

2024 Membership Renewal System Overview Unit Leader Presentation

Membership Renewal 2024

The individual will be notified by e-mail 60-days before their membership expires. There is a <u>2-month grace period</u> after the expiration date. After that they are dropped.

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 8/14/2024, their membership term will be 8/1/2024 through 7/31/2025.

For all youth and adult members of Scouting America

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.
- Make sure to add @scouting.org to your safe sender list.
- If renewal notices are not received, check junk e-mail box.
- Unit leaders should remind all members to check their My.Scouting account to see if everyone has a correct e-mail address. Updates to e-mail addresses can be made in My.Scouting or Scoutbook.

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 by:

- the individual or
- the unit or
- a hybrid where the unit will pay for selected individuals and other members pay individually.

Let's look at <u>Self-Pay</u> first!

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 to the member 60 days before their 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.

	my.Scouting My Applications	When you click the link, you are redirected to sig in to My.Scouting.org Once signed in you will see this screen.	ξn
MEMBERSHIPS TRANSFER / MULTIPLE APPLICATIONS	MY APPLICATIONS MY RENEWALS	Parents that do not have a My.Scouting account will need to create one.	
MY RENEWALS		Note the option to opt out of renew and stop the reminder e-mails. Click "Start Renewal" to continue.	e
Personal Information Multiple Positions are not displayed in this section, Clic	Expiration Date k Start Renewal to see the full list of positions you	I can renew	
	30 June 2024	Dedistration is soon to expire	
Asst. District Commissioner Pathfinder 09	00 00ii 2024		
		OPT OUT AUTO RENEWAL Start Renewal]

Premary Position @

Joseph Scout	Scout Life Subscription
Pack 0289	
Youth Member (M) Primary Position 	Current Expiry Date: 07/31/2024 Future Expiry Date: 07/31/2025
	Current Memberships The following position(s) will be renewed, Select Remove Positions on those you do no renew. Pack 0288 Chartered Organization Rep. Current Expire Date: 03/31/2024 Puture Expire Date: 03/21/2025
	Committee Member Current Expire Date: 03/01/2024 Future Expire Date: 03/01/2025 Select as Primery Position
Note: Functional positions for adults, like Key-3 Delegate or Advancement Chair,	Troop 0288 C Chartened Organization Rep. Current Expre Date: 03/21/2024 Future Expre Date: 03/21/2025 Select as Primary Position Remove Position
will not appear in this list.	Go back to My Renewals

A youth will typically have one position shown (top box).

An adult may have multiple positions (bottom box). Adults can click the link to change your primary position, or remove yourself from a position.

Click "Go To Payment" at the bottom of the page.

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

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.

A E-Signature

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. Summary."

Back

Go to Checkout Summary

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	*	
Summ	ary	
ŧ	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
	Scout Life Domestic Rates ⑦ Jennifer Erwin Valid until November 2024.	\$15.00
TOTA	L AMOUNT DUE	\$87.55
Payme	nt Details	

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

You can pay by credit card, or take a check/cash to the Scout office. There is no ACH or echeck option.

	Cardholder Name:	Cardholder Name
	Card Number:	Card Number
	Expiration Date:	2
	• CW:	[cvv
0	Annual Membership Registration I card for renewal in one year. This in additional term unless you notify the My.Scouting.org. You will be remin current membership and oliven an	uncersario the bak is an annual registration and has tokenized my cre- nembership application will automatically renew in 12-months for an he BSA via the opt-out option located in the My Application tool in ded of your renewal beginning 60 days prior to the expiration of your opportunity to cot-out of your renewal at that time too.
	BILLING ADDRESS	Same as saved address
	BILLING ADDRESS	Same as saved address
	BILLING ADDRESS Country: Address Line 1:	Same as saved address USA V 1825 W Walnut Hill Ln.
	BILLING ADDRESS Country: Address Line 1: Address Line 2:	Same as saved address USA V 1325 W Walnut Hill Ln. Address Line 2
	BILLING ADDRESS Country: Address Line 1: Address Line 2: City:	Same as saved address USA
	BILLING ADDRESS · Country: · Address Line 1: Address Line 2: · City: · State/Region:	Same as saved address USA V 1825 W Walnut Hill Ln. Address Line 2 Charlotta NORTH CAROLINA V

The system displays the necessary fields to enter your credit card payment (w/3% fee). To do this, enter your information and click Place Order.

Alternatively, select "Click to print for Manual Pay" at the bottom of the screen to pay by check/cash at the local Scout office.



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

BOY	SCOUTS OF AMERICA®	Individual Membership Renewal	
			If you are paying by check, this receipt will appear.
For use when you need	d to pay at the Council office.		Print this and take it with
Return to the Council b	by the 15th of the month.		payment to your local Scout office.
First Name	Cedric		
Last Name Member ID			
Unit Type			
Unit Number	1911		
Scout's Life Subscription	Yes		
Make the check payab	le to your local council.		
Registration Fee	\$ 65.00		
Council Program Fee	\$ 0.00		
Scout's Life Magazine	\$ 15.00		
Total Due	\$80.00		

For all youth and adult members of Scouting America

That completes self-pay!

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.

E-mails are sent at 60-, 30-, 15- and 7-days before, and 7-days after expiration. <u>*The grace period is 60 days.*</u> *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" (see next slide).

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

Setting Up Auto-Approve for Membership Renewal



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 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.

For all youth and adult members of Scouting America

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

Now let's look at <u>Unit-Pay</u>!

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.
- The unit will approve the membership renewal.

	Troop 0001	Adult Applications Image: Allow Adult Applications Auto Approve Renewals * This option was set by the council. It may not be changed for this unit. Image: Allow auto approve renewals	The Key the unit <mark>all mem</mark> renewal	-3 can el to pay <mark>a</mark> bership <mark>s</mark> .	ect for <mark>ny or</mark>
Organizati Set Unit Ros Trar Pos Rep	tings t Pin t Dashboard ster nsfer in sition Manager	Renewal Payment Image: Unit will pay for renewal applications	 Sign My.S Click Man Click Click Payr Click 	in to Scouting Organiz ager, Settings the Ren nent box	org, ation s, ewal
		Online Registration Emails Welcome Emails 5 SAVE	Selectin NOT elir reminde each far lead to d	g Unit Pa ninate th er e-mail nily! Thi confusio	<mark>iy will</mark> ie s to s WILL n!

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Mary Barfield

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02/05/2024, 11:06:25 am

	Amandi Tana Ingia	100000	New Member Coordinator	F	Initiated	\otimes	03/31/2024
			< 1 2	>			
~	Unit Orders						

ankzasion manager	Name	Status	Туре	Palo	Approved
Settings	Mary	Initiated	Traditional Adult	No	
Unit Renewal	Marqu	Initiated	Traditional Youth	No	
Unit Dashboard	Logari	Initiated	Traditional Youth	No	4 1
Roster	Jeffre	Initiated	Traditional Adult	No	
Transfer in	Seth F	Initiated	Traditional Youth	No	
Position Manager Reports	Bryan	Initiated	Traditional Adult	No	
	Seth I	Initiated	Traditional Youth	No	
	Amanin	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	

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.

oop 0002 Richmond P	olice Athletic League	
	Unit Paid Membership Renewal	
	John Durden	Scout Life Subscription
26	Troop 0002	
Troop 0002	Committee Member (MC)	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
Settings	Show Multiple Registrations	2
Settings Unit Pin	Stephen Jay Jeung	1 Scout Life Subscription
Unit Dashboard	Troop 0002	
Roster Transfer in	Assistant Scoutmaster (SA)	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
Position Manager	Show Multiple Registrations	
Reports	Jorge Montano	Scout Life Subscription
	Troop 0002	
	Committee Member (MC)	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
	Show Multiple Registrations	
	Timothy Tim Eldon Pohl	Scout Life Subscription
	Тгоор 0022	
	Committee Chair (CC)	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
	Show Multiple Registrations	

- 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.

Payme	ent Summary			×
*	Traditional Adult Quantity: 4		\$240.00	The payment screen defaults to the credit
	Scout Life Domestic Rates Quantity: 3		\$45.00	fee), but note the
	Council Fee Quantity: 4		\$0.00	"ACH Payment" tab (w/\$1 fee) next to
	Administrative Fee Credit Card Processing Fee (3%)		\$8.55	Credit Card.
	TOTAL AMOUNT DUE:		\$293.55	To pay by cash/check at the local Scout
	AMOUNT PAID:		\$0.00	office (Pay at
Cred	it Card ACH Payment			down
CARD II	NFORMATION			
	* First Name:			"Pay at Council" if a
	* Last Name:			member is receiving MCC financial
	* Card Number:	37		assistance.

	Cardholder Name:	Cardholder Name
	Card Number:	Card Number
	Expiration Date:	
	• CW:	CVV
0	Annual Membership Registration: I u card for renewal in one year. This ma	understand the BSA is an annual registration and has tokenized my cre embership application will automatically renew in 12-months for an e BSA via the pot-out option located in the My Application tool in
D	additional term unless you notify the My.Scouting.org. You will be remind current membership and given an o	ed of your renewal beginning 60 days prior to the expiration of your pportunity to opt-out of your renewal at that time too.
D	additional term unless you notify the My.Scouting.org. You will be remind current membership and given an o BILLING ADDRESS	ed of your renewal beginning 60 days prior to the expiration of your poortunity to opt-out of your renewal at that time too. Same as saved address
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D	additional term unless you notify the My.Scouting.org. You will be remind current membership and given an o BILLING ADDRESS * Country: * Address Line 1: Address Line 2: * City:	ed of your renewal beginning 60 days prior to the expiration of you pportunity to opt-out of your renewal at that time too. Same as saved address USA V USA V 1325 W Walnut Hill Ln. Address Line 2 Charlotte

The system displays the necessary fields to enter your credit card payment (w/3% fee). To do this, enter your information and click Place Order.

Alternatively, select "Click to print for Manual Pay" at the bottom to pay by check/cash at the local Scout office.

	S	Sectored	Committee Member	F	Eligible to Renew	0	03/31/2024
	Matti 💼 🗐	10.000	Chartered Organization Rep.	М	Eligible to Renew	0	03/31/2024
These start	Sheri 🛛 💻 🖷	100009	Committee Chair (* Trained)	F	Eligible to Renew	\otimes	03/31/2024
a manife at some	Karly	100000	Youth Member	F	Eligible to Renew	0	03/31/2024
ation Manager	Dane -	1010.0000	Assistant Scoutmaster	F	Eligible to Renew	0	03/31/2024
it Renewal	Cora Martina Martina	a septemb	Youth Member	F	Eligible to Renew	0	03/31/2024
it Pin			Youth Member	F	Eligible to Renew	0	03/31/2024
t Dashboard			< 1 2	>			
ster 1	✓ MembershipQ Search	Renewal Orders	— 2				∀
ports	Name	Status	Position	YPT Expiration	n Paid	Approved	
	Heathe	Pending Approval	Assistant Scoutmaster	01/05/2026	N/A	0 8 D0	APPROVE NOT APPROVE
	> Unit Paid Mer	nbership <mark>R</mark> enewal Ba	tches				

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

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For all youth and adult members of Scouting America

That completes unit-pay!

E-mails to unit Key-3 are sent at 30days before expiration. <u>The grace</u> <u>period is 60 days.</u> After that, the member drops.

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

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. The unit can also change the Scout 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.
- The unit will approve the membership renewal.

Checking Membership Renewal Status



Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager



EAGLE EXTENSION REPORT
The Eagle Extension Report returns a list of all Youth Member who have been granted an Eagle Extension.
EXPLORER POST SPECIAL INTEREST REPORT
A report of all active Explorer Posts, showing Community Organization, membership and their special Interest code.
FUNCTIONAL ROLE ASSIGNMENT REPORT
Listing all functional roles assigned by unit. Can be sorted by role
MEMBER OPTED-OUT REPORT
This Report lists all members who have Opted to not renew.
MEMBERS DUE TO RENEW
This report lists all members due to renew within 2 months or who are lapsed.
MEMBERS WHO HAVE RENEWED
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

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

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

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

Run

Run

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Run

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Run

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.

Answers to FAQ's

- ✓ The Key-3 will get monthly reports on who is due to renew in the next 30 days, 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.

For all youth and adult members of Scouting America

Youth Receiving Financial Assistance

- If the support is coming from the MCC, payment can be made on an individual basis or by unit pay to renew that member.
- The membership must be renewed using Pay-at-Council.
- There is no ability for either the individual or unit to pay only part of the fees owed when using on-line payment.

Application for Financial Assistance for Membership

PROGRAM INFORMATION

The Michigan Crossroads Council (MCC) is committed to making Scouting available to all youth. In support of that commitment, the council may pay up to 50% of the national BSA Registration Fee and the MCC Program Fee that families cannot afford. The dollar amount requested must be the difference between the fees and what the youth, unit and/or chartered organization can afford.

ASSISTANCE AVAILABILITY

To help ensure there are sufficient funds to help all youth enjoy Scouting, we encourage units to participate in the Annual Popcorn Sale. Please note, as a limited amount of funds is available each year, we cannot guarantee that every youth that applies for this program will receive assistance.

The application can be found at:

https://michiganscouting.org/wp-content/uploads/2021/08/Registration-Assistance-Individual-Application.pdf

The application should be submitted to your District Executive, and must be approved by the MCC. Once approved, you can reduce the amount of the membership renewal check by the amount of the grant. Add a note to the printout of the amount due explaining who is receiving how much financial assistance.

QUESTIONS? Contact your Unit or District Commissioner!

