

Unit Renewal Steps

1



LOGIN

At My.Scouting.org and go to Organization Manager (Only the Unit Key 3: Unit Leader, Committee Chair, Chartered Organization Representative have access).

2

Click on “Unit Renewal” on the left hand side of the screen.

3

Check for Charter Validation Errors.

If no errors proceed to next step. If errors are identified:

- Adults with Expired YPT
- Unit does not have the required number of leadership positions

Take steps to correct errors and then restart unit renewal process.

4

Review

Check leadership positions and make sure you have the correct names in the correct positions. If not, the Chartered Organization Representative can use the “Position Manager” tool located on the left had side of the screen to edit positions. Positions will update overnight and then you can restart the unit renewal process.

5

Unit Renewal and Leadership Approval

Type in your name to approve the renewal and click on “NEXT STEP: Update Unit PIN”

6

Update Unit PIN

Make any necessary changes or updates to the Unit PIN Setup. This is what potential Scout families see when they use BeScout.org to search for a unit.





7

Pay and Submit

When done updating Unit PIN information, click “Continue to Unit Renewal” on top of page. Select “Credit Card” or “ACH Payment” and fill in the requested payment information. Then click on “Submit Payment” (if using Credit Card) or “Pay with Bank Account” (if using ACH Payment).

Individual Renewal Steps For Parents or Volunteers

- **1 LOGIN**
At My. Scouting.org (if you do not have a My.Scouting.org account, use the information - name, BSA ID - to create an account).
- 2 Select the Notice Icon**
Found in the top right corner of the page 
- 3 Select pop up option**
“Registration for John Doe is expiring soon, click here to renew”
- 4 Review information**
Select “Go To Payment”
- 5 Agree to TERMS AND CONDITIONS**
Type in your name to approve the renewal and agree to Terms and conditions, and then click on “Go to Checkout Summary”
- 6 Checkout Summary**
Review Summary of fees and adjust the Scout Life Magazine Subscription. (NOTE: The default is to include the subscription - uncheck box if you do not want the subscription.) Then proceed to enter Credit Card information
- 7 Select “Place Order”**
- 8 Receipt**
Your Receipt will be displayed. Print a copy of your receipt by selecting “Print Receipt” at bottom of screen. Then click “Complete Registration”, this will direct you back to your applications in My.Scouting. 