



# Key Steps for Membership & Unit Renewal

## Page 1: Steps for Unit Renewal

- Step-by-step instructions on how to complete the annual unit renewal (annual re-charter).

## Page 2-7: Steps for Unit Renewing their members

- Step-by-step instructions on how a unit can complete renewing membership for its members.

## Page 8: Instructions for submitting payment

Minimum Required Leadership Positions for Charter Renewal		
Pack	Troop	Crew / Ship
<input type="checkbox"/> Charter Organization Representative (CR)	<input type="checkbox"/> Charter Organization Representative (CR)	<input type="checkbox"/> Charter Organization Representative (CR)
<input type="checkbox"/> Committee Chairman (CC)	<input type="checkbox"/> Committee Chairman (CC)	<input type="checkbox"/> Committee Chairman (CC)
<input type="checkbox"/> Member of Committee (MC)	<input type="checkbox"/> Member of Committee (MC)	<input type="checkbox"/> Member of Committee (MC)
<input type="checkbox"/> Member of Committee (MC)	<input type="checkbox"/> Member of Committee (MC)	<input type="checkbox"/> Member of Committee (MC)
<input type="checkbox"/> Cubmaster (CB)	<input type="checkbox"/> Scoutmaster (SM)	<input type="checkbox"/> Crew Advisor (NL)
<input type="checkbox"/> Tiger Leader <input type="checkbox"/> Den Leader <input type="checkbox"/> Webelos Leader		
<ul style="list-style-type: none"> <li>• Charter Organization Representative and Committee Chairman can be the same person</li> </ul>		
<ul style="list-style-type: none"> <li>• The only person that can serve in two positions is the CR, who can additionally be a CC or MC.</li> </ul>		
<p><b>These are minimum requirements, please ensure you have adequate leadership for the needs of your program</b></p> <p><b>See your Unit Commissioner or District Executive if you need assistance in leadership cultivation.</b></p>		

# **Steps for Unit Renewal**

(Annual Unit Re-charter)

- 1. Unit Key 3 Member Log on to my.Scouting.org, navigate to Organization Manager>Unit Renewal.**
- 2. Validate Information.**
- 3. Check your leadership positions and make sure you have the correct names in the correct positions.**
  - a. The Chartered Organization Representative or delegate can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can revalidate.
- 4. E-sign the Page.**
- 5. Unit Pin Review.**
- 6. Continue to Unit Renewal.**
- 7. Select payment method.**

Select Pay at Council option.
- 8. The unit renewal process is now complete- no further action is needed.**

# Steps for Units Renewing their Members

## 1. Unit Key 3 Member Log on to the appropriate site

- <https://scoutingevent.com/326-PackRecharter>
- <http://scoutingevent.com/326-TroopCrewRecharter>
- **You will need to create an account if you do not have a log-in for this site already. This will ensure your unit roster loads properly.**



Lookup Sign In

Sign In

Email Address

Password

Log In Forgot Password

Don't have an account? Register

## 2. Select the members you want to renew.

- 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 YPT Certificate are required uploads.

## 2026 Recharter

November 01, 2025 12:00 AM: Durham Scout Center

View Pricing

### Annual Charter Fee

1 Min

0 ▼

Cost: \$100.00

### Youth - Renew Annual Registration Fee

0 ▼

Cost: \$156.00

Currently registered scout that is renewing their membership.

### Youth - NEW Annual Registration Fee

0 ▼

Cost: \$181.00

For NEW youth who have never been registered in Scouting before. A completed youth application upload is required.

### Youth - Monthly Subscription

0 ▼

Cost: \$171.00

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](#).\*\*

### Adult - Renew Annual Registration Fee

0 ▼

Cost: \$65.00

Currently registered adult that is renewing their membership.

### Adult - No Fee Multiple

0 ▼

Cost: \$0.00

An adult that is being paid for on a different unit's charter.


### Adult - NEW Annual Registration Fee

0 ▼

Cost: \$65.00

An adult that is not currently registered. A completed adult application and Youth Protection Training certificate upload is required.

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

 Roster

*First Name*

*Last Name*

*Primary Contact Email*


*Unit Information*

*Cell Phone*

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

Youth - Renew Annual Registration Fee
 Checkout Required
 Missing Information



Youth - Renew Annual Registration Fee
 Checkout Required
 Missing Information

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

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

My Roster

BSA ID	First Name	Middle Name	Last Name	Suffix	Gender	Age	Unit	Email
<div> <input type="button" value="Cancel"/> <input type="button" value="Fill Information"/> </div>								

4

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

Cancel
Fill Information

### **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](#).\*\***

They will also still need to be added to recharter.

Youth - Monthly Subscription

Checkout Required

Missing Information

Update Information

Autofill

Regular Price: \$171.00  
Balance Due: \$171.00

### Update Information for Youth – Monthly Subscription

First Name

Last Name

Click here and enter \$171 to deduct Subscription Scout membership (\$156) & SL magazine (\$15) fees from your charter.

Membership Subscription

☐ Are you applying for "Membership Subscription"?

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

2 Adult - Renew Annual Registration Fee

Currently registered adult that is renewing their membership.

Adult - Renew Annual Registration Fee

Checkout Required

Missing Information

Update Information

Autofill

Regular Price: \$65.00  
Balance Due: \$65.00

Adult - Renew Annual Registration Fee

Checkout Required

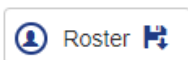
Missing Information

Update Information

Autofill

Regular Price: \$65.00  
Balance Due: \$65.00

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. They may also have multiple positions within your unit, please indicate which is their paid position. You will need to list them here with the same selection process as above and then list in what unit/position 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](mailto: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, or the link to the form can be found in the attachments on the BlackPug 24/7 site.

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](mailto:mac@scouting.org)

