Internet Rechartering Update

Registration fees for Cub Scouts, Boy Scouts, Varsity Scouts, and Venture Scouts are $15 for youth and leaders. Boy's Life fees are $12. ### <u>TRANSFERS – can not be done at Recharter time.</u>
The unit renewal processor for Internet Rechartering begins as First Time User because the <u>unit access code</u> is changed each year for security reasons. After initial registration, log in as a Returning User.
The following are things for you to keep in mind when you process your unit's recharter electronically: Rechartering system requirements: Microsoft Internet Explorer version 7.0 or higher, and no other browser will provides full functionality. Rechartering requires a minimum 56-KB dialup modem connection. Faster connections such as DSL & cable Internet are recommended and result in faster data transmission from the Website. Keep passwords simple (something you will remember) and all letters, either lowercase or uppercase, or numbers. The password field is case sensitive and must be entered exactly the same each time. If using Packmaster or Troopmaster go to their website at <u>www.troopmaster.com</u> and download any patches. Do this prior to trying to upload your recharter.
Easy to use Help assists the unit processor with understanding how Internet Rechartering works.
Rechartering has been enhanced to show if the adult meets the current Youth Protection Training (YPT) requirement by displaying a Y/N flag indicating the adult is within two years of having complete YPT based on the effective date of the new charter term. (Training cannot expire before charter is posted) and they must be trained for their position.
UPDATE ROSTER allows the capability to add new youth and adult registrants to the unit while working online after the council has posted new registrants. This update process does not change or reset the work in progress. If a unit has already entered a new adult or youth, however, the previously entered record will need to be removed. The unit will know which record to remove because that record will not display a person ID. Records that have an ID came from Scout Net. Use Update unit roster to refresh the status of adult YPT completion.
An Ethnic Background selection must be made for any new adult or youth registrant entered online. If it is not completed on the application select Not Provided.
Update Data has no Social Security Numbers entry online. They will be entered by the council from the adult application.
Update Fees allows Boy's Life to be added and multiple fee selection.

<u>Please call your district professional if you have questions.</u>

ATTENTION PACKS: You SHOULD Recharter your Webelos bridging in the spring. We cannot process their Arrow of Light rank if they are not registered.
DO NOT ROLL-UP YOUTH GRADES OR PROGRAM. FIRST WEEKEND IN JUNE THERE IS AN AUTOMATIC ROLL-UP OF ALL YOUTH except LDS.
Do not change names in member records to reflect nicknames. Legal names should be used (no initials) . If someone calls for a reference and we have a nickname and they ask for legal name and we do not have it, we cannot confirm that a person is registered with BSA.
Use full names and not nicknames when adding new individuals.   Do not use **ANY PUNCTUATION** in your file, i.e. Jones-Smith or O'Neal do not leave a space - no hyphen/apostrophe. This will cause problems processing your recharter in Scout NET. For example: addresses will not certify and mail may not be delivered to your members. B*e sure to* leave names as they appear on your Unit Roster Report provided to you*.*
DO NOT use any punctuation (hyphens) in fields when entering names, addresses, etc.
If your unit needs to reset its information, it has to be done before you submit your recharter. Keep in mind that once it has been reset, you must go in as a first time user again. After it has been submitted it cannot be reset. Any changes after that point will need to be made on the printout.
DO NOT change names in records. If you have a new CR, *DO NOT* CHANGE THE NAME OF THE OLD CR TO REFLECT THE NEW ONE. Add them as a new adult.
If a unit has an individual who is reregistering in as an AP, SP, or IH and also registering in a position as an MC, CC, etc. add them as a new adult leader and complete a new adult leader application.
Leaders who are re-registering may change positions **at recharter time only** without new applications, providing their name appears on the Recharter Roster. The Executive Officer (IH) signs off on the recharter approving changes.
The chartered organization representative (CR) is the only adult allowed to hold more than one position in a unit; they may hold two positions. The positions they may hold along with being a (CR) are committee chairman (CC) or committee member (MC). The chartered organization representative may not hold a unit leadership position. The head of the institution (IH) may also register as the CR, CC, or MC; he may also hold a unit leadership position.
Promote Members is a process designed to allow selection of adults and eligible youth from related units and conversion of eligible youth to adult assistant in the unit, when applicable. It allows processor to select from among the family of units by chartered organization or to use an approved alternative. (You must receive information from another unit's top leaders to use this alternative.)