

Internet Rechartering 2.0

User Guide



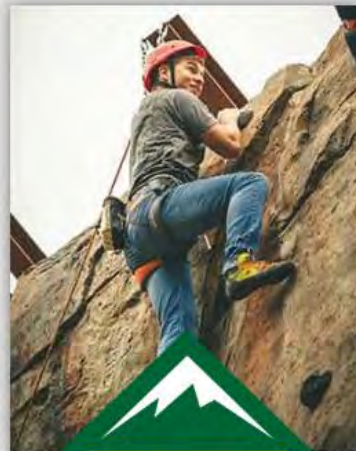
Cub Scouting

Youth grades K-5



Scouts BSA

Youth 11-17 years old



Venturing

Co-ed 14-20 years old



Sea Scouting

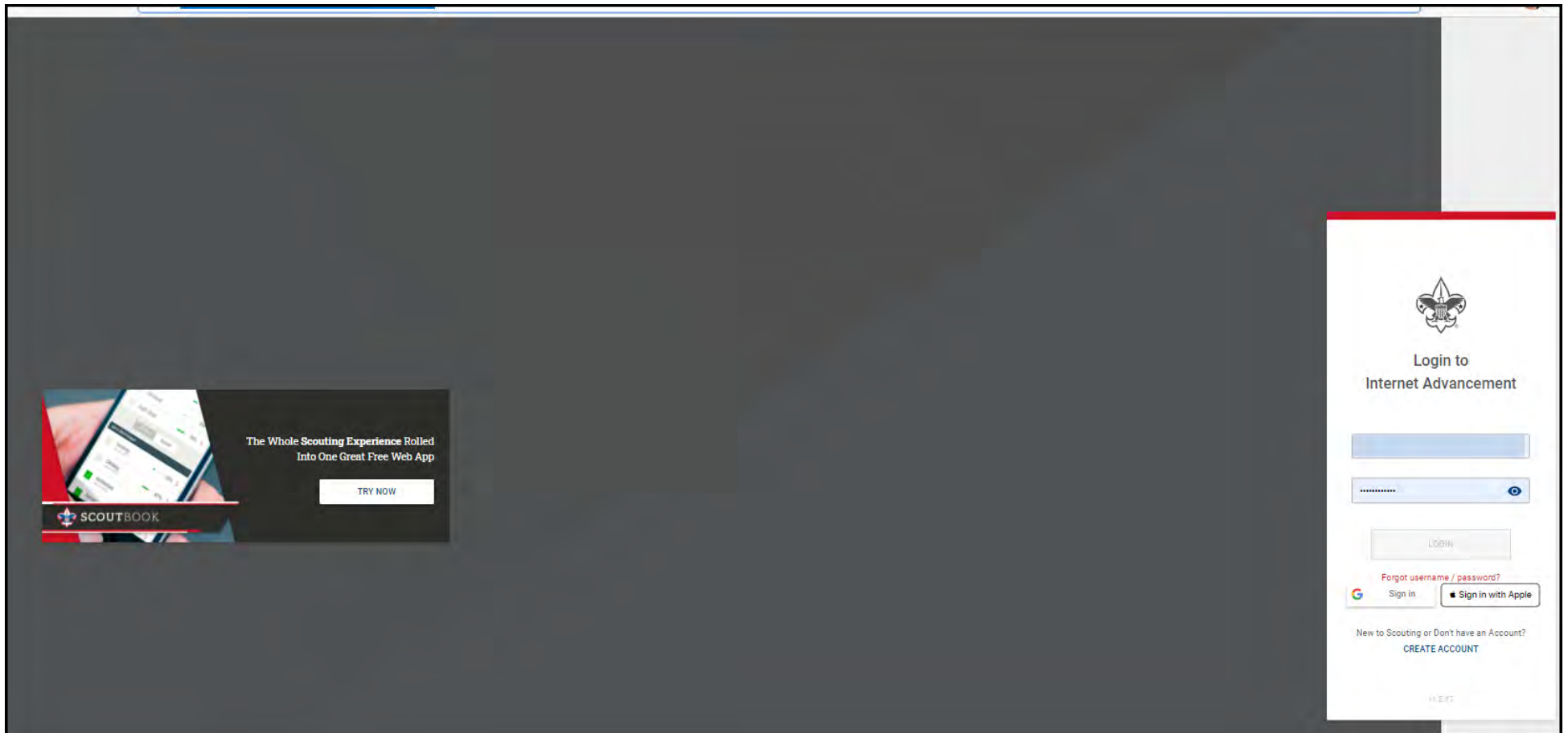
Co-ed 14-20 years old



Exploring

Co-ed 10-20 years old

Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman or Key 3 Delegate by logging into their Scoutbook.com or My.Scouting Account



Open Recharter

The screenshot shows the 'Internet Advancement Roster' page for Troop 118 Friends of the Williamson Troop. The left sidebar contains navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The 'Recharter' button is circled in yellow. A callout box with a green border and black text points to the 'Recharter' button, containing the text: 'Once you have logged into your account - Click on Recharter'. The main content area displays the troop's details and a table of members.

Internet Advancement Roster

My Organization

Troop 118 Friends of the Williamson Troop **BOYS**

Council: Three Rivers Council
District: Sabine
Chartered Organization: Friends of the Williamson Troop

Troop Roster Pending Items History

Run Report

<input type="checkbox"/>	Name ↑	Member ID	Age ↑	Last Rank Approved ↑
<input type="checkbox"/>	Adam Brasher	128959725	17	Star Scout
<input type="checkbox"/>	Zachary Brasher	130281675	16	Star Scout
<input type="checkbox"/>	Kryndon Hardy	130984609	13	Bobcat
<input type="checkbox"/>	Trevor Hatton	125786253	18	Life Scout
<input type="checkbox"/>	Branson Healy	130281680	16	Eagle Scout

Total: 5 Members

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT – Green Exclamation Point – Youth Protection Training is current
- CBC – Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Red Exclamation Point – No subscription has been added to the registration
- Scout Life – Green Checkmark – Subscription has been added to the registration
- -- No status (New Members, youth, and no fee adults)

Complete Recharter Information
2 Payment and Confirmation

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021 !
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1) Payment Logs \$ Refresh Roster C Print Roster P

Manage Members v Upload Document Show: All Roster Search by Name or Member ID

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	!	✓	!	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	!	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Committee Member	111098471	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	!	✓	!	\$ 45.00	
<input type="checkbox"/>	Marvin Lopez	--		--	Adult	Assistant Scoutmaster	--	!	!	!	\$ 45.00	
<input type="checkbox"/>	Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--	!	\$ 72.00	
<input type="checkbox"/>	Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--	!	\$ 72.00	

Add Youth (Must have at least 5 youth)

Total 12 Items < 2 > 10 / page

Validate Recharter and Pay

Changing a position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00

To edit a position - Click the pencil Icon

Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster

Update Member Information

You are editing **Bronson Hatton's** information

Primary Position in Unit
Committee Member

Update Information

Primary Position in Unit
Assistant Scoutmaster
Chartered Organization Rep.
Committee Chairman
Committee Member
New Member Coordinator
Parent Coordinator
Scoutmaster

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	11529912				\$ 45.00

1. Click drop down
2. Select position
3. Click Update Information button

Refreshing your roster

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete
2 Payment and Confirmation
3 Recharter
4 Information

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

Payment Logs \$ Refresh Roster Print Poster

Manage Members Upload Document Show: All Roster

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	

Manage Members

Add a new adult, mark as multiple, remove from roster and invite new member.

The screenshot shows the 'Internet Advancement Recharter' interface. At the top, there are progress steps: 1. Complete Recharter Information and 2. Payment and Confirmation. The main content area is divided into 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section includes details for Troop 118, Friends of the Williamson Troop, including unit type, number, expire date, chartered organization, district, council, and term. The 'CHARTERED ORGANIZATION INFORMATION' section lists the organization name, address, city, state, and zip code. Below this is the 'TROOP ROSTER' section, which includes tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (0)', and 'PENDING MEMBERS (0)'. A 'Manage Members' dropdown menu is open, showing options: 'Add New Member', 'Invite New Member', 'Williamson Troop', and 'Remove From Roster'. The roster table below contains two members: Brandon Hardy and Bronson Hatton. A black box labeled 'Manage Members' points to the dropdown menu.

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	1	✓	1	\$ 45.00
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	1	\$ 45.00

Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the Plus sign next to Add Paper Application>Select the file and attach the application>Select the file and attach the application >Click the Add Member button.

The screenshot displays the 'Internet Advancement' web application interface. A 'Troop Roster' table is visible in the background, listing members such as Brandon Hardy, Bronson Hutton, Derek Brasher, Joseph Muckleroy, and Marvin Lopez. Overlaid on this is a 'Add New Member' form with the following fields: First Name (Donna), Last Name (Arnold), Member Type (Adult), Primary Position in Unit (Committee Member), and Date of Birth. A yellow callout box labeled '2. Enter information in fields' points to these input areas. Below the form, a button labeled 'Add Paper Application' with a plus sign is highlighted by a callout box labeled '3. Click the plus sign to attach application'. To the right, an 'Open' file dialog window is shown, displaying the file '2021 Adult Application' in the 'APPLICATIONS AND FORMS' folder, with a callout box labeled '4. Locate application to where it is saved, click open and the document will attach into the renewal'. At the bottom of the form, a blue 'Add Member' button is highlighted by a callout box labeled '5. Click Add Member'. In the bottom left corner, the 'Manage Members' link in the navigation menu is circled with a callout box labeled '1. Click Manage Members'.

Name	Gender	DOB	Address	Member Type
Brandon Hardy	M		1325 W Walnut Hill Ln, Vidon	Adult
Bronson Hutton	M		1325 W Walnut Hill Ln, Vidon	Adult
Derek Brasher	M		5315 Carnaby St, Irving	Adult
Derek Brasher	M		5315 Carnaby St, Irving	Adult
Joseph Muckleroy	M		1325 W Walnut Hill Ln, Vidon	Adult
Joseph Muckleroy	M		1325 W Walnut Hill Ln, Vidon	Adult
Marvin Lopez				Adult

Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

Complete
Recharter
Information

2
Payment and
Confirmation

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Upload Document

Brandon Hardy
Drag file here, or browse.

Joseph Muckleroy
Drag file here, or browse.

CANCEL SAVE

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

Payment Logs \$ Refresh Roster Print Roster

Search by Name or Member ID

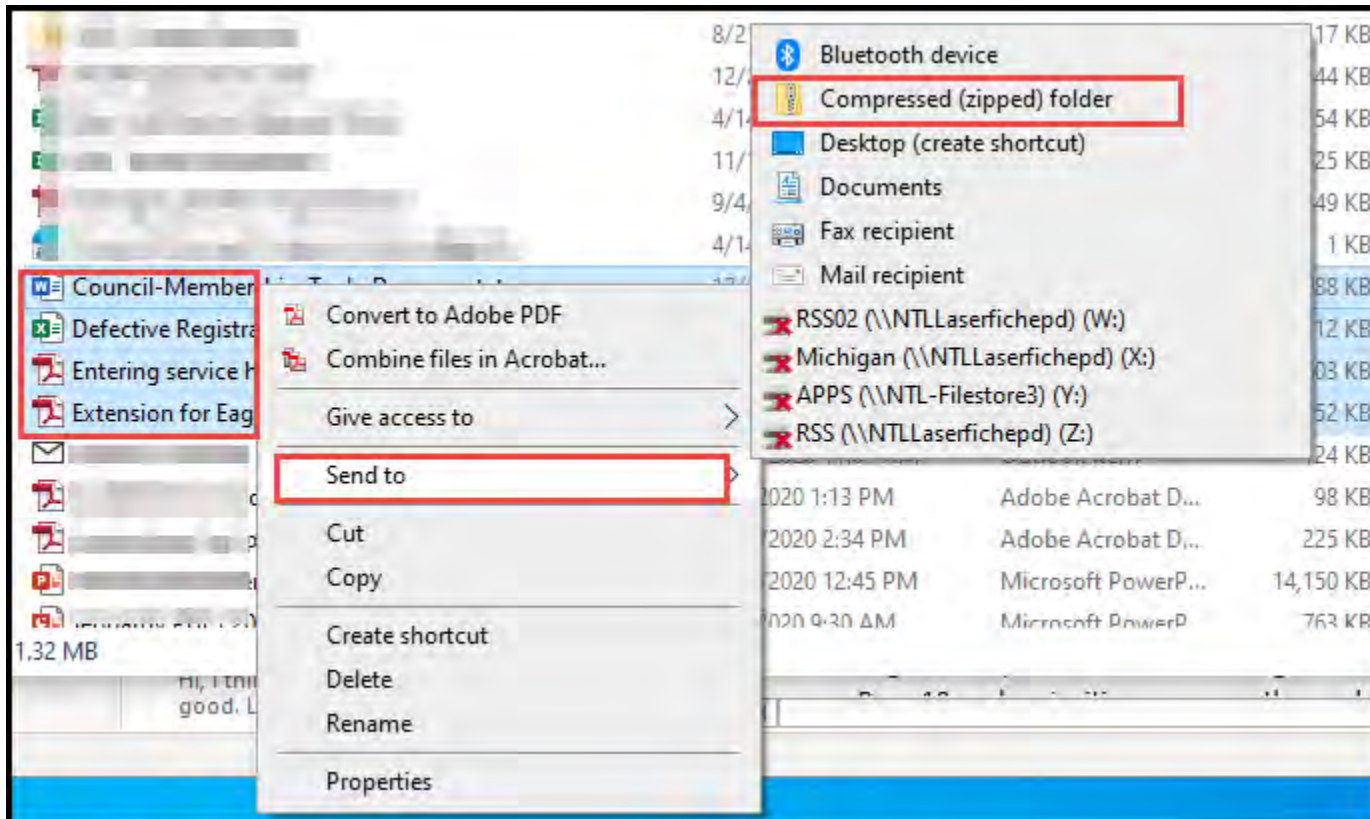
TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Manage Members Upload Document Show All Roster

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	1	✓	☐	\$ 45.00	
<input type="checkbox"/>	Bronson Hutton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	☐	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	☐	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	☐	\$ 45.00	
<input type="checkbox"/>	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	☐	\$ 45.00	
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	1	✓	☐	\$ 45.00	

Creating a Zip File for loading documents

If you are uploading a group of files, use your Zip File option by highlighting the documents, right click after highlighting the documents and select Send to and next select Compressed (zipped) folder. Once you have created the zip file and named your zip folder, choose the folder when clicking the Upload Document option.



Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS	🔄	9/9/2021 8:51 AM	Compressed (zipp...)	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

Invite New Member into the unit (Leads)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Unit Expire Date: 09/23/2021
Chartered Organization: Friends of the William
District: Sabine
Council: Three Rivers Council
Unit Term: 12

Member Type: Adult
Email Address: donna.arnold@scouting.org
First Name: donna
Last Name: arnold

Invite Member

Invite New Member

Member Type: Participant
Email Address:
First Name:
Last Name:
Invite Member

There are three invite options - Adult , Youth and Participant

Invite New Member


Member Type: Youth
Parent/Guardian's Email Address:
Parent/Guardian's First Name:
Parent/Guardian's Last Name:
Youth's First Name:
Youth's Last Name:
Invite Member

Invite New Member



Member Type: Adult
Email Address:
First Name:
Last Name:
Invite Member

An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. This will add any new online registrations into your unit. Once the invite is sent, they will appear on the Pending Members Tab.

Recharter Invitation

 Boy Scouts of America <boyscoutsofamerica@email.scouting.org>
To Donna Arnold
Retention Policy 3 Year Delete (3 years)

[View Online](#)

You're Invited to Join Us!

Troop 0118 is waiting for you to join!

donna, you've been invited to join Troop 0118 and become a member of the Boy Scouts of America! To finish the joining process, please click the below.


<https://myqa.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>


If you have any questions or concerns, please reach out to **Troop 0118** directly.


We look forward to all the great things you will accomplish in your Scouting journey.

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TROOP ROSTER REMOVED MEMBERS (1) **PENDING MEMBERS (1)**

 Send Reminder

<input type="checkbox"/>	Name	Gender	Member Type	Invited on
<input type="checkbox"/>	 donna arnold	--	Adult	2021-09-07

Total 1 Items  10 / page

Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

[Manage Members](#) [Upload Document](#) [Show: All Roster](#)

		Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>		M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	i	✓	i	\$ 45.00	
<input type="checkbox"/>		M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	i	\$ 45.00	
<input type="checkbox"/>		M		5315 Camaby St, Irving	Adult	Executive Officer	111098471	--	✓	i	\$ 0.00	
<input type="checkbox"/>		M		5315 Camaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	i	\$ 45.00	
<input checked="" type="checkbox"/>		--		--	Adult	Committee Member	--	i	i	i	\$ 45.00	

Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

Donna Arnold X

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

[Add To Roster](#)

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>		--		--	Adult	Committee Member	--

Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, there is a progress bar with two steps: 'Complete' (1) and 'Payment and Confirmation' (2). The main content area is divided into three sections: 'MY UNIT', 'ADULTS (1)', and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for 'TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS'. The 'ADULTS (1)' section lists 'Donna Arnold'. The 'CHARTERED ORGANIZATION INFORMATION' section provides details for 'FRIENDS OF THE WILLIAMSON TROOP'. A 'REMOVED MEMBERS (1)' tab is highlighted in yellow, and the 'Add To Recharter' button is circled. A pop-up window titled 'Add to recharter' is open, showing the 'ADULTS (1)' list with 'Donna Arnold' selected and an 'ADD' button circled. A table at the bottom lists the removed member, 'Donna Arnold', with a checked checkbox next to her name. A 'Validate Recharter and Pay' button is located at the bottom right.

1. Click on the Removed Member tab

2. click the checkbox next to the name you would like to add back into the Recharter

3. Click Add To Recharter

4. Click Add

Name	Gender	DOB	Address	Member Type	Position	Member ID
Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

Once you click Add, the youth or adult will move back into the unit. Click on Troop Roster tab and the roster should now reflect the add. Once added, click Refresh Roster and continue with renewal submittal.

Internet Advancement Recharter Welcome, Derek Brasher

1 Complete Recharter Information
 2 Payment and Confirmation

MY UNIT
 TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
 Unit Number: 118
 Unit Expire Date: 09/29/2021 ●
 Chartered Organization: Friends of the Williamson Troop
 District: Sabine
 Council: Three Rivers Council
 Unit Term: 12
 Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
 FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
 Chartered Organization Address: 5890 Packard
 Chartered Organization City: Vidor
 Chartered Organization State: TX
 Chartered Organization Zip: 77662-2457

TROOP ROSTER
REMOVED MEMBERS (0)
PENDING MEMBERS (1)
[Payment Logs](#) \$
Refresh Roster ↻
[Print Roster](#) 🖨️

Manage Members Upload Document Show: All Roster

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	!	✔	!	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M	07/06/1973	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✔	✔	!	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✔	!	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Committee Member	111098471	✔	✔	!	\$ 45.00	
<input type="checkbox"/>	Donna Arnold @	--	09/20/1964	--	Adult	Committee Member	--	!	!	!	\$ 45.00	

Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the Validate Recharter and Pay. A popup will appear if you have any errors or warnings. At that time you will need to correct the errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning, you have the ability to correct the warnings if possible and continue through the submittal process.

The screenshot displays the 'Internet Advancement Recharter' interface. A central popup titled 'Validate recharter' is active, listing the following error and warning messages:

- Unit does not have the required amount of leadership positions (Error - red bubble)
- Leaders have current YPT (Warning - yellow bubble)
- Leaders have completed CBC authorization (Warning - yellow bubble)
- Leaders are more than 18 years old (Success - green bubble)

The popup includes two buttons: 'CONTINUE EDITING' (circled in black) and 'PROCEED TO PAYMENT'. A separate text box on the right explains: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.'

The background interface shows the 'TROOP ROSTER' section with a table of members:

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Kryndon Hardy	M		1525 W Walnut Hill Ln, Vidor	Youth	Youth Member	130984609	---	---	0	\$ 72.00
Zachary Brasher	M		1525 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281675	---	---	0	\$ 72.00

At the bottom right of the interface, the 'Validate Recharter and Pay' button is circled in white.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and only warnings and you are ready to submit your unit, click the Proceed to Payment button. There is a possibility that you will have no errors or warnings and in this case you may also proceed to payment. You have the option to print your roster by clicking the Print Roster once you have validated all information and before you move to the payment page.

The screenshot displays the 'Internet Advancement Recharter' interface. A modal window titled 'Validate recharter' is open, showing a success message: 'Recharter validation successful!'. Below the message, four items are listed with status icons: a green checkmark for 'Unit has the required amount of leadership positions', a yellow warning icon for 'Leaders have current YPT', a yellow warning icon for 'Leaders have completed CBC authorization', and a green checkmark for 'Leaders are more than 18 years old'. At the bottom of the modal are two buttons: 'CONTINUE EDITING' and 'PROCEED TO PAYMENT', with the latter circled in black. A white text box on the right side of the modal contains the instruction: 'Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment'. At the bottom right of the main interface, a dark blue button labeled 'Validate Recharter and Pay' is circled in white. The background shows a roster table with columns for name, gender, date of birth, address, role, status, and amount.

Name	Gender	Date of Birth	Address	Role	Status	Rep	Amount
Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	13332946	\$ 45.00
Bronson Hatton	M					115299012	\$ 45.00
Derek Brasher	M						\$ 0.00
Derek Brasher	M						\$ 45.00
Jonathan Healy	M						\$ 45.00
Joseph Muckleroy	M						\$ 45.00
Marvin Lopez	M						\$ 45.00
Trevor Hatton	M		1325 W Walnut Hill Ln, Vidor	Participant	Unit Participant	125786253	\$ 72.00
Adam Brasher	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	128859725	\$ 72.00
Branson Healy	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	\$ 72.00

Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

← Back to: Recharter Info

Complete Recharter Information

Payment and Confirmation

BILLING INFORMATION ?

First Name: Last Name:

Code: **USA** Phone Number:

Country: **USA (US)** Address:

City: State:

Zip Code:

PAYMENT METHOD

Credit Card Extra credit card fee 3% **Credit Card payment**

Card Type: Cardholder's Name:

Card Number: Exp. Month: Exp. Year:

CVV Number:

E-CHECK Extra fee \$1 **E Check payment**

Pay at Council No extra fee **Pay at Council**

RENEWAL ROSTER FEES TOTAL: \$705 USD

REGISTRATION	QUANTITY	FEE
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

Pay and Post Renewal

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.