

Council Procedure for Processing an Individual Renewal

August 2025

Council can renew an individual up to 3 months out. There is a lapse period of 2 months after expiration.

Log in to my.Scouting>Registrar Tools>Org Search. Provide the criteria to search for the unit or organization structure (if non unit) the individual is a member of. Notice the status filter when searching. It defaults to Active. If the unit you are looking for is expired or lapsed, you will need to update that status before searching. Find the unit in the search results and click on that row to access the unit.

The screenshot shows the 'Org Search' interface. On the left, a sidebar contains links: Search, Dashboard, New Unit, LFL Group, and Unit Renewal (highlighted with a red box). The main search area has fields for Unit Type, Unit Number, Expiration Date, District Name, Chartered Organization, and Special Interest Type. A red box highlights the 'Status' dropdown menu, which currently shows 'Active'. A 'Search' button is located below the search fields. At the bottom, a table header is visible with columns: Type, Gender, Number, Chartered Organization, District, Expiration, Renewal Status, and Approve.

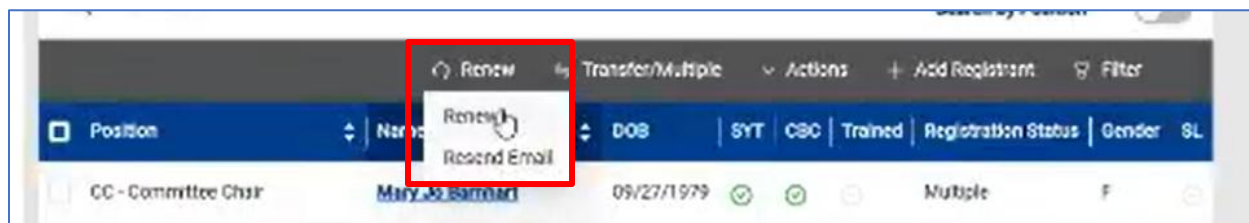
Select the checkbox by each name for the individual(s) to be renewed.

If unsure if they are eligible to renew, you can hover over their name and their information including their expiration date will appear.

The screenshot shows the 'Org Search' interface with a list of individuals. The 'Unit Renewal' link in the left sidebar is highlighted with a red box. The list of individuals is shown with columns: Position, Name, DOB, CBC, Trained, Registration Status, Gender, and SL. A red box highlights the 'Expiration Date' for Joshua Schroth, which is 10/31/2025. A tooltip is visible for Joshua Schroth, showing his Member ID (137492630), Address (1325 W Walnut Hill Ln, Blue Springs Missouri 64015), Last CBC (01/15/2025), Effective Date (11/01/2024), Phone Number ((913) 111-1111), Email Address (josh@scouting.org), and Safeguarding Youth Training (ACTIVE).

Position	Name	DOB	CBC	Trained	Registration Status	Gender	SL
MC - Committee Member	Joshua Schroth	03/08/1984	✓	✓	Multiple	M	
DL - Den Leader	Valerie Elaine Schroth	09/22/1990	✓	✓	Multiple	F	
CM - Cubmaster	Matthew Thomas Shoaf	03/16/1981	✓	✓	Multiple	M	
CR - Chartered Organization Rep	Jessica Margaret Troester	10/16/1984	✓	✓	Multiple	F	

After selecting the individual(s) to be renewed, hover over Renewal found in the grey header row above and select Renew. From here you can also select Resend Email to send the renewal email so they can renew themselves.



Clicking Renew brings up the Positions to Renew screen. If this position is a multiple, check the multiple indicator box by the position and enter the paid Member ID number (even if it is from another council) in the box to the right.

If not a multiple, uncheck the box.

A screenshot of the 'Positions to Renew' form. It has three main sections: 'Position', 'Multiple', and 'Multiple MID'. Under 'Position', there is a dropdown menu with 'Chartered Organization Rep.' selected. Under 'Multiple', there is a checked checkbox next to 'Chartered Organization Rep.'. Under 'Multiple MID', there is a text box containing '19654018' and a note below it that says 'Registered positions are not eligible for multiple'. A red box highlights the 'Multiple' checkbox, and another red box highlights the 'Multiple MID' text box and its note. At the bottom, there is a button labeled 'Renew Selected Positions'.

Select "Renew Selected Positions"

A screenshot of the 'Positions to Renew' form, similar to the previous one, but with the 'Multiple' checkbox unchecked. The 'Position' dropdown is still 'Chartered Organization Rep.'. The 'Multiple MID' section is empty. A red box highlights the 'Renew Selected Positions' button at the bottom.

Verify the information. Select the pencil to go back and make any edits.

Select Submit for Pricing to proceed.

The screenshot shows a 'File Review' window with a search bar and two toggle buttons: 'Show only rows with errors' and 'Show only rows with warnings'. Below these is a table with the following columns: Applicant Member ID, Applicant First Name, Applicant Last Name, Applicant DOB, Position, Term Effective Date, Term Expiration Date, Is Multiple, and Gender. The first row of data is highlighted, with a pencil icon in the left margin. Below the table is a 'Submit for Pricing' button.

	Applicant Member ID	Applicant First Name	Applicant Last Name	Applicant DOB	Position	Term Effective Date	Term Expiration Date	Is Multiple	Gender
	19664018	Jessica	Troester	10-16-1984	CR	06-01-2025	05-31-2026	FALSE	F

Submit for Pricing

Check the fees for accuracy. Select the pencil to make any edits.

Select Submit Registrations to proceed.

The screenshot shows a 'File Review' window with a search bar and a 'Show only prices' toggle button. Below these is a table with the following columns: Def., Edit, Applicant First Name, Applicant Last Name, Adult Registration Fee, Future Year Fee, Joining Fee, SL Adult Subscription Fee, SL Foreign Adult Subscription Fee, SL Future Year Adult Subscription Fee, SL Foreign Future Year Adult Subscription Fee, and Total Amount. The first row of data is highlighted, with a pencil icon in the left margin. Below the table is a 'Submit Registrations' button.

Def.	Edit	Applicant First Name	Applicant Last Name	Adult Registration Fee	Future Year Fee	Joining Fee	SL Adult Subscription Fee	SL Foreign Adult Subscription Fee	SL Future Year Adult Subscription Fee	SL Foreign Future Year Adult Subscription Fee	Total Amount
		Jessica	Troester	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00
				\$65.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00

Submit Registrations

A notification will appear stating no further changes can be made. Select OK.

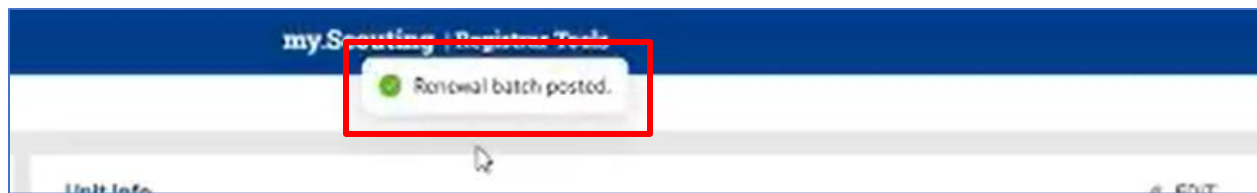
The screenshot shows a 'Confirm Submit' dialog box with the text: 'No further changes can be made past this point. Are you sure you want to proceed?'. There are two buttons: 'Cancel' and 'OK'.

Confirm Submit

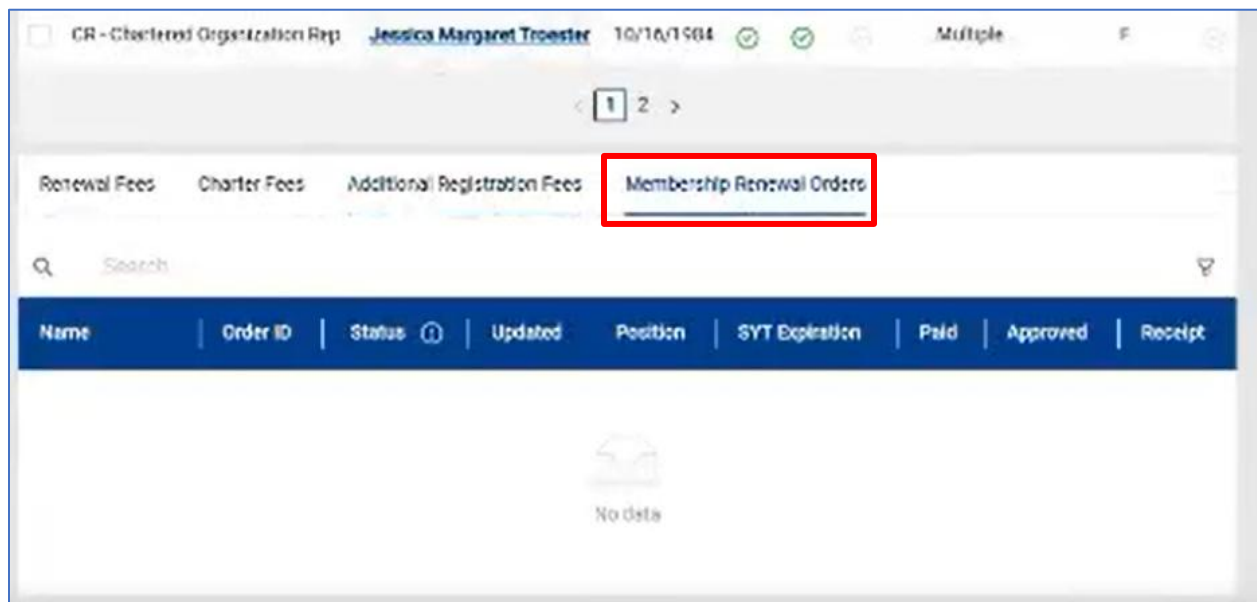
No further changes can be made past this point. Are you sure you want to proceed?

Cancel OK

A confirmation message will appear briefly on the screen.



You can also scroll down to the bottom of the screen and select Membership Renewal Orders. This will show all renewal orders that have been processed by/for this unit.



Anything initiated by the council is considered an Additional Registration Batch so will show up under the Additional Registration Fees area.

A screenshot of the my.Scouting interface. At the top, there is a header with the text 'CR - Chartered Organization Rep' and 'Jessica Margaret Troester'. Below the header, there is a navigation bar with four tabs: 'Renewal Fees', 'Charter Fees', 'Additional Registration Fees', and 'Membership Renewal Orders'. The 'Additional Registration Fees' tab is selected and highlighted with a red rectangular box. Below the tabs, there is a search bar with the text 'Search'. Below the search bar, there is a table with the following columns: 'Creation Date', 'Created By', 'Records', 'Status', 'Payment Status', 'Registration Fee', 'Joining Fee', 'Scout Life', and 'Total'. The table contains one row of data. The text 'No data' is displayed in the center.

Creation Date	Created By	Records	Status	Payment Status	Registration Fee	Joining Fee	Scout Life	Total
07/09/2025	113189184		Awaiting Processing		\$65.00	\$0	\$0	\$65.00