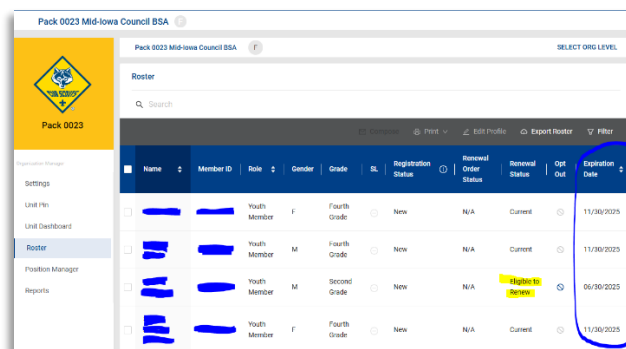


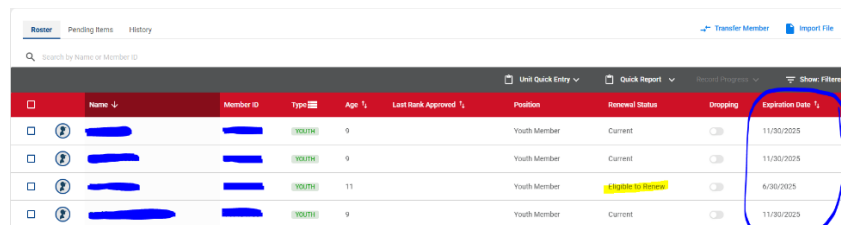
Unit Pays for Membership Renewal

Membership renewal refers to an individual continuing with the Scouting America Program in whatever position(s) they hold. For example, John Smith is continuing his role as a Committee Member with Pack 1234. Jane Doe is continuing as a youth member with Pack 1234.

Members are eligible to renew starting 60 days prior to their expiration date. For example, if John Smith has an expiration date of 12/31/2026, his renewal can begin 11/1/2026. The Key 3 can view expiration dates in My.Scouting.org > Menu > Organization Manager > Roster. Leaders can view expiration dates after logging into My.Scouting.org or Scoutbook.



Name	Member ID	Role	Gender	Grade	Registration Status	Renewal Status	Opt Out	Expiration Date
[REDACTED]	[REDACTED]	Youth Member	F	Fourth Grade	New	N/A	Current	11/30/2025
[REDACTED]	[REDACTED]	Youth Member	M	Fourth Grade	New	N/A	Current	11/30/2025
[REDACTED]	[REDACTED]	Youth Member	M	Second Grade	New	N/A	Eligible to Renew	6/30/2025
[REDACTED]	[REDACTED]	Youth Member	F	Fourth Grade	New	N/A	Current	11/30/2025



Name	Member ID	Type	Age	Last Rank Approved	Position	Renewal Status	Dropping	Expiration Date
[REDACTED]	[REDACTED]	YOUTH	9		Youth Member	Current		11/30/2025
[REDACTED]	[REDACTED]	YOUTH	9		Youth Member	Current		11/30/2025
[REDACTED]	[REDACTED]	YOUTH	11		Youth Member	Eligible to Renew		6/30/2025
[REDACTED]	[REDACTED]	YOUTH	9		Youth Member	Current		11/30/2025

NOTE: The 60-day grace period will no longer be in effect starting January 1st, 2027. This means that if John Smith has an expiration date of December 31st, 2026, his membership must be renewed by December 31st, 2026. On January 1st, 2027, if his membership has not been renewed for the year, he will DROP from the unit's roster and be considered inactive.

TIP: Make sure Safeguarding Youth Training (SYT) is current for all adults prior to starting their renewals.

TIP: Make sure all adults are in the correct position. Adjust adult leadership roles as needed prior to starting the renewal process. This can be done online by the COR or COR Delegate through My.Scouting.org > Menu > Organization Manager > Position Manager."

Renewing Membership

Membership should be renewed prior to the expiration date. Registrations run on a 12-month cycle, meaning that individuals may need to renew at different times depending on when they were last registered. A membership renewal notice is sent via email from National with a link that can be used to renew the registration.

Unit Renews Youth/Adult (KEY 3 ONLY)

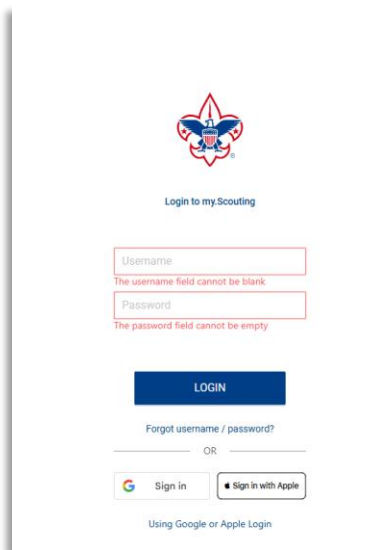
Units can complete the renewal process for any youths/adults that are eligible to renew. The unit can choose who they are paying for at any given time.

NOTE: Units will need to communicate with the leaders/families how they want to complete the renewal process.

1. Unit Pays Membership Renewal Fee: Online through My.Scouting.org

Any member of the Key 3 can renew any youth members or adult leaders of the unit through My.Scouting.org. The unit can enter a batch payment multiple times during the month, so if you leave someone off, they can always be renewed later (before their expiration date passes).

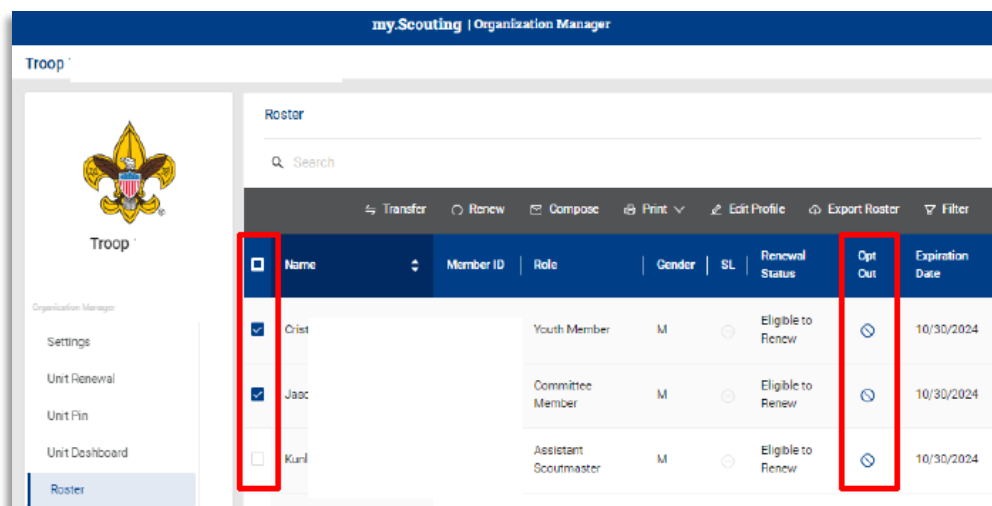
Step 1: Log into My.Scouting.org

The image shows a screenshot of the My.Scouting.org login interface. At the top center is the Boy Scouts of America logo. Below it, the text "Login to my.Scouting" is displayed. There are two input fields: "Username" and "Password". Below the "Username" field is a red error message: "The username field cannot be blank". Below the "Password" field is a red error message: "The password field cannot be empty". A blue "LOGIN" button is positioned below the password field. Below the button is a link that says "Forgot username / password?". Underneath this is the text "OR". At the bottom, there are two buttons: "Sign in" with a Google logo and "Sign in with Apple" with the Apple logo. Below these buttons is the text "Using Google or Apple Login".

Once logged in, go to MENU > ORGANIZATION > ORGANIZATION MANAGER > ROSTER.

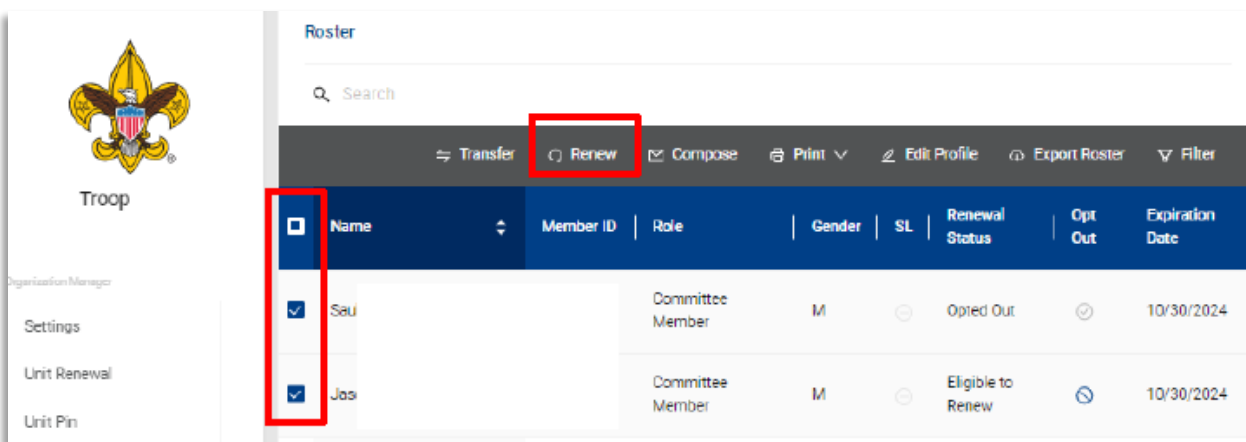
Step 2: Select the Individuals Renewing or Opting Out of Renewing

If there are individuals the unit knows are not continuing with Scouting America, they can “Opt-Out” these members from the renewal process. This will halt all renewal communications from National to the individual/families about renewing the individual. To “Opt-Out” members, select the symbol next to their name in the “Opt-Out” column.



NOTE: If the “Opt-Out” symbol is selected in error, contact the Council at 515-266-2135 or the Registrar at allison.walters@gmail.com to correct this action.

Select the members you want to renew by clicking the box to the left of their name and then clicking on the “RENEW” button.



TIP: Youth and adults must be renewed separately. However, you can have as many youth and as many adults on either ticket as you want.

Step 3: Review the Renewal Summary

A list of all members you have selected to renew will be displayed.

To go back for any reason – such as to add someone to the order or to remove someone from the order – select “Back to Roster.”

NOTE: Scout Life magazine will be selected by default. If you have members who do not want to subscribe, you will need to uncheck the box.

Unit Paid Membership Renewal

Jas

Troop 1113

Committee Member (MC)

Current Expiry Date: 10/30/2024
Future Expiry Date: 10/30/2025

Primary Position

Show Multiple Registrations

Back to roster

Create Renewal Orders

Scout Life Subscription

TIP: You can see a person’s multiple registrations for the current unit only by selecting “Show Multiple Registrations.” You cannot see any positions that are not part of your unit.

To continue with the Renewal, select “Create Renewal Orders.”

Step 4: Review the Payment Summary Page

The payment summary page displays a recap of the fees.

Payment Summary

Traditional Adult
Quantity: 4
\$240.00

Scout Life Domestic Rates
Quantity: 1
\$45.00

Council Fee
Quantity: 1
\$0.00

Administrative Fee
Credit Card Processing Fee (2%)
\$8.55

TOTAL AMOUNT DUE: \$293.55

AMOUNT PAID: \$0.00

Credit Card ACH Payment

CARD INFORMATION:

First Name: [Input Field]

Last Name: [Input Field]

Card Number: [Input Field]

Expiration Date: [Input Field]

CVV: [Input Field]

Email Address: [Input Field]

Save Payment Method

Submit Payment

Step 5: Enter Payment Information and Submit Payment

If your unit has not set up credit card or ACH payment information, now is the time to do so.

NOTE: Paying with a credit card has an administrative fee of 3%. Paying with ACH has an administrative fee of \$1.00.

You can store the payment method for easy use in the future.

The screenshot shows a 'Payment Summary' window. At the top, it lists a member 'Ja: Traditional Adult' as a 'Committee Member' with a balance of '\$143.00'. A red box highlights a 'Remove' button next to this entry. Below this, a table shows the breakdown: 'Subtotal: \$143.00', 'Administrative Fee: \$4.29' (with a note 'Credit Card Processing Fee (3%)'), and 'TOTAL AMOUNT DUE: \$147.29'. Another table lists items: 'BSA Youth Registration (Trad.) \$85.00', 'Council Fee \$53.00', and 'Scout Life Domestic Rates \$15.00'. A red box highlights the 'Remove Scout Life' link next to the Scout Life rates. The 'AMOUNT PAID' is '\$0.00'. Under the heading 'Pay With Saved Method', a Visa card is displayed with details: 'xxxxxxx4242', 'Name on Card: lee gaspard', and 'Updated On: 10/09/2024 07:34'. A red box highlights this card information. To the right of the card is a blue button labeled 'Pay With Saved Payment Method', also highlighted with a red box. At the bottom left, there is a link '> Pay With New Method' highlighted with a red box.

Item	Price
BSA Youth Registration (Trad.)	\$85.00
Council Fee	\$53.00
Scout Life Domestic Rates	\$15.00

Remove Scout Life

If your unit already has a credit card or ACH payment detail saved, you will be presented with a payment summary, as well as the last saved payment used.

You have the option to remove someone from the renewal. By selecting the icon on the right that says “Remove,” you have one last opportunity to remove a Scout Life subscription.

You can change the payment method by selecting “Pay with New Method” in the bottom left.

If everything looks okay, you can select “Pay with Saved Payment Method” or “Submit Payment.”

Payment Summary

Olus Trade	\$153.00	Remove	>
<hr/>			
Subtotal:	\$153.00		
Administrative Fee: <small>Credit Card Processing Fee (2%)</small>	\$4.59		
<hr/>			
TOTAL AMOUNT DUE:	\$157.59		
AMOUNT PAID:	\$157.59		
<hr/>			
<div> Payment has been processed. </div> <div>Return to Roster</div>			

If payment has gone through successfully, a “Payment has been processed” message will display.

TIP: Print this screen for your records by selecting (Ctl + P) on your computer. Otherwise, you can take a screenshot or use a snipping tool.

Payment Summary

Olus Trade	\$153.00	Remove	✓
<hr/>			
Item	Price		
BSA Youth Registration (Trad.)	\$85.00		
Council Fee	\$53.00		
Scout Life Domestic Rates	\$15.00	Remove Scout Life	
<hr/>			
Subtotal:	\$153.00		
Administrative Fee: <small>Credit Card Processing Fee (2%)</small>	\$4.59		
<hr/>			
TOTAL AMOUNT DUE:	\$157.59		
AMOUNT PAID:	\$0.00		
<hr/>			
<div> Transaction Pending, an additional payment is not allowed to avoid a duplicate payment. Please try again in 30 minutes or contact your council for assistance. </div>			

A “Transaction Pending” message will display if a payment has already been submitted within the last 30 minutes. This is to prevent the possibility of duplicate payments.

EXAMPLE: John Smith and Jane Doe were renewed in one transaction by the Key 3. The Key 3 realized they left off two renewals for Billy Brown and Sam Johnson. Billy Brown and Sam Johnson were renewed by the unit within 30 minutes following John Smith and Jane Doe. The system will see that as a possible duplicate payment and will return the message above.

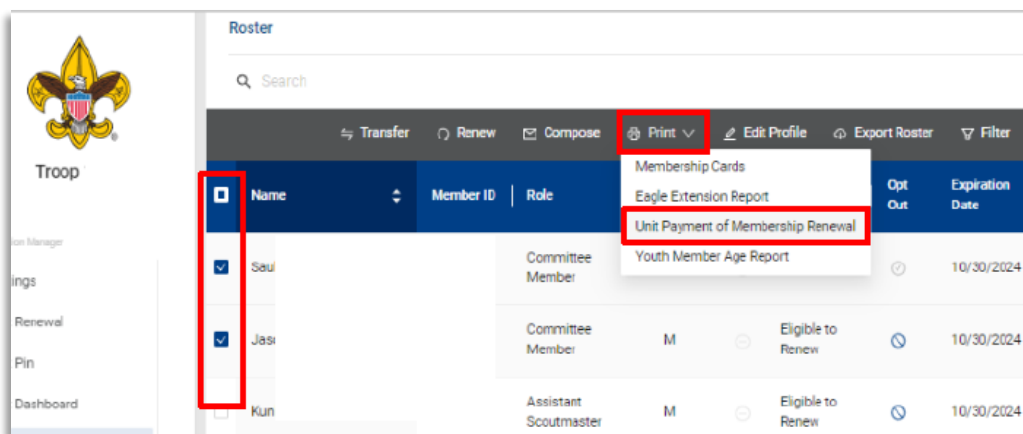
TIP: When in doubt, give it time. Wait a minimum of thirty minutes between submitting batch renewals. If you’re not sure if a renewal was successfully submitted, check on the order tomorrow, as some things take overnight to sync.

2. Unit Pay Membership Renewal Fee: Manually through the Council

The unit can also opt to renew members by paying the Council directly. To submit a unit-paid batch to the Council, the unit must disclose who they are renewing, what position the leaders will hold, and if anyone wants Scout Life magazine. The best way to do this is to print off the invoice generated by My.Scouting.org.

Step One: Generate Invoice for Unit-Paid Renewal

Any of the Key 3 can go to My.Scouting.org > Menu > Organization Manager > Roster, and select the individuals being renewed by the unit through the Council. Instead of selecting “Renew,” select “Print,” and a dropdown menu will appear. Select “Unit Payment of Membership Renewal” to generate an invoice.



This report needs to be signed by the unit, stating their approval for the renewals, and submitted to the Council with payment for processing.

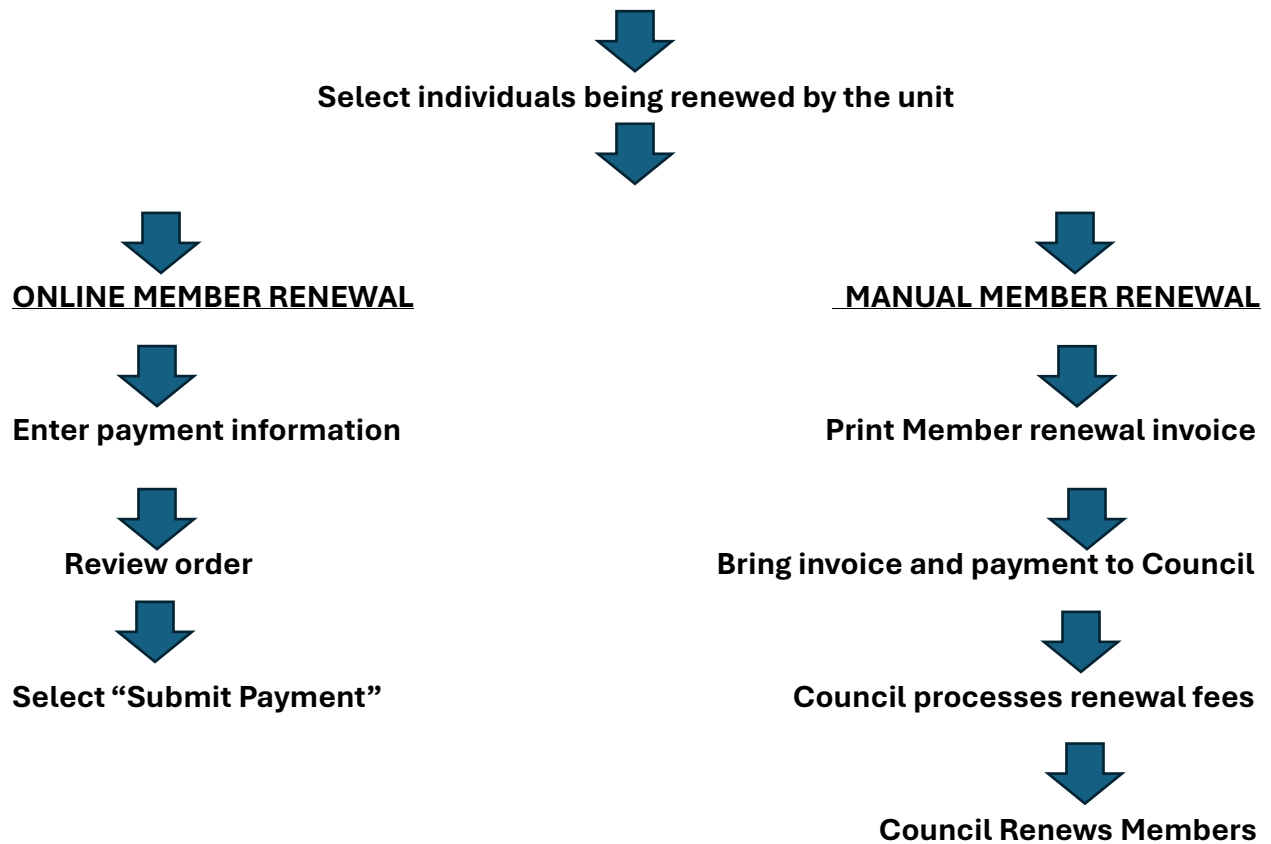
Units can pay for membership renewals by reaching out to the Council. The \$165.00 Youth renewal fee and \$95.00 adult renewal fee can be settled with any of the following:

- **Check:** Please make the check payable to the Mid-Iowa Council.
- **Card:** We take Visa, Discover, Master Card, and debit. We cannot take American Express.
- **Cash:** If you are paying with cash, please bring EXACT CHANGE.
- **Unit Account:** The unit account can be used upon request to pay for all/part of the fee. Units with an “X”/Donation Account can use this account to pay the Program Fee for the membership renewals, as the program fee is a Mid-Iowa Council fee.

NOTE: Please keep in mind that completing renewals through the Council may result in delays, as there is only one Registrar to process renewals. The quickest way to renew is online by the individual, parent/guardian of a Scout, or the unit.

Unit Pays for Membership Renewal Flowchart

Key 3 logs into My.Scouting.org > Organization Manager > Roster



Unit Pays for Membership Renewal – FAQ

What if members of my unit are not continuing with Scouting? How do I remove them from my roster?

Individuals cannot be removed from rosters. They will naturally fall off the roster once their expiration dates pass. If the family or leader doesn't pay for the renewal, and if the unit doesn't pay for the renewal, the individual will naturally fall off the roster with time.

As a unit, how can I track online renewal payments made by the unit/leaders/families?

The Key 3 can track ALL online renewal orders through My.Scouting.org > Organization Manager > Roster, and scrolling down to either "Membership Renewal Orders" or "Unit Paid Membership Renewal Batches." These dropdowns will tell you the status of the renewals, if payment has gone through, and provide a receipt if payment has been received.

People in my unit missed eligibility window, and their membership is now "Expired." What do I do?

If the eligibility window is missed, individual registrations will drop entirely from the unit's roster. At that point, the individual will need to be re-registered. Please keep in mind that adult registrations can take several weeks to process due to the Criminal Background Check (CBC). As a result, it is best to renew within the eligibility window and before the expiration date.

As a unit, can we process some registrations while having families/leaders handle the rest on their own (i.e.: the unit covers adult renewals, but parents are responsible for renewing their Scouts)?

Yes! It is up to each unit how they would like to handle membership renewals and to what extent. Make sure to clearly communicate to your families and leaders how membership renewals are being processed. Your unit can process as many or as few membership renewals as you want.

When trying to renew someone, I get a popup saying that an order is already in place. What now?

If anyone – the leader, a parent, or the unit – clicks into the renewal process, it will create an order ticket for that individual, even if nothing is fully processed. Please check in with everyone to determine how membership renewals are being handled. Otherwise, please contact the Registrar at 515-266-2135 or allison.walters@scouting.org so the initiated order can be closed. From there, the proper party can process the renewal.