

# Internet Rechartering 2.0

## User Guide

updated 9/12/2022



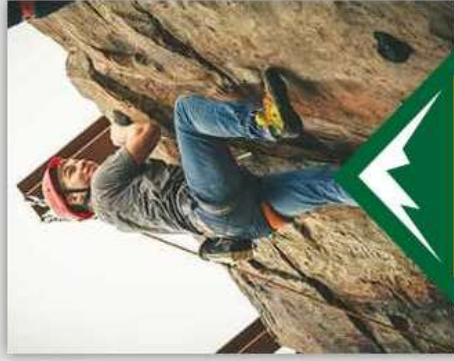
**Cub Scouting**

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



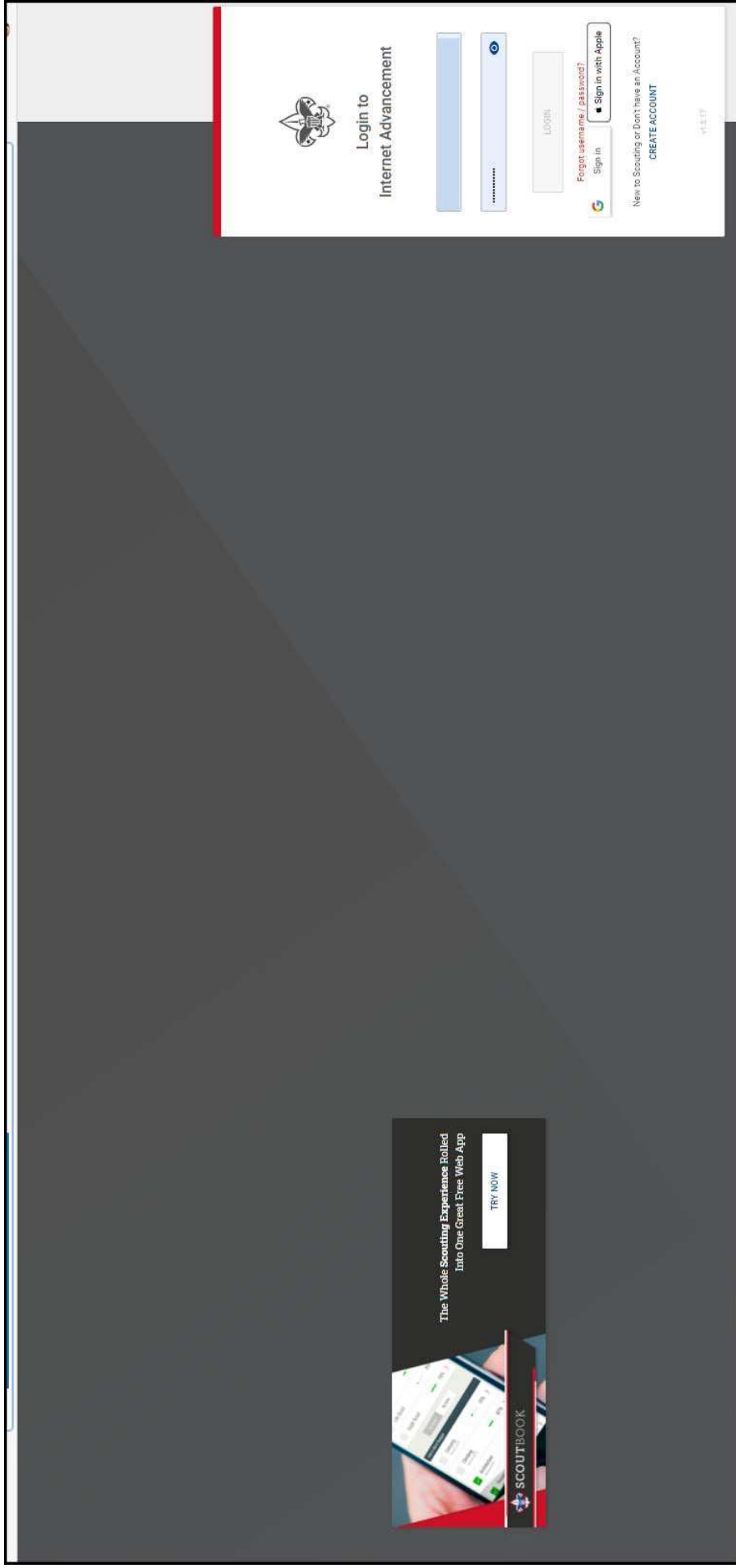
**Exploring**

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. At the top, the user is logged in as 'Ryan Larson'. A dropdown menu is open, showing options for 'Cub Scout Pack 62 FAMILY', 'Scouts BSA Troop 2 (GIRLS)', and 'Parent / Guardian'. A red circle highlights the dropdown arrow icon. Below the dropdown, a table lists members: Blake Rickford (Member ID: 136478736, Age: 11, Rank: Webelos), Logan Bowen (Member ID: 13874813, Age: 10, Rank: Webelos 8), and Kent Brein (Member ID: 13677695, Age: 7, Rank: Tiger). A 'Run Report' button is visible at the bottom right.

Once you have logged into your account, choose your Unit and Position by clicking the dropdown.

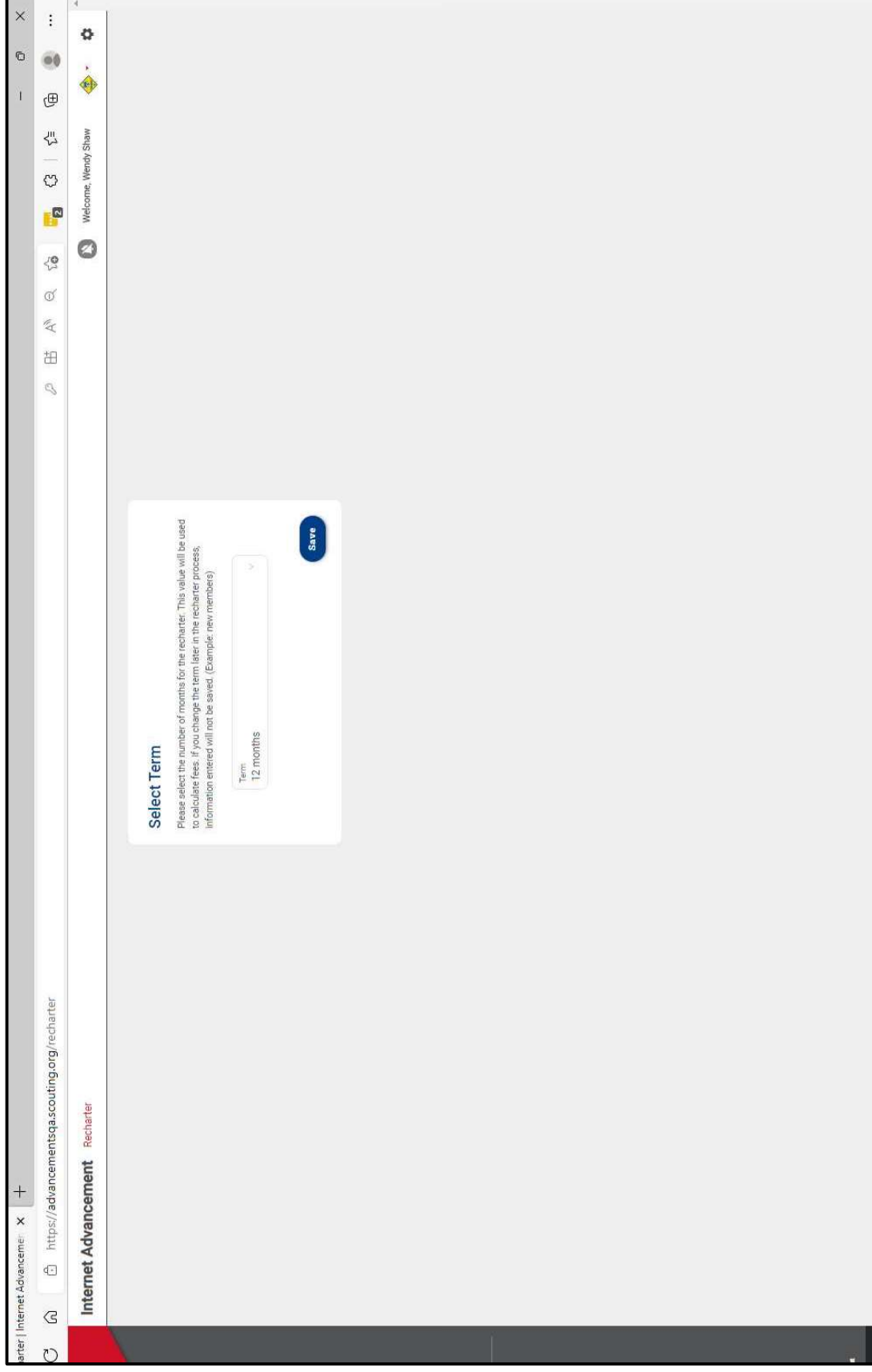
\*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter

Click on Recharter to open your roster and begin submittal process

Name	Member ID	Age	Last Rank	Approved	Den
Blake Rickford	136478736	11	Webelos		Unassigned
Logan Bowen	13874813	10	Webelos		Webelos 8
Kent Brein	13677695	7	Tiger		Unassigned

## 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.



The screenshot shows a web browser window with the URL <https://advancementsqa.scouting.org/recharter>. The page title is "Internet Advancement Recharter". A modal form titled "Select Term" is displayed. The form contains the following text: "Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)". Below this text is a dropdown menu labeled "Term:" with the value "12 months" selected. A blue "Save" button is located to the right of the dropdown.

## 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 displays the 'Internet Advancement Recharter' interface. At the top, there is a navigation bar with 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'SB', and 'Recharter' options. The main content area is divided into several sections:

- 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 Demson Tap Rd, Chartered Organization City: Lewisville, Chartered Organization State: TX, Chartered Organization Zip: 75067-8156.
- Complete Recharter Information:** A progress indicator showing 1 step completed.

At the bottom, there is a table with the following columns: Manage Members, Upload Document, Show: All Roster, First Name, Last Name, Gender, DOB, Address, Member Type, Position, YPT, CBC Auth, Scout Life, and Total. The table lists several members with their respective details and status indicators.

Manage Members	Upload Document	Show: All Roster	First Name	Last Name	Gender	DOB	Address	Member Type	Position	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	<input type="checkbox"/>		John	Smith	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		Jane	Smith	F	02/15/1985	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>		Mike	Johnson	F	03/20/1990	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		Alice	Johnson	F	04/10/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		David	Johnson	M	05/05/1982	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		Emily	Johnson	F	06/18/1995	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		Chris	Johnson	M	07/22/1987	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$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 for a member named Andrea Olvera. The page is divided into several sections:

- 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: Olton, 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.
- Member Profile:** Member ID: 1155, Position: Assistant Cubmaster, Member Type: Adult, Address: 1325 W Walnut Hill Ln, Lewisville.
- Navigation:** A pencil icon in the top right corner is circled in red, with a callout box pointing to it.

**To edit a position - click the pencil icon to edit.**

The screenshot shows the 'Update Member Information' dialog box for the member. The dialog box contains the following information:

- Primary Position in Unit:** Assistant Webelos Leader
- Member Type:** Adult
- Update Information:** A blue button with a white border, circled in red.

A dropdown menu is open below the 'Update Information' button, showing the following options:

- Assistant Cubmaster
- Assistant Webelos Leader
- Asst. Den Leader
- Chartered Organization Rep.
- Committee Chairman
- Committee Member
- Cubmaster
- Den Leader (circled in red)

**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).**

# Internet Advancement Recharter

1 Complete Recharter Information

**MY UNIT**  
PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY  
Unit Type: Peck  
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.**

Payment Logs \$ Refresh Roster Print Roster

**PACK ROSTER** REMOVED MEMBERS (1) PENDING MEMBERS (0) Show: All Roster

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Andrew	Peck	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	01073404	✓	✓	--	\$0.00
<input type="checkbox"/>	Angela	Christensen	F	01/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	01073404	--	--	ON	\$15.00
<input type="checkbox"/>	Angela	Christensen	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Farmer	01073404	--	--	ON	\$0.00
<input type="checkbox"/>	Angela	Christensen	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	01073404	--	--	ON	\$0.00
<input type="checkbox"/>	Andrew	Christensen	M	01/01/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	01073404	--	--	ON	\$0.00
<input type="checkbox"/>	Andy	Peck	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	01073404	--	--	ON	\$0.00
<input type="checkbox"/>	Corey	Peck	M	01/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	01073404	--	--	ON	\$0.00

## 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

The screenshot displays the 'Internet Advancement Recharter' web application. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area is divided into several sections:

- MY UNIT:** PACK 65 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 Terms: 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:** A table listing members with columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBO Auth, Scout Life, and Total. A 'Multiple Indicator' (a blue plus sign) is visible next to the first member's name.

Annotations with arrows point to the 'Manage Members' button and the 'Multiple Indicator' in the roster table.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBO Auth	Scout Life	Total
<input type="checkbox"/>	John	Johnson	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	12345678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	Jane	Johnson	F	02/02/1985	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub-Adult	12345679	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	John	Johnson	F	03/03/1990	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Planner	12345680	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	John	Johnson	F	04/04/1995	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub-Adult	12345681	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	John	Johnson	M	05/05/2000	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub-Adult	12345682	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	John	Johnson	F	06/06/2005	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub-Adult	12345683	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	John	Johnson	M	07/07/2010	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub-Adult	12345684	--	--	<input type="checkbox"/>	\$ 0.00



# 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.

The screenshot shows the 'Internet Advancement Recharter' interface. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'SB Scoutbook', and 'Recharter'. The main content area is divided into two columns. The left column displays 'MY UNIT' information for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY), including Unit Type (Pack), Unit Number (62), Tenure (352 months), Unit Expire Date (01/31/2023), Chartered Organization (Vista Ridge United Methodist Church), District (Ollion), Council (Longhorn Council), Unit Term (12 months), and Unit New Expire Date (01/31/2024). A 'Manage Members' button is highlighted with a black box and an arrow. The right column displays 'CHARTERED ORGANIZATION INFORMATION' for 'VISTA RIDGE UNITED METHODIST CHURCH', including Chartered Organization Name, Address (2901 Denton Tap Rd, Lewisville, TX), and Zip (75067-8156). Below this is a 'PACK ROSTER' section with tabs for 'REMOVED MEMBERS (1)', 'PENDING MEMBERS (0)', and 'Show All Roster'. The 'Manage Members' tab is active, showing a table of members with columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, YPT, CBC Auth, Scout Life, and Total. The table lists several members, including an Assistant Cubmaster and several Tiger Cub Adults.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Andrew	Chapman	M	05/24/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	✓	✓	--	\$0.00
<input type="checkbox"/>	Andrew	Chapman	F	04/24/1985	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	--	--	ON	\$15.00
<input type="checkbox"/>	Andrew	Chapman	F	04/24/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	--	--	ON	\$0.00
<input type="checkbox"/>	Andrew	Chapman	F	04/24/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	--	--	ON	\$0.00
<input type="checkbox"/>	Andrew	Chapman	M	04/24/1985	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	--	--	ON	\$0.00
<input type="checkbox"/>	Andrew	Chapman	F	04/24/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	--	--	ON	\$0.00
<input type="checkbox"/>	Andrew	Chapman	M	04/24/1985	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	--	--	ON	\$0.00

MY UNIT  
TROOP 118 FRIENDS OF THE WILLIAMSON  
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 Terms: 12  
Unit New Expire Date: 09/29/2022

ORGANIZATION INFORMATION  
NAME: THE WILLIAMSON TROOP  
Organization Name: Friends of the Williamson Troop  
Organization Address: 5890 Packard  
Organization City: Vidor  
Organization State: TX  
Organization Zip: 77662-2457

### Add New Member

First Name  
Donna

Member Type  
Adult

Primary Position in Unit  
Committee Member

Date of Birth

Last Name  
Arnold

3. Click the plus sign to attach application

Add Paper Application  
Required Field

Add Member

5. Click Add Member

1. Click Manage Members

Manage Members

Name	Gender	DOB	Address	Member
	M		1325 W Walnut Hill Ln., Vidor	Adult
	M		1325 W Walnut Hill Ln., Vidor	Adult
	M		5315 Camaby St, Irving	Adult
	M		5315 Camaby St, Irving	Adult
	M		1325 W Walnut Hill Ln., Vidor	Adult
	M		1325 W Walnut Hill Ln., Vidor	Adult

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

2021 Adult Application

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

File name: Adobe Acrobat Document

Open

Cancel

# 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

CHARTERED ORGANIZATION INFORMATION  
FRIENDS OF THE WILLIAMSON TROOP  
Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 3990 Packard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: 77662-2457

Upload Document

Brandon Hardy  
Joseph Mackleroy

CANCEL SAVE

Payment Logs Refresh Roster Print Roster

Search by Name or Member ID

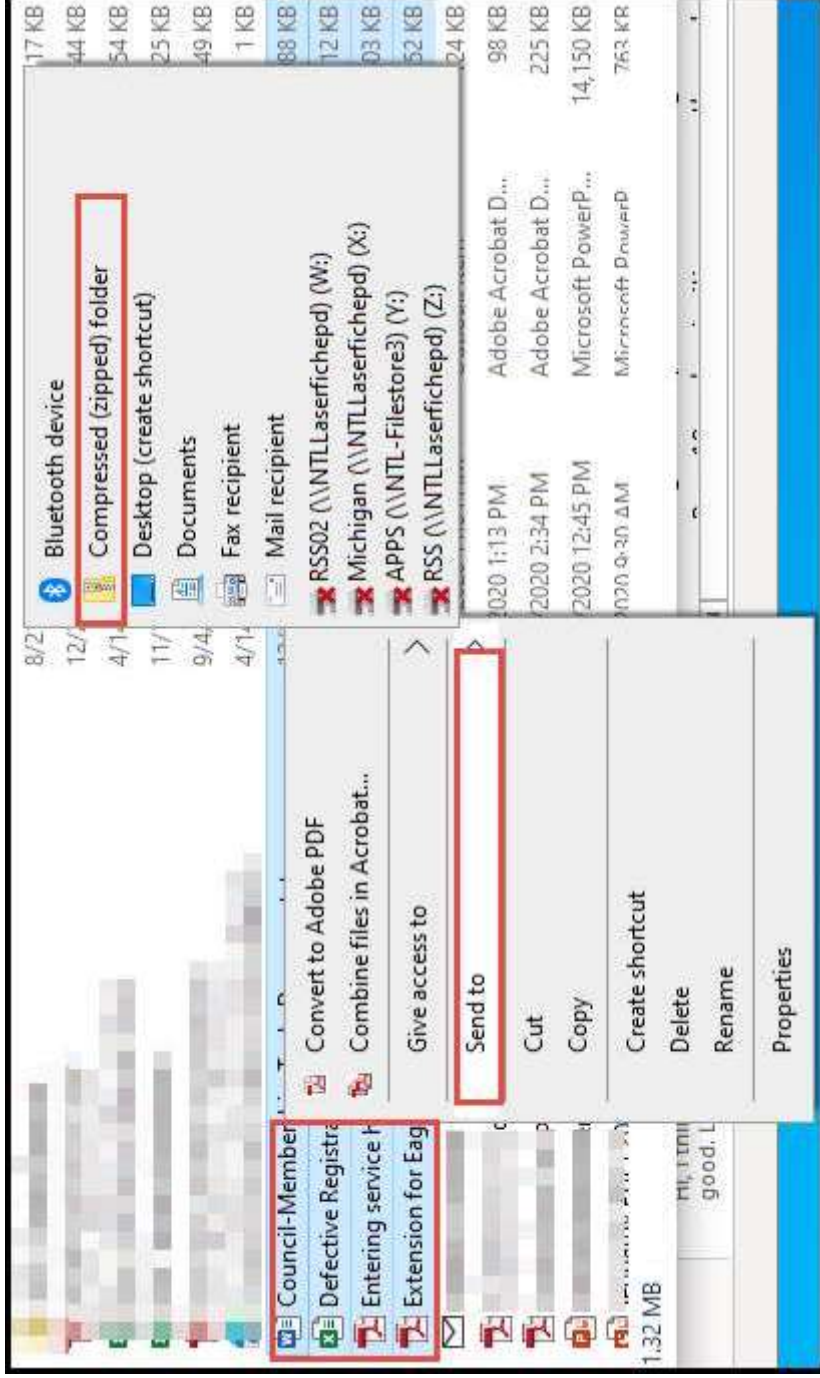
Manage Members	Removed Members (0)	Pending Members (0)	Show All Roster	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input checked="" type="checkbox"/>				Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00
<input type="checkbox"/>				Joseph Mackleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00
<input type="checkbox"/>				Joseph Mackleroy	M		5315 Camaby St, Irving	Adult	Executive Officer	111988471	--	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>				Joseph Mackleroy	M		5315 Camaby St, Irving	Adult	Chartered Organization Rep.	111988471	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00
<input type="checkbox"/>				Joseph Mackleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00
<input checked="" type="checkbox"/>				Joseph Mackleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00

## Promoting a Member

In order to promote a youth member to an adult, a participant 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.




## 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: 55104-5315

**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**

**PACK ROSTER** REMOVED MEMBERS (0) PENDING MEMBERS (0) [Upload Document](#) [Show All Roster](#) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

[Manage Members](#)

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/> <a href="#">Add New Member</a>										
<input type="checkbox"/> <a href="#">Invite New Member</a>										
<input checked="" type="checkbox"/> <a href="#">Mark As Multiple</a>										
<input type="checkbox"/> <a href="#">Remove From Roster</a>										
<input type="checkbox"/> <a href="#">Barry Kennedy</a>	M		1325 W Walnut Hill Ln., Saint Paul, Minnesota	Adult	Chartered Organization Rep.	103405289	✓	✓	Off	\$ 20.00
<input type="checkbox"/> <a href="#">Samuel Yigzaw</a>	M		1325 W Walnut Hill Ln., Saint Paul, Minnesota	Adult	Committee Chairman	103405289	✓	✓	Off	\$ 0.00
<input type="checkbox"/> <a href="#">Barry Kennedy</a>	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788298	✓	✓	Off	\$ 20.00
<input type="checkbox"/> <a href="#">Drew Pannabecker</a>	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✓	✗	Off	\$ 20.00
<input type="checkbox"/> <a href="#">Sheldon McMahon-Diamond</a>	M		1325 W Walnut Hill Ln., Oakdale, Minnesota	Adult	Cubmaster	111594885	✓	✗	Off	\$ 20.00
<input checked="" type="checkbox"/> <a href="#">Barry Kennedy</a>	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120788298	✓	✓	Off	\$ 20.00

## 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 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

Unit Type

Unit  
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  
Shaverstown United Methodist Church 0168  
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:

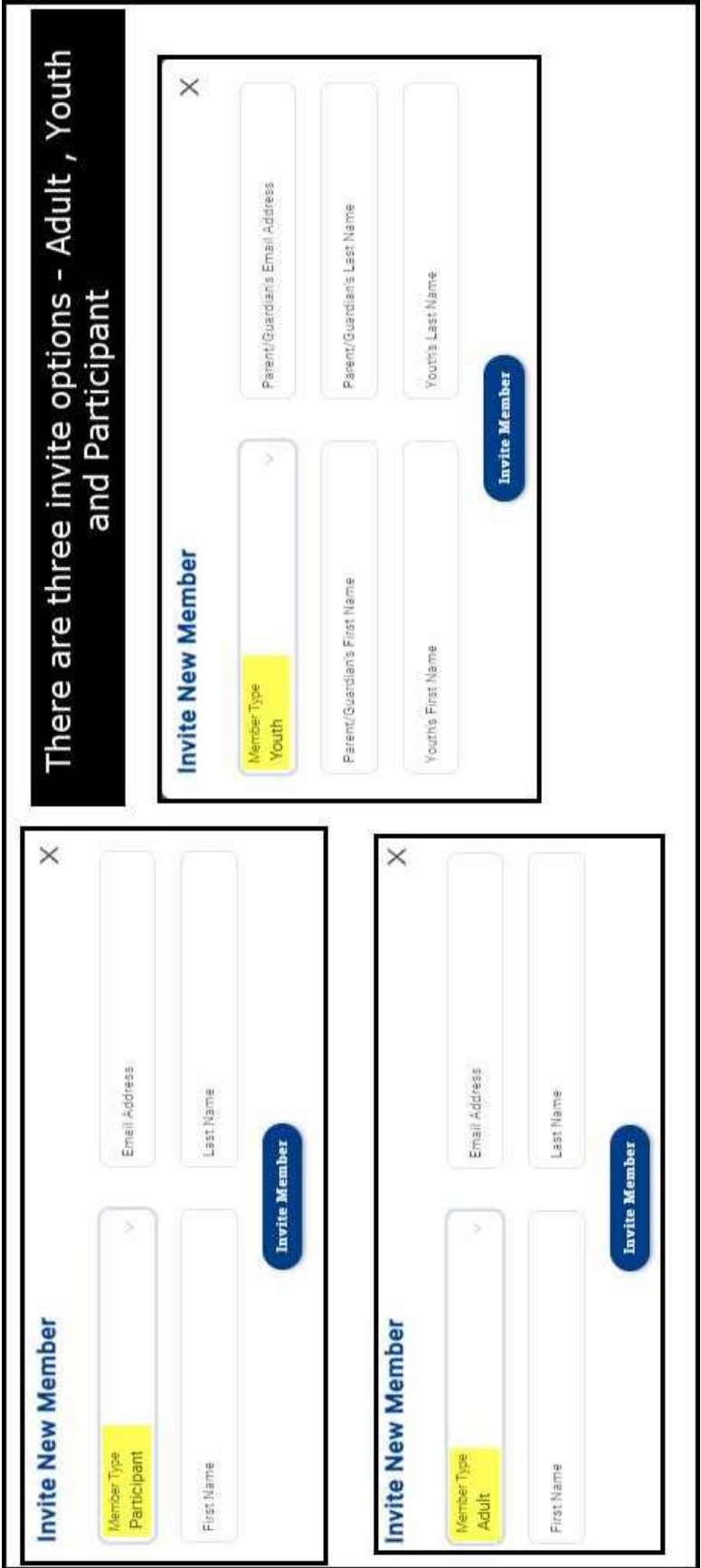
Barry Kennedy X

Council  
Northern Star Council 250

Unit Type

Unit  
Crew  
Non Unit Position  
Pack  
Post  
Snip  
Troop

# Invite New Member into the unit (Leads)



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/YES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>

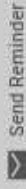
If you have any questions or concerns, please reach out to **Troop 0118** directly.

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

TROOP ROSTER

REMOVED MEMBERS (1)

**PENDING MEMBERS (1)**



Name

donna arnold

Gender

--

Member Type

Adult

Invited on

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' web application. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', and 'Scoutbook'. The main content area is divided into several sections:

- 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:** A table listing members with columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, YPT, CSC Auth, Scout Life, and Total. The table contains 8 rows of member data.

First Name	Last Name	Gender	DOB	Address	Member Type	Position	YPT	CSC Auth	Scout Life	Total
Amelia	Chapman	M	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	✓	✓	--	\$0.00
Amelia	Reid	F	02/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	--	--	ON	\$15.00
Colleen	Reid	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	--	--	ON	\$0.00
Colleen	Reid	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	--	--	ON	\$0.00
Colleen	Reid	M	02/04/1982	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	--	--	ON	\$0.00
Colleen	Reid	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	--	--	ON	\$0.00
Colleen	Reid	M	02/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	--	--	ON	\$0.00
Colleen	Reid	M	02/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	--	--	ON	\$0.00

Import File

Run Report 12

Show: Filtered

Record Progress

History

Pending Items 3

Toop Roster

Search by Name or Member ID

Name	Member ID	Age	Last Rank	Approved	Parol	Unassigned
 <b>William Mapper</b>	00000000	56	Unassigned			
 <b>Sammy Name</b>	00000000	68	Unassigned			
 <b>Ronald Lutzfield</b>	00000000	66	Unassigned			
 <b>John McCarty</b>	00000000	59	Unassigned			
 <b>William Mapper</b>	00000000	63	Unassigned			
 <b>Adam Powers</b>	00000000	16	Second Class	1		
 <b>Jack Powers</b>	00000000	15	Second Class	2		
 <b>Nath Routledge</b>	00000000	54	Unassigned			
 <b>Adam Powers</b>	00000000	17	Life Scout			
 <b>Adam Powers</b>	00000000	61	Unassigned			

Total 10 Items

Internet Advancement Youth Profile

Welcome, Christopher Price

Advanced via Scout's Info

Activity Logs: CAMPING, HIKING, SERVICE HOURS

Ranks: Tenderfoot, Second Class, First Class, Last, Next, Approved, SEE ALL

Approved: Tenderfoot, First Aid, Golf, Music, Swimming

Started: Pending Approval, Approved

Ranks: Second Class, Scout

Awards: Tenderfoot, Scout, Team Chip, Merit Badges (6), Citizenship in the World, Fishing, Kayaking, Oceanography

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

Address Line 2

City

State

Zip Code

CONTACT INFORMATION

EMAIL

Email Address\*

Primary

Add Email Address

PHONE

1 Complete Recharter Information

2 Payment and Documentation

Member ID	Position	Member Type	Address	DOB	Gender	First Name	Last Name	YPT	CBC Auth	Scout Life	Total
100000000	Assistant Cubmaster	Adult	1325 W Walnut Hill Ln, Lewisville	08/04/1962	M	Colleen	Colleen	✓	✓	---	\$0.00
100000000	Tiger Cub Adult	Adult	1325 W Walnut Hill Ln, Flower Mound	04/05/1986	F	Michelle	Michelle	---	---	ON	\$15.00
100000000	Lion Adult Partner	Adult	1325 W Walnut Hill Ln, Lewisville	04/05/1986	F	Michelle	Michelle	---	---	OFF	\$0.00
100000000	Tiger Cub Adult	Adult	1325 W Walnut Hill Ln, Lewisville	08/04/1962	F	Colleen	Colleen	---	---	OFF	\$0.00
100000000	Tiger Cub Adult	Adult	1325 W Walnut Hill Ln, Denton	08/04/1962	M	Colleen	Colleen	---	---	OFF	\$0.00
100000000	Tiger Cub Adult	Adult	1325 W Walnut Hill Ln, Lewisville	08/04/1962	F	Colleen	Colleen	---	---	OFF	\$0.00
100000000	Tiger Cub Adult	Adult	1325 W Walnut Hill Ln, Flower Mound	08/04/1962	M	Colleen	Colleen	---	---	OFF	\$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.

TRPOOP 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	C8C	Scout Life	Total
<input type="checkbox"/>	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"/>	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"/>	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 0.00
<input type="checkbox"/>	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00
<input checked="" type="checkbox"/>	--		--	Adult	Committee Member	--	<span style="color: red;">!</span>	<span style="color: red;">!</span>	<span style="color: red;">!</span>	\$ 45.00

**Remove from recharter** X

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

ADULTS (1)

Donna Arnold X

**CANCEL**   **REMOVE**

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

Add To Recharter

	Name	DOB	Gender	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 navigation bar includes 'Welcome, Derek Brasler', 'Payment Logs', 'Refresh Roster', and 'Print Roster'. The main content area is divided into several sections:

- MY UNIT:** TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS. Details include Unit Type: Troop, Unit Number: 118, Unit Expires Date: 09/29/2021, Chartered Organization: Friends of the Williamson Troop, District: Sabine, Council: Three Rivers Council, Unit Term: 12, and Unit New Expires Date: 09/29/2021.
- CHARTERED ORGANIZATION INFORMATION:** FRIENDS OF THE WILLIAMSON TROOP. Details include Chartered Organization Name: Friends of the Williamson Troop, Chartered Organization Address: 3950 Packard, Chartered Organization City: Vidor, Chartered Organization State: TX, and Chartered Organization Zip: 77652-2457.
- ADULTS (1):** A list containing 'Dennis Arnold X' with a red 'X' next to the name.
- Payment and Confirmation:** A progress indicator showing step 2 of 2.
- Buttons:** 'Add to Recharter' (circled in red), 'Add' (circled in red), and 'Cancel' buttons.

At the bottom, a 'TROOP ROSTER' section shows 'REMOVED MEMBERS (1)' and 'PENDING MEMBERS (1)'. A table lists the removed member: Dennis Arnold, Gender: --, DOB: 09/20/1964, Address: --, Member Type: Adult, Position: Committee Member. A red circle highlights the 'Add to Recharter' button in the roster, and another red circle highlights the 'Validate Recharter and Pay' button at the bottom right.

## 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 error, you have the ability to correct 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 displays the 'Internet Advancement Recharter' interface. At the top, there is a navigation bar with icons for Roster, Activities, Profile, Reports, Calendar, Forum, SB Scoutbook, and Recharter. The main content area shows 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, and Unit New Expire Date: 09/29/2022. Below this is a 'TROOP ROSTER' section with a 'Manage Members' button and a list of members. Two members are listed: Kryndon Hardy (Youth Member) and Zachary Brasher (Youth Member). A modal window titled 'Validate recharter' is open, displaying error messages: 'Unit does not have the required amount of leadership positions', 'Leaders do not have current YPT', and 'Leaders have completed CBC authorization'. A 'CONTINUE EDITING' button is circled in red. A second modal window is also present, stating: '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, a 'Validate Recharter and Pay' button is circled in red.

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Kryndon Hardy	M		1325 W Walnut Hill Ln, Vidon	Youth	Youth Member	130954609	--	--	1	\$ 72.00
Zachary Brasher	M		1325 W Walnut Hill Ln, Vidon	Youth	Youth Member	130281675	--	--	1	\$ 72.00

Member Name	Age	Unit	Chartered	Amount
Brandon Hardy	M	1325 W Walnut Hill Ln., Vidor	12/16/1977	\$ 45.00
Bronson Hatton	M	1325 W Walnut Hill Ln., Vidor	11/52/99/01/2	\$ 45.00
Derek Brasher	M	1325 W Walnut Hill Ln., Vidor	11	\$ 0.00
Derek Brasher	M	1325 W Walnut Hill Ln., Vidor	11	\$ 45.00
Jonathan Healy	M	1325 W Walnut Hill Ln., Vidor	10	\$ 45.00
Joseph Muckleroy	M	1325 W Walnut Hill Ln., Vidor	9	\$ 45.00
Marvin Lopez	M	1325 W Walnut Hill Ln., Vidor	11	\$ 45.00
Trevor Hatton	M	1325 W Walnut Hill Ln., Vidor	125786253	\$ 72.00
Adam Brasher	M	1325 W Walnut Hill Ln., Vidor	128599725	\$ 72.00
Branson Healy	M	1325 W Walnut Hill Ln., Vidor	130281660	\$ 72.00

**Validate recharter**

Recharter validation successful!

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

Complete Recharter Information

Payment and Confirmation

**BILLING INFORMATION**

First Name:

Code: **USA** Phone Number:

Country: **USA (US)**

Address:

City:

State:

Zip Code:

**PAYMENT METHOD**

**Credit Card payment**

Credit Card  
Extra credit card fee 3%

Card Type:

Card Number:

CVV Number:

Cardholders Name:

Exp. Month:  Exp. Year:

**ACH payment**

ACH

**Pay at Council**

Pay at Council  
Local council processing fee only

**RENEWAL ROSTER FEES**

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
<b>TOTAL AMOUNT</b>		<b>\$726.15</b>

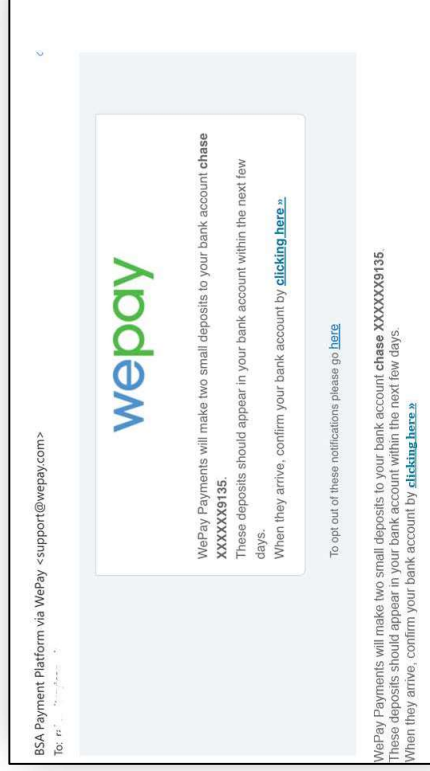
**Pay and Post Renewal**

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

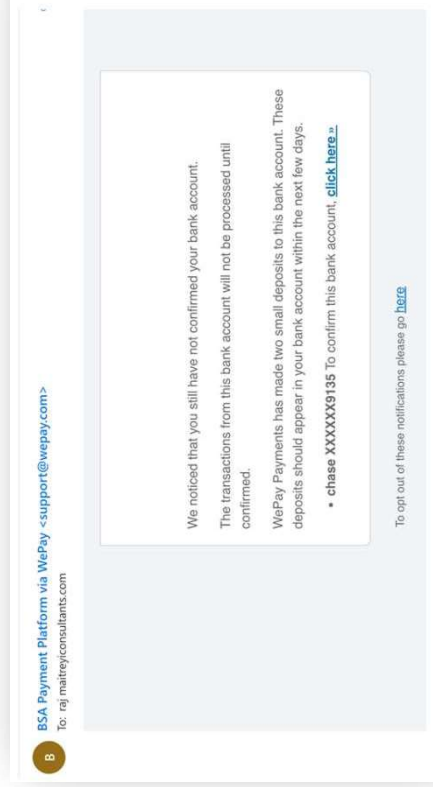
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

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](mailto: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.



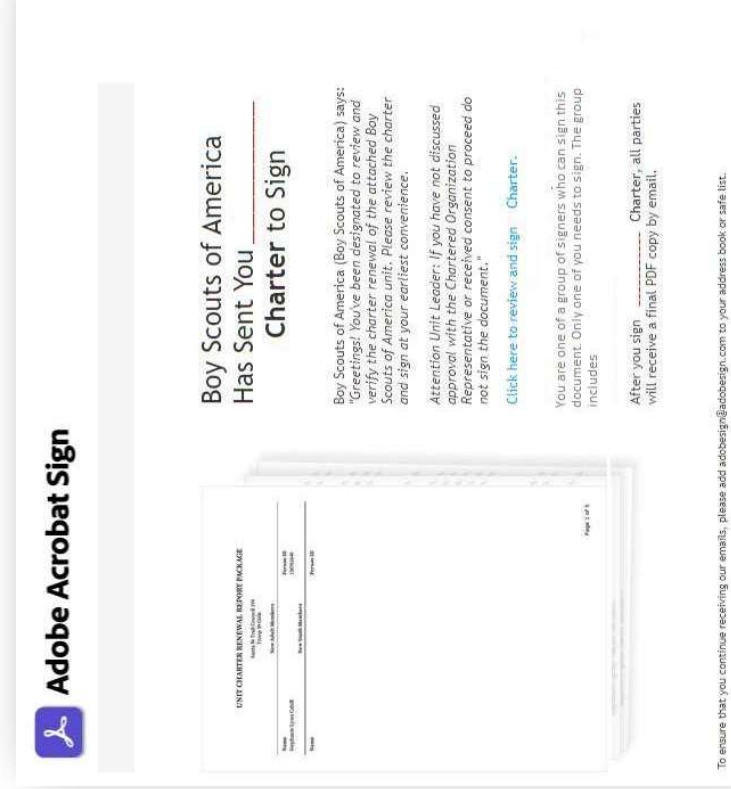
Once confirmed, the microdeposits will be reverted and the transaction amount – the full recharter amount – will be immediately withdrawn, and payment will be complete.

**If payment fails, common issues include**

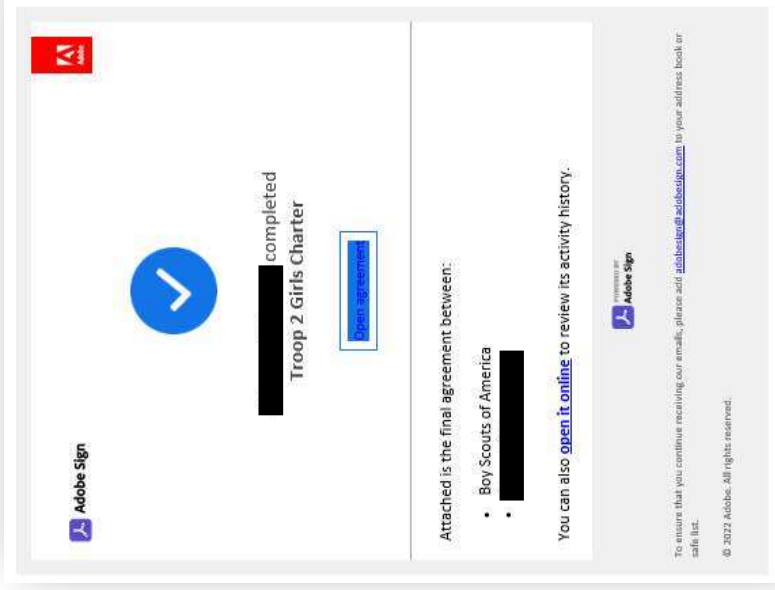
- **Bank was not confirmed within 30 days**
- **Bank refused the payment request**
- **Incorrect bank account information was provided**
- **Incorrect transaction amount entered for payment**
- **Insufficient funds in the bank account**

## 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*