Registrar Tools and Online Registration – Scheduled Updates

• Unit Renewal (new method) – Mid February
• Auto Renewal Membership – Mid-February
• Change in Adult Workflow / CBC requirement - Early March
• Final Auto Renewal Implementation – Early March
• Sync of Multiple Registrations to Paid – Mid March
• New Fee Structure – April 1st
• Council Service Territory Changes – April 1st
• New Cub Scout Program integrated into Scoutbook+ - June 1st
Criminal Background Check Workflow Change

... during this process, you are not eligible to meet with youth ...
Auto Renewal Membership / Units

• For all Youth and Adult members in the BSA
• All Membership Terms are for 12 months
• New Membership Renewal will only have a one-month lapse
• New Unit Renewal will only have a one-month lapse
• Parent/Guardian e-mails are needed
• Parents can Opt-Out and Units can Opt-out the member too
• A one-time data sync will be done in March to align all Multiple and Functional Registrations to the Primary (paid) expiry date
Auto Renewal Membership

Settings

Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.

Auto Reassignment

- Automatically reassign unprocessed applications after 8 days and Leads after 5 days.

Council’s Onboarding URL

http://circleten.org/welcome-to-scouting

Adult Applications

- Units may choose to accept adult applications.
- Allow adult applications
- Do not allow adult applications

Auto Approve Renewals

- Units may choose whether to allow auto approval for youth and adult renewals
- Units allow auto approval for youth and adult renewals
- Units do not allow auto approval for youth and adult renewals

OLR Emails

- Send Online Registration Lead Emails to Scout Executive

SAVE
Unit Recharter BEFORE March 1, 2024
>> NO CHANGES <<

Login at https://advancements.scouting.org/
Unit Leader, Unit committee chair, chartered organization representative, or designee

Click on re-charter located on the lower right menu.

Enter 12-month term

Edit Roster

Invite New Members
Update Adult Leader Positions
Remove Members

Validate Information
Pay and Submit

Unit Renewal AFTER March 1, 2024
>> Auto-Renewal Process <<

Youth and adult leader membership fees will be separated from the unit charter.

Login at My.Scouting.org and go to Organization Manager
(Unit Leader, committee chair, chartered organization representative, or designee have access)

Click on “Unit Renewal “on the menu.

Validate Information

Make changes to Leadership if needed in Position Manager – Have leaders take YPT if needed

E-Sign the Page
Pay and Submit

Auto-Renewal
Individual membership renewal and fees are paid automatically by the individual

Manual Renewal
Individual membership renewal and fees are paid to the unit or local council office.

Unit Paid Renewals
Individual membership renewal and fees are paid by the unit

Auto-Renewal
Manual Renewal
Unit Paid Renewals
Auto Renewal Membership – Unit Renewals

- Key Three Information
  - Chartered Organization Rep.
  - Committee Chair
  - Scoutmaster

- Settings
  - Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.
  - Payment Information
    - No payment method on file
    - Update payment method to proceed

- Membership Application Approval
  - Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications
    - Chartered Org Representative Approval Required
    - Committee Chair Recommendation and Chartered Org Representative Approval Required

- Youth Applications
  - Automatically Accept Youth Applications to this Unit

- Adult Applications
  - This option was set by the council, it may not be changed for this unit.
    - Allow Adult Applications

- Auto Approve Renewals
  - Allow auto approve renewals
Auto Renewal Membership – Unit Renewals

Troop 0301 John R. Bentley Youth Fund INC

Unit Leadership
Chartered Organization Rep.
Randy [Redacted]
Scoutmaster
Jeffrey [Redacted]
Executive Officer
Randy [Redacted]
New Member Coordinator
Amanda [Redacted]

Committee Chair
Mary [Redacted]
Committee Member
Charlie [Redacted]
Assistant Scoutmaster
Bryan [Redacted]

Chartered Organization
Organization Name
John R. Bentley Youth Fund INC
Unit Term
Apr 1, 2023 - Mar 31, 2024
Unit Address
1314 Troplink St North
Wilmington, NC 28403

Youth Membership
6 Youth Members
1 Multiple Members

Validation
Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

Members Effected:
- Bryan [Redacted]
- Randy [Redacted]
- Charlie [Redacted]
- Amanda [Redacted]

Unit Renewal and Leadership Approval
I, [Redacted], approve the rechartering of the above-named unit and leadership for the year.
Auto Renewal Membership – Unit Renewals

Troop 0301 John R. Bentley Youth Fund INC

Unit Renewal Fees

- Recharter Fee: $100.00
- Subtotal: $100.00
- Admin Fee (Credit Card - 3%): $3.00
- Total: $103.00

Billing Information

Credit Card
- First Name: Mary
- Last Name: Person
- Card Number: [Redacted]
- Expiration Date: 12/27
Auto Renewal Membership – Unit Renewals
Auto Renewal Membership – Unit Renewals

Payment confirmation
Chase Integrated Payments <chase-support@wepay.com>
To: [Redacted]
Retention Policy: 3 Year Delete (3 years)

CHASE
Integrated Payments

Receipt

Billed to:
Visa xxxxxx4113
Mary [Redacted]
Total:
USD $100.00
Purchased from:
Boy Scout of America
1325 W. Walnut Hill Lane,
Irving, TX, 75038, US
Wepay_admin@scouting.org

Type: Sale
Date: 02/08/2024

If you have any questions about your receipt, contact chase-support@wepay.com.
Auto Renewal Membership – Council Renewal - Draft
Auto Renewal Membership – Council Renewal - Draft
Auto Renewal Membership
Family/Self Pay

- An email notification and a renewal link will be sent 60 days before membership expires.
- The link provided in the email will direct individuals to a renewal form on My.Scouting.
- If registered in multiple positions, select the primary position. Renewing the primary position will automatically renew multiple positions.
- The individual pays with a credit card and submits the renewal.
- The unit will approve the membership renewal.

Auto Renewal Membership
Unit Pay

- In Organization Manager, the unit selects the Unit Pay option.
- Unit Key 3s are notified each month about which members are due to renew that month.
- Using the Roster tab, the unit selects which members they are renewing.
- The unit can choose not to renew a member (opt-out). The unit can also change the Scout’s Life subscription settings for each person.
- The unit pays with a credit card or establishes a securely stored electronic fund transfer payment (ACH) and submits the renewal.

Note: All registrations are for 12 months. For example, if your current registration expires on 12/31/2023, your renewed membership will start on 1/1/2024 and run through the entire calendar year until 12/31/2024. Membership renewal can be completed by either the individual, the family or the unit.
Auto Renewal Membership – Family / Self Pay
Auto Renewal Membership – Family / Self Pay

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Expiration Date</th>
<th>Application Status</th>
</tr>
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<tbody>
<tr>
<td>Austin Andrade</td>
<td>31 December 2023</td>
<td>Registration is soon to expire</td>
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<tr>
<td>Youth Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pack 0009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

 CONNECT WITH US:  
 Contact  
 Terms & Conditions
Auto Renewal Membership – Family / Self Pay

Current Memberships

The following positions will be renewed, remove positions you do not want to renew:

Pack 0008

Youth Member
Current Expiration Date: 12/31/2023
Future Expiration Date: 12/31/2024

Select as Primary Position  Remove Position

Go To Preview

Copyright Boy Scouts of America 2024
Auto Renewal Membership – Family / Self Pay
Auto Renewal Membership – Family / Self Pay

Summary

- **BSA, Non-Unit Adult Reg**
  - Jennifer Evans
  - Valid thru November 2024
  - $60.00

- **Council Fee**
  - Jennifer Evans
  - Valid thru November 2024
  - $10.00

- **Administrative Fee**
  - $2.55

- **Scout Life Domestic Rates**
  - Jennifer Evans
  - Valid thru November 2024
  - $15.00

**Total Amount Due:** $87.55

Payment Details

**Card Information**

* Cardholder Name: [Input Field]
Auto Renewal Membership – Family / Self Pay

Expiration Date: 12/28

CVV: 1234

Annual Membership Registration: I understand the BSA is an annual registration and has tolized my credit card for renewal in one year. This membership application will automatically renew in 12 months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.

BILLING ADDRESS

Country: USA
Address Line 1: 1325 W Walnut Hill Ln.
Address Line 2:
City: Plano
State/Region: Texas
ZIP Code: 75253

Same as guardian address: 

Place Order
Auto Renewal Membership – Unit Pay

Adult Applications
- Allow Adult Applications

Auto Approve Renewals
* This option was set by the council. It may not be changed for this unit.
- Allow auto approve renewals

Renewal Payment
- Unit will pay for renewal applications

Email Settings

Fee Emails
- Include Fees/Fee Explanations

Online Registration Emails
- Welcome Emails

Save
Auto Renewal Membership – Unit Pay

<table>
<thead>
<tr>
<th>Name</th>
<th>Member ID</th>
<th>Role</th>
<th>Gender</th>
<th>Renewal Status</th>
<th>Opt Out</th>
<th>Expiration Date</th>
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<tbody>
<tr>
<td>Mary</td>
<td>14/008857</td>
<td>Committee Chair</td>
<td>F</td>
<td>Initiated</td>
<td></td>
<td>03/31/2024</td>
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<tr>
<td>Logan</td>
<td>12/001702</td>
<td>Youth Member</td>
<td>M</td>
<td>Initiated</td>
<td></td>
<td>03/31/2024</td>
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<tr>
<td>Marquel</td>
<td>14/001962</td>
<td>Youth Member</td>
<td>M</td>
<td>Initiated</td>
<td></td>
<td>03/31/2024</td>
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<tr>
<td>Jeffrey</td>
<td>11/002184</td>
<td>Scoutmaster</td>
<td>M</td>
<td>Initiated</td>
<td></td>
<td>03/31/2024</td>
</tr>
<tr>
<td>Bryan</td>
<td>12/006387</td>
<td>Assistant Scoutmaster</td>
<td>M</td>
<td>Initiated</td>
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<td>03/31/2024</td>
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<tr>
<td>Randy</td>
<td>05/123456</td>
<td>Chartered Organization Rep. Executive Officer</td>
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<td>Initiated</td>
<td></td>
<td>03/31/2024</td>
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<tr>
<td>Seth</td>
<td>12/007890</td>
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<td>Initiated</td>
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<td>03/31/2024</td>
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<tr>
<td>Charles</td>
<td>14/002100</td>
<td>Committee Member</td>
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<tr>
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<tr>
<td>Amanda</td>
<td>12/001234</td>
<td>New Member Coordinator</td>
<td>F</td>
<td>Initiated</td>
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# Auto Renewal Membership – Unit Pay

## Roster

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<tr>
<th>Name</th>
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<th>Expiration Date</th>
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<tbody>
<tr>
<td>Mary</td>
<td></td>
<td>Committee Chair</td>
<td>F</td>
<td>Initiated</td>
<td></td>
<td>03/31/2024</td>
</tr>
<tr>
<td>Logan</td>
<td></td>
<td>Youth Member</td>
<td>M</td>
<td>Initiated</td>
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<td>03/31/2024</td>
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<tr>
<td>Marque</td>
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<td>Youth Member</td>
<td>M</td>
<td>Initiated</td>
<td></td>
<td>03/31/2024</td>
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</table>
# Auto Renewal Membership – Unit Pay

## Troop 0301 John R. Bentley Youth Fund INC

### Unit Paid Membership Renewal

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Troop 0301</th>
<th>Committee Chair (CC)</th>
<th>Current Expiry Date: 03/31/2024</th>
<th>Future Expiry Date: 03/31/2025</th>
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<tbody>
<tr>
<td>Mary</td>
<td>[Primary Position]</td>
<td>Troop 0301</td>
<td>Current Expiry Date: 03/31/2024</td>
<td>Future Expiry Date: 03/31/2025</td>
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<tr>
<td>Marquis</td>
<td>[Primary Position]</td>
<td>Troop 0301</td>
<td>Current Expiry Date: 03/31/2024</td>
<td>Future Expiry Date: 03/31/2025</td>
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<tr>
<td>Logan</td>
<td>[Primary Position]</td>
<td>Troop 0301</td>
<td>Current Expiry Date: 03/31/2024</td>
<td>Future Expiry Date: 03/31/2025</td>
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</tbody>
</table>
Auto Renewal Membership – Unit Pay
Auto Renewal Membership – Unit Pay
Auto Renewal Membership – Pay at the Council
Auto Renewal Membership – Pay at the Council
Auto Renewal Membership – Pay at the Council
## Auto Renewal Membership – Pay at the Council

### File Review

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<tr>
<th>Applicant Member ID</th>
<th>Applicant First Name</th>
<th>Applicant Last Name</th>
<th>Applicant DOB</th>
<th>Gender</th>
<th>Email</th>
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<th>Position</th>
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<tbody>
<tr>
<td>11111111</td>
<td>Andrew</td>
<td>Armstrong</td>
<td>05-18-1975</td>
<td>M</td>
<td>armstrong@org</td>
<td>06-06-2022</td>
<td>MC</td>
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<tr>
<td>22222222</td>
<td>Leo</td>
<td>Gomes</td>
<td>11-13-1962</td>
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<td>gomes@org</td>
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<td>33333333</td>
<td>Rhonda</td>
<td>Hughes</td>
<td>04-02-1965</td>
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<td>hughes@org</td>
<td>01-09-2023</td>
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<td>Charles</td>
<td>Williams</td>
<td>08-08-1969</td>
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<td>williams@org</td>
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### Submit for Pricing
## Auto Renewal Membership – Pay at the Council

### File Review

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<th>Edit</th>
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<th>Future Year Fee</th>
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<td>E. Jones</td>
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**Submit Registrations**
Auto Renewal Membership – Pay at the Council
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<tr>
<th>NST</th>
<th>Council</th>
<th>District</th>
<th>Organization</th>
<th>Member ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State Zip</th>
<th>Council Paid Flag</th>
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<tbody>
<tr>
<td>06</td>
<td>Abraham Lincoln Council 144</td>
<td>Log Cabin/Realiptizer Dst 04</td>
<td>Troop 0062 (B)</td>
<td>11001</td>
<td>Ryan</td>
<td></td>
<td>1235 W Walnut Hill Ln.</td>
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<td>Carleville</td>
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<td>Pack 0330 (F)</td>
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<td>1235 W Walnut Hill Ln.</td>
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# Auto Renewal Membership – Missing Email Address Report

## Boy Scouts of America

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

### Council
- Abraham Lincoln Council 144

### Report Generated By
- Michael Coughth

### Date Report Generated
- 12/04/2023

## Missing Email Address Report

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# Auto Renewal Membership – Member without Unit Report

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

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## Auto Renewal Membership – Members Opt-Out Report

![BOY SCOUTS OF AMERICA Logo](logo.png)

**Member Opt-Out Report**

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster is prohibited by law.

**Council**: Circle Ten Council 571  
**Organization Name**: Circle Ten Council 571  
**Report Generated By**: [Name]  
**Date Report Generated**: 02/10/2024

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