

Live Scout Loud



DAN BEARD COUNCIL, BSA
SERVING GREATER CINCINNATI & NORTHERN KENTUCKY

Unit Renewal Screenshots (2024)





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 Payment Confirmation

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

Organization Name Acme Unit Church	Institutional Head Alice Smith
Unit Term Jan/01/2024 - Dec/31/2024	Address 123 Main St. Anytown, TX, 75015

Youth Membership

25 Unit Paid Membership	0 Unit Multiple Members
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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; Key-3 Delegates can not.**





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Unit Validation | Payment | Confirmation

Unit Leadership

Chartered Organization: [Sam Smith](#)

Unit Chair: [John Johnson](#)

Unit Leader: [April Windsto](#)

Member of Comm: [Alfonso Cuaro](#)

[Edit Positions](#)

Organization

Name: Church | Institutional Head: [Alice Smith](#)

Address: 123 Main St. Anytown, TX, 75015

24 - Dec/31/2024

Membership

25 Unit Paid Membership | 0 Unit Multiple Members

Next Step: Payment

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!**





my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

1 Unit Validation 2 Payment 3 Confirmation

Unit Leadership

Chartered Organization Rep. Randy	Committee Chair Mary
Scoutmaster Jeffrey	Committee Member Charles
Executive Officer Randy	Assistant Scoutmaster Bryan
New Member Coordinator Amanda	

[Edit Positions](#)

Chartered Organization

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
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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

I, , 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.





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 “Continue to Payment” to pay by credit card or ACH, or select “Click here for Pay at Council” to pay by check.**





Troop 0301

Organization 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
Total:	\$103.00

Billing Information

Credit Card Bank Account

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

The payment screen defaults 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.

If you selected the Pay-at-Council option, you will get a different screen with instructions to take your check to the local Scout office.



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

i Renewal Order Status

Status: Submitted

Is paid: Yes

Created By: Mary [redacted]

Unit Validation

2 Payment

Unit Renewal Fees

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

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

Click to confirm the payment.

Go To Confirmation





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



Your payment is being processed.

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

The system will acknowledge your payment.

i Renewal Order Status

Status: Submitted

Is paid: Yes

Created By: Mary





*CONGRATULATIONS!
YOU ARE DONE!*

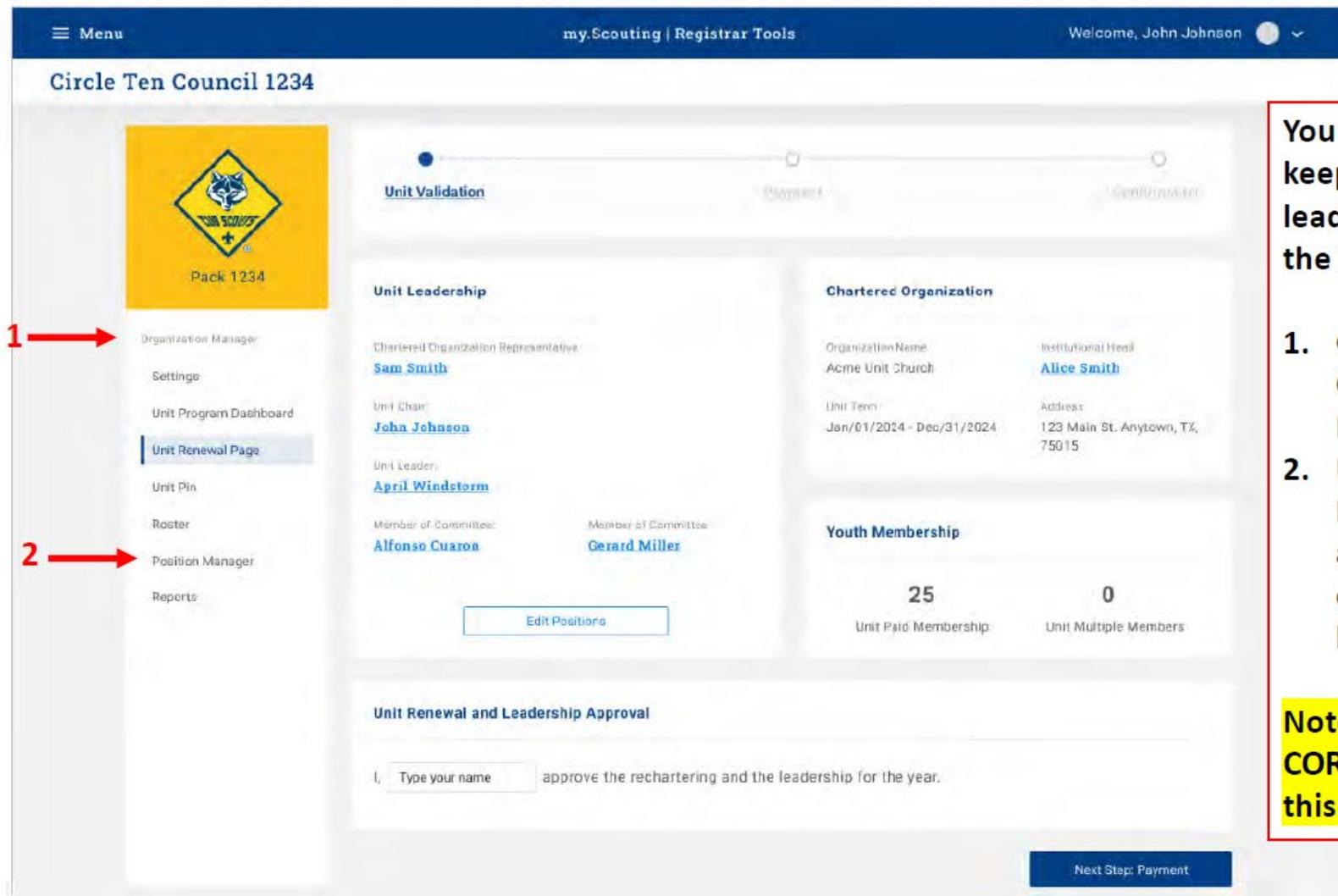
#ADVENTUREON!



Answers to FAQs

- ✓ 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.

Maintaining Leadership Positions



my.Scouting | Registrar Tools

Welcome, John Johnson

Circle Ten Council 1234

1 → Organization Manager

Settings

Unit Program Dashboard

Unit Renewal Page

Unit Pin

Roster

2 → Position Manager

Reports

Unit Validation

Unit Leadership

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[Edit Positions](#)

Chartered Organization

Organization Name: Acme Unit Church	Institutional Head: Alice Smith
Unit Term: Jan/01/2024 - Dec/31/2024	Address: 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.

Resources



<https://danbeard.org/renewals/>