

Marin Council, BSA

Annual Charter Renewal 2.0

Internet User Guide



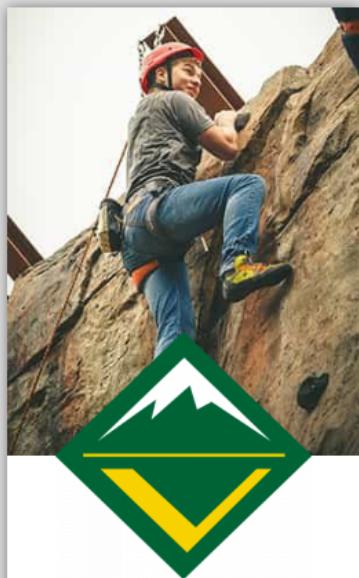
Cub Scouting

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



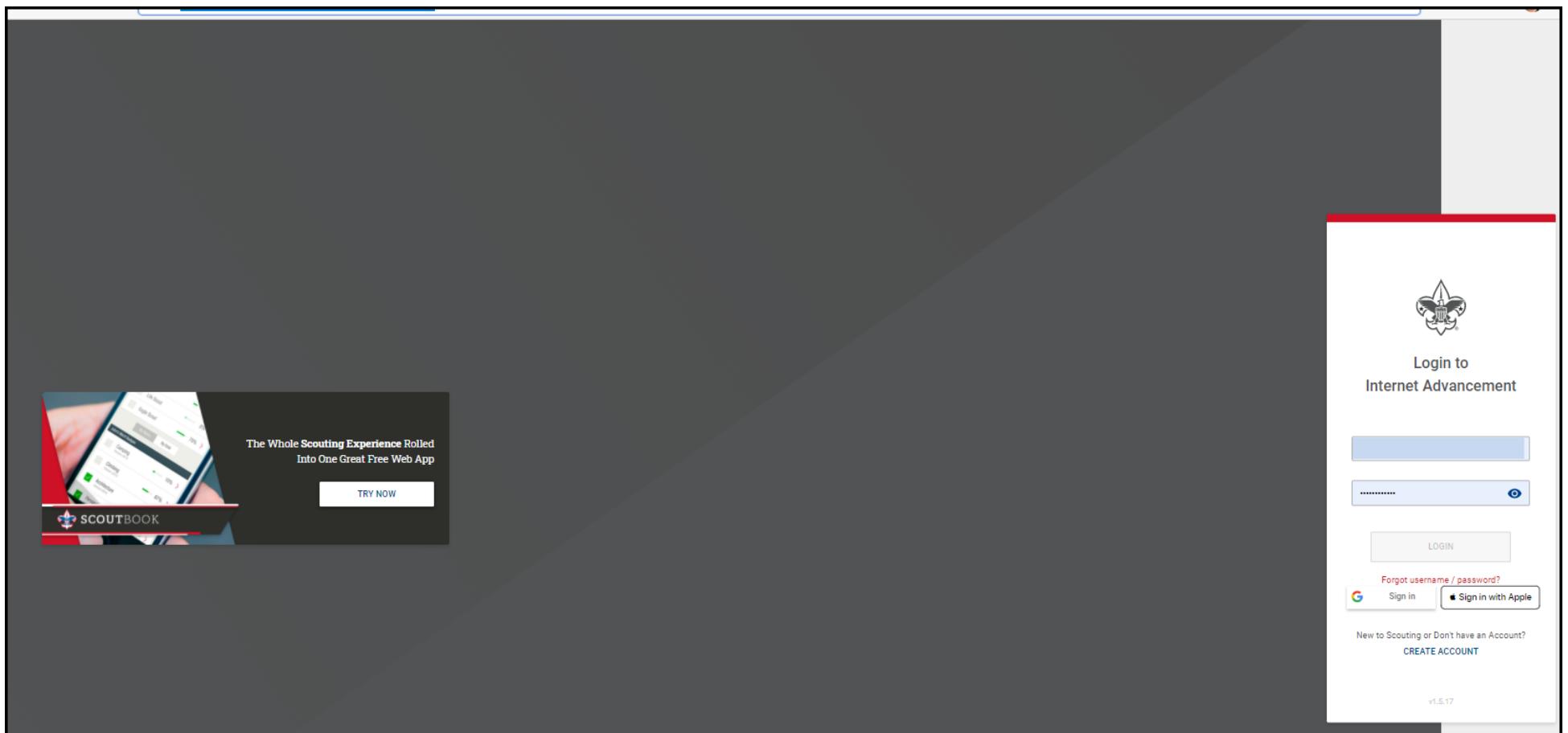
Exploring

Co-ed 10-20 years old

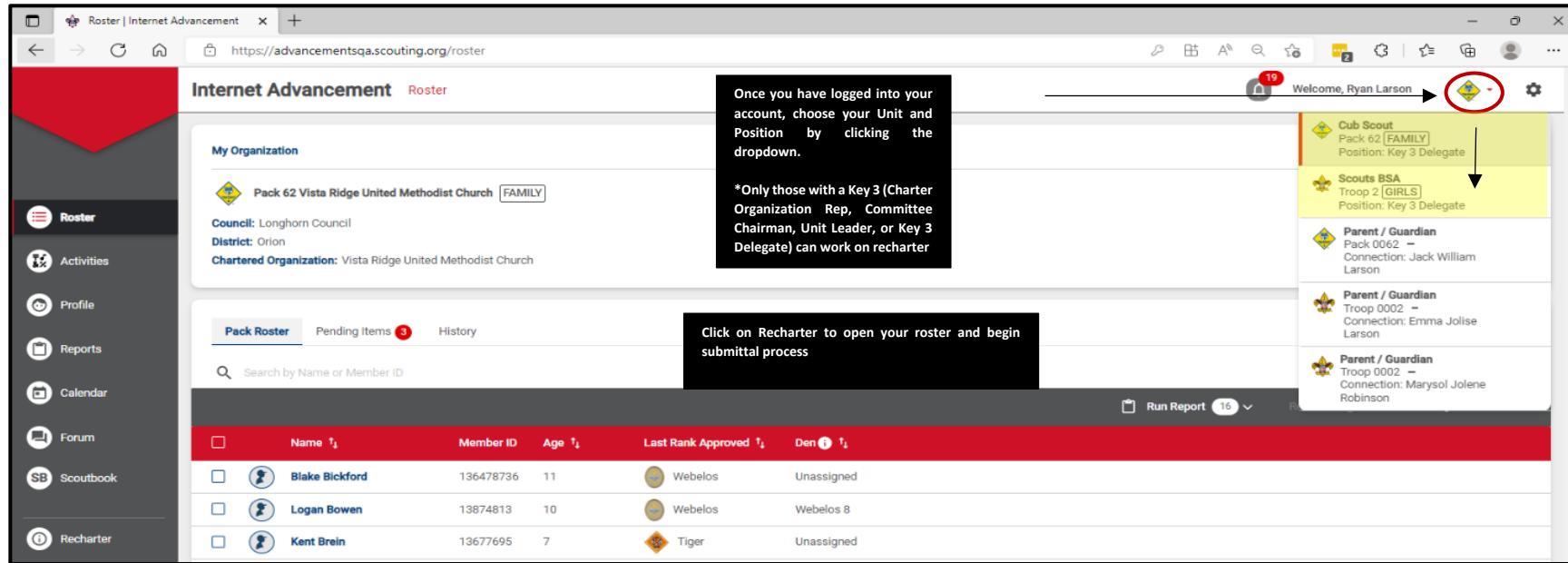
Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman or Key 3 Delegate by logging into their Scoutbook.com or my.Scouting Account or directly at

<https://advancements.scouting.org/>

Note: Be sure to read **all** the instructions before beginning the recharter process and review the new **Internet Recharter Guide and Timeline** found at <https://www.scouting.org/resources/internet-rechartering/>



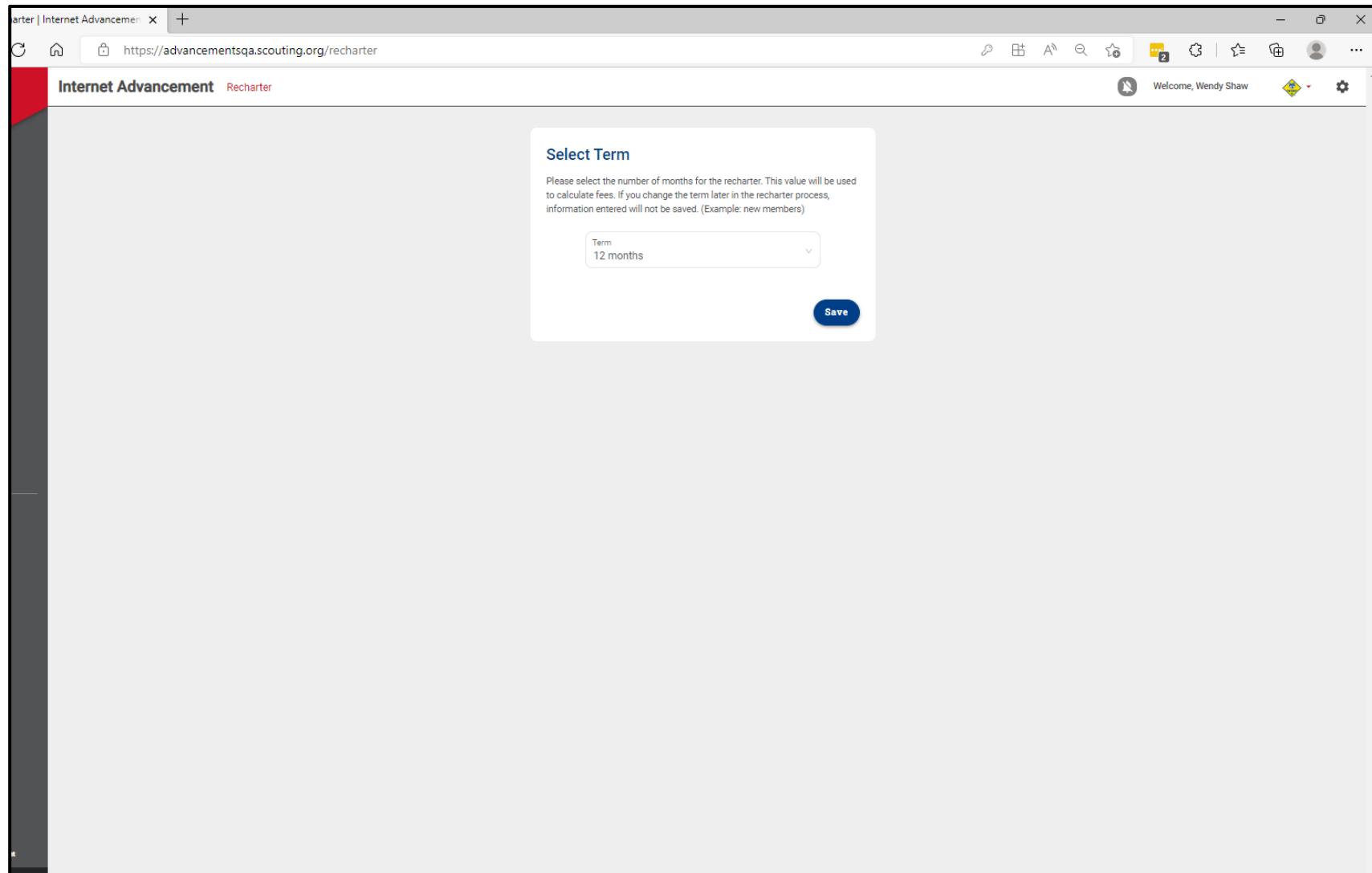
Open Recharter



The screenshot shows the Internet Advancement Roster page. On the left, a sidebar lists various options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The 'Roster' option is selected. The main content area is titled 'Internet Advancement Roster' and shows 'My Organization' information: Pack 62 Vista Ridge United Methodist Church (FAMILY), Council: Longhorn Council, District: Orion, and Chartered Organization: Vista Ridge United Methodist Church. A note states: 'Once you have logged into your account, choose your Unit and Position by clicking the dropdown.' Another note says: '*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter.' A central call-to-action button says 'Click on Recharter to open your roster and begin submittal process.' On the right, a dropdown menu is open, showing unit and position options: 'Cub Scout Pack 62 [FAMILY] Position: Key 3 Delegate', 'Scouts BSA Troop 2 [GIRLS] Position: Key 3 Delegate', 'Parent / Guardian Pack 0062 - Connection: Jack William Larson', 'Parent / Guardian Troop 0002 - Connection: Emma Jolise Larson', and 'Parent / Guardian Troop 0002 - Connection: Marysol Jolene Robinson'. The top right of the page shows a user profile for 'Welcome, Ryan Larson' with a notification count of 19, and a red circle highlights the dropdown icon in the top right corner of the browser window.

Select your recharter term.

Consult with your Unit Commissioner or Council Registrar before selecting another term other than 12 months. If you change the term later after information has been entered, any information previously entered will need to be inputted and uploaded again.



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

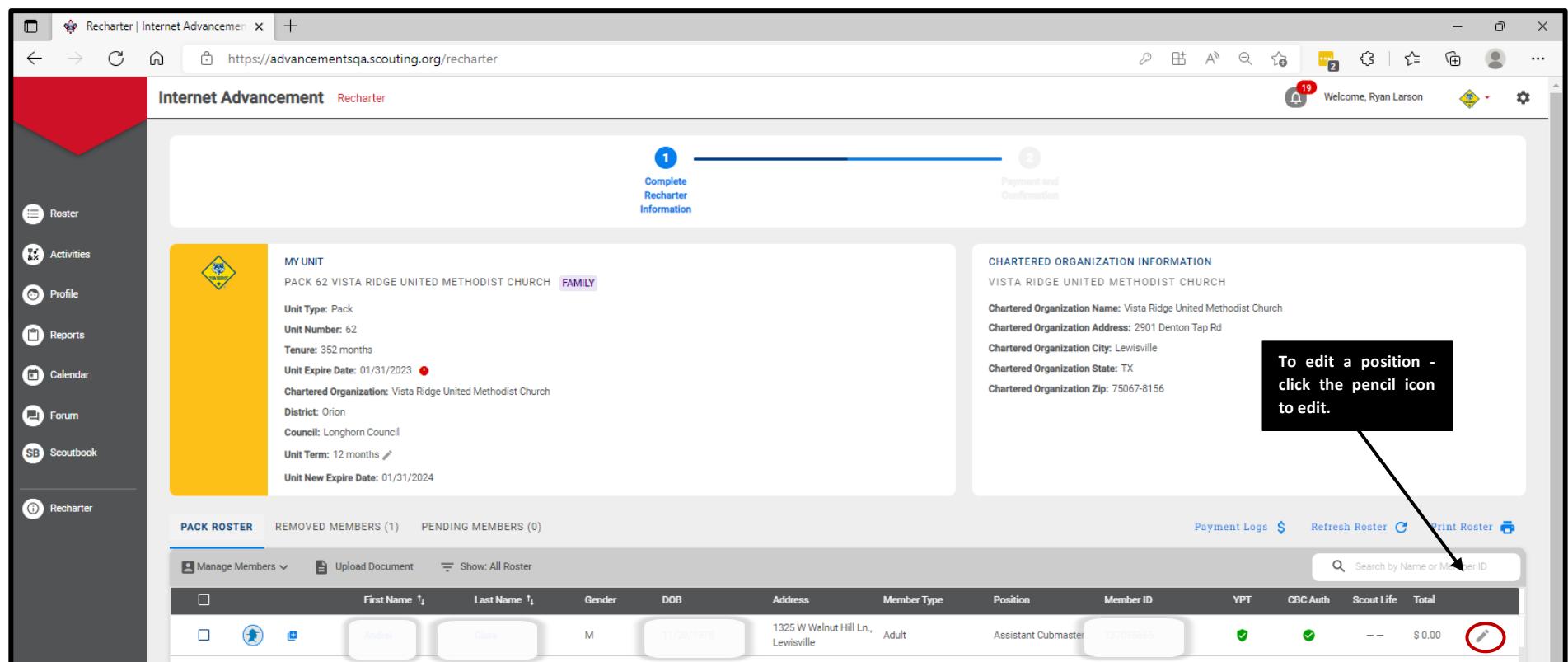
- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT - Green Checkmark – Youth Protection Training is current
- CBC Auth - Green Checkmark – New Criminal Background Disclosure has been received and recorded in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

The screenshot shows the Internet Advancement Recharter interface on a web browser. The left sidebar has a red header and contains links for Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area has a yellow header with the title 'Internet Advancement Recharter'. A progress bar at the top indicates '1 Complete Recharter Information' and '2 Payment and Confirmation'. The left panel shows 'MY UNIT' information for Pack 62 Vista Ridge United Methodist Church, including Unit Type: Pack, Unit Number: 62, Tenure: 352 months, Unit Expire Date: 01/31/2023, Chartered Organization: Vista Ridge United Methodist Church, District: Orion, Council: Longhorn Council, Unit Term: 12 months, and Unit New Expire Date: 01/31/2024. The right panel shows 'CHARTERED ORGANIZATION INFORMATION' for Vista Ridge United Methodist Church, including Chartered Organization Name, Address, City, State, and Zip. Below these panels is a 'PACK ROSTER' table with columns: First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table lists 10 members with their details and status indicators (green checkmarks for YPT and CBC Auth, red exclamation points for Scout Life). The bottom of the page has buttons for Payment Logs, Refresh Roster, and Print Roster.

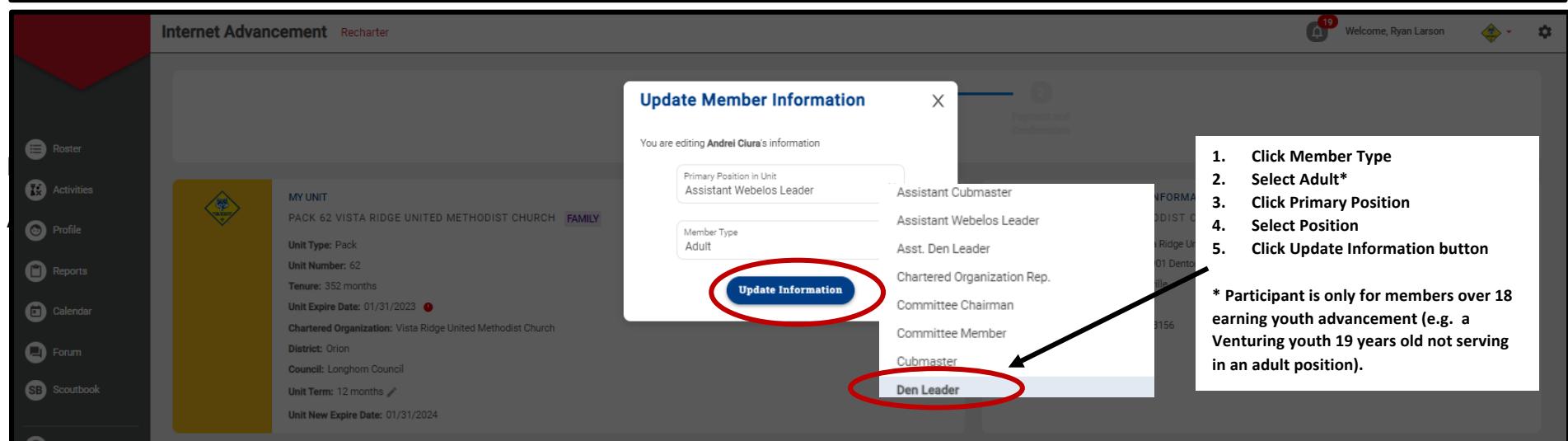
First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
Avielle	Chidemere	M	08/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	12345678901	✓	✓	---	\$ 0.00
Avielle	Chidemere	F	08/04/1998	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12345678902	---	---	Toggle	\$ 15.00
Bethelle	Thompson	F	08/04/1998	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	12345678903	---	---	Toggle	\$ 0.00
Bethelle	Thompson	F	08/04/1998	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12345678904	---	---	Toggle	\$ 0.00
Charles	Oldham	M	08/26/1993	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	12345678905	---	---	Toggle	\$ 0.00
Desty	Wester	F	02/04/1993	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12345678906	---	---	Toggle	\$ 0.00
Desty	Wester	M	02/04/1993	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12345678907	---	---	Toggle	\$ 0.00

Changing an adult leader 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.



The screenshot shows the 'Internet Advancement' Recharter page. On the left, a sidebar lists 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area is titled 'Recharter | Internet Advancement' and shows '1 Complete Recharter Information' and '2 Payment and Confirmation'. The 'MY UNIT' section displays information for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY). The 'CHARTERED ORGANIZATION INFORMATION' section shows 'VISTA RIDGE UNITED METHODIST CHURCH' with details: Chartered Organization Name, Address, City, State, and Zip. A callout box with an arrow points to the 'Edit' icon (pencil) in the 'Position' column of the 'PACK ROSTER' table. The table has columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. A 'Payment Logs' button is also visible.



The screenshot shows the 'Update Member Information' dialog box. It displays 'Andrei Clura's information' and lists 'Primary Position in Unit' as 'Assistant Webelos Leader' and 'Member Type' as 'Adult'. A dropdown menu for 'Position' is open, showing options: Assistant Cubmaster, Assistant Webelos Leader, Asst. Den Leader, Chartered Organization Rep., Committee Chairman, Committee Member, Cubmaster, and Den Leader. A callout box with an arrow points to the 'Den Leader' option. The 'Update Information' button at the bottom of the dialog is also circled.

1. Click Member Type
2. Select Adult*
3. Click Primary Position
4. Select Position
5. Click Update Information button

* Participant is only for members over 18 earning youth advancement (e.g. a Venturing youth 19 years old not serving in an adult position).

Recharter | Internet Advancement

https://advancementsqa.scouting.org/recharter

Internet Advancement Recharter

Welcome, Ryan Larson

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

Unit Type: Pack

Unit Number: 62

Tenure: 352 months

Unit Expire Date: 01/31/2023

Chartered Organization: Vista Ridge United Methodist Church

District: Orion

Council: Longhorn Council

Unit Term: 12 months

Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church

Chartered Organization Address: 2901 Denton Tap Rd

Chartered Organization City: Lewisville

Chartered Organization State: TX

Chartered Organization Zip: 75067-8156

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 Internet Recharter process.

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

Manage Members Upload Document Show: All Roster

Payment Logs \$ Refresh Roster C Print Roster

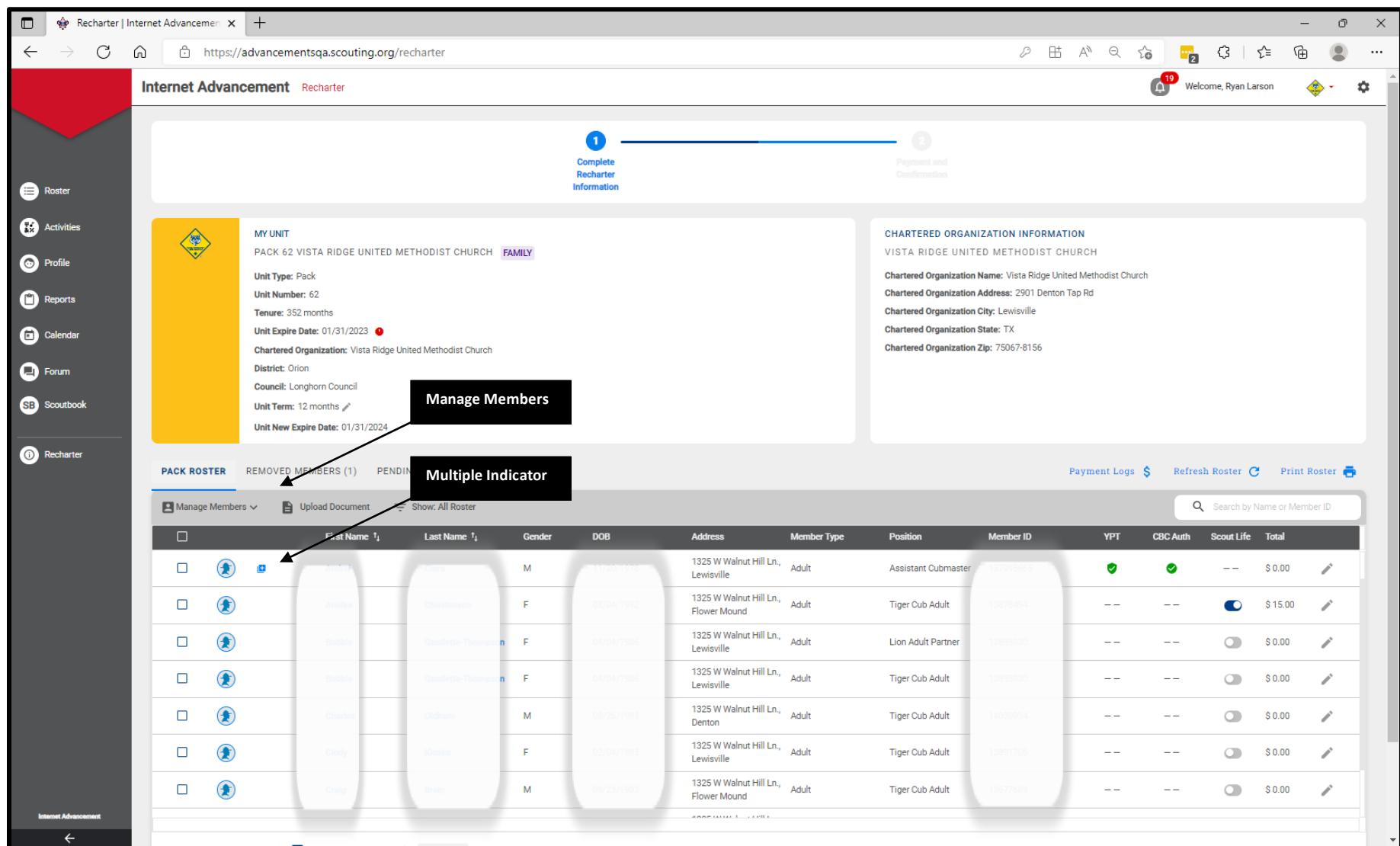
First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
Amelia	Christensen	M	11/20/1998	1325 W Walnut Hill Ln., Lewisville	Adult	Assistant Cubmaster	1000000000	✓	✓	--	\$ 0.00
Amelia	Christensen	F	09/04/1992	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	1000000001	--	--	✓	\$ 15.00
Brooke	Gaudette-Thompson	F	04/04/1995	1325 W Walnut Hill Ln., Lewisville	Adult	Lion Adult Partner	1000000002	--	--	✓	\$ 0.00
Brooke	Gaudette-Thompson	F	04/04/1995	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	1000000003	--	--	✓	\$ 0.00
Chloe	Gilliam	M	08/26/1999	1325 W Walnut Hill Ln., Denton	Adult	Tiger Cub Adult	1000000004	--	--	✓	\$ 0.00
Claudia	Kroeker	F	02/04/1993	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	1000000005	--	--	✓	\$ 0.00
Craig	Reed	M	09/23/1993	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	1000000006	--	--	✓	\$ 0.00

Internet Advancement

Adding an Existing Member of Another Unit

Click on Manage Members>Add New Member>Click Existing Member>Enter all required information>Click the Add Member button. The member will show a "+" by their name to indicate they are paying their registration fees in another unit. If they are paying their registration fees in your unit, click the checkbox by their name>Click Manage Members>Click Unmark as Multiple.

If they are an adult, be sure to add a signed adult application for the new adult member from another unit by clicking the checkbox by their name>Upload Document>Select a file of the application>Click Save



Recharter | Internet Advancement

Internet Advancement Recharter

1 Complete Recharter Information

Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

Unit Type: Pack

Unit Number: 62

Tenure: 352 months

Unit Expire Date: 01/31/2023

Chartered Organization: Vista Ridge United Methodist Church

District: Orion

Council: Longhorn Council

Unit Term: 12 months

Unit New Expire Date: 01/31/2024

Manage Members

PACK ROSTER REMOVED MEMBERS (1) PENDING

Multiple Indicator

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>	Amelia	Thompson	M	08/04/1992	1325 W Walnut Hill Ln., Lewisville	Adult	Assistant Cubmaster	1200000000000000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00	<input type="button"/>
<input type="checkbox"/>	Amelia	Thompson	F	08/04/1998	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	1200000000000000000	--	--	<input checked="" type="checkbox"/>	\$ 15.00	<input type="button"/>
<input type="checkbox"/>	Bobbie	Thompson	F	08/04/1996	1325 W Walnut Hill Ln., Lewisville	Adult	Lion Adult Partner	1200000000000000000	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button"/>
<input type="checkbox"/>	Bobbie	Thompson	F	08/04/1995	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	1200000000000000000	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button"/>
<input type="checkbox"/>	Charles	Thompson	M	08/04/1993	1325 W Walnut Hill Ln., Denton	Adult	Tiger Cub Adult	1200000000000000000	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button"/>
<input type="checkbox"/>	Cindy	Thompson	F	08/04/1990	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	1200000000000000000	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button"/>
<input type="checkbox"/>	Doug	Thompson	M	08/04/1988	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	1200000000000000000	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button"/>

Payment Logs \$ Refresh Roster Print 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 “+” sign next to Add Paper Application>Select the file and attach the application >Click the Add Member button.

Recharter | Internet Advancement

https://advancementsqa.scouting.org/recharter

Welcome, Ryan Larson

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Internet Advancement Recharter

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

Unit Type: Pack

Unit Number: 62

Tenure: 352 months

Unit Expire Date: 01/31/2023

Chartered Organization: Vista Ridge United Methodist Church

District: Orion

Council: Longhorn Council

Unit Term: 12 months

Unit New Expire Date: 01/31/2024

Manage Members

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church

Chartered Organization Address: 2901 Denton Tap Rd

Chartered Organization City: Lewisville

Chartered Organization State: TX

Chartered Organization Zip: 75067-8156

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

Payment Logs \$ Refresh Roster C Print Roster P

Manage Members ▾ Upload Document Show: All Roster

Search by Name or Member ID

First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	Actions
Amelia	Christensen	M	09/04/1992	1325 W Walnut Hill Ln., Lewisville	Adult	Assistant Cubmaster	1234567890	✓	✓	--	\$ 0.00	<input type="button" value="Edit"/>
Brooke	Goodlette-Thompson	F	04/04/1995	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	1234567891	--	--	<input checked="" type="checkbox"/>	\$ 15.00	<input type="button" value="Edit"/>
Brooke	Goodlette-Thompson	F	06/06/1996	1325 W Walnut Hill Ln., Lewisville	Adult	Lion Adult Partner	1234567892	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button" value="Edit"/>
Charles	Goffman	M	01/25/1993	1325 W Walnut Hill Ln., Denton	Adult	Tiger Cub Adult	1234567893	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button" value="Edit"/>
Clay	Koike	F	02/04/1993	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	1234567894	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button" value="Edit"/>
Daisy	Brain	M	01/20/1993	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	1234567895	--	--	<input checked="" type="checkbox"/>	\$ 0.00	<input type="button" value="Edit"/>

Internet Advancement

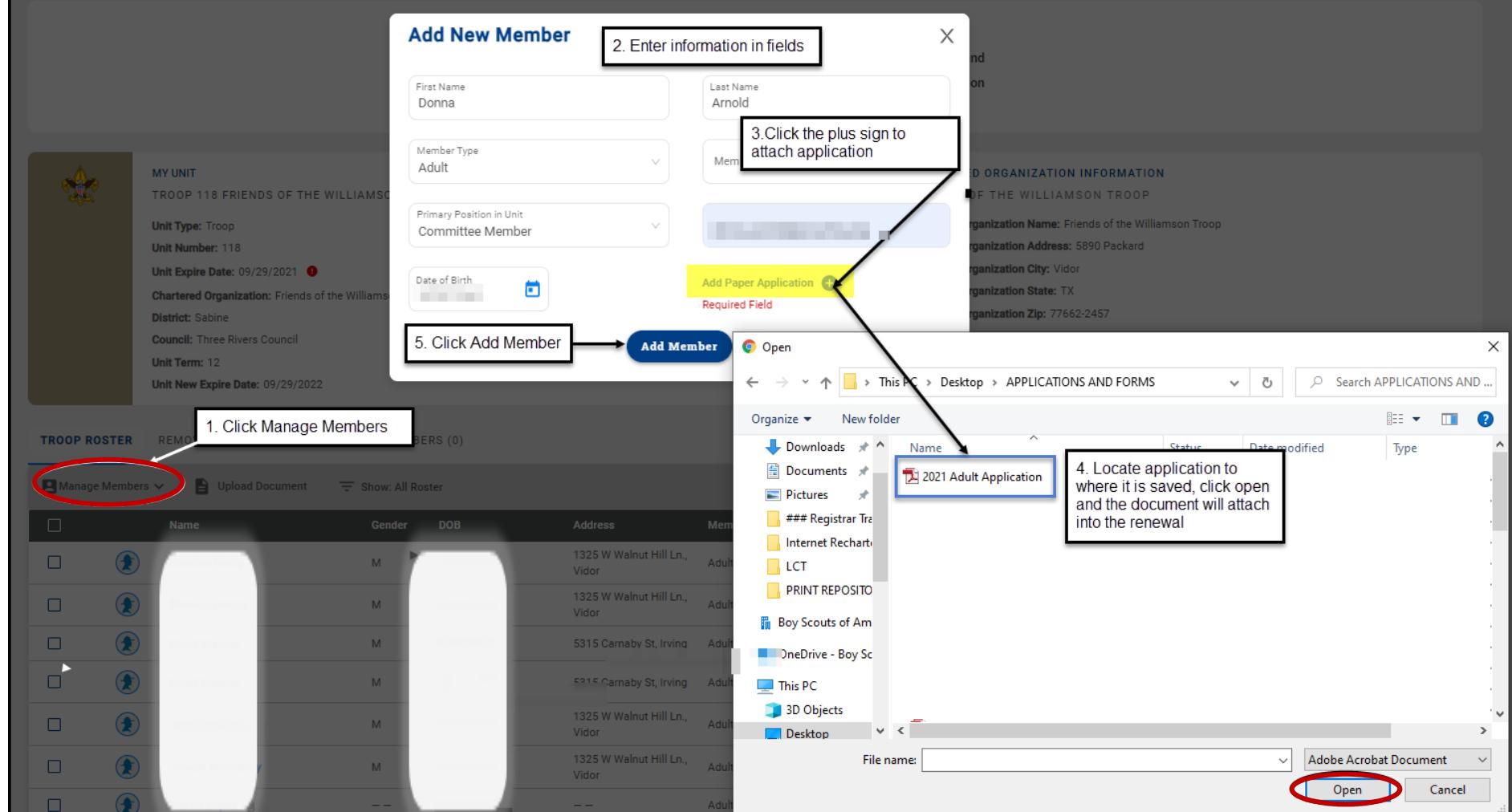
1. Click Manage Members

2. Enter information in fields

3. Click the plus sign to attach application

4. Locate application to where it is saved, click open and the document will attach into the renewal

5. Click Add Member



The image shows a software interface for managing troop members. On the left, a 'TROOP ROSTER' table lists members with columns for Name, Gender, DOB, Address, and Member Type. A red circle highlights the 'Manage Members' button. A 'Troop 118 Friends of the Williamson' unit summary is on the right. A 'Add New Member' dialog is open, prompting for member details like First Name (Donna), Last Name (Arnold), Member Type (Adult), Primary Position (Committee Member), and Date of Birth. A yellow box highlights the 'Add Paper Application' button. A file browser window is overlaid, showing a folder structure on 'This PC' with a file named '2021 Adult Application' selected. The 'Open' button in the file browser is circled in red. A large black arrow points from the 'Add Paper Application' button in the dialog to the '2021 Adult Application' file in the file browser.

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.

The screenshot shows the Scoutmaster HQ renewal process. The top navigation bar indicates the user is at step 1 (Complete Recharter Information) and step 2 (Payment and Confirmation). The left sidebar displays unit details for 'TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS'. The main content area shows a 'Troop Roster' table with columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. Two members, Brandon Hardy and Joseph Muckleroy, have checkboxes checked in the 'Name' column. A red box highlights the 'Upload Document' button in the toolbar above the roster. A modal window titled 'Upload Document' is open, showing two file upload slots for Brandon Hardy and Joseph Muckleroy, with a 'SAVE' button at the bottom. The right side of the screen shows 'Chartered Organization Information' for 'FRIENDS OF THE WILLIAMSON TROOP'.

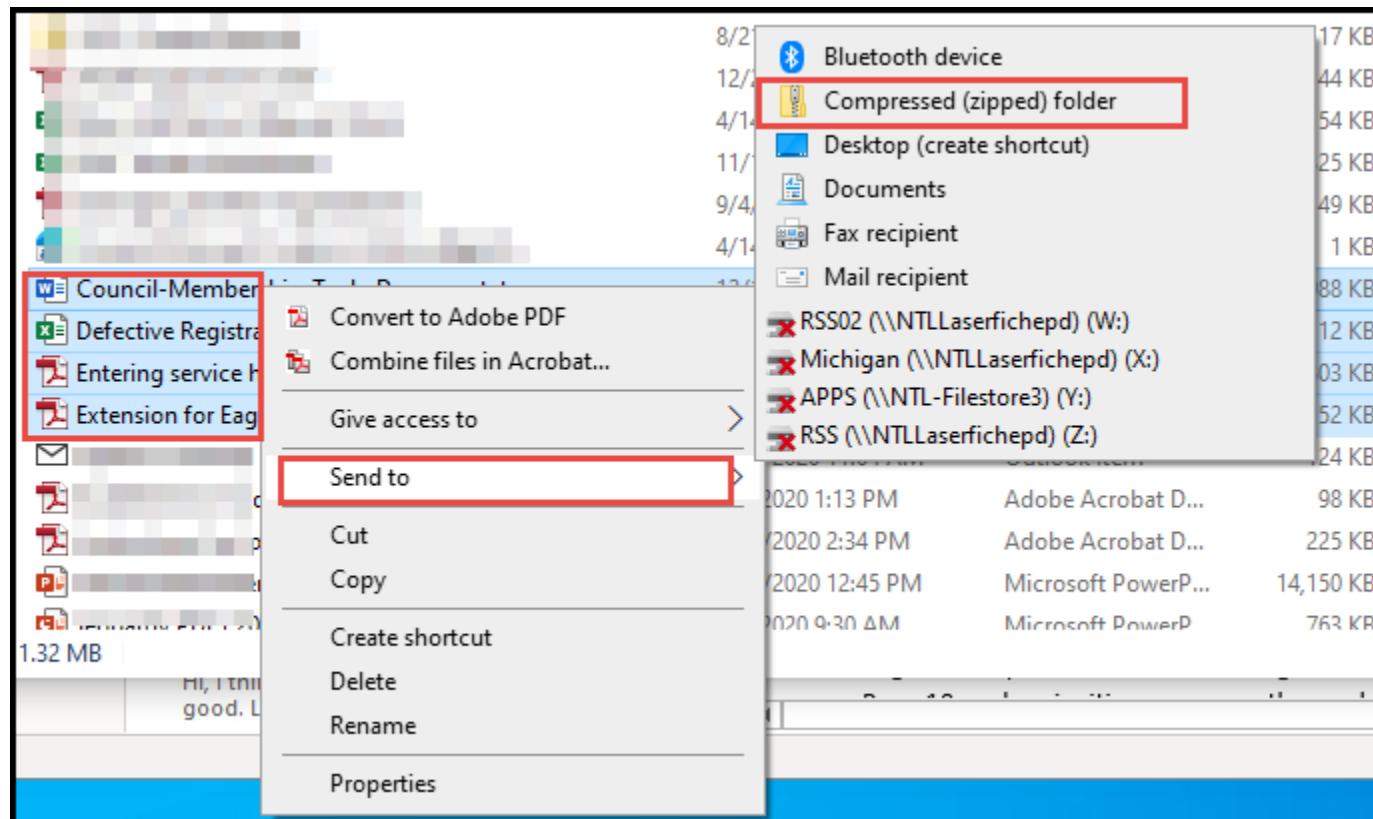
Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	1	✓	Off	\$ 45.00
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	Off	\$ 45.00
Joseph Muckleroy	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	Off	\$ 0.00
Joseph Muckleroy	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	Off	\$ 45.00
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	Off	\$ 45.00
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	1	✓	Off	\$ 45.00

Promoting a Member

In order to promote a youth member to an adult, a youth member to a participant, or a participant to an adult, you must click the box next to the individual you would like to promote. Click Manage members and follow the instructions listed in this User Guide to first remove the person from the charter. Then add them as a new member with the “New Paper Application” option following the instructions in this User Guide to add a person. You will upload a new application, CBC (if applicable), and YPT (if applicable). The member id for the individual will remain the same.

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.



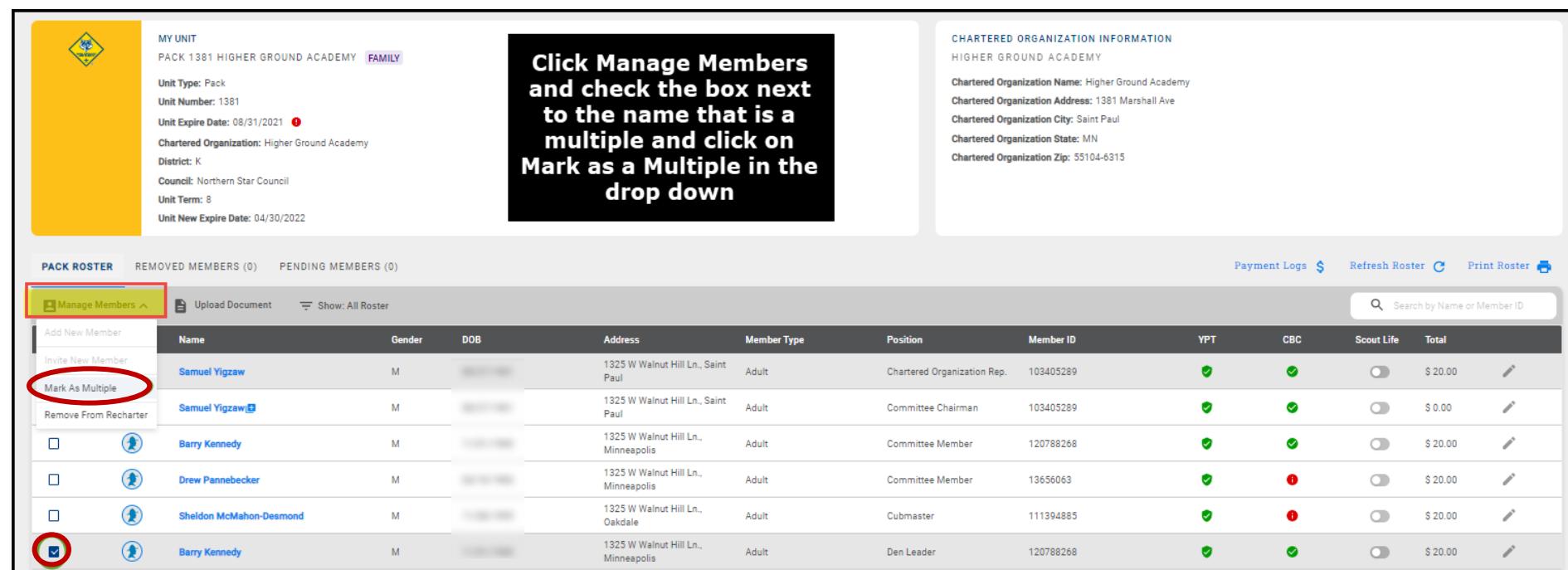
Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS	↻	9/9/2021 8:51 AM	Compressed (zipp...)	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

Adding a Multiple

If an individual is paying in another unit, you have the ability to register them in your unit(s) as a multiple and no fee is collected. The unit listed as the multiple unit is the unit they through which they will be paying their recharter fees. If an individual is paying in a council level position, you have the ability to register them in the unit(s) as a multiple and no fee is collected by the unit(s).

Note 1: For those multiplying from a council position select “Non-unit Position”

Note 2: The Charter Org Representative is the only individual that can multiple in more than one position as a committee chair or committee member only. No other adult leaders can multiple in more than one position within the same unit.



MY UNIT
PACK 1381 HIGHER GROUND ACADEMY FAMILY

Unit Type: Pack
Unit Number: 1381
Unit Expire Date: 08/31/2021 ⓘ
Chartered Organization: Higher Ground Academy
District: K
Council: Northern Star Council
Unit Term: 8
Unit New Expire Date: 04/30/2022

CHARTERED ORGANIZATION INFORMATION
HIGHER GROUND ACADEMY

Chartered Organization Name: Higher Ground Academy
Chartered Organization Address: 1381 Marshall Ave
Chartered Organization City: Saint Paul
Chartered Organization State: MN
Chartered Organization Zip: 55104-6315

PACK ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Manage Members ▾

Click Manage Members and check the box next to the name that is a multiple and click on Mark as a Multiple in the drop down

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	☐	\$ 20.00
Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✓	✓	☐	\$ 0.00
Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788268	✓	✓	☐	\$ 20.00
Drew Pannebecker	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✓	✗	☐	\$ 20.00
Sheldon McMahon-Desmond	M		1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	111394885	✓	✗	☐	\$ 20.00
Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120788268	✓	✓	☐	\$ 20.00

Payment Logs \$ Refresh Roster C Print Roster P

Search by Name or Member ID

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

Unit

Mark as Multiple

Choose the Council that the individual is registered in and the unit type and unit number - Once you have selected the council and unit click the Mark as multiple button

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

North Florida Council 087
Northeast Georgia Council 101
Northeast Illinois 129
Northeast Iowa Council 178
Northeastern Pennsylvania Council 501
Northern Lights Council 429
Northern New Jersey Council, BSA 333
Northern Star Council 250

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northeastern Pennsylvania Council 501

Unit Type

Unit
Grace Episcopal Church 0001
Fathers Club 100 Inc 0100
Shavertown United Methodist Church 0163
Mountain Top American Legion Post 781 04...
Goose Pond Scout Reservation 0720
Hickory St Presbyterian Church 1600
Queen of the Apostles Parish 3701

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

Crew
Non Unit Position
Pack
Post
Ship
Troop

Invite New Member into the unit (Leads)

Unit Expire Date: 09/29/2021 !

Chartered Organization: Friends of the Williamsburg Troop 12

District: Sabine

Council: Three Rivers Council

Unit Term: 12

9/29/2022

1. Select Invite New Member

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

Manage Members ▼ Upload Document Show

Invite New Member

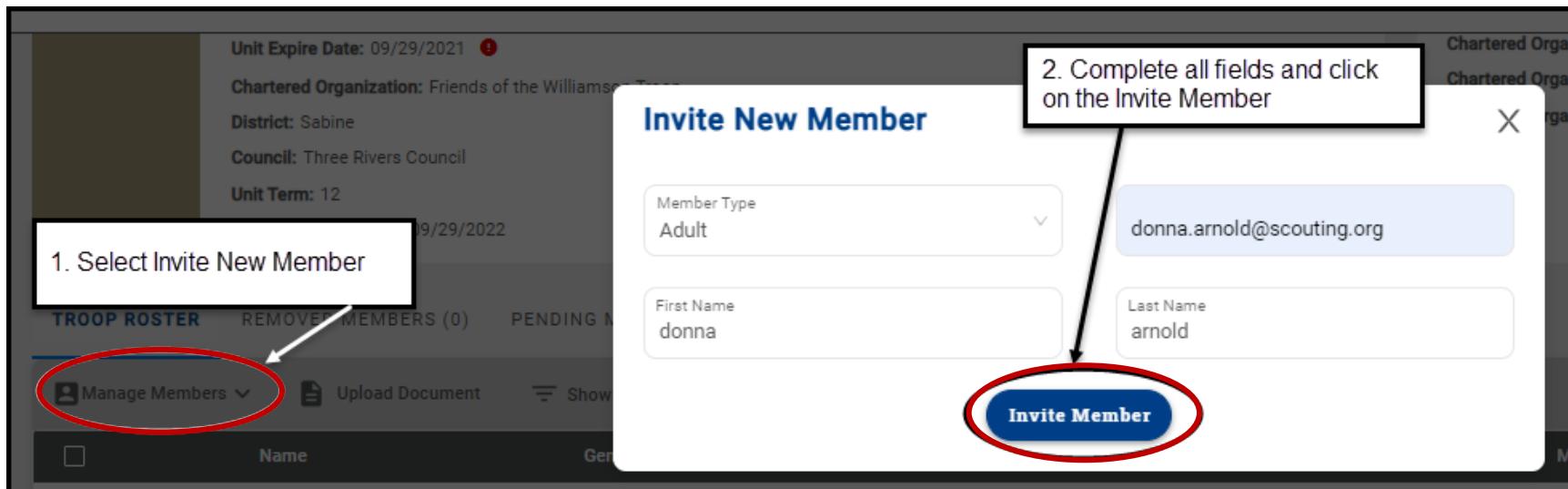
Member Type: Adult

First Name: donna

Last Name: arnold

Invite Member

2. Complete all fields and click on the Invite Member



Invite New Member

Member Type: **Participant**

Email Address:

First Name:

Last Name:

Invite Member

There are three invite options - Adult , Youth and Participant

Invite New Member

Member Type: **Youth**

Parent/Guardian's Email Address:

Parent/Guardian's First Name:

Parent/Guardian's Last Name:

Youth's First Name:

Youth's Last Name:

Invite Member

Invite New Member

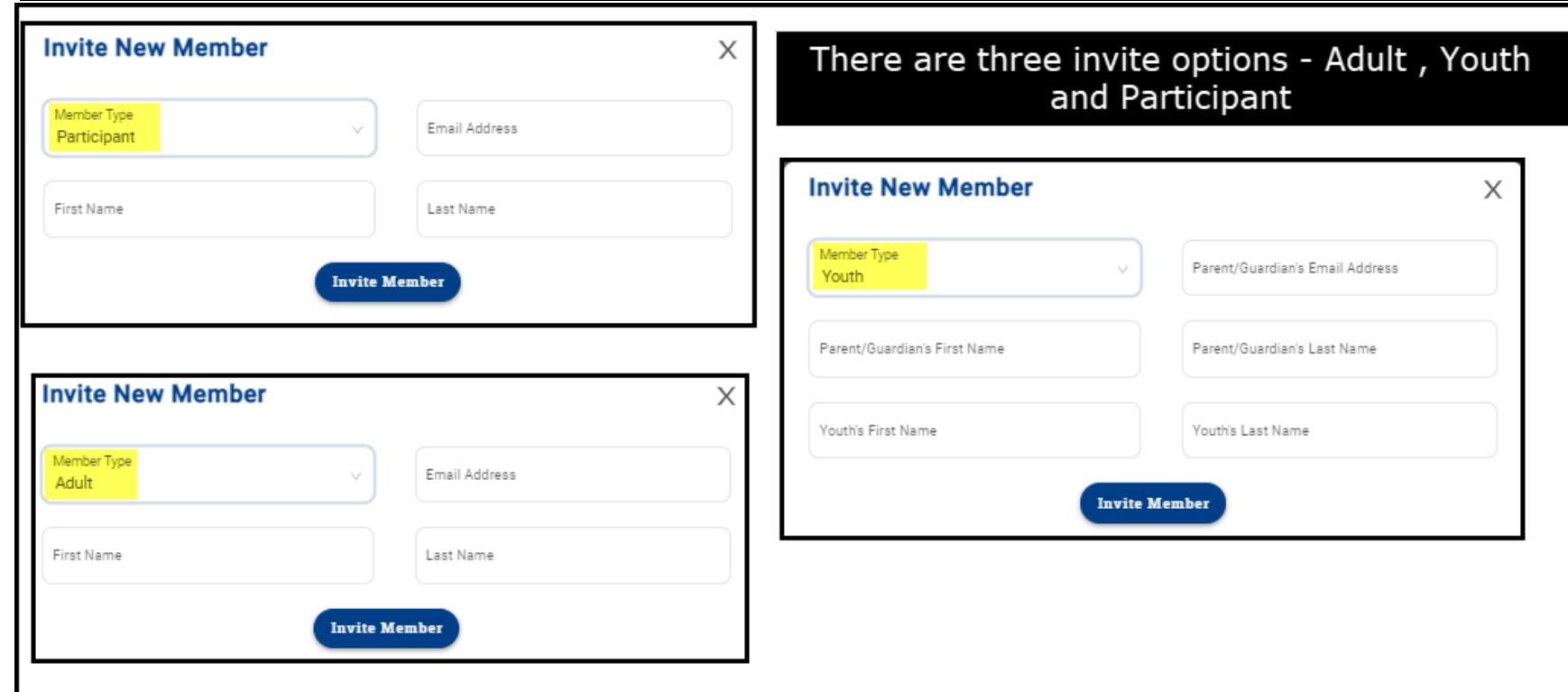
Member Type: **Adult**

Email Address:

First Name:

Last Name:

Invite Member



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

Recharter Invitation



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

To Donna Arnold

Retention Policy 3 Year Delete (3 years)

[View Online](#)



You're Invited to Join Us!

Troop 0118 is waiting for you to join!

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

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

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

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

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

<

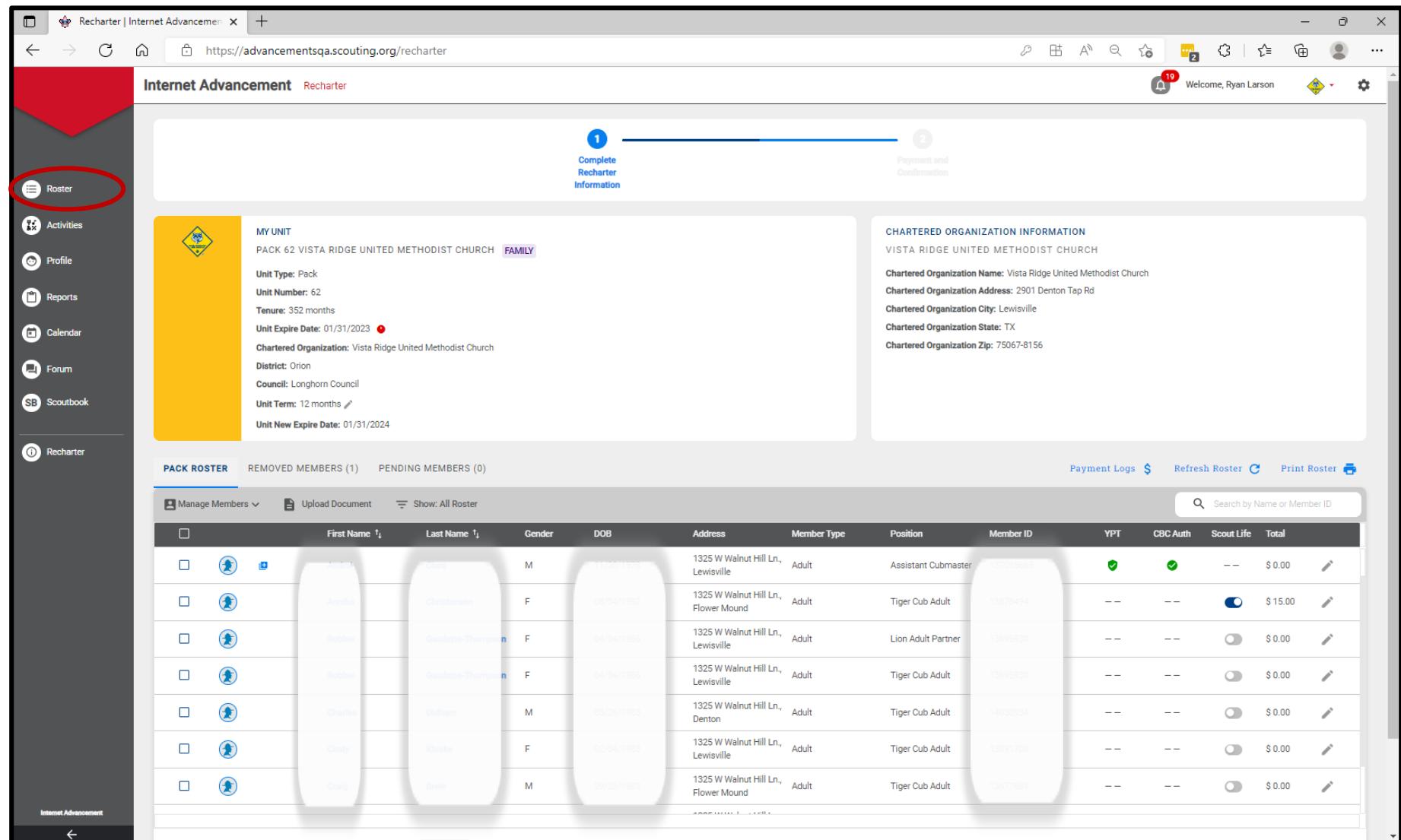
1

>

10 / page ▾

Edit Personal Information

Click Roster. Then the profile of the individual you would like to edit. Edit the information on the profile (for Scouts, click Scouts Info). Then click Recharter and Refresh Roster.



The screenshot shows the Internet Advancement Recharter interface. The left sidebar has a red circle around the 'Roster' icon. The main content area shows 'MY UNIT' information for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY'. It includes details like Unit Type: Pack, Unit Number: 62, and Charterer Organization: Vista Ridge United Methodist Church. The 'CHARTERED ORGANIZATION INFORMATION' section provides the charterer's address, city, state, and zip. Below this is the 'PACK ROSTER' table, which lists members with columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table shows several members, including adults and scouts, with their respective addresses and roles.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Adam	Thomson	M	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	1234567890	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	Anna	Thomson	F	04/04/1988	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1234567891	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	Bubble	Gaudette-Thomson	F	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	1234567892	--	--	<input checked="" type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Bubble	Gaudette-Thomson	F	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1234567893	--	--	<input checked="" type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Charles	Thomson	M	04/29/1988	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	1234567894	--	--	<input checked="" type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Clancy	Thomson	F	02/03/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1234567895	--	--	<input checked="" type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Clancy	Thomson	M	02/03/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1234567896	--	--	<input checked="" type="checkbox"/>	\$ 0.00

Search by Name or Member ID

<input type="checkbox"/>	Name 	Member ID	Age 	Last Rank Approved 	Patrol 
<input type="checkbox"/>	 Michael Dunn	10373165	56	Unassigned	
<input type="checkbox"/>	 John Dunn	10373165	68	Unassigned	
<input type="checkbox"/>	 Susan Kane	10373165	66	Unassigned	
<input type="checkbox"/>	 Ronald Litchfield	10221869	59	Unassigned	
<input type="checkbox"/>	 John McCurdy	10202166	63	Unassigned	
<input type="checkbox"/>	 William Napper	12857320	16	 Second Class  1	
<input type="checkbox"/>	 Adam Powers	10521587	15	 Second Class  2	
<input type="checkbox"/>	 Jude Powers	10442156	54	Unassigned	
<input type="checkbox"/>	 Noah Routson	10307119	17	 Life Scout  Unassigned	
<input type="checkbox"/>	 Robert Schmidt	1743869	61	Unassigned	

Total 10 Items    10 / page 

Internet Advancement Youth Profile  15 Welcome, Christopher Price  

 William Napper  Second Class

Started Pending Approval **Approved**

Approved ✓ Awarded ★

Ranks

Second Class ★ 2020-01-21	Tenderfoot ★ 2020-01-21
Scout ★ 2020-01-21	

Awards

Totin Chip ★ 2018-09-27

Merit Badges (8)

Citizenship in the World ✓ 2021-01-04	First Aid ★ 2018-08-06
Fishing ★ 2017-08-15	Golf ★ 2019-09-11
Keyaking ★ 2017-07-07	Music ★ 2018-05-05
Oceanography ★ 2017-07-07	Swimming ★ 2017-05-09

Activity Logs

 CAMPING 0 NIGHTS
 HIKING 0 MILES
 SERVICE HOURS 0 HOURS

Ranks

Tenderfoot	Second Class	First Class
Previous	Last Approved	Next

[SEE ALL](#) 

PERSONAL INFORMATION

Prefix 

Suffix 

Preferred Name 



Date of Birth:

Gender: 

 Please contact your council office for any changes on your personal information.

ADDRESS INFORMATION

Home Business Vacation

 Primary

Country 

Address Line 1
1325 W Walnut Hill Ln.

Address Line 2

City
Prescott

State 

Zip Code
86303-5380

CONTACT INFORMATION

EMAIL

 Primary

Email Address*
qa@scouting.org

Add Email Address 

PHONE

Recharter | Internet Advancement

https://advancementsqa.scouting.org/recharter

Internet Advancement Recharter

Welcome, Ryan Larson

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

Unit Type: Pack

Unit Number: 62

Tenure: 352 months

Unit Expire Date: 01/31/2023

Chartered Organization: Vista Ridge United Methodist Church

District: Orion

Council: Longhorn Council

Unit Term: 12 months

Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church

Chartered Organization Address: 2901 Denton Tap Rd

Chartered Organization City: Lewisville

Chartered Organization State: TX

Chartered Organization Zip: 75067-8156

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

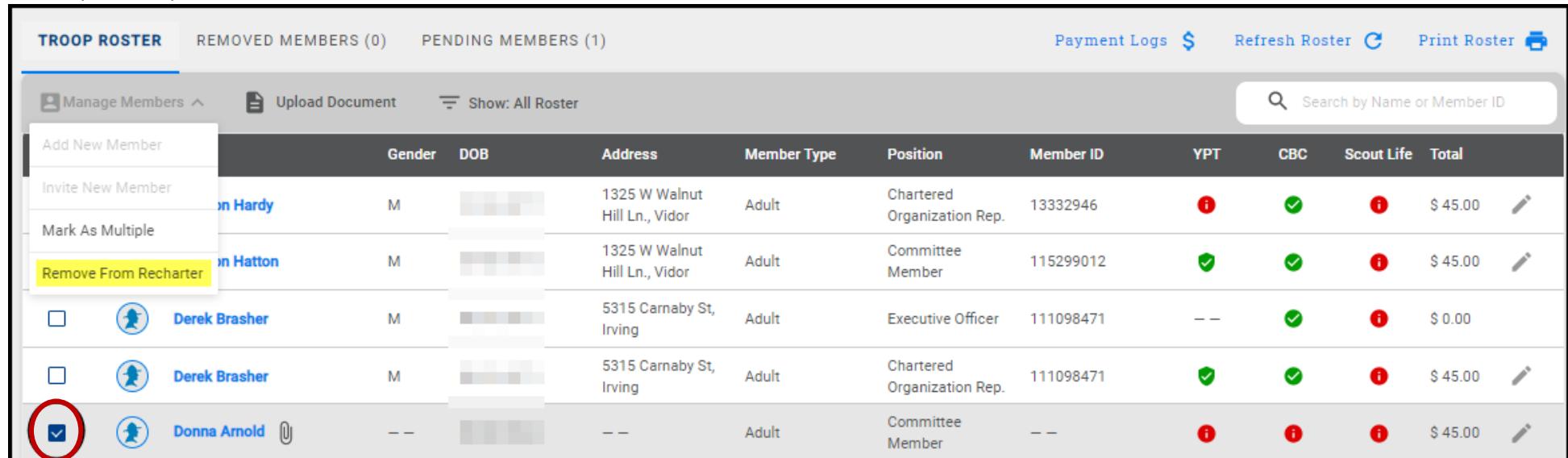
Payment Logs \$ Refresh Roster C Print Roster P

Manage Members Upload Document Show: All Roster

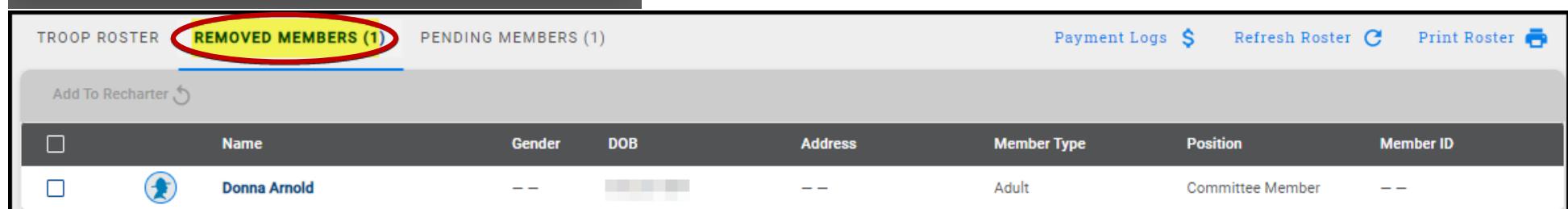
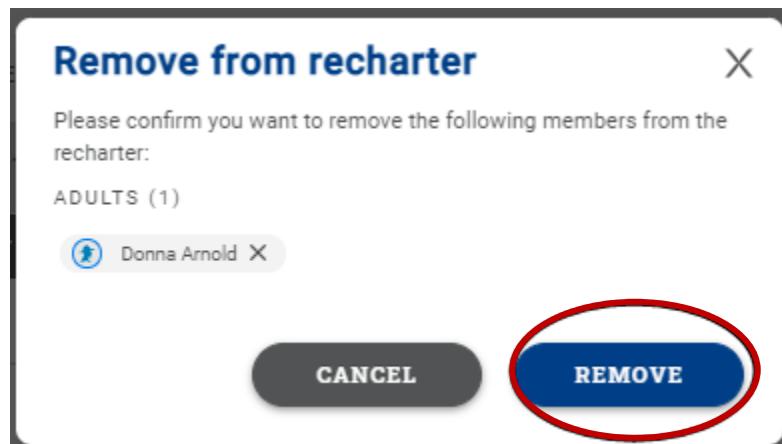
First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
Adrian	Adrian	M	01/01/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	1000000000000000000	✓	✓	--	\$ 0.00
Adrienne	Adrienne	F	01/01/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1000000000000000001	--	--	-toggle	\$ 15.00
Bobbie	Gaudette-Thompson	F	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	1000000000000000002	--	--	toggle	\$ 0.00
Bobbie	Gaudette-Thompson	F	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1000000000000000003	--	--	toggle	\$ 0.00
Charles	Charles	M	01/20/1989	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	1000000000000000004	--	--	toggle	\$ 0.00
Claudia	Claudia	F	02/04/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1000000000000000005	--	--	toggle	\$ 0.00
Craig	Craig	M	09/25/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1000000000000000006	--	--	toggle	\$ 0.00

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 C		Print Roster P	
Manage Members		Upload Document		Show: All Roster		Search by Name or Member ID					
Add New Member											
Invite New Member		Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
John Hardy	M	[REDACTED]	[REDACTED]	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	i	✓	i	\$ 45.00
Mark As Multiple											
Remove From Recharter	John Hatton	M	[REDACTED]	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	i	\$ 45.00
	Derek Brasher	M	[REDACTED]	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	i	\$ 0.00
	Derek Brasher	M	[REDACTED]	5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	i	\$ 45.00
<input checked="" type="checkbox"/> Donna Arnold	[REDACTED]	--	[REDACTED]	--	Adult	Committee Member	--	i	i	i	\$ 45.00



TROOP ROSTER		REMOVED MEMBERS (1)		PENDING MEMBERS (1)		Payment Logs \$		Refresh Roster C		Print Roster P	
Add To Recharter											
Add To Recharter											
<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID				
<input type="checkbox"/>	Donna Arnold	--	[REDACTED]	--	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 shows the Internet Advancement Recharter interface. The top navigation bar includes 'Internet Advancement' and 'Recharter' on the left, and 'Welcome, Derek Brasher' with a bell icon and a gear icon on the right.

The main content area is divided into sections: 'Complete' (with a '1' icon), 'Add to recharter' (with a '2' icon), 'Payment and Confirmation', and 'CHARTERED ORGANIZATION INFORMATION'.

Left Panel (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

Center Panel (Add to recharter):

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

ADULTS (1)

Donna Arnold X

Buttons: CANCEL (gray), ADD (blue, circled in red)

Bottom Panel (TROOP ROSTER):

- 1. Click on the Removed Member tab (highlighted in black)
- 2. Click the checkbox next to the name you would like to add back into the Recharter (circled in red)
- 3. Click Add To Recharter (highlighted in black)

Right Panel (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

Bottom Right (Buttons):

- Payment Logs \$
- Refresh Roster C
- Print Roster P
- Validate Recharter and Pay (blue button, circled in red)

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 that will display any errors or warnings. At that time you will need to review and correct the warnings and 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 or warning, you have the ability to correct the warnings if possible and continue through the submittal process.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and you have addressed the warnings and you are ready to submit your unit, click the Proceed to Payment button. If you have no errors or warnings and you may proceed straight to payment. You have the option to print your roster by clicking the “Print Roster” button above the search for Name or Member ID bar once you have validated all information and before you move to the payment page.

The screenshot shows the Internet Advancement Recharter page. On the left, a sidebar lists various options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter (which is currently selected). The main content area displays unit information (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) and a Troop Roster table with two members: Kryndon Hardy and Zachary Brasher. The roster table includes columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. A modal window titled "Validate recharter" is open, showing a list of validation results: "Unit does not have the required amount of leadership positions" (error), "Leaders have current YPT" (warning), "Leaders have completed CBC authorization" (warning), and "Leaders are more than 18 years old" (info). The "CONTINUE EDITING" button is highlighted with a red oval. A callout box on the right side of the modal states: "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 page, the "Validate Recharter and Pay" button is also highlighted with a red oval.

<input type="checkbox"/>		Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	i	✓	i	\$ 45.00	
<input type="checkbox"/>		Bronson Hatton	M					115299012	✓	✓	i	\$ 45.00	
<input type="checkbox"/>		Derek Brasher	M					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							i	i	i	\$ 45.00	
<input type="checkbox"/>		Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	--	--	i	\$ 72.00	
<input type="checkbox"/>		Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--	i	\$ 72.00	
<input type="checkbox"/>		Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--	i	\$ 72.00	
		Add Youth (Must have at least 5 youth)											
<p>Total 12 Items < 1 2 > 10 / page ▾</p>													

Validate recharter 

Recharter validation successful!

- ✓ Unit has the required amount of leadership positions
- i Leaders have current YPT
- i 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

[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 ACH (\$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

1 Complete Recharter Information

2 Payment and Confirmation

BILLING INFORMATION

First Name _____ Last Name _____

Code USA Phone Number _____

Country USA (US) Address _____

City _____ State _____

Zip Code _____

PAYMENT METHOD

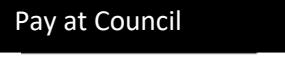
 Credit Card Extra credit card fee 3%

 Credit Card payment 

 ACH

 ACH payment

 Pay at Council Local council processing fee may apply

 Pay at Council

RENEWAL ROSTER FEES TOTAL: \$705 USD

REGISTRATION	QUANTITY	FEES
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

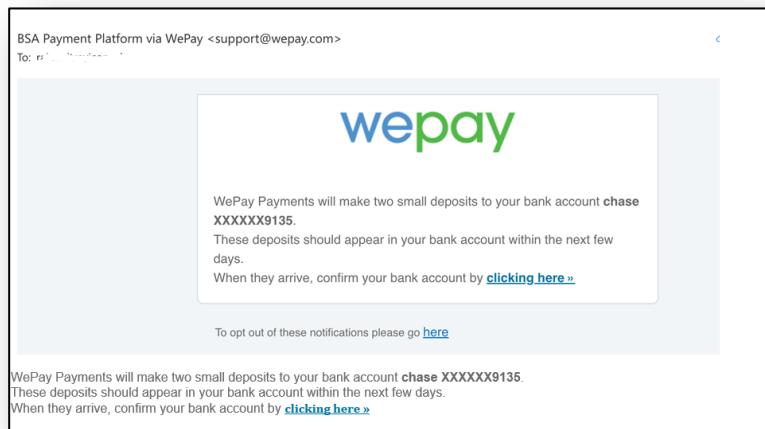
 Pay and Post Renewal

During this process, you have ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council, which a local processing fee may apply. 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.

Note on ACH

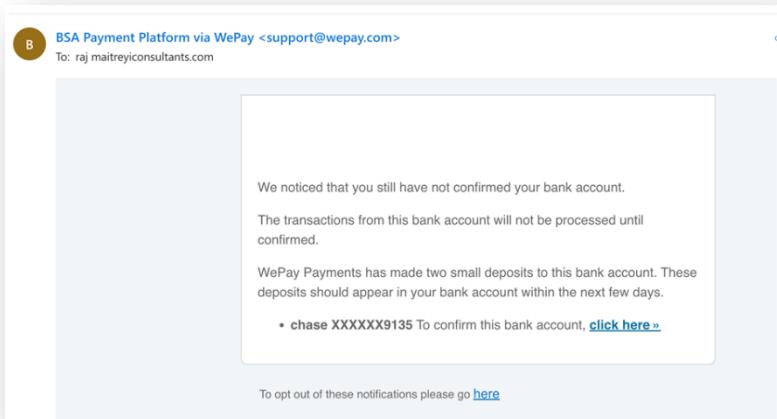
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

To begin, you will receive an email after you select ACH and click “Pay and Post Renewal.” If you did not receive an email, be sure to whitelist or add support@wepay.com to your SafeSenders list through your email provider. (Also, check the email inbox of the individual submitting the recharter as well as the key 3).



Click the tiny link at the bottom of the modal which appears and asks you to select your bank.

Once clicked, the bank routing and account number will need to be entered. Following this step, a series of microdeposits will be made to the account entered. An email will be sent from WePay to the email entered as the payor information every day for 30 days, which will ask the user to click to a form where they will need to confirm the microdeposit amounts.



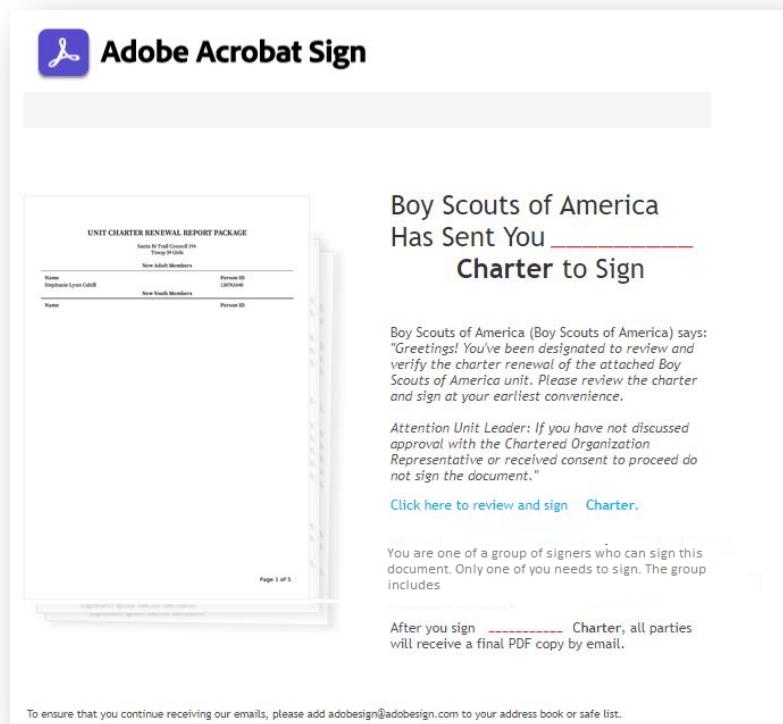
Once confirmed, the microdeposits will be reverted and the transaction amount – the full recharter amount – will be immediately withdrawn, and payment will be complete.

If payment fails, common issues include

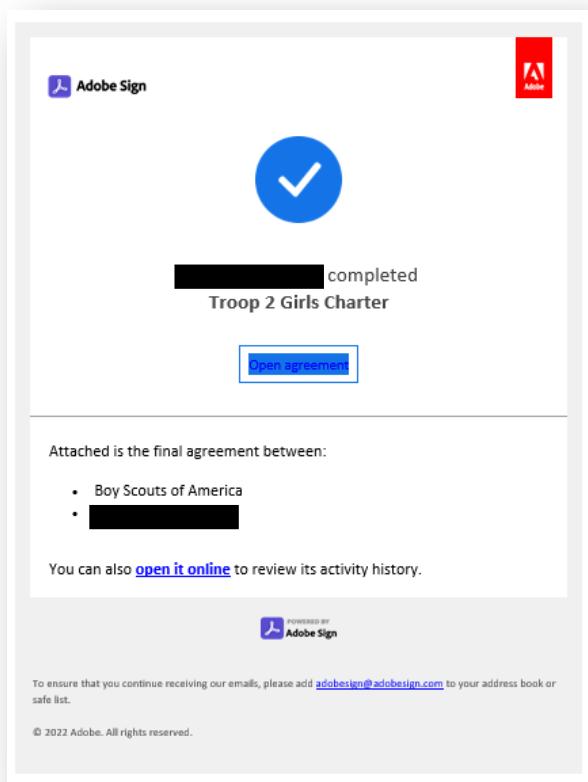
- **Bank was not confirmed within 30 days**
- **Bank refused the payment request**
- **Incorrect bank account information was provided**
- **Incorrect transaction amount entered for payment**
- **Insufficient funds in the bank account**

Signature and Approval

After paying and posting the renewal an Adobe Acrobat Sign document will be sent to your NEW Key 3 (as entered on the recharter), COR Delegate, and Key 3 Delegate. Any of these individuals may sign the document if approval has been discussed with the Charter Organization Representative. It is preferable that it be signed by the Charter Organization Representative. Be sure to save and/or print the recharter renewal prior and after submittal. **Once signed and payment has been completed, your recharter process will be complete for your unit.**



Example of email sent to Key 3, COR Delegate, and Key 3 Delegate. Remember to save/print agreement



Example of recharter completed email after charter has been electronically signed sent to Key 3 COR Delegate, and Key 3 Delegate. Remember to save/print agreement