

Unit Pay for Member Renewal

(Supporting Changes implemented March 1, 2024)
March 15, 2024

Unit Pay for member renewal is found in the Organization Manager and Roster tools. The “Renew” feature displays on the roster header bar.

Units can renew their members if they choose. The system allows you to select all or specific individuals to renew. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

NOTE: The renewal period for membership begins two months before the expiration date and extends into a one-month “lapsed” period after the expiration date.

The screenshot shows the myScouting Organization Manager interface for Troop 0301. The 'Roster' page is active, displaying a table of members. The table has the following columns: Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. The 'Renew' button in the top navigation bar is highlighted with a red box. A dropdown menu is open under the 'Opt Out' column, also highlighted with a red box. The table contains 10 rows of member data, all with an expiration date of 03/31/2024.

| Name | Member ID | Role | Gender | Renewal Status | Opt Out | Expiration Date |
|----------------|-----------|---|--------|----------------|--------------------------|-----------------|
| Mary Kir... | 14000075 | Committee Chair | F | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Logan H... | 13... | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Marqus Farmer | 14... | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Jeffrey Foster | 11... | Scoutmaster Trained | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Bryan S... | 12... | Assistant Scoutmaster | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Randy C... | 85... | Chartered Organization Rep. Executive Officer | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Seth Bry... | 13... | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Charles ... | 12... | Committee Member Trained | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Seth Wil... | 12... | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Amanda ... | 13... | New Member Coordinator | F | Initiated | <input type="checkbox"/> | 03/31/2024 |

You can Opt-Out a member from renewing if you know they have left the unit.

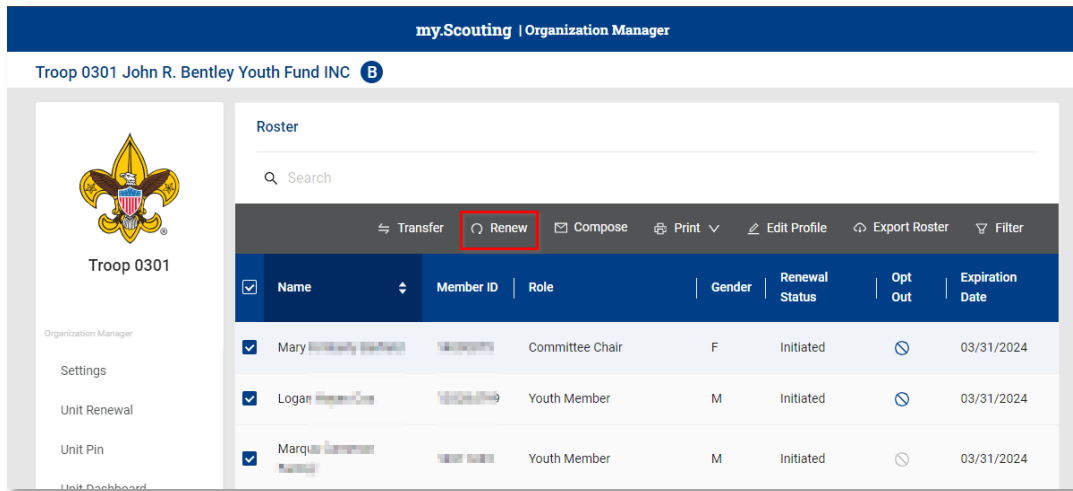
The screenshot shows the 'Troop 0301 John R. Bentley Youth Fund INC' roster page. A table lists members with columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. The 'Opt Out' column for Logan [redacted] is highlighted in yellow, and a tooltip reads 'Opt out of automatic renewal'. The 'Opt Out' button for Jeffrey Foster is circled in red.

| Name | Member ID | Role | Gender | Renewal Status | Opt Out | Expiration Date |
|------------------------------|------------|----------------------------------|--------|----------------|-------------------------------------|-----------------|
| Mary [redacted] | [redacted] | Committee Chair | F | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Logan [redacted] | [redacted] | Youth Member | M | Initiated | <input checked="" type="checkbox"/> | 03/31/2024 |
| Marqu [redacted] Farmer | [redacted] | Youth Member | M | Initiated | <input type="checkbox"/> | 03/31/2024 |
| Jeffrey [redacted] Foster | [redacted] | Scoutmaster Trained | M | Initiated | <input type="checkbox"/> | 03/31/2024 |

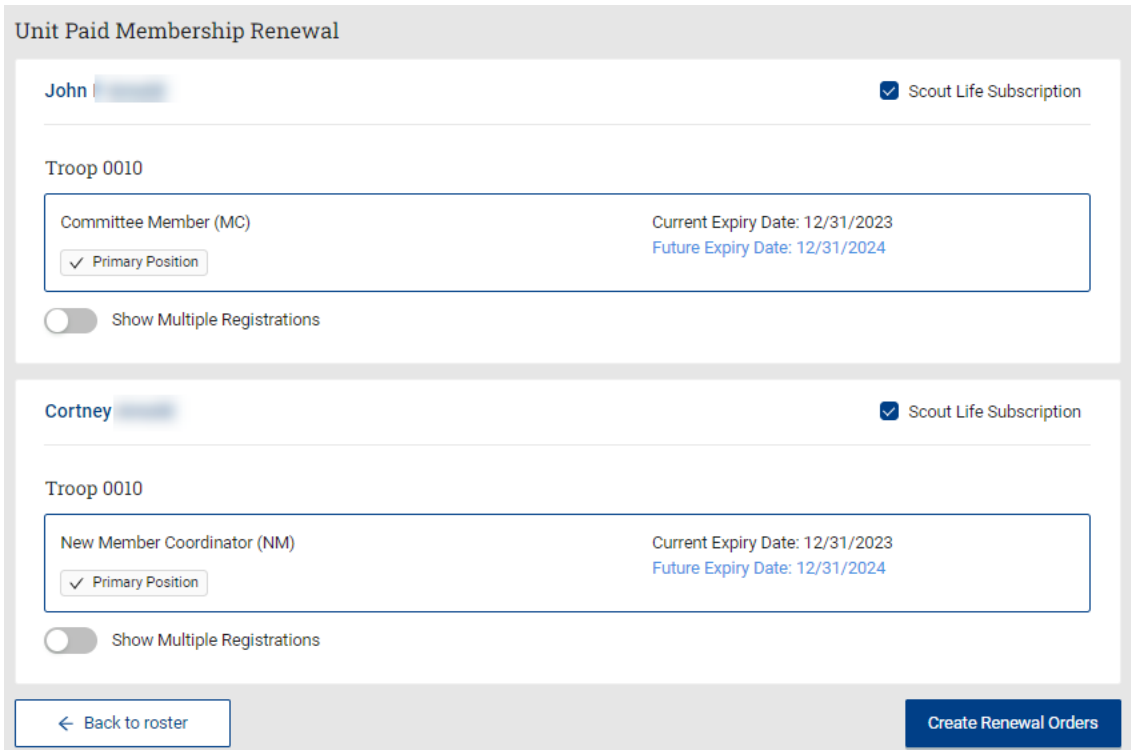
The screenshot shows the same roster page with a confirmation dialog box overlaid. The dialog asks: 'Are you sure you want to opt out the selected members from automatically renewing their membership?'. The 'OK' button is circled in red. The 'Opt Out' button for Marqu Farmer is also circled in red.

The screenshot shows the roster page with a green notification banner at the top that reads: 'Person Membership Registration updated successfully.'. The 'Opt Out' button for Marqu Farmer is highlighted in yellow.

Select the member(s) you want to renew, then click on “Renew.”



A list of the members you are renewing displays.









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

You can also see a person’s multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.

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. FYI: 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 |
| <hr/> | |
|  TOTAL AMOUNT DUE: | \$293.55 |
|  AMOUNT PAID: | \$0.00 |

Credit Card ACH Payment

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

* Expiration Date:

* CVV:

* Email Address:

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

Renewals will be created and will be displayed under Unit Orders by Batch for you to review.

The screenshot shows a web interface for Troop 0301. On the left is a navigation menu with options: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster (highlighted), Transfer in, Position Manager, and Reports. The main content area is divided into two sections:







- Unit Orders:** A table with columns: Name, Status, Type, Paid, and Approved. It lists 10 members with 'Initiated' status and 'No' paid status.
- Unit Orders By Batch:** A table with columns: Created By, Created On, Number of Orders, and Paid. It shows one batch created by Mary Barfield on 02/05/2024 with 10 orders and 'No' paid status. A red box highlights a 'GO TO PAYMENT' button next to this entry.

Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.


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.

Payment Summary ✕

| | |
|--|----------|
|  Traditional Adult Quantity: 4 | \$240.00 |
|  Scout Life Domestic Rates Quantity: 4 | \$60.00 |
|  Council Fee Quantity: 4 | \$8.16 |
|  Administrative Fee Credit Card Processing Fee (3%) | \$9.24 |
| <hr/> | |
|  TOTAL AMOUNT DUE: | \$317.40 |
|  AMOUNT PAID: | \$0.00 |

▼ Pay With Saved Method


Master Card
xxxxxxx5114
Name on Card: James Son
Updated On: 02/08/2024 16:41

[Pay With Saved Payment Method](#)

> Pay With New Method

Approval:

If your unit is not set to “Auto Approve” then you will need to go back to “Roster” and Click on the “Membership Renewal Orders” and find any member renewals that are waiting for approval.



Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

| | | | | | | | |
|--------------------------|---------|---|--|---|-------------------|--|------------|
| <input type="checkbox"/> | S... | 1 | Committee Member Trained | F | Eligible to Renew | | 03/31/2024 |
| <input type="checkbox"/> | Matt | 1 | Chartered Organization Rep. Trained | M | Eligible to Renew | | 03/31/2024 |
| <input type="checkbox"/> | Sheri | 1 | Committee Chair Trained | F | Eligible to Renew | | 03/31/2024 |
| <input type="checkbox"/> | Karly | 1 | Youth Member | F | Eligible to Renew | | 03/31/2024 |
| <input type="checkbox"/> | Daniel | 1 | Assistant Scoutmaster | F | Eligible to Renew | | 03/31/2024 |
| <input type="checkbox"/> | Cora | 1 | Youth Member | F | Eligible to Renew | | 03/31/2024 |
| <input type="checkbox"/> | Lucille | 1 | Youth Member | F | Eligible to Renew | | 03/31/2024 |

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Membership Renewal Orders

Search

| Name | Status | Position | YPT Expiration | Paid | Approved |
|-------|------------------|-----------------------|----------------|------|--|
| Heath | Pending Approval | Assistant Scoutmaster | 01/05/2026 | N/A | <input type="radio"/> APPROVE <input checked="" type="radio"/> DO NOT APPROVE |

> Unit Paid Membership Renewal Batches