



## **BSA New Renewal System Overview**

## Registrar Tools and Online Registration – Scheduled Updates

- Unit Renewal (new method)– Mid February
- Auto Renewal Membership – Mid-February
- Change in Adult Workflow / CBC requirement - Early March
- Final Auto Renewal Implementation – Early March
- Sync of Multiple Registrations to Paid – Mid March
- New Fee Structure – April 1<sup>st</sup>
- New Cub Scout Program integrated into Scoutbook+ - June 1st

# Criminal Background Check Workflow Change

*... during this process, you are not eligible to meet with youth ...*

- **March 2024 Implementation**

- There will be a 3-5 day delay (or more) in acceptance as an Adult Leader

- **Major Impact**

- Rechartering Units
- Camp Leaders
- New Units

## **Auto Renewal Membership / Units**

- **For all Youth and Adult members in the BSA**
- **All Membership Terms are for 12 months**
- **New Membership Renewal will only have a one-month lapse**
- **New Unit Renewal will only have a one-month lapse**
- **Parent/Guardian e-mails are needed**
- **Parents can Opt-Out and Units can Opt-out the member too**
- **A one-time data sync will be done in March to align all Multiple and Functional Registrations to the Primary (paid) expiry date**

# Unit Renewal AFTER March 1, 2024 >> Auto-Renewal Process <<

*Youth and adult leader membership fees will be separated from the unit charter.*

## Auto-Renewal

Individual membership renewal and fees are paid automatically by the individual

## Unit Paid Renewals

Individual membership renewal and fees are paid by the unit

Login at My.Scouting.org and go to Organization Manager  
*(Unit Leader, committee chair, chartered organization representative, or designee have access)*

Click on "Unit Renewal "on the menu.


Validate Information

Make changes to Leadership if needed in Position Manager – Have leaders take YPT if needed

E-Sign the Page

Pay and Submit

# Auto Renewal Membership – Unit Renewals



Troop 0183

Organization Manager

- Settings**
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Position Manager
- Reports

### Key Three Information


Download Charter Certificate

Chartered Organization Rep.	Committee Chair	Scoutmaster

### Settings

Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.

#### Payment Information

  
No payment method on file  
Update payment method to proceed

[Update Unit Credit Card](#)

#### Membership Application Approval

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

# Auto Renewal Membership – Unit Renewals

my.Scouting | Organization Manager

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](#)

Scoutmaster

[Jeffrey](#)

Executive Officer

[Randy](#)

New Member Coordinator

[Amanda](#)

Committee Chair

[Mary](#)

Committee Member

[Charles](#)

Assistant Scoutmaster

[Bryan](#)

Edit Positions

## Chartered Organizaton

Organization Name

John R. Bentley Youth Fund  
INC

Unit Term

Apr 1, 2023 - Mar 31, 2024

Executive Officer

[Randy](#)

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 Effected:

- [Bryan](#)
- [Randy](#)
- [Charles](#)
- [Aman](#)

## Unit Renewal and Leadership Approval

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

# Auto Renewal Membership – Unit Renewals

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

✓ Unit Validation

**2** Payment

3 Confirmation

## 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

## Billing Information

Credit Card

Bank Account

### CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:



# Auto Renewal Membership – Unit Renewals



Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

\* Card Number:

\*\*\*\* \* 4113

\* Expiration Date:

12/27

\* CWV:

411

\* Email Address:

[REDACTED]

## BILLING ADDRESS

\* Country:

USA

\* Address Line 1:

1325 W Walnut Hill Ln

Address Line 2:

Address Line 2

\* City:

Irving

\* State/Region:

TX

\* ZIP Code:

75038-3008


Save this card for future payments:

Submit Payment

# Auto Renewal Membership – Unit Renewals

my.Scouting | Organization Manager


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.

**i** [Renewal Order Status](#)

**Status:** Submitted  
**Is paid:** Yes  
**Created By:** Mary [redacted]

# Auto Renewal Membership – Unit Renewals

Payment confirmation



Chase Integrated Payments <chase-support@wepay.com>

To [Redacted]

Retention Policy 3 Year Delete (3 years)

Expires 2/7/2027

[i](#) If there are problems with how this message is displayed, click here to view it in a web browser.



## Receipt

Billed to:  
**Visa xxxxxx4113**  
**Mary [Redacted]**

Total:  
**USD \$100.00**

Purchased from:  
**Boy Scout of America**  
**1325 W. Walnut Hill Lane,**  
**irving, TX, 75038, US**  
[Wepay admin@scouting.org](mailto:admin@scouting.org)

Type:  
**Sale**

Date:  
**02/08/2024**

If you have any questions about your receipt, contact [chase-support@wepay.com](mailto:chase-support@wepay.com).

# Auto-Renewal Membership

**For all youth and adult members of the BSA**

*Note: All registrations are for 12 months. For example, if your current registration expires on 12/31/2023, your renewed membership will start on 1/1/2024 and run through the entire calendar year until 12/31/2024. Membership renewal can be completed by either the individual, the family or the unit.*

## Auto Renewal Membership

### Family/Self Pay

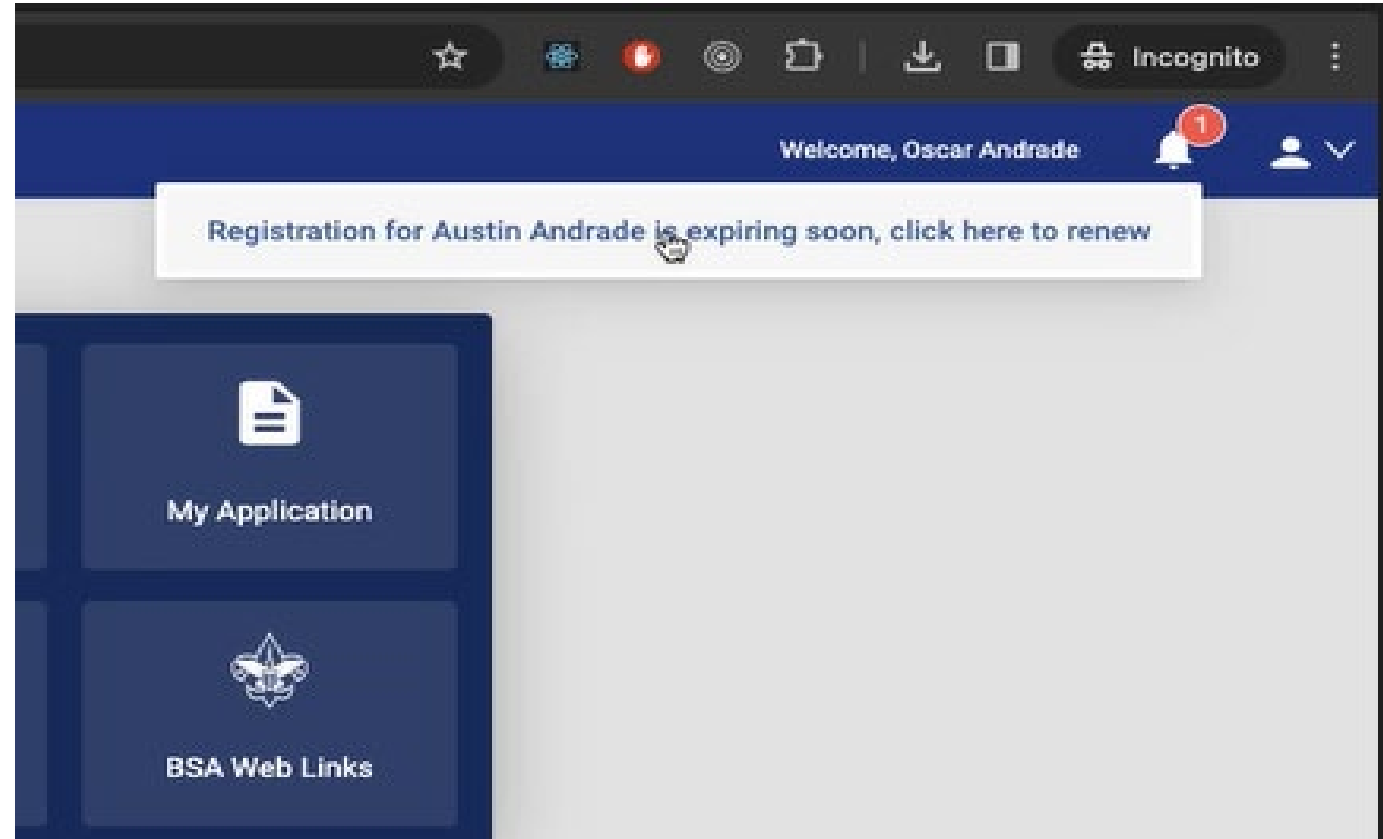
- An email notification and a renewal link will be sent 60 days before membership expires.
- The link provided in the email will direct individuals to a renewal form on My.Scouting
- If registered in multiple positions, select the primary position. Renewing the primary position will automatically renew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

## Auto Renewal Membership

### Unit Pay

- In Organization Manager, the unit selects the Unit Pay option.
- Unit Key 3s are notified each month about which members are due to renew that month.
- Using the 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 or establishes a securely stored electronic fund transfer payment (ACH) and submits the renewal.

# Auto Renewal Membership – Family / Self Pay




# Auto Renewal Membership – Family / Self Pay

my.Scouting | My Applications

Welcome, Oscar Andrade

MEMBERSHIPS TRANSFER / MULTIPLE APPLICATIONS MY APPLICATIONS **MY RENEWALS**

### MY RENEWALS

Personal Information	Expiration Date	Application Status
 Austin Andrade Youth Member Pack 0008	31 December 2023	Registration is soon to expire

[Start Renewal](#)

CONNECT WITH US: [f](#) [t](#) [i](#) [p](#) [v](#)

[Contact](#) [Terms & Conditions](#)

# Auto Renewal Membership – Family / Self Pay

The screenshot displays a web interface for managing auto-renewal memberships. At the top, a dark blue header bar is present. Below it, a white navigation bar contains two steps: '1 Member Information' (highlighted in blue) and '2 Payment/Checkout' (in grey). The main content area has a grey background and features a central white box with a dark blue header 'Current Memberships'. Inside this box, a message states: 'The following positions will be renewed, remove positions you do not want to renew:'. Below this, 'Pack 0008' is shown with a grey circle containing the letter 'F'. A white-bordered box lists a 'Youth Member' with 'Current Expire Date: 12/31/2023' and 'Future Expire Date: 12/31/2024'. At the bottom of this box are two options: '✓ Select as Primary Position' and '✕ Remove Position'. A dark blue button labeled 'Go To Preview' is centered below the membership list. At the very bottom, small text reads 'Copyright Boy Scouts of America 2024'.

# Auto Renewal Membership – Family / Self Pay

The screenshot shows a modal window titled "Terms and Conditions" with a blue header. The main content area is white and contains the following text:

**Welcome to the BSA!**

The BSA makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships. The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of the BSA. The BSA local and national council provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

**Parent/Legal Guardian Role in Scouting**


Scouting uses a fun program to promote character development, citizenship training, leadership, and mental and physical fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.

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

Below the text is a yellow button with a person icon and the name "Sam Smith". At the bottom of the modal are two buttons: "Back" and "Go to Checkout Summary", with the latter highlighted by a red border.







# Auto Renewal Membership – Family / Self Pay



Member Information      Payment/Checkout

**Summary**

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

**Payment Details**

**CARD INFORMATION**

\* Cardholder Name :

# Auto Renewal Membership – Family / Self Pay

\* Expiration Date:

\* CVV:

Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. 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.

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**BILLING ADDRESS** Same as guardian address

\* Country:

\* Address Line 1:

Address Line 2:

\* City:

\* State/Region:

\* ZIP Code:

# Auto Renewal Membership – Unit Pay



Troop 0001

Organization Manager

Settings

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

## 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

## Email Settings

### Fee Emails

Include Fees/Fee Explanations

### Online Registration Emails


Welcome Emails

SAVE

# Auto Renewal Membership – Unit Pay

my.Scouting | Organization Manager

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

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	Mary Kir...	14000070	Committee Chair	F	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Logan H...	13...	Youth Member	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Marqus Farmer	14...	Youth Member	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Jeffrey Foster	11...	Scoutmaster <b>Trained</b>	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Bryan S...	12...	Assistant Scoutmaster	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Randy C...	89...	Chartered Organization Rep. Executive Officer	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Seth Bry...	13...	Youth Member	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Charles ...	12...	Committee Member <b>Trained</b>	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Seth Will...	12...	Youth Member	M	Initiated	<input type="radio"/>	03/31/2024
<input checked="" type="checkbox"/>	Amanda ...	13...	New Member Coordinator	F	Initiated	<input type="radio"/>	03/31/2024

< 1 2 >

# Auto Renewal Membership – Unit Pay

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



Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

## Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

<input checked="" type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	Mary [REDACTED]	[REDACTED]	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	Logan [REDACTED]	[REDACTED]	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	Marqu [REDACTED]	[REDACTED]	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024

# Auto Renewal Membership – Unit Pay

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

## Unit Paid Membership Renewal

Mary [redacted]

Scout Life Subscription

Troop 0301

Committee Chair (CC)

Current Expiry Date: 03/31/2024

Future Expiry Date: 03/31/2025

Primary Position

Marqus [redacted]

Scout Life Subscription

Troop 0301

Youth Member (M)

Current Expiry Date: 03/31/2024

Future Expiry Date: 03/31/2025

Primary Position

Logan [redacted]

Scout Life Subscription

Troop 0301

Youth Member (M)

Current Expiry Date: 03/31/2024

Future Expiry Date: 03/31/2025

Primary Position

# Auto Renewal Membership – Unit Pay



Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

<input checked="" type="checkbox"/>	Seth W...	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	Amanda...	New Member Coordinator	F	Initiated	<input type="checkbox"/>	03/31/2024

< 1 2 >

Unit Orders

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marqu...	Initiated	Traditional Youth	No	
Logan...	Initiated	Traditional Youth	No	
Jeffre...	Initiated	Traditional Adult	No	
Seth H...	Initiated	Traditional Youth	No	
Bryan...	Initiated	Traditional Adult	No	
Seth I...	Initiated	Traditional Youth	No	
Amanda...	Initiated	Traditional Adult	No	
Charl...	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	<a href="#">GO TO PAYMENT</a>


# Auto Renewal Membership – Unit Pay

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

### Payment Summary

 <b>Traditional Adult Registrations</b> Quantity: 10	\$800.00
 <b>Council Fees</b> Quantity: 10	\$100.00
 <b>Scout Life Domestic Rate</b> Quantity: 9	\$135.00
 <b>Subtotal</b>	\$1,035.00
 <b>Administrative Fee</b> Quantity: 10	\$31.05
<b>TOTAL AMOUNT DUE:</b>	<b>\$1,066.05</b>

**Payment Information**

  
Visa  
xxxxxxx4113  
Name on Card: Mary [redacted]  
Updated On: 02/05/2024 11:02

**Update Unit Credit Card**

Cancel **OK**

**Continue to Payment**



# Auto Renewal Membership – Members Due to Renew Report



BOY SCOUTS OF AMERICA®

Members Due to Renew Report

Council Crossroads of the West 590  
 Organization Name Crossroads of the West 590  
 Report Generated By Michael Creagh  
 Date Report Generated 01/29/2024

Export to CSV

Export to PDF

RELOAD

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Records: 8438

Territory	Council	District	Organization	Member ID	Expiry Date	First Name	Last Name	Position	Address	City	State	Zip	Email
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	JIM BRIDGER DISTRICT 03	12	12/31/2023	Amelia		Lone Boy Scout Counselor	1325 W Walnut Hill Ln.	Woodruff	UT	84086-0131	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	JIM BRIDGER DISTRICT 03	12	12/31/2023	Thomas		Lone Boy Scout Counselor	1325 W Walnut Hill Ln.	Evanston	WY	82930-5183	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	JIM BRIDGER DISTRICT 03	14	12/31/2023	Jamie		Lone Boy Scout Counselor	1325 W Walnut Hill Ln.	Pinedale	WY	82941-7705	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Sarena		Den Leader	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-6670	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Sawyer	Amirez	Youth Member	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-6670	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Karson		Youth Member	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-6663	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Geneva		Den Leader	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-4634	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Kelli	Lucas	Executive Officer	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-7449	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Alexandra		Youth Member	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-3440	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Elijah		Youth Member	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-3440	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	13	12/31/2023	Lee		Youth Member	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-4353	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	12	12/31/2023	Robert		Chartered Organization Rep.	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-4578	qa@scouting.org
Service Territory 02	Crossroads of the West 590	JIM BRIDGER DISTRICT 03	Pack 0004 (F)	12	12/31/2023	Kena		Cubmaster	1325 W Walnut Hill Ln.	Rock Springs	WY	82901-9701	qa@scouting.org

# Auto Renewal Membership – Members Opt-Out Report



BOY SCOUTS OF AMERICA®

Member Opt-Out Report

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster is prohibited.

Council Circle Ten Council 571  
Organization Name Circle Ten Council 571  
Report Generated By [Redacted]  
Date Report Generated 02/10/2024

Export to CSV

Export to PDF

RELOAD

Page 1 of 2 GO

Territory	Council	District	Organization	Member ID	Expiry Date	First Name	Last Name	Street
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Chisholm Trail 50	1 [Redacted]	12/31/2023	Lisa	[Redacted]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Troop 0025 (B)	1 [Redacted]	12/31/2023	Brandon	[Redacted]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Eastern Lakes 44	Post 0356	1 [Redacted]	12/31/2023	Hunter	[Redacted]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Iron Horse 58	Crew 0033	1 [Redacted]	12/31/2023	Cindy	[Redacted]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Iron Horse 58	Pack 0013 (F)	1 [Redacted]	12/31/2023	Thamizhini	[Redacted]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Iron Horse 58	Pack 0013 (F)	1 [Redacted]	12/31/2023	Meenal	[Redacted]	1325 W Walnut Hill Ln.