

Beginning in August of 2023, registrations in the Boy Scouts of America were all changed to a 12-month membership cycle. As a result of this, membership renewal going forward needed to be looked at and determined the best way for all members to renew each year.

As part of the changes being made, a more simplified and streamlined process for unit and membership renewal was taken into consideration. Today, we now have a self-serve process for our members that also allows the unit to have the option to renew their members if they choose.

Beginning two months before a person's registration expires, emails will be sent as a reminder with a link that takes the person directly to the renewal process. Those emails will continue on a 15-day cycle until the registration is completed. In addition, each month an e-mail is sent to unit key three listing all members that renew in the next two months.



Let us first look at how units renew, as mentioned before, the recharter process has been replaced and the units will renew on an annual basis through the My.Scouting tool in the Organization manager.

	my.Scouti	ng   Organization Manager			Welcome
Pack 0288 St Vincent De Paul	Catholic Church 🕕				
	1 Unit Va	lidation	2 Payment	3 Confirmation	
	Unit Leadership		Chartered Organizaton		
Pack 0288	Chartered Organization Rep.	Committee Chair	Organization Name St Vincent De Paul Catholic Church	Executive Officer	
Organization Manager	Brandon Morris	James Miller	<b>Unit Term</b> Apr 1, 2023 - Mar 31, 2024	Unit Address	
Settings Unit Renewal	Den Leader	Executive Officer			
Unit Pin		Edit Positions	Membership		
Unit Dashboard			7	0	
Roster			Youth Members	Multiple Members	
Position Manager	Unit Renewal and Leaders	nip Approval			
Reports	L	, approve the rechartering of th	e above-named unit and leadership	o for the year.	
	Click her	e for Pay at the Council Office Option		Next Step: Payment	

Located in Organization Manager, in My.Scouting, and if you are a unit key 3 member, there's a tool called Unit Renewal, within that 2-month period prior to renew your unit this will become active.

When the unit opens this, it will run a validation process just like rechartering always did to look at whether the unit leadership is correct, the adults have current youth protection training dates and other unit related validations.

33 O Youth Members Multiple Members
Validation
✓ △ Charter validation results: 1 Error
Error: Leaders do not have current Youth Protection Training Members Effected: •
Unit Renewal and Leadership Approval
I,, approve the rechartering of the above-named unit and leadership for the year.
A CONTRACT OF A

If there is a validation issue, it will show and stop the unit from continuing to renew.

The most common validation issue is the youth protection training dates for adult leadership, in this example you can see that there are two adults that have youth protection training that either has expired or will expire before the unit renews so at that point the unit would stop the renewal process and work with those adult leaders to make sure they get their youth protection updated.



Let's review the unit renewal validations:

- The unit has to have the required number of leadership in the right positions
- The leadership has to have the youth protection training current
- No leaders can be under the age of 18
- The system is also validating whether leaders have a completed criminal background check authorization form and it's on file
- We also validate if the unit has any adults that do not have a Social Security number.

insfer in	
sition Manager	Unit Renewal and Leadership Approval
ports	
	I, Susan Adams , approve the rechartering of the above-named unit and leadership for the year.
	Click here for Pay at the Council Office Option Next Step: Payment
	CONNECT WITH US: 📑 😏 🧭 🖻
	•

When the validation is completed any corrections or changes that needed to be made can be made by the unit, then when the unit logs back into this app, the person filling this out with put their name in as approving the renewal of the above named unit leaders for the year and then they can either click next step and make payment and complete the process right online or click and print this out to take it to the council office and pay over the counter at the council.

BOY SCO	outs of Ameri	CA Unit Renew	val Paper	
Mecklenburg County Council 415 Apache 04 Pack 0288 (F)				
Service Territory Council District	Service Territory 15 Mecklenburg County Council 415 Apache 04 Deckle 058 (D)	Unit L	eadership	
Organization Name Date Document Generated	Pack 0288 (F) 04/11/2024	Executive Officer	Committee Chair	
bate botament denerated	0.000	Jan Hannus	China la Mane	
Participating Organization	St Vincent De Paul Catholic Church	Cubmaster	Chartered Organization Rep.	
Special Interest	ALCONG BUTTERS.	March 1997	······	
Expire Data	03/31/2024	TELEVISION NO.	Yes a respective set	
Instructions		Den Leader	Committee Member	
instructions.		AlteriteTelevence	Versien Republic Streets	
Review your unit leadership and so to your council office with the Uni before the 15th of the month.	ubmit this form t Charter Fee		James Data Miller	
Unit Renewal and Leade	r Approval _ , approve the rechartering of the a	above-named unit and leaders	hip for the year.	

This is a sample of what the printed version of the unit renewal looks like. It provides the information for the unit to take to the council office and provides a wet copy of the signature so that can be accomplished if needed. We're asking this be done before the 15th of the month.

		my.Scouting   Organ	ization Manager		
Pac	ck 0288 St Vincent De Paul C	atholic Church 🕞			
		Renewal Order Status     Status: Initiated     Is paid: No     Created By:		New Charter Effective Date: 04/01/2024 Explay Date: 03/31/2025	
	Pack 0288	😡 Unit Validation —		2 Payment 3 Confi	irmation
δη	ganization Manager	Unit Renewal Fees			
	Settings Unit Renewal	Recharter Fee: Subtotal:	\$100.00 \$100.00		
	Unit Pin Unit Dashboard	Admin Fee (Credit Card - 3%):	\$3.00		- 1
	Roster	Total:	\$103.00		
	Transfer in	Billing Information			
	Reports	Credit Card ACH Payment			
		CARD INFORMATION			
		* First Name:	Susan		
		* Last Name:	Adams		
		* Card Number:	100	34 4113	
		* Expiration Date:	12/27		
		* CVV:	411		

If a unit chooses to pay online, this recap at the top of the screen will show them the fees that they are about to pay it's the \$100 unit renewal fee along with the 3% administration fee

	* Expiration Date:	12/27
Organization Manager		
Settings	* CVV:	411
Unit Renewal		
Unit Pin	* Email Address:	mcreagh@scouting.org
Unit Dashboard	BILLING ADDRESS	
Roster	* Country:	USA V
Transfer in	* Address Line 1:	1325 W Walnut Hill Ln
Position Manager	Address Line 2 :	Address Line 2
Reports		
	* City:	Irving
	* State/Region:	TX v
	* ZIP Code:	75038-3008
	Save this card for future payments:	<b>C</b>
		Submit Payment
	← Back To Unit Validation	

The unit will have the option to save the payment method for next year. Next, they'll click on "Submit Payment".

	my.Scouting   Organization Ma	inager	
Pack 0288 St Vincent De Paul C	atholic Church 🕞		
	Unit Validation ————————————————————————————————————	- Payment	- 3 Confirmation
Pack 0288		\$	
Organization Manager	Your p	ayment is being processed.	
Settings	Please check be	ack later for the status of your renewal order.	
Unit Renewal	() Renewal Order Status		
Unit Pin	Status: Submitted Is paid: Yes	New Charter Effective Date: 04/01/2024	
Unit Dashboard	Created By:	Expiry Date: 03/31/2025	
Roster			
Transfer in	← Back To Payment		
Position Manager			
Reports			

Once payment is made, confirmation is shown on the screen and that remains there until the next year when it is time for the unit to renew

	my.Scouting   Organization N	Manager
Pack 0288 St Vincent De Pau	Catholic Church 🕞	
	Renewal Order Status     Status: Submitted     Is paid: Yes     Created By:	New Charter Effective Date: 04/01/2024 Expiry Date: 03/31/2025
Pack 0288	1 Unit Validation	2 Payment 3 Confirmation
Organization Manager	Unit Leadership	Chartered Organizaton
Settings		

The payment confirmation also shows at the top of the renewal page once the unit has made the payment.



The payer will also receive an e-mail receipt in case they need to turn it into the unit to get reimbursed for making the payment.



Now let us look at how membership is renewed. There are two different processes that can be used to complete a members renewal.



As you see on the slide there are two methods for members to renew, one is for the family or the person to do their own renewal, and the other is to allow the unit to pay for renewals.

We know strong units include in their budget planning some form of member renewal whether it's for adults or youth or both so we want to make sure that both the parent option and the unit option exist.



As mentioned, either the parent, or if you're an adult leader you have the ability to do a renewal through the My.Scouting app that allows you to see your registration, see if you have any multiple registrations, and then select your primary registration.



An e-mail will be sent out two months before your registration expires as a reminder, there is also a reminder notice found in My.Scouting, as shown on the screen and there is also a reminder notice in "Scoutbook plus" showing you that you have a renewal with a link to take you to My.Scouting where you can connect with your application and make your renewal.

Within My.Scouting there's a tab called "my applications" if you've never been here before this is where all your registrations and your child's registration plus any multiples you might have, are listed and this would be where you go to make your renewal.

	my Scouting My Applications		Welcome.
	my Apploatons		
MBERSHIPS TRANSFER / MULTIPLE APPLICATIONS	MY APPLICATIONS MY RENEWALS		2024 🗸
RENEWALS		FI	LTER CLOSED
Personal Information	Expiration Date	Application Status	
Multiple Positions are not displayed in this section, C	lick Start Renewal to see the full list of positions you can renew		
2 Vincenta Vincenta	31 March 2024	Registration is soon to expire	
Chartered Organization Rep.			
Pack 0288			
		OPT OUT AUTO RENEWAL	tart Renewal
	CONNECT WITH US: 📑 🈏 🧿 🖗	0	

In this example the adult has one registration as the chartered org Rep so all they need to do is click on the start renewal button and that will bring up any other registration details that need to be reviewed

<b>Q</b> — — — <b>Q</b>
Current Memberships
The following position(s) will be renewed, Select Remove Positions on those you do not want to renew. Pack 0288  Chartered Organization Rep. Current Expire Date: 03/31/2024 Puture Expire Date: 03/31/2025
Committee Member Current Expire Date: 03/31/2024 Future Expire Date: 03/31/2025 V Select as Primary Position
Troop 0288  Chartered Organization Rep. Ourrent Expire Date: 03/31/2024 Future Expire Date: 03/31/2025 Select as Primary Position Remove Position
Go back to My Renewals

We are now looking at the current membership that this person has, we can see the primary registration as the chartered Org Rep, but they all are also multipled as a committee member in the pack and also a chartered org Rep for the troop.

We only want to pay in one position so a primary position must be selected, and it will default to the previous year's primary position. If a change needs to be made, for example this person is no longer going to be active in the pack and only the troop that selection can be made at this time.

The person can also remove any positions that they will not be renewing for the next year then the next step is to go to payment.



You will be asked to review the terms and conditions and type in your name, then click on "Go to checkout summary".

	2	
Member Information	Payment/Checkout	
Summary		
BSA Adult Registration (Trad.) Veid until March 2023.	\$ <del>6</del> 0.00	
Council Fee Vald until March 2023.	\$18.00	
Administrative Fee	\$2.79	
Scout Life Magazine ③ Vaid unti March 2025.	\$15.00	
TOTAL AMOUNT DUE	\$95.79	
Payment Details		
CARD INFORMATION  Cardholder Name: Cardholder Name	_	
		E Contraction of the second

You are now presented the summary of the expenses, in this example, they are renewing as an adult, their council has a council program fee that represents 18 dollars, there's the 3% administration charge and this person has selected Scouts Life magazine to renew so the total is \$95.79 and at this point you're Scroll down to enter your payment method.

Annual Membership Registration: I card for renenal in one year. This m dictional term unless you notify th MyScouting.org. You will be remind current membership and given an o	undestand the BSA is an annual registration and has tokenized my credit embership application will submatchically renew in 12-months for an eBSA via the opt-out option located in the My Application tool in ded upur renewal beginning BG days around to the explosition dryour apportunity to opt-out of your renewal at that time too.	
BILLING ADDRESS	Same as saved address	
* Country:	USA	
Address Line 1:	Struken An Harding	
Address Line 2:		
* City:	Venter	
* State/Region:		
* ZIP Code:	20	
Restart Renewal	Place Order	
		· · · · · · · · · · · · · · · · · · ·

The billing address is auto populated for the primary address you have on file, but you can change it too. You have the ability to restart the process completely if needed, but if everything is correct then you click "Place Order" and the payment is made, an e-mail will be sent acknowledging the payment and you have renewed your registration in the Boy Scouts of America for another 12 months.



Next, we will look at how the unit can pay and renew membership using My.Scouting and the "Roster" tool. The unit can renew adults or youth members, that's entirely up to the unit.

Troop 0001	Adult Applications  Allow Adult Applications  Allow auto approve Renewals  Renewal Payment Unit will pay for renewal applications	
Unit Dashboard Roster	Email Settings	
Transfer in Position Manager Reports	Fee Emails Online Registration Emails Welcome Emails	
	SAVE	1

If a unit chooses to make membership renewal payments, one of the unit "Key-3" will need to go to Organization Manager, and in the "settings" tab, there's an option to select the "Renewal Payment", this will allow the unit to process renewals. This needs to be checked if the unit chooses to make membership renewal payments. Then they need to click "Save".

		my.Scouting	g  Organizati	on Manager				
Pack 0288 St Vincent De Paul C	atholi	ic Church 🕞						
	R	oster						
	(	Q Search						
		<i>≒</i> Transfer	○ Renew	⊠ Compose	′ <u>⊿</u> Edit	Profile G	Export Roster	⊽ Filter
Pack 0288	•	Name 🗘	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Organization Manager				Chartered Organization				
Settings		Ver	300754	Rep. (*Trained) Committee Member	F	Expired	0	03/31/2024
Unit Pin		Kai 🐂 📕	14,070	Youth Member	м	Expired	$\otimes$	03/31/2024
Unit Dashboard		Jair	000840	Youth Member	м	Expired	$\otimes$	03/31/2024
Roster		Set	1001100	Youth Member	м	Expired	$\otimes$	03/31/2024
Position Manager		Chr Kea	100010	Committee Chair	м	Expired	$\otimes$	03/31/2024
Reports		Finderson Language	1407100	Youth Member	М	Expired	$\otimes$	03/31/2024
		Jan	100.00	Committee Member	м	Expired	$\otimes$	03/31/2024

In Organization Manager there is a new roster feature, it will be live within that 60-day window to renew registration and the process is very simple, the unit checks the boxes on the far-left hand side of those people they want to renew and then click the renew button up in that Gray header at the top of the roster bar. In our sample we've selected 3 youth.

Unit Renewal	Bré		Cubmaste	(∉7rained) M	Expired	$\otimes$	03/31/2024	
Unit Dashboard			<	1 2 >				
Roster Transfer in	✓ Membership	Renewal Orders						
Position Manager	Q Search	Status	Position	YPT Expiration	Paid	Approved	Delete	
Reports	Kai	Initiated	Youth Member	N/A	No	Yes	Ū	
	Jair 🖬 💼 e	Initiated	Youth Member	N/A	No	Yes	Ū	
	Set	Initiated	Youth Member	N/A	No	Yes	0	
	√ Unit Paid Mer	mbership Renew	val Batches				_	
	Created By	Crea	ated On	Number of Orders	Paid		Delete	
	+ Ve	04/1	11/2024, 2:17:39 pm	3	No	GO TO PAYMENT	ū	

Once the "renew" tab is clicked, the bottom of the page opens to show the "Membership Renewal Order" details and the "Unit Paid Membership Renewal Batch" details. In our example you'll see the three youth are selected, looking at the "Batch" section on the bottom, they would click the "Go to Payment" tab to continue.

	my Scouting   Organization Ma	nager	w
Pack 0288 St Vincent De Pa	ul Catholic Church		
	Unit Paid Membership Renewal		
	Kai	Scout Life Subscription	
THE STORY	Pack 0288		
Pack 0288	Youth Member (M)	Current Expiry Date: 03/31/2024 Future Expiry Date: 03/31/2025	
Organization Manager			
Settings	Jai	Scout Life Subscription	
Unit Renewal	Pack 0288		
Unit Pin Unit Dashboard	Youth Member (M)	Current Expiry Date: 03/31/2024 Future Expiry Date: 03/31/2025	
Roster			
Transfer in Position Manager	Settin dan Graden mili	Scout Life Subscription	
Reports	Pack 0288		
	Youth Member (M) V Primary Position	Current Expiry Date: 03/31/2024 Future Expiry Date: 03/31/2025	
	← Back to roster	Create Renewal Orders	

This brings us to a view of the membership selected and the option to make any edits such as Scout Life magazine subscription or whether this is a primary position. When all those edits are corrected Click "Create Renewal Order".



The "Payment Summary" is now displayed, and we see we have our three youth, two with "Scout Life Magazine", we have the council program fee and the administration charge of 3%.

This totals up and the unit have the ability to use a saved payment method such as the credit card that we just used to renew Susan, or you can add a new payment method. The units have an option to use a credit card or an ACH. The credit card charges the 3% administration fee the ACH charges a \$1.00 fee.

		my.Scouting	g  Organizatio	on Manager					Welcome
Pack 0164 Providence Presl	byterian C	hurch 🕞							
^	R	oster							
	0	2 Search							
		≒ Transfer	∩ Renew	ত Compose 🛛 🖨	Print 🗸 🖉	Edit Profile 🗘 I	Export Roster	⊽ Filter	
Pack 0164	•	Name 🛟	Member ID	Role U	lembership Caro nit Payment of M	ds Membership Renewal	Opt Out	Expiration Date	
Organization Manager		Gray Stokley Barker	101003-00	Youth Member	outh Member Ag	ge Report Expired	$\otimes$	03/31/2024	
Settings		Paxt	1401-000	Youth Member	м	Expired	0	03/31/2024	
Unit Renewal		Luca	100-000	Youth Member	м	Expired	0	03/31/2024	
Unit Dashboard		Juna	1440347	Youth Member	F	Expired	0	03/31/2024	
Roster		Patri	14 Million	Youth Member	F	Expired	0	03/31/2024	
Transfer in				Verth Member		Expired	0	00/01/2024	
Position Manager		Ellia	1000000	Youth Member	M	Expired	0	03/31/2024	
reports		Cale	1046340	Youth Member	F	Expired	$\otimes$	03/31/2024	
		Ji R	10/10/00/0	Committee Chair	м	Current	$\otimes$	01/31/2025	

Let's now look at how a unit would renew registration manually.

The unit can print out a copy of the renewal order that they create by selecting who they want to renew and then under the "print" option up at the top of the roster page a choice called "Unit Payment of Membership Renewal" this is how the unit could create a paper copy to take to the council office to pay for the members that they need to renew for that month.

,							-					
	S I	BOY S	Couts of a	MERICA	° Unit	Payment of Membership Renewal						
	Create PDF											
	For use when your unit is paying for membership Renewal but you need to pay at the office.											
	Turn this pap	oerwork alon	g with payment to the coun	cil office by the 15	th of the mon	th.						
	Council District Unit Type Unit Number Date Printed Members t	Meckle Etował Pack 0164 04/15/2	nburg County Council 415 103 1024 ved									
	First Name	Last Name	Position	Member ID	Scout's Life Subscription							
	Ethan	1000	Youth Member	100500-00	NO							
	Gray	the free	Youth Member	13242-044	NO							
	Juna	Couper	Youth Member	1-0000	YES							
	Patricia	Course	Youth Member	1000,000	YES		$\wedge$					
	Lucas	098	Youth Member	1.0000 0000	NO							
	Paxton	Conception 1	Youth Member	1.01.04000	YES							
	Members to b	e renewed: 6										

On the screen is a sample of what is created, this can be reviewed and if all is correct, then they can export it as a PDF file to send it to the council and make the payment. We want to give the unit as many opportunities to renew their membership as possible.

			OF AMI	ERICA	• Unit P Memb	ayment ership F	of Renew	/al		
For use w Turn this	r use when your unit is rn this paperwork alon	s paying for members	ership Renewal l	but you need ce by the 15th	to pay at the o	fice.				
Council District Unit Type	incil Meckle rict Etowah t Type Pack	llenburg County Counc ah 03	il 415							
Unit Numbe Date Printe	e Printed 04/15/2	/2024								
Unit Numbi Date Printe Membe First Nan	e Printed 04/15/2 embers to be Renev rst Name Last Name	Position		Member ID	Scout's Life					
Init Numbe late Printe Membe First Nam	erroler dibi errolers to be Renev rst Name Last Name	Position		Member ID	Scout's Life Subscription					
Jnit Numbo Date Printe Membe First Nan Ethan	eprinted 04/15/2 embers to be Renev rst Name Last Name han	2024 ewed Position Youth Member Youth Member		Member ID	Scout's Life Subscription NO					
Unit Numbe Date Printe Membe First Nan Ethan Gray	eprinted 04/15/2 embers to be Renev rst Name Last Name han 'ay last Date	2024 Evved Position Youth Member Youth Member Youth Member			Scout's Life Subscription NO NO YES					
Unit Numbo Date Printe Membe First Nam Ethan Gray Juna Patricia	st Name Last Name	2024 evved Position Youth Member Youth Member Youth Member Youth Member		Member ID	Scout's Life Subscription NO NO YES YES					
Unit Numbo Date Printe Wembe First Nan Ethan Gray Juna Patricia Lucas	embers to be Renew rst Name Last Name han fray ray and an	2024 ewed Position Youth Member Youth Member Youth Member Youth Member			Scour's Life Subscription NO NO YES YES NO					
Jnit Numbo Jate Printe First Nam Ethan Gray Juna Patricia Lucas Paxton	embers to be Renew rst Name Last Name han frig rst data state trick data s	2024  EWE  EVEL  Position  Vouth Member  Vouth Member  Vouth Member  Vouth Member  Vouth Member  Vouth Member			Scout's Life Subscription NO NO YES NO YES					

This is an example of what the PDF file looks like, we ask that the unit turn this into the council by the 15th of the month.

You can now see how much more simplified these processes are compared to the older charter renewal process we've done. Individuals can do their own renewal in less than five minutes; the unit can renew a set of members in five to ten minutes and the unit can renew in less than five minutes once all the leaders have current Youth Protection Training.



We have reviewed how the unit could renew registrations or the unit, but we also allow for manual entry. Let's look at the operation on the council side.

	my.So	couting   Registrar Tools			
Mecklenburg County Council 4	415				
	Pack 0265 Living Savio	ur Lutheran Church F			
Sector Sector	1 Unit Va	lidation	2 Payment	3 Confirmation	
Mecklenburg County Council 415	Unit Leadership		Chartered Organizaton		
Registrar Tools	Chartered Organization Rep.	Committee Chair	Organization Name Living Saviour Lutheran	Executive Officer Steve Vick	
Search Dashboard	Cubmaster	Committee Member	Unit Term Apr 1, 2023 - Mar 31, 2024	Unit Address 6817 Carmel Rd	
New Unit	Executive Officer			Charlotte, NC 28226	
Recharter Unit Renewal	financiality	Edit Positions	Membership		
Redistricting			34	0	
Position Manager Maintenance			Youth Members	Multiple Members	
Data Management	Unit Renewal and Leaders	hip Approval			
Reports	I, On File	, approve the rechartering of th	e above-named unit and leadership	p for the year.	
Criminal Background Ch	Click her	re for Pay at the Council Office Option		Next Step: Payment	
Additional Registration					

We are now looking at "Registrar Tools", this is the app that councils use to process registration and maintain membership records. There's a new tab in Registrar Tools called "Unit Renewal" and this is where the council can process a unit renewal if requested by the unit.

The unit would print out the paper details as we just talked about and bring it into the council office. Just like for the unit, any validations error will show and need to be fixed before this renewal can be processed.

We recommend a signature code of "On File" be used to show that a paper application had been submitted to renew the unit with a "wet signature", and then Click the "Next Step Payment" button.

	my.Scouting   Registrat	Tools	
Mecklenburg Council 41	5		
$\wedge$	Pack 0265 Living Saviour Lutheran Church	Ð	
Mecklenburg County Council 415	Renewal Order Status     Status: Initiated     Is paid: No     Created By:	New Charter Effective Date: 04/01/2024 Expliny Date: 03/31/2025	]
Register Tools Search	Unit Validation	2 Payment 3 Confirmation	
Dashboard	Unit Renewal Fees		
New Unit	Recharter Fee: \$10	0.00	
Recharter Unit Renewal	Manual Payment (No Admin \$0.0 Fee):	0	
Redistricting	Total: \$10	0.00	
Position Manager Maintenance 💙			
Data Management	Billing Information		
Reports User Guide	Process manual payment for unit renewal.	Process Payment and Renew Unit	•
Criminal Background Ch			
Additional Registration	Back To Unit Validation		

As you see the same processes followed as the unit renewed. The Screen will show the status and reviews the cost, in this case the \$100 for the renewal fee. The registrar would click "Process Payment and Renew Unit".



Upon completion the unit shows "payment processing" all payments are processed overnight from Registrar Tools. The next day this would reflect the payment is completed.

Mecklenburg County Council 415	EFFECTIVE DATE 04/01/2023 View Chartered Org View Organization	EXPIRATIO 03/31/202 anization @ Tools V @	N DATE 4 ① Print Manual Recharter Pa Print Internet Recharter Pa	TERM 12 months perwork Print Cha perwork	rter Certificase	
	Charter: Living Sa	viour Lutheran Church	04/01/	2023 - 03/31/2024	Term: 12 V	
Registrar Tools	Adult Roster You	th Roster		C Show Distri	ict History 🚯 Print Roster	
Dashboard	Q Search			5	Search by Position	
New Unit		Renew	nsfer/Multiple 🗸 Acti	ons 🗂 Delete + Ado	i Registrant 🛛 🕁 Filter	
Recharter	Position	¢ Name	¢ DOB Ge	nder   SL   Registration Stat	us Registration Expiry Date	
Unit Renewal	M - Youth Membe	srir Muri	R 10/06/2015 M	New	02/28/2025	
Redistricting	M - Youth Membe		09/18/2015 F	Re-Registered	03/31/2024	
Position Manager	M - Youth Membe	Melaniniimaina	03/09/2014 F	Re-Registered	03/31/2024	
Maintenance 🗸	M - Youth Membe	Balan	12/03/2013 F	Re-Registered	03/31/2024	
Data Management	M - Youth Membe	Akt	07/16/2013 M	Re-Registered	02/29/2024	
Reports			04/10/2010	O New	00/00/0004	
User Guide	M - Youth Membe	Her B	04/12/2014 M	⊘ New	09/30/2024	

Now let's look at how the council would process registration renewal.

This process is the same for one individual or if the unit has turned in a list of people to be renewed.

In this example, this unit has requested for these three youth members to be renewed, In roster the registrar would go in and select the three members that are to be renewed and then they click on the renewal button that's located up at the top gray bar on the roster.

Adul	t Roster Youth I	Roster						C Show District H	istory 🧑 Print Roste
٩	Search							Searc	h by Position
			Ç Renew 🖕	ransfer/N	Aultiple 🗸	Actions	Ō	Delete + Add Reg	jistrant 🕁 Filter
	Position 💠	Nam	Renew	¢	DOB	Gender	SL	Registration Status	Registration Expiry Dat
	M - Youth Member	STILE		ß	10/06/2015	м	$\oslash$	New	02/28/2025
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	M - Youth Member	Akhi	And In Concession		07/16/2013	м	$\oslash$	Re-Registered	02/29/2024

The registrar has a couple of options here. If they click on the renew button it will proceed to renew the member selected, the Registar can also resend the reminder emails.

<b>EFFECTIV</b> 04/01/202	E DATE EX 13 03,	PIRATION DATE 31/2024 ①	TERM 12 mon	hs	
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We are going to renew, this is the edit screen that the registrar has to review the position and whether there are multiples, any changes can be made at this point and once this is all correct the registrar will click renew selected positions.

Meckle	nburg Coun	ty Council 415		Youth Renewa	I Registration - Pa	ck 0265 Living	Saviour Lutheran Chur	rch F
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Similar to our "add-reg" tool in Registrar Tools, the renewals are processed in this screen, in this case the renewals display on the screen and the registrar has the ability to edit and review and then submit for pricing.

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				\$240.00	\$0.00	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$285.00
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The pricing displays the registration fees and Scout Life Magazine fees, after reviewing the Registrar submits the registration and it is processed overnight and will be posted the next day.



Now let us look at reports that are available to support the new renewal process some of these reports are found in Organization Manager and available to Units, Districts, and Councils, and some are restricted only to the Registrar and registrar tools due to the personal information included. let's look at those found in Organization Manager.



We are looking at the report section of Organization Manager for a Cub Scout Pack and you can see there are reports for "Members who have opted out", Members Due to Renew", and Members who have Renewed", these reports are all available in Organization Manager at the Unit level, District level, and the Council level.



Now let's look at the "Renewal Status Dashboard ", this is to monitor just unit renewal and it is found in Commissioner Tools and also found in the Registrar Table dashboard. Unit renewal details are displayed in the different categories: Units Available to Renew. Renewals not Started, Renewals in Process, and then depending on the time whether the unit is "Pre-Posted" or "Posted". This is a change from the recharter dashboard as there were many more steps in rechartering than we need in renewing a unit.

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n behalf o 7 7	the Boy Scouts of America. Disclosi Export to CSV Expo	ng, copying, or maki	ing any inappropriat										
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The "Unit Recharter Report" now shows both rechartering and renewing of units depending on whether the unit rechartered before March of 2024. You can see on the screen that the renewal status is displayed and the recharter is displayed if the unit rechartered.

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On Organization Manger at the District and Council Level is a report called "Member Without Unit". Beginning in August of 2023 all our new membership have a 12-month registration, we know there will be some who joined a unit that did not renew but they are still registered until their 12 months expires. This report allows you to identify who in your district or council need to be contracted and connected with another unit.

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K < >	Page 1 Council	of 422 GO District	Organization	Member ID	Expiry Date	First Name	Last Name	Position	Address	City	State	Records: 8438 Zip Email	
Service Territory 02	Crossroads of the West 590												
		IIM BRIDGER DISTRICT 03	IIM BRIDGER DISTRICT 03	12	12/31/2023	Amelia	Sector and	Lone Boy Scout Counselor	1325 W Walnut Hill Ln.	Woodruff	UT	84086-0131 ga@scouting.org	
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	JIM BRIDGER DISTRICT 03	12	12/31/2023	Amelia Thomas		Lone Boy Scout Counselor Lone Boy Scout Counselor	1325 W Walnut Hill Ln. 1325 W Walnut Hill Ln.	Woodruff Evanston	UT WY	84086-0131 qa@scouting.org 82930-5183 qa@scouting.org	
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The report "Members Due to Renew" is available at the unit, district, and council level in Organization Manager. This supplements the email notification the unit Key-3 get each month of members who will be renewing.

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The report Non Renewed Membership Report is also available at the unit, District, and Council level and at allows you to see who has not yet renewed their registration.

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The 'Member Opted Out Report" is also available at the unit, district, and council level in Organization Manager and lists those people who had chosen to not renew. The unit can also Opt-Out someone they know has moved or quit the unit.



As a reminder there are job aids and details on both the unit renewal and member renewal found at **www.scouting.org\resources\unit-andmembership-renewal/** to answer additional resources are created they will be added to this website.