

# Internet Rechartering 2.0

## User Guide



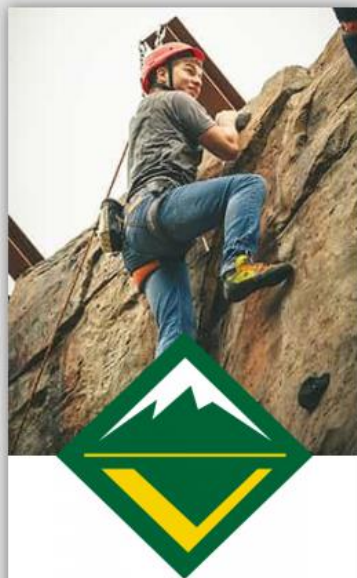
**Cub Scouting**

Youth grades K–5



**Scouts BSA**

Youth 11–17 years old



**Venturing**

Co-ed 14–20 years old



**Sea Scouting**

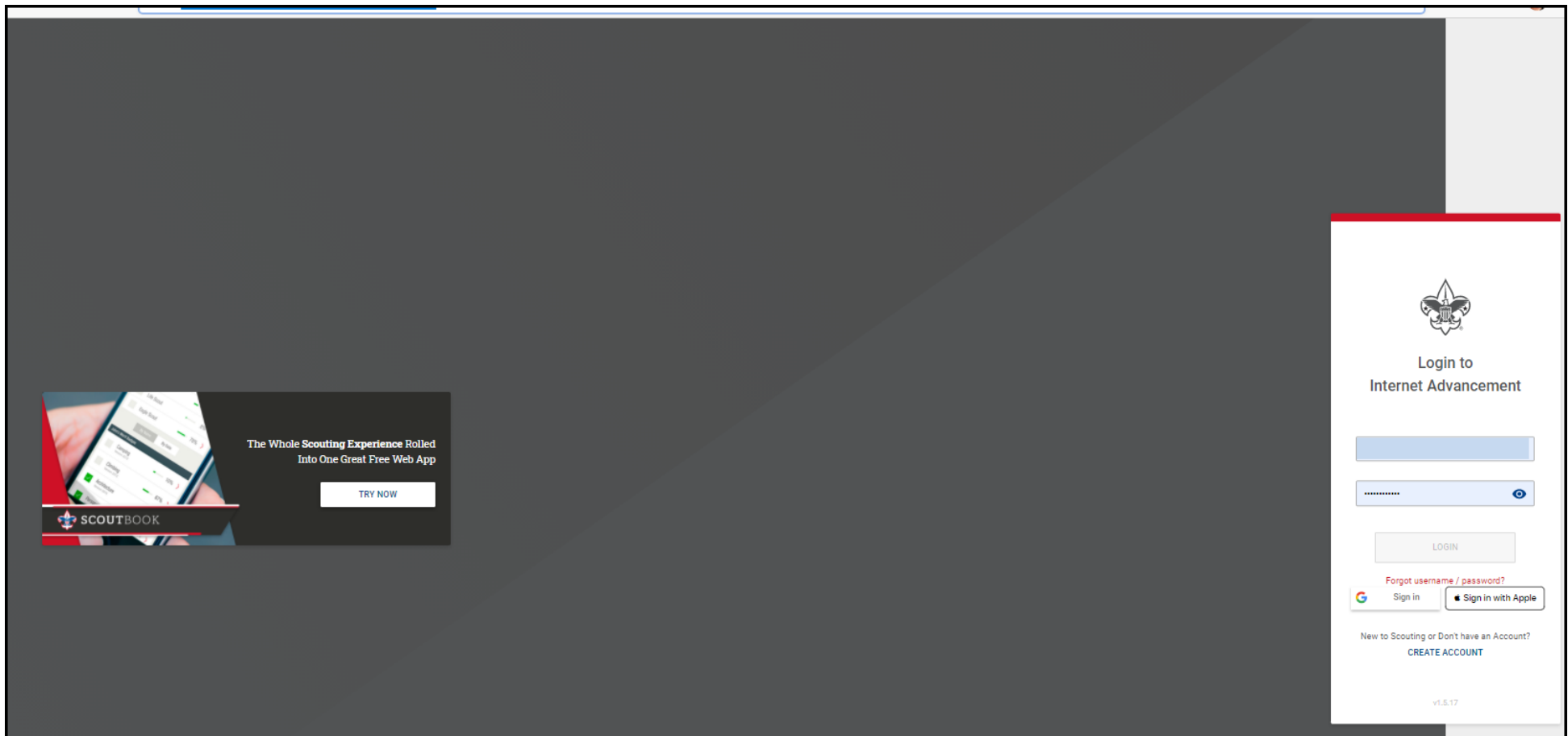
Co-ed 14–20 years old



**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**



The image shows a web browser window with a dark gray background. On the left, there is a promotional banner for Scoutbook. On the right, there is a white login form titled "Login to Internet Advancement".

**Scoutbook.com Banner:**

- Image of a smartphone displaying the Scoutbook app interface.
- Text: "The Whole Scouting Experience Rolled Into One Great Free Web App"
- Button: "TRY NOW"
- Scoutbook logo.

**Login Form:**

- Scout logo.
- Title: "Login to Internet Advancement"
- Username field (blue outline).
- Password field (blue outline with a toggle icon).
- Button: "LOGIN"
- Link: "Forgot username / password?"
- Buttons: "Sign in" (with Google logo) and "Sign in with Apple" (with Apple logo).
- Text: "New to Scouting or Don't have an Account?"
- Link: "CREATE ACCOUNT"
- Version: "v1.5.17"

Open Recharter

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

Search by Name or Member ID

Run Report

1

	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 Items


Once you have logged into your account - Click on Recharter

Recharter

## 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)

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 (1)
PENDING MEMBERS (1)
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	
<input type="checkbox"/>	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	<span style="color: red;">!</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00	
<input type="checkbox"/>	 Bronson Hutton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00	
<input type="checkbox"/>	 Derek Brasher	M		5315 Carnaby St. Irving	Adult	Executive Officer	111098471	--	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 0.00	
<input type="checkbox"/>	 Derek Brasher	M		5315 Carnaby St. Irving	Adult	Committee Member	111098471	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00	
<input type="checkbox"/>	 Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00	
<input type="checkbox"/>	 Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	<span style="color: red;">!</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00	
<input type="checkbox"/>	 Marvin Lopez 	--		--	Adult	Assistant Scoutmaster	--	<span style="color: red;">!</span>	<span style="color: red;">!</span>	<span style="color: red;">!</span>	\$ 45.00	
<input type="checkbox"/>	 Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--	<span style="color: red;">!</span>	\$ 72.00	
<input type="checkbox"/>	 Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--	<span style="color: red;">!</span>	\$ 72.00	

  Add Youth (Must have at least 5 youth)

Total 12 Items
< 1 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 Search by Name or Member ID

	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	

**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  
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Chartered Organization Name: Friends of the Williamson Troop  
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**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

**Update Member Information**

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

Primary Position in Unit  
Committee Member

**Update Information**

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

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	
<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	

# Refreshing your roster

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

After making changes, periodically throughout the rechartering process click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, Registered online or a registrar received a CBC during the Internet recharter process

**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	
<input type="checkbox"/>	 <b>Brandon Hardy</b>	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	 <b>Bronson Hatton</b>	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.

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 (0)

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

## 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 >Click the Add Member button.

The screenshot displays the 'Internet Advancement Recharter' web application. A 'Manage Members' dropdown menu is highlighted with a callout '1. Click Manage Members'. The 'Add New Member' form is open, with callout '2. Enter information in fields' pointing to the input fields. The form contains the following information:

- First Name: Donna
- Last Name: Arnold
- Member Type: Adult
- Primary Position in Unit: Committee Member
- Date of Birth: [Redacted]

Callout '3. Click the plus sign to attach application' points to the plus sign next to the 'Add Paper Application' button. Callout '4. Locate application to where it is saved, click open and the document will attach into the renewal' points to the '2021 Adult Application' file in the file explorer. Callout '5. Click Add Member' points to the 'Add Member' button.

The background shows the 'TROOP ROSTER' for Troop 118, Friends of the Williamson Troop, with a list of members including Brandon Hardy, Bronson Hatton, Derek Brasher, Joseph Muckleroy, and Marvin Lopez.



## 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.

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

**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

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

Manage Members **Upload Document** Show: All Roster

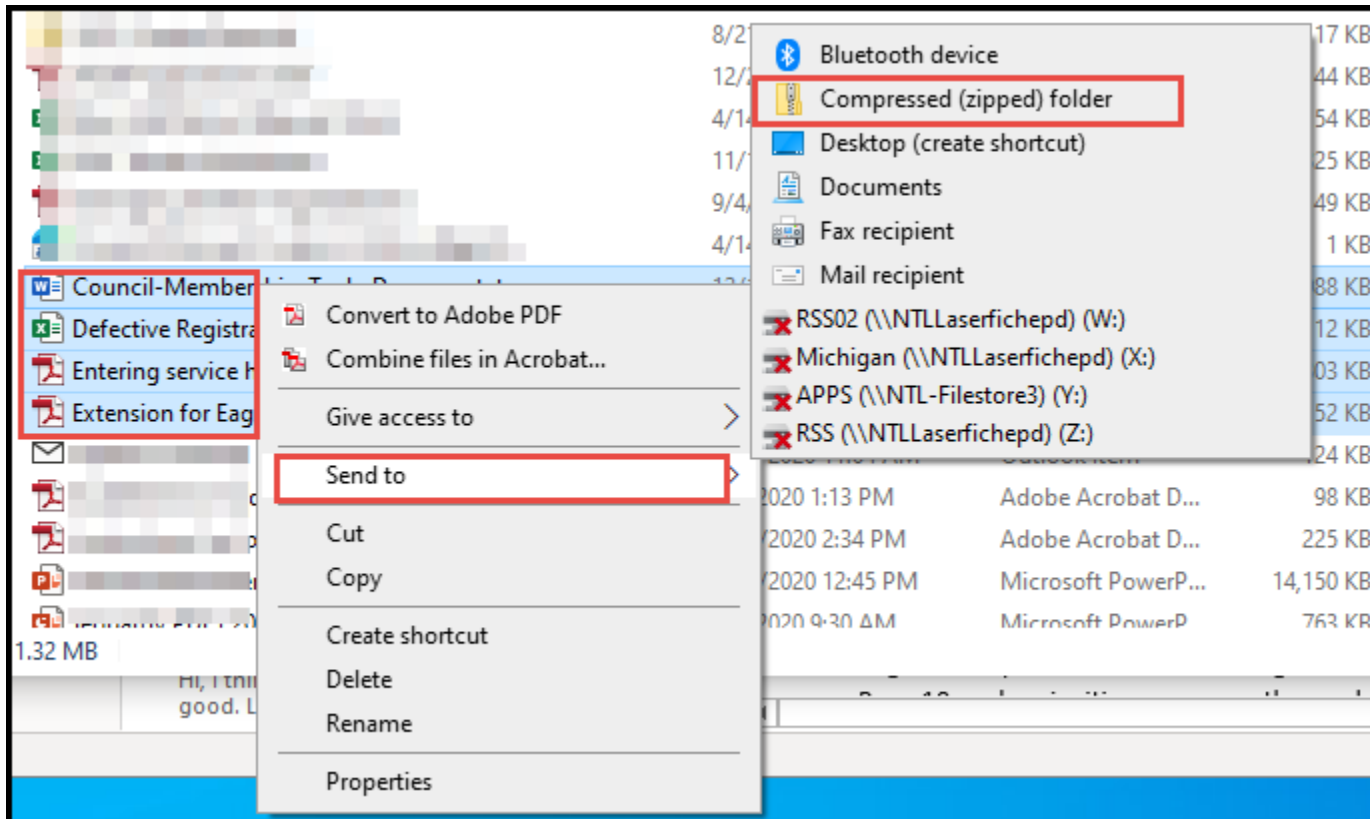
Payment Logs Refresh Roster Print Roster

Search by Name or Member ID

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

Unit Expire Date: 09/29/2021 1

Chartered Organization: Friends of the Williams

District: Sabine

Council: Three Rivers Council

Unit Term: 12

09/29/2022

**1. Select Invite New Member**

Manage Members ▼ Upload Document Show

Name Gen

### Invite New Member

Member Type  
Adult ▼

First Name  
donna

Last Name  
arnold

Email Address  
donna.arnold@scouting.org

**2. Complete all fields and click on the Invite Member**

**Invite Member**

### Invite New Member

Member Type  
Participant ▼

First Name

Last Name

Email Address

**Invite Member**

### Invite New Member

Member Type  
Adult ▼

First Name

Last Name

Email Address

**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**

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

BS

Boy Scouts of America <boyscoutsofamerica@email.scouting.org>

To Donna Arnold

Retention Policy 3 Year Delete (3 years)

View Online

Right-click or

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://myga.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

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

Total 1 Items < 1 > 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

Search by Name or Member ID

Add New Member

Invite New Member

Mark As Multiple

Remove From Recharter

		Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
	<div>Don Hardy</div>	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	<div></div>	<div></div>	<div></div>	\$ 45.00	<div></div>
	<div>Don Hatton</div>	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	<div></div>	<div></div>	<div></div>	\$ 45.00	<div></div>
<div></div>	<div><div></div><div>Derek Brasher</div></div>	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	<div></div>	<div></div>	\$ 0.00	
<div></div>	<div><div></div><div>Derek Brasher</div></div>	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	<div></div>	<div></div>	<div></div>	\$ 45.00	<div></div>
<div><div><div></div></div></div>	<div><div></div><div>Donna Arnold</div><div></div></div>	--		--	Adult	Committee Member	--	<div></div>	<div></div>	<div></div>	\$ 45.00	<div></div>

### Remove from recharter



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

ADULTS (1)

Donna Arnold X

CANCEL

REMOVE

TROOP ROSTER		REMOVED MEMBERS (1)		PENDING MEMBERS (1)		Payment Logs \$		Refresh Roster ↻		Print Roster 🖨	
Add To Recharter ↻											
<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID				
<input type="checkbox"/>	 Donna Arnold	--		--	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, a progress bar shows two steps: 'Complete' (1) and 'Payment and Confirmation' (2). A modal window titled 'Add to recharter' is open, asking for confirmation to add members. The modal lists 'ADULTS (1)' with 'Donna Arnold' selected. The 'ADD' button in the modal is circled in blue, with a callout '4. Click Add' pointing to it. Below the modal, the 'MY UNIT' section for 'TROOP 118 FRIENDS OF THE WILLIAMSON TROOP' is visible, showing details like Unit Type, Number, and Charter Organization. A callout '1. Click on the Removed Member tab' points to the 'REMOVED MEMBERS (1)' tab. Below this, a table of removed members is shown, with the first row for 'Donna Arnold' having a checked checkbox. A callout '2. click the checkbox next to the name you would like to add back into the Recharter' points to this checkbox. The 'Add To Recharter' button is circled in blue, with a callout '3. Click Add To Recharter' pointing to it. The bottom right corner features a 'Validate Recharter and Pay' button.

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete

2 Payment and Confirmation

**Add to recharter**

Please confirm you want to add the following members to the recharter:

ADULTS (1)

Donna Arnold X

CANCEL ADD

4. Click Add

**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: 09/29/2021

1. Click on the Removed Member tab

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

Payment Logs Refresh Roster Print Roster

Add To Recharter

3. Click Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input checked="" type="checkbox"/>	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--


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

Validate Recharter and Pay

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 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	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	 Bronson Hatton	M	07/08/1973	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' lists the following errors and warnings:

- Unit does not have the required amount of leadership positions (Red bubble)
- Leaders have current YPT (Yellow bubble)
- Leaders have completed CBC authorization (Yellow bubble)
- Leaders are more than 18 years old (Green bubble)

The 'CONTINUE EDITING' button is circled in the popup. A 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' with the following details:

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

The roster table lists members:

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--		\$ 72.00
<input type="checkbox"/>	Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--		\$ 72.00

Buttons at the bottom include 'Manage Members', 'Upload Document', 'Payment Logs', 'Refresh Roster', and 'Print Roster'. The 'Validate Recharter and Pay' button is circled in the bottom right corner.



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.

Internet Advancement

Recharter

Welcome, Derek Brasher

<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					115299012				\$ 45.00	
<input type="checkbox"/>		Derek Brasher	M				icer	11				\$ 0.00	
<input type="checkbox"/>		Derek Brasher	M					11				\$ 45.00	
<input type="checkbox"/>		Jonathan Healy	M					10				\$ 45.00	
<input type="checkbox"/>		Joseph Muckleroy	M					91				\$ 45.00	
<input type="checkbox"/>		Marvin Lopez						--				\$ 45.00	
<input type="checkbox"/>		Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	--	--		\$ 72.00	
<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

<12>10 / page

Validate Recharter and Pay

Validate recharter

Recharter validation successful!

Unit has the required amount of leadership positions

Leaders have current YPT

Leaders have completed CBC authorization

Leaders are more than 18 years old

CONTINUE EDITING

PROCEED TO PAYMENT

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

## 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

2  
Payment and  
Confirmation

**BILLING INFORMATION** ?

First Name

Last Name

Code  
USA Phone Number

Email Address

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**

	QUANTITY	FEE
REGISTRATION		
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
<b>TOTAL AMOUNT</b>		<b>\$726.15</b>

**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.

## **FAQ – Internet Rechartering 2.0**

### **1. When can a unit begin the renewal process?**

The window to begin submitting the renewal is based on what the council has requested. There is normally a 60- and 90-day window which will open on 10/15/2021 for units with an Expire date of 12/31/2021.

### **2. Who can submit the Internet Recharter?**

The Charter Organization Rep, Committee Chairman, Unit Leader, or any key 3 delegate has the ability to submit the Renewal.

### **3. Is an access code required?**

No, an access code is not required. The Key 3 and any Key 3 Delegate access Internet Rechartering using the same credentials used to access Scoutbook.com or My.Scouting.

### **4. Will there be an Internet Recharter Status Report?**

Yes, reports will be available showing the stages of the submittal process of a unit.

### **5. Will a unit have the ability to upload documents into the renewal before submitting?**

Yes, the unit will have the ability to load Youth Protection Training Certificates, CBC Disclosure Authorizations, Adult and Youth applications and PA Background and CORI forms into the renewal. When this is performed the unit will not auto-post and the council will be required to review the renewal, pull the forms loaded and enter the document information into my.scouting to post the unit.

### **6. Can the online payment option be turned off?**

No, the ability for a unit to pay online cannot be turned off.

### **7. Is a unit required to pay their registration fees online?**

No, there is an option to pay by ACH, Credit Card or to pay at the council. If they choose to pay at the council, the unit will not auto-post and the council will review the renewal, collect registration fees, and post the unit.

### **8. Can a unit add adults and youth who have applied online into the renewal after they have loaded the roster?**

Yes, there is a refresh button which we encourage the person processing the renewal to use throughout the renewal process before submitting their unit.

### **9. Can a unit add multiples into a renewal?**

Yes, they will enter the volunteer as a multiple and notate what unit/Non-Unit position and council that they are registered in. The unit will not auto-post and the council will be required to verify the multiple registration before posting the unit.

### **10. Can a unit submit a unit without the required leadership?**

No. A unit will receive an error if the required leadership is not met, or they attempt to assign multiple leader positions to a volunteer and they cannot move forward in the process until the error is corrected.

**11. Can a unit enter Youth Protection Dates into a person profile through Internet Charter Renewal?**

No, the renewal processor does not have the ability to enter Youth Protection Dates into a person's profile.

**12. What if the New CBC Authorization has not been submitted by the volunteer?**

The unit can upload the CBC Authorization to the individual before submitting the renewal. Otherwise, the renewal can still be submitted, and council will collect the form, verify the information, and post the unit. The renewal will not auto-post.

**13. Can a unit submit their unit if a volunteer does not current Youth Protection Training?**

Yes, the unit can submit the renewal, however, it will not auto-post. The council will review the renewal, verify YPT requirements and post once the YPT has been completed. Additionally, completed YPT Certificates can be uploaded to the individual and submitted with the renewal.

**14. Will the Council have the ability to print the Charter Renewal Agreement when a unit does not auto-post?**

Yes, this will be necessary for a registrar to post the unit effectively.

**15. How will a COR sign the Renewal?**

Once submitted, the Key 3 and Key 3 Delegates will receive an email requesting a digital signature. If necessary, the CC, UL and Key 3 Delegate may sign on behalf of the COR.

**16. What are the BSA requirements that must be met for a unit to auto-post?**

***The unit cannot auto-post if any of the requirements below are not met***

- Must have 5 or more paid youth
- Register with less than 100 youth
- Cannot have a drop of over 50% of 25 or more youth
- Must have a change in membership from the previous year

**Also, the below will prevent a unit from auto-posting**

- Documents that are uploaded with the renewal
- New CBC Authorization not received
- Youth Protection Training Required