

# Renew



# Now



**2024 Renewal Procedures for BSA via**  
[my.Scouting.org](https://my.Scouting.org)

**A Guide to the New Process**

Amy Oliver, Cub Scout Roundtable Commissioner  
October 7, 2024

# Vocabulary

Recharter	Member Renewal	Unit Renewal
the process where a Scout Unit Roster and Scout unit renews its charter as an official part of the Boy Scouts of America.	Scouts and Adults renew their membership. This takes place at their anniversary date.	the process where a Scout unit renews its charter as an official part of the Scouting of America.

Unit renewal and member renewal will no longer be one and the same. Membership is now a set 12 month term from the time of registering regardless of when the unit renews. Youth and adult leader membership fees will be separated from the unit renewal.

# Key Updates for Charter Renewals:



- the process will be much simpler as
- the system will validate the unit leadership and
- verify the unit has the minimum required youth and adults.
- the COR and council will approve the leadership
- the unit will approve the charter
- the unit will submit the annual unit charter renewal fee of \$100.

## Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members. (not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
3. A unit has a two-month lapsed period after the unit expires. i.e. Term date is March 1, 2024, through February 28, 2025. Can renew as early as January 1, 2024, and as late as April 30, 2025

## Unit Renewal Guide for Unit Key 3 Member

It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

Validation Codes in Unit Renewal:

**Errors** (red) will not let you proceed.

**Warnings** (yellow) will allow you to proceed.

- a. Unit does not have required number of leadership positions – **Error.**
- b. Leaders do not have current Youth Protection Training – **Error.** (most common)
- c. Leaders do not have completed CBC Authorizations – **Warning.**
- d. Leaders are less than 18 years old – **Error.**
- e. Youth do not meet the age/grade requirement for the program – **Error.**
- f. Adults do not have SSN – **Warning**

## Unit Renewal Guide for Unit Key 3 Member

5. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
7. Proceed with unit renewal.

# Member and Unit Renewal process effective March 1, 2024

## Membership Renewal Options

### **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.



To renew by credit card or ACH payment online: • The unit leadership selects members who are eligible to renew and then simply clicks Renew in the header bar. • There will be a summary page showing totals and directs the unit to pay. Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.

# INDIVIDUAL RENEWS REGISTRATION

**STEP 1:** Log in to **my.scouting.org** and click on the **red notification icon** in the top right corner.



The screenshot displays the my.scouting.org website interface. At the top, a dark blue header contains the 'my.Scouting' logo and a user profile section with the text 'Welcome, I [redacted]'. A notification banner in the top right corner reads 'Registration for [redacted] is expiring soon, click here to renew'. Below the header is a dark blue dashboard area. On the left, there is a circular profile picture placeholder and the text 'Registration Expiration Date: 02/28/2025'. To the right, there are six blue buttons with white icons and text: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. Below the dashboard, there is a dark grey banner with two circular logos for 'WITH YOUTH PROTECTION' and 'CONTRIBA CON TU PROTECCION' and the text 'Click logo to take Youth Protection in English or Spanish'. At the bottom, there is a photograph of a group of young people in BSA uniforms.



# INDIVIDUAL RENEWS REGISTRATION

1 Member Information

2 Renewals/Registration

### Current Memberships

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

Troop 0399 **B**

**Youth Member** Primary Position

Current Expire Date: 03/31/2024  
Future Expire Date: 03/31/2025

[Go back to My Renewals](#)

[Go To Payment](#)

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**STEP 2:** A popup will display showing the registration(s) to renew. If adults are multiplied in other units, it will show here.

# INDIVIDUAL RENEWS REGISTRATION

Member Information ————— Payment/Checkout 2

### Summary

 BSA Youth Registration (Trad.) <small>Dustin [redacted] Valid until February 2025.</small>	\$80.00
 Administrative Fee OLR	\$2.85
<input checked="" type="checkbox"/>  Scout Life Magazine ⓘ <small>Dustin [redacted] Valid until February 2025.</small>	\$15.00
<hr/>	
<b>TOTAL AMOUNT DUE</b>	<b>\$97.85</b>

### Payment Details

CARD INFORMATION

\* Cardholder Name:

**STEP 3:** Proceed to check out.  
*Note: The default is to subscribe to Scout Life. You will need to “uncheck” the box if you do not wish to subscribe.*

**STEP 4:** Proceed to pay. Individuals can pay online by selecting **Place Order**. Or select **Click to print for manual pay** to pay the council or to pay the unit.

The screenshot shows a membership renewal form with the following fields and options:

- Expiration Date:** 12/27
- CVV:** 411
- Annual Membership Registration:** I understand the BSA is an annual registration and has tokenized 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:** (empty)
  - City:** Washington
  - State/Region:** DISTRICT OF COLUMBIA
  - ZIP Code:** 20001
- Same as saved address:**  (highlighted with a red box)

At the bottom of the form are three buttons: "Restart Renewal", "Click to print for manual pay", and "Place Order".



Your Receipt

Application ID:

Transaction Date: February 14, 2024

Unit: Troop 0098 Saint Anthonys 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!

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

Total Amount \$97.04

Total Paid \$97.04

WASHINGTON, DISTRICT OF  
USA

# INDIVIDUAL RENEWS REGISTRATION

**STEP 5:** Once the Credit Card process is completed, your receipt will show. Click on the “Complete Registration” Tab at the bottom and you will be directed back to your applications in my.scouting.

BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00

Total Amount \$97.04

Total Paid \$97.04

WASHINGTON, DISTRICT OF  
USA

BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00

Total Amount \$97.04

Total Paid \$97.04

Amount Due \$0.00

YOUR TROOP  
Troop 0098

YOUR COUNCIL  
National Capital Area Council

Print Receipt

Complete Registration

# UNIT RENEWS INDIVIDUAL

my.Scouting | Organization Manager

Registration Expiration Date: 02/28/2025

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Click logo to take Youth Protection in English or Spanish

## Organization

Troop 1927 (GT) ▾

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

**STEP 1:** Log in to  
my.scouting.org

**STEP 2:** Click on the  
Menu button and  
select **Organization  
Manager**

# UNIT RENEWS INDIVIDUAL

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC



Troop 0301

**STEP 3:**  
Click on  
**Roster**

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter



Name

Member ID

Role


**STEP 5:** Click  
renew to  
renew  
selected  
members

**STEP 4:** Select  
members to  
renew

<input checked="" type="checkbox"/>	Name	Member ID	Role	Gender	Expiration
<input checked="" type="checkbox"/>	Mary Kingmiller-Bentley	14098375	Committee Chair	F	03/31/2024
<input checked="" type="checkbox"/>	Logan Hester	13100000	Youth Member	M	03/31/2024
<input checked="" type="checkbox"/>	Marqus Farmer	14098375	Youth Member	M	03/31/2024
<input checked="" type="checkbox"/>	Jeffrey Foster			M	Initiated 03/31/2024
<input checked="" type="checkbox"/>	Bryan Scott		Outmaster	M	Initiated 03/31/2024
<input checked="" type="checkbox"/>	Randy Coleman		Chartered Organization Rep. Executive Officer	M	Initiated 03/31/2024

# UNIT RENEWS INDIVIDUAL

Troop 0301 John R. Bentley Youth Fund INC



Troop 0301

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster

Roster

Search

Transfer Report Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary [REDACTED]	[REDACTED]	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan [REDACTED]	[REDACTED]	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Marcus [REDACTED] Farmer	[REDACTED]	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey [REDACTED] Foster	[REDACTED]	Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024

**STEP 6:** You can also opt-out members who are no longer in Scouting

Opt out of automatic renewal

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# UNIT RENEWS INDIVIDUAL

Unit Paid Membership Renewal

John [REDACTED]  Scout Life Subscription

Troop 0010

Committee Member (MC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

Cortney [REDACTED]  Scout Life Subscription

Troop 0010

New Member Coordinator (NM) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

[← Back to roster](#) [Create Renewal Orders](#)

**STEP 7:** A list of the members you are renewing displays.







***NOTE:*** *Scout Life will be selected by default. If you have members who do not want to subscribe, uncheck the box.*

You can also see a person's multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.



# UNIT RENEWS INDIVIDUAL

### Payment Summary

 <b>Traditional Adult</b> Quantity: 4	\$240.00
 <b>Scout Life Domestic Rates</b> Quantity: 3	\$45.00
 <b>Council Fee</b> Quantity: 4	\$0.00
 <b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$8.55
<hr/>	
 <b>TOTAL AMOUNT DUE:</b>	\$293.55
 <b>AMOUNT PAID:</b>	\$0.00

**Credit Card**   ACH Payment

CARD INFORMATION

- \* First Name:
- \* Last Name:
- \* Card Number:
- \* Expiration Date:
- \* CVV:

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- \* Email Address:

**STEP 8:** Enter payment information. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

# UNIT RENEWS INDIVIDUAL

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marque Barman	Initiated	Traditional Youth	No	
Logan Barman	Initiated	Traditional Youth	No	
Jeffrey Barman	Initiated	Traditional Adult	No	
Seth Barman	Initiated	Traditional Youth	No	
Bryan Barman	Initiated	Traditional Adult	No	
Seth Barman	Initiated	Traditional Youth	No	
Amanie Barman	Initiated	Traditional Adult	No	
Charles Barman	Initiated	Traditional Adult	No	
Randy Barman	Initiated	Traditional Adult	No	







Unit Orders By Batch

Created By	Created On	Number of Orders	Paid	
+ Mary Barfield	02/05/2024, 11:06:25 am	10	No	<a href="#">GO TO PAYMENT</a>


**STEP 9:** Go back to Roster. Then select Unit Orders and/or Unit Orders by Batch. Then click **Go to Payment**.

# UNIT RENEWS INDIVIDUAL

### Payment Summary ✕

	<b>Traditional Adult</b> Quantity: 4	\$240.00
	<b>Scout Life Domestic Rates</b> Quantity: 4	\$60.00
	<b>Council Fee</b> Quantity: 4	\$8.16
	<b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$9.24
<hr/>		
	<b>TOTAL AMOUNT DUE:</b>	\$317.40
	<b>AMOUNT PAID:</b>	\$0.00

▼ Pay With Saved Method



Master Card  
xxxxxx5114  
Name on Card: James Son  
Updated On: 02/08/2024 16:41

> Pay With New Method

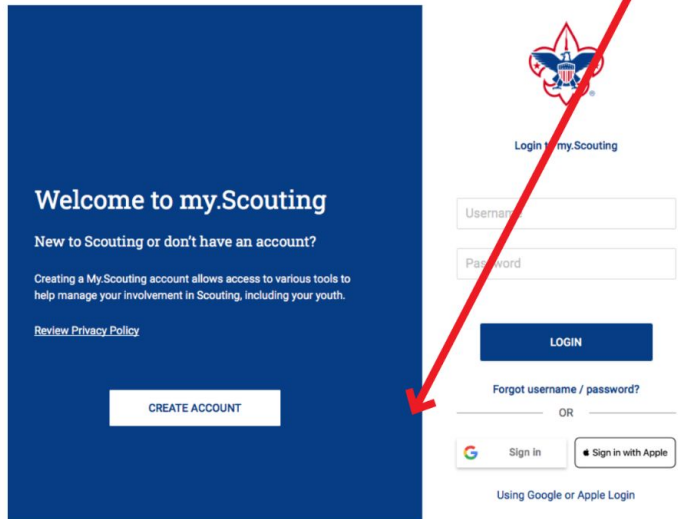
[Pay With Saved Payment Method](#)

**STEP 10:** Submit payment.

## How to make a my.scouting.org Account for you or a Scout

You will then go to my.scouting.org and be prompted to log in or create an account if you do not have an account.

Create an Account is on the Left - Log in to existing account is on the Right.



The image shows the my.scouting.org login page. On the left, a dark blue panel contains the text: "Welcome to my.Scouting", "New to Scouting or don't have an account?", "Creating a My.Scouting account allows access to various tools to help manage your involvement in Scouting, including your youth.", and a "Review Privacy Policy" link. At the bottom of this panel is a white button labeled "CREATE ACCOUNT". On the right, the page features the Scouting logo, the text "Login to my.Scouting", a "Username" input field, a "Password" input field, a blue "LOGIN" button, a "Forgot username / password?" link, the text "OR", and two social login buttons: "Sign In" with the Google logo and "Sign In with Apple". Below these is the text "Using Google or Apple Login". A red arrow originates from a red circle at the top right and points to the "CREATE ACCOUNT" button.

## YOUR INFORMATION

**Full legal first name and last name required\***

**If you are creating an account to register your child in Scouting, enter the parent or guardian information below. If you are creating an account for a youth, enter the youth's information below.**

\* First Name:

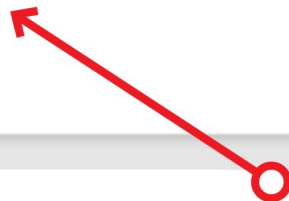
\* Last Name:

\* Date of Birth :

\* ZIP Code:

\* Are you outside the US?:

Yes  No



## RECORDS MATCH

We found a match in our file with your information. Select the appropriate record and retrieve your information. If you do not have an account tied to this record you will be prompted to create one.

**Donovan McNeil**      **Date of Birth: 09/17/\*\*\*\***  
**q\*\*\*\*\*a@scouting.org**

ZIP Code: 76655  
Member ID: 13795132  
Council: Grand Canyon Council 010

**Donovan McNeil**      **Date of Birth: 09/17/\*\*\*\***  
**q\*\*\*\*\*a@scouting.org**

**Recover Account**  
ZIP Code: 76655  
Member ID: 128121172  
Council: Longhorn Council 662

NONE OF THE ABOVE

RETRIEVE INFORMATION

Once you enter in your data the system will see if it finds any matches.

If it finds matches based on First Name, Last Name, Date of Birth and Zip Code, you will be asked if it is you.

Here are 2:

This one is a BSA # that does not have a login which you could claim

This one with "Recover Account" has a log in and you would need to provide data to recover

If no matches are found you will not see this interface.

If there are no matches it means something is wrong and you might need to stop and check

# Resources

<https://www.scouting.org/resources/unit-and-membership-renewal/>

<https://tac-bsa.org/join/membership-fees/>

<https://hawkeybsa.org/unit-and-membership-renewal/>

[https://hawkeybsa.org/wp-content/uploads/2024/09/National-Unit-Renewal-Guide\\_Key-3-Sept-2024.pdf](https://hawkeybsa.org/wp-content/uploads/2024/09/National-Unit-Renewal-Guide_Key-3-Sept-2024.pdf)

<https://hawkeybsa.org/unit-and-membership-renewal/>

<https://www.scouting.org/wp-content/uploads/2023/09/Roundtable-Hot-Topic-Recharter.pdf>

[https://filestore.scouting.org/filestore/resources/2024-Renewal/Individual-Registration-Renewal-Sept-2024.pdf?\\_gl=1\\*\\_1je6enf\\*\\_gcl\\_au\\*MTEzMzYwODgyOC4xNzI0Njg0MjE4\\*\\_ga\\*MTYzNDU0MDExMC4xNzIxMjU4MTgx\\*\\_ga\\_20G0JHESG4\\*MTcyNzcxMzgxMy4zNi4xLjE3Mjc3MDQ2ODMuNjAuMC4w\\*\\_ga\\_61ZEHCvHHS\\*MTcyNzcxMzgxMy41MC4xLjE3Mjc3MDQ2ODMuNjAuMC4w&\\_ga=2.102449921.1841277320.1727647963-1634540110.1721258181](https://filestore.scouting.org/filestore/resources/2024-Renewal/Individual-Registration-Renewal-Sept-2024.pdf?_gl=1*_1je6enf*_gcl_au*MTEzMzYwODgyOC4xNzI0Njg0MjE4*_ga*MTYzNDU0MDExMC4xNzIxMjU4MTgx*_ga_20G0JHESG4*MTcyNzcxMzgxMy4zNi4xLjE3Mjc3MDQ2ODMuNjAuMC4w*_ga_61ZEHCvHHS*MTcyNzcxMzgxMy41MC4xLjE3Mjc3MDQ2ODMuNjAuMC4w&_ga=2.102449921.1841277320.1727647963-1634540110.1721258181)

[https://filestore.scouting.org/filestore/resources/2024-Renewal/Individual-Registration-Renewal-Sept-2024.pdf?\\_gl=1\\*\\_1je6enf\\*\\_gcl\\_au\\*MTEzMzYwODgyOC4xNzI0Njg0MjE4\\*\\_ga\\*MTYzNDU0MDExMC4xNzIxMjU4MTgx\\*\\_ga\\_20G0JHESG4\\*MTcyNzcxMzgxMy4zNi4xLjE3Mjc3MDQ2ODMuNjAuMC4w\\*\\_ga\\_61ZEHCvHHS\\*MTcyNzcxMzgxMy41MC4xLjE3Mjc3MDQ2ODMuNjAuMC4w&\\_ga=2.102449921.1841277320.1727647963-1634540110.1721258181](https://filestore.scouting.org/filestore/resources/2024-Renewal/Individual-Registration-Renewal-Sept-2024.pdf?_gl=1*_1je6enf*_gcl_au*MTEzMzYwODgyOC4xNzI0Njg0MjE4*_ga*MTYzNDU0MDExMC4xNzIxMjU4MTgx*_ga_20G0JHESG4*MTcyNzcxMzgxMy4zNi4xLjE3Mjc3MDQ2ODMuNjAuMC4w*_ga_61ZEHCvHHS*MTcyNzcxMzgxMy41MC4xLjE3Mjc3MDQ2ODMuNjAuMC4w&_ga=2.102449921.1841277320.1727647963-1634540110.1721258181)