

Internet Rechartering 2.0

User Guide



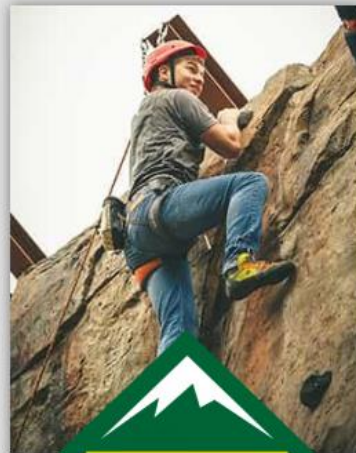
Cub Scouting

Youth grades K-5



Scouts BSA

Youth 11-17 years old



Venturing

Co-ed 14-20 years old



Sea Scouting

Co-ed 14-20 years old



Exploring

Co-ed 10-20 years old

**Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman
or Key 3 Delegate by logging into their Scoutbook.com or My.Scouting Account**


The image shows a screenshot of a web browser displaying the Scoutbook.com login page. The page has a dark grey background. On the left side, there is a promotional banner for the Scoutbook app. The banner features a smartphone displaying the app's interface, the text "The Whole Scouting Experience Rolled Into One Great Free Web App", and a "TRY NOW" button. Below the banner is the Scoutbook logo. On the right side, there is a white login form titled "Login to Internet Advancement". The form includes a Scout logo at the top, followed by the title. Below the title are two input fields: one for the username and one for the password. A "LOGIN" button is positioned below the password field. Underneath the login button, there is a link for "Forgot username / password?". At the bottom of the login form, there are two options: "Sign in" with a Google logo and "Sign in with Apple". Below these options, there is a link for "New to Scouting or Don't have an Account? CREATE ACCOUNT". At the very bottom of the login form, the version number "v1.5.17" is displayed.

SCOUTBOOK

The Whole Scouting Experience Rolled
Into One Great Free Web App

TRY NOW


SCOUTBOOK



Login to
Internet Advancement

LOGIN

Forgot username / password?

 Sign in Sign in with Apple

New to Scouting or Don't have an Account?
CREATE ACCOUNT

v1.5.17

Open Recharter

The screenshot shows the 'Internet Advancement Roster' page for Troop 118 Friends of the Williamson Troop (BOYS). The left sidebar contains navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The 'Recharter' button is circled in yellow. A callout box with a green border and black text points to the 'Recharter' button, containing the text: 'Once you have logged into your account - Click on Recharter'. The main content area displays the troop's details and a table of members.

Internet Advancement Roster

My Organization

Troop 118 Friends of the Williamson Troop **BOYS**

Council: Three Rivers Council
District: Sabine
Chartered Organization: Friends of the Williamson Troop

Troop Roster Pending Items History

Search by Name or Member ID

Run Report 1

<input type="checkbox"/>	Name ↑	Member ID	Age ↑	Last Rank Approved ↑
<input type="checkbox"/>	Adam Brasher	128959725	17	Star Scout ⓘ
<input type="checkbox"/>	Zachary Brasher	130281675	16	Star Scout ⓘ
<input type="checkbox"/>	Kryndon Hardy	130984609	13	Bobcat
<input type="checkbox"/>	Trevor Hatton	125786253	18	Life Scout ⓘ
<input type="checkbox"/>	Branson Healy	130281680	16	Eagle Scout ⓘ

Total: 5 Items

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT – Green Exclamation Point – Youth Protection Training is current
- CBC – Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Red Exclamation Point – No subscription has been added to the registration
- Scout Life – Green Checkmark – Subscription has been added to the registration
- -- No status (New Members, youth, and no fee adults)

1

Complete
Recharter
Information

2

Payment and
Confirmation

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021 !
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

[Manage Members](#) [Upload Document](#) [Show: All Roster](#)

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	!	✓	!	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M	██████	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	!	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M	██████	5315 Carnaby St, Irving	Adult	Committee Member	111098471	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Jonathan Healy	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	!	✓	!	\$ 45.00	
<input type="checkbox"/>	Marvin Lopez	--	██████	--	Adult	Assistant Scoutmaster	--	!	!	!	\$ 45.00	
<input type="checkbox"/>	Adam Brasher	M	██████	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--	!	\$ 72.00	
<input type="checkbox"/>	Branson Healy	M	██████	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--	!	\$ 72.00	

Add Youth (Must have at least 5 youth)

Total 12 Items < 1 2 > 10 / page

[Validate Recharter and Pay](#)

Changing a position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

Internet Advancement Recharter Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00

To edit a position - Click the pencil Icon

Internet Advancement Recharter Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Update Member Information

You are editing **Bronson Hatton's** information

Primary Position in Unit
Committee Member

Update Information

1. Click drop down
2. Select position
3. Click Update Information button

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00

Refreshing your roster

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022











CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

After making changes, periodically throughout the rechartering process click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, Registered online or a registrar received a CBC during the Internet recharter process

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	 Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	

Manage Members

Add a new adult, mark as multiple, remove from roster and invite new member.

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, a progress bar shows two steps: '1 Complete Recharter Information' and '2 Payment and Confirmation'. The main content area is divided into two columns. The left column, titled 'MY UNIT', provides details for Troop 118, including its type, number, expiration date, chartered organization, district, council, term, and new expiration date. The right column, titled 'CHARTERED ORGANIZATION INFORMATION', lists the organization's name, address, city, state, and zip code. Below these sections is a navigation bar with tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (0)', and 'PENDING MEMBERS (0)'. The 'TROOP ROSTER' tab is active, showing a table of members. A 'Manage Members' dropdown menu is open, listing options: 'Add New Member', 'Invite New Member', 'Mark As Multiple', and 'Remove From Recharter'. The member table includes columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. Two members are listed: Brandon Hardy and Bronson Hatton.

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	!	✓	!	\$ 45.00
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	!	\$ 45.00

Manage Members

- Add New Member
- Invite New Member
- Mark As Multiple
- Remove From Recharter

Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the Plus sign next to Add Paper Application>Select the file and attach the application>Select the file and attach the application >Click the Add Member button.

The screenshot displays the 'Internet Advancement Recharter' interface. A 'Manage Members' dropdown menu is highlighted with a callout '1. Click Manage Members'. The 'Add New Member' form is open, with callout '2. Enter information in fields' pointing to the input fields. The form contains the following information:

- First Name: Donna
- Last Name: Arnold
- Member Type: Adult
- Primary Position in Unit: Committee Member
- Date of Birth: [Redacted]

Callout '3. Click the plus sign to attach application' points to the 'Add Paper Application' button, which has a plus sign icon and is labeled 'Required Field'. Callout '4. Locate application to where it is saved, click open and the document will attach into the renewal' points to a file selection window showing a file named '2021 Adult Application'. Callout '5. Click Add Member' points to the 'Add Member' button at the bottom of the form.

Name	Gender	DOB	Address	Mem
Brandon Hardy	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
Bronson Hatton	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
Derek Brasher	M	[Redacted]	5315 Carnaby St, Irving	Adult
Derek Brasher	M	[Redacted]	5215 Carnaby St, Irving	Adult
Joseph Muckleroy	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
Joseph Muckleroy	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
Marvin Lopez	[Redacted]	[Redacted]	[Redacted]	Adult

Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Upload Document

Brandon Hardy
Drag file here, or browse.

Joseph Muckleroy
Drag file here, or browse.

CANCEL SAVE

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP
Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

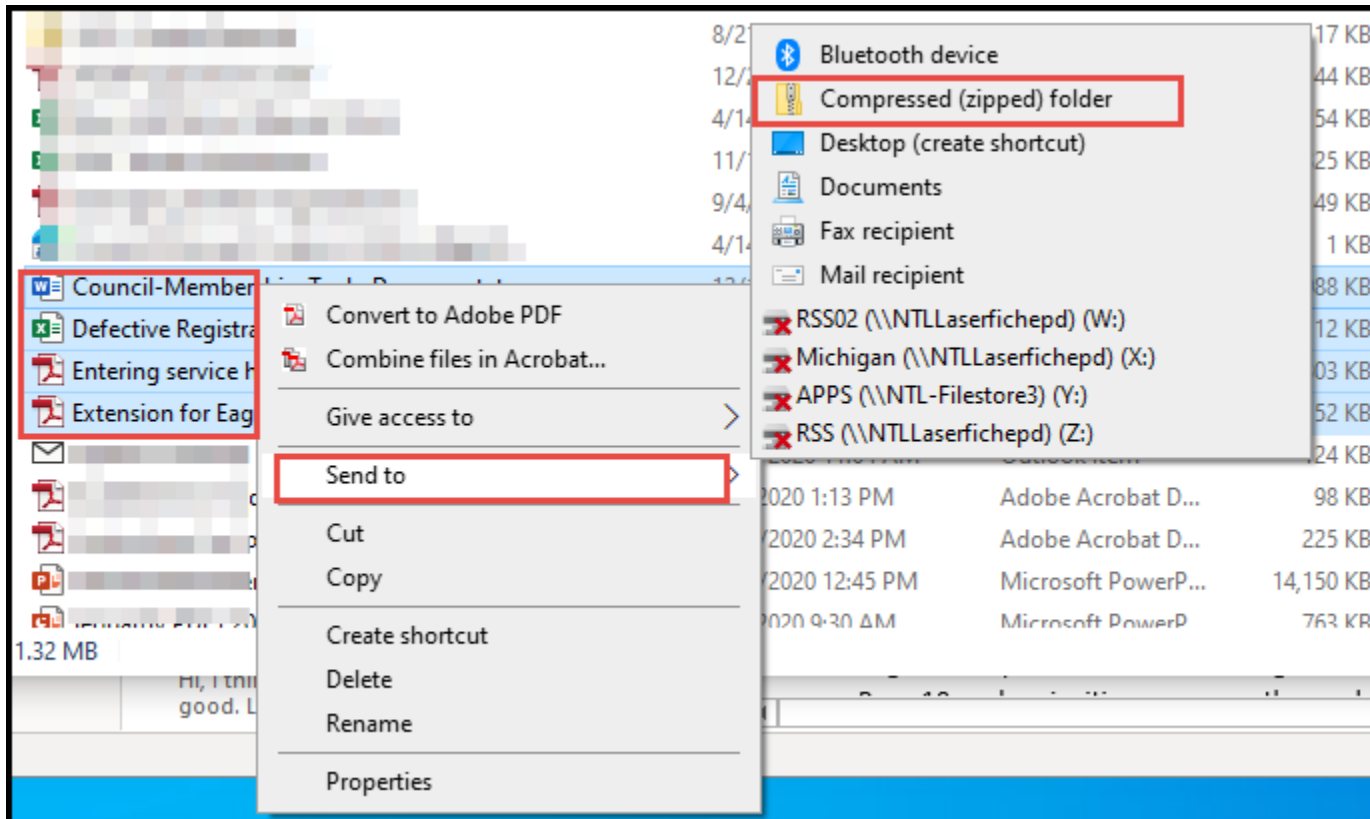
Payment Logs Refresh Roster Print Roster

Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	!	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	☐	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	☐	\$ 45.00	✎
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	!	✓	☐	\$ 45.00	✎

Creating a Zip File for loading documents

If you are uploading a group of files, use your Zip File option by highlighting the documents, right click after highlighting the documents and select Send to and next select Compressed (zipped) folder. Once you have created the zip file and named your zip folder, choose the folder when clicking the Upload Document option.



Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS	🔄	9/9/2021 8:51 AM	Compressed (zipp...)	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

Invite New Member into the unit (Leads)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williams
District: Sabine
Council: Three Rivers Council
Unit Term: 12

Member Type: Adult
Email Address: donna.arnold@scouting.org
First Name: donna
Last Name: arnold

Invite Member

Invite New Member

Member Type: Participant
Email Address
First Name
Last Name

Invite Member

There are three invite options - Adult , Youth and Participant

Invite New Member

Member Type: Youth
Parent/Guardian's Email Address
Parent/Guardian's First Name
Parent/Guardian's Last Name
Youth's First Name
Youth's Last Name

Invite Member


Invite New Member

Member Type: Adult
Email Address
First Name
Last Name

Invite Member

An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. This will add any new online registrations into your unit. Once the invite is sent, they will appear on the Pending Members Tab.

Recharter Invitation

 Boy Scouts of America <boyscoutsofamerica@email.scouting.org>
To Donna Arnold
Retention Policy 3 Year Delete (3 years)

[View Online](#)

Right-click or

You're Invited to Join Us!

Troop 0118 is waiting for you to join!

donna, you've been invited to join Troop 0118 and become a member of the Boy Scouts of America! To finish the joining process, please click the below.

<https://myga.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>


If you have any questions or concerns, please reach out to **Troop 0118** directly.

We look forward to all the great things you will accomplish in your Scouting journey.

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TROOP ROSTER REMOVED MEMBERS (1) **PENDING MEMBERS (1)**

Send Reminder

<input type="checkbox"/>	Name	Gender	Member Type	Invited on
<input type="checkbox"/>	 donna arnold	--	Adult	2021-09-07

Total 1 Items < 1 > 10 / page

Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	on Hardy	M	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	i	✓	i	\$ 45.00	
<input type="checkbox"/>	on Hatton	M	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	i	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	i	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M	5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	i	\$ 45.00	
<input checked="" type="checkbox"/>	Donna Arnold	--	--	Adult	Committee Member	--	i	i	i	\$ 45.00	

Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

Donna Arnold X

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Add To Recharter ↻

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, there is a progress bar with two steps: 'Complete' (1) and 'Payment and Confirmation' (2). The main content area is divided into three sections: 'MY UNIT', 'CHARTERED ORGANIZATION INFORMATION', and a 'REMOVED MEMBERS' list.

MY UNIT: TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS. Unit Type: Troop, Unit Number: 118, Unit Expire Date: 09/29/2021. Chartered Organization: Friends of the Williamson Troop, District: Sabine, Council: Three Rivers Council, Unit Term: 12, Unit New Expire Date: 09/29/2021.

CHARTERED ORGANIZATION INFORMATION: FRIENDS OF THE WILLIAMSON TROOP. Chartered Organization Name: Friends of the Williamson Troop, Chartered Organization Address: 5890 Packard, Chartered Organization City: Vidor, Chartered Organization State: TX, Chartered Organization Zip: 77662-2457.

REMOVED MEMBERS (1): A table lists members who have been removed. The first member, Donna Arnold, is highlighted in yellow. A checkbox next to her name is checked. A callout box points to this checkbox with the instruction '2. click the checkbox next to the name you would like to add back into the Recharter'.

ADD TO RECHARTER: A button labeled 'Add To Recharter' is circled in red. A callout box points to it with the instruction '3. Click Add To Recharter'.

ADD TO RECHARTER POPUP: A modal window titled 'Add to recharter' is open. It contains the text 'Please confirm you want to add the following members to the recharter:' followed by 'ADULTS (1)' and a list item 'Donna Arnold X'. At the bottom of the modal are two buttons: 'CANCEL' and 'ADD'. The 'ADD' button is circled in blue, and a callout box points to it with the instruction '4. Click Add'.

NAVIGATION: At the bottom of the interface, there are links for 'Payment Logs', 'Refresh Roster', and 'Print Roster'. A 'Validate Recharter and Pay' button is located at the bottom right.

Once you click Add, the youth or adult will move back into the unit. Click on Troop Roster tab and the roster should now reflect the add. Once added, click Refresh Roster and continue with renewal submittal.

Internet Advancement Recharter Welcome, Derek Brasher

1 Complete Recharter Information
 2 Payment and Confirmation

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021 ❗
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER
REMOVED MEMBERS (0)
PENDING MEMBERS (1)
Payment Logs \$
Refresh Roster
Print Roster

Manage Members
Upload Document
Show: All Roster
Search by Name or Member ID

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	❗	✅	❗	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M	07/08/1973	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✅	✅	❗	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✅	❗	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Committee Member	111098471	✅	✅	❗	\$ 45.00	
<input type="checkbox"/>	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--	❗	❗	❗	\$ 45.00	

Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the Validate Recharter and Pay. A popup will appear if you have any errors or warnings. At that time you will need to correct the errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning, you have the ability to correct the warnings if possible and continue through the submittal process.

The screenshot displays the Scout24 Recharter interface for 'Internet Advancement'. A 'Validate recharter' popup is centered on the screen, listing the following reasons for the error:

- Unit does not have the required amount of leadership positions (Red bubble)
- Leaders have current YPT (Yellow bubble)
- Leaders have completed CBC authorization (Yellow bubble)
- Leaders are more than 18 years old (Green bubble)

The 'CONTINUE EDITING' button in the popup is circled in black. A separate white text box on the right side of the screen provides instructions: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.'

At the bottom right of the interface, the 'Validate Recharter and Pay' button is circled in white. The background shows a table of members with columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. Two members are listed: Kryndon Hardy and Zachary Brasher, both Youth Members with a Scout Life of \$72.00 and a red error bubble next to their Scout Life value.

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--	! \$ 72.00	
<input type="checkbox"/>	Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--	! \$ 72.00	

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and only warnings and you are ready to submit your unit, click the Proceed to Payment button. There is a possibility that you will have no errors or warnings and in this case you may also proceed to payment. You have the option to print your roster by clicking the Print Roster once you have validated all information and before you move to the payment page.

The screenshot displays the 'Internet Advancement Recharter' interface. A modal window titled 'Validate recharter' is open, showing a success message: 'Recharter validation successful!'. Below the message, four validation items are listed with status icons: a green checkmark for 'Unit has the required amount of leadership positions', a yellow warning icon for 'Leaders have current YPT', a yellow warning icon for 'Leaders have completed CBC authorization', and a green checkmark for 'Leaders are more than 18 years old'. At the bottom of the modal are two buttons: 'CONTINUE EDITING' and 'PROCEED TO PAYMENT', with the latter circled in black. A white text box on the right side of the modal contains the instruction: 'Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment'. The background shows a roster table with columns for member name, gender, birth date, address, age, membership type, unit membership type, ID number, status icons (info, warning, error, success), and dues amount. At the bottom right of the interface, a dark blue button labeled 'Validate Recharter and Pay' is circled in white.

Member Name	Gender	Birth Date	Address	Age	Membership Type	Unit Membership Type	ID Number	Status	Dues Amount
Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered	Chartered Rep.	13332946	Info, Success, Error	\$ 45.00
Bronson Hatton	M						115299012	Success, Success, Error	\$ 45.00
Derek Brasher	M						11		\$ 0.00
Derek Brasher	M						11		\$ 45.00
Jonathan Healy	M						10		\$ 45.00
Joseph Muckleroy	M						91		\$ 45.00
Marvin Lopez							--	Info, Info, Info	\$ 45.00
Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant		125786253	--, --, Error	\$ 72.00
Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member		128959725	--, --, Error	\$ 72.00
Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member		130281680	--, --, Error	\$ 72.00

Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

← Back to: Recharter Info

Complete Recharter Information

Payment and Confirmation

BILLING INFORMATION ?

First Name Last Name

Code **USA** Phone Number

Country **USA (US)** Address

City State

Zip Code

PAYMENT METHOD

Credit Card
Extra credit card fee 3%

Credit Card payment

Card Type Cardholder's Name

Card Number Exp. Month Exp. Year

CVV Number

E-CHECK
Extra fee \$1

E Check payment

Pay at Council
No extra fee

Pay at Council

RENEWAL ROSTER FEES TOTAL: \$705 USD

REGISTRATION	QUANTITY	FEE
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

Pay and Post Renewal

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.