

Unit Pay for Member Renewal

Units Key-3 leaders can process youth renewals for their unit. The system provides the option to renew all members or select specific individuals. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

Unit Pay for member renewal is found in my.Scouting.org > Organization Manager > Roster. The “Renew” feature displays on the roster header bar.

NOTE: The renewal period for membership begins two months before the expiration date and extends into a two-month period after the expiration date. For example, if member’s expiration date is June 30, the renewal period begins May 1st and ends August 31st

STEP #1: After accessing my.Scouting.org > Organization Manager > Roster, you can ‘Opt-Out’ a member from renewing if you know they have left the unit. Select the individual by clicking the box to the left of their name and click on the symbol under ‘Opt Out’.

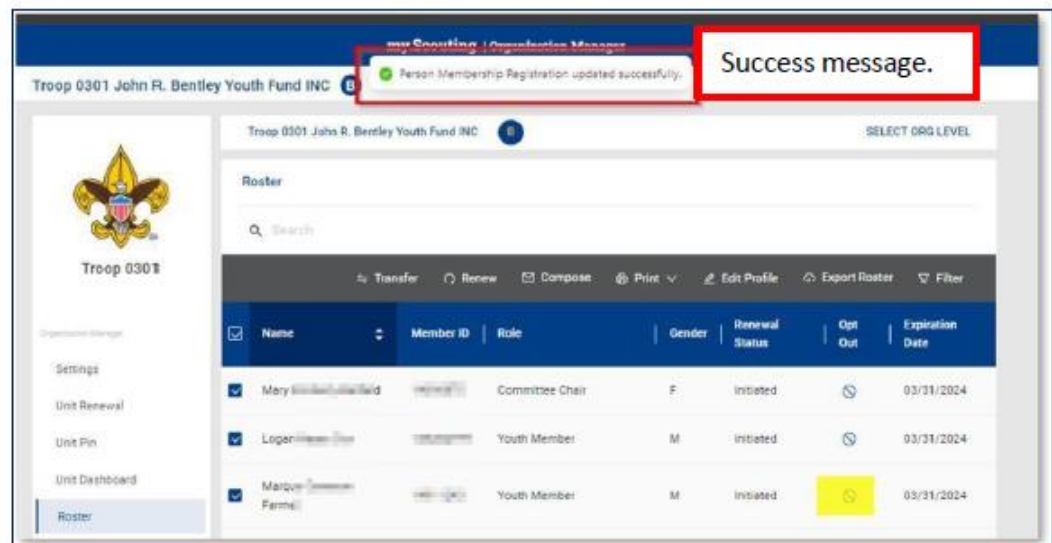
The screenshot shows the my.Scouting.org Organization Manager interface for Troop 0301 John R. Bentley Youth Fund INC. The page title is "My.Scouting/Organization Manager". The left sidebar contains a "Roster" link, which is highlighted with a red box and labeled "Roster". The main content area is titled "Roster" and features a "Renew" button in the top right corner, also highlighted with a red box and labeled "Renew". Below the "Renew" button is a table with columns: Name, Member ID, Role, Gender, Renewal Status, and Opt Out. The "Opt Out" column contains a checkbox icon, which is highlighted with a red box and labeled "Opt Out". The first row of the table is highlighted in yellow, and a red box labeled "Select" points to the checkbox in the first row. The table lists members with their names, IDs, roles, genders, and renewal status (all "Initiated"). The expiration date for all members is "03/31/2024".

Name	Member ID	Role	Gender	Renewal Status	Opt Out
Mary Karpinski-Mark	14000000	Committee Chair	F	Initiated	☐
Logan Hooten	12000000	Youth Member	M	Initiated	☐
Marque Gorman	14000000	Youth Member	M	Initiated	☐
Jeffrey Gorman	10000000	Scoutmaster	M	Initiated	☐
Bryan Gorman	12000000	Assistant Scoutmaster	M	Initiated	☐
Randy Gorman	00000000	Chartered Organization Rep. Executive Officer	M	Initiated	☐
Seth Boyer	12000000	Youth Member	M	Initiated	☐
Charles Gorman	12000000	Committee Member	M	Initiated	☐
Seth Willard	12000000	Youth Member	M	Initiated	☐
Amanda Smith	12000000	New Member Coordinator	F	Initiated	☐

Once Opt-Out is selected, it can only be unselected by the local council.

The screenshot shows the 'my.Scouting | Organization Manager' interface. On the left is a sidebar with the Troop 0301 logo and navigation links: Settings, Unit Renewal, Unit File, Unit Dashboard, and Roster. The main area displays a confirmation dialog box with the text: "Are you sure you want to opt out the selected members from automatically renewing their membership?". The dialog has "Cancel" and "OK" buttons. The "OK" button is highlighted with a red box. To the right of the dialog, a red box contains the text "Are you sure?". Below the dialog, a table lists members with columns: Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. The table contains four rows of data. The "Opt Out" column for the third row (Marquis Lawrence Fennell) is highlighted with a red box.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Kennedy Berfield	1000000000	Committee Chair	F	Initiated	☐	03/31/2024
Logan Koppelman	1000000000	Youth Member	M	Initiated	☐	03/31/2024
Marquis Lawrence Fennell	1000000000	Youth Member	M	Initiated	☒	03/31/2024
Jeffrey Lawrence Porter	1000000000	Scoutmaster	M	Initiated	☐	03/31/2024



STEP #2 On-Line Renewal: Select the member(s) you want to renew, then click on **"Renew"**. A list of the members you have selected to renew will display.

If you wish to complete this process at the Council Registrar Office, select **"Print"** instead of Renew on this screen and select the dropdown menu option **"Unit Payment of Membership Renewal"**. See the last step #6 for an example of the Summary Fee document to bring to the Council office.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Roster

Search

Renew

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Hildesley (Staff)	18030375	Committee Chair	F	Initiated	☐	03/31/2024
Logan Hearn (Youth Member)	18030376	Youth Member	M	Initiated	☐	03/31/2024
Margot Lennan (Youth Member)	18030377	Youth Member	M	Initiated	☐	03/31/2024

Step #3: To continue with the renewal online, select **"Create Renewal Orders."**

You can see a person's multiple registrations for this unit only by selecting **"Show Multiple Registrations."**

You cannot see any positions that are not part of your unit. To go back for any reason, select **"Back to roster."**

NOTE: *Scout Life* Subscription will be selected by default. If you have members who do not want to subscribe, you will need to uncheck the box.

Unit Paid Membership Renewal

John

Troop 0010

Committee Member (MC)

Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

Scout Life Subscription

Cortney

Troop 0010

New Member Coordinator (NM)

Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

Back to roster

Back to roster

Create Renewal Orders

Create Renewal Orders

Step #4:

A Payment Summary page displays a recap of what will be paid.

If this is the first time setting up your credit card or ACH Payment where your bank is on file, you will be presented with the option to set it up.

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Payment Summary

**Traditional Adult**
Quantity: 4

\$240.00

**Scout Life Domestic Rates**
Quantity: 3

\$45.00

**Council Fee**
Quantity: 4

\$0.00

**Administrative Fee**
Credit Card Processing Fee (3%)

\$8.55

**TOTAL AMOUNT DUE:**

\$293.55

**AMOUNT PAID:**

\$0.00

Credit Card

ACH Payment

CARD INFORMATION

First Name:

Last Name:

Card Number:

37

Expiration Date:

CW:

Email Address:

You can securely save the payment method for your unit to use for other members renewing during the year.

Save this card for future payments.

State/Region:

TX

ZIP Code:

75039-3008

Save this card for future payments:

☒

Step #5: Renewals will be created and will be displayed under Membership Renewal Orders to be reviewed. If the renewals are still in an “Initiated” status, you can delete the record from this screen if needed. But if they are in a Submitted or Completed status, they cannot be deleted at this point.

Post 0002

Membership Renewal Orders

Search

Name	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Delia [redacted]	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[Delete]
Kristill [redacted]	Completed	09/10/2024	Executive Officer	N/A	N/A	Yes	
Diego [redacted]	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[Delete]
Raym [redacted]	Initiated	09/10/2024	Exploring Participant	01/28/2025	No	Yes	[Delete]
Daniel [redacted]	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[Delete]
Devyn [redacted]	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[Delete]

> Unit Paid Membership Renewal Batches

Review the Unit Orders and the Unit Orders by Batch.

Select “Go to Payment.”

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary [redacted]	Initiated	Traditional Adult	No	
Marque [redacted]	Initiated	Traditional Youth	No	
Logan [redacted]	Initiated	Traditional Youth	No	
Jeffrey [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Bryan [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Amanee [redacted]	Initiated	Traditional Adult	No	
Charles [redacted]	Initiated	Traditional Adult	No	
Randy [redacted]	Initiated	Traditional Adult	No	

Unit Orders by Batch

Created By	Created On	Number of Orders	Paid
4 Mary Barfield	02/05/2024, 11:06:25 am	10	No

Go to Payment

If your unit already has a credit card or ACH payment saved, you will be presented with a recap along with the last saved payment method used.

Select "Pay with Saved Payment Method."
As always you will have the opportunity to change the payment method by selecting "Pay with New Method."

The screenshot shows a 'Payment Summary' window with a list of charges and payment options. Annotations highlight key features:

- Pay with New Method:** Points to the '> Pay With New Method' link at the bottom left.
- Last saved payment:** Points to the 'Master Card' card image and details (xxxxxx5114, Name on Card: James Son, Updated On: 02/08/2024 16:41).
- Pay with Saved Payment Method (See Last saved payment image.):** Points to the 'Pay With Saved Payment Method' button at the bottom right.

Item	Quantity	Amount
Traditional Adult	4	\$240.00
Scout Life Domestic Rates	4	\$60.00
Council Fee	4	\$8.16
Administrative Fee		\$9.24
TOTAL AMOUNT DUE:		\$317.40
AMOUNT PAID:		\$0.00

After paying electronically, a payment summary will display. Select "**Print Receipt**" on the left and then "**Complete Registration**" on the right.

You have then successfully completed your registration online!

The screenshot shows a 'Scouting' payment summary receipt. Annotations highlight the 'Print Receipt' and 'Complete Registration' buttons at the bottom.

Scouting.
Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

John Phillips 1325 W Walnut Hill Ln. Houston, TEXAS, 77063 USA		District: Twin Bayou S1 Order ID: 46836
BSA Adult Registration (Trad.)	\$ 65.00	
Council Fee	\$ 43.00	
Scout Life Domestic Rates	\$ 15.00	
Administrative Fee	\$ 3.69	
Total Amount	\$126.69	
Total Paid	\$126.69	
Amount Due	\$0.00	

YOUR RACK: Evan Tate
YOUR COUNCIL: Sam Houston Area Council

Print Receipt **Complete Registration**

Step #6:

This is a sample of the Summary Fees pdf file to take to the Council Registrar office if selected to pay in person.

Print This Document →



Unit Payment of Membership Renewal

For use when your unit is paying for membership Renewal but you need to pay at the office.

Turn this paperwork along with payment to the council office by the 15th of the month.

Council	Heart of America Council 307
District	Blue Elk 20
Unit Type	Pack
Unit Number	4
Gender Accepted	F
Chartered Organization	Kansas City
Date Printed	07/17/2025

Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
Mary	Ba	Committee Chair	1	No
De	Bi	Youth Member	14	Yes
Helen	H	Executive Officer	14	No
Ja	H	Youth Member	14	No

Members to be renewed: 4

Fees Due	Total	Amount
BSA Youth Registration	2 youth(s)	\$ 170.00
BSA Adult Registration	2 adult(s)	\$ 65.00
Council Program Fees	3 fee(s)	\$ 117.00
Scout's Life Magazine Subscription	1 subscription(s)	\$ 15.00
	Total	\$ 367.00