

Unit Renewal Guide

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 = December 31, renewal opportunity begins November 1.
3. It is recommended to pre-check that 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 the 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**
4. 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.
 5. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
 6. 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 shows the My.Scouting/Unit Renewal page for Riley Youth Fund INC. The page is divided into several sections: Unit Leadership, Chartered Organization, Youth Membership, and Validation. The Validation section shows an error: "Error: Leaders do not have current Youth Protection Training". Below this error, a list of affected members is provided: Brian McPherson, Randy McPherson, Charles McPherson, and Amanda McPherson. A red box highlights this list with the text "List of errors, and who they apply to that were found during the validation process." The left sidebar contains a menu with "Unit Renewal" highlighted. The top navigation bar shows "My.Scouting | Organization Manager" and "My.Scouting/Organization Manager".

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

The screenshot shows the My.Scouting/Unit Renewal page after the validation errors have been resolved. The page is now in the "Unit Renewal and Leadership Approval" step. The "Unit Leadership" section shows the following roles and names: Venturing Crew Advisor (Caleb), Committee Chair (Holly), Committee Member (Nath, Kait), Chartered Organization Rep. (Hil), and Executive Officer (Glen). The "Chartered Organization" section shows: Organization Name (Etn), Unit Term (Oct 1, 2023 - Sep 30, 2024), Executive Officer (Glen), and Unit Address (280 Tus). The "Membership" section shows 5 Youth Members and 1 Multiple Member. A red box highlights the "Sign Here" field with the text "Sign Here". The bottom navigation bar shows "Next Step: Unit Pin Review" and "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 indicated 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 'Unit Information' section includes a 'Continue to Unit Renewal' button. Below this, there are toggle switches for 'Appear on BeAScout' and 'Allow People to Apply Online'. A 'Contact Information' section lists Christopher Holloway as the contact person with phone and email details. A 'Special Interest Type' dropdown is set to 'HIGH ADVENTURE'. The 'Unit Website' is 'www.scouting.org'. A 'Fields to Display on Unit Pin' section has toggle switches for 'Unit Meeting Address', 'Contact Person's Name', 'Phone Number', 'Contact Email', 'Unit Website', and 'Additional Unit Information'. A second 'Continue to Unit Renewal' button is also highlighted.

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 the four-step process. The 'Unit Renewal Fees' section displays a table with the following data:

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

The 'Billing Information' section has two tabs: 'Credit Card' and 'Bank Account'. Both tabs are highlighted with red boxes. Below the tabs, the 'CARD INFORMATION' section includes input fields for 'First Name' (Mary), 'Last Name' (Person), 'Card Number' (8 1017 8421 1216 0113), and '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.

The screenshot shows a payment form with the following fields: Card Number (0000 0000 0000 0000), Expiration Date (12/27), CVV (411), Email Address (example@example.com), BILLING ADDRESS section including Country (USA), Address Line 1 (1325 W Walnut Hill Ln), Address Line 2 (Address Line 2), City (Irving), State/Region (TX), and ZIP Code (75038-3008). A checkbox labeled "Save this card for future payments:" is checked. Two "Submit Payment" buttons are visible at the bottom right.

Save this card for future payments.

Save this card for future payments:

Submit Payment Submit Payment

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

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

Credit Card ACH Payment

Save account information for future payments.

Save account information for future payments:

Pay With Bank Account Pay with Bank Account

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

The screenshot shows a web interface for a renewal order. At the top, there is a progress bar with three steps: 1. Unit Validation (active), 2. Payment, and 3. Confirmation. Below the progress bar, the 'Unit Renewal Fees' section is displayed as a table:

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

At the bottom right of the page, there is a blue button labeled "Go To Confirmation". A red box highlights this button, and a larger blue box with the text "Go to Confirmation" is overlaid on the right side of the image.

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 payment processing page. At the top, the progress bar is updated: 1. Unit Validation, 2. Payment (active), and 3. Confirmation. The main content area features a large yellow dollar sign icon inside a circle. Below the icon, the text reads: "Your payment is being processed. Please check back later for the status of your renewal order." At the bottom of the page, there is a box containing the 'Renewal Order Status' information, which is identical to the one in the previous screenshot:

1 Renewal Order Status
Status: Submitted
Is paid: Yes
Created By: Mary Bethell

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