



# New Renewal System Overview Unit Leader Presentation



# Unit Renewal 2024

The unit Key-3 will be notified by e-mail 60-days before the charter expires. There is a 60-day grace period beyond the charter expiration date. After that the unit is dropped.

## Auto Renewal – Unit

**Question #1 – Do I have at least the minimum number of youth?**

**Question #2 – Do I have at least the minimum number of adults?**

**Troops need:**

- **COR,**
- **Committee Chair,**
- **2 Committee Members,**
- **Scoutmaster**

**Packs need:**

- **COR,**
- **Committee Chair,**
- **2 Committee Members,**
- **Cubmaster,**
- **1 Den Leader**

# Auto Renewal – Unit

my.Scouting | Registrar Tools

Welcome, John Johnson

### Circle Ten Council 1234

Pack 1234

- Organization Manager
- Settings
- Unit Program Dashboard
- Unit Renewal Page**
- Unit Pin
- Roster
- Position Manager
- Reports

#### Unit Validation

Unit Leadership

Chartered Organization Representative: [Sam Smith](#)

Unit Chair: [John Johnson](#)

Unit Leader: [April Windstorm](#)

Member of Committee: [Alfonso Cuaron](#)    [Gerard Miller](#)

[Edit Positions](#)

#### Chartered Organization

Organization Name	Institutional Head
Acme Unit Church	<a href="#">Alice Smith</a>
Unit Term	Address
Jan/01/2024 - Dec/31/2024	123 Main St. Anytown, TX, 75015

#### Youth Membership

25	0
Unit Paid Membership	Unit Multiple Members

#### Unit Renewal and Leadership Approval

I,  approve the rechartering and the leadership for the year.

[Next Step: Payment](#)

1. Sign in to My.Scouting.org
2. Go to Organization Manager,
3. Click Unit Renewal,

Note that only the Key-3 and COR-Delegate can do this, not other Key-3 Delegates.

# Auto Renewal – Unit

The screenshot shows the 'my.Scouting | Registrar Tools' interface for 'Circle Ten Council 1234'. The user is logged in as 'John Johnson'. The main content area displays a progress bar for 'Unit Validation' (100%) and 'Ownership' (0%). Below this, there are sections for 'Unit Leadership' and 'Unit Organization'. The 'Unit Leadership' section lists: Chartered Organization: [Sam Smith](#); Unit Chair: [John Johnson](#); Unit Leader: [April Windsto](#); Member of Court: [Alfonso Cuaro](#). The 'Unit Organization' section lists: Name: Church; Institutional Head: [Alice Smith](#); Address: 123 Main St. Anytown, TX, 75015; Expiration: 24 - Dec/31/2024. Below these sections are statistics: 'Unit Paid Membership' (25) and 'Unit Multiple Members' (0). A 'Next Step: Payment' button is visible at the bottom right.

**This triggers an automatic validation of the charter. To pass, you must have:**

- At least 5 youth,
- Correct adult leaders,
- YPT for those adults,
- Background checks **COMPLETED\***

**\* The background check form must be on file, PLUS the actual background check must be completed and clean!**

# Auto Renewal – Unit

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

1 Unit Validation

2 Payment

3 Confirm



Troop 0301

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

### Unit Leadership

Chartered Organization Rep <a href="#">Randy</a>	Committee Chair <a href="#">Mary</a>
Scoutmaster <a href="#">Jeffrey</a>	Committee Member <a href="#">Charles</a>
Executive Officer <a href="#">Randy</a>	Assistant Scoutmaster <a href="#">Bryan</a>
New Member Coordinator <a href="#">Amanda</a>	

Edit Positions

### Chartered Organization

Organization Name John R. Bentley Youth Fund INC	Executive Officer <a href="#">Randy</a>
Unit Term Apr 1, 2023 - Mar 31, 2024	Unit Address 1214 Trogdon St North Wilkesboro, NC 28659

### Youth Membership

6 Youth Members	1 Multiple Members
--------------------	-----------------------

### Validation

Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

**Members Affected:**

- Bryan
- Randy
- Charles
- Amanda

### Unit Renewal and Leadership Approval

\_\_\_\_\_, approve the rechartering of the above-named unit and leadership for the year.

If an error is detected during validation, you will be notified in the error box.

Fix the errors and try again.



# Auto Renewal – Unit

Troop 0301 John R. Bentley Youth Fund INC **B**



Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

**1** Unit Validation

2 Payment

3 Confirmation

### Unit Leadership

Chartered Organization Rep.

[Randy](#)

Committee Chair

[Mary](#)

Scoutmaster

[Jeffre](#)

Committee Member

[Char](#)

Executive Officer

[Randy](#)

Assistant Scoutmaster

[Bry](#)

New Member Coordinator

[Amanda](#)

Edit Positions

### Chartered Organizaton

Organization Name

John R. Bentley Youth Fund  
INC

Executive Officer

[Randy](#)

Unit Term

Apr 1, 2023 - Mar 31, 2024

Unit Address

1214 Trogdon St North  
Wilkesboro, NC 28659

### Youth Membership

6

Youth Members

1

Multiple Members

### Validation

>

### Unit Renewal and Leadership Approval

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

Next Step: Payment

When there are no errors showing in the validation area,

1. Type your name to Approve,
2. Click Next Step to proceed to payment.

1 →

← 2

# Auto Renewal – Unit



Troop 0301

Commissioner Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Unit Validation  | **2** Payment | 3 Confirmation

---

**Unit Renewal Fees**

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

---

**Billing Information**

Credit Card | Bank Account 

CARD INFORMATION

* First Name:	Mary
* Last Name:	Person
* Card Number:	■ 1234 5678 9010 1113

The payment screen appears to default to the credit card option, but note the “Bank Account” tab next to Credit Card. This will allow ACH payment.

At the bottom of the page, click to submit payment.

I am investigating how the Pay-at-Council option works... it should be available!

# Auto Renewal – Unit

Troop 0301 John R. Bentley Youth Fund INC **B**



Troop 0301

ScoutLink Manager

Settings

**Unit Renewal**

Unit Pin

Unit Dashboard

Roster

Transfer In

Position Manager

**i** Renewal Order Status:

Status: Submitted

Is paid: Yes

Created By: Mary Bentley

✓ Unit Validation

**2** Payment

Unit Renewal Fees

<b>Recharter Fee:</b>	\$100.00
<b>Subtotal:</b>	\$100.00
<b>Admin Fee (Credit Card - 3%):</b>	\$3.00
<b>Total:</b>	\$103.00

After clicking Submit Payment, you will see a review of the transaction.

Click to confirm the payment.

→ **Go To Confirmation**

# Auto Renewal – Unit



Troop 0301

Organization Manager

Settings

**Unit Renewal**

Unit Pin

Unit Dashboard

Roster

Transfer In

Position Manager

Reports

1 Unit Validation      2 Payment      3 Confirmation



Your payment is being processed.

Please check back later for the status of your renewal order.

**i** Renewal Order Status

**Status:** Submitted

**Is paid:** Yes

**Created By:** Mary [redacted]

**The system will acknowledge your payment.**

*CONGRATULATIONS!  
YOU ARE DONE!*

**#ADVENTUREON!**

# Maintaining Leadership Positions

my.Scouting | Registrar Tools

Welcome, John Johnson

### Circle Ten Council 1234

Pack 1234

- 1 → Organization Manager
- Settings
- Unit Program Dashboard
- Unit Renewal Page
- Unit Pin
- Roster
- 2 → Position Manager
- Reports

#### Unit Validation

Unit Leadership

Chartered Organization Representative: [Sam Smith](#)

Unit Chair: [John Johnson](#)

Unit Leader: [April Windstorm](#)

Member of Committee: [Alfonso Cuaron](#)      Member of Committee: [Gerard Miller](#)

[Edit Positions](#)

#### Chartered Organization

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Unit Term	Address
Jan/01/2024 - Dec/31/2024	123 Main St. Anytown, TX, 75015

#### Youth Membership

25	0
Unit Paid Membership	Unit Multiple Members

#### Unit Renewal and Leadership Approval

I,  approve the rechartering and the leadership for the year.

[Next Step: Payment](#)

You should always keep your adult leaders registered in the right positions.

1. Go to Organization Manager,
2. Use Position Manager to make any desired changes in adult leader positions.

Note that only COR & COR Delegates can do this.

# *Answers to FAQ's*

- ✓ Key-3 will get notification of the need to renew 60-days out.
- ✓ If the unit needs a receipt, print a copy of the payment screen. An e-mail receipt will be sent for a credit card payment.
- ✓ No, there is no longer the ability to attach a new membership app to the renewal.
- ✓ All adult leader's registrations are suspended when their YPT expires... No access to My.Scouting (except training) or Scoutbook.

# Membership Renewal 2024

The individual will be notified by e-mail 60-days before their membership expires. There is a 60 day grace period beyond the expiration date. After that they are dropped.

# Auto-Renewal Membership

For all youth and adult  
members of Scouting  
America

*All registrations are for 12 months. For example, if your current registration expires on 12/31/2024, your renewed membership will be 1/1/2025 through 12/31/2025.*

*Registration periods cannot be changed. All multiple positions have the same expiration date, so you renew only once per year.*

*Registration periods for new members start on the first day of the month they join and expire 12 months later. For example, if a Scout joins on 2/14/2024, their membership term will be 2/1/2024 through 1/31/2025.*

# Auto-Renewal Membership

For all youth and adult members of Scouting America

## *Auto Renewal Membership*

### Family/Self Pay

- An e-mail notification with a renewal link will be sent 60 days before membership expires.
- The link provided in the email will direct individuals to a renewal form on My.Scouting
- If registered in multiple positions, select the primary position. Renewing the primary position will automatically renew multiple positions.
- The individual elects to pay with a credit card or Pay-at-Council and submits the renewal.
- The unit will approve the membership renewal.

***Units have a choice to make:  
Membership renewal can be completed either by the individual or the unit.***

***Let's look at Self-Pay first!***

# Auto Renewal – Self-Pay Membership

## Your BSA Membership is up for renewal

Dear David Blythe,

This is a friendly reminder that your annual BSA membership will expire in **60 days on 06/30/2024**. Please **click here to renew** your membership(s) in the below organization(s). Renewals can also be processed by contacting your local council.

[Click Here to Renew](#) 

**Member ID:**

**Organization Name:** Pathfinder 09

**Position:** Asst. District Commissioner

**New Registration Term:** 07/01/2024 to 06/30/2025

**An e-mail notification with a renewal link will be sent 60 days before membership expires.**

**Reminders will be sent at 30, 15, and 7 days before, plus several more after expiration.**

**Parents will receive the e-mails to renew the membership of youth.**

# Auto Renewal – Self-Pay Membership

When you click the link, you are redirected to sign in to My.Scouting.org; after signing in you will see this screen.

Parents that do not have a My.Scouting account will need to create one.

Note the option to opt out of renew and stop the reminder e-mails. Click Start Renewal to continue.

my.Scouting | My Applications

MEMBERSHIPS   TRANSFER / MULTIPLE APPLICATIONS   MY APPLICATIONS   MY RENEWALS

MY RENEWALS

Personal Information	Expiration Date	Application Status
 Multiple Positions are not displayed in this section, Click Start Renewal to see the full list of positions you can renew		
 David Blythe Asst. District Commissioner Pathfinder 09	30 June 2024	<b>Registration is soon to expire</b>  
		<input type="button" value="OPT OUT AUTO RENEWAL"/> <input type="button" value="Start Renewal"/>

# Auto Renewal – Self-Pay Membership

1 ————— 2

## Current Memberships

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

Pack 0288 **F**

**Chartered Organization Rep.**  
Current Expire Date: 03/31/2024  
Future Expire Date: 03/31/2025

Primary Position ✓

**Committee Member**  
Current Expire Date: 03/31/2024  
Future Expire Date: 03/31/2025

✓ Select as Primary Position  Remove Position

Troop 0288 **B**

**Chartered Organization Rep.**  
Current Expire Date: 03/31/2024  
Future Expire Date: 03/31/2025

✓ Select as Primary Position  Remove Position

Someone with multiple positions (typically an adult) will see a list of them like this.

If desired, you can click the link to change your primary position, or remove yourself from a position. Then click “proceed to payment”.

A youth both in a Crew/Ship and Troop should be primary in the Crew/Ship.

Functional positions, like Key-3 Delegate or Advancement Chair, will not appear here.

# Auto Renewal – Self-Pay Membership

## Terms and Conditions

Annual Membership Registration:

Boy Scouts of America is an annual registration program with automatic membership renewal each year on or about the annual anniversary of your sign-up date. **Unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org at least 15 days in advance of your renewal date, you understand and expressly agree that your membership will automatically continue for another year, and you authorize BSA to collect and charge the then-applicable membership fee each year using the payment method BSA has on file for you.** 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. Your renewal will be communicated back to your Scout unit upon completion.

The annual national registration fee is non-refundable.

### BSA Privacy Policy

The BSA protects the confidentiality of the names and personal

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

Next is the Terms & Conditions.

1. **Note that the Terms include automatic renewal and billing every year until you opt out... just like Netflix...!**
2. **Type your name to agree to the Terms and Conditions.**
3. **Click go to checkout.**

# Auto Renewal – Self-Pay Membership

Member Information ✓ | Payment/Checkout 2

### Summary

BSA Non-Unit Adult Reg Jennifer Erwin Valid until November 2024	\$60.00
Council Fee Jennifer Erwin Valid until November 2024	\$10.00
Administrative Fee	\$2.55
<input checked="" type="checkbox"/> Scout Life Domestic Rates	\$15.00
<b>TOTAL AMOUNT DUE</b>	<b>\$87.55</b>

### Payment Details

**CARD INFORMATION**

\* Cardholder Name :

On the payment screen the system will default to include Scout's Life magazine! You can toggle this on or off.

Then enter your credit card information and click Place Order.

There is no ACH option.

More information on how to pay-at-council is to come.

# Auto Renewal – Self-Pay Membership



Your Receipt

Application ID: [Redacted]

Transaction Date: February 14, 2024

Unit: Troop 0098 Saint Anthony's 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!

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**SALES ADDRESS**  
1525 W Walnut Hill Ln.  
Washington, DISTRICT OF COLUMBIA, 20001 USA

**DISTRICT:** Washington DC 11  
**Order ID:** 13143

BSA Youth Registration (Tied)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<b>Total Amount</b>	<b>\$ 97.04</b>
<b>Total Paid</b>	<b>\$ 97.04</b>

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**SALES ADDRESS**  
USA

BSA Youth Registration (Tied)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<b>Total Amount</b>	<b>\$ 97.04</b>
<b>Total Paid</b>	<b>\$ 97.04</b>
<b>Amount Due</b>	<b>\$ 0.00</b>

**YOUR TROOP**  
0098 Saint Anthony's Catholic Church

**YOUR COUNCIL**  
National Capital Area Council

[Print Receipt](#) [Complete Registration](#)

If you are paying by credit card, a receipt will appear. Print this for your records, then click **Complete Transaction** to finish the renewal.



# Auto-Renewal Membership

For all youth and adult members of the BSA

***That completes self-pay!***

***E-mails are sent at 60-, 30-, 15- and 7-days before, and 7-days after expiration. The grace period is 60 days. After that, the member drops.***

***The unit will be notified of the member renewal. A Key-3 member must then sign in to My.Scouting, click on Application Manager, and accept or deny the membership renewal. Units can opt out of this step by setting up “Auto-Approve”.***

***The Key-3 will get monthly reports on who is due to renew, who did that and who dropped.***

## *Auto Renewal Membership*

### Family/Self Pay

- An e-mail notification with a renewal link will be sent 60 days before membership expires.
- The link provided in the email will direct individuals to a renewal form on My.Scouting
- If registered in multiple positions, select the primary position. Renewing the primary position will automatically renew multiple positions.
- The individual elects to pay with a credit card or Pay-at-Council and submits the renewal.
- The unit will approve the membership renewal.

# Setting Up Auto-Approve for Membership Renewal



3 →

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

4 →

Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications

- Chartered Org Representative Approval Required
- Committee Chair Recommendation and Chartered Org Representative Approval Required

Youth Applications

- Automatically Accept Youth Applications to this Unit.

Adult Applications

\* This option was set by the council. It may not be changed for this unit.

- Allow Adult Applications

Auto Approve Renewals

- Allow auto approve renewals

Renewal Payment

- Unit will pay for renewal applications

Types of Youth Applicants This Pack Accepts

- Girl Only
- Boys Only
- Both Boys and Girls

- To activate the Auto Approve feature:**
1. Go to My.Scouting,
  2. Select Organization Manager,
  3. Select Settings,
  4. Click the box for Allow Auto Approve,
  5. Click Save.

# *Answers to FAQ's*

- ✓ There is no mechanism for tracking bounce-back or failed e-mails.
- ✓ Reminders by text are not available.
- ✓ All multiple positions are renewed simultaneously with the primary position.
- ✓ If someone renews their membership, and the unit folds after that, the person moves to “Member without a Unit” pending their reassignment into a new position unit.
- ✓ The member can opt out to let their membership expire.

# *Answers to FAQ's*

- ✓ The Key-3 and Key-3 Delegates will get monthly reports on who is due to renew, who renewed and who dropped.
- ✓ The unit must accept the membership renewal in My.Scouting, although they can avoid this by selecting “Auto-Approve” in My.Scouting/Organization Manager/Settings.
- ✓ If parents opt out of e-mails in Scoutbook, they will still receive membership renewal e-mails.

# Auto-Renewal Membership

For all youth and adult members of the BSA

***Units have a choice to make: Membership renewal can be completed either by the individual or the unit.***

***Now let's look at Unit-Pay!***

## *Auto Renewal Membership*

### Unit Pay

- In My.Scouting/Organization Manager, the unit selects the Unit Pay option.
- Unit Key-3 will get monthly reports on who is due to renew (this report includes self-pay, too).
- Using the My.Scouting/Roster tab, the unit selects which members they are renewing.
- The unit can choose not to renew a member (opt-out). The unit can also change the Scout's Life subscription settings for each person.
- The unit pays with a credit card, a securely stored electronic fund transfer payment (ACH) or Pay-at-Council and submits the renewal.

# Auto Renewal – Unit-Pay Membership

Adult Applications

Allow Adult Applications

Auto Approve Renewals

\* This option was set by the council. It may not be changed for this unit.

Allow auto approve renewals

Renewal Payment

Unit will pay for renewal applications ← 4

Email Settings

Fee Emails

Include Fees/Fee Explanations

Online Registration Emails

Welcome Emails

3 → Settings

5 → SAVE

**The Key-3 can elect for the unit to pay any or all membership renewals.**

1. Sign in to My.Scouting.org,
2. Click Organization Manager,
3. Click Settings,
4. Click the Renewal Payment box,
5. Click Save

**Selecting Unit Pay will NOT eliminate the reminder e-mails to each family! This WILL lead to confusion!**

# Auto Renewal – Unit-Pay Membership

Pack 0289

Settings  
Unit Renewal  
Unit Pin  
Unit Dashboard  
Roster ← 3  
Transfer in  
Position Manager  
Reports

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Asher / 		Youth Member	M	Current		10/31/2024
Ashton / 		Youth Member	M	Current		12/31/2024
Harlow		Youth Member	F	Current		01/31/2025
Robin E		Youth Member	M	Current		09/30/2024
<input checked="" type="checkbox"/> David #		Chartered Organization Rep.  Committee Chair 	M	Eligible to Renew		06/30/2024
Finley C		Youth Member	M	Current		07/31/2024

When you get an e-mail reminding you that someone's membership is due:

1. Sign in to My.Scouting.org,
2. Click Organization Manager,
3. Click Roster,
4. Select the individuals due to renew (see Renewal Status column),
5. Click Renew

Note that you will need to do this almost every month.

# Auto Renewal – Unit-Pay Membership

Troop 0002 Richmond Police Athletic League **B**

  
Troop 0002

Settings  
Unit Pin  
Unit Dashboard  
Roster  
Transfer in  
Position Manager  
Reports

### Unit Paid Membership Renewal

**John Durden** 1 →  Scout Life Subscription

Troop 0002

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

Primary Position

Show Multiple Registrations ← 2

**Stephen Jay Jeung** 1 →  Scout Life Subscription

Troop 0002

Assistant Scoutmaster (SA) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

**Jorge Montano** 1 →  Scout Life Subscription

Troop 0002

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

Primary Position

Show Multiple Registrations

**Timothy Tim Eldon Pohl** 1 →  Scout Life Subscription

Troop 0002

Committee Chair (CC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

3 →

1. Check that the Scout Life selection is correct; the system defaults to yes, subscribed!
2. Review multiple positions, if desired. You can change primary position or change multiple positions as appropriate.
3. Click Create Renewal Order to proceed.

# Auto Renewal – Unit-Pay Membership



Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer In

Position Manager

Reports

Amanda [redacted] New Member Coordinator F Initiated 03/31/2024

< 1 2 >

Unit Orders

Name	Status	Type	Paid	Approved
Mary [redacted]	Initiated	Traditional Adult	No	
Marq [redacted]	Initiated	Traditional Youth	No	
Logan [redacted]	Initiated	Traditional Youth	No	
Jeffre [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Bryan [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Aman [redacted]	Initiated	Traditional Adult	No	
Charle [redacted]	Initiated	Traditional Adult	No	
Randy [redacted]	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

This will create a “Unit Batch Order”. It cannot be edited, but will be saved if needed. You can have multiple Batch Orders.

1. Check the names in the “Unit Order” area for accuracy.
2. Click “Go To Payment” in the Batch area.

# Auto Renewal – Unit-Pay Membership

### 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:

The payment screen defaults to the credit card option, but note the “ACH Payment” tab next to Credit Card.

At the bottom of the page, click to Submit Payment.

I am investigating how the Pay-at-Council option works... it should be available!

# Auto Renewal – Unit-Pay Membership

The screenshot shows the My.Scouting.org interface. On the left is a navigation menu with items: Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster (highlighted with a red arrow and '1'), Transfer in, Position Manager, and Reports. The main content area displays a roster of members with columns for Name, Status, Position, YPT Expiration, Paid, and Approved. Below the roster is a section for 'Membership Renewal Orders' (highlighted with a red box and arrow '2'). This section contains a search bar and a table with columns: Name, Status, Position, YPT Expiration, Paid, and Approved. The table has one row for 'Heather [redacted]' with status 'Pending Approval', position 'Assistant Scoutmaster', and YPT Expiration '01/05/2026'. The 'Approved' column for this row contains two radio buttons: 'APPROVE' (selected) and 'DO NOT APPROVE' (highlighted with a red box and arrow '3').

Name	Status	Position	YPT Expiration	Paid	Approved
Heather [redacted]	Pending Approval	Assistant Scoutmaster	01/05/2026	N/A	<input checked="" type="radio"/> APPROVE <input type="radio"/> DO NOT APPROVE

If you have not set “Auto-Approve” in My.Scouting.org/ Organization Manager/Settings, then you will need to approve what you just did:

1. Click on Roster
2. Select Membership Renewal Orders
3. Click Approve

# Auto-Renewal Membership

For all youth and adult members of the BSA

## ***That completes unit-pay!***

***E-mails are sent at 30-days before expiration.  
The grace period is 60 days. After that, the member drops.***

***Key-3 Delegates will have access to conduct this work.***

***Since the unit did the data entry, “Auto-Approve” is not needed.***

### *Auto Renewal Membership*

## Unit Pay

- In My.Scouting/Organization Manager, the unit selects the Unit Pay option.
- Unit Key-3 will get monthly reports on who is due to renew (this report includes self-pay, too).
- Using the My.Scouting/Roster tab, the unit selects which members they are renewing.
- The unit can choose not to renew a member (opt-out). The unit can also change the Scout’s Life subscription settings for each person.
- The unit pays with a credit card, a securely stored electronic fund transfer payment (ACH) or Pay-at-Council and submits the renewal.

# Checking Membership Renewal Status



Pack 0289

MyScouting.org Account

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

The Chartered Organization Report returns a list of chartered organizations within the structure of the district or council.

## EAGLE EXTENSION REPORT

Run

The Eagle Extension Report returns a list of all Youth Member who have been granted an Eagle Extension.

## EXPLORER POST SPECIAL INTEREST REPORT

Run

A report of all active Explorer Posts, showing Community Organization, membership and their special Interest code.

## FUNCTIONAL ROLE ASSIGNMENT REPORT

Run

Listing all functional roles assigned by unit. Can be sorted by role.

## MEMBER OPTED-OUT REPORT

Run

This Report lists all members who have Opted to not renew.

## MEMBERS DUE TO RENEW

Run

This report lists all members due to renew within 2 months or who are lapsed.

## MEMBERS WHO HAVE RENEWED

Run

This report will list all members, youth and adult, who have renewed this year. You can adjust the date range as needed.

## MEMBERSHIP TOTALS REPORT

Run

The Membership Totals Report returns a detail list of each active unit within the structure of the district or council. By unit, the reports give you demographic data such as the number of youth and adults, male and female along with the chartered organization and charter expiration date.

**Note that you can click on the Reports option to generate a report of upcoming membership dates:**

- 1. Sign in to My.Scouting.org,**
- 2. Click Organization Manager,**
- 3. Click Reports**
- 4. Select the desired report.**

# *Answers to FAQ's*

- ✓ The Key-3 will get monthly reports on who is due to renew, who renewed and who dropped.
- ✓ As with self-pay, the unit must accept the membership renewal in My.Scouting, although they can avoid this by selecting “Auto-Approve” in My.Scouting/Organization Manager/Settings.
- ✓ Unit-Pay does not preclude an individual from using the self-pay function. If they do, the unit will be blocked from double-paying. If the unit pays first, the individual will be blocked from double-paying.

# Auto-Renewal Membership

For all youth and adult members of the BSA

***Obviously, valid e-mail addresses are essential***

- ***Youth must be linked to a parent or guardian e-mail.***
- ***Adults must have an e-mail.***
- ***The system has no way to detect kick-back or undeliverable e-mails.***
- ***Unit leaders must look at the unit roster in My.Scouting to see if everyone has an e-mail address. Updates to e-mail addresses can be made in My.Scouting or Scoutbook.***

# Auto-Renewal Membership

For all youth and adult members of the BSA

## *Youth Receiving Financial Assistance*

- *If support is coming from the MCC, the membership must be renewed using Pay-at-Council.*
- *This process is still under development.*
- *There is no ability for either the individual or unit to pay only part of the fees owed when using on-line payment.*

*QUESTIONS?*

**#ADVENTUREON!**