

Council Procedure for Processing an Individual Renewal

Sept 2026

Council can renew an individual up to 3 months out.

Lapse period will be eliminated starting with Dec 2026 units. (Nov 2026 units will get one month lapse)

- 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.

Unit Type: [Unit Type] Unit Number: [Unit Number] Expiration Date: [MM/DD/YYYY]

District Name: [District Name] Chartered Organization: [Chartered Organization] Special Interest Type: [Special Interest Type]

Status: [Active]

Search [Search]

Type Gender Number Chartered Organization District Expiration Renewal Status 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.

Joshua Schroth

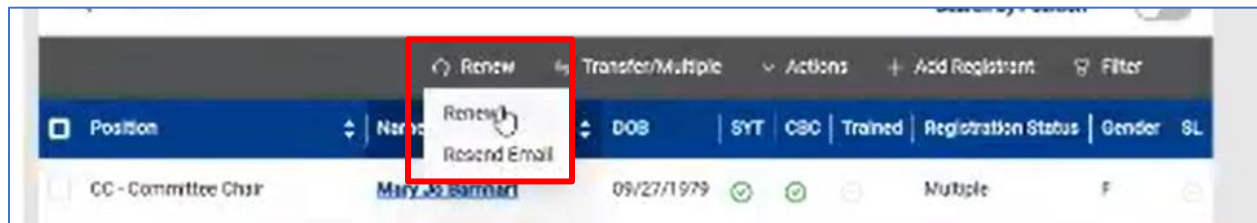
Member ID: 137492630 Address: 1325 W Walnut Hill Ln, Blue Springs, MISSOURI 64015 Last CBC: 01/15/2025

Effective Date: 11/01/2024 Phone Number: (913) 111-1111 Safeguarding Youth Training: ACTIVE

Expiration Date: 10/31/2025 Email Address: gaj@scouting.org

Position	Name	DOB	Gender	Registration Status
☐	MO - Committee Member	Joshua Schroth	03/08/1984	Multiple
☐	DL - Den Leader	Valerie Elaine Schroth	09/22/1990	Multiple
☐	CM - Cubmaster	Matthew Thomas Shoaf	03/16/1981	Multiple
☐	CO - Chartered Organization Rep	Jessica Margaret Troester	10/16/1981	Multiple

- After selecting the individual(s) to be renewed, hover over Renew 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.

Positions to Renew

Position	Multiple	Multiple MID
Jessica Margaret Troester X Chartered Organization Rep.	☒ Chartered Organization Rep.	19654018 Registered positions are not eligible for multiple

Renew Selected Positions

Select "Renew Selected Positions"

Positions to Renew

Position	Multiple	Multiple MID
Jessica Margaret Troester X Chartered Organization Rep.	☐ Chartered Organization Rep.	

Renew Selected Positions

- Verify the information. Select the pencil to go back and make any edits.
- Select “Submit for Pricing” to proceed.

File Review

Search

Show only rows with errors ☐ Show only rows with warnings ☐

	Applicant Member ID	Applicant First Name	Applicant Last Name	Applicant DOB	Position	Term Effective Date	Term Expiration Date	Is Multiple	Gender
	19564018	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.

File Review

Search

Show only prices ☒

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

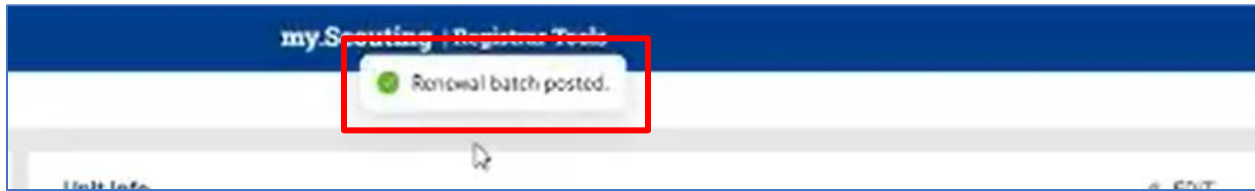
- A notification will appear stating no further changes can be made. Select OK.

Confirm Submit

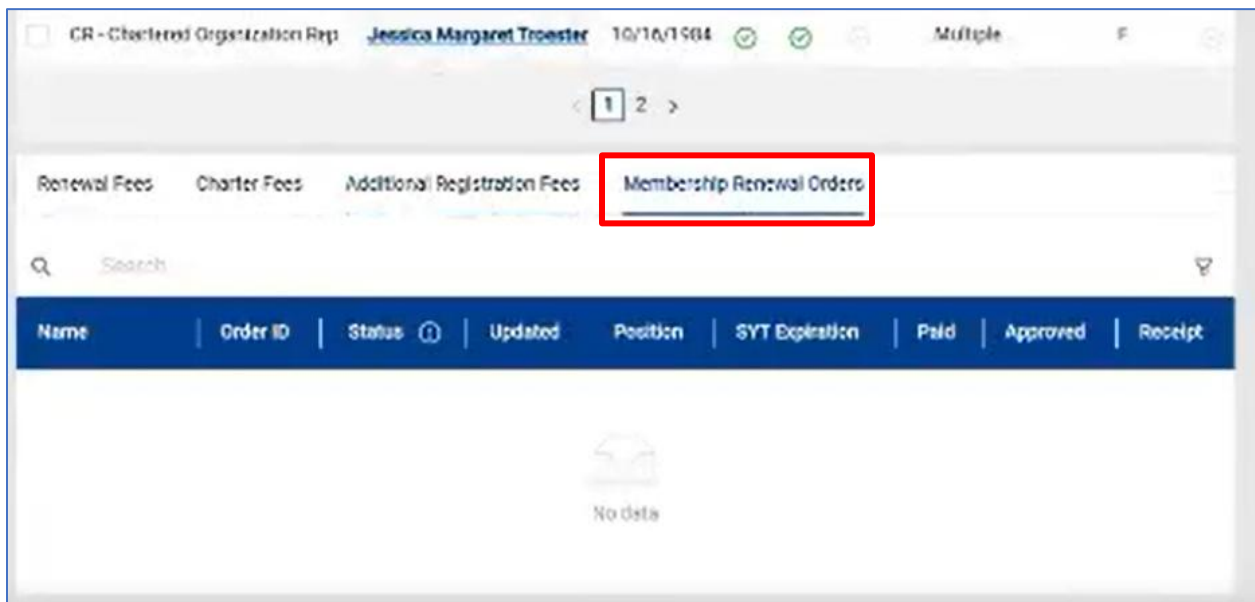
No further changes can be made past this point. Are you sure you want to proceed?

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.

