

Internet Rechartering 2.0

User Guide

Minsi Trails Council

9/28/2022

 Cub Scouting Youth grades K-5	 Scouts BSA Youth 11-17 years old	 Venturing Co-ed 14-20 years old	 Sea Scouting Co-ed 14-20 years old	 Exploring Co-ed 10-20 years old
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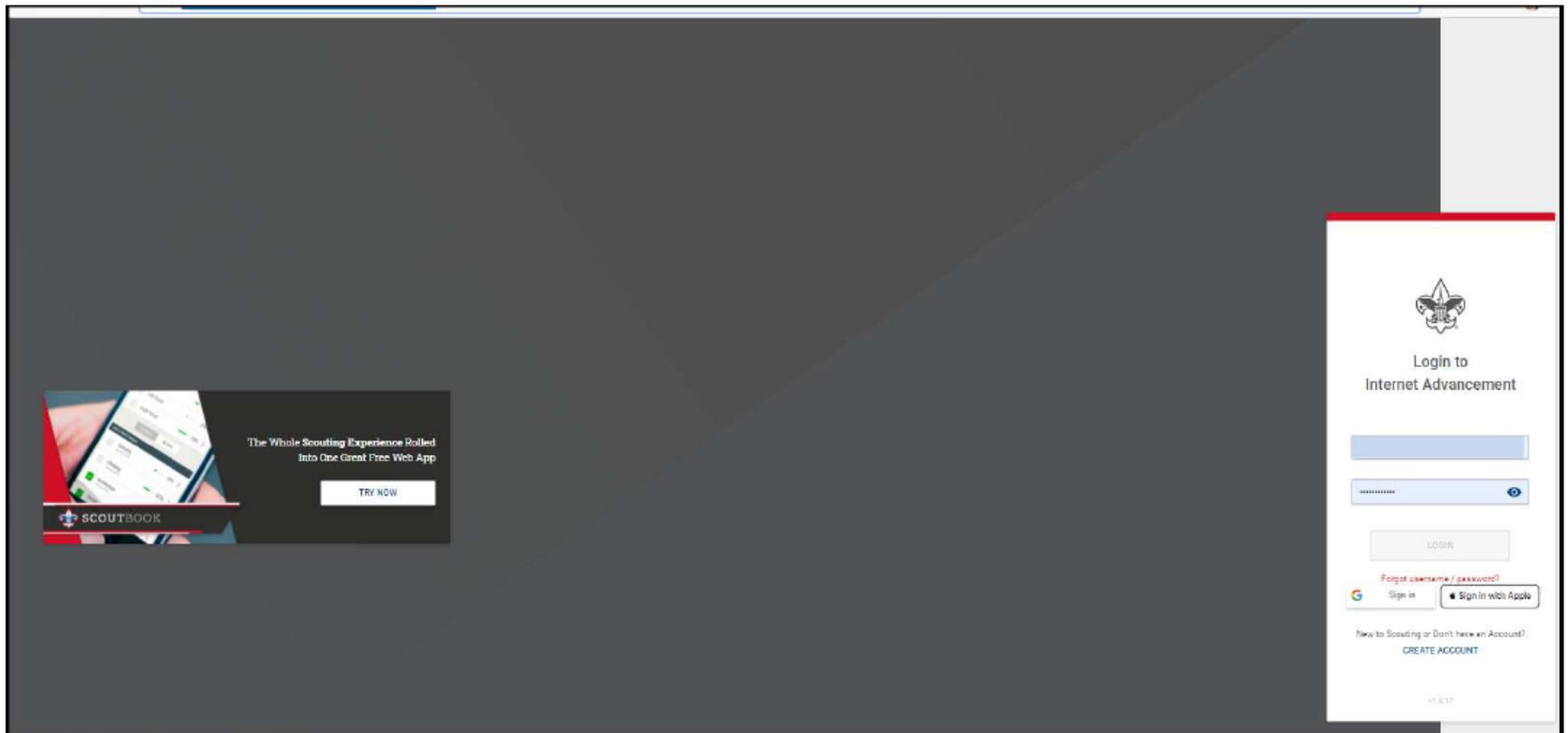


BOY SCOUTS OF AMERICA®
MINSI TRAILS COUNCIL

Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman or Key 3 Delegate by logging into their Scoutbook.com or my.Scouting Account or directly at

<https://advancements.scouting.org/>

Note: Be sure to read all the instructions before beginning the recharter process and review the new **Internet Recharter Guide and Timeline** found at <https://www.scouting.org/resources/internet-rechartering/>



Open Recharter

The screenshot shows the 'Internet Advancement Roster' page. A sidebar on the left contains navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area displays organization details for Pack 62 Vista Ridge United Methodist Church. A dropdown menu is open, showing options for 'Cub Scout Pack 62 (FAMILY)', 'Scouts BSA Troop 2 (GIRLS)', and 'Parent / Guardian' roles. A table below lists members: Blake Bickford, Logan Bowen, and Kent Brin. Two callout boxes provide instructions: one for selecting a unit and position, and another for clicking the 'Recharter' button.

Once you have logged into your account, choose your Unit and Position by clicking the dropdown.

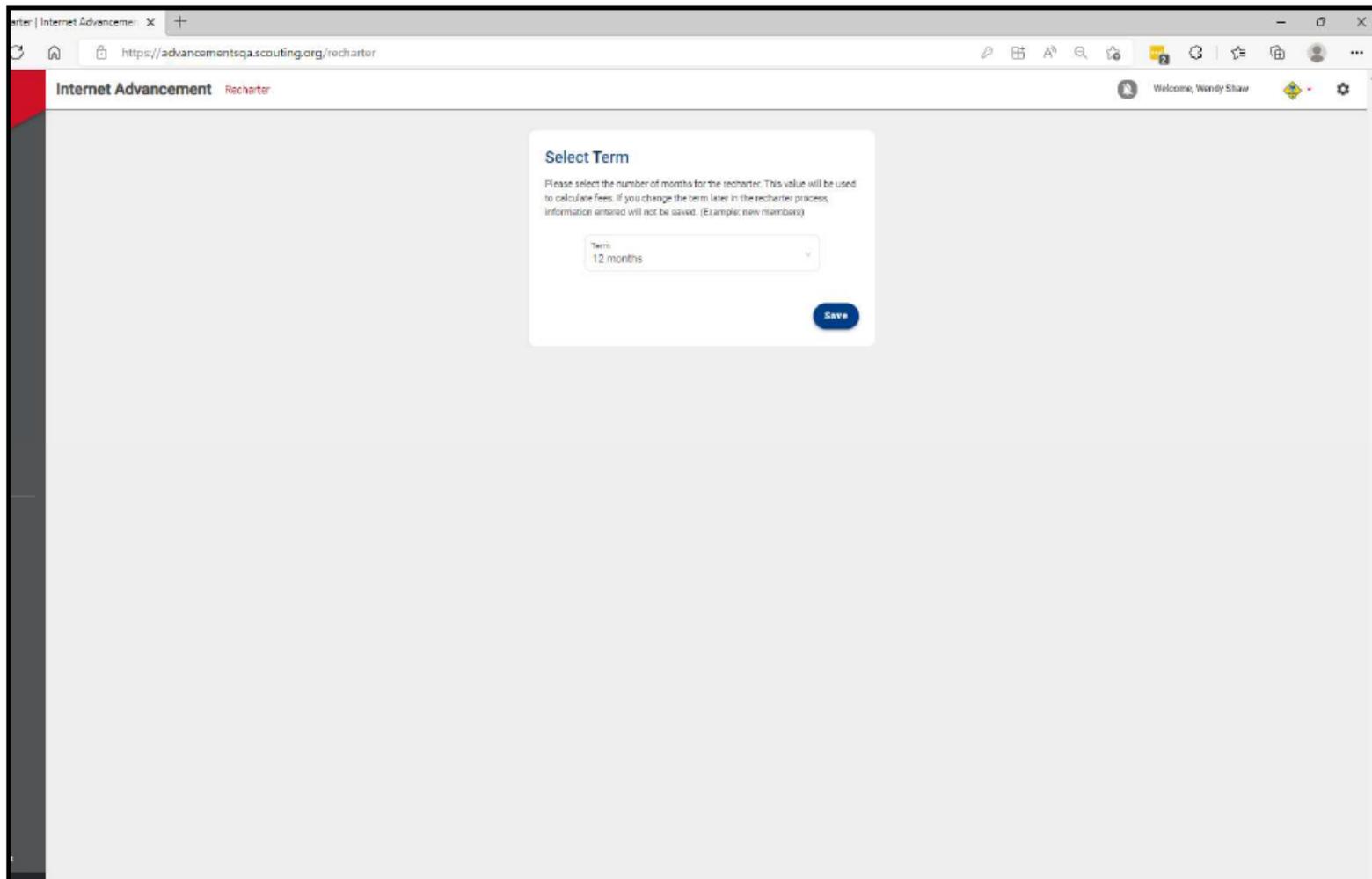
***Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter**

Click on Recharter to open your roster and begin submittal process

Name	Member ID	Age	Last Rank Approved	Den
Blake Bickford	126478736	11	Webelos	Unassigned
Logan Bowen	12874813	10	Webelos	Webelos 8
Kent Brin	12677695	7	Tiger	Unassigned

Select your recharter term.

Consult with your Unit Commissioner or Council Registrar before selecting another term other than 12 months. If you change the term later after information has been entered, any information previously entered will need to be inputted and uploaded again.



The screenshot shows a web browser window with the URL <https://advancementsqa.scouting.org/recharter>. The page title is "Internet Advancement Recharter". The user is logged in as "Wendy Shaw". The main content area features a white box titled "Select Term" with the following text: "Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)". Below this text is a dropdown menu labeled "Term:" with "12 months" selected. A blue "Save" button is located at the bottom right of the form box.

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT - Green Checkmark – Youth Protection Training is current
- CBC Auth - Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Toggle off – No subscription has been added to the registration
- Scout Life – Toggle on – Subscription has been added to the registration
- No status – “-” – Not applicable (New Members, youth, and no fee adults)

The screenshot displays the 'Recharter' interface for 'Internet Advancement'. The page includes a navigation sidebar on the left with options like Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area shows 'MY UNIT' details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' and 'CHARTERED ORGANIZATION INFORMATION' for 'VISTA RIDGE UNITED METHODIST CHURCH'. Below this, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (9)'. The 'PACK ROSTER' tab is active, showing a table of members with columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table lists several adult members with their respective details and status indicators.

First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Levensville	Adult	Assistant Cubmaster	[Redacted]	Green Checkmark	Green Checkmark	Off	\$9.00
[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	On	\$15.00
[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Levensville	Adult	Lion Adult Partner	[Redacted]	---	---	Off	\$9.00
[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Levensville	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$9.00
[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$9.00
[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Levensville	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$9.00
[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	Off	\$9.00

Changing an adult leader position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

The screenshot shows the 'Internet Advancement Recharter' interface. On the left is a navigation menu with options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into two sections: 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section displays details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY), including Unit Type (Pack), Unit Number (62), Tenure (352 months), Unit Expire Date (01/31/2023), Chartered Organization (Vista Ridge United Methodist Church), District (Orion), Council (Longhorn Council), Unit Term (12 months), and Unit New Expire Date (01/31/2024). The 'CHARTERED ORGANIZATION INFORMATION' section shows details for 'VISTA RIDGE UNITED METHODIST CHURCH', including Chartered Organization Name, Address (2901 Demon Tap Rd), City (Lewisville), State (TX), and Zip (75067-8156). Below these sections is a 'PACK ROSTER' section with buttons for 'Manage Members', 'Upload Document', and 'Show: All Roster'. A search bar is present with the text 'Search by Name or Member ID'. Below the search bar is a table with columns: First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The first row of the table shows a member named Andrei Ciura, with Member Type 'Adult' and Position 'Assistant Cubmaster'. A red circle highlights a pencil icon in the 'Total' column for this member.

To edit a position - click the pencil icon to edit.

The screenshot shows the 'Update Member Information' modal for Andrei Ciura. The modal contains two dropdown menus: 'Primary Position in Unit' (currently set to 'Assistant Webelos Leader') and 'Member Type' (currently set to 'Adult'). A blue 'Update Information' button is highlighted with a red circle. A dropdown menu is open for the 'Primary Position in Unit', showing options: Assistant Cubmaster, Assistant Webelos Leader, Asst. Den Leader, Chartered Organization Rep., Committee Chairman, Committee Member, Cubmaster, and Den Leader. The 'Den Leader' option is highlighted with a red circle. A list of instructions is provided on the right side of the modal:

1. Click Member Type
2. Select Adult*
3. Click Primary Position
4. Select Position
5. Click Update Information button

* Participant is only for members over 18 earning youth advancement (e.g. a Venturing youth 19 years old not serving in an adult position).

Recharter | Internet Advancement | x | + | https://advancementsqa.scouting.org/recharter

Welcome, Ryan Larson

Internet Advancement Recharter

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
 Unit Expire Date: 01/31/2023
 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

After making changes, periodically throughout the rechartering process, click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, registered online, or a registrar received a CBC during Internet Recharter process.

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-6156

[Payment Logs](#)
[Refresh Roster](#)
[Print Roster](#)

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input checked="" type="checkbox"/>	\$15.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	

Adding an Existing Member of Another Unit

Click on Manage Members>Add New Member>Click Existing Member>Enter all required information>Click the Add Member button. The member will show a “+” by their name to indicate they are paying their registration fees in another unit. If they are paying their registration fees in your unit, click the checkbox by their name>Click Manage Members>Click Unmark as Multiple.

If they are an adult, be sure to add a signed adult application for the new adult member from another unit by clicking the checkbox by their name>Upload Document>Select a file of the application>Click Save

The screenshot displays the 'Internet Advancement Recharter' web application. The interface includes a sidebar with navigation options like Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. Below these is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING'. A search bar is present above the roster table. The roster table lists members with columns for checkboxes, first/last names, gender, DOB, address, member type, position, member ID, YPT, CRC Auth, Scout Life, and Total. Annotations highlight the 'Manage Members' button, the 'Multiple Indicator' (+ sign), and the 'Upload Document' button.

MY UNIT
PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**
Unit Type: Pack
Unit Number: 62
Tenure: 352 months
Unit Expire Date: 01/31/2023
Chartered Organization: Vista Ridge United Methodist Church
District: Orion
Council: Longhorn Council
Unit Term: 12 months
Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION
VISTA RIDGE UNITED METHODIST CHURCH
Chartered Organization Name: Vista Ridge United Methodist Church
Chartered Organization Address: 2901 Denton Tap Rd
Chartered Organization City: Lewisville
Chartered Organization State: TX
Chartered Organization Zip: 75067-0156

PACK ROSTER | REMOVED MEMBERS (1) | PENDING

Payment Logs | Refresh Roster | Print Roster

Manage Members | Upload Document | Show All Roster

Search by Name or Member ID

<input type="checkbox"/>	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CRC Auth	Scout Life	Total
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	---	---	<input type="checkbox"/>	\$ 0.00

Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the “+” sign next to Add Paper Application>Select the file and attach the application >Click the Add Member button.

The screenshot displays the 'Internet Advancement Recharter' web application. The interface includes a sidebar with navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY), including unit type, number, tenure, and expiration dates. The 'CHARTERED ORGANIZATION INFORMATION' section lists the church's name, address, city, state, and zip code. Below these sections, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The 'PACK ROSTER' tab is active, showing a table of members with columns for checkboxes, first and last names, gender, DOB, address, member type, position, member ID, YPT, CRC Auth, Scout Life, and Total. A 'Manage Members' button is highlighted with a black box and an arrow pointing to the 'Manage Members' dropdown in the roster header.

<input type="checkbox"/>	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CRC Auth	Scout Life	Total	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$15.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Parent	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$0.00	

Internet Advancement Recharter

Welcome, Derek Brasher

Add New Member

2. Enter information in fields

3. Click the plus sign to attach application

5. Click Add Member

1. Click Manage Members

4. Locate application to where it is saved, click open and the document will attach into the renewal

Open

2021 Adult Application

Open

Cancel

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP

Unit Type: Troop

Unit Number: 118

Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop

District: Sabine

Council: Three Rivers Council

Unit Term: 12

Unit New Expire Date: 09/29/2022

Organization Name: Friends of the Williamson Troop

Organization Address: 5890 Peckard

Organization City: Vidor

Organization State: TX

Organization Zip: 77662-2457

First Name: Donna

Last Name: Arnold

Member Type: Adult

Primary Position In Unit: Committee Member

Date of Birth: [Calendar Icon]

Add Paper Application

Required Field

Manage Members

Name	Gender	DOB	Address	Member
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Vidor	Adult
[Redacted]	M	[Redacted]	5315 Camaby St, Irwin	Adult
[Redacted]	M	[Redacted]	5315 Camaby St, Irwin	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Vidor	Adult

Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Upload Document

Brandon Hardy
Drag file here, or browse.

Joseph Muckleroy
Drag file here, or browse.

CANCEL SAVE

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5800 Packard
Chartered Organization City: Vidler
Chartered Organization State: TX
Chartered Organization Zip: 77665-2457

Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show All Roster Search By Name or Member ID

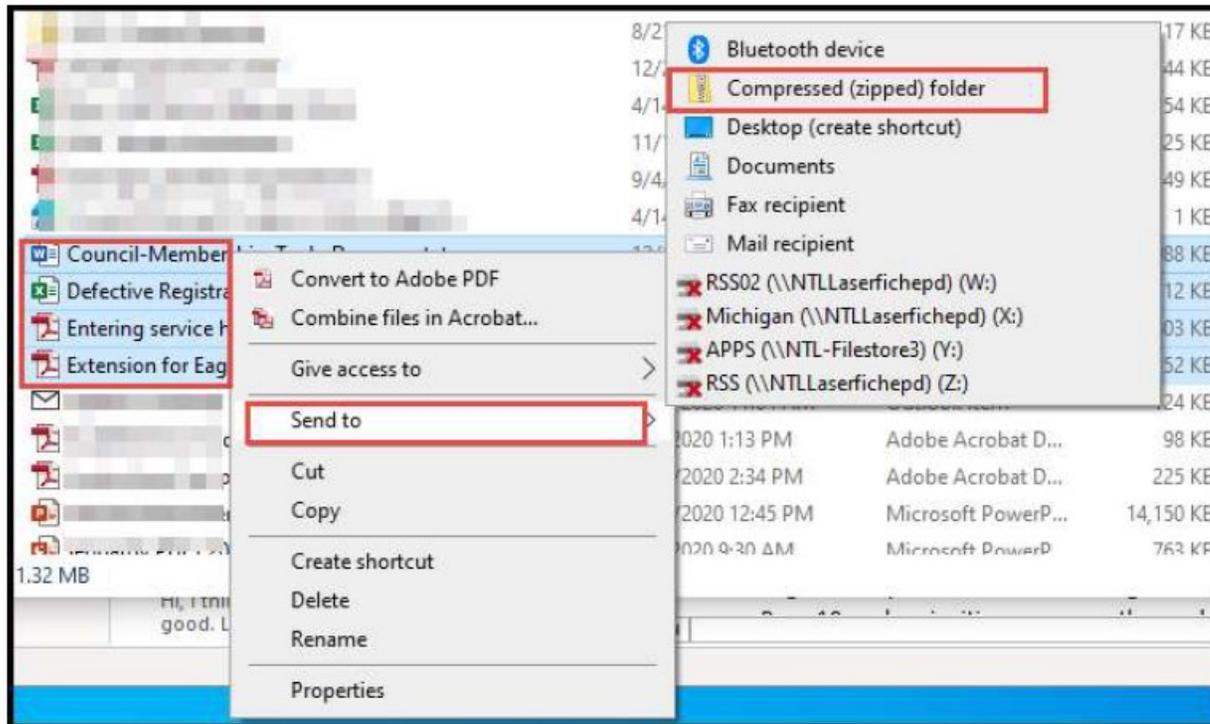
	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidler	Adult	Committee Member	13332946				\$45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidler	Adult	Committee Member	115299912				\$45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		5315 Cornaby St. Irving	Adult	Executive Officer	111099471				\$0.00	
<input type="checkbox"/>	Joseph Muckleroy	M		5315 Cornaby St. Irving	Adult	Chartered Organization Rep.	111099471				\$45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidler	Adult	Scoutmaster	104132872				\$45.00	
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidler	Adult	Committee Chairman	9177174				\$45.00	

Promoting a Member

In order to promote a youth member to an adult, a youth member to a participant, or a participant to an adult, you must click the box next to the individual you would like to promote. Click Manage members and follow the instructions listed in this User Guide to first remove the person from the charter. Then add them as a new member with the "New Paper Application" option following the instructions in this User Guide to add a person. You will upload a new application, CBC (if applicable), and YPT (if applicable). The member id for the individual will remain the same.

Creating a Zip File for loading documents

If you are uploading a group of files, use your Zip File option by highlighting the documents, right click after highlighting the documents and select Send to and next select Compressed (zipped) folder. Once you have created the zip file and named your zip folder, choose the folder when clicking the Upload Document option.



Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS	🔄	9/9/2021 8:51 AM	Compressed (zipp...)	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

Adding a Multiple

If an individual is paying in another unit, you have the ability to register them in your unit(s) as a multiple and no fee is collected. The unit listed as the multiple unit is the unit they through which they will be paying their recharter fees. If an individual is paying in a council level position, you have the ability to register them in the unit(s) as a multiple and no fee is collected by the unit(s).

Note 1: For those multiplying from a council position select “Non-unit Position”

Note 2: The Charter Org Representative is the only individual that can multiple in more than one position as a committee chair or committee member only. No other adult leaders can multiple in more than one position within the same unit.

MY UNIT
PACK 1381 HIGHER GROUND ACADEMY **FAMILY**
Unit Type: Pack
Unit Number: 1381
Unit Expire Date: 08/31/2021
Chartered Organization: Higher Ground Academy
District: K
Council: Northern Star Council
Unit Term: 8
Unit New Expire Date: 04/30/2022

CHARTERED ORGANIZATION INFORMATION
HIGHER GROUND ACADEMY
Chartered Organization Name: Higher Ground Academy
Chartered Organization Address: 1381 Marshall Ave
Chartered Organization City: Saint Paul
Chartered Organization State: MN
Chartered Organization Zip: 55104-6315

PACK ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members [Upload Document](#) [Show: All Roster](#)

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	Samuel Yigzaw	M	08/11/1988	1325 W Walnut Hill Ln, Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	<input type="checkbox"/>	\$ 20.00
<input checked="" type="checkbox"/>	Samuel Yigzaw	M	08/11/1988	1325 W Walnut Hill Ln, Saint Paul	Adult	Committee Chairman	103405289	✓	✓	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Barry Kennedy	M	11/21/1968	1225 W Walnut Hill Ln, Minneapolis	Adult	Committee Member	120788268	✓	✓	<input type="checkbox"/>	\$ 20.00
<input type="checkbox"/>	Drew Pannebecker	M	08/11/1988	1325 W Walnut Hill Ln, Minneapolis	Adult	Committee Member	13656063	✓	✗	<input type="checkbox"/>	\$ 20.00
<input type="checkbox"/>	Sheldon McMahon-Desmond	M	11/21/1968	1325 W Walnut Hill Ln, Oakdale	Adult	Cubmaster	111394885	✓	✗	<input type="checkbox"/>	\$ 20.00
<input checked="" type="checkbox"/>	Barry Kennedy	M	11/21/1968	1325 W Walnut Hill Ln, Minneapolis	Adult	Den Leader	120788268	✓	✓	<input type="checkbox"/>	\$ 20.00

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

Unit

Mark as Multiple

Choose the Council that the individual is registered in and the unit type and unit number - Once you have selected the council and unit click the Mark as multiple button

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

- North Florida Council 087
- Northeast Georgia Council 101
- Northeast Illinois 129
- Northeast Iowa Council 178
- Northeastern Pennsylvania Council 501
- Northern Lights Council 429
- Northern New Jersey Council, BSA 333
- Northern Star Council 250**

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northeastern Pennsylvania Council 501

Unit Type

Unit

- Grace Episcopal Church 8001
- Fathers Club 100 Inc 01 00
- Shavertown United Methodist Church 0163
- Mountain Top American Legion Post 781 04
- Goose Pond Scout Reservation 0720
- Hickory St Presbyterian Church 1000
- Queen of the Apostles Parish 3701

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

- Crew**
- Non Unit Position
- Pack
- Post
- Ship
- Troop

Invite New Member into the unit (Leads)

The screenshot shows the 'Manage Members' interface. A red circle highlights the 'Manage Members' dropdown menu. A callout box with the text '1. Select Invite New Member' points to this menu. An 'Invite New Member' modal is open, showing a form with the following fields: 'Member Type' (set to 'Adult'), 'Email Address' (donna.arnold@scouting.org), 'First Name' (donna), and 'Last Name' (arnold). A red circle highlights the 'Invite Member' button. A callout box with the text '2. Complete all fields and click on the Invite Member' points to this button.

This screenshot shows the 'Invite New Member' modal with 'Participant' selected in the 'Member Type' dropdown. The form fields are: 'Member Type' (Participant), 'Email Address', 'First Name', and 'Last Name'. The 'Invite Member' button is at the bottom.

There are three invite options - Adult , Youth and Participant

This screenshot shows the 'Invite New Member' modal with 'Youth' selected in the 'Member Type' dropdown. The form fields are: 'Member Type' (Youth), 'Parent/Guardian's Email Address', 'Parent/Guardian's First Name', 'Parent/Guardian's Last Name', 'Youth's First Name', and 'Youth's Last Name'. The 'Invite Member' button is at the bottom.

This screenshot shows the 'Invite New Member' modal with 'Adult' selected in the 'Member Type' dropdown. The form fields are: 'Member Type' (Adult), 'Email Address', 'First Name', and 'Last Name'. The 'Invite Member' button is at the bottom.

An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. This will add any new online registrations into your unit. Once the invite is sent, they will appear on the Pending Members Tab.

Recharter Invitation



Boy Scouts of America <boyscoutsofamerica@email.scouting.org>
To: Donna Arnold

Retention Policy 3 Year Delete (3 years)

[View Online](#)



You're Invited to Join Us!

Troop 0118 is waiting for you to join!

donna, you've been invited to join Troop 0118 and become a member of the Boy Scouts of America! To finish the joining process, please click the below.

<https://myqa.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>

If you have any questions or concerns, please reach out to **Troop 0118** directly.

We look forward to all the great things you will accomplish in your Scouting journey.

TROOP ROSTER REMOVED MEMBERS (1) **PENDING MEMBERS (1)**

Send Reminder

<input type="checkbox"/>	Name	Gender	Member Type	Invited on
<input type="checkbox"/>	 donna arnold	--	Adult	2021-09-07

Total 1 Items

< 1 > 10 / page v

Edit Personal Information

Click Roster. Then the profile of the individual you would like to edit. Edit the information on the profile (for Scouts, click Scouts Info). Then click Recharter and Refresh Roster.

The screenshot displays the 'Internet Advancement Recharter' web application. The left sidebar contains navigation options: Roster (highlighted with a red circle), Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for Pack 62, including unit type, number, tenure, and expiration dates. The 'CHARTERED ORGANIZATION INFORMATION' section lists the organization name, address, city, state, and zip code. Below these sections, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The 'PACK ROSTER' tab is active, showing a table of members with columns for checkboxes, first and last names, gender, DOB, address, member type, position, member ID, YPT, CBC Auth, Scout Life, and Total. A search bar is located above the table.

<input type="checkbox"/>	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1323 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1323 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00

Troop Roster Pending Items 2 History Import File

Search by Name or Member ID

Run Report 12 Record Progress Show Filtered

<input type="checkbox"/>	Name	Member ID	Age	Last Rank Approved	Patrol
<input type="checkbox"/>	 [Name]	[Member ID]	56		Unassigned
<input type="checkbox"/>	 [Name]	[Member ID]	68		Unassigned
<input type="checkbox"/>	 Susan King	[Member ID]	66		Unassigned
<input type="checkbox"/>	 Ronald Lutzfeld	[Member ID]	69		Unassigned
<input type="checkbox"/>	 John McQuady	[Member ID]	63		Unassigned
<input type="checkbox"/>	 William Mopper	[Member ID]	16	Second Class	1
<input type="checkbox"/>	 Adam Powell	[Member ID]	15	Second Class	2
<input type="checkbox"/>	 Julia Powers	[Member ID]	54		Unassigned
<input type="checkbox"/>	 Mark Routhon	[Member ID]	17	Life Scout	Unassigned
<input type="checkbox"/>	 [Name]	[Member ID]	61		Unassigned

Total 10 items 10 / page

Internet Advancement Youth Profile Welcome, Christopher Price ADVANCEMENTS BOOKS INFO

 **William Mopper**
Second Class

Started Pending Approval **Approved**

Approved Assented

Ranks

Second Class  2020-01	Tenderfoot  2020-01
Scout  2020-01	

Awards

Toten Chip  2018-01	
--	--

Merit Badges (8)

Citizenship in the World  2020-04	First Aid  2018-03
Fishing  2018-03	Golf  2018-01
Kayaking  2018-01	Music  2018-03
Oceanography  2017-07	Swimming  2018-03

Activity Logs

- CAMPING  2018-03
- HIKING  2018-03
- SERVICE HOURS  2018-03

Ranks

Tenderfoot	Second Class	First Class
Previous	Last Approved	Next

SEE ALL

Run Report



Advancements

Scout's Info

PERSONAL INFORMATION

Prefix <input type="text" value="Mr."/>	Last Name <input type="text" value="Price"/>	Suffix <input type="text" value=""/>
Preferred Name <input type="text" value=""/>	First Name <input type="text" value="Christopher"/>	Middle Name <input type="text" value=""/>
Date of Birth: <input type="text" value="01/01/2000"/>	Gender: <input type="text" value="Male"/>	

Please contact your council office for any changes on your personal information.

ADDRESS INFORMATION

Home Business Vacation	Primary
Country: USA	Address Line 1: 1325 W Walnut Hill Ln.
Address Line 2:	City: Prescott
State: AZ-ARIZONA	Zip Code: 86309-5380

CONTACT INFORMATION

EMAIL

Primary	Email Address*: qa@scouting.org
---------	---------------------------------

Add Email Address +

PHONE

Recharter | Internet Advancement | <https://advancementsqa.scouting.org/recharter>

Internet Advancement Recharter Welcome, Ryan Larson

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**

Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
 Unit Expire Date: 01/31/2023
 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) Payment Logs **Refresh Roster** Print Roster

Manage Members Upload Document Show: All Roster

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Permit	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	F	[Redacted]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[Redacted]	--	--	<input type="checkbox"/>	\$ 0.00

Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

The screenshot shows the 'TROOP ROSTER' interface with tabs for 'REMOVED MEMBERS (0)' and 'PENDING MEMBERS (1)'. A dropdown menu is open over the 'Manage Members' button, with 'Remove From Recharter' highlighted in yellow. In the roster table below, the checkbox for Donna Arnold is selected and circled in red.

	Gender	DOB	Address	Member Type	Position	Member ID	VPT	CBC	Scout Life	Total
<input type="checkbox"/>	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	!	✓	!	\$ 45.00
<input type="checkbox"/>	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	!	\$ 45.00
<input type="checkbox"/>	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	!	\$ 0.00
<input type="checkbox"/>	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	!	\$ 45.00
<input checked="" type="checkbox"/>	--		--	Adult	Committee Member	--	!	!	!	\$ 45.00

The screenshot shows a confirmation popup titled 'Remove from recharter'. It asks to confirm the removal of one adult member, Donna Arnold. The 'REMOVE' button is circled in red.

Remove from recharter [X]

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

Donna Arnold [X]

CANCEL **REMOVE**

The screenshot shows the 'TROOP ROSTER' interface with the 'REMOVED MEMBERS (1)' tab selected and circled in red. Donna Arnold is listed in the roster.

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. Check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, there are two progress steps: '1 Complete' and '2 Payment and Confirmation'. A modal window titled 'Add to recharter' is open, showing a confirmation message: 'Please confirm you want to add the following members to the recharter: ADULTS (1) Donna Arnold X'. The 'ADD' button in this modal is circled in red, with a callout box stating '4. Click Add'. Below the modal, the 'REMOVED MEMBERS (1)' tab is selected, and the 'Add To Recharter' link is circled in red, with a callout box stating '3. Click Add To Recharter'. In the member list below, the checkbox next to 'Donna Arnold' is checked and circled in red, with a callout box stating '2. click the checkbox next to the name you would like to add back into the Recharter'. At the bottom right, the 'Validate Recharter and Pay' button is circled in red.

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete

2 Payment and Confirmation

Add to recharter

Please confirm you want to add the following members to the recharter:

ADULTS (1)

Donna Arnold X

CANCEL ADD

4. Click Add

1. click on the Removed Member tab

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop

Unit Number: 118

Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop

District: Sabine

Council: Three Rivers Council

Unit Term: 12

Unit New Expire Date: 09/29/2021

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop

Chartered Organization Address: 3820 Puckard

Chartered Organization City: Vidon

Chartered Organization State: TX

Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1)

Payment Logs Refresh Roster Print Roster

Add To Recharter 3. Click Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input checked="" type="checkbox"/>	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

2. click the checkbox next to the name you would like to add back into the Recharter

Validate Recharter and Pay

Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the **Validate Recharter and Pay**. A popup will appear that will display any errors or warnings. At that time you will need to review and correct the warnings and errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning or error, you have the ability to correct and continue through the submittal process.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and you have addressed the warnings and you are ready to submit your unit, click the Proceed to Payment button. If you have no errors or warnings and you may proceed straight to payment. You have the option to print your roster by clicking the "Print Roster" button above the search for Name or Member ID bar once you have validated all information and before you move to the payment page.

The screenshot displays the 'Internet Advancement Recharter' interface. A 'Validate recharter' popup is centered on the screen, listing the following reasons for failure:

- Unit does not have the required amount of leadership positions (Warning - yellow bubble)
- Leaders do not have current YPT (Error - red bubble)
- Leaders have completed CBC authorization (Warning - yellow bubble)
- Leaders are more than 18 years old (Success - green bubble)

The 'CONTINUE EDITING' button is circled in red. A separate text box on the right side of the screen reads: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.'

Below the popup, the 'TROOP ROSTER' table is visible, showing two members:

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130994609	--	--	1	\$72.00
Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130261675	--	--	1	\$72.00

The 'Validate Recharter and Pay' button at the bottom right is also circled in red.

Internet Advancement Recharter

Welcome, Derek Brasher

<input type="checkbox"/>		Brandon Hardy	M	12/15/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered	13332946				\$ 45.00	
<input type="checkbox"/>		Bronson Hatton	M					115299012				\$ 45.00	
<input type="checkbox"/>		Derek Brasher	M									\$ 0.00	
<input type="checkbox"/>		Derek Brasher	M									\$ 45.00	
<input type="checkbox"/>		Jonathan Healy	M									\$ 45.00	
<input type="checkbox"/>		Joseph Muckleroy	M									\$ 45.00	
<input type="checkbox"/>		Marvin Lopez										\$ 45.00	
<input type="checkbox"/>		Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	--	--		\$ 72.00	
<input type="checkbox"/>		Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128559725	--	--		\$ 72.00	
<input type="checkbox"/>		Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130201680	--	--		\$ 72.00	

Add Youth (Must have at least 9 youth)

Total 12 Items < 1 2 > 10 / page

Validate Recharter and Pay

Validate recharter

Recharter validation successful!

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment

Payment and Confirmation

During this process you have the ability to verify all fees and make your payment. Choose “PAY AT COUNCIL.” The unit will need to provide a form of payment to the local council in order to register your unit. Once you have chosen this option, click the pay and post renewal button.

← Back to: Recharter Info

Complete Recharter Information

Payment and Confirmation

BILLING INFORMATION

First Name:

Last Name:

Code: **USA** Phone Number:

Country: **USA (US)**

Address:

City:

State:

Zip Code:

Card:

Cardholder's Name:

Exp. Month: Exp. Year:

Pay at Council Local council processing fee required

Pay at Council

RENEWAL ROSTER FEES TOTAL: \$705 USD

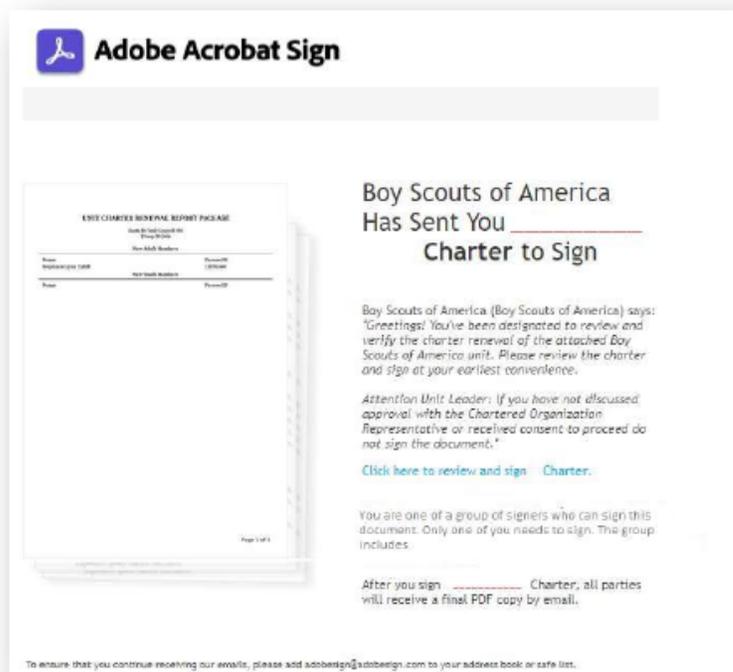
REGISTRATION	QUANTITY	FEE
Paid Youth	0	\$340.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

Pay and Post Renewal

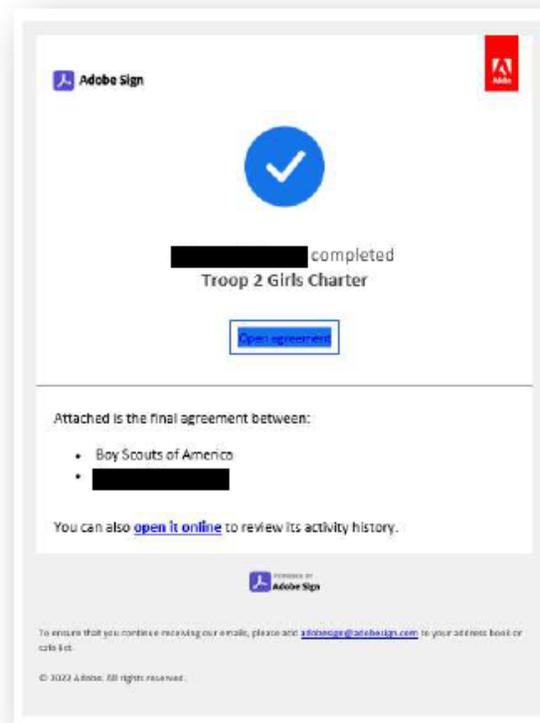
Once you have chosen to pay at Council, click the “Pay and Post Renewal” Button.

Signature and Approval

After paying and posting the renewal an Adobe Acrobat Sign document will be sent to your NEW Key 3 (as entered on the recharter), COR Delegate, and Key 3 Delegate. Any of these individuals may sign the document if approval has been discussed with the Charter Organization Representative. It is preferable that it be signed by the Charter Organization Representative. Be sure to save and/or print the recharter renewal prior and after submittal. **Once signed and payment has been completed, your recharter process will be complete for your unit.**



Example of email sent to Key 3, COR Delegate, and Key 3 Delegate. Remember to save/print agreement



Example of recharter completed email after charter has been electronically signed sent to Key 3 COR Delegate, and Key 3 Delegate. Remember to save/print agreement

Print a copy to include
with your check.

Thank You!!!!



BOY SCOUTS OF AMERICA®
MINSI TRAILS COUNCIL