Unit Pay for Member Renewal

Units (Key 3) have the ability to process youth renewals for their unit, while only the COR is authorized to handle adult renewals. The system provides the option to renew all members or select specific individuals. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

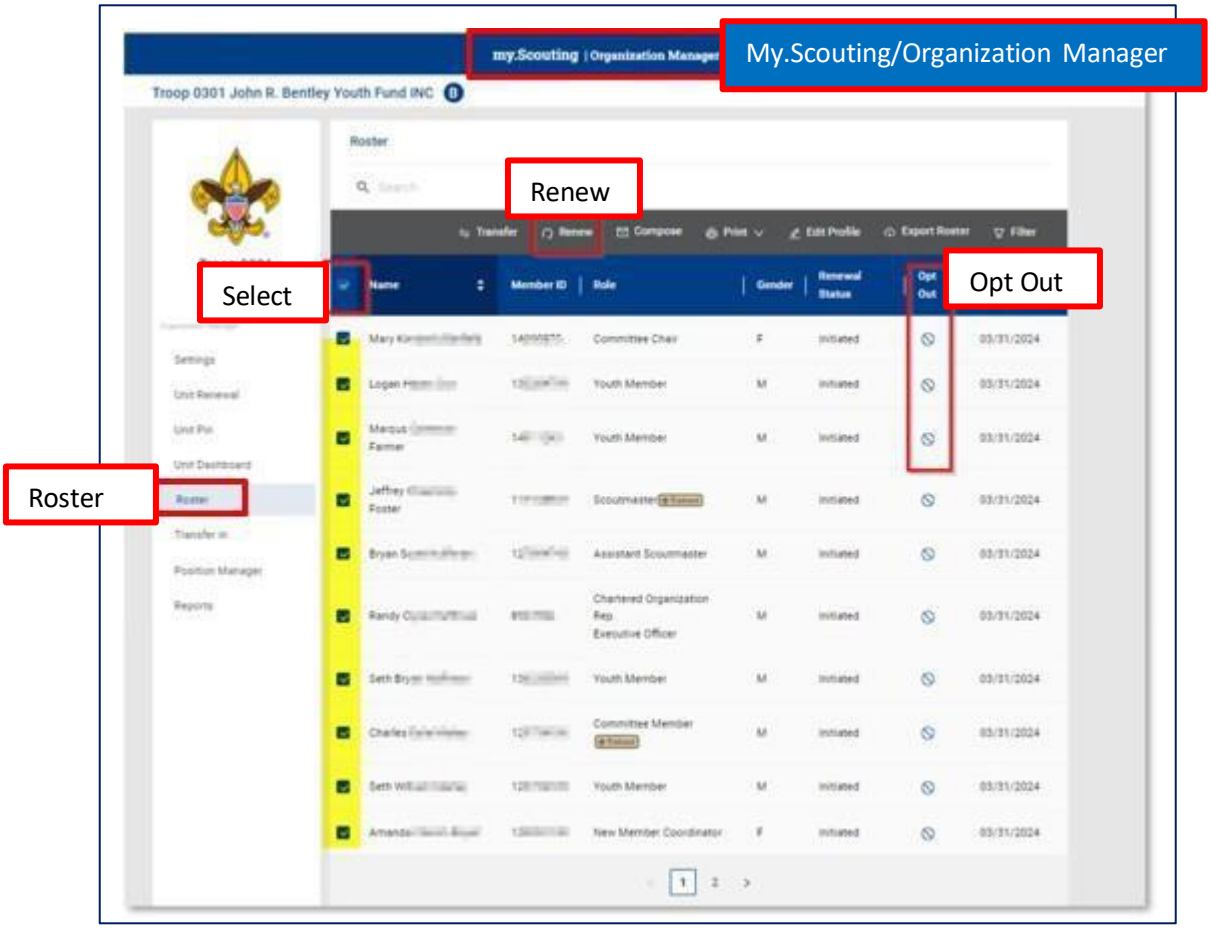
Unit Pay for member renewal is found in my.Scouting>Organization Manager>Roster.
The "Renew" feature displays on the roster header bar.

NOTE: The renewal period for membership begins two months before the expiration date and extends into a two-month "lapsed" period after the expiration date.

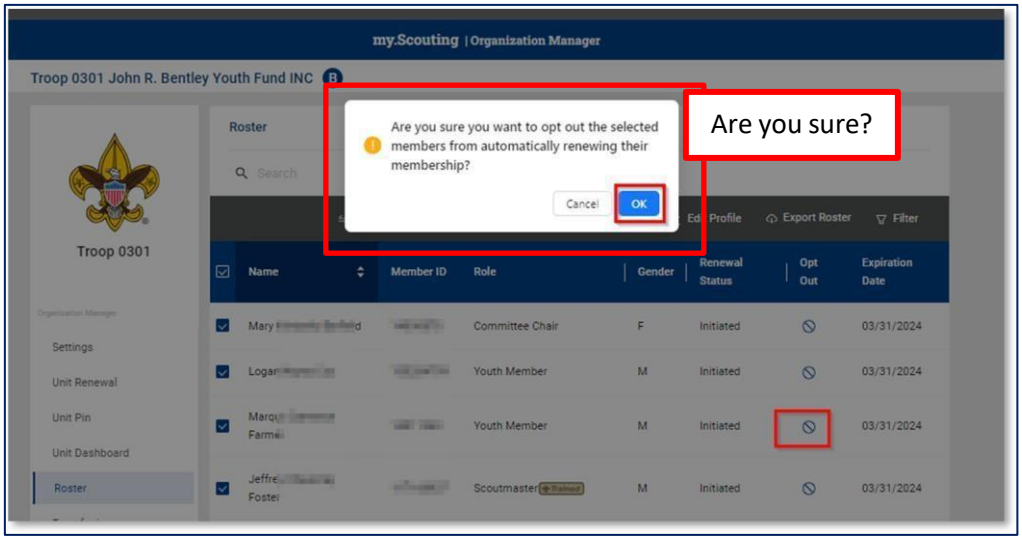
i.e., Expiration date = June 30, renewal opportunity begins May 1
Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.

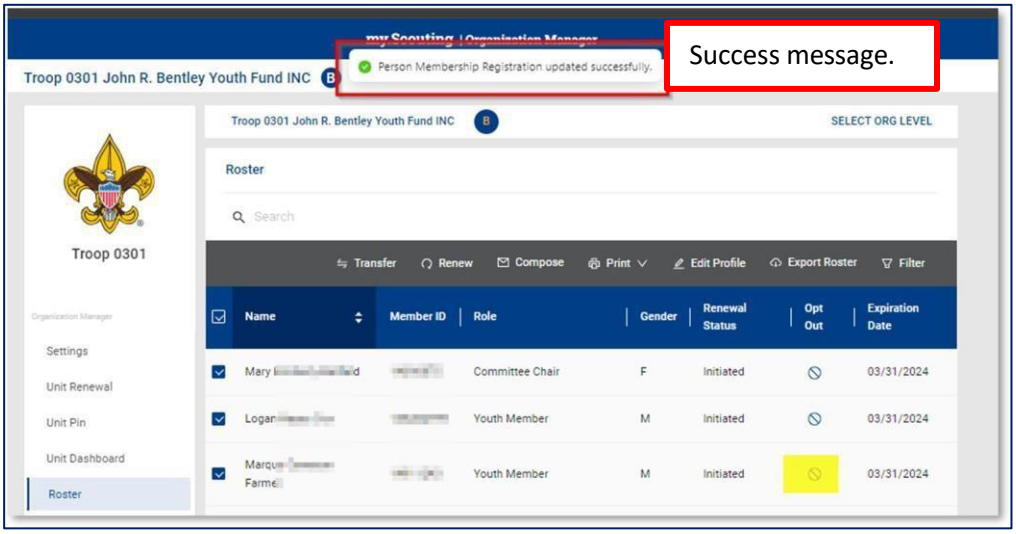
After accessing my.Scouting>Organization Manager>Roster, you can Opt-Out a member from renewing if you know they have left the unit. Select the induvial by clicking the box to the left of their name and click on the symbol under Opt Out.

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

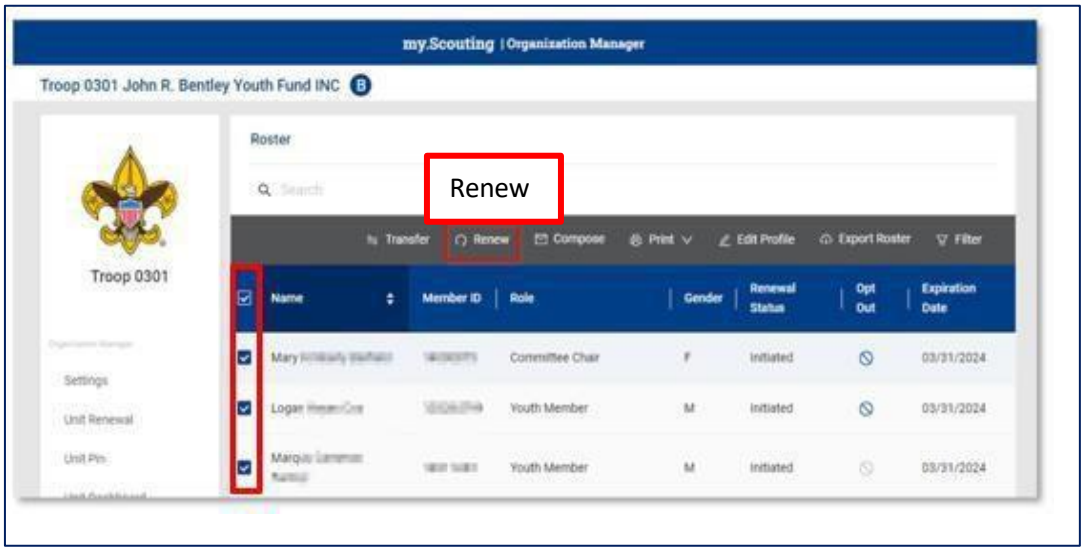


A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.

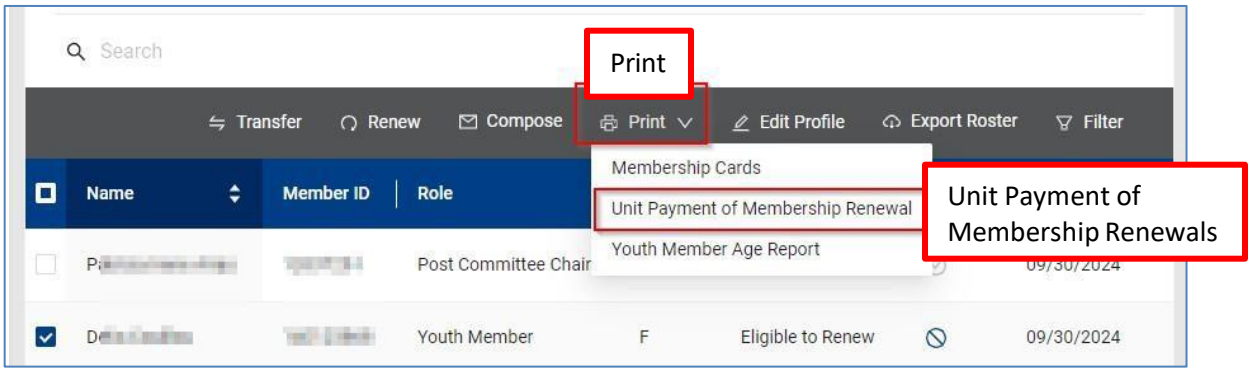




To proceed with renewals, Select the member(s) you want to renew, then click on “Renew



To pay at the council, select “Print” and then “Unit Payment of Membership Renewal.” This will produce a Summary of Fees pdf document to be taken to the local council to submit payment for the renewal.



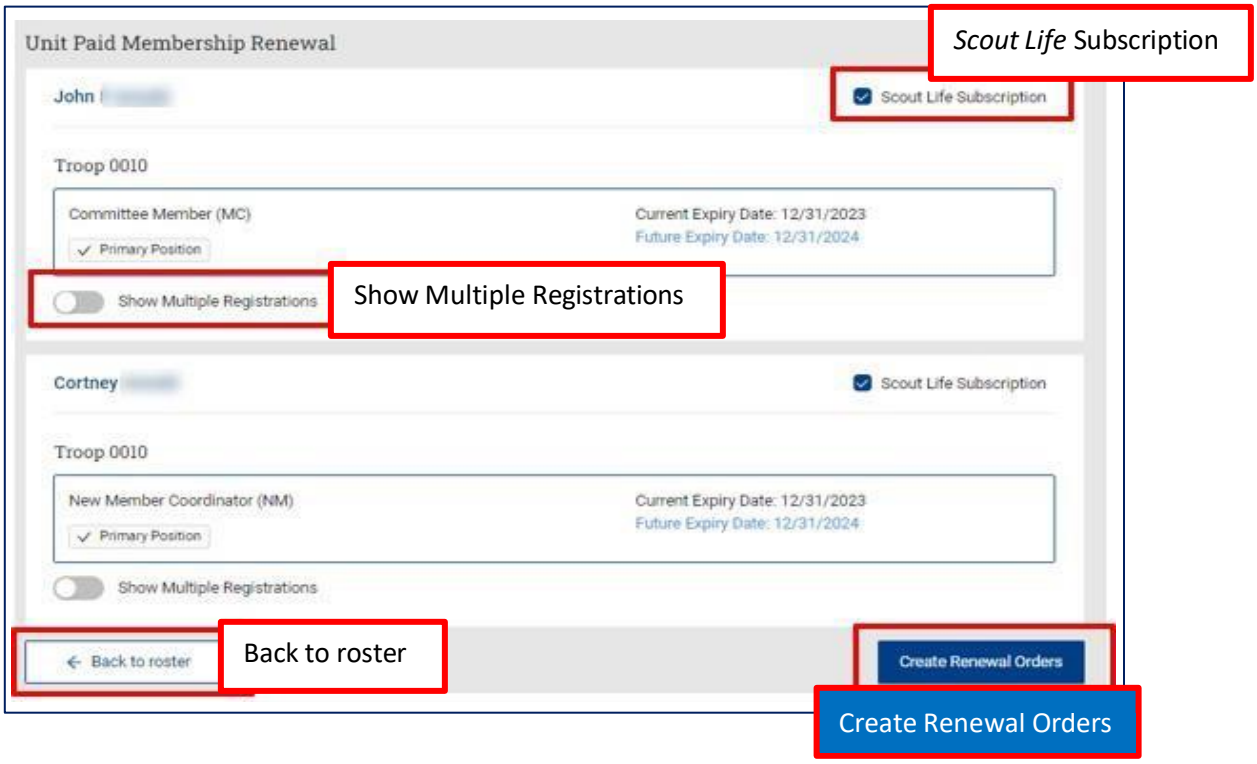
A list of the members you have selected to renew will display.

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.

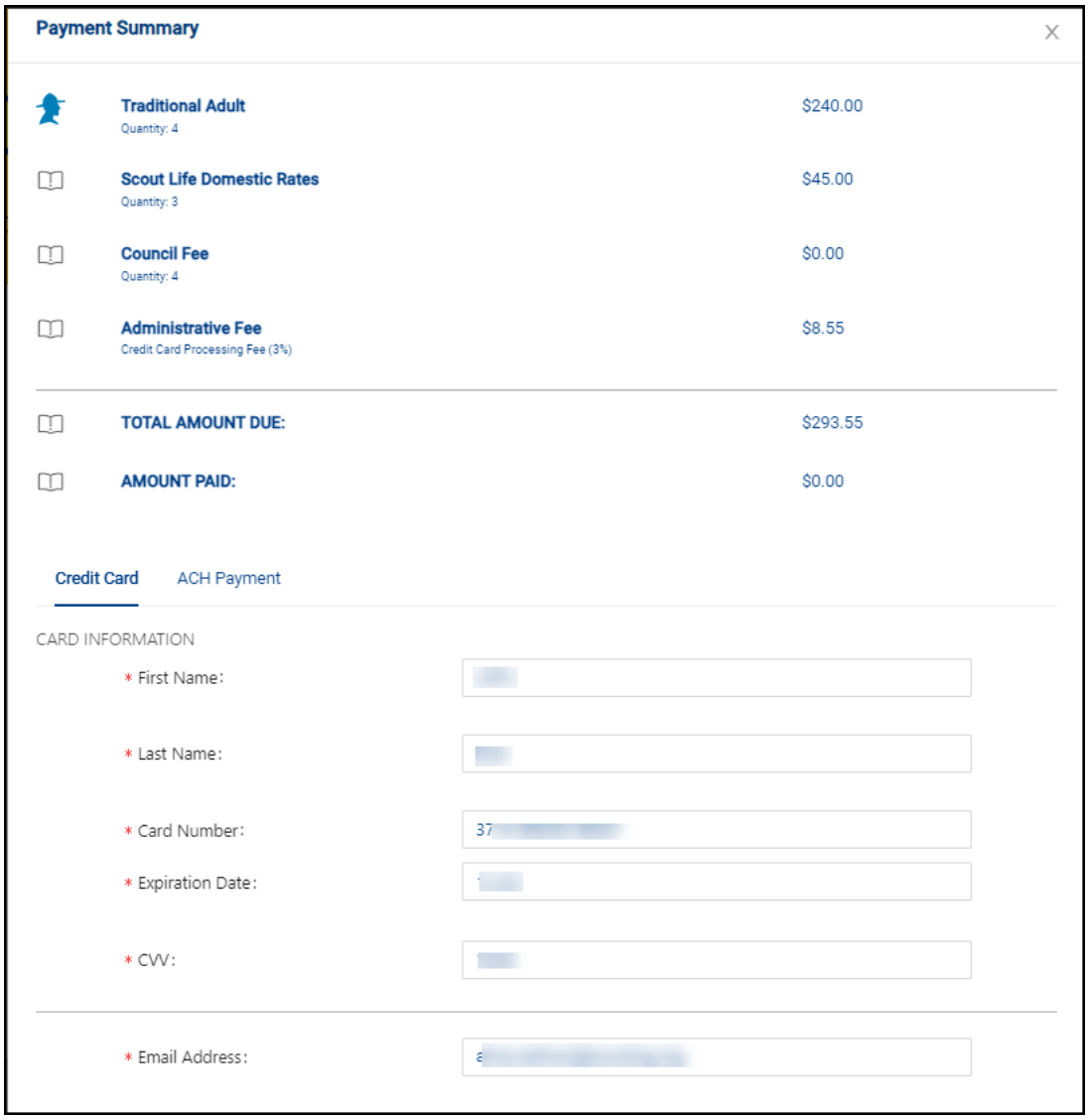
You can see a person’s multiple registrations <u>for this unit only</u> by selecting “Show Multiple Registrations.” You cannot see any positions that are not part of your unit.

Togo backforanyreason, select“Back to roster.”

To continue with the renewal, select “Create Renewal Orders.”

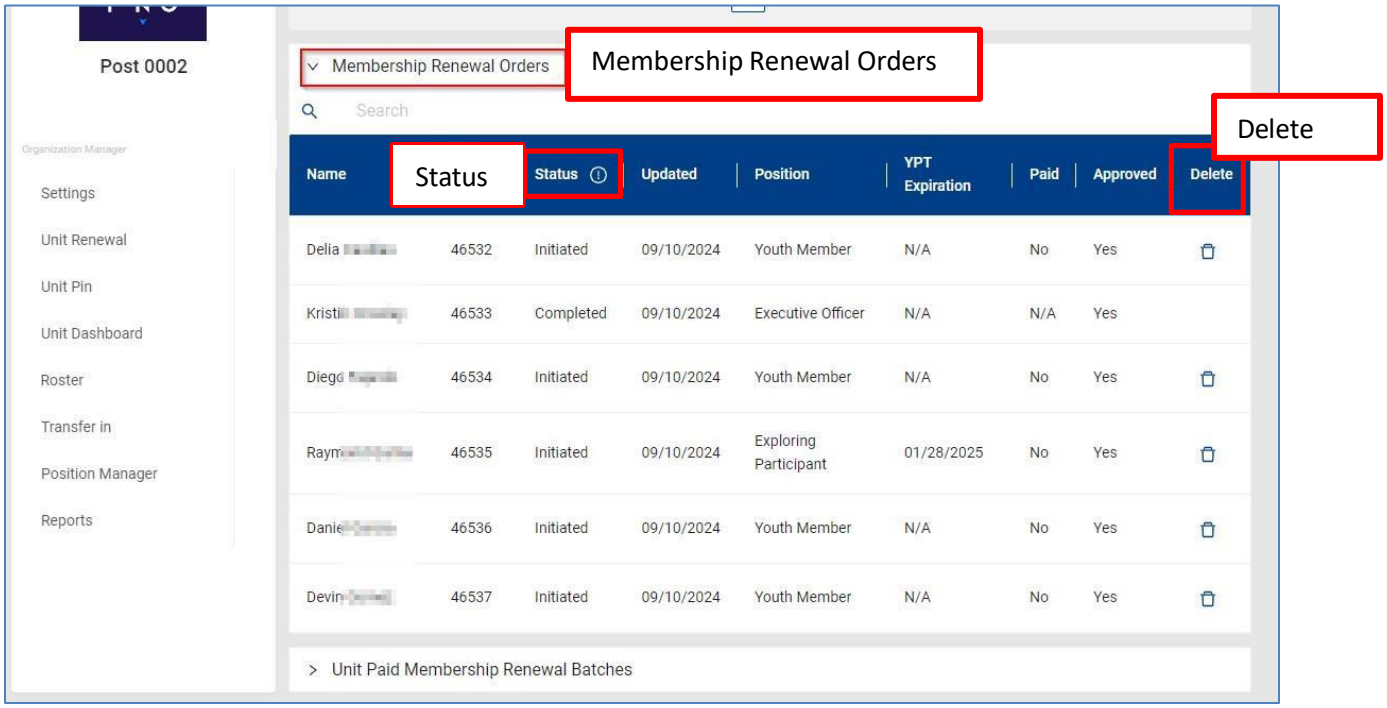


A Payment Summary page displays a recap of what will be paid. If this is the first time setting up your credit card or ACH Payment where your bank is on file, you will be presented with the option to set it up. The ACH Payment admin fee is $1.00; the Credit Card admin fee is 3%.



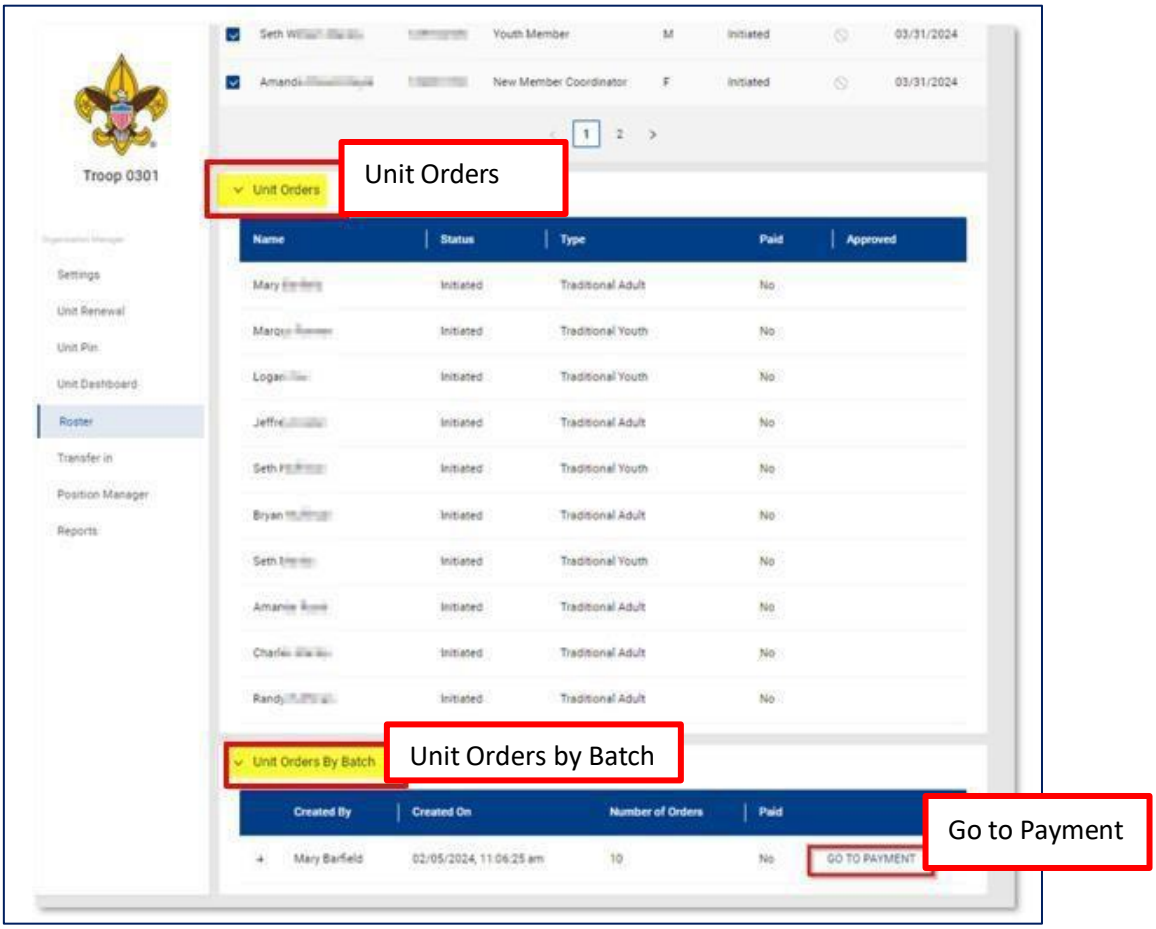
You can securely save the payment method for your unit to use for other members renewing during the year.

Renewals will be created and will be displayed under Membership Renewal Orders to be reviewed. If the renewals are still in an Initiated status, you are able to delete the record from this screen if needed. But if they are in a Submitted or Completed status, they cannot be deleted at this point.



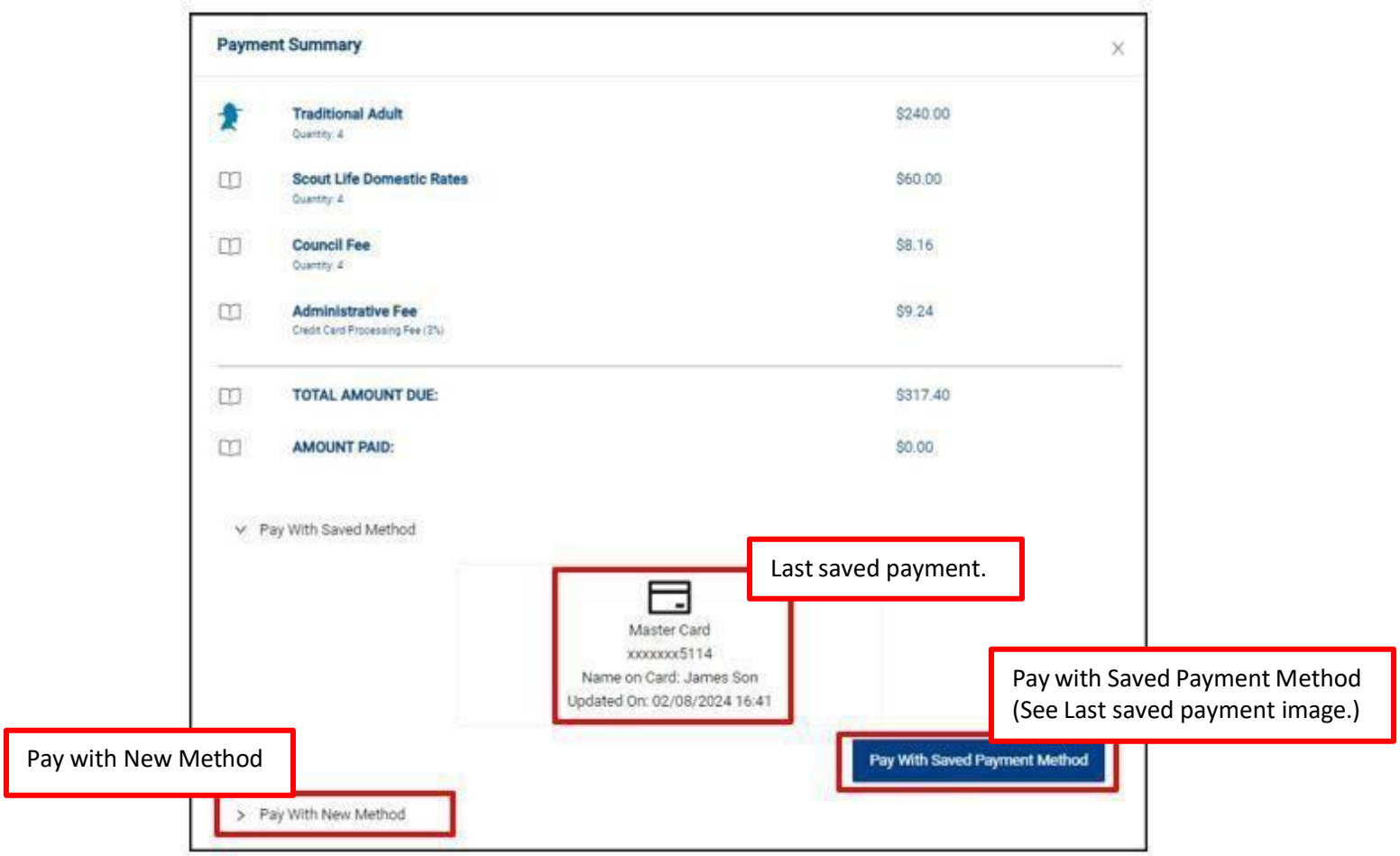
Review the Unit Orders and the Unit Orders by Batch.

Select "Go to Payment."

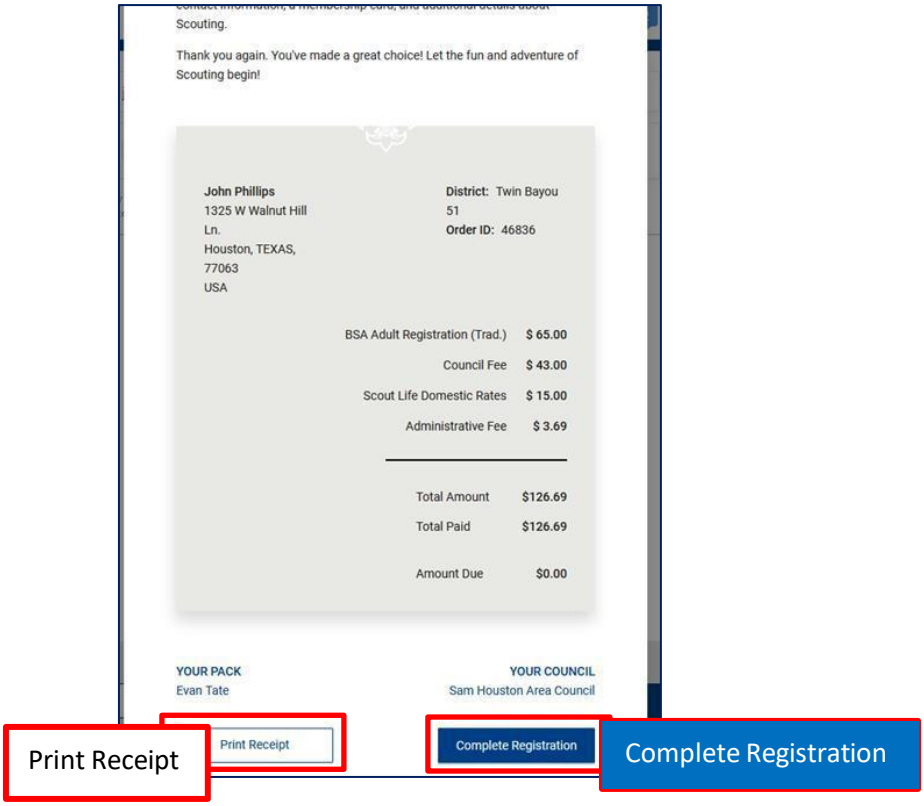


If your unit already has a credit card or ACH payment saved, you will be presented with a recap along with the last saved payment method used. Select “Pay with Saved Payment Method.”

As always you will have the opportunity to change the payment method by selecting “Pay with New Method.”



After paying electronically, a payment summary will display. Select “Print Receipt” on the left and then “Complete Registration” on the right.



This is a sample of the Summary Fees pdf to take to the council if selected to pay at council.

Scouting America — Unit Payment of Membership Renewal

For use when your unit is paying for membership Renewal but you need to pay at the office.

Turn this paperwork along with payment to the council office by the 15th of the month.

Council	**Heart of America Council 307**
District	**Blue Elk 20**
Unit Type	**Pack**
Unit Number	**4[redacted]**
Gender Accepted	**F**
Chartered Organization	**Kansas City [redacted]**
Date Printed	**07/17/2025**

Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
Mary	Ba[redacted]	Committee Chair	1[redacted]	No
De[redacted]	Bi[redacted]	Youth Member	14[redacted]	Yes
Helen	H[redacted]	Executive Officer	14[redacted]	No
Ja[redacted]	H[redacted]	Youth Member	14[redacted]	No

Members to be renewed: 4

Fees Due	Total	Amount
BSA Youth Registration	2 youth(s)	$ 170.00
BSA Adult Registration	2 adult(s)	$ 65.00
Council Program Fees	3 fee(s)	$ 117.00
Scout's Life Magazine Subscription	1 subscription(s)	$ 15.00
	Total	**$ 367.00**