

MEMBERSHIP RENEWAL GUIDE – Step 2 of 2

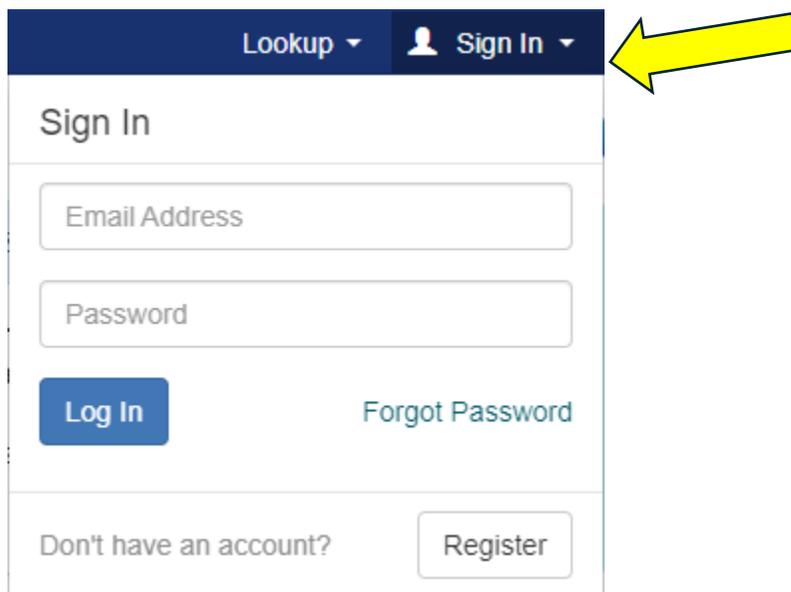
Congratulations on completing Step 1 of the recharter process, the Unit Renewal. Now it's time to renew your youth and adult members. This process will need to be completed by 1 of the Key 3 within your unit.

We are using the Scouting Event (Black Pug 24/7) site for renewals. If you have registered for an activity or event in the Mid-America Council, this is a platform you are familiar with. Our hope is that the process will be very efficient for you.

Navigate to: Cub Scout Packs - <https://scoutingevent.com/326-MACPackrecharter>

Scouts BSA Troops, Crews, Ship – <https://scoutingevent.com/326-MACTrooprecharter>

You will need to create an account if you do not have a log-in for the site already. This will ensure your unit roster loads properly.



The image shows a screenshot of the Scouting Event website's sign-in interface. At the top, there is a dark blue navigation bar containing a 'Lookup' dropdown menu and a 'Sign In' dropdown menu with a user icon. A yellow arrow points to the 'Sign In' dropdown. Below the navigation bar, the page title is 'Sign In'. There are two input fields: 'Email Address' and 'Password'. Below these fields is a blue 'Log In' button and a 'Forgot Password' link. At the bottom of the sign-in section, there is a 'Don't have an account?' link and a 'Register' button.

Next you will select the number of members you are renewing.

- You must select a quantity of “1” for Annual Charter Fee
- Select the number of Youth Registrations you are renewing. These are currently registered Scouts who are renewing their membership
- Select any new youth. This is for NEW youth who have never been registered in Scouting before. A completed youth application upload is required.
- Select the number of youth who are renewing their monthly subscription. You will have the ability to remove their fee, and then Council will verify and approve it. **Scouts that wish to switch to subscription CANNOT enroll in monthly payments on this charter system. (There is a link within that box in the system in which you can do that)
- Select the number of No Fee Multiple Youth you are renewing, if any. These are youth that are being paid for on a different unit's charter.
 - *You will be required to identify in which unit these individuals are a multiple in and where their primary registration is paid for.*
- Select the number of Adult Registrations you are renewing. These are currently registered Adults who are renewing their membership

- Select the number of No Fee Multiple Adults you are renewing, if any. These are adult that are being paid for on a different unit's charter.
 - *You will be required to identify in which unit these individuals are a multiple in and where their primary registration is paid for.*
- Select any new adults. This is for NEW adults who have never been registered in Scouting before. A completed adult application and Youth Protection Training certificate upload is required.

2025 Recharter

October 15, 2024 12:00 AM: Durham Scout Center

View Pricing

<p>Annual Charter Fee</p> <p>1 Min <input type="text" value="0"/></p> <p>Cost: \$100.00</p>	<p>Youth - Renew Annual Registration Fee</p> <p><input type="text" value="0"/></p> <p>Cost: \$156.00</p> <p>Currently registered scout that is renewing their membership.</p>	<p>Youth - NEW Annual Registration Fee</p> <p><input type="text" value="0"/></p> <p>Cost: \$181.00</p> <p>For NEW youth who have never been registered in Scouting before. A completed youth application upload is required.</p>
<p>Youth - Monthly Subscription</p> <p><input type="text" value="0"/></p> <p>Cost: \$171.00</p> <p>You will have the ability to remove their fee, then Council will need to approve it. **Scouts that wish to switch to subscription CANNOT enroll in monthly payments on this charter. They must do so HERE**</p>	<p>Youth - No Fee Multiple</p> <p><input type="text" value="0"/></p> <p>Cost: \$0.00</p> <p>A youth that is being paid for on a different unit's charter.</p>	<p>Adult - Renew Annual Registration Fee</p> <p><input type="text" value="0"/></p> <p>Cost: \$50.00</p> <p>Currently registered adult that is renewing their membership.</p>
<p>Adult - No Fee Multiple</p> <p><input type="text" value="0"/></p> <p>Cost: \$0.00</p> <p>An adult that is being paid for on a different unit's charter.</p>	<p>Adult - NEW Annual Registration Fee</p> <p><input type="text" value="0"/></p> <p>Cost: \$50.00</p> <p>An adult that is not currently registered. A completed adult application and Youth Protection Training certificate upload is required.</p>	

- On the next screen, you will identify the Unit Key 3 member who is completing this registration process.

First Name

First Name

Last Name

Last Name

Primary Contact Email

Email

Unit Information

Select Unit

Cell Phone

999-999-9999

Next you will begin selecting the youth for renewal. Select the Autofill button in each box for a youth in which you are renewing. You will need to select Scout Life Magazine for each member if they wish to receive it by updating information.

2 Youth - Renew Annual Registration Fee

Currently registered scout that is renewing their membership.

Youth - Renew Annual Registration Fee

Checkout Required
Missing Information

Regular Price: \$156.00
Balance Due: \$156.00

Update Information

Autofill

Youth - Renew Annual Registration Fee

Checkout Required
Missing Information

Regular Price: \$156.00
Balance Due: \$156.00

Update Information

Autofill

Select Record from Roster. If you are involved with multiple units, you will need to select which unit in which you are working on the renewal for.

Select Record from Roster

Search

My Roster

BSA ID	First Name	Middle Name	Last Name	Suffix	Gender	Age	Unit	Email
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Cancel

Fill Information

Next select a Scout in which you choose to renew. Their First and Last Names will be listed. Click on the circle to the left of the BSA ID number and click on “Fill information” in the bottom right-hand corner. Work through, following this process for each youth you wish to renew.

**Do be cautious as Scouts do not remove from the list once selected. It may be best to use the provided unit roster and cross names off once you have selected them on this system.*

Select Record from GR Troop 110 B



Search GR Troop 110 B

BSA ID	First Name	Middle Name	Last Name	Suffix	Gender	Age	Unit	Email
<input type="radio"/> 134391741					Male	12	GR Troop 110 B	
<input type="radio"/> 133348358					Male	13	GR Troop 110 B	
<input type="radio"/> 133348888					Male	13	GR Troop 110 B	
<input type="radio"/> 137168044					Male	12	GR Troop 110 B	
<input type="radio"/> 133696058					Male	14	GR Troop 110 B	
<input type="radio"/> 130807768					Male	17	GR Troop 110 B	
<input type="radio"/> 133349013					Male	14	GR Troop 110 B	
<input type="radio"/> 137097570					Male	12	GR Troop 110 B	
<input type="radio"/> 130902239					Male	16	GR Troop 110 B	
<input type="radio"/> 129563649					Male	17	GR Troop 110 B	
<input type="radio"/> 135449893					Male	12	GR Troop 110 B	
<input type="radio"/> 131991828					Male	15	GR Troop 110 B	

CREDIT FOR SCOUTS ON SUBSCRIPTIONS

You have received a listing of those Scouts in your unit who are on the Membership Subscription Plan. For those Scouts, after you have Auto Filled their information, you will need to select “Update Information.” Check the box under Membership Subscription and in the Amount Requested, input \$171.00. This will deduct that amount for each of your Youth Members who are utilizing the Membership Subscription Plan for payment of their membership.

Member Services will then verify and approve each one.

1 Youth - Monthly Subscription

You will have the ability to remove their fee, then Council will need to approve it. **** Scouts that wish to switch to subscription CANNOT enroll in monthly payments on this charter. They must do so [HERE](#).****

Youth - Monthly Subscription	Regular Price: \$171.00
Checkout Required	Balance Due: \$171.00
Missing Information	

Update Information  Autofill

Change Information for Youth - Monthly Subscription

 Roster 

 First Name

 Last Name

Membership Subscription

Are you applying for "Membership Subscription"?

Amount Requested

Next follow the same process above, selecting your Adults you wish to renew.

5 Renewal of Annual Adult Registration

Renewal of Annual Adult Registration

Checkout Required
Missing Information

Regular Price: \$50.00
Balance Due: \$50.00

Update Information



Renewal of Annual Adult Registration

Checkout Required
Missing Information

Regular Price: \$50.00
Balance Due: \$50.00

Update Information



Renewal of Annual Adult Registration

Checkout Required
Missing Information

Regular Price: \$50.00
Balance Due: \$50.00

Update Information



Renewal of Annual Adult Registration

Checkout Required
Missing Information

Regular Price: \$50.00
Balance Due: \$50.00

Update Information



For those Youth and/or Adults who have multiple registration you will list them here. These are individuals who are listed on your unit roster, but their primary registration and where they are paid, is in another unit. You will need to list them here with the same selection process as above and then list in what unit the individual is a multiple – where their primary registration is paid.



First Name

Last Name

In what unit is this individual a multiple - where their primary registration is paid?



Once all Youth and Adult members have been selected for renewal, select the **GREEN** Continue button to proceed to Check Out.

You will then be able to review your Unit Participant Summary.

Participant Summary

Annual Charter Fee	1
Renewal of Annual Youth Registration	5
Renewal of Annual Adult Registration	5
NO FEE MULTIPLE ADULT	2

You will also be able to view a Financial Summary.

Financial Summary		
Regular Price:	\$512.00	
Council Program (pending):	-\$156.00	
Balance Due:	\$356.00	

Lastly, you will see the Balance Due Required and you will click on the **green** Checkout.

Check the box after you have read the Agreement Policy.

For the Billing Information, fill in the information for the Key 3 Member who has completed this recharter process. This gives us contact information should we have any questions.

PAYMENT

You will have 3 methods in which you can submit payment for your 2025 Recharter:

- 1) E-Check debit authorization for a one-time debit from your checking account
- 2) Mail Payment to Mid-America Council
- 3) UDA Withdrawal (depository account at Council Office)

You may also authorize an ACH withdrawal if your unit is set up for this. In this case, click “pay later” and send a note to mac@scouting.org to authorize this transaction.

If your unit is not set up for ACH withdrawal, you may contact Member Services for the form to get established.

Click **BOOK REGISTRATION**



Mail Payment

Please make your check payable to **Mid-America Council**

Check Amount: \$256.00

Include registration number **3263985408** with your check.

Mid-America Council
12401 W Maple Rd
Omaha, Nebraska 68164
Phone: 402.431.9272
Fax: 402.431.0444

[Authorize Payment](#)

We are here to help you through this process. We know it is new and different. Please reach out to Member Services with any questions you may have.

Phone: 402-431-9272

E-Mail: mac@scouting.org