

Internet Rechartering 2.0

User Guide



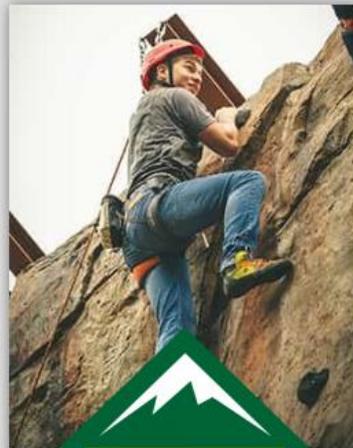
Cub Scouting

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 screenshot of the Scoutbook.com login page. On the left, there is a promotional banner for the Scoutbook mobile app. The banner features a hand holding a smartphone displaying the app's interface. The text on the banner reads: "The Whole Scouting Experience Rolled Into One Great Free Web App" and includes a "TRY NOW" button. The Scoutbook logo is also present in the banner.

On the right side of the page, there is a login form titled "Login to Internet Advancement". The form includes a blue header bar, a text input field for the username, a password input field with a toggle for visibility, and a "LOGIN" button. Below the login button, there is a link for "Forgot username / password?". At the bottom of the login form, there are two options: "Sign in" with a Google logo and "Sign in with Apple". Below the login options, there is a link for "New to Scouting or Don't have an Account? CREATE ACCOUNT". The version number "v1.5.17" is displayed at the bottom of the page.

Open Recharter

The screenshot shows the 'Internet Advancement Roster' page for Troop 118 Friends of the Williamson Troop (BOYS). The page includes a sidebar with navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The 'Recharter' button is circled in yellow. A callout box with a green border and black text points to the 'Recharter' button, stating: 'Once you have logged into your account - Click on Recharter'. The main content area displays the troop roster with columns for Name, Member ID, Age, and Last Rank Approved. The roster includes five members: Adam Brasher (Star Scout), Zachary Brasher (Star Scout), Kryndon Hardy (Bobcat), Trevor Hatton (Life Scout), and Branson Healy (Eagle Scout). A 'Run Report' button is visible in the top right corner of the roster area.

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

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

Total: 5 Items

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

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

Add Youth (Must have at least 5 youth)

Total 12 Items < 2 > 10 / page

Validate Recharter and Pay

Changing a position

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

Internet Advancement Recharter Welcome, Derek Brasher

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

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

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

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

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

To edit a position - Click the pencil Icon

Internet Advancement Recharter Welcome, Derek Brasher

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

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

Update Member Information You are editing **Bronson Hatton's** information

Primary Position in Unit
Committee Member

Update Information

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

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

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

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

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

Refreshing your roster

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete 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"/>	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	 Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	

Manage Members

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

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, a progress bar shows two steps: '1 Complete Recharter Information' and '2 Payment and Confirmation'. The main content area is divided into two columns. The left column, titled 'MY UNIT', provides details for Troop 118, including its type, number, expiration date, chartered organization, district, council, term, and new expiration date. The right column, titled 'CHARTERED ORGANIZATION INFORMATION', lists the organization's name, address, city, state, and zip code. Below these sections is a navigation bar with tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (0)', and 'PENDING MEMBERS (0)'. The 'TROOP ROSTER' tab is active, showing a table of members. A 'Manage Members' dropdown menu is open, listing options: 'Add New Member', 'Invite New Member', 'Mark As Multiple', and 'Remove From Recharter'. The member table includes columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. Two members are listed: Brandon Hardy and Bronson Hatton.

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

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

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

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

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

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

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

Manage Members

- Add New Member
- Invite New Member
- Mark As Multiple
- Remove From Recharter

Adding a New Member

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

The screenshot displays the 'Internet Advancement Recharter' interface. 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 for First Name (Donna), Last Name (Arnold), Member Type (Adult), Primary Position in Unit (Committee Member), and Date of Birth. A callout '3. Click the plus sign to attach application' points to the plus sign next to the 'Add Paper Application' button. A file selection window is open, showing a folder named 'APPLICATIONS AND FORMS' containing a file named '2021 Adult Application', with callout '4. Locate application to where it is saved, click open and the document will attach into the renewal' pointing to the file. A callout '5. Click Add Member' points to the 'Add Member' button at the bottom of the form.

Name	Gender	DOB	Address	Mem
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult
Derek Brasher	M		5315 Carnaby St, Irving	Adult
Derek Brasher	M		5215 Carnaby St, Irving	Adult
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult
Marvin Lopez				Adult

Uploading a Group of Documents into the Renewal

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

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

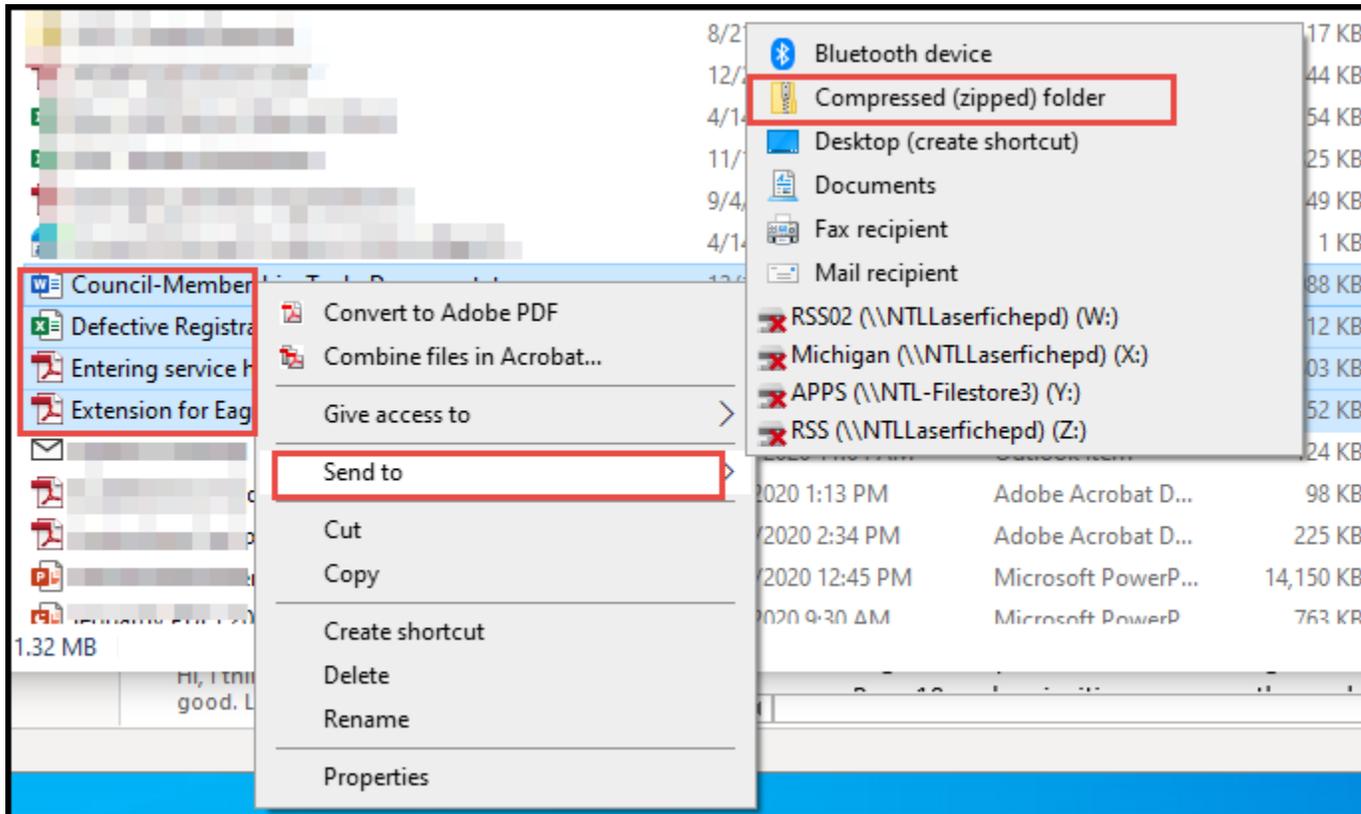
Payment Logs Refresh Roster Print Roster

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	!	✓	☐	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	☐	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	☐	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	☐	\$ 45.00	
<input type="checkbox"/>	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	☐	\$ 45.00	
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	!	✓	☐	\$ 45.00	

Creating a Zip File for loading documents

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



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

Invite New Member into the unit (Leads)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Invite New Member

Member Type
Adult

Email Address
donna.arnold@scouting.org

First Name
donna

Last Name
arnold

Invite Member

Invite New Member

Member Type
Participant

Email Address

First Name

Last Name

Invite Member

There are three invite options - Adult , Youth and Participant

Invite New Member

Member Type
Youth

Parent/Guardian's Email Address

Parent/Guardian's First Name

Parent/Guardian's Last Name

Youth's First Name

Youth's Last Name

Invite Member

Invite New Member

Member Type
Adult

Email Address

First Name

Last Name

Invite Member

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

Recharter Invitation

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

[View Online](#)

✖ Right-click or drag to download

You're Invited to Join Us!

Troop 0118 is waiting for you to join!

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

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

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

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

© 2021 Boy Scouts of America - All Rights Reserved

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

✉ Send Reminder

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

Total 1 Items < 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

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

Remove from recharter

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

ADULTS (1)

Donna Arnold X

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

Add To Recharter ↻

	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, there is a progress bar with two steps: 'Complete' (1) and 'Payment and Confirmation' (2). The main content area is divided into three sections: 'MY UNIT', 'ADULTS (1)', and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for Troop 118 Friends of the Williamson Troop, including unit type, number, and expiration date. The 'ADULTS (1)' section lists a removed member, Donna Arnold, with a checkbox next to her name. The 'CHARTERED ORGANIZATION INFORMATION' section provides details about the chartered organization, including name, address, city, state, and zip code. A modal dialog box titled 'Add to recharter' is open, prompting the user to confirm adding members to the recharter. The dialog box contains the text 'Please confirm you want to add the following members to the recharter:' and lists the adult members. Below the list are 'CANCEL' and 'ADD' buttons. The 'ADD' button is circled in red, and a callout box points to it with the text '4. Click Add'. The 'Add To Recharter' button in the 'ADULTS (1)' section is also circled in red, with a callout box pointing to it with the text '3. Click Add To Recharter'. The 'REMOVED MEMBERS (1)' tab is highlighted in yellow, and a callout box points to it with the text '1. Click on the Removed Member tab'. The 'Name' column in the member list is highlighted in blue, and a callout box points to the checkbox next to Donna Arnold with the text '2. click the checkbox next to the name you would like to add back into the Recharter'. The 'Validate Recharter and Pay' button is located at the bottom right of the interface.

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete 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: 09/29/2021

ADULTS (1)
Donna Arnold X

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

1. Click on the Removed Member tab

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

3. Click Add To Recharter

4. Click Add

Validate Recharter and Pay

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

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

Internet Advancement Recharter

Welcome, Derek Brasher

1

Complete
Recharter
Information

2

Payment and
Confirmation

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

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

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

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

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1)

[Payment Logs](#) \$ [Refresh Roster](#) ↻ [Print Roster](#) 🖨️

Manage Members ▾ Upload Document Show: All Roster 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 Scout24 Recharter interface for 'Internet Advancement'. A 'Validate recharter' popup is centered on the screen, listing the following reasons for the error:

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

The 'CONTINUE EDITING' button in the popup is circled in black. A separate white text box on the right side of the screen provides instructions: '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.'

At the bottom right of the interface, the 'Validate Recharter and Pay' button is circled in white. The background shows the 'TROOP ROSTER' table with the following data:

	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

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

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

Member Name	Gender	Birth Date	Address	Age	Membership Type	Member ID	Status	Warnings	Info	Dues	Actions
Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered	13332946	---	---	---	\$ 45.00	[Edit]
Bronson Hatton	M					115299012	---	---	---	\$ 45.00	[Edit]
Derek Brasher	M					11	---	---	---	\$ 0.00	[Edit]
Derek Brasher	M					11	---	---	---	\$ 45.00	[Edit]
Jonathan Healy	M					10	---	---	---	\$ 45.00	[Edit]
Joseph Muckleroy	M					91	---	---	---	\$ 45.00	[Edit]
Marvin Lopez						--	---	---	---	\$ 45.00	[Edit]
Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	---	---	---	\$ 72.00	[Edit]
Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	---	---	---	\$ 72.00	[Edit]
Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	---	---	---	\$ 72.00	[Edit]

Total 12 Items < 1 2 > 10 / page v

Validate Recharter and Pay

Payment and Confirmation

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

[← Back to: Recharter Info](#)

Complete Recharter Information

Payment and Confirmation

BILLING INFORMATION ?

First Name Last Name

Code **USA** Phone Number

Country **USA (US)** Address

City State

Zip Code

PAYMENT METHOD

Credit Card
Extra credit card fee 3%

Credit Card payment

Card Type Cardholder's Name

Card Number Exp. Month Exp. Year

CVV Number

E-CHECK
Extra fee \$1

E Check payment

Pay at Council
No extra fee

Pay at Council

RENEWAL ROSTER FEES TOTAL: \$705 USD

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

Pay and Post Renewal

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

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