

# Individual Registration Renewal

## Adult/Self or Parent/Youth

August 2025

Parents and leaders can renew their registration online two months before the membership expires.

The steps outlined below are the same for an adult processing their own renewal and for a parent processing the renewal on behalf of their youth.

If the youth isn't showing for the parent then the council would need to check the data in the person records as well as confirm the parent is linked to the youth as the primary parent.

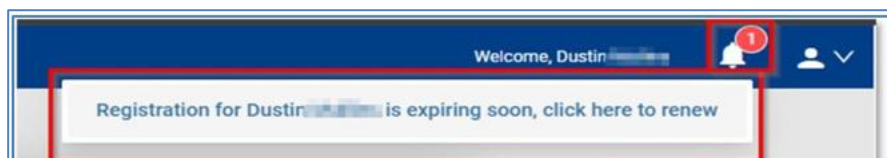
A membership renewal notice is also sent via email with a link that can be used to renew the registration. The notice will be sent 60, 30, 15, 7 and 1 day(s) out, as well as 1 week after expiration until the registration is renewed. New for 2025, a text reminder system has also been implemented. The first text will go out at 45 days from expiration.

Access the renewal by either:

1. Clicking the link in the email renewal reminder which will prompt you to sign in to My.Scouting.
2. Log in to My.Scouting and go to Menu>My Applications>My Renewals. Select "Start Renewal" for the position being renewed.
  - a. It is in this area that you can select "Opt Out of Renewing" if you are not continuing with this specific position. Be aware, if you select Opt Out in error, you will have to contact your local council to be opted back in.



3. Log in to your My.Scouting account. Once logged in, click on the red notification icon in the top right corner by your name and follow those prompts.
  - a. Although the process is basically the same regardless of how you initiate the renewal, the images below are the result of following this path.



Positions eligible to renew will be listed. If more than one position is listed, make sure the appropriate one is selected as primary. That is the one that will show you as paid. This is your opportunity to change which is marked as primary if needed.

Review to ensure everything looks correct, then click on the “Go To Payment” button.

1 Member Information 2 Payment/Checkout

### Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Troop 0399	B
<b>Youth Member</b> Current Expire Date: 03/31/2024 Future Expire Date: 03/31/2025	Primary Position

[Go back to My Renewals](#) [Go To Payment](#)

Copyright Boy Scouts of America 2024

You will be prompted to sign and agree to Scouting America’s Terms and Conditions. (Please review before signing).

Click on “Go To Checkout Summary.”

### Terms and Conditions

**Welcome to the BSA!**

The BSA makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships. The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of the BSA. The BSA local and national council provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

**Parent/Legal Guardian Role in Scouting**

Scouting uses a fun program to promote character development, citizenship training, leadership, and mental and physical fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America

Dustin Person

[Back](#) [Go to Checkout Summary](#)

The checkout page shows a summary of the fees and allows you to adjust the Scout Life Magazine Subscription.

NOTE: The default is to subscribe. You will need to “uncheck” the box if you do not wish to subscribe.

The screenshot shows a checkout page with a progress bar at the top indicating 'Member Information' (step 1) and 'Payment/Checkout' (step 2). The 'Summary' section lists the following items:

Item	Amount
BSA Youth Registration (Trad.) <small>Dustin Williams Valid until February 2025</small>	\$80.00
Administrative Fee OLR	\$2.85
Scout Life Magazine <small>Dustin Williams Valid until February 2025</small>	\$15.00
<b>TOTAL AMOUNT DUE</b>	<b>\$97.85</b>

The 'Payment Details' section shows 'CARD INFORMATION' with the cardholder name 'Sally Person'.

At the bottom you can select “click to print for manual pay.” This will create a fee summary pdf document that should be printed and taken to your council along with your renewal fees.

If not choosing manual pay, proceed to enter your payment information.

The payment process will default to the billing address record on file. Please confirm this address compared to the payment method you are using. If the payment method uses a different address, you can change it by unchecking “Same as saved address.”

Select “Place Order”.

The screenshot shows the payment information page. At the top, there is a CVV field with the value '411'. Below this is a disclaimer about Annual Membership Registration. The 'BILLING ADDRESS' section includes a toggle for 'Same as saved address' which is currently turned on. The address fields are filled with the following information:

Field	Value
Country	USA
Address Line 1	1325 W Walnut Hill Ln.
Address Line 2	
City	Washington
State/Region	DISTRICT OF COLUMBIA
ZIP Code	20001

At the bottom, there are three buttons: 'Restart Renewal', 'Click to print for manual pay', and 'Place Order'. The 'Click to print for manual pay' button is highlighted with a red box.

You will be presented with a receipt. You can print the receipt if needed, then select “Complete Registration” option at the bottom and you will be directed back to your applications in my.Scouting.  
(A receipt can be printer later if needed. )

**Your Receipt**

Application ID: [blank]  
Transaction Date: February 14, 2024  
Unit: Troop 0098 Saint Anthony's Catholic Church

**Welcome to Boy Scouts of America!**  
We're excited you've decided to build a Scouting adventure with the organization listed above.  
Once your registration has been processed, you will receive an email with contact information, a membership card, and additional details about Scouting.  
Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

Scoutmaster 1325 W Walnut Hill Ln. Washington, DISTRICT OF COLUMBIA, 20001 USA	District: Washington DC 11 Order ID: 13643
BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<b>Total Amount</b>	<b>\$97.04</b>
<b>Total Paid</b>	<b>\$97.04</b>
Scoutmaster 1325 W Walnut Hill Ln. Washington, DISTRICT OF COLUMBIA, 20001 USA	District: Washington DC 11 Order ID: 13643
BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<b>Total Amount</b>	<b>\$97.04</b>
<b>Total Paid</b>	<b>\$97.04</b>
<b>Amount Due</b>	<b>\$0.00</b>

**YOUR TROOP**  
Troop 0098 Saint Anthony's Catholic Church

**YOUR COUNCIL**  
National Capital Area Council

[Print Receipt](#) [Complete Registration](#)

Once the renewal has been completed, it will no longer show under “My Renewals” in the My.Scouting account since it is completed.