Please share with anyone asking about Internet Rechartering the following:

- The person doing the recharter must have Microsoft Internet Explorer version 5.5 or higher and no other browser will provide full functionality. The system will work with a minimum 56-KB dialup.

- When information is entered they are not to use any punctuation with names, addresses, etc. It creates all kinds of problems in ScoutNet. One of the problems everyone will relate to is the fact that addresses will not certify and mail may not be delivered to our members.

- When troops have boys coming from the pack, they are **NOT** transferring them if the pack expires at the same time. They have to pay the yearly fee of $10 not $1.

- DO NOT change names to reflect nicknames. They must leave the names as they are in ScoutNet unless a name is misspelled.

- If the unit needs to redo their information, it can be reset before they submit their recharter. Keep in mind that once it has been reset, they 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 their printout.

- Leaders who are re-registering may change positions at recharter time only without new applications. The Executive Office signs off on the recharter approving changes.

- Keep passwords simple (something you will remember) and all letters either lowercase or uppercase.

- If using Packmaster or Troopmaster go to their website at [www.troopmaster.com](http://www.troopmaster.com) and download any patches out there that you have not downloaded. Do this prior to trying to upload their recharter.

- If unit is changing their IH the rechartering is not changing it on the printout. They need to cross off the old IH and write in the new one with address and date of birth.

- If a unit has a reregistering non-paying position (IH or AP) also registering in a paying position as a MC, CC, etc. they are not showing up on the page that prints new leaders. But, we still need new applications on them because they are a new leader.

- If a unit is putting in a new IH and does not have a SS# they need to leave it blank - do not make up a SS#. The message it gives is only a warning and not an error. You should be able to continue. If they make up a SS# the system will make a new record. All of them will come back on the background checks because the SS# is not correct.

- The rechartering process will allow units to make a leader two positions (DL & MC). But, it is against BSA rules to hold two positions within a unit except for the IH/CR/CC&/orMC position. If they make a leader two positions we will delete the second position that is multiple.