

Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.
(not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
Expiration date = June 30, renewal opportunity begins May 1.
3. A unit has a three-month lapsed period after the unit expires.
Expiration date = June 30, lapse period ends Sept 30, will drop Oct 1.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

Validation Codes in Unit Renewal:

Errors (red) will not let you proceed.

Warnings (yellow) will allow you to proceed.

- a. Leaders do not have current Youth Protection Training – **Error.(most common)**
 - b. Unit does not have required number of leadership positions – **Error.**
 - c. Leaders are less than 18 years old – **Error.**
 - d. Youth do not meet the age/grade requirement for the program – **Error.**
 - e. Leaders do not have completed CBC Authorizations – **Warning**
 - f. Adults do not have SSN – **Warning**
5. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
 6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
 7. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal page, the validation check processes again.

The screenshot displays the 'My.Scouting/Unit Renewal' page. On the left, a sidebar menu is visible with 'Unit Renewal' highlighted. The main content area shows the 'Unit Validation' step. It includes sections for 'Unit Leadership' (listing roles like Chartered Organization Rep, Scoutmaster, Executive Officer, and New Member Coordinator with their respective names), 'Chartered Organization' (showing organization name, executive officer, unit term, and unit address), and 'Youth Membership' (displaying 6 Youth Members and 1 Multiple Member). A 'Validation' section indicates '1 Error' and lists members affected by the error: Bryan McElroy, Randy McElroy, Charles McElroy, and Amanda McElroy. At the bottom, there is a 'Unit Renewal and Leadership Approval' section with a signature line and a button labeled 'Next Step: Unit Pin Review'.

Unit Renewal

My.Scouting/Unit Renewal

Unit Validation

Unit Leadership

Chartered Organization

Youth Membership

Validation

Error: Leaders do not have current Youth Protection Training

Members Affected:

- Bryan McElroy
- Randy McElroy
- Charles McElroy
- Amanda McElroy

Unit Renewal and Leadership Approval

Next Step: Unit Pin Review

Once all validation errors have been resolved, “sign” the renewal by entering your name approving the leadership for renewal and then select “Next Step: Unit Pin Review”

The screenshot displays the 'My.Scouting/Unit Pin Review' page. It shows the 'Unit Pin Review' step in the process. The 'Unit Leadership' section lists roles and names: Venturing Crew Advisor (Chris), Chartered Organization Rep (Holly), Committee Chair (Holly), Executive Officer (Glen), and Committee Member (Nath and Kara). The 'Chartered Organization' section shows organization name, executive officer, unit term, and unit address. The 'Membership' section shows 5 Youth Members and 1 Multiple Member. At the bottom, there is a 'Unit Renewal and Leadership Approval' section with a signature line and a button labeled 'Next Step: Unit Pin Review'.

Unit Pin Review

Unit Leadership

Chartered Organization

Membership

Unit Renewal and Leadership Approval

Sign Here

Next Step: Unit Pin Review

Make any necessary changes to the Unit Pin Setup. Be sure the indication to show on BeAScout corresponds with the “Fields to Display on Unit Pin.”

I.e.: If indicate to show on BeAScout, select which fields to show.
Then select “ Continue to Unit Renewal.”

The screenshot shows the 'Unit Pin Review' step in a four-step process (Unit Validation, Unit Pin Review, Payment, Confirmation). The 'Continue to Unit Renewal' button is highlighted with a red box. The screen displays unit information, contact details, and fields to display on the unit pin.

Unit Information

Appear on BeAScout: ☐

Allow People to Apply Online: ☒

Contact Information

Contact Person: Christopher Holloway
Phone: (205) 792-3276
Email: cholloway9133@gmail.com

[Edit](#)

Special Interest Type
HIGH ADVENTURE

Unit Website
www.scouting.org

Additional Unit Information

Fields to Display on Unit Pin:

Unit Meeting Address: ☒

Contact Person's Name: ☒

Phone Number: ☐

Contact Email: ☒

Unit Website: ☐

Additional Unit Information: ☐

Continue to Unit Renewal

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information on the appropriate tab.

(See next page for ACH payment information.)

The screenshot shows the 'Payment' step in a four-step process (Unit Validation, Unit Pin Review, Payment, Confirmation). The 'Payment' step is highlighted with a red box. The screen displays unit renewal fees and billing information. The 'Credit Card' tab is selected and highlighted with a red box.

Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

Billing Information

Credit Card **Bank Account**

CARD INFORMATION

* First Name: Mary

* Last Name: Person

* Card Number: 8100 8400 1010 1013

* Expiration Date: 12/27

As a unit, you have the option to securely store the payment information for next year if desired. Select “Submit Payment” if paying by credit card or “Pay with Bank Account” if paying by ACH.

This screenshot shows a credit card payment form. The form includes fields for Card Number, Expiration Date, CVV, Email Address, and Billing Address (Country, Address Line 1, Address Line 2, City, State/Region, ZIP Code). A checkbox labeled "Save this card for future payments:" is checked. A blue "Submit Payment" button is at the bottom right.

Annotations:

- Red box: "Save this card for future payments." pointing to the checkbox.
- Red box: "Submit Payment" pointing to the button.

Click on “Submit Payment” (if by credit card) or “Pay With Bank Account” (if by ACH).

This screenshot shows a "Billing Information" form. It has two tabs: "Credit Card" and "ACH Payment". The "ACH Payment" tab is selected. The form includes fields for First Name, Last Name, Email Address, Phone Number, Address Line 1, City, State/Region, and ZIP Code. A checkbox labeled "Save account information for future payments:" is unchecked. A blue "Pay With Bank Account" button is at the bottom right.

Annotations:

- Red box: "Credit Card" and "ACH Payment" pointing to the tabs.
- Red box: "Save account information for future payments." pointing to the checkbox.
- Red box: "Pay With Bank Account" pointing to the button.

You will next see a recap of the fees. Select “Go to Confirmation.”

The screenshot shows a web interface for 'Unit Validation'. At the top, there's a 'Renewal Order Status' section with the following details: Status: Submitted, Is paid: Yes, and Created By: Mary Parson. Below this is a progress bar with three steps: 1. Unit Validation (active), 2. Payment, and 3. Confirmation. The main section is titled 'Unit Renewal Fees' and contains a table with the following items:

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

At the bottom right, there is a blue button labeled 'Go To Confirmation'. A red box highlights this button, and a separate red box to its right contains the text 'Go to Confirmation'.

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

The screenshot shows a web interface for 'Payment'. At the top, there's a progress bar with three steps: 1. Unit Validation, 2. Payment (active), and 3. Confirmation. The main section features a large yellow dollar sign icon and the text: 'Your payment is being processed. Please check back later for the status of your renewal order.' Below this is a 'Renewal Order Status' section with the following details: Status: Submitted, Is paid: Yes, and Created By: Mary Parson.

Your unit is now submitted for renewal and will be posted overnight.

The screenshot shows an email receipt from Chase Integrated Payments. The header includes the Chase logo and the text 'Integrated Payments Receipt'. The email body contains the following information:

Billed to: Visa xxxxxx4112
To: Mary Parson
Total: USD \$100.00
Purchased from: Boy Scout of America
1325 W. Walnut Hill Lane,
Irving, TX, 75038, US
Wepay_admin@scouting.org
Type: Sale
Date: 02/08/2024

If you have any questions about your receipt, contact chase-support@wepay.com