



# 2023 Unit Recharter

**Recharter Opens October 2, 2022**

**Internet Recharter Complete by November 15, 2022  
Validate Recharter and Proceed to Payment**

**Recharter is CLOSED December 31, 2022**





# Key Dates - 2022

- **October 2<sup>nd</sup>** – Internet Recharter Opens
- **November 15<sup>th</sup>** – Units Final Review & Submit Recharter.
- **December** – Longhorn Council Reviews Docs and Processes Recharterers.
- **December 31<sup>st</sup>** – Recharter **CLOSED.**





# What Happens if your Unit Does Not Complete Recharter On Time?

1. Your Charter Processing will be **delayed**.
2. You Jeopardize BSA **Insurance** for your Unit.
3. You Jeopardize BSA **Rank Advancements** for your Unit.
4. Unit Commissioners will **call** you during the Holiday.
5. District Commissioner will **call** you during the holiday.
6. Council Commissioner will **call** you during the holiday.
7. Reminder; Council is closed during the holiday.

Please complete your recharter before **November 15<sup>th</sup>**.





Select Recharter Month &amp; Year &gt;&gt;&gt;

December

2022

## STAGE 1

Key 3 meet with Unit Commissioner

8/1/22

Assign Recharter Champion

8/7/22

Review Recharter Resources

8/14/22

Begin Membership Inventory

8/21/22

Identify Expiring YPT

9/1/22

Attend Recharter Training

9/14/22

## STAGE 2

Internet Recharter Opens

10/1/22

Begin collecting fees

10/1/22

Finalize membership inventory

10/30/22

Update internet recharter roster

11/15/22

Final review/submit recharter

11/15/22

Confirm Key 3 approval

11/15/22

## STAGE 3

Council received recharter

11/16/22

Council reviews and processes charter

12/31/22

Units resolve defects

12/31/22

Verify final my.scouting roster

1/15/22

# 2022 Charter Renewal Calculator

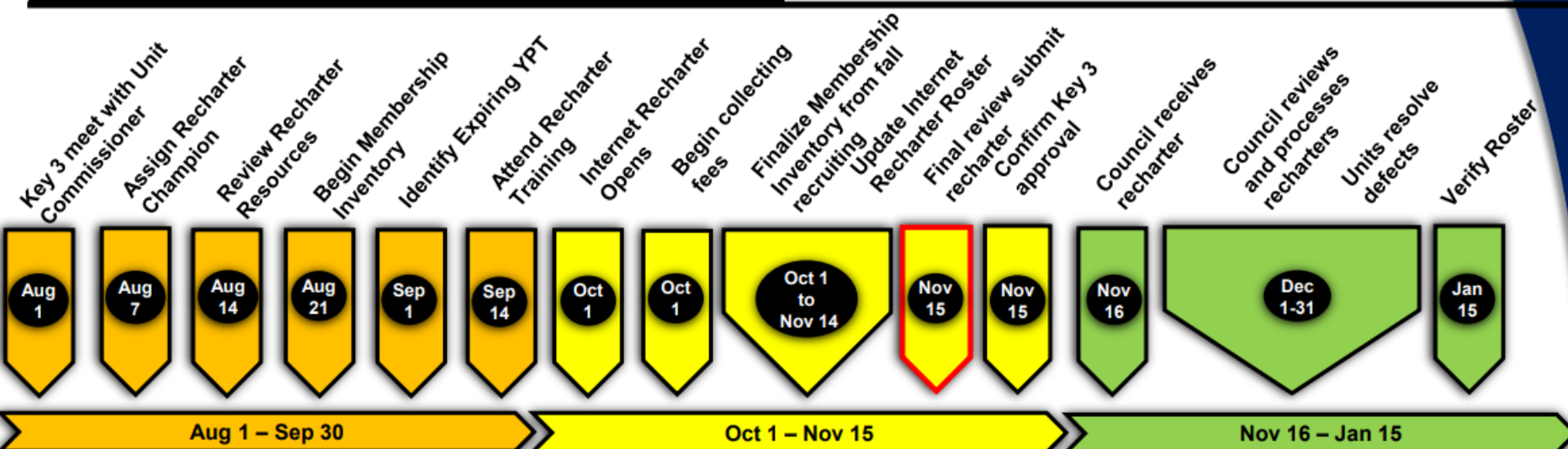


Prepared. For Life.™



# Recharter Timeline

## December Recharter Unit Timeline



### Stage 1 - Recharter Prep

1. Meet with unit commissioner review recharter timeline
2. Assign recharter champion
3. Review recharter resources
4. Begin membership inventory
5. Identify YPT expiring before Mar 1

### Stage 2 - Internet Recharter

1. Update/Add/Remove members from roster
2. Re-check and verify YPT training
3. Finalize membership inventory/fall recruitment
4. Collect fees & submit roster
5. Member of key 3 approves

### Stage 3 - Council Process

1. Council receives recharter
2. Validates recharter
3. Unit resolve defects or missing paperwork
4. Unit verifies My.Scouting roster





# Internet Recharter Resources

- <https://advancements.scouting.org>
- [2022 December Recharter Unit Timeline](#)
- [2022 Internet Recharter Guideline](#)
- [Charter Renewal Calculator](#)
- [2022 User Guide](#)
- [Exploring Addendum](#)
- <https://www.scouting.org/resources/internet-rechartering/>





## Important Recharter Changes for 2022

- **YPT** non-compliance is now an error for the unit.
- The Council Registrar can **view your charter** and assist unit in real time.
- Enabled **printing** of unit charter prior to submitting for review.
- Updated features to both register and to **identify multiples**.
- Improved **recharter validation** (i.e., min # of leaders or too many leaders in a position, background check and YPT)
- Improved **payment processes**, particularly using ACH.
- Improved **recharter support** for Exploring Posts and Clubs.
- Email **approval will be sent** to both Unit Key 3 and Key 3 Delegates.
- **Demo Tool** for Commissioners (*aka Sandbox*)





# Youth Protection Training

- Youth Protection Training is required for each adult on the unit charter, and all adults registered in Scouting in the Longhorn Council.
- **All adults must have record of current YPT certification through the end of 2023.**
- Every new Adult Application must include a Youth Protection Training certificate.
- Please make sure all adults have valid YPT certification. You will not be able to complete your charter renewal if any registered adult has expired YPT certification during 2023.
- Training can be completed online through <https://my.scouting.org>.







# Background Check Consent Form

- Adults who have not turned in the background check form will have their re-registration held until they provide the form.
- Click here > [Disclosure Form](#)





# Backdating Will No Longer Be Available

- A new process is being implemented effective immediately to ensure that every member is following the Youth Protection Training Standards as well as background check requirements.
- To ensure BSA requirements are being followed, **all new and dropped units created will have an effective date of the month that it is posted and cannot be backdated to a previous month.**
- Please communicate to any new unit being established, that they cannot begin meeting until the unit has been posted and all BSA requirements have been met by their members. **An effective date change request will no longer be available to request through Member Care.**
- This new process also includes the backdating of individual members. **The ability to backdate individual members will no longer be available.** This means that the effective date of a new member should be the month in which the member is posted and should never be backdated to a previous month.

*Please note that this does not affect the backdating of youth registrations. Those will remain the same and all request submitted through Member Care.*





# 2022 LHC Membership Fees



## LONGHORN COUNCIL, BSA 2022 Membership Fees

### ANNUAL MEMBERSHIP FEE

EFFECTIVE  
**AUGUST**  
**1**  
2022

FOR ALL  
**NEW**  
MEMBERS

NATIONAL **\$75**/YR

Participants in kindergarten through age 20.

COUNCIL **\$12**/YR



NATIONAL **\$45**/YR



Participants age 10 - 20.

COUNCIL **\$12**/YR

NATIONAL **\$45**/YR



All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position).

COUNCIL **\$12**/YR

### NEW-MEMBER JOINING FEE



ONE-TIME  
**\$25**  
TO JOIN

Same flat fee no matter when you join during the year. (no prorating)  
New members pay joining fee in addition to membership fee.

No joining fee for adult volunteers, Exploring participants, participants previously registered in any BSA program, or those transferring from one program to another.

### UNIT CHARTER FEE

**\$100**/YR

For all new and rechartering units.

### SCOUT LIFE MAGAZINE FEE



**\$15**/YR\*

\* The Scout Life increase from \$12 represents the magazine's first price increase since 2005.





# Longhorn Council Fees for Charter

- Unit Charter Fee \$100.00
- Individual Member Fee
  - (All youth) \$75.00
  - (All Adults & Explorer Youth) \$45.00
- Longhorn Council Local Insurance Fee  
(Each Member) \$12.00





# Longhorn Council Fees for Charter

- Youth Joining Fee (one-time) 25.00  
- New youth after August 1, 2022
- Scout Life magazine subscription \$15.00
- All online member applications after October 1<sup>st</sup> will pay the prorated fee for the remainder of 2022. Members will pay the full membership fee for 2023.
- [Membership Fee Resource](#)





# Online Recharter Payments

- Payments should be submitted online.
  - **Keep it simple and PAY ONLINE.**
- Pay by Credit Card- 3% charge assessed.
  - **Pay by Electronic Check – no fee.**





# New Member Coordinator

- Every unit is encouraged to have an [NMC](#)
- An NMC is a Member of the unit committee
- The NMC can count as one of the two minimum required committee members
- NMC welcomes new youth and adults, makes them feel welcome and orients them to unit





# Unit Membership Inventory

**A committee member should contact every family to:**

- **Verify members** re-registering with the unit, noting what unit is their primary registration if in multiple units.
- Verify **Scout Life** subscription.
- Communicate fees and unit payment due date.
- Once the membership inventory is completed (**retain the roster**) needed during the data input process.

***START NOW!***







# Steps to Follow When Processing Recharter

- Send BSA New Member Applications to LHC. Ensure all Youth and Adult applications are turned in to the BSA office during **September/October**.
  - **Update** your in-house unit roster (include e-mail addresses, Scouting current position, contact info.)  
**(my.scouting.org – Member Manager)**
- **October: Collect Member recharter fees.**
- Keep track of who's paid, who's not going to reregister and position changes.





# Steps to Follow When Processing Recharter

## ALL RECHARTERS MUST BE COMPLETED BY 12/31/2022

- Ensure that the **currently registered unit Key 3 leaders are correct** in [My.Scouting](#) so they can e-approve member and charter renewals. This is essential and must be done as soon as possible since changes at this step can delay the subsequent steps.
- The **Key 3 leaders will receive an email** for a **final digital approval signature**. This must be completed in order to finalize the Charter Renewal. **Unit leaders:** If you have not discussed approval with the Chartered Organization Representative or received consent to proceed, do NOT sign the document.
- If you have chosen to **pay by E-Check**, please **be aware that an email will be sent to you with instructions for verifying two micro deposits**. These micro deposits **must be validated** by you in order to complete the payment process. Your charter renewal will not complete the submittal process until the micro deposits are confirmed.





# Steps to Follow When Processing Recharter

**ALL RECHARTERS MUST BE COMPLETED BY 12/31/2022**

- Check that all youth and adults are currently registered with the unit roster in my.scouting.org.
- Complete and approve the on-line Unit Recharter process. This can be found by logging into Internet Advancement 2.0 and clicking on Recharter - [Internet Recharter Log In](#)
- Pay the 2023 BSA Registration fees and the Council Fees online through the Internet Recharter site. The preferred method to pay the recharter and council fee is via e-check or Credit Card.
- Applications for any new youth must be uploaded into the charter renewal.





# Steps to Follow When Processing Recharter

- Applications for **any new adults must be uploaded into the charter renewal** as well as their Youth Protection Training Certificate and Criminal Background Check Authorization. This includes any adult who is moving from a Tiger Parent or Lion Parent into a leadership position and those who have turned 18 and are moving from a youth position to an Assistant Scoutmaster position or that is being entered as a UP, VP or EP (Unit Participant, Venturing Participant or Exploring Participant). You will need to enter any adult who is on the charter as an AP or LP and moving into a leadership position or a youth moving into a new leader position or into a UP/VP or EP as **New Adult** and upload all required documents.
- Confirm that **all required information has been completed** on the adult and youth applications before uploading the documents.
- Note: A unit's rechartering application **CANNOT** be approved by the National Service Center until **all steps are complete**.





# Steps to Follow When Processing Recharter

**ALL RECHARTERS MUST BE COMPLETED BY 12/31/2022**

- If you have chosen to pay by E-Check, please be aware that an email will be sent to you with instructions for verifying **two micro deposits**. These micro deposits **must be validated** by you in order to complete the payment process. Your charter renewal will not complete the submittal process until the micro deposits are confirmed.





# Best Practices

- Recharter is often held up by a few individuals who are slow to pay.
- Give a deadline (***November 15<sup>th</sup>***) for payment and proceed with recharter with those who paid on time.
- If payment is not made, **move on without them**.
- Members who don't pay can submit a new paper application with fees before December 31<sup>st</sup> without losing their membership.





# Best Practices Continued

- Alert all leaders that they must have a current **Youth Protection Training** (YPT certificate) on file. [How To Guide](#)
- Hit the “**Refresh**” button before submitting the recharter to ensure online registrations that occurred after you started are captured and included in the recharter process.





# Best Practices Continued

- For those who will be a **MULTIPLE** on your charter, **identify the unit** where they are paying their fees.







# Avoid Common Recharter Issues

- Missing or **Expired** Youth Protection Training
- Missing **Signed** Criminal Background Check Approval Form
- Missing **Signatures** (Applications, Background Checks)
- Missing **Key 3** Approval
- Missing **Adult Applications**
- **Money Incorrect**
- **Youth Turned 18** – Needs Youth Protection Training, Criminal Background Check, and Application





# Journey to Excellence (JTE)

- **Evaluate** your unit's progress toward achieving the Journey to Excellence.
- Review your **unit's goals**, successes, and vision for the coming year, including a succession plan for future key leadership.
- Identify any **areas of improvement**—leadership, program, membership, youth and unit retention.
- Determine any **specific actions needed to assist with unit improvements** and determine who will follow up on those actions.





# JTE Unit Award Scorecards

*Pack \_\_\_\_\_ of \_\_\_\_\_ District*  
**2017 Scouting's Journey to Excellence**

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points	Total Points
<b>Planning and Budget</b> <span style="float: right;">Total Points: 200</span>								
#1	Planning and Budget: Have appropriate plans (budget) that are submitted to the pack committee, and receive \$1000 budget meeting to the pack committee.	Have an annual program plan and budget approved by the pack committee.	Advance Silver, plus pack committee meets annually at least during the year to review program plan and budget.	Advance Silver, plus pack committee approves budget meeting program plan and budget.	60	100	200	
<b>Membership</b> <span style="float: right;">Total Points: 500</span>								
#2	Building Our Base: Have an increase in the Scout membership or volunteer program (average each year).	Conduct a member recruitment program by October 31 and report new members to the pack.	Advance Silver, and other increase youth members by 25% or more (over 100 members).	Advance Silver, and other increase youth members by 50% or more (over 250 members).	60	100	200	
#3	Retention: Have an eight percent increase of youth members.	Retain by 82% or eight members.	Retain by 75% or eight members.	Retain by 70% or eight members.	60	100	200	
#4	Volunteers to Lead: Have an increase in Scout leaders (Volunteer Scouters and Boy Scout Leaders).	Have 10 or more, not less than 100% of 100 or more volunteer new leaders in the Scouting year.	82% of eligible age register with a troop.	82% eligible volunteer register with a troop.	25	60	100	
<b>Program</b> <span style="float: right;">Total Points: 900</span>								
#5	Assessment: Advance a high percentage of all Scout leaders and advancement.	82% of all Scout leaders one year during the year.	82% of all Scout leaders one year during the year.	75% of all Scout leaders one year during the year.	100	200	300	
#6	Outreach activities: Conduct outreach activities and visit the pack.	Each month the pack reports to the district on the outreach activities or visit the pack during the year.	Each month the pack reports to the district on the outreach activities or visit the pack during the year.	Each month the pack reports to the district on the outreach activities or visit the pack during the year.	60	100	200	
#7	Discovery/Discovery camp: Out Scouters attend day camp, family camp, and/or weekend camp.	82% of all Scout leaders participate in the ongoing experience of Discovery/Discovery camp.	82% of all Scout leaders participate in the ongoing experience of Discovery/Discovery camp.	75% of all Scout leaders participate in the ongoing experience of Discovery/Discovery camp.	60	100	200	
#8	Service projects: Participate in service projects.	Participate in two events (one day and one night) on the BSA website.	Participate in three events (one day and one night) on the BSA website.	Participate in four events (one day and one night) on the BSA website.	25	60	100	
#9	Pack and den meetings: Have and attend pack meetings and den meetings.	Hold high pack meetings in a pack (one year) and den meetings in their packs to meet 31.	Advance Silver, plus attend the Scouting year meetings.	Advance Silver, plus attend the Scouting year meetings.	25	60	100	
<b>Volunteer Leadership</b> <span style="float: right;">Total Points: 400</span>								
#10	Leadership requirements: The pack is proactive in recruiting volunteers.	Have all positions in the pack filled by Scouters and a minimum of 10% of the pack committee.	Advance Silver, plus have the committee filled by Scouters and a minimum of 10% of the pack committee.	Advance Silver, plus have the committee filled by Scouters and a minimum of 10% of the pack committee.	60	100	200	
#11	Trained leadership: Have trained and equipped leaders at all times.	Advance Silver, plus have the committee filled by Scouters and a minimum of 10% of the pack committee.	Advance Silver, plus have the committee filled by Scouters and a minimum of 10% of the pack committee.	Advance Silver, plus have the committee filled by Scouters and a minimum of 10% of the pack committee.	60	100	200	

Silver: Earn at least 100 points by earning points in at least 17 objectives.  
 Silver: Earn at least 150 points by earning points in at least 15 objectives.  
 Gold: Earn at least 1000 points by earning points in at least 10 objectives.  
 Our pack has completed other requirements to the standard in order to attain continuity of our program.  
 We certify that these requirements have been completed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

*Troop \_\_\_\_\_ of \_\_\_\_\_ District*  
**2017 Scouting's Journey to Excellence**

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*Crew \_\_\_\_\_ of \_\_\_\_\_ District*  
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit JTE Forms  
to your  
District Commissioner**





# Questions can be answered by...

- Your Unit Commissioner
- ACC for Recharter, John Hearrell
  - [jhearrell@nase.org](mailto:jhearrell@nase.org) or 817.995.7715
- District Executive for Orion, Bella McKean
  - [isabella.mckean@scouting.org](mailto:isabella.mckean@scouting.org) or 817.231.8502
- Longhorn Council Registrar, Stacy Cummings
  - [Stacy.Cummings@scouting.org](mailto:Stacy.Cummings@scouting.org) or 817.231.8567





# Internet Recharter 2.0

## Part Two

[Click Here](#)

*to view slides on your monitor*





# Internet Recharter 2.0

- Charter Renewal Resources
  - Online Internet 2.0
- New Recharter Guidebook Information
  - User Guide – Updated
  - Training Video – Updated

<https://www.scouting.org/resources/internet-rechartering/>





www.longhorncouncil.org

Camps	General Information	Unit Resources	Training	Eagle Scout Resources	Recharter Online	Outdoor Resources	National Resource

Welcome to The Texas High Adventure Base

**2018 TEXAS HIGH ADVENTURE BASE**  
 Be a Viking, Cavalry soldier, & Texas Ranger! Fire cannons & Gatling guns, fight outlaws, ride horses & ATVs, race drones, climb, sail, tube, wakeboard, & more!



**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/>

The Whole Scouting Experience Rolled Into One Great Free Web App

TRY NOW

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Login to Internet Advancement

LOG IN

Forgot username / password?

Sign in Sign in with Apple

New to Scouting or Don't have an Account? CREATE ACCOUNT

v1.3.07





# Open Recharter

The screenshot shows the 'Internet Advancement Roster' page. A navigation sidebar on the left includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area shows 'My Organization' for Pack 62 Vista Ridge United Methodist Church. A dropdown menu is open, showing options like 'Dub Scout', 'Scouts BSA', and 'Parent / Guardian'. A 'Run Report' button is visible above a table of members.

**Annotations:**

- A black box with white text: "Once you have logged into your account, choose your Unit and Position by clicking the dropdown." with an arrow pointing to the dropdown menu.
- A black box with white text: "\*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter".
- A black box with white text: "Click on Recharter to open your roster and begin submittal process" with an arrow pointing to the 'Recharter' link in the sidebar.
- A red circle highlights the user profile icon in the top right corner.

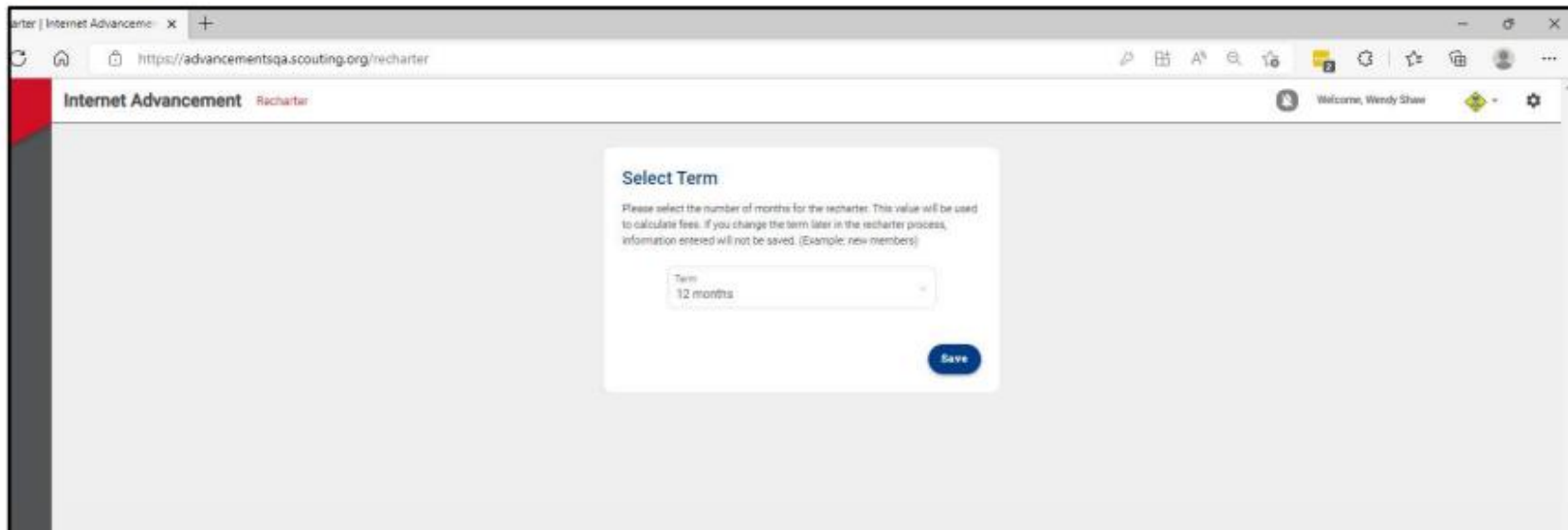
<input type="checkbox"/>	Name	Member ID	Age	Last Rank Approved	Den
<input type="checkbox"/>	Blake Bickford	136478736	11	Webelos	Unassigned
<input type="checkbox"/>	Logan Bowen	13874813	10	Webelos	Webelos B
<input type="checkbox"/>	Kent Brain	13677695	7	Tiger	Unassigned





## 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.





### 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' page. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area is divided into sections for 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section displays details for Pack 62 VISTA RIDGE UNITED METHODIST CHURCH, including unit type, number, tenure, and expiration dates. The 'CHARTERED ORGANIZATION INFORMATION' section lists the church's name, address, city, state, and zip code. Below these sections, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The 'PACK ROSTER' tab is active, showing a table of 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 contains seven rows of member data.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	Green Checkmark	Green Checkmark	Off	\$0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	On	\$15.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	[Redacted]	---	---	Off	\$0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$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.

Internet Advancement Recharter

1 Complete Recharter Information

2 Payment and Charter Status

**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 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 REMOVED MEMBERS (1) PENDING MEMBERS (0)

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	
<input type="checkbox"/>	Andrei	Clara	M	11/01/1978	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	123456789		<input checked="" type="checkbox"/>		\$0.00	

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

Update Member Information

You are editing Andrei Clara's information

Primary Position in Unit: Assistant Webelos Leader

Member Type: Adult

Update Information

- Assistant Cubmaster
- Assistant Webelos Leader
- Asst. Den Leader
- Chartered Organization Rep.
- Committee Chairman
- Committee Member
- Cubmaster
- Den Leader

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 | Internet Advancement

https://advancementsqa.scouting.org/recharter

Welcome, Ryan Larson

**Internet Advancement** Recharter

1 Complete Recharter Information

**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: 2001 Denton Tap Rd  
 Chartered Organization City: Lewisville  
 Chartered Organization State: TX  
 Chartered Organization Zip: 75067-0156

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) Payment Logs Refresh Roster Print Roster

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
<input type="checkbox"/>			M		1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$ 0.00
<input type="checkbox"/>			F		1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult		---	---	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>			F		1325 W Walnut Hill Ln, Lewisville	Adult	Leon Adult Parent		---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>			F		1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult		---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>			M		1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult		---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>			F		1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult		---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>			M		1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult		---	---	<input type="checkbox"/>	\$ 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 shows the 'Internet Advancement' Recharter page. The left sidebar contains navigation options: Home, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. Below these is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING'. A 'Manage Members' button is visible above the roster. The roster table has columns for checkboxes, First Name, Last Name, Gender, DOR, Address, Member Type, Position, Member ID, YPT, CSC Auth, Scout Life, and Total. Annotations include a 'Multiple Indicator' pointing to a '+' icon in the first column of the first row, and a 'Manage Members' label pointing to the 'Manage Members' button.

	First Name	Last Name	Gender	DOR	Address	Member Type	Position	Member ID	YPT	CSC Auth	Scout Life	Total
<input type="checkbox"/>	John	Johnson	M	01/01/2023	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	123456789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	Jane	Johnson	F	01/01/2023	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456789	--	--	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Jane	Johnson	F	01/01/2023	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	123456789	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Jane	Johnson	F	01/01/2023	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456789	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	John	Johnson	M	01/01/2023	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	123456789	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Jane	Johnson	F	01/01/2023	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456789	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	John	Johnson	M	01/01/2023	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456789	--	--	<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 'Recharter' interface for 'Internet Advancement'. The page is divided into several sections:

- Progress Indicators:** A blue bar shows '1 Complete Recharter Information' and a grey bar shows '2 Payment Information'.
- 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 Derron Top Rd
  - Chartered Organization City: Lewisville
  - Chartered Organization State: TX
  - Chartered Organization Zip: 75067-6156
- PACK ROSTER:**
  - REMOVED MEMBERS (1) | PENDING MEMBERS (0)
  - Buttons: Payment Logs, Refresh Roster, Print Roster
  - Search: Search by Name or Number (|)
- Member Roster Table:**

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00

The screenshot displays the 'Internet Advancement' web interface. A 'Manage Members' button is circled in red, with a callout box labeled '1. Click Manage Members'. The 'Add New Member' form is open, with callouts: '2. Enter information in fields' pointing to the form fields, '3. Click the plus sign to attach application' pointing to the 'Add Paper Application' button, and '5. Click Add Member' pointing to the 'Add Member' button. An 'Open' file dialog window is overlaid, showing a file named '2021 Adult Application' selected, with a callout box labeled '4. Locate application to where it is saved, click open and the document will attach into the renewal'. The 'Open' button in the dialog is circled in red.

**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**





## Uploading a Group of Documents into the Renewal

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

1 Complete Recharter Information

2 Payment and Confirmation

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

Unit Type: Troop  
 Unit Number: 118  
 Unit Expire Date: 09/29/2021

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

### Upload Document

Brandon Hardy

Drag file here, or browse

Joseph Muckleroy

Drag file here, or browse

CANCEL SAVE

**CHARTERED ORGANIZATION INFORMATION**  
 FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop  
 Chartered Organization Address: 5990 Packard  
 Chartered Organization City: Vidor  
 Chartered Organization State: TX  
 Chartered Organization Zip: 77662-2457

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

Management Tools: Manage Members, Upload Document, Show All Roster

Payment Logs, Refresh Roster, Print Roster

Search by Name or Member ID

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



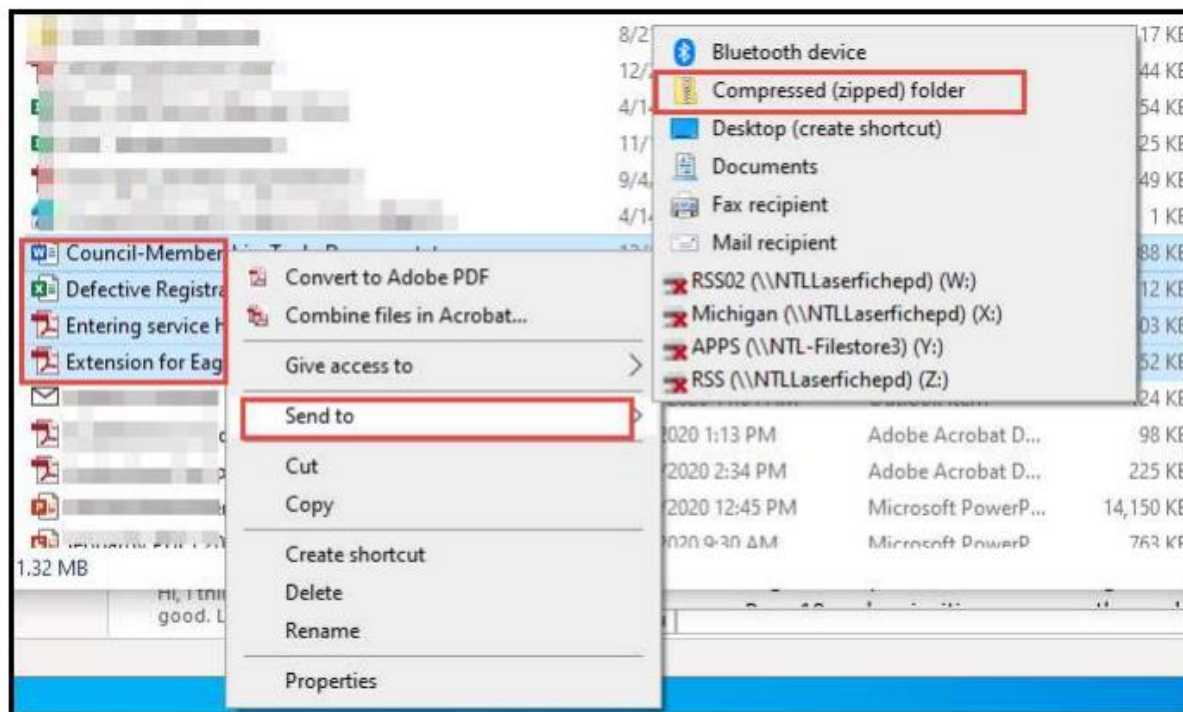


### Promoting a Member

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: 06/31/2021  
 Chartered Organization: Higher Ground Academy  
 District: K  
 Council: Northern Star Council  
 Unit Term: 8  
 Unit New Expire Date: 04/30/2022

**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**

**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)   Payment Logs   Refresh Roster   Print Roster

Manage Members   Upload Document   Show: All Roster  

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☑	Samuel Yigzaw	M	06/19/1986	1325 W Walnut Hill Ln., Saint Paul	Adult	Chartered Organization Rep.	103405289	✔	✔	🔴	\$ 20.00	✎
	Samuel Yigzaw	M	06/19/1986	1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✔	✔	🔴	\$ 0.00	✎
<input type="checkbox"/>	Barry Kennedy	M	11/20/1966	1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120786268	✔	✔	🔴	\$ 20.00	✎
<input type="checkbox"/>	Drew Parnsbecker	M	06/19/1986	1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✔	❌	🔴	\$ 20.00	✎
<input type="checkbox"/>	Sheldon McMahon-Desmond	M	11/20/1966	1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	111394885	✔	❌	🔴	\$ 20.00	✎
☑	Barry Kennedy	M	11/20/1966	1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120786268	✔	✔	🔴	\$ 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 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)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williams  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12

Member Type: Adult  
First Name: donna  
Last Name: arnold  
Email Address: donna.arnold@scouting.org

Invite Member

Invite New Member

Member Type: Participant  
Email Address:  
First Name:  
Last Name:  
Invite Member

Invite New Member

Member Type: Adult  
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

An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. 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://myga.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>

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

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

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' web application. The left sidebar contains navigation options: Roster (highlighted with a red circle), Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for unit information and chartered organization details.

**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 Derron Top Rd  
 Chartered Organization City: Lewisville  
 Chartered Organization State: TX  
 Chartered Organization Zip: 75067-8156

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

Manage Members Upload Document Show All Roster














	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CDC Auth	Scout Life	Total	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$ 0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	<input checked="" type="checkbox"/>	\$ 15.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00	



Troop Roster Pending Items 3 History Import File


Search by Name or Member ID

Run Report 12 Record Progress Show Filtered

<input type="checkbox"/>	Name 1	Member ID	Age 1	Last Rank Approved 1	Patrol 1
<input type="checkbox"/>	 [Redacted]	[Redacted]	56		Unassigned
<input type="checkbox"/>	 [Redacted]	[Redacted]	68		Unassigned
<input type="checkbox"/>	 [Redacted]	[Redacted]	66		Unassigned
<input type="checkbox"/>	 [Redacted]	[Redacted]	59		Unassigned
<input type="checkbox"/>	 [Redacted]	[Redacted]	63		Unassigned
<input type="checkbox"/>	 [Redacted]	[Redacted]	16	 Second Class 1	1
<input type="checkbox"/>	 [Redacted]	[Redacted]	15	 Second Class 2	2
<input type="checkbox"/>	 [Redacted]	[Redacted]	54		Unassigned
<input type="checkbox"/>	 [Redacted]	[Redacted]	17	 Life Scout	Unassigned
<input type="checkbox"/>	 [Redacted]	[Redacted]	61		Unassigned




Total 10 Items 10 / page

Internet Advancement Youth Profile Welcome, Christopher Price Scout's Info


 **William Mapper**  
Second Class

Started Pending Approval Approved Approved Awarded









**Ranks**

- Second Class  2020-01
- Scout  2020-01
- Tenderfoot  2020-02




**Awards**

- Total Chip  2019-07

**Mentor Badges (6)**

- Citizenship in the World  2020-04
- Fishing  2019-03
- Keyfishing  2019-02
- Oceanography  2019-02
- First Aid  2019-04
- Golf  2019-01
- Mult  2019-02
- Swimming  2019-04

**Activity Logs**

- CAMPING  2019-07
- HIKING  2019-07
- SERVICE HOURS  2019-07

**Ranks**

Tenderfoot	Second Class	First Class
Previous	Last Approved	Next

SEE ALL Run Report







PERSONAL INFORMATION

Prefix  Last Name  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: USA

Address Line 1: 1325 W Walnut Hill Ln.

Address Line 2:

City: Prescott

State: AZ-ARIZONA

Zip Code: 86303-5380

CONTACT INFORMATION

EMAIL

Primary

Email Address: qa@scouting.org

[Add Email Address](#)

PHONE



Internet Advancement Recharter

Welcome, Ryan Larson

1 Complete Recharter Information



**MY UNIT**  
 PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**

Unit Type: Pack  
 Unit Number: 62  
 Tensure: 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: 75057-8166

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

Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Rosters

Search by Name or Member ID

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

Manage Members Upload Document Show: All Roster

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

**Remove from recharter** ✕

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

ADULTS (1)

**Donna Arnold** ✕

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1) Payment Logs \$ Refresh Roster Print Roster

Add To Recharter ↻

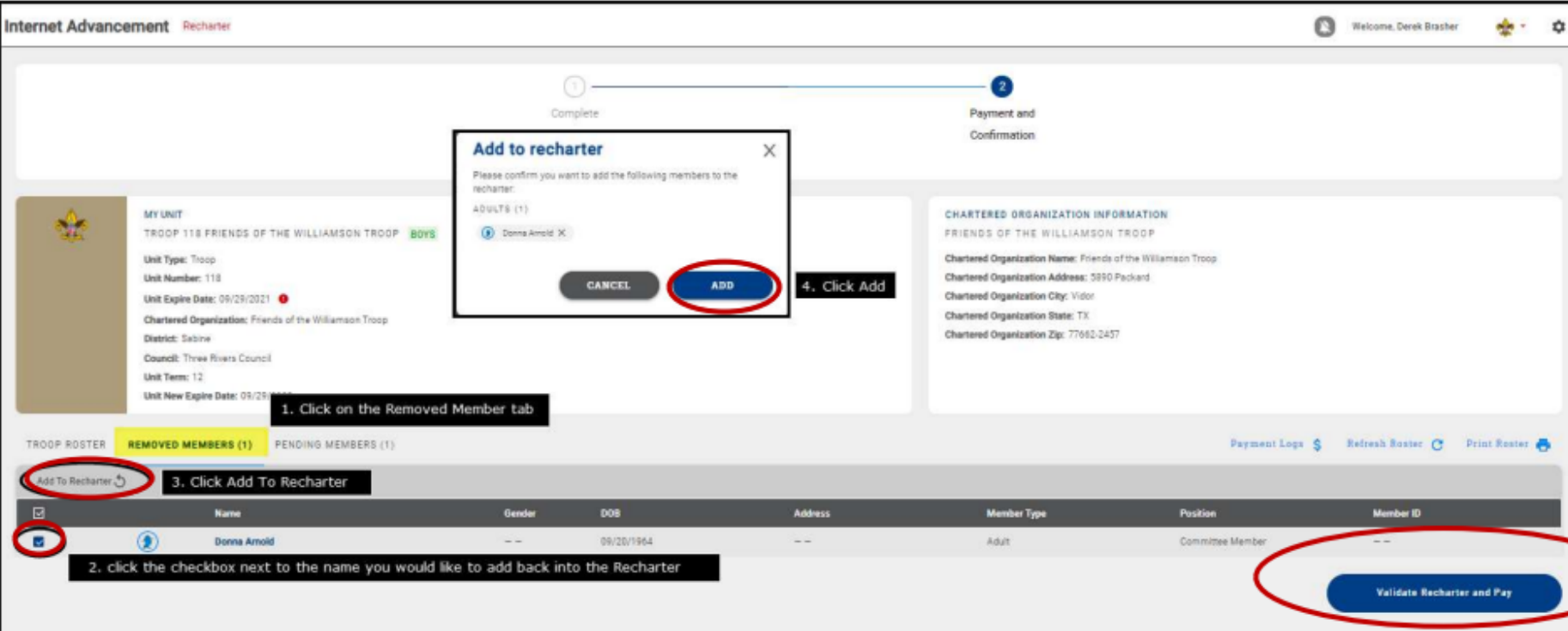
	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	<b>Donna Arnold</b>	--	■■■■	--	Adult	Committee Member	--



## 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. At the top, there are two progress steps: '1 Complete' and '2 Payment and Confirmation'. A central pop-up window titled 'Add to recharter' is displayed, asking for confirmation to add members. The pop-up lists 'ADULTS (1)' with 'Donna Arnold' selected, and has 'CANCEL' and 'ADD' buttons. The 'ADD' button is circled in red. A callout box points to it with the text '4. Click Add'. Below the pop-up, the 'MY UNIT' information for 'TROOP 118 FRIENDS OF THE WILLIAMSON TROOP' is visible. At the bottom, the 'REMOVED MEMBERS (1)' tab is active, showing a table with one member: Donna Arnold. A checkbox next to her name is checked and circled in red, with a callout box stating '2. click the checkbox next to the name you would like to add back into the Recharter'. The 'Add To Recharter' button is also circled in red, with a callout box stating '3. Click Add To Recharter'. At the bottom right, a 'Validate Recharter and Pay' button is circled in red. The interface also shows 'CHARTERED ORGANIZATION INFORMATION' for 'FRIENDS OF THE WILLIAMSON TROOP'.

**1. Click on the Removed Member tab**

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

**3. Click Add To Recharter**

**4. Click Add**



## Validate Recharter and Pay

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' interface. A 'Validate recharter' popup is displayed in the center, listing the following reasons for failure:

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

At the bottom of the popup, the 'CONTINUE EDITING' button is circled in red. To the right of the popup, a text box explains: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.'

Below the popup, a table lists the roster members:

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

At the bottom right of the interface, the 'Validate Recharter and Pay' button is circled in red.





Internet Advancement Recharter

Welcome, Derek Brasher

<input type="checkbox"/>		Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	Rep	13332946				\$ 45.00	
<input type="checkbox"/>		Bronson Hatton	M						115299012				\$ 45.00	
<input type="checkbox"/>		Derek Brasher	M										\$ 0.00	
<input type="checkbox"/>		Derek Brasher	M										\$ 45.00	
<input type="checkbox"/>		Jonathan Healy	M										\$ 45.00	
<input type="checkbox"/>		Joseph Muckleroy	M										\$ 45.00	
<input type="checkbox"/>		Marvin Lopez											\$ 45.00	
<input type="checkbox"/>		Trevor Hatton	M		1325 W Walnut Hill Ln, Vidor	Participant	Unit Participant		125786253	--	--		\$ 72.00	
<input type="checkbox"/>		Adam Brasher	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member		128959725	--	--		\$ 72.00	
<input type="checkbox"/>		Branson Healy	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member		130281680	--	--		\$ 72.00	

Total 12 items

1 2 > 10 / page

Validate Recharter and Pay

### Validate recharter

Recharter validation successful

- Unit has the required amount of leadership positions
- Leaders have current YPT
- Leaders have completed CBC authorization
- Leaders are more than 18 years old

CONTINUE EDITING **PROCEED TO PAYMENT**

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment







## Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. The payment option is 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)**

Email Address

City

Address

State

Zip Code

**PAYMENT METHOD**

**Credit Card**

Extra credit card fee 3%

Credit Card payment

Card Type

Card Number

CVV Number

Cardholder's Name

Exp. Month  Exp. Year

**ACH**

ACH payment

**Pay at Council**

Local council processing fee \$1.00

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

Pay and Post Renewal

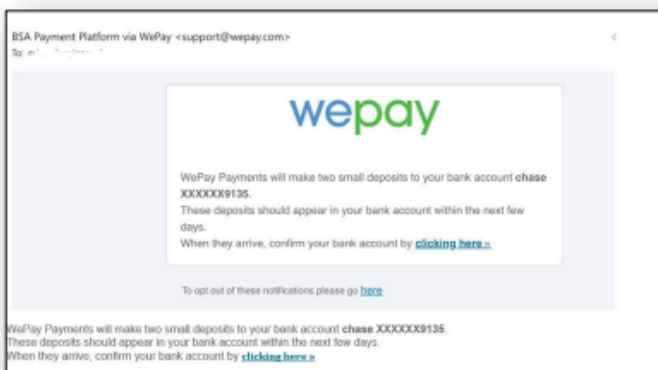
During this process, you have ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council, which a local processing fee may apply. If you pay at council, you will need to provide a form of payment to the local council in order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



## Note on ACH

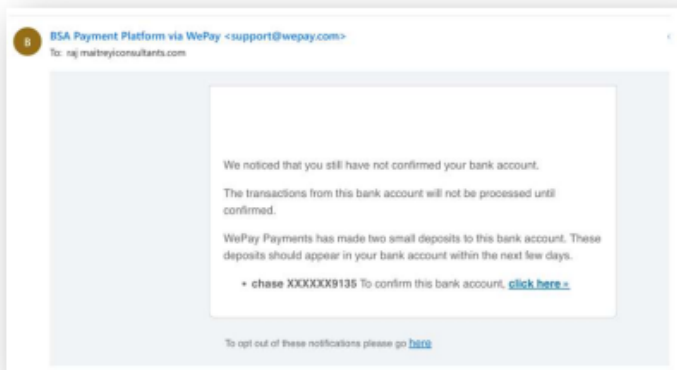
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

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

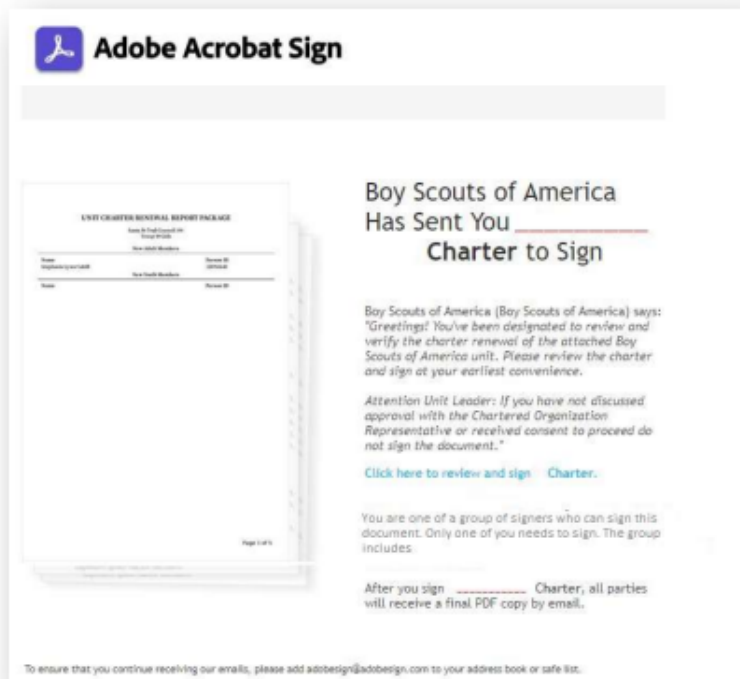




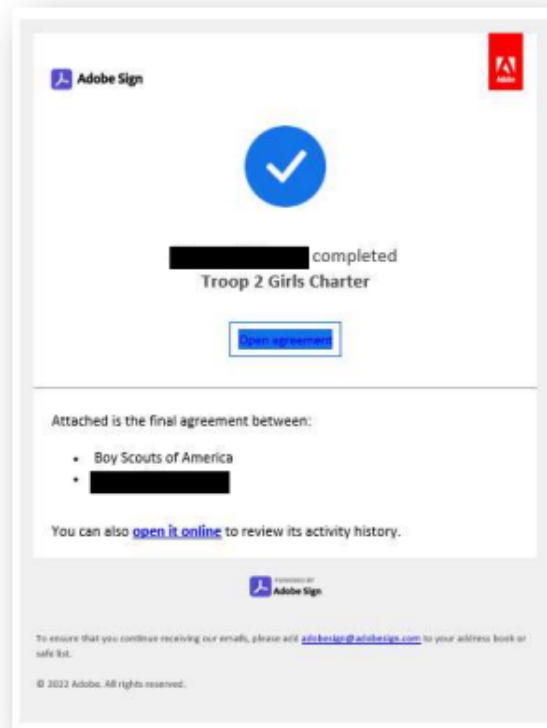


## Signature and Approval

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*



# Internet Recharter 2.0 – Checking Status

Count	Category	Help Icon
41637	Total Units	(?)
3870	Units Available for Renewal	(?)
2928	Renewals Not Started	(?)
359	In Process Renewals	(?)
297	Initiated	(?)
1	Locked	(?)
35	Waiting COR Signature	(?)
26	On Hold	(?)
0	Pre Posted Units	(?)
33984	Units Posted	(?)

- Council Dashboard

- Lower Right-Hand Corner
- Several Categories of Status
- Hover of (?) for definition
- Click on Report for unit-by-unit status
- Unless in Pre-Posted or Posted, additional work is necessary (e.g., defects to be resolved, signature, etc.)
- Work with Council Registrar and DEs to resolve issues - promptly





# Questions can be answered by...

- Your Unit Commissioner
- ACC for Recharter, John Hearrell
  - [jhearrell@nase.org](mailto:jhearrell@nase.org) or 817.995.7715
- District Executive for Orion, Bella McKean
  - [isabella.mckean@scouting.org](mailto:isabella.mckean@scouting.org) or 817.231.8502
- Longhorn Council Registrar, Stacy Cummings
  - [Stacy.Cummings@scouting.org](mailto:Stacy.Cummings@scouting.org) or 817.231.8567

