



BOY SCOUTS OF AMERICA

Detailed Walkthrough of the NEW
Internet Rechartering System



Logging-in & Registration

To begin the online recharter process, please go to: <https://scoutnet.scouting.org/ucrs/UI/home/>
Please click on “Register” to start. Enter the unit access code given by the council, select unit type, then enter the unit number as a four digit number, e.g. 0251. Enter your credentials.

Internet Rechartering

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

New member applications
For additional adult or youth membership applications: [Membership Applications](#)

REGISTER (circled in red) **LOG IN**

First Time User Returning User

Internet Rechartering

Registration

To register for Internet Rechartering, enter the access code provided by your council, select your unit type, and your unit number.

If you do not have the Access Code, please contact your council.

Access Code:

Unit Type: Pack

Unit Number:

CONTINUE

Internet Rechartering

Registration: Information and Password

Please enter your contact information and create your password to complete the registration process.

First name :

Last name :

Password :
(alpha numeric, 6+ characters)

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number : - - - (ext)

REGISTER

©2017 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 7.0.0

©2017 Boy Scouts of America. All rights reserved. [Privacy statement](#). Version 7.0.0

1. Internet Rechartering Overview

There are 5 stages to the internet rechartering process. Each stage may have several steps to complete. At any time in the process you can log-out. You should start where you left out upon logging back in.

The screenshot displays the 'INTERNET RECHARTERING OVERVIEW' page. On the left, a yellow sidebar features the Boy Scouts of America logo and the text 'Mayflower: Pack 1234'. Below this is a vertical progress indicator with five steps: 1. Load Roster (highlighted in blue), 2. Update Roster, 3. Check Roster, 4. Summary, and 5. Submit Roster. The main content area is titled 'INTERNET RECHARTERING OVERVIEW' and contains the text: 'There are five stages in the Internet Rechartering process:'. Below this text are five stages, each with a description: Stage 1: Load Roster (You choose whether to load the unit information either from the council or upload your unit record information from PackMaster, TroopMaster or TroopSoft.); Stage 2: Update Roster (You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.); Stage 3: Check Roster (Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.); Stage 4: Summary (You complete a final review of the membership roster and fees and make any final changes.); Stage 5: Submit Roster (You submit your final roster and print your Charter Renewal Packet for submittal to your council.). To the right of the main content area is a 'ROSTER REVIEW' box showing 'Renew: 0 Adult, 0 Youth' and 'New: 0 Adult, 0 Youth'. At the bottom center, a blue 'BEGIN' button is circled in red, with a red arrow pointing to it. Another red arrow points from the text 'Select to load the information from the council. Please do not upload your unit record from other programs.' to the 'TroopMaster' text in the Stage 1 description.

INTERNET RECHARTERING OVERVIEW

There are five stages in the Internet Rechartering process:

- Stage 1**
Load Roster
You choose whether to load the unit information either from the council or upload your unit record information from PackMaster, TroopMaster or TroopSoft.
- Stage 2**
Update Roster
You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.
- Stage 3**
Check Roster
Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.
- Stage 4**
Summary
You complete a final review of the membership roster and fees and make any final changes.
- Stage 5**
Submit Roster
You submit your final roster and print your Charter Renewal Packet for submittal to your council.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

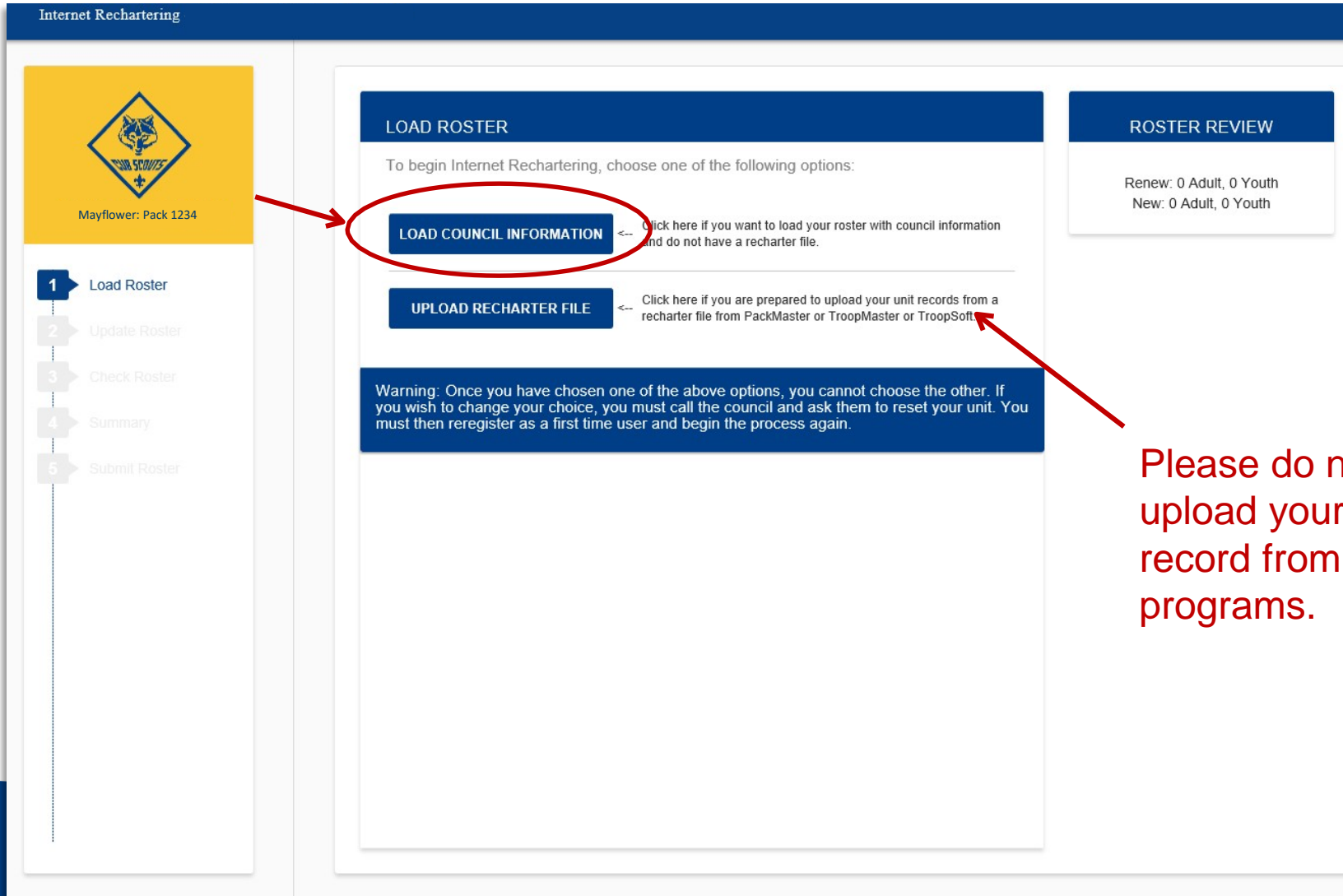
1 Load Roster
2 Update Roster
3 Check Roster
4 Summary
5 Submit Roster

BEGIN

Select to load the information from the council. Please do not upload your unit record from other programs.

1. Load Roster

Load Council Information to retrieve your unit roster.



Internet Rechartering

Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

LOAD ROSTER

To begin Internet Rechartering, choose one of the following options:

LOAD COUNCIL INFORMATION ← Click here if you want to load your roster with council information and do not have a recharter file.

UPLOAD RECHARTER FILE ← Click here if you are prepared to upload your unit records from a recharter file from PackMaster or TroopMaster or TroopSoft.

Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.

ROSTER REVIEW


Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Please do not upload your unit record from other programs.

2. Update Roster

There are several steps to updating the roster. Click “Next” to begin.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

WELCOME TO STAGE 2: UPDATE ROSTER

To update your roster, you perform the following steps:


- Update chartered organization information.
- Review your chartered organization information and make any necessary changes.
- Select members for renewal.
- Promote members.
- Select members from another unit to become members of your unit
- Add new members.
- Add new adults and/or new youth to your roster.
- Update member data.
- Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- Update adult positions.
- Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next**

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth




NEXT

2.1 Update Charter Information

Update the address and phone numbers of the Chartered Organization if needed.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
- 3 Update Charter Information
- Select Members for Renewal
- Promote Members
- Add a New Member
- Update Member Data
- Update Member Position
- 4 Check Roster
- 5 Summary
- 6 Submit Roster

STEP 1 OF 6 : UPDATE CHARTER INFORMATION

Please review and update your chartered organization information.
When you have completed the changes, click **Next Step**.

Country:

Address 1:

Address 2:

City:

ZIP code:

State:

U.S. telephone number: - - -

(ext)

Foreign telephone number: - - - -

(ext)

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth


NEXT STEP

This is the address of where this unit meets.

2.2 Select Members for Renewal

Drop Adults or Youth who are not in the program or who have advanced to a Boy Scout Troop.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal**
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
<input checked="" type="checkbox"/>	Bret	406	Adult	1.Cubmaster	1288
<input checked="" type="checkbox"/>	Marl	406 Ln	Adult	1.Executive Officer	4855
<input checked="" type="checkbox"/>	Carc	605 Can	Adult	1.Committee Member	1190
<input checked="" type="checkbox"/>	Dari	348 Ln	Adult	1.Committee Member	4415
<input checked="" type="checkbox"/>	Ray	370	Adult	1.Committee Chairman	1100
<input type="checkbox"/>	Bret	355	Adult	1.Assistant Webelos Leader	4416
<input checked="" type="checkbox"/>	Carc	399	Adult	1.Den Leader	4416
<input checked="" type="checkbox"/>	Jed	18 S Rd	Adult	1.Chartered Organization Rep.	4365
<input type="checkbox"/>	Ann	94 V	Adult	1.Den Leader	4406
<input checked="" type="checkbox"/>	Davi	687	Adult	1.Webelos Leader	4415

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

PREVIOUS NEXT

If paper or online applications were submitted during the online process this button can be clicked to update the roster. It is best get youth and adults registered before you start the online process.

Uncheck the box next to the names of the Adults or Youth that are being dropped from the unit. Click "Next".

2.2 Select Members for Renewal

Review the summary of Youth and Adults who are being renewed or dropped.

Internet Rechartering



Mayflower: Pack 1234

STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step**.

NOTE: You will be able to add members and change member information later in the process.

Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
1.	Bre	406 E I	Adult
2.	Mar n	406 E i	Adult
3.	Car	605 N i	Adult
4.	Dar	348 E i	Adult
5.	Ray n	370 N i	Adult
6.	Car	399 N i	Adult
7.	Jed	18 S L i	Adult

Following members will NOT be renewed.

No.	Name	Street Address	Adult/Youth
1.	Bret	355 E	Adult
2.	Ann	94 W	Adult

ROSTER REVIEW

Review / Print Roster
Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

If the information is correct click "Next Step".

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal**
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

PREVIOUS

NEXT STEP

2.3 Promote Members

Click “Promote” to move Youth or Adults into this unit (Pack) from other units (Troop or Crew).

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members**
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 3 OF 6 : PROMOTE MEMBERS

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth

New: 0 Adult, 0 Youth

Fees = \$12.00

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

NOTE: Youth and Adults can only be added (promoted) into the unit you are currently logged into **NOT** moved out into other units.

PREVIOUS


PROMOTE

NEXT STEP

2.3 Promote Members

From here you can select the unit from which you will promote members into this unit.

Internet Rechartering



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 3 OF 6 : PROMOTE MEMBERS

This page has two parts. The first part presents a list of units from your community organization family from which you can promote members. You can only select one unit at a time. You may change your selection by clicking another radio button.

The second part allows you to promote members from a unit that is not in your community organization family. You must use the text boxes to enter the Access Code, Unit Type, and four-digit Unit Number and click the **Next** button. This unit must have the same expiration date as your unit. If you click a button for a unit in your community organization family, the text box option will disappear from the Screen. You can return to Promote Members later if you decide you require the text boxes or you want to select other units shown.

If your own unit is shown, it can be selected to promote an age-eligible youth member to an adult leader position (such as an 18-year old youth to assistant Scoutmaster).

Pack 0912 ←

Troop 0912

Team 0912

Crew 0912

If you want to promote members from a unit that is not in your community organization family enter the Access Code, Unit Type, and four-digit Unit Number for this unit and click the **Next** button. To be valid, the entered unit must have the same expiration date as your unit.

If you do not have the Access Code, please follow your council's instructions.

Access Code:

Type: ▼

Number:

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth
New: 0 Adult, 0 Youth
Fees = \$12.00

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

PREVIOUS
NEXT


Select the unit that you will be pulling the information for the leader or youth from.

If you click "Next" and it says there is no one to promote then you will have to add youth and adults manually.

2.3 Select Members for Promotion

Select the youth or adults to move into the unit you are logged into.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members**
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 3 OF 6 : SELECT MEMBERS FOR PROMOTION

Source of Unit Promotion: Troop 0912

Below is the current roster for the unit from which you are promoting. Please select the **Promote** check box for any members you want to promote. This includes any age-eligible "youth" members from your unit who will become registered adults in your renewed unit.

The box is also to be checked for those being promoted who are non-paid members (fee status will be determined later). When you are finished, please click the Next button at the bottom of the page to save your selections.

If you see adults who are currently in your unit, it is because they are also in the unit you selected. They cannot be renewed through Promote Members. The renewal of your unit adults must be done in Step 2: Select Members for Renewal.

Promote	Name	Adult	Birthdate	Age
<input type="checkbox"/>	Paul	Adult	11	59
<input type="checkbox"/>	Mark	Adult	4/	57
<input checked="" type="checkbox"/>	Rich	Adult	1	41
<input type="checkbox"/>	Eric I	Adult	9/	32
<input checked="" type="checkbox"/>	Kevir	Adult	9/	32
<input type="checkbox"/>	Davic	Adult	9/	53
<input type="checkbox"/>	Scott	Adult	10	56
<input type="checkbox"/>	Trent	Adult	4/	41

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth
New: 0 Adult, 0 Youth
Fees = \$12.00

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

PREVIOUS
NEXT

You can promote (move) adults or youth from one unit into the unit you are currently logged-into.


Select the adults or youth you want to promote into this unit.

NOTE: You will **ONLY** promote youth into the Boy Scout Troop when logged into the Boy Scout Troop. You will then select 11-year-old boys to promote (move) into the Troop.

2.4 Add New Member

If you have a new adult members to add to this unit click New Adults, if not click Next.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member**
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new adults. When finished adding new adults, click **Next**.

To add new adult, please click here ->

NEW ADULT

OR

PREVIOUS **NEXT**

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth
New: 0 Adult, 0 Youth
Fees = \$12.00

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.


Update unit roster

NOTE: It is best to add new adults and youth when changes are made and **BEFORE** you begin the online process. You can do this through the online (paperless) application process or by submitting a paper application to the Council Service Center.

2.4 Add New Member

If you selected to add a new adult member, you will enter the needed information here.

Internet Rechartering



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data**
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

Page 1 : Add Adult

Transfer into this Unit :

First name :

Middle name :

Last name :

Suffix :

Primary position in unit : ▼

Position 2 : ▼

Position 3 : ▼

Position 4 : ▼

Position 5 : ▼

Position 6 : ▼

Note: To remove a position select the first option in the drop down list which is an empty space.

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth
New: 0 Adult, 0 Youth
Fees = \$12.00


CANCEL RESET **NEXT**

When adding a new adult member, please enter their first and last name and select their primary position in the unit.

2.4 Add New Member

Enter the contact information for the new adult leader.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data**
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

ROSTER REVIEW

Page 2 : Add Personal Data for Bob Scouter
**** Social Security number is required and will be entered by your council from the adult application.**

Country :

Address type :

Address 1 :

Address 2 :

City :

State :

ZIP Code :

Home telephone type :

Home telephone :

Business telephone type :

Business telephone :

Review / Print Roster

Renew: 8 Adult, 15 Youth
 New: 0 Adult, 0 Youth
 Fees = \$12.00

The following information is required to enter:

- address
- telephone number
- date of birth
- ethnic background
- Sex

Scroll down to enter needed information.

CANCEL

RESET

NEXT

2.4 Add New Member

Enter the business information for the new adult leader.

Internet Rechartering



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member**
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

Page 3: Add Adult Business Data for Bob Scouter

Eagle Scout :

Eagle Scout date : Mor Day

Occupation :

Employer :

Business country :

Address type : Business

Business address 1 :

Business address 2 :

Business city :

Business state :

Business ZIP : -

Boys' Life :

ROSTER REVIEW

[Review / Print Roster](#)
 Renew: 8 Adult, 15 Youth
 New: 0 Adult, 0 Youth
 Fees = \$12.00

Adding the business information for the new adult leader is not required, but is helpful.

Having the business information on file for the leader is helpful to the BSA to recruit merit badge counselors as well as district and council level volunteers.

CANCEL

RESET

<< BACK

SAVE

2.4 Add New Member

If you have new youth members to add manually to the unit, click “New Youth”, if not click “Next Step”.

Internet Rechartering

Mayflower: Pack 1234

1 Load Roster

2 Update Roster

- Update Charter Information
- Select Members for Renewal
- Promote Members
- Add a New Member**
- Update Member Data
- Update Member Position

3 Check Roster

4 Summary

5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new youth. When all new youth are added, click **Next Step**.

NEW YOUTH <-- To add new youth, please click here.

OR

PREVIOUS **NEXT STEP**

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth

New: 1 Adult, 0 Youth

Fees = \$12.00

UPDATE UNIT ROSTER


Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

2.4 Add New Member

Enter the new youth's information here.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data**
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

Page 1 : Youth

Transfer to this Unit :

Youth program level :

First name :

Middle name :

Last name :

Suffix :

Country :

Address type :

Address 1 :

Address 2 :

City :

State :

ROSTER REVIEW

Renew: 8 Adult, 15 Youth
New: 1 Adult, 0 Youth
Fees = \$12.00


The first and last name and the address of the youth is required information.



2.4 Add New Member

Enter the new youth's information here.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data**
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

Page 2 : Youth Data for Bobby Scouter

Telephone type :

Home telephone : - -

Date of birth (mm-dd-yyyy): - -

Youth grade :

Ethnic background :

Sex :

Boys' Life :

Youth e-mail :

ROSTER REVIEW

Renew: 8 Adult, 15 Youth
New: 1 Adult, 0 Youth
Fees = \$12.00

Youth information required:

- date of birth
- Sex
- ethnic background


A home telephone number should be entered if there is one available.

You can check the Boys' Life button if they want to subscribe to the Magazine.

2.4 Add New Member

At this step we will either enter the youth's parent's information or select the parent.

Internet Rechartering -



Utah National Parks: Pack 0912

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member**
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 4 OF 6 : ADD NEW MEMBER

Page 3 : Parent / Guardian for Bobby Scouter

Is the Parent / Guardian an adult member of this unit?

ROSTER REVIEW

Renew: 8 Adult, 15 Youth
New: 1 Adult, 0 Youth
Fees = \$12.00

If the youth's parent(s) is serving in the same unit they are registered, click "Yes". If not, click "No" and enter in the parents required information.

If you clicked yes, select the parent and their relationship.

OR

NO

YES

2.5 Update Member Data

Update Adult or Youth's information.

Internet Rechartering -



Utah National Parks: Pack 0912

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data**
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

STEP 5 OF 6 : UPDATE MEMBER DATA

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

Note: You will have the option to signup members for *Boys' Life* during the Update Fees stage.

Search

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Boys' Life	YPT Trained	YPT Date
Update	Remove	Brett	06/	408 E. ... Elk 84 43 40	1.Cubmaster	N	Y	05/10/2016
Update	Remove	Mark	04/	84 4855	1.Executive Officer	N		06/16/2015
Update	Remove	Caro	12/	Ca Rik 80	1.Committee Member	N	N	05/17/2015
Update	Remove	Darir	05/	Ln 4415	1.Committee Member	N	Y	03/26/2017
Update	Remove	Rayr	11/	37 Elk 84 80	1.Committee Chairman	N	Y	06/03/2017
Update	Remove	Bob	01/	12 Rik 80	1.Committee Member	N	N	
Update	Remove	Caro	07/	39 Elk 84 80	1.Den Leader	N	N	05/17/2015
Update	Remove	Jed :	03/	18 Ca Rik 80	1.Chartered Organization Rep.	N	N	11/10/2015
Update	Remove	Davi	10/	68 Pa 84 80	1.Weberos Leader	N	Y	07/10/2016

ROSTER REVIEW

[Review / Print Roster](#)
Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

[Update unit roster](#)

NOTE: Adults who have expired Youth Protection Training (YPT) dates or whose training will expire before the end of the year will need to retake their training on my.scouting.org as soon as possible.

YPT must be completed annually.


Click here to update Scout Leader's information. The following three pages you will be able to change the person's Scouting Position within the same unit, change contact information, add a Boy's Life magazine subscription and update Youth Protection Training dates if needed.

PREVIOUS

NEXT STEP

2.5 Update Member Data

At these steps update member data if needed.



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data**
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

ADD/UPDATE MEMBER

Page 1 : Update Adult

First name :

Middle name :

Last name :

Suffix :

Primary position in unit : ▼

Position 2 : ▼

Position 3 : ▼

Position 4 : ▼

Position 5 : ▼

Position 6 : ▼

Note: To remove a position select the first option in the drop down list which is an empty space.

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00

RESET

NEXT

On page 1 of "Update Member" you can change and/or add a leader position.

On page 2 of "Update Member" you can change contact information.



2.5 Update Member Data

At these steps update member data if needed.

Internet Rechartering -



Mayflower: Pack 1234

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
● Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

5 Submit Roster

Business country : US

Address type : Business

Business address 1 : 772 y Dr

Business address 2 :

Business city : American Fork

Business state : UT

Business ZIP : 84003 -

Boys' Life :

Business e-mail :

Home e-mail : bni .com

Website address :

Course : Youth Protection Training - Y01

YPT Date : 5 10 2016

On page 3 of "Update Member" you can add a Boy's Life magazine subscription if needed.

You can update email addresses and Youth Protection Training dates if their training has expired.

RESET


<< BACK

UPDATE

2.6 Update Adult Leader Scouting Position

From here you can also update Adult Scout Leaders' positions if needed.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary

STEP 6 OF 6 : UPDATE MEMBER POSITION

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position (s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

Note: Quality Unit Recognition requires an assistant unit leader.

Update	Name	Unit Position
Update	Mi	Executive Officer
Update	Je	Chartered Organization Rep.
Update	Re	Committee Chairman
Update	Ce	Committee Member
Update	De	Committee Member

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00

UNIT ADULT POSITIONS

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	3
New Member Coordinator	-	-	0
Pack Trainer	-	-	0
Cubmaster	1	1	1
Assistant Cubmaster	-	-	0
Den Leader	1	-	1
Webelos Leader	-	-	1

NOTE:

- The Executive Officer and Chartered Organization Rep. must be the same registered person for all units chartered to any organization.
- Some positions in the unit can be filled by the same person, i.e. the Exec. Officer or COR can also be the Committee Chair or a Committee Member.
- Unit Leaders (Cubmasters, Den Leaders, Scoutmasters & Committee Members) CANNOT fill any other position within the same unit.

WARNING:

Simply filling empty positions to submit a charter is an unwise practice. All positions should be filled by competent individuals. All positions are essential for running a quality Scouting program for the youth. Simply filling positions will lead to a low quality program.

Click "Update" to update the Scout Leader's position.

Notice the Unit Adult Positions table and see what positions are required for the unit.

See NOTES & WARNINGS


NEXT STAGE



3.0 Check Roster

This will make sure your roster and information for the unit is correct.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

CHECK ROSTER

In this stage, your unit information will be validated against BSA unit requirements. When Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.

If you wish to make more changes to your roster before you continue, you can:

[| Update Charter](#) | [| Select Members for Renewal](#) | [| Promote Members](#) | [| Add Member](#) |
[| Update Member](#) | [| Update Member Position](#) |

ROSTER REVIEW

[Review / Print Roster](#)

Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00

Click "Check Roster" and the system will validate the information for you.

If all adult's Youth Protection Training dates will be up to date by the beginning of the next charter year, and all youth are registered in the proper program, you should not encounter any errors.

CHECK ROSTER



3.0 Check Roster

If you encounter errors or warnings...

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

CHECK ROSTER: ERRORS AND WARNINGS

ERROR:

Some of the unit information you entered contains one or more errors. An error is caused by information that falls outside the BSA's rules for membership.

Please investigate the source of these errors. You cannot complete the charter renewal process until these errors are resolved.

To go to the screen to correct the associated error or warning, click the chosen corrective action. Internet Rechartering will take you to the screen to make the correction.

After the errors are corrected, click **Re-Validate** to recheck the roster.

ERROR: Je [redacted] does not have Youth Protection Training or Youth Protection Training is not current as of unit's new effective date.
Reconcile Error Options:

- [Click here](#) to add/edit the Youth Protection Training for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

Validation completed with Warnings:

WARNING: Bar. [redacted] is too old for Youth Member.
Reconcile Warning Options:

- [Click here](#) to enter the correct date of birth for the unit registrant.
- [Click here](#) to select the correct program level for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

WARNING: Bi [redacted] is too old for Youth Member.
Reconcile Warning Options:

- [Click here](#) to enter the correct date of birth for the unit registrant.
- [Click here](#) to select the correct program level for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth

New: 1 Adult, 1 Youth

Fees = \$12.00

The system will not let you continue until all errors are resolved.


Expired YPT dates will need to be updated before you can finish rechartering. Click on "Click Here" then you will need to click through to page 3, at the bottom you will enter the new YPT Date. (See slide 22.)

In the Pack, youth too old for the program either need to be updated to the Webelos program (if the boy is age 10) or dropped and/or moved into the Troop. (To move youth from the Pack into the Troop you will need to be logged-into the Troop Recharter Account.)

3.0 Check Roster (Pack Only)

10-year-old boys too old for Cubs (ages 7-9) needs to be changed to the Webelos program.

Internet Rechartering



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data**
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

ADD/UPDATE MEMBER

Page 1 : Youth

Youth program level : **Webelos Scout**

First name : Bai

Middle name :

Last name : Ma

Suffix :

Country : US

Address type : Home

Address 1 : 348 E

Address 2 :

City : Elk

State : UT

ZIP code : 84501 1510

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth

New: 1 Adult, 1 Youth

Fees = \$12.00

CANCEL RESET NEXT

If you have a boy who is tagged as too old for Cub Scouts but is 10 years old and in Webelos Scouts then you need to update his information. On page 1 of "Update Member" select Webelos Scout. Click "Next" when done.




3.0 Check Roster

Validation Complete.

Once you have fixed all errors and warnings your validation will be complete. Click “Next Stage” to continue.

Internet Rechartering



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

CHECK ROSTER: ROSTER IS VALID

Congratulations!

The validation was completed without errors. Please click the **Next Stage** button to continue.

ROSTER REVIEW

[Review / Print Roster](#)

Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00


NEXT STAGE



4.0 Summary Review

Review your roster for accuracy and sign up adults & youth for Boys' Life magazine.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

SUMMARY

Your unit roster has been completed and validated. You can now review the final roster and fees.

If you wish to make more changes to your roster before you continue, you can:

[| Update Charter](#) | [| Select Members for Renewal](#) | [| Promote Members](#) | [| Add Member](#) |
[| Update Member](#) | [| Update Member Position](#) |

ROSTER REVIEW

[Review / Print Roster](#)

Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00


Click "Summary" and you will see your roster and any fees associated with Boys' Life Magazine or membership.

SUMMARY

4.1 Summary Review & Boys' Life Subscriptions

Review your roster for accuracy and sign up adults & youth for Boys' Life magazine.

Internet Rechartering



Mayflower: Pack 1234

STEP 1 OF 2: UPDATE FEES: MULTIPLE REGISTRATIONS AND BOYS' LIFE.

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update	Art	00	1	\$0.00	\$0.00	\$0.00 Adult
Update	Mar	04	0	\$0.00	\$0.00	\$0.00 Adult
Update	Can	12	6	\$0.00	\$0.00	\$0.00 Adult
Update	Dan	05	6	\$0.00	\$0.00	\$0.00 Adult
Update	Ray	11	0	\$0.00	\$0.00	\$0.00 Adult
Update	Bob	01	5	\$0.00	\$0.00	\$0.00 Adult

BOYS' LIFE

← Please click the *Boys' Life* button to verify and select 100% *Boys' Life* Recognition for your unit.

ROSTER REVIEW

Review / Print Roster

Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

NEXT


To update Boys' Life Magazine subscriptions click "Update". A pop-up will open. Check "Sign up for Boys' Life if needed."



4.2 Membership Inventory

Select response and indicate why youth members are being dropped.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

MEMBERSHIP INVENTORY

ROSTER REVIEW

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

←

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each youth member to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason and click **Save**. If you wish to have record of the reasons selected, make notes before your unit renewal is submitted as this information is not available to view after submittal.

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Choose one reason why each youth member did not renew and click Save to select the reason.**

Please select the reason that most closely matches why the youth is not rechartering with your unit.

1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member
13	B	137	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
13	E	493 . Cir	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

NEXT

Review / Print Roster

Renew: 11 Adult, 13 Youth

New: 1 Adult, 0 Youth

Select "Yes" if all members know they are being dropped.

Indicate why each youth is being dropped.

When you are done, click "Save" after scrolling down, then click "Next".


NOTE: Once you click on "Next" and complete the membership inventory and move to approve the roster you cannot go back to make anymore changes.



5.1 Approval of Roster & Digital Signature

Select the approver and digitally sign.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster
- **Approve Roster**
- Payment
- Submit Roster
- User Survey
- Submit Confirmation


APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver ▼

Your Initials

Draw Your Signature



CLEAR SIGNATURE
SIGN DOCUMENT

REGISTRATION

Paid Youth	16	\$528.00
Paid Youth BL	1	\$12.00
Paid Adults	8	\$264.00
<hr/>		
Total Fee		\$804.00


Charters can now be signed digitally. Select either the Executive Officer or Chartered Org. Rep. to sign. This will eliminate the need to get signatures on the charter packets. **Click "Sign Document" to accept the signature.** Otherwise you will have to sign the paper charters.

NEXT

5.2 Payment of Fees & Boys' Life Magazines

Fees owed for adults and youth & Boys' Life Magazine Subscriptions.

Internet Rechartering -





Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster
 - Approve Roster
 - Payment**
 - Submit Roster
 - User Survey
 - Submit Confirmation

PAYMENT

Payment Methods


Cash


Credit Card

Please submit remittance to your local council for any payment due. Thank you.

REGISTRATION

Paid Youth	16	\$528.00
Paid Youth BL	1	\$12.00
Paid Adults	8	\$264.00
Total Fee		\$804.00

NEXT

NOTE:

Units may elect to pay online by credit card for a small processing fee.


If your unit chooses not to Cash or Check will be due to the Council at time of charter submission for Fees and Boys' Life Magazine Subscriptions.



5.3 Submit Roster to Council

Submit your Roster to the Council when you are completed.

Internet Rechartering



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 **Submit Roster**
 - Approve Roster
 - Payment
 - Submit Roster**
 - User Survey
 - Submit Confirmation

SUBMIT ROSTER

ROSTER REVIEW

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this [Review /Print Roster](#) link.

To submit your roster to the council, click below.

SUBMIT TO COUNCIL

Renew: 8 Adult, 15 Youth
New: 1 Adult, 1 Youth
Fees = \$12.00

NOTE: Button must be checked.

Once you submit your roster to the council the online portion is completed. Corrections can then only be made by marking/correcting the paper charter.

IMPORTANT: If the charter was signed digitally paid by credit card and you have no outstanding fees and no corrections need to be made, you do **NOT** need to turn in a paper copy of your charter.

5.5 Submitted Roster & Final Steps

Physical Paperwork is still required to submit.

Internet Rechartering -



Mayflower: Pack 1234

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 **Submit Roster**
 - Approve Roster
 - Payment
 - Submit Roster
 - User Survey
 - Submit Confirmation**

SUBMIT ROSTER: PRINT CHARTER RENEWAL APPLICATION

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. As requested by your council, print the Summary Renewal Report E-Z OR the Unit Charter Renewal Report Package (but not both). Please follow the instructions of your council in regard to which renewal application format is requested. You may save these PDF files for reference.
2. Unless Online Approval was done, obtain the appropriate signatures for the renewal application (for both Chartered Organization Representative OR Executive Officer and Unit Leader).
3. Attach the signed new member applications and the certificates of Youth Protection Training completion as appropriate. For new adult volunteer leaders, the application is required.
4. Follow the instructions of your council in regard to payment of fees. If Online Payment was done the confirmation is on your report.
5. Deliver the Summary Renewal Report E-Z OR all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and make payment of fees due to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here -->

PRINT RENEWAL APPLICATION

To print the Renewal Report E-Z, click here -->

PRINT RENEWAL REPORT E-Z

To access the Journey to Excellence unit scorecard, click here -->

JTE UNIT SCORECARD

To print The Annual Charter Agreement, click here -->

ANNUAL CHARTER AGREEMENT

ROSTER REVIEW

Renew: 14 Adult, 31 Youth
New: 1 Adult, 1 Youth

After completing the User survey you are finished with the online portion of Rechartering.

Please print a copy of your renewal application and obtain signatures if you did not complete the digital signature option. Attach any youth or adult applications of those you manually entered into the system.

Please fill out provided/print JTE Unit Scorecards and only one copy of the Annual Charter Agreement form is needed for all units.

Please submit your charter paperwork to your District Executive.



We want to thank our friends in the Utah National Parks Council for their help and inspiration in creating this Walkthrough.