

Unit Pay for Member Renewal

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

Units (Key 3) 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 two-month “lapsed” period after the expiration date.

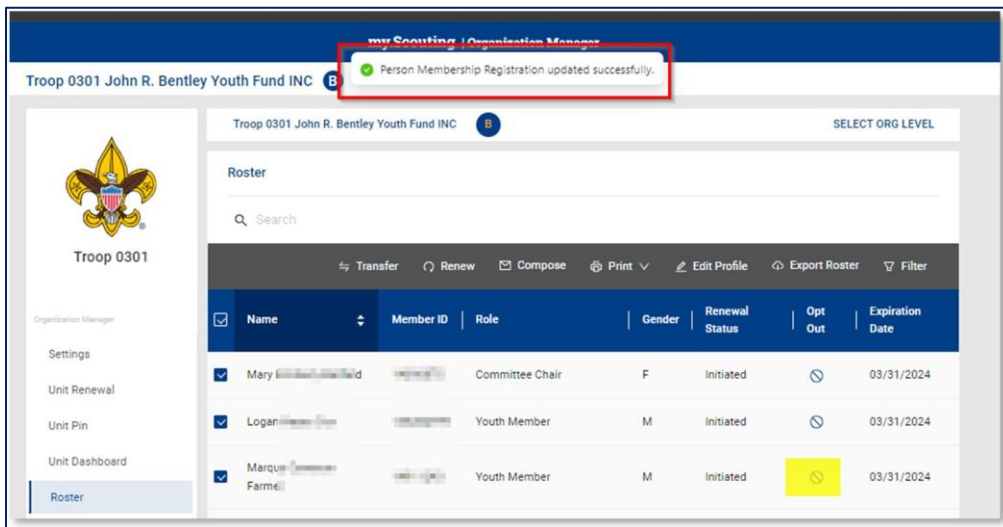
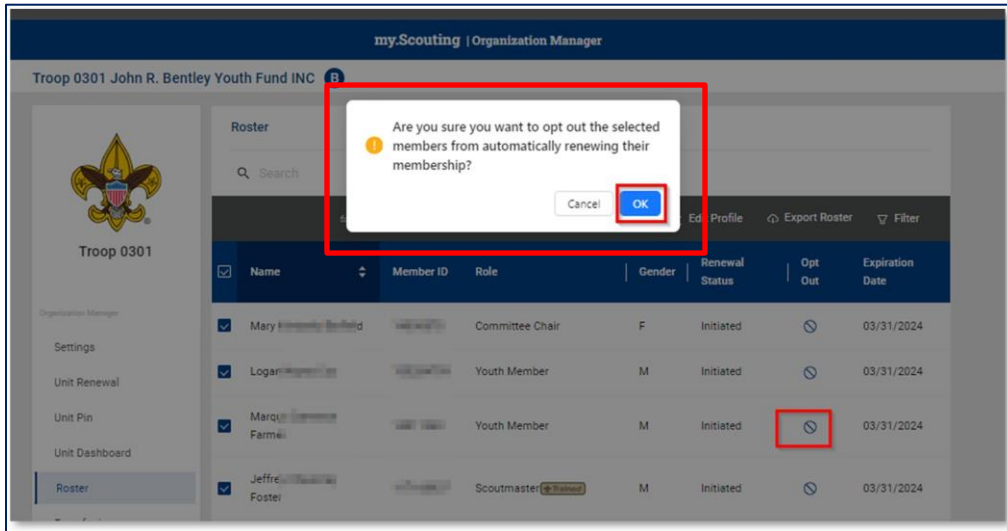
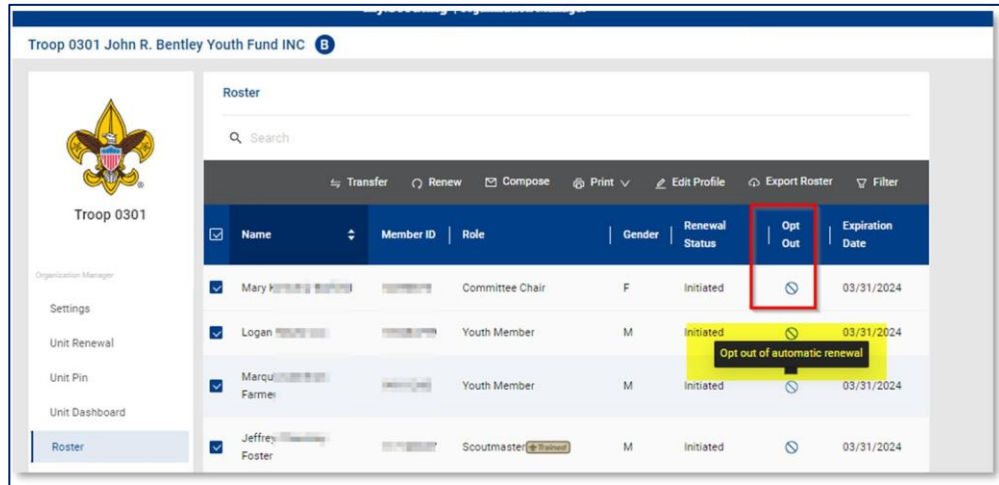
i.e. A term date of June 1, 2024 – May 31, 2025

Can renew as early as April 1, 2024, and as late as July 31, 2025.

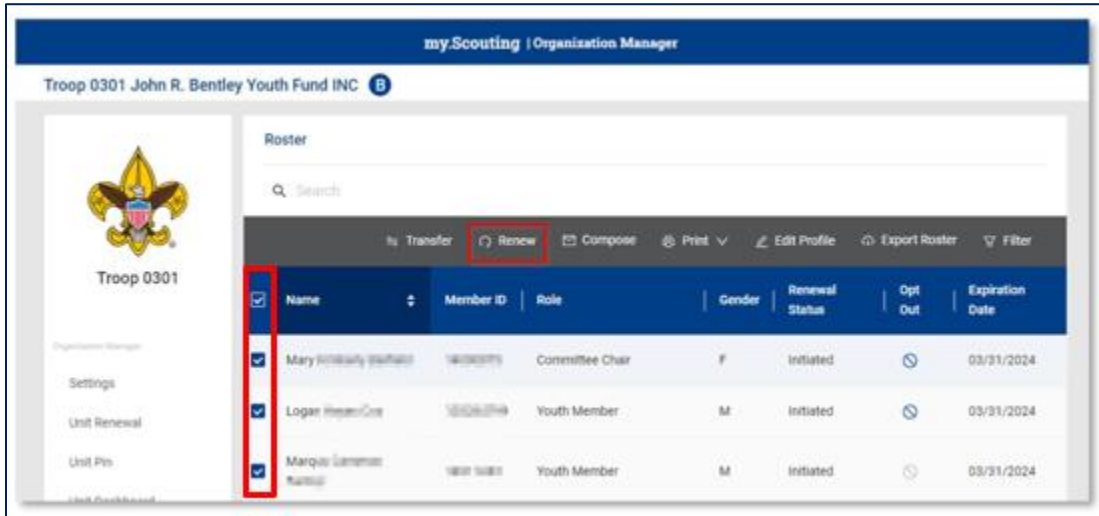
The screenshot displays the my.Scouting Organization Manager interface for Troop 0301. The 'Roster' page is active, showing a list of members. The 'Renew' button in the header bar is highlighted with a red box. The 'Opt Out' column in the table is also highlighted with a red box. The table contains the following data:

| Name | Member ID | Role | Gender | Renewal Status | Opt Out | Expiration Date |
|---------------------|-----------|---|--------|----------------|--------------------------|-----------------|
| Mary Karpinski-Ward | 14000375 | Committee Chair | F | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Logan Hester | 12000000 | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Marqus Farmer | 14000000 | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Jeffrey Foster | 11000000 | Scoutmaster | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Bryan Scott | 12000000 | Assistant Scoutmaster | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Randy C... | 89000000 | Chartered Organization Rep. Executive Officer | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Seth Bry... | 12000000 | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Charles Cole | 12000000 | Committee Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Seth We... | 12000000 | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Amanda... | 15000000 | New Member Coordinator | F | Initiated | <input type="checkbox"/> | 03/31/2024 |

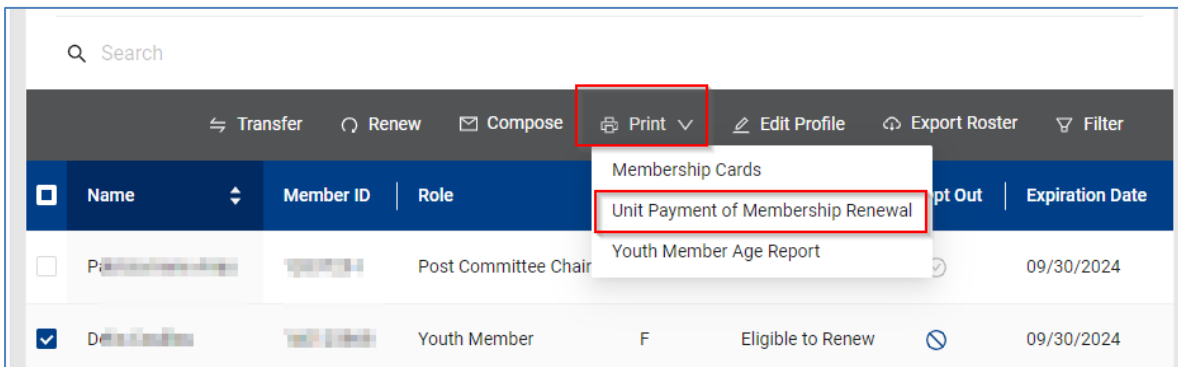
After accessing my.Scouting>Organization Manager>Roster, you can Opt-Out a member from renewing if you know they have left the unit. *Once Opt-Out is selected, it can only be unselected by the local council.* A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.



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 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".







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

To continue with the renewal, select "Create Renewal Orders".

The screenshot displays the "Unit Paid Membership Renewal" interface. It features two member profiles, each with a "Scout Life Subscription" checkbox checked. The first member, John, is a Committee Member (MC) for Troop 0010, with a current expiry date of 12/31/2023 and a future expiry date of 12/31/2024. The second member, Cortney, is a New Member Coordinator (NM) for Troop 0010, also with a current expiry date of 12/31/2023 and a future expiry date of 12/31/2024. Both members have a "Show Multiple Registrations" toggle switch. At the bottom of the interface, there are two buttons: "Back to roster" and "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.

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.

Post 0002

Membership Renewal Orders

Search

| Name | Order ID | Status | Updated | Position | YPT Expiration | Paid | Approved | Delete |
|-------------------|----------|-----------|------------|-----------------------|----------------|------|----------|--------|
| Delia [REDACTED] | 46532 | Initiated | 09/10/2024 | Youth Member | N/A | No | Yes | |
| Kristi [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 / Unit Orders by Batch.

Select "Go to Payment".

Troop 0301

Unit Orders

| Name | Status | Type | Paid | Approved |
|--------------------|-----------|-------------------|------|----------|
| Mary [REDACTED] | Initiated | Traditional Adult | No | |
| Marcy [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 | |
| Amanie [REDACTED] | Initiated | Traditional Adult | No | |
| Charlie [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 | |

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

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".

The screenshot displays a 'Payment Summary' window with a close button (X) in the top right corner. It lists several items with their respective quantities and prices:

| Item | Quantity | Price |
|--|----------|-----------------|
| Traditional Adult | 4 | \$240.00 |
| Scout Life Domestic Rates | 4 | \$60.00 |
| Council Fee | 4 | \$8.16 |
| Administrative Fee | | \$9.24 |
| <small>Credit Card Processing Fee (2%)</small> | | |
| TOTAL AMOUNT DUE: | | \$317.40 |
| AMOUNT PAID: | | \$0.00 |

Below the table, there is a section titled 'Pay With Saved Method' with a dropdown arrow. It features a card icon and the following details:

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

At the bottom, there are two buttons: a blue button labeled 'Pay With Saved Payment Method' and a white button with a right-pointing arrow labeled 'Pay With New Method'.

After paying electronically, a payment summary will display. You can “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> |
|--|--|

| | |
|--------------|---|
| | 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

Complete Registration

This is a sample of the 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 #ccc; padding: 5px;">Explorer Post Advisor</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding: 5px;">Executive Officer</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 5px;">David [Redacted]</td> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Kris [Redacted]</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Daniel [Redacted]</td> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Post Committee Member</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Post Committee Chair</td> <td style="border-bottom: 1px solid #ccc; padding: 5px;">David [Redacted]</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc; padding: 5px;">Patricia [Redacted]</td> <td style="border-bottom: 1px solid #ccc; padding: 5px;">DALE [Redacted]</td> </tr> </table> | Explorer Post Advisor | Executive Officer | David [Redacted] | Kris [Redacted] | Daniel [Redacted] | Post Committee Member | Post Committee Chair | David [Redacted] | Patricia [Redacted] | DALE [Redacted] |
| Explorer Post Advisor | Executive Officer | | | | | | | | | | | |
| David [Redacted] | Kris [Redacted] | | | | | | | | | | | |
| Daniel [Redacted] | Post Committee Member | | | | | | | | | | | |
| Post Committee Chair | David [Redacted] | | | | | | | | | | | |
| Patricia [Redacted] | DALE [Redacted] | | | | | | | | | | | |

Participating Organization: **Los Angeles City Fire Dept Station 2**
 Executive Officer: **[Redacted]**
 Special Interest: **FIRE/EMERGENCY SERVICE**
 Expire Date: **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