

# Individual Renewals

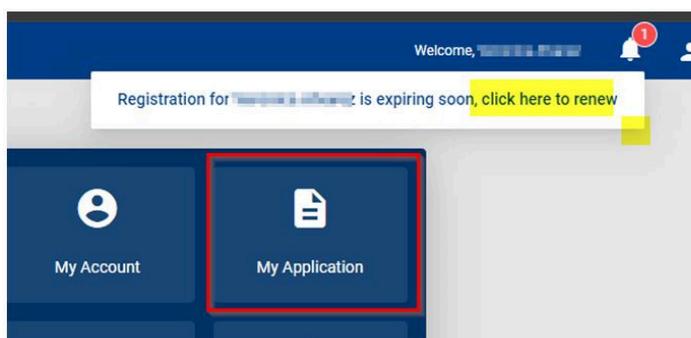


## Option 1: Individual Renewals Registration

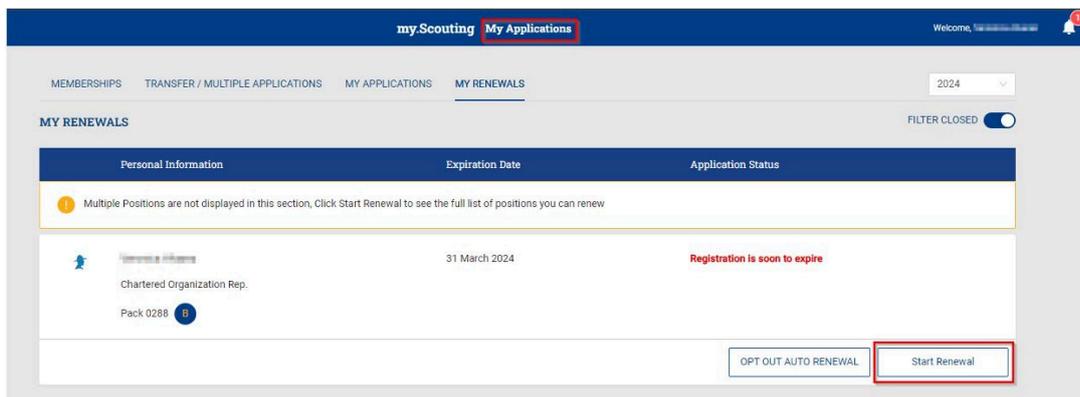
Beginning 60 days before their expiration date, individuals will receive an email from the National Council that will prompt them to renew their registration. Individuals can renew online or manually at the council service center. To renew manually fill out and return the Registration Renewal Form and return it to the Findlay or Lima Service Center.

To renew online at [my.scouting.org](https://my.scouting.org)

- Click on the link in the email you received, or go directly to [my.scouting.org](https://my.scouting.org) and log into your account. Click the red notification button in the top right hand corner to renew and pay with a few simple clicks.
- For youth renewals, a parent will have to create a [my.scouting.org](https://my.scouting.org) account (including a working email) if you do not already have one.



The “My Applications” tab is where you will see all of your or your child’s registrations, as well as any multiples you may have. This is where you will renew.



# Individual Renewals



The individual below has their primary registration as Chartered Org Rep, but they also hold multiple roles. A “primary position” must be selected to ensure you only pay once. The system will default to last year’s primary position, but you can make any changes here. You can remove any positions you will not be renewing as well.

A screenshot of the 'Current Memberships' page in the BSA renewal system. The page shows a list of positions for renewal. The first position is 'Chartered Organization Rep.' for Pack 0288, with a 'Primary Position' button highlighted in red. Below it is a 'Committee Member' position for the same pack, with 'Select as Primary Position' checked. The second position is 'Chartered Organization Rep.' for Troop 0288, with 'Select as Primary Position' checked. At the bottom of the page, there are two buttons: 'Go back to My Renewals' and 'Go To Payment', with the latter highlighted in red.

You will be asked to review the terms and conditions. After doing so, type in your name and click “Go to Checkout Summary”.

A screenshot of the 'Terms and Conditions' page in the BSA renewal system. The page displays the 'Leader Requirements' section, which includes a list of requirements for leaders. Below the requirements, there is a text input field for the user's name, with 'Susan Adams' entered and highlighted in yellow. At the bottom of the page, there are two buttons: 'Back' and 'Go to Checkout Summary', with the latter highlighted in red.

# Individual Renewals



This page shows a summary of your expenses, including registration fees, council service fee (for youth registrations only), Scout Life magazine subscription if selected, and any administrative fees.

The screenshot shows a progress bar at the top with 'Member Information' (1) and 'Payment/Checkout' (2). The 'Summary' section lists the following items:

Item	Amount
BSA Adult Registration (Trad.) <small>Registration Renewal</small> Valid until March 2025	\$60.00
Council Fee <small>Registration Renewal</small> Valid until March 2025	\$18.00
Administrative Fee	\$2.79
<input checked="" type="checkbox"/> Scout Life Magazine <small>Scouting America</small> Valid until March 2025	\$15.00
<b>TOTAL AMOUNT DUE</b>	<b>\$95.79</b>

The 'Payment Details' section is partially visible, showing 'CARD INFORMATION' with a 'Cardholder Name' field.

You will now enter your payment information. The billing address will auto populate to the primary address associated with your registration, but you may change this. Once everything is correct click "Place Order" and your payment will process. You will receive an email acknowledgment of your payment and 12 month renewal with the Scouting America.

The 'BILLING ADDRESS' form includes a toggle for 'Same as saved address' (currently turned on). The fields are:

- Country: USA
- Address Line 1: [Auto-populated]
- Address Line 2: [Auto-populated]
- City: [Auto-populated]
- State/Region: [Auto-populated]
- ZIP Code: [Auto-populated]

Buttons at the bottom: 'Restart Renewal' and 'Place Order'.

# Individual Renewals



## Option 2: Unit Renews Registration

This option allows individuals to pay the unit so the unit can renew all registrations. This is ideal for units who pay renewals using funds from fundraising.

- Units can renew members starting two months before their expiration date through the two month lapse period after their registration expires.
- Units may choose to Opt-Out a member who is no longer with the unit. This will remove the individual from the roster and they will not be able to renew.

A member of the unit Key 3 will go to Organization Manager and click on the Settings tab. The Renewal Payment option will allow the unit to process renewals.

This needs to be checked if the unit will be making the membership renewal payments. Click “Save” to ensure the selection has been made.

A screenshot of the Organization Manager interface for Troop 0001. The left sidebar shows navigation options: Settings (highlighted with a red box), Unit Pin, Unit Dashboard, Roster, Transfer in, Position Manager, and Reports. The main content area is titled "Adult Applications" and includes:

- Allow Adult Applications
- Auto Approve Renewals section with a note: "\* This option was set by the council. It may not be changed for this unit." and  Allow auto approve renewals
- Renewal Payment** section (highlighted with a red box) containing  Unit will pay for renewal applications (highlighted with a yellow box)
- Email Settings section with:
  - Fee Emails:  Include Fees/Fee Explanations
  - Online Registration Emails:  Welcome Emails

A blue "SAVE" button is located at the bottom right of the form, highlighted with a red box.

# Individual Renewals



In Organization Manager click on Roster, shown in the red box to the left in the image below. Select the youth you would like to renew by clicking the box next to each name. Once all selections are made, click on “Renew” in the dark gray header bar. In the sample below 3 youth have been selected for renewal.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/> Veronica Alvarez	[REDACTED]	Chartered Organization Rep. (Committee Member)	F	Expired	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/> Kai [REDACTED]	[REDACTED]	Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/> Jarline [REDACTED]	[REDACTED]	Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/> Seti [REDACTED]	[REDACTED]	Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input type="checkbox"/> Christopher James Keefer	[REDACTED]	Committee Chair	M	Expired	<input type="checkbox"/>	03/31/2024
<input type="checkbox"/> Fin [REDACTED]	[REDACTED]	Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input type="checkbox"/> Jan [REDACTED]	[REDACTED]	Committee Member	M	Expired	<input type="checkbox"/>	03/31/2024

Once the renew tab is clicked, the bottom of the page opens up to show the “Membership Renewal Order” and the “Unit Paid Membership Renewal Batch.” In the example you see the three youth who have been selected. If the individuals you want to renew are properly selected, click “Go To Payment” to continue.

Name	Status	Position	YPT Expiration	Paid	Approved	Delete
Kai [REDACTED]	Initiated	Youth Member	N/A	No	Yes	<input type="checkbox"/>
Jarline [REDACTED]	Initiated	Youth Member	N/A	No	Yes	<input type="checkbox"/>
Seti [REDACTED]	Initiated	Youth Member	N/A	No	Yes	<input type="checkbox"/>

Created By	Created On	Number of Orders	Paid	Delete
Veronica Alvarez	04/11/2024, 2:17:39 pm	3	No	<input type="checkbox"/> <b>GO TO PAYMENT</b>

# Individual Renewals



The next screen shows a more detailed view of the members you are renewing and allows you to make any edits. Scout Life subscription will be selected by default. If you do not wish to subscribe to Scout Life magazine unclick the box for each member. Be sure to check multiple registrations. Once everything is correct click “Create Renewal Order”.

my.Scouting | Organization Manager  
Pack 0288 St Vincent De Paul Catholic Church

Unit Paid Membership Renewal

Kai [Redacted]  Scout Life Subscription

Pack 0288

Youth Member (M) Current Expiry Date: 03/31/2024  
Future Expiry Date: 03/31/2025

Primary Position

Jaline [Redacted]  Scout Life Subscription

Pack 0288

Youth Member (M) Current Expiry Date: 03/31/2024  
Future Expiry Date: 03/31/2025

Primary Position

Seth [Redacted]  Scout Life Subscription

Pack 0288

Youth Member (M) Current Expiry Date: 03/31/2024  
Future Expiry Date: 03/31/2025

Primary Position

[← Back to roster](#) [Create Renewal Orders](#)

The “Payment Summary” will show a breakdown of fees being charged. In the example below you see we are renewing 3 youth, 2 of which are subscribing to Scout Life. You will also see the Council Fee and Administrative Fee. The unit has the ability to use a saved payment method, such as a credit card, or you can add a new payment. Leaders can use a credit card for a 3% fee or an ACH payment for a \$1 fee.

my.Scouting | Organization Manager  
Pack 0288 St Vincent De Paul Catholic Church

Payment Summary

<input type="checkbox"/> Traditional Youth Quantity: 3	\$240.00
<input type="checkbox"/> Scout Life Domestic Rates Quantity: 2	\$30.00
<input type="checkbox"/> Council Fee Quantity: 3	\$54.00
<input type="checkbox"/> Administrative Fee Credit Card Processing Fee (3%)	\$9.72
<b>TOTAL AMOUNT DUE:</b>	<b>\$333.72</b>
<b>AMOUNT PAID:</b>	<b>\$0.00</b>

Pay With Saved Method

Pay With New Method

Payment Method: Visa  
xxxxxx4112  
Name on Card: Susan Adams  
Updated On: 04/11/2024 13:37

[Pay With Saved Payment Method](#)

# Individual Renewals



## Units Renewing Registration at Service Center

The individual processing the renewals will need to print out a copy of the renewal order. After selecting individuals to be renewed, click “Print” in the grey header bar. Select “Unit Payment of Membership Renewal” from the dropdown.

myScouting | Organization Manager

Pack 0164 Providence Presbyterian Church

Roster

Search

Transfer Renew Compose **Print** Edit Profile Export Roster Filter

Membership Cards  
Unit Payment of Membership Renewal  
Youth Member Age Report

Name	Member ID	Role	Opt Out	Expiration Date
<input checked="" type="checkbox"/> Gray Stokley Barker	1187910000	Youth Member	M Expired	03/31/2024
<input checked="" type="checkbox"/> Paxt...	14014000	Youth Member	M Expired	03/31/2024
<input checked="" type="checkbox"/> Lucea	118121000	Youth Member	M Expired	03/31/2024
<input checked="" type="checkbox"/> Juna	114412000	Youth Member	F Expired	03/31/2024
<input checked="" type="checkbox"/> Patr...	11818000	Youth Member	F Expired	03/31/2024
<input checked="" type="checkbox"/> Ethan	11818000	Youth Member	M Expired	03/31/2024
<input type="checkbox"/> Cale...	114412000	Youth Member	F Expired	03/31/2024
<input type="checkbox"/> J...	11818000	Committee Chair	M Current	01/31/2025

Click Create PDF to print your renewal order and turn into the Findlay or Lima office with payment.

**Create PDF**

For use when your unit is paying for membership Renewal but you need to pay at the office.  
Turn this paperwork along with payment to the council office by the 15th of the month.

Council: Mecklenburg County Council #115  
District: Rowan 03  
Unit Type: Pack  
Unit Number: 0164  
Date Printed: 04/15/2024

Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
Ethan	Barker	Youth Member	1187910000	NO
Gray	Barker	Youth Member	1187910000	NO
Juna	...	Youth Member	114412000	YES
Patricia	...	Youth Member	114412000	YES
Lucea	...	Youth Member	118121000	NO
Paxton	...	Youth Member	11818000	YES

Members to be renewed: 6



Black Swamp Area Council

# Registration Renewal Form

It is time to renew your 12 month registration with Black Swamp Area Council, Scouting America. Your registration can be easily renewed online by logging into your my.scouting.org account. You may also return this form, along with payment, to the Findlay or Lima Service Center.

## Renewal Fees:

- **\$125** Youth Cubs, Scouts BSA, and Venturing Participants (\$85 National, \$40 Council)
- **\$80** all Exploring youth members (\$50 National, \$30 Council)
- **\$60** adult leaders in Packs, Troops, and Crews, as well as district and council level roles
- **\$50** Exploring adult leaders
- **\$25** Merit Badge Counselors and Camp Staff who are not registered in another role
- **\$15** Scout Life magazine yearly subscription

## Registrant Information

Full Name: \_\_\_\_\_

Member ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Unit: \_\_\_\_\_

Position (for adult renewals): \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Findlay Service Center  
2100 Broad Ave  
Findlay, OH 45840  
(419) 422-4356

Lima Service Center  
752 W Robb Ave  
Lima, OH 45801  
(419) 227-2107