titled "Roster" and contains a table of members. The table has columns for Name, Member ID, Role, Gender, Renewal Status, and Opt Out. The "Opt Out" column contains a circular icon with a diagonal line through it. The "Renew" button is located above the table. The "Select" checkbox is located to the left of the table. The "Roster" link is highlighted in the left sidebar.

Select	Name	Member ID	Role	Gender	Renewal Status	Opt Out
<input type="checkbox"/>	Mary Karpinski-Barber	14000270	Committee Chair	F	Initiated	
<input type="checkbox"/>	Logan Peterson	12000470	Youth Member	M	Initiated	
<input type="checkbox"/>	Marquis Damon Farmer	14000400	Youth Member	M	Initiated	
<input type="checkbox"/>	Jeffrey Glascock Foster	11000800	Scoutmaster	M	Initiated	
<input type="checkbox"/>	Bryan Scott-Miller	12000400	Assistant Scoutmaster	M	Initiated	
<input type="checkbox"/>	Randy Coughlin-Ruff	9900000	Chartered Organization Rep. Executive Officer	M	Initiated	
<input type="checkbox"/>	Seth Bryan Wolfson	12000400	Youth Member	M	Initiated	
<input type="checkbox"/>	Charles Cole-Holter	12000400	Committee Member	M	Initiated	
<input type="checkbox"/>	Seth Wilson-Holter	12000400	Youth Member	M	Initiated	
<input type="checkbox"/>	Amanda Davis-Roper	12000400	New Member Coordinator	F	Initiated	

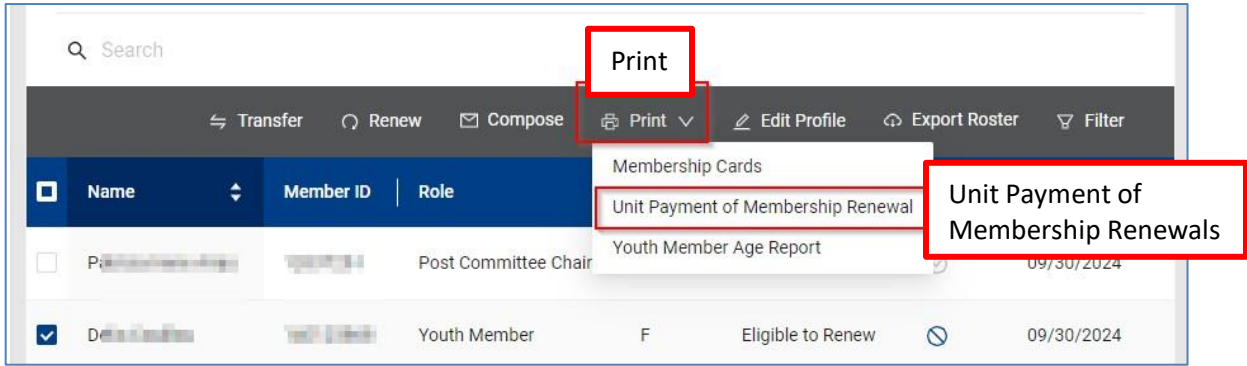
A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.



To proceed with renewals, Select the member(s) you want to renew, then click on "Renew"



To pay at the council, select “Print” and then “Unit Payment of Membership Renewal.” This will produce a Summary of Fees pdf document to be taken to the local council to submit payment for the renewal.



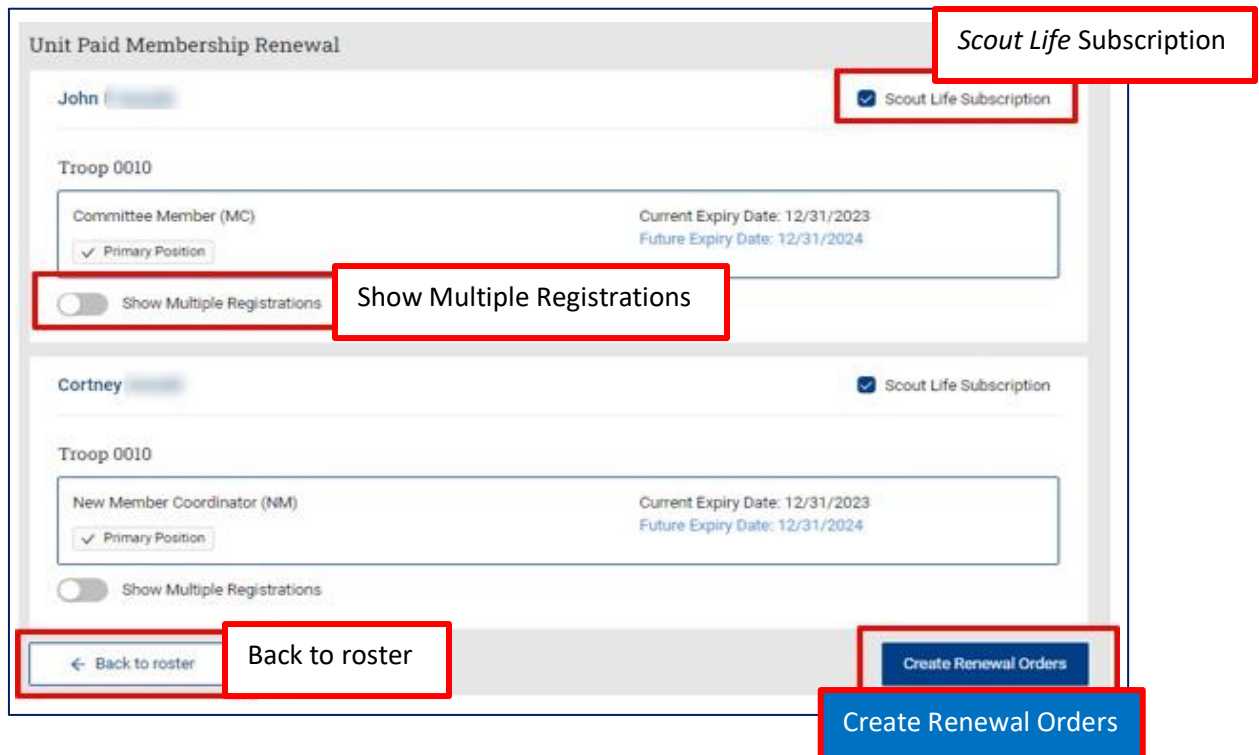
A list of the members you have selected to renew will display.

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

You can see a person’s multiple registrations for this unit only by selecting “Show Multiple Registrations.” You cannot see any positions that are not part of your unit.







To go back for any reason, select “Back to roster.”

To continue with the renewal, select “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. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Payment Summary

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

Credit Card ACH Payment

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

* Expiration Date:

* CVV:

* Email Address:

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

* State/Region: TX

* ZIP Code: 75038-3008

Save this card for future payments.

Renewals will be created and will be displayed under Membership Renewal Orders to be reviewed. If the renewals are still in an Initiated status, you are able to delete the record from this screen if needed. But if they are in a Submitted or Completed status, they cannot be deleted at this point.

Membership Renewal Orders

Name	Status	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Della [REDACTED]	46532	Initiated	09/10/2024	Youth Member	N/A	No	Yes	
Kristin [REDACTED]	46533	Completed	09/10/2024	Executive Officer	N/A	N/A	Yes	
Diego [REDACTED]	46534	Initiated	09/10/2024	Youth Member	N/A	No	Yes	
Raym [REDACTED]	46535	Initiated	09/10/2024	Exploring Participant	01/28/2025	No	Yes	
Daniel [REDACTED]	46536	Initiated	09/10/2024	Youth Member	N/A	No	Yes	
Devir [REDACTED]	46537	Initiated	09/10/2024	Youth Member	N/A	No	Yes	

> Unit Paid Membership Renewal Batches

Review the Unit Orders and the Unit Orders by Batch.
Select "Go to Payment."

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary [REDACTED]	Initiated	Traditional Adult	No	
Marco [REDACTED]	Initiated	Traditional Youth	No	
Logan [REDACTED]	Initiated	Traditional Youth	No	
Jeff [REDACTED]	Initiated	Traditional Adult	No	
Seth [REDACTED]	Initiated	Traditional Youth	No	
Bryan [REDACTED]	Initiated	Traditional Adult	No	
Seth [REDACTED]	Initiated	Traditional Youth	No	
Amarie [REDACTED]	Initiated	Traditional Adult	No	
Charles [REDACTED]	Initiated	Traditional Adult	No	
Randy [REDACTED]	Initiated	Traditional Adult	No	

Unit Orders by Batch

Created By	Created On	Number of Orders	Paid	GO TO PAYMENT
Mary Barfield	02/05/2024, 11:06:25 am	10	No	GO TO PAYMENT

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 by selecting “Pay with New Method.”

Payment Summary

	Traditional Adult Quantity: 4	\$240.00
	Scout Life Domestic Rates Quantity: 4	\$60.00
	Council Fee Quantity: 4	\$8.16
	Administrative Fee Credit Card Processing Fee (2%)	\$9.24
TOTAL AMOUNT DUE:		\$317.40
AMOUNT PAID:		\$0.00

▼ Pay With Saved Method

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

> Pay With New Method

Pay With Saved Payment Method

Pay with New Method

Last saved payment.

Pay with Saved Payment Method
(See Last saved payment image.)

After paying electronically, a payment summary will display. Select “Print Receipt” on the left and then “Complete Registration” on the right.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

<p>John Phillips 1325 W Walnut Hill Ln. Houston, TEXAS, 77063 USA</p>	<p>District: Twin Bayou 51 Order ID: 46836</p>
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BSA Adult Registration (Trad.)	\$ 65.00
Council Fee	\$ 43.00
Scout Life Domestic Rates	\$ 15.00
Administrative Fee	\$ 3.69
Total Amount	\$126.69
Total Paid	\$126.69
Amount Due	\$0.00

YOUR PACK
Evan Tate
YOUR COUNCIL
Sam Houston Area Council

Print Receipt

Print Receipt

Complete Registration

Complete Registration

This is a sample of the Summary Fees pdf to take to the council if selected to pay at council.

BOY SCOUTS OF AMERICA®

Unit Renewal Paper

Greater Los Angeles Area 033
Exploring LFL 2-20
Post 0002

Create PDF

<p>Service Territory Council District Organization Name Date Document Generated</p>	<p>Service Territory 03 Greater Los Angeles Area 033 Exploring LFL 2-20 Post 0002 09/10/2024</p>	<p style="text-align: center;">Unit Leadership</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray; padding: 2px;">Explorer Post Advisor</td> <td style="width: 50%; border-bottom: 1px solid gray; padding: 2px;">Executive Officer</td> </tr> <tr> <td style="padding: 2px;">David [Redacted]</td> <td style="padding: 2px;">Kris [Redacted]</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding: 2px;">Daniel [Redacted]</td> <td style="border-bottom: 1px solid gray; padding: 2px;">Post Committee Member</td> </tr> <tr> <td style="padding: 2px;">Patricia [Redacted]</td> <td style="padding: 2px;">David [Redacted]</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding: 2px;">Post Committee Chair</td> <td style="border-bottom: 1px solid gray; padding: 2px;">DALE [Redacted]</td> </tr> </table>	Explorer Post Advisor	Executive Officer	David [Redacted]	Kris [Redacted]	Daniel [Redacted]	Post Committee Member	Patricia [Redacted]	David [Redacted]	Post Committee Chair	DALE [Redacted]
Explorer Post Advisor	Executive Officer											
David [Redacted]	Kris [Redacted]											
Daniel [Redacted]	Post Committee Member											
Patricia [Redacted]	David [Redacted]											
Post Committee Chair	DALE [Redacted]											

Participating Organization
Executive Officer
Special Interest
Expire Data

Los Angeles City Fire Dept Station 2
FIRE/EMERGENCY SERVICE
09/30/2024

Instructions:
Review your unit leadership and submit this form to your council office with the Unit Charter Fee before the 15th of the month.

Unit Renewal and Leader Approval

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

Sign here