

Unit Pay for Member Renewal

Units (Key 3) have the ability to process youth renewals for their unit, while only the COR is authorized to handle adult renewals. The system provides the option to renew all members or select specific individuals. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

Unit Pay for member renewal is found in my.Scouting>Organization Manager>Roster.
The “Renew” feature displays on the roster header bar.

NOTE: The renewal period for membership begins two months before the expiration date and extends into a two-month “lapsed” period after the expiration date.

i.e., Expiration date = June 30, renewal opportunity begins May 1

Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.

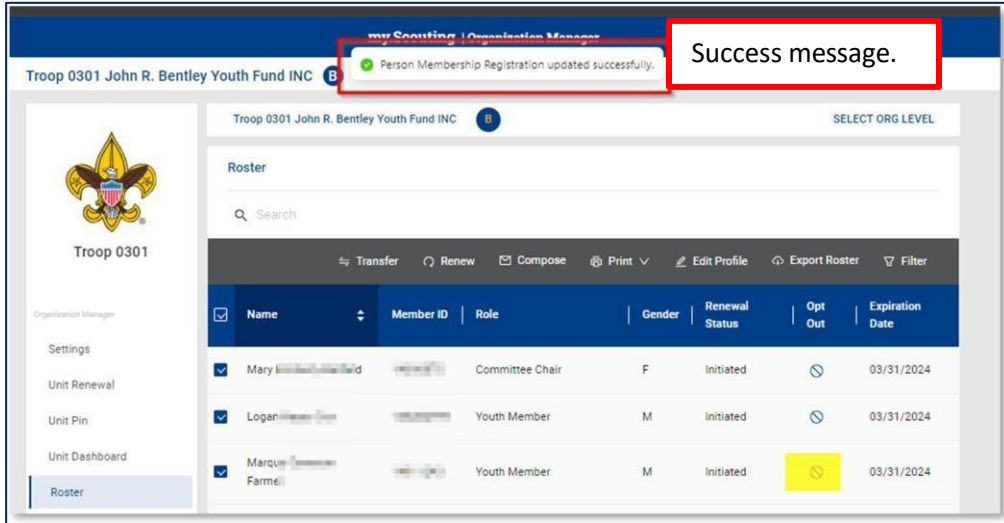
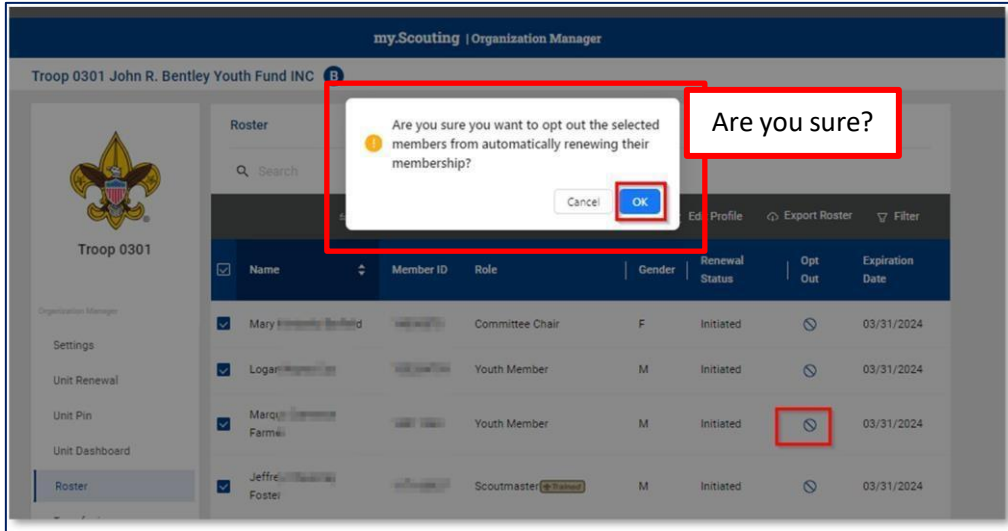
After accessing my.Scouting>Organization Manager>Roster, you can Opt-Out a member from renewing if you know they have left the unit. Select the individual by clicking the box to the left of their name and click on the symbol under Opt Out.

Once Opt-Out is selected, it can only be unselected by the local council.

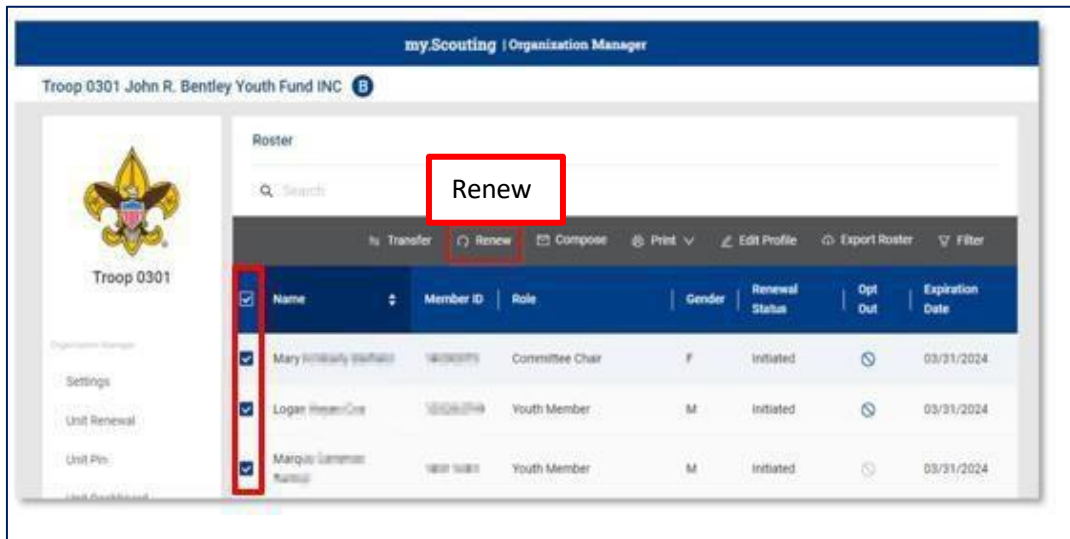
The screenshot shows the my.Scouting Organization Manager interface for Troop 0301 John R. Bentley Youth Fund INC. The page title is "my.Scouting | Organization Manager" and the breadcrumb is "My.Scouting/Organization Manager". The main content area is titled "Roster" and features a search bar and a toolbar with buttons for "Transfer", "Renew", "Compose", "Print", "Edit Profile", "Export Roster", and "Filter". A table lists members with columns for Name, Member ID, Role, Gender, Renewal Status, and Opt Out. The "Opt Out" column contains a checkmark icon for each member. A "Select" checkbox is visible to the left of the first row. A "Roster" label is positioned to the left of the table. A "Renew" label is positioned above the toolbar. An "Opt Out" label is positioned above the Opt Out column.

Name	Member ID	Role	Gender	Renewal Status	Opt Out
Mary Kasper-Harley	1400075	Committee Chair	F	Initiated	<input checked="" type="checkbox"/>
Logan Helm (son)	1200076	Youth Member	M	Initiated	<input checked="" type="checkbox"/>
Marqus (son) Farmer	1400077	Youth Member	M	Initiated	<input checked="" type="checkbox"/>
Jeffrey (son) Poster	1100078	Scoutmaster	M	Initiated	<input checked="" type="checkbox"/>
Bryan Schmitt (son)	1200079	Assistant Scoutmaster	M	Initiated	<input checked="" type="checkbox"/>
Randy O'Connell (son)	800080	Chartered Organization Rep. Executive Officer	M	Initiated	<input checked="" type="checkbox"/>
Seth Bryan (son)	1200081	Youth Member	M	Initiated	<input checked="" type="checkbox"/>
Charles (son)	1200082	Committee Member	M	Initiated	<input checked="" type="checkbox"/>
Seth Willard (son)	1200083	Youth Member	M	Initiated	<input checked="" type="checkbox"/>
Amanda (son)	1200084	New Member Coordinator	F	Initiated	<input checked="" type="checkbox"/>

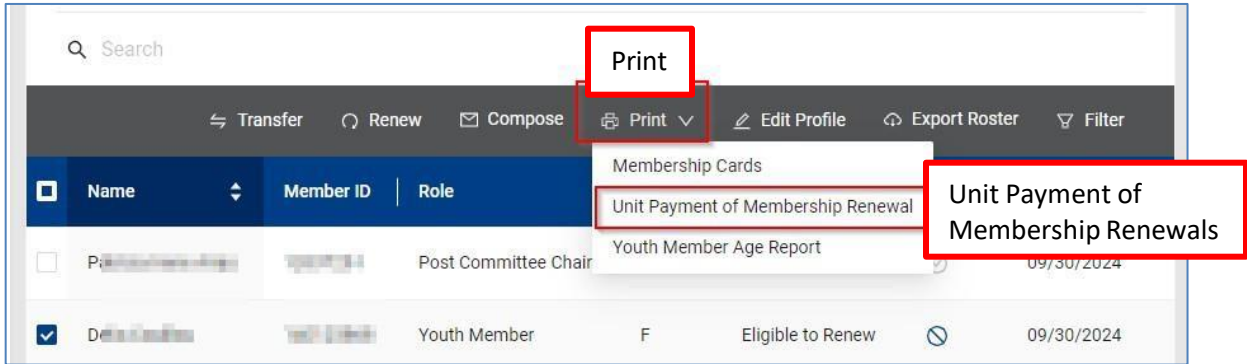
A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.



To proceed with renewals, Select the member(s) you want to renew, then click on "Renew"



To pay at the council, select “Print” and then “Unit Payment of Membership Renewal.” This will produce a Summary of Fees pdf document to be taken to the local council to submit payment for the renewal.



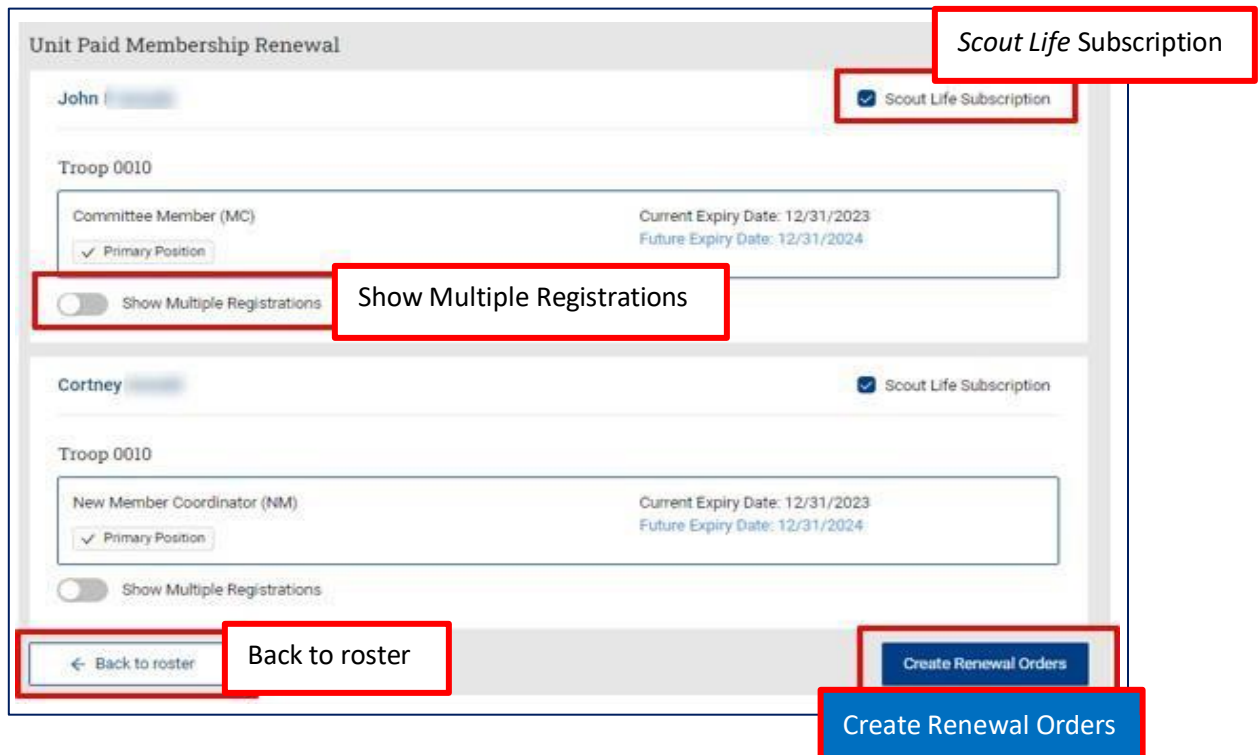
A list of the members you have selected to renew will display.

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

You can see a person’s multiple registrations for this unit only by selecting “Show Multiple Registrations.” You cannot see any positions that are not part of your unit.





To go back for any reason, select “Back to roster.”

To continue with the renewal, select “Create Renewal Orders.”



A Payment Summary page displays a recap of what will be paid. If this is the first time setting up your credit card or ACH Payment where your bank is on file, you will be presented with the option to set it up. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

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:

* Expiration Date:

* CVV:

* Email Address:

You can securely save the payment method for your unit to use for other members renewing during the year.

* State/Region: TX

* ZIP Code: 75038-3008

Save this card for future payments.

Renewals will be created and will be displayed under Membership Renewal Orders to be reviewed. If the renewals are still in an Initiated status, you are able to delete the record from this screen if needed. But if they are in a Submitted or Completed status, they cannot be deleted at this point.

Post 0002

Membership Renewal Orders

Search

Name	Status	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Delia	46532	Initiated	09/10/2024	Youth Member	N/A	No	Yes	
Kristill	46533	Completed	09/10/2024	Executive Officer	N/A	N/A	Yes	
Diego	46534	Initiated	09/10/2024	Youth Member	N/A	No	Yes	
Raym	46535	Initiated	09/10/2024	Exploring Participant	01/28/2025	No	Yes	
Daniel	46536	Initiated	09/10/2024	Youth Member	N/A	No	Yes	
Devin	46537	Initiated	09/10/2024	Youth Member	N/A	No	Yes	

> Unit Paid Membership Renewal Batches

Review the Unit Orders and the Unit Orders by Batch.
 Select "Go to Payment."

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary Erdberg	Initiated	Traditional Adult	No	
Marcoy Bremer	Initiated	Traditional Youth	No	
Logan Hill	Initiated	Traditional Youth	No	
Jeffrey	Initiated	Traditional Adult	No	
Seth P	Initiated	Traditional Youth	No	
Bryan M	Initiated	Traditional Adult	No	
Seth	Initiated	Traditional Youth	No	
Amarie	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

If your unit already has a credit card or ACH payment saved, you will be presented with a recap along with the last saved payment method used. Select "Pay with Saved Payment Method."

As always you will have the opportunity to change the payment method by selecting "Pay with New Method."

Payment Summary

	Traditional Adult Quantity: 4	\$240.00
	Scout Life Domestic Rates Quantity: 4	\$60.00
	Council Fee Quantity: 4	\$8.16
	Administrative Fee Credit Card Processing Fee (3%)	\$9.24
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

> Pay With New Method

Pay With Saved Payment Method

Pay with New Method

Last saved payment.

Pay with Saved Payment Method
(See Last saved payment image.)

After paying electronically, a payment summary will display. Select "Print Receipt" on the left and then "Complete Registration" on the right.

Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

John Phillips
1325 W Walnut Hill Ln.
Houston, TEXAS, 77063
USA

District: Twin Bayou 51
Order ID: 46836

BSA Adult Registration (Trad.)	\$ 65.00
Council Fee	\$ 43.00
Scout Life Domestic Rates	\$ 15.00
Administrative Fee	\$ 3.69
Total Amount	\$126.69
Total Paid	\$126.69
Amount Due	\$0.00

YOUR PACK
Evan Tate

YOUR COUNCIL
Sam Houston Area Council

Print Receipt **Complete Registration**

This is a sample of the Summary Fees pdf to take to the council if selected to pay at council.

BOY SCOUTS OF AMERICA® Unit Renewal Paper

Greater Los Angeles Area 033
Exploring LFL 2-20
Post 0002

Create PDF

Service Territory
Council
District
Organization Name
Date Document Generated

Service Territory 03
Greater Los Angeles Area 033
Exploring LFL 2-20
Post 0002
09/10/2024

Participating Organization
Executive Officer
Special Interest
Expire Data

Los Angeles City Fire Dept Station 2
FIRE/EMERGENCY SERVICE
09/30/2024

Unit Leadership

Explorer Post Advisor	Executive Officer
David	Kris
Daniel	Post Committee Member
Post Committee Chair	David
Patricia	DALE

Instructions:
Review your unit leadership and submit this form to your council office with the Unit Charter Fee before the 15th of the month.

Unit Renewal and Leader Approval

I, _____, approve the rechartering of the above-named unit and leadership for the year.

Sign here