Renew Now

2024 Renewal Procedures for BSA via
my.Scouting.org

A Guide to the New Process

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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.

INDIVIDUAL RENEWS REGISTRATION

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

INDIVIDUAL RENEWS REGISTRATION

Summary

BSA Youth Registration (Trad.) Dustin _____ Valid until February 2025.		$80.00
Administrative Fee OLR		$2.85
Scout Life Magazine ⑦ Dustin _____ Valid until February 2025.		$15.00
TOTAL AMOUNT DUE		**$97.85**

Payment Details

CARD INFORMATION

* Cardholder Name: Sally Person

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.

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.

UNIT RENEWS INDIVIDUAL

STEP 1: Log in to my.scouting.org

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

UNIT RENEWS INDIVIDUAL

UNIT RENEWS INDIVIDUAL

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

UNIT RENEWS INDIVIDUAL

Unit Paid Membership Renewal

John ☑ Scout Life Subscription

Troop 0010

| Committee Member (MC) | Current Expiry Date: 12/31/2023 |
| ✓ Primary Position | Future Expiry Date: 12/31/2024 |

⬤ Show Multiple Registrations

Cortney ☑ Scout Life Subscription

Troop 0010

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

⬤ 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 ✕

👤	**Traditional Adult** Quantity: 4	$240.00
📖	**Scout Life Domestic Rates** Quantity: 3	$45.00
📖	**Council Fee** Quantity: 4	$0.00
📖	**Administrative Fee** Credit Card Processing Fee (3%)	$8.55
📖	**TOTAL AMOUNT DUE:**	$293.55
📖	**AMOUNT PAID:**	$0.00

Credit Card   ACH Payment

CARD INFORMATION

* First Name:

* Last Name:

* Card Number: 37

* Expiration Date:

* CVV:

* 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

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- **Roster**
- Transfer in
- Position Manager
- Reports

˅ Unit Orders

Name	Status	Type	Paid	Approved
Mary	Initiated	Traditional Adult	No	
Marqu	Initiated	Traditional Youth	No	
Logan	Initiated	Traditional Youth	No	
Jeffre	Initiated	Traditional Adult	No	
Seth F	Initiated	Traditional Youth	No	
Bryan	Initiated	Traditional Adult	No	
Seth	Initiated	Traditional Youth	No	
Amanda	Initiated	Traditional Adult	No	
Charles	Initiated	Traditional Adult	No	
Randy	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	GO TO PAYMENT

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   ✕

🔷 **Traditional Adult** $240.00
   Quantity: 4

📖 **Scout Life Domestic Rates** $60.00
   Quantity: 4

📖 **Council Fee** $8.16
   Quantity: 4

📖 **Administrative Fee** $9.24
   Credit Card Processing Fee (3%)

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📖 **TOTAL AMOUNT DUE:** $317.40

📖 **AMOUNT PAID:** $0.00

⌄ Pay With Saved Method

💳

Master Card
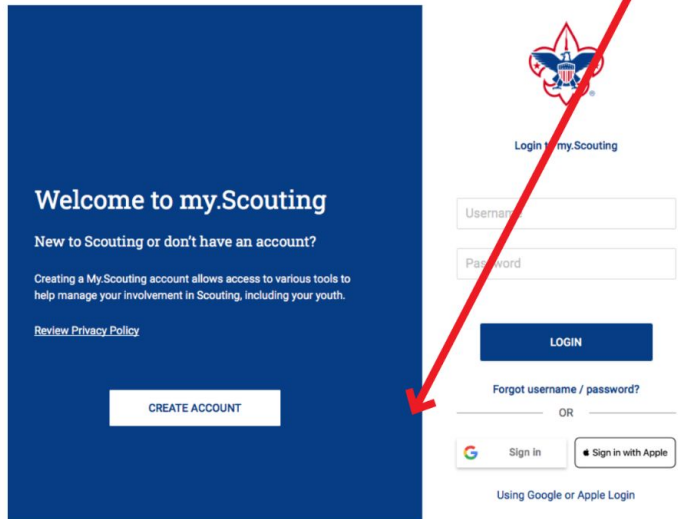xxxxxxx5114
Name on Card: James Son
Updated On: 02/08/2024 16:41

STEP 10: Submit payment.

Pay With Saved Payment Method

> Pay With New Method

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 as account if you do not have an account.

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

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.
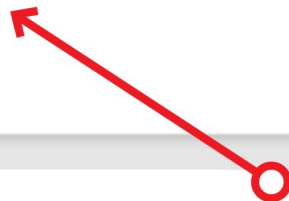
* First Name :

[First Name]

* Last Name :

[Last Name]

* Date of Birth (?) :

[MM/DD/YYYY]

* ZIP Code :

[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://hawkeyebsa.org/unit-and-membership-renewal/

https://hawkeyebsa.org/wp-content/uploads/2024/09/National-Unit-Renewal-Guide_Key-3-Sept-2024.pdf

https://hawkeyebsa.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*MTExMzYwODgyOC4xNzI0Njg0MjE4*_ga*MTYzNDU0MDExMC4xNzIxMjU4MTgx*_ga_20G0JHESG4*MTcyNzcwMzgxMy4zNi4xLjE3Mjc3MDQ2ODMuNjAuMC4w*_ga_61ZEHCVHHS*MTcyNzcwMzgxMy41MC4xLjE3Mjc3MDQ2ODMuNjAuMC4w&_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*MTExMzYwODgyOC4xNzI0Njg0MjE4*_ga*MTYzNDU0MDExMC4xNzIxMjU4MTgx*_ga_20G0JHESG4*MTcyNzcwMzgxMy4zNi4xLjE3Mjc3MDQ2ODMuNjAuMC4w*_ga_61ZEHCVHHS*MTcyNzcwMzgxMy41MC4xLjE3Mjc3MDQ2ODMuNjAuMC4w&_ga=2.102449921.1841277320.1727647963-1634540110.1721258181