



A message from the

# Potawatomi Area Council



Dear Scouters,

With the new membership renewal process being implemented now, we as the Potawatomi Area Council wanted to update everyone on information how membership renewal is going to work from now on.

As you probably already know, membership renewal will now take place on the date that each Scout or Leader had originally registered with the Unit. This means that eventually everyone in your Unit will likely be renewing their membership all at different times throughout the year. We understand this may be hard for each individual family in scouting to track themselves, so we are recommending all the Units in the Potawatomi Area Council renew each member on your roster annually.

What this means is that your Unit Key 3 will receive emails from National 60, 30, 15, 7, and 1 day(s) before each member expires and needs to be renewed. Your Unit can also log in on [my.scouting.org](http://my.scouting.org) at any time and see who in your Unit is coming up to be renewed. With your Unit being responsible for renewing each member, it helps keep processes the way they typically were run with Units collecting dues from each member each year and then paying the National BSA with the dues that they collect.

Alternatively, there is the option to have each individual Scouting family be responsible for logging on to [my.scouting.org](http://my.scouting.org) to pay and then to have their membership auto-renew each year with the card they paid with. While we are not recommending that process of renewing each member, it is an option for each Unit to renew their members that way. We just ask that if that is your plan, please reach out to your District Executive to talk about that process and why your Unit prefers to renew your members that way. Your District Executive can help answer any questions or concerns you may have about the process and will let you know the best course of action for your specific Unit to take.

We have attached some helpful documents that will walk you through the process of renewing your members of your Unit. Additional information on rechartering your unit will be coming out in the next few weeks as well, so please keep an eye out for that information.

Yours in Scouting,

# Unit Pay for Member Renewal

(Supporting Changes implemented March 1, 2024)  
May 10, 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 two-month “lapsed” period after the expiration date.**

The screenshot shows the 'myScouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. The 'Roster' page is active, displaying a table of members. The 'Renew' button is highlighted in the top navigation bar. The table has columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. The 'Opt Out' column contains circular icons with a diagonal line through them, indicating that members can be opted out of renewal. The 'Renew' button is also highlighted with a red box.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Kir...	14000075	Committee Chair	F	Initiated	ⓧ	03/31/2024
Logan H...	13...	Youth Member	M	Initiated	ⓧ	03/31/2024
Marqus Farmer	14...	Youth Member	M	Initiated	ⓧ	03/31/2024
Jeffrey Foster	11...	Scoutmaster (Trained)	M	Initiated	ⓧ	03/31/2024
Bryan S...	12...	Assistant Scoutmaster	M	Initiated	ⓧ	03/31/2024
Randy C...	85...	Chartered Organization Rep. Executive Officer	M	Initiated	ⓧ	03/31/2024
Seth Bry...	13...	Youth Member	M	Initiated	ⓧ	03/31/2024
Charles ...	12...	Committee Member (Trained)	M	Initiated	ⓧ	03/31/2024
Seth Wil...	12...	Youth Member	M	Initiated	ⓧ	03/31/2024
Amanda ...	13...	New Member Coordinator	F	Initiated	ⓧ	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. The 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 <span>Trained</span>	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 success message at the top: '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.”

The screenshot shows the my.Scouting Organization Manager interface for Troop 0301 John R. Bentley Youth Fund INC. On the left is a sidebar with the troop logo and navigation options. The main area is titled 'Roster' and contains a search bar and a toolbar with buttons for Transfer, Renew (highlighted with a red box), Compose, Print, Edit Profile, Export Roster, and Filter. Below the toolbar is a table with columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. Three members are listed, each with a checked checkbox in the first column.

<input checked="" type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	Mary		Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	Logan		Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	Marque		Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024

A list of the members you are renewing displays.







The screenshot shows the 'Unit Paid Membership Renewal' interface. It displays two member profiles. The first is for John, a Committee Member (MC) for Troop 0010, with a primary position. His current expiry date is 12/31/2023 and his future expiry date is 12/31/2024. The second is for Cortney, a New Member Coordinator (NM) for Troop 0010, also with a primary position and the same expiry dates. Both members have their Scout Life Subscription boxes checked. At the bottom, there is a 'Back to roster' button and a 'Create Renewal Orders' button.

**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 ✕

 <b>Traditional Adult</b> Quantity: 4	\$240.00
 <b>Scout Life Domestic Rates</b> Quantity: 3	\$45.00
 <b>Council Fee</b> Quantity: 4	\$0.00
 <b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$8.55
<hr/>	
 <b>TOTAL AMOUNT DUE:</b>	\$293.55
 <b>AMOUNT PAID:</b>	\$0.00

**Credit Card**    ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:


\* CVV:

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\* 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.



Troop 0301

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster**
- Transfer in
- Position Manager
- Reports

<input checked="" type="checkbox"/>	Seth Williams	Youth Member	M	Initiated	03/31/2024
<input checked="" type="checkbox"/>	Amanda Williams	New Member Coordinator	F	Initiated	03/31/2024

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Unit Orders

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marquise Williams	Initiated	Traditional Youth	No	
Logan Williams	Initiated	Traditional Youth	No	
Jeffrey Williams	Initiated	Traditional Adult	No	
Seth Williams	Initiated	Traditional Youth	No	
Bryan Williams	Initiated	Traditional Adult	No	
Seth Williams	Initiated	Traditional Youth	No	
Amanda Williams	Initiated	Traditional Adult	No	
Charles Williams	Initiated	Traditional Adult	No	
Randy Williams	Initiated	Traditional Adult	No	

Unit Orders By Batch







Created By	Created On	Number of Orders	Paid	
+ Mary Barfield	02/05/2024, 11:06:25 am	10	No	<a href="#">GO TO PAYMENT</a>

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 ✕

 <b>Traditional Adult</b> Quantity: 4	\$240.00
 <b>Scout Life Domestic Rates</b> Quantity: 4	\$60.00
 <b>Council Fee</b> Quantity: 4	\$8.16
 <b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$9.24
<hr/>	
 <b>TOTAL AMOUNT DUE:</b>	\$317.40
 <b>AMOUNT PAID:</b>	\$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 <span>Trained</span>	F	Eligible to Renew		03/31/2024
<input type="checkbox"/>	Matt	1	Chartered Organization Rep. <span>Trained</span>	M	Eligible to Renew		03/31/2024
<input type="checkbox"/>	Sheri	1	Committee Chair <span>Trained</span>	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

< 1 2 >

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