Unit Pay for Member Renewal

Units (Key 3) can process renewals on behalf of members of their unit. The system allows you to select all or specific individuals to renew. You can do this multiple times during the month so if you leave someone off you can always renew their membership later. And you can do this monthly to capture those that are entering their renewal window.

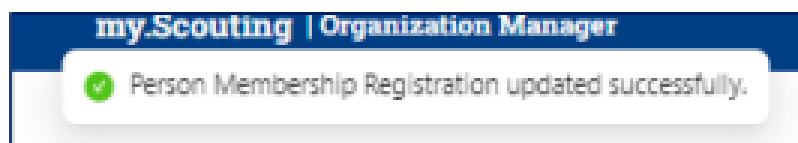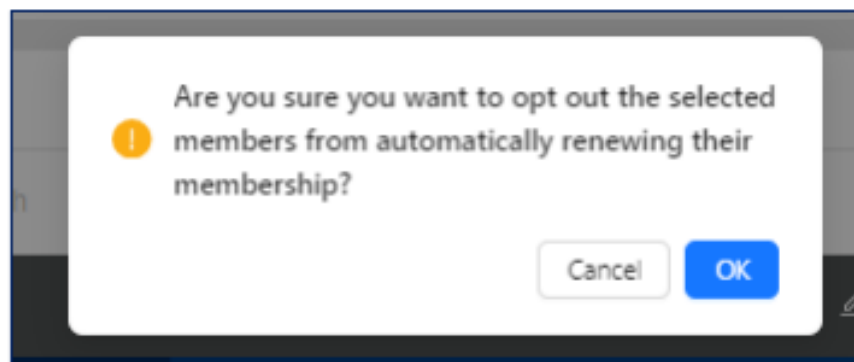**NOTE: The renewal period for membership begins two months before the expiration date**.

To begin, log in to My.Scouting and go to Menu>Organization Manager>Roster.

You can Opt-Out a member from renewing if you know they have left the unit. Select the individual by clicking the box to the left of their name and click on the symbol under Opt Out.

OnceOpt-Out is selected, it can only be unselected by the local council.

A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.

Select the members you want to renew by clicking the box to the left of the name.

To pay by credit card or ACH: Select the member(s) you want to renew, then click on "Renew."

A list of the members you have selected to renew will display.

NOTE: Scout Life Subscription will be selected by default. If you have members who do not want to subscribe, you will need to uncheck the box next to their name.

You can see a person's multiple registrations for this unit only by selecting "Show Multiple Registrations." You cannot see any positions that are not part of your unit.

To go back for any reason, select "Back to roster."

To continue with the renewal, select "Create Renewal Orders."

The Payment Summary page displays a recap of the fees.

If this is the first time setting up your credit card or ACH Payment, you will be presented with the option to submit the required information.

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

You can securely store the payment method for easy use in the future if you choose.

If your unit already has a credit card or ACH payment detail saved, you will be presented with a payment summary as well as the last saved payment method used.

You have the option to remove someone from the renewal. Or when you select the icon to the right of Remove, there is one last opportunity to remove a Scout Life subscription.

If needed, you can change the payment method by selecting "Pay with New Method." Follow the submission prompts for the payment method selected.

Payment has been processed message will display.

Print this screen for your records by selecting "control P."

Payment Summary   ✕

Oluv $153.00   Remove   >
Tradit

Subtotal: $153.00

Administrative Fee: $4.59
Credit Card Processing Fee (3%)

TOTAL AMOUNT DUE: $157.59

AMOUNT PAID: $157.59

✔ Payment has been processed.

                                                          Return to Roster

A Transaction Pending message will display if a payment has already been submitted within the last 30 minutes. This is to prevent the possibility of duplicate payments.

ie: John Doe and Jane Doe were renewed in one transaction. The Key 3 realized they left off two renewals. Billy Smith and Sam Johnson were then renewed within 30 minutes immediately following John and Jane Doe. The system will see that as a possible duplicate payment and will return the message below.

Payment Summary   ✕

Oluv $153.00   Remove   ∨
Tradit

Item   Price
BSA Youth Registration (Trad.) $85.00
Council Fee $53.00
Scout Life Domestic Rates $15.00   Remove Scout Life

Subtotal: $153.00

Administrative Fee: $4.59
Credit Card Processing Fee (3%)

TOTAL AMOUNT DUE: $157.59

AMOUNT PAID: $0.00

✖ Transaction Pending, an additional payment is not allowed to avoid a duplicate payment.
Please try again in 30 minutes or contact your council for assistance.