

# Updated Internet Rechartering



October 12, 2017



## Internet Rechartering

[Frequently Asked Questions](#)

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

### New member applications

For additional adult or youth membership applications: [Membership Applications](#).

**REGISTER**

First Time User

**LOG IN**

Returning User

Clicking on the link provided by your local council for Internet Rechartering brings you to this page. The first time you go in you must select Register.



## Internet Rechartering

[Frequently Asked Questions](#) | [Login](#) | [Help](#)

### Registration

To register for Internet Rechartering, enter the access code provided by your council, your unit type, and your unit number.

If you do not have the Access Code, please contact your council.

Access Code:

Unit Type:

Unit Number:

CONTINUE

Login Page – Enter the Access Code provided to you in an email from BSA Registration to your Unit Leaders, Committee Chairs and Chartered Organization Representatives. Select the Unit Type from the Drop Down box. Enter your 4 digit unit number (include leading zeroes).



Internet Rechartering

**Registration: Confidentiality Agreement**

**Confidentiality Statement**

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

[I agree.](#)   [I disagree.](#)

**In order to continue,  
you must agree to  
the confidentiality  
statement.**



### Registration: Information and Password

Please enter your contact information and create your password to complete the registration process.

First name :	<input type="text" value="Darlene"/>
Last name :	<input type="text" value="Sprague"/>
Password : <small>(alpha numeric, 8+ characters)</small>	<input type="password" value="....."/>
Re-enter password :	<input type="password" value="....."/>
E-Mail :	<input type="text" value="[REDACTED]"/>
Re-enter e-mail :	<input type="text" value="[REDACTED]"/>
Phone number :	<input type="text" value="[REDACTED]"/> - <input type="text" value="[REDACTED]"/> - <input type="text" value="[REDACTED]"/> - <input type="text" value="[REDACTED]"/> (ext)

**REGISTER**

The Unit Processor enters their information and sets a password. (Sensitive information has been redacted).



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

## INTERNET RECHARTERING OVERVIEW

There are five stages in the Internet Rechartering process:

### Stage 1 Load Roster

You choose whether to load the unit information either from the council or upload your unit record information from PackMaster or TroopMaster or TroopSoft.

### Stage 2 Update Roster

You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.

### Stage 3 Check Roster

Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.

## ROSTER REVIEW

Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

The stages to Internet Rechartering appear on this screen. You will progress through the stages until you have successfully entered all the information and all the BSA requirements have been met.

**BEGIN**



Laurel Highlands Council: Troop 0141

- 1** Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

## LOAD ROSTER

To begin Internet Rechartering, choose one of the following options:

### LOAD COUNCIL INFORMATION

<-- Click here if you want to load your roster with council information and do not have a recharter file.

### UPLOAD RECHARTER FILE

<-- Click here if you are prepared to upload your unit records from a recharter file from PackMaster or TroopMaster or TroopSoft.

**Warning:** Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.

## ROSTER REVIEW

Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

**Load Roster – here you have the option of loading the roster from what is on record with your Council, or you may load the roster information from another tool your unit may be using, like PackMaster, TroopMaster or TroopSoft.**



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

## WELCOME TO STAGE 2: UPDATE ROSTER

To update your roster, you perform the following steps:

- Update chartered organization information.
- Review your chartered organization information and make any necessary changes.
- Select members for renewal.
- Promote members.
- Select members from another unit to become members of your unit
- Add new members.
- Add new adults and/or new youth to your roster.
- Update member data.
- Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- Update adult positions.
- Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next**

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

## ROSTER REVIEW

Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

Stage 2 is where you will update the information on your roster. There are several steps to updating the roster. Select **Next** when you are ready to begin. If at any time you wish to stop, you select the gear in the upper right corner and Log Out. All changes you have made will be saved.

**NEXT**





- 1 Load Roster
- 2 Update Roster
  - Update Charter Information**
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 1 OF 6 : UPDATE CHARTER INFORMATION

Please review and update your chartered organization information.  
When you have completed the changes, click **Next Step**.

Country:

Address 1:

Address 2:

City:

ZIP code:

State:

### ROSTER REVIEW

[Review / Print Roster](#)  
Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

### UNIT INFORMATION

Unit type: Troop  
Unit number: 0141  
Unit expire date: 09/30/2017  
District: Japeechen  
Chartered organization:  
Puckety Presbyterian Church

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Unit term (months): 12  
Unit new expire date: 09-30-2018

**NEXT STEP**

Enter the information relevant to the Charter Organization. When finished select Next Step. (Sensitive information has been redacted).  
Notice the Review / Print Roster button.

## CHARTER RENEWAL APPLICATION

Unit: Troop 0141  
District: Japeechen  
Unit Status: R

County: Westmoreland  
Term: 12 months

Expire Date: 09/30/2018

Charter Org:



Executive Officer:



Boys' Life:

Term: 12 months  
Begins: 10/2017  
Ends: 09/2018

Pressing the Review /  
Print Roster Button  
will give you a copy  
of the Charter  
Renewal Application,  
which may then be  
printed if desired.

**DRAFT VERSION: This is a draft report only and cannot  
be used for charter renewal. You must Submit this unit to  
obtain the final version of the Charter Renewal Application.**

Registration:	Qty:	Fee:
Paid Youth		\$
Multiple Youth		<u>\$0</u>
Paid Youth BL		\$
Paid Adults		\$
Multiple Adults		<u>\$0</u>
No Fee Adults		<u>\$0</u>
Paid Adult BL		\$
Unit Liability Insurance Fee		\$
Total Amount		<u>\$0.00</u>

909 Months Completed Tenure

100% Boys' Life: N



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

## STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

**Note:** Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
<input checked="" type="checkbox"/>	[Redacted]	340 Hulton Rd	Adult	1.Assistant Scoutmaster	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	1731 A Kenneth Avenue	Adult	1.Committee Member	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	2723 Leechburg road	Adult	1.Committee Member	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	2761 Hastings Dr	Adult	1.Committee Member	[Redacted]

## ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

## UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Follow the instructions on the page for selecting and deselecting members for renewal. (Sensitive information has been redacted).

PREVIOUS

NEXT

It is important to refresh your roster if your unit has accepted a youth or adult through the online registration system or if your unit has submitted any paper applications to the council that are not showing in your roster. Be sure to update the roster each time you return to work on your recharter.



- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step**.

**NOTE:** You will be able to add members and change member information later in the process.  
Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
1.	[Redacted]	340 Hulton Rd	Adult
2.	[Redacted]	1731 A Kenneth Avenue	Adult
3.	[Redacted]	2723 Leechburg road	Adult
4.	[Redacted]	2761 Hastings Dr	Adult

### ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

After deselecting members from the previous, only the members in your unit will show here. You may correct any incorrect information.

PREVIOUS

NEXT STEP



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members**
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 3 OF 6 : PROMOTE MEMBERS

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

### ROSTER REVIEW

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

### UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.**

Notice that you will see a fee on the righthand side of your screen under Roster Review. This is a view of only the registration fees for youth and adult members, not your final fee for recharter.



- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members**
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

### STEP 3 OF 6 : PROMOTE MEMBERS

This page has two parts. The first part presents a list of units from your community organization family from which you can promote members. You can only select one unit at a time. You may change your selection by clicking another radio button.

The second part allows you to promote members from a unit that is not in your community organization family. You must use the text boxes to enter the Access Code, Unit Type, and four-digit Unit Number and click the **Next** button. This unit must have the same expiration date as your unit. If you click a button for a unit in your community organization family, the text box option will disappear from the Screen. You can return to Promote Members later if you decide you require the text boxes or you want to select other units shown.

If your own unit is shown, it can be selected to promote an age-eligible youth member to an adult leader position (such as an 18-year old youth to assistant Scoutmaster).

- Pack 0057
- Troop 0057

If you want to promote members from a unit that is not in your community organization family enter the Access Code, Unit Type, and four-digit Unit Number for this unit and click the **Next** button. To be valid, the entered unit must have the same expiration date as your unit.

If you do not have the Access Code, please follow your council's instructions.

Access Code:

Type:

Number:

### ROSTER REVIEW

Review / Print Roster

Renew: 12 Adult, 5 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

### UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.**

PREVIOUS

NEXT



Laurel Highlands Council: Troop 0141

### STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new adults. When finished adding new adults, click **Next**.

To add new adult, please click here ->

**NEW ADULT**

### ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

### UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

[Update unit roster](#)

Here you may add a new adult.

1 Load Roster

2 Update Roster

- Update Charter Information
- Select Members for Renewal
- Promote Members
- Add a New Member**
- Update Member Data
- Update Member Position

3 Check Roster

4 Summary

**PREVIOUS**

**NEXT**



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data**
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 4 OF 6 : ADD NEW MEMBER

#### Page 1 : Add Adult

Transfer into this Unit :

First name :

Middle name :

Last name :

Suffix :

Primary position in unit :

Position 2 :

### ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees : \$\$\$\$.\$\$

Complete the information for a new adult.

CANCEL

RESET

NEXT





Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data**
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 4 OF 6 : ADD NEW MEMBER

#### Page 2 : Add Personal Data for Sam Spade

**\*\* Social Security number is required and will be entered by your council from the adult application.**

Country :

Address type :

Address 1 :

Address 2 :

City :

State :

### ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

Note the warning about the social security number. You will not be asked to enter a social security number. Here you will enter the youth protection completion date for the adult. You will need to submit the signed completed application, YPT certificate, and any other supplemental documents the council requires.

CANCEL

RESET

NEXT



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member**
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new youth. When all new youth are added, click **Next Step**.

**NEW YOUTH**

<-- To add new youth, please click here.

### ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

### UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Here you may add a new youth member.

PREVIOUS

NEXT STEP



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data**
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 4 OF 6 : ADD NEW MEMBER

#### Page 1 : Youth

Transfer to this Unit :

First name :

Middle name :

Last name :

Suffix :

Country :

Address type :

### ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

Enter new youth member information

CANCEL

RESET

NEXT



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data**
  - Update Member Position
- 3 Check Roster
- 4 Summary

### STEP 5 OF 6 : UPDATE MEMBER DATA

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

**Note:** You will have the option to signup members for *Boys' Life* during the Update Fees stage.

Search

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Boys' Life	YPT Trained	YPT Date
<a href="#">Update</a>	<a href="#">Remove</a>	[Redacted]	02/01/1951	[Redacted]	1.Assistant Scoutmaster	N	N	10/29/2014
<a href="#">Update</a>	<a href="#">Remove</a>	[Redacted]	08/12/1977	[Redacted]	1.Committee Member	N	Y	06/09/2016
<a href="#">Update</a>	<a href="#">Remove</a>	[Redacted]	06/15/1970	[Redacted]	1.Committee Member	N	Y	06/13/2016

### ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

### UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

[Update unit roster](#)

[PREVIOUS](#)

[NEXT STEP](#)

Here you have the opportunity to update information on your members. (Sensitive information has been redacted).



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position**
- 3 Check Roster
- 4 Summary

### STEP 6 OF 6 : UPDATE MEMBER POSITION

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

**Note:** Quality Unit Recognition requires an assistant unit leader.

Update	Name	Unit Position
<a href="#">Update</a>	[Redacted]	Executive Officer
<a href="#">Update</a>	[Redacted]	Chartered Organization Rep.
<a href="#">Update</a>	[Redacted]	Committee Chairman
<a href="#">Update</a>	[Redacted]	Committee Member

### ROSTER REVIEW

[Review / Print Roster](#)  
 Renew: 11 Adult, 11 Youth  
 New: 0 Adult, 0 Youth  
 Fees = \$\$\$\$.\$\$

### UNIT ADULT POSITIONS

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	7

PREVIOUS STAGE

NEXT STAGE

Here you are able to see if you have the required minimum unit adult positions for your unit type. (Sensitive information has been redacted).



Laurel Highlands Council: Troop 0141

**1** Load Roster**2** Update Roster

Update Charter Information  
Select Members for Renewal  
Promote Members  
Add a New Member  
Update Member Data  
Update Member Position

**3** Check Roster**4** Summary

## CHECK ROSTER

In this stage, your unit information will be validated against BSA unit requirements. When Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.

If you wish to make more changes to your roster before you continue, you can:

| [Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) |  
| [Update Member](#) | [Update Member Position](#) |

## ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

Once you have made all your changes, you select Check Roster and your roster will be validated against the BSA unit requirements, including youth protection requirements of the members.

[CHECK ROSTER](#)



Laurel Highlands Council: Troop 0141

- 1** Load Roster
- 2** Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3** Check Roster
- 4 Summary

### CHECK ROSTER: ERRORS AND WARNINGS

**ERROR:**

Some of the unit information you entered contains one or more errors. An error is caused by information that falls outside the BSA's rules for membership.

Please investigate the source of these errors. You cannot complete the charter renewal process until these errors are resolved.

To go to the screen to correct the associated error or warning, click the chosen corrective action. Internet Rechartering will take you to the screen to make the correction.

After the errors are corrected, click **Re-Validate** to recheck the roster.

**ERROR:** [REDACTED] does not have Youth Protection Training or Youth Protection Training is not current as of unit's new effective date.  
Reconcile Error Options:

- [Click here](#) to add/edit the Youth Protection Training for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

### ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

If there are any errors they are indicated on this page. (Sensitive information has been redacted).

**RE-VALIDATE**



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data**
  - Update Member Position
- 3 Check Roster
- 4 Summary

### ADD/UPDATE MEMB

#### Page 1 : Update Adult

First name :

Middle name :

Last name :

Suffix :

Primary position in unit :

Position 2 :

Position 3 :

- Executive Officer
  - Chartered Organization Rep.
  - Committee Chairman
  - Committee Member
  - New Member Coordinator
  - Unit Scouter Reserve
  - Scoutmaster
  - Assistant Scoutmaster**
  - Unit College Scouter Reserve
  - Unit Religious Emblems Coord
  - Unit Chaplain
- Committee Member

### ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth  
 New: 0 Adult, 0 Youth  
 Fees = \$\$\$\$.\$\$

RESET

NEXT

After selecting the member in error, you will be able to make changes to correct the error. The unit processor will be able to modify YPT dates, but should be done so with proper documentation.





Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member**
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

### ADD/UPDATE MEMBER

Page 2 : Update Personal Data for [REDACTED]

**\*\* Social Security number is required and will be entered by your council from the adult application.**

Country :

US

Address type :

Home

Address 1 :

Address 2 :

City :

New Kensington

State :

PA

### ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth

New: 0 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

Still updating the member in error. (Sensitive information has been redacted).

RESET

NEXT



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

### CHECK ROSTER: ROSTER IS VALID

**Congratulations!**  
The validation was completed without errors. Please click the **Next Stage** button to continue.

### ROSTER REVIEW

[Review / Print Roster](#)  
Renew: 11 Adult, 11 Youth  
New: 1 Adult, 0 Youth  
Fees = \$\$\$\$.\$\$

All errors have now been fixed.

**NEXT STAGE**



Laurel Highlands Council: Troop 0141

- 1** Load Roster
- 2** Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3** Check Roster
- 4** Summary

## SUMMARY

Your unit roster has been completed and validated. You can now review the final roster and fees.

If you wish to make more changes to your roster before you continue, you can:

[| Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) |  
[| Update Member](#) | [Update Member Position](#) |

## ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 1 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

Summary Page.

SUMMARY



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

## STEP 1 OF 2: UPDATE FEES: MULTIPLE REGISTRATIONS AND BOYS' LIFE.

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
<a href="#">Update</a>	[Redacted]	02/01/1951	\$0.00	\$33.00	\$33.00	Adult
<a href="#">Update</a>	[Redacted]	08/12/1977	\$0.00	\$33.00	\$33.00	Adult
<a href="#">Update</a>	[Redacted]	06/15/1970	\$0.00	\$33.00	\$33.00	Adult
<a href="#">Update</a>	[Redacted]	11/26/1968	\$0.00	\$33.00	\$33.00	Adult
<a href="#">Update</a>	[Redacted]	06/20/1948	\$0.00	\$33.00	\$33.00	Adult
<a href="#">Update</a>	[Redacted]	07/28/1969	\$0.00	\$33.00	\$33.00	Adult

**BOYS' LIFE** <-- Please click the *Boys' Life* button to verify and select 100% *Boys' Life* Recognition for your unit.

## ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth  
 New: 1 Adult, 0 Youth  
 Fees = \$\$\$\$.\$\$

Here is where you make changes to fees.

**NEXT**



Laurel Highlands Council: Troop 0141

- 1** Load Roster
- 2** Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3** Check Roster
- 4** Summary

## VERIFY BOYS' LIFE

Verify *Boys' Life* results for your unit:

For your unit to qualify as a 100% *Boys' Life* Unit, it's required that all unduplicated youth addresses receive *Boys' Life*. Click **Update Fees** by each person to subscribe to *Boys' Life*.

The following youth with unduplicated addresses in this unit\*\*\* are not signed up for *Boys' Life*:

Dylan	[Redacted]
Justin	[Redacted]
Nemy	[Redacted]
Blaise	[Redacted]
David	[Redacted]
Michael	[Redacted]
Brandon	[Redacted]
Corey	[Redacted]
Jack	[Redacted]

\*\*\*If *Boys' Life* goes into each youth's home through another subscriber, your unit does qualify as a 100% unit. If you order a subscription for each remaining youth member or you know that each youth receives *Boys' Life* at home, please check the recognition box. If your unit will not qualify, you should not check the box.

## ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth

New: 1 Adult, 0 Youth

Fees = \$667.75  
\$\$\$\$.55

By clicking the *Boys' Life* button on the previous page you will see what you need to qualify to be a 100% *Boys' Life* unit.

OK



Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

- Update Charter Information
- Select Members for Renewal
- Promote Members
- Add a New Member
- Update Member Data
- Update Member Position

3 Check Roster

4 Summary

### APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver [dropdown] - Executive Officer

Your Initials [input field]

Draw Your Signature [signature area]

CLEAR SIGNATURE

SIGN DOCUMENT

Also known as the charter fee

Note – this council has elected to collect Accident and Sickness Insurance Fees. This would not appear if the council did not select this option.

### REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$2.25	23	\$\$\$\$.\$\$
<b>Total Fee</b>		\$\$\$\$.\$\$

If you choose to file your charter electronically, you would complete this page and select NEXT.

NEXT

If not filing electronically do not fill in anything and select NEXT.



scoutnet.scouting.org says:  
Do you want to proceed without Online Approval?

- Add a New Member
- Update Member Data
- Update Member Position
- 3** Check Roster
- 4** Summary
- 5** Submit Roster
- Approve Roster**
- Payment
- Submit Roster
- User Survey
- Submit Confirmation

### APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver  - Executive Officer, Charter

Your Initials

Draw Your Signature

### REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$2.25	23	\$\$\$\$.\$\$
<b>Total Fee</b>		\$\$\$\$.\$\$

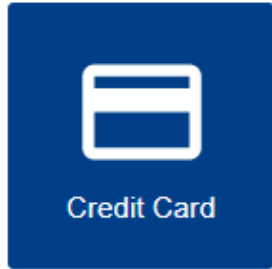
If not filing electronically and you selected NEXT you are presented with this question. Select OK.



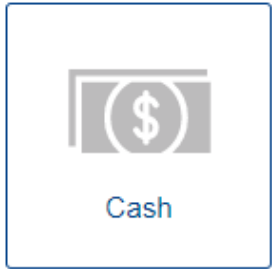
- 1** Load Roster
- 2** Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3** Check Roster
- 4** Summary

## PAYMENT

### Payment Methods

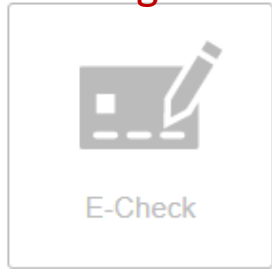


**3% Administrative Fee**



**No Fee**

Coming soon



**No Fee**

Card Name

Card Type

Card Number

## REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$2.25	23	\$\$\$\$.\$\$
<hr/>		
<b>Total Fee</b>		\$\$\$\$.\$\$
Administrative Fee	x 3%	
<hr/>		
<b>Total with Administrative Fee</b>		\$\$\$\$.\$\$

If paying by credit card you enter all of the credit card information. Note there is a 3% administrative fee for using the credit card.

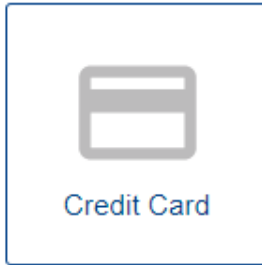




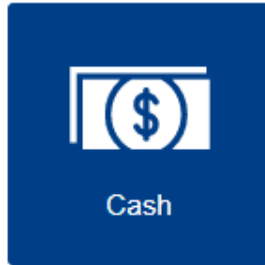
- 1** Load Roster
- 2** Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3** Check Roster
- 4** Summary

## PAYMENT

### Payment Methods

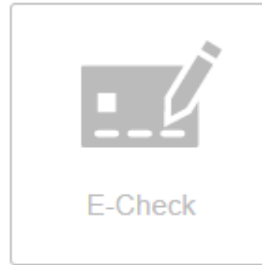


**3% Administrative Fee**



**No Fee**

Coming soon



**No Fee**

Please submit remittance to your local council for any payment due. Thank you.

## REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$2.25	23	\$\$\$\$.\$\$

**Total Fee**                      \$\$\$\$\$.

**Select Cash and remit to your local Council by check, cash, or other accepted payment.**

NEXT

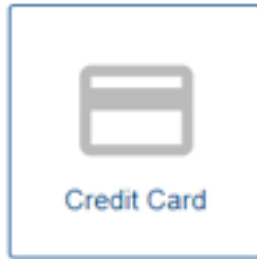


Laurel Highlands Council: Troop 0141

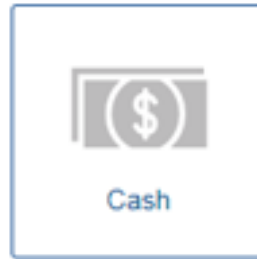
- 1** Load Roster
- 2** Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3** Check Roster
- 4** Summary

### PAYMENT

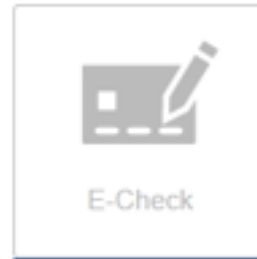
#### Payment Methods



Credit Card



Cash



E-Check

Coming soon

Please Select a Payment Method

### REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$2.25	23	\$\$\$\$.\$\$
<b>Total Fee</b>		\$\$\$\$.\$\$

Note the E-Check is coming soon.



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary

Address 1325 W Walnut Hill Ln

City Irving

✓

Payment Successful

Your payment has successfully completed with id:  
59DD4B3EB68A23D71DBC015171548EED602F5447

[Print Payment Confirmation](#)

**NEXT**

This is the confirmation if using a credit card.

Payment Confirmation

---

Unit: Troop 0141  
Council: Laurel Highlands Council

---

Transaction ID: 59DD4B3EB68A23D71DBC015171548EED602F5447  
Payment Amount: 687.78  
Credit Card Type: American Express  
Credit Card Number: XXXXXXXXXXXXX1347  
Payment Date: 10/10/2017

This is the Payment Confirmation if you selected Print Payment Confirmation on the previous slide.



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster
  - Approve Roster
  - Payment
  - Submit Roster
  - User Survey

### SUBMIT ROSTER

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

**Warning:** Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this [Review/Print Roster](#) link.

To submit your roster to the council, click below.

**SUBMIT TO COUNCIL**

### ROSTER REVIEW

Renew: 11 Adult, 11 Youth  
New: 1 Adult, 0 Youth  
Fees \$\$\$\$.\$\$

If you are paying by cash you have the option of checking this box. Before submitting you roster. The box is greyed out for any other payment option.

When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the warning.



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster
- Approve Roster
- Payment
- Submit Roster
- User Survey

### SUBMIT ROSTER

scoutnet.scouting.org says:

Your renewal has been completed and no additional changes can be made.

Do you wish to submit your renewal now? Click OK to continue.

OK Cancel

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

**Warning:** Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this [Review /Print Roster](#) link.

To submit your roster to the council, click below.

### ROSTER REVIEW

Renew: 11 Adult, 11 Youth  
New: 1 Adult, 0 Youth  
Fees = \$\$\$\$.\$\$

SUBMIT TO COUNCIL

This is the second confirmation that you are submitting your roster.



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster
- Approve Roster
- Payment
- Submit Roster
- User Survey**

### INTERNET RECHARTERING SURVEY

Please provide your comments on the use of Internet Rechartering and how it may be improved. Click **Save** with or without comments to continue with your report submittal. **Reset** will clear any text you entered before you continue.

Total number of characters 0/1000

### ROSTER REVIEW

Renew: 11 Adult, 11 Youth  
New: 1 Adult, 0 Youth  
Fees = \$\$\$\$.\$\$

An opportunity to take the survey on using the Internet Rechartering tool.

RESET

SAVE



Laurel Highlands Council: Troop 0141

- 1** Load Roster
- 2** Update Roster
- 3** Check Roster
- 4** Summary
- 5** Submit Roster
- Approve Roster
- Payment
- Submit Roster
- User Survey

## SUBMIT ROSTER: PRINT CHARTER RENEWAL APPLICATION

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. As requested by your council, print the Summary Renewal Report E-Z OR the Unit Charter Renewal Report Package (but not both). Please follow the instructions of your council in regard to which renewal application format is requested. You may save these PDF files for reference.
2. Unless Online Approval was done, obtain the appropriate signatures for the renewal application (for both Chartered Organization Representative OR Executive Officer and Unit Leader).
3. Attach the signed new member applications and the certificates of Youth Protection Training completion as appropriate. For new adult volunteer leaders, the application is required.
4. Follow the instructions of your council in regard to payment of fees. If Online Payment was done the confirmation is on your report.
5. Deliver the Summary Renewal Report E-Z OR all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and make payment of fees due to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here -->

**PRINT RENEWAL APPLICATION**

## ROSTER REVIEW

Renew: 11 Adult, 11 Youth  
New: 1 Adult, 0 Youth  
Fees = \$\$\$\$.\$\$

Confirmation of success submission. If you re-enter Internet Rechartering at a later date, you will be presented with this page. This gives you the opportunity to print any required documentation.



## CHARTER RENEWAL APPLICATION

Unit: Troop 0141  
 District: Japeechen  
 Unit Status: R

County: Westmoreland  
 Term: 12 months

Expire Date: 09/30/2018


Charter Org:



Executive Officer:



Boys' Life: 2  
 Term: 12 months  
 Begins: 10/2017  
 Ends: 09/2018

Approver Name:   
 Approver Position: Executive Officer,  
 Approver Initials: ak  
 Approval Date: 10/10/2017

---

Transaction ID: 59DD4B3EB68A23D71DBC015171548EED602F5447  
 Payment Amount: 687.78  
*(Total includes Administrative Fee)*  
 Credit Card Type: American Express  
 Credit Card Number: XXXXXXXXXXXXX1347  
 Payment Date: 10/10/2017

Registration:	Qty:	Fee:
Paid Youth	<u>11</u>	<u>\$264.00</u>
Multiple Youth	<u>0</u>	<u>\$0</u>
Paid Youth BL	<u>2</u>	<u>\$24.00</u>
Paid Adults	<u>12</u>	<u>\$288.00</u>
Multiple Adults	<u>0</u>	<u>\$0</u>
No Fee Adults	<u>1</u>	<u>\$0</u>
Paid Adult BL	<u>0</u>	<u>\$0.00</u>
Unit Liability Insurance Fee		<u>\$40.00</u>
Accident and Sickness Insurance Fee @ \$2.25	<u>23</u>	<u>\$51.75</u>
<b>Total Amount</b>		<b><u>\$667.75</u></b>

Here is a the  
 charter  
 renewal  
 application, if  
 you clicked on  
**PRINT**  
**RENEWAL**  
**APPLICATION**  
 form the  
 previous slide.