

Internet Rechartering 2.0

User Guide

updated 9/12/2022



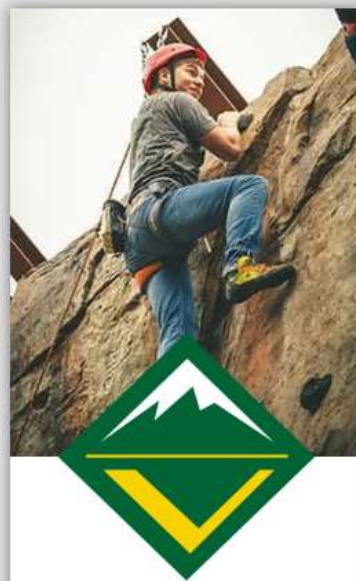
Cub Scouting

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



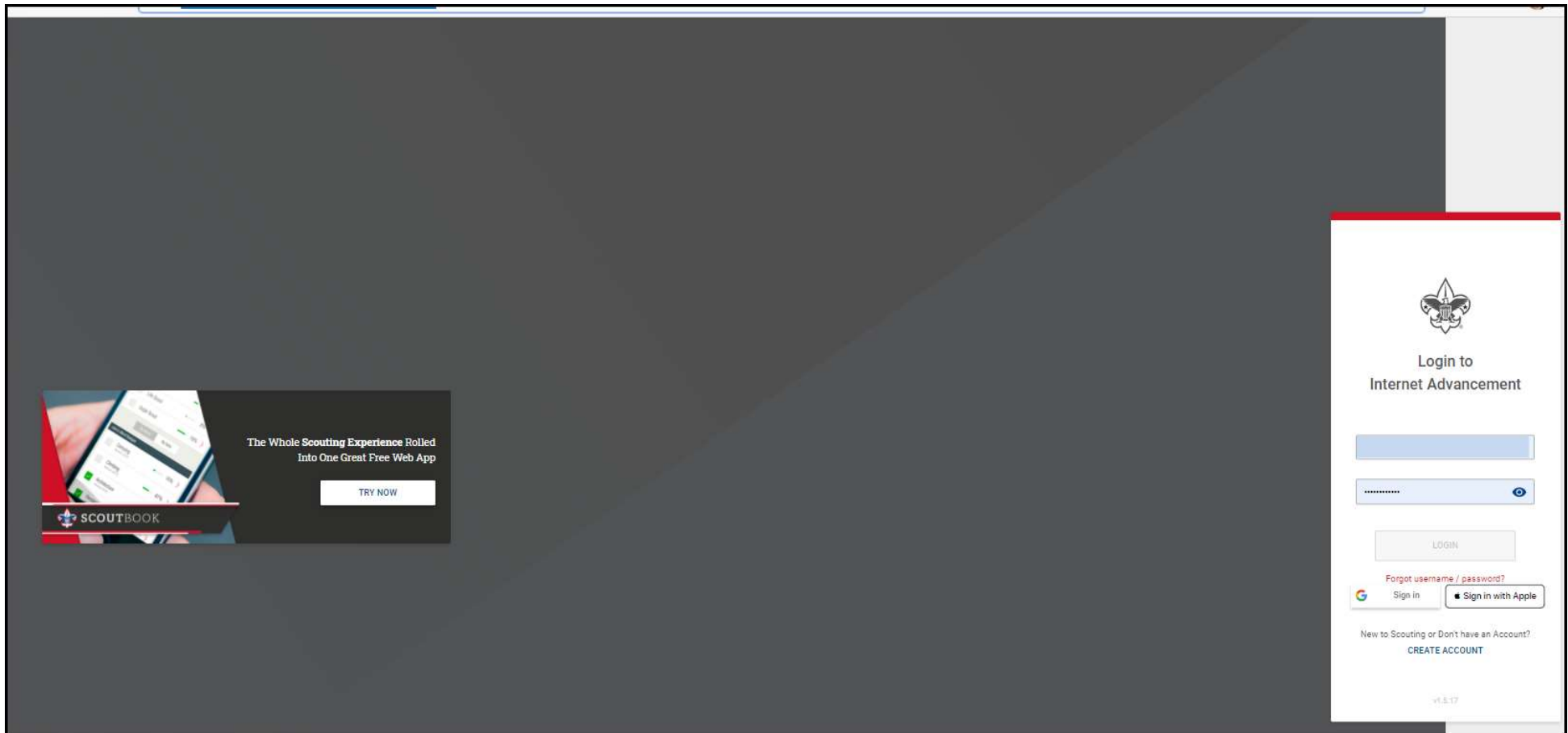
Exploring

Co-ed 10–20 years old

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

Roster | Internet Advancement

https://advancementsqa.scouting.org/roster

Internet Advancement Roster

My Organization

Pack 62 Vista Ridge United Methodist Church

FAMILY

Council: Longhorn Council

District: Orion

Chartered Organization: Vista Ridge United Methodist Church

Pack Roster

Pending Items 3

History

Search by Name or Member ID

Run Report 15

	Name 1	Member ID	Age 1	Last Rank Approved 1	Den 1
☐	Blake Bickford	136478736	11	Webelos	Unassigned
☐	Logan Bowen	13874813	10	Webelos	Webelos 8
☐	Kent Brein	13677695	7	Tiger	Unassigned

Welcome, Ryan Larson

Cub Scout

Pack 62 FAMILY

Position: Key 3 Delegate

Scouts BSA

Troop 2 GIRLS

Position: Key 3 Delegate

Parent / Guardian

Pack 0062

Connection: Jack William Larson

Parent / Guardian

Troop 0002

Connection: Emma Jolise Larson

Parent / Guardian

Troop 0002

Connection: Marysol Jolene Robinson

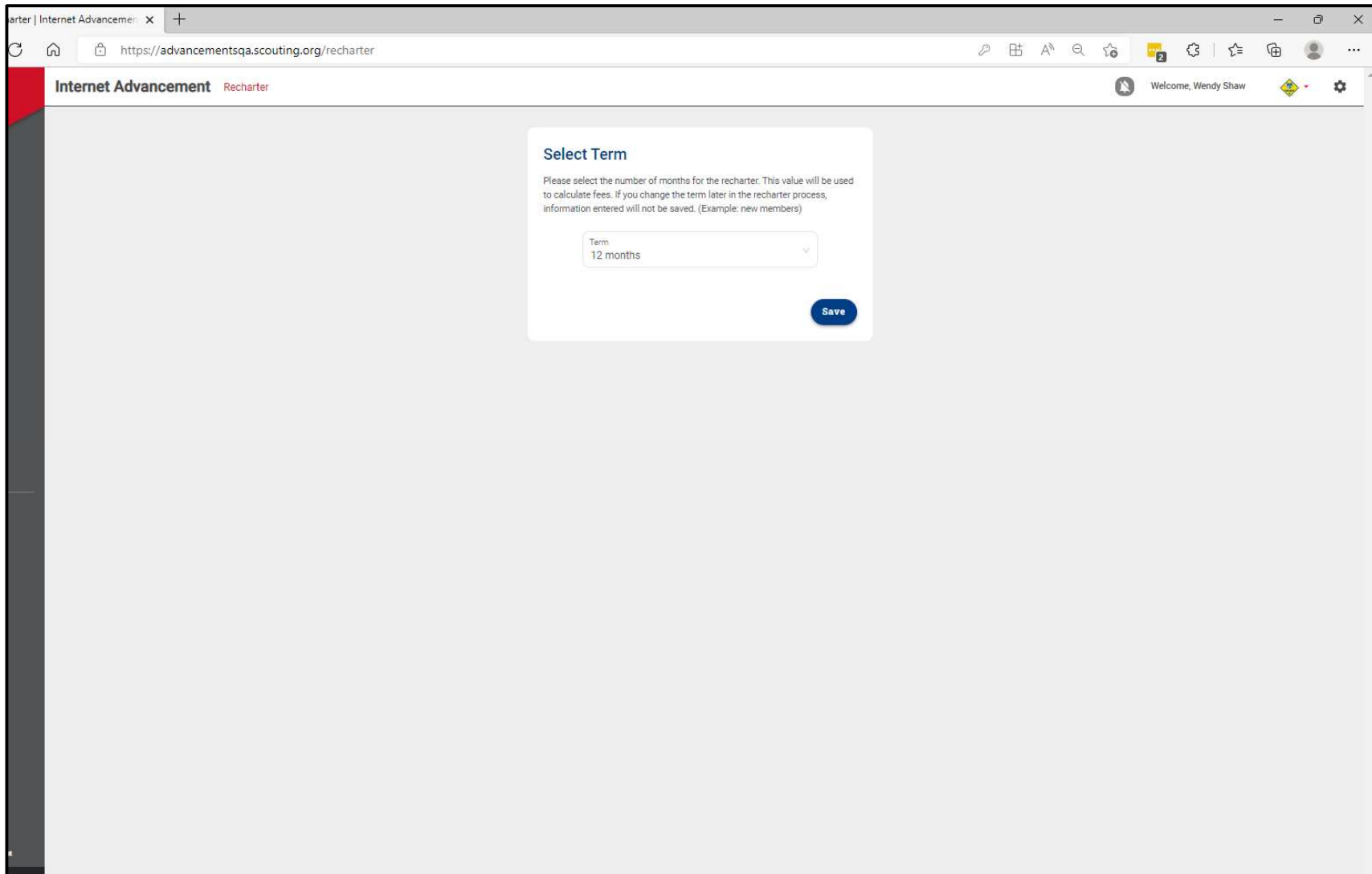
Once you have logged into your account, choose your Unit and Position by clicking the dropdown.

*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

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 main content area displays a "Select Term" form. The form includes a text box labeled "Term" with "12 months" selected. Below the text box is a blue "Save" button. The form also contains a warning message: "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)".

Internet Advancement Recharter

Welcome, Wendy Shaw

Select Term

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)

Term
12 months

Save

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 '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 unit information and chartered organization details.

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

Below the unit information, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The 'PACK ROSTER' tab is active, showing a table of members. The table has columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, Total, and an edit icon.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
☐	Anthony	Anthony	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	1325W001	✓	✓	---	\$ 0.00	
☐	Andrea	Chapman	F	02/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1325W014	---	---	🔴	\$ 15.00	
☐	Edith	Goodman-Thompson	F	04/04/1968	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	1325W015	---	---	🔴	\$ 0.00	
☐	Rebecca	Goodman-Thompson	F	04/04/1968	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1325W016	---	---	🔴	\$ 0.00	
☐	Quinton	Goodman	M	05/26/1983	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	1325W014	---	---	🔴	\$ 0.00	
☐	Shari	Goodman	F	02/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1325W015	---	---	🔴	\$ 0.00	
☐	Greg	Good	M	09/25/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1325W016	---	---	🔴	\$ 0.00	

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' page. On the left is a sidebar with navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area has two tabs: 'Complete Recharter Information' (active) and 'Payment and Confirmation'. The 'MY UNIT' section displays details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY), including Unit Type, Number, Tenure, Expire Date, Organization, District, Council, Term, and New Expire Date. The 'CHARTERED ORGANIZATION INFORMATION' section shows details for 'VISTA RIDGE UNITED METHODIST CHURCH', including Name, Address, City, State, and Zip. Below these is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. A table lists members with columns: First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The first member, 'Andrei Clura', is highlighted, and a pencil icon in the 'Total' column is circled in red.

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

The screenshot shows the 'Update Member Information' modal for 'Andrei Clura'. The modal has a title bar and a close button. It contains a form with 'Primary Position in Unit' (Assistant Webelos Leader) and 'Member Type' (Adult). A dropdown menu is open, showing a list of positions: Assistant Cubmaster, Assistant Webelos Leader, Asst. Den Leader, Chartered Organization Rep., Committee Chairman, Committee Member, Cubmaster, and Den Leader. The 'Den Leader' option is circled in red. Below the dropdown is a blue 'Update Information' button, also circled in red. A text box on the right provides instructions for the steps to change a position.

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

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

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: 75067-8156

PACK ROSTER

REMOVED MEMBERS (1)

PENDING MEMBERS (0)

Payment Logs

Refresh Roster

Print Roster

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
☐	Andrew	Crane	M	12/28/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	900010000	☒	☒	--	\$ 0.00
☐	Andrea	Chaberski	F	05/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	11878494	--	--	☒	\$ 15.00
☐	Stefanie	Quadrone-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10800702	--	--	☐	\$ 0.00
☐	Stefanie	Quadrone-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10800703	--	--	☐	\$ 0.00
☐	Charles	Crabtree	M	05/25/1984	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14000000	--	--	☐	\$ 0.00
☐	Emily	Steele	F	02/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	11801705	--	--	☐	\$ 0.00
☐	Emily	Ward	M	09/23/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	11007700	--	--	☐	\$ 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 links: 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' with a 'FAMILY' tag. The 'CHARTERED ORGANIZATION INFORMATION' section lists details for 'VISTA RIDGE UNITED METHODIST CHURCH'. Below these sections is a 'PACK ROSTER' table. Annotations highlight the 'Manage Members' button and the 'Multiple Indicator' (a blue plus icon) in the roster table. The roster table has columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The first row of the roster shows a member with a blue plus icon next to their name, indicating they are paying registration fees in another unit.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
☐	Anthony	Anderson	M	08/02/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	00000001	☒	☒	--	\$ 0.00
☐	Amelia	Chalover	F	08/03/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000004	--	--	☒	\$ 15.00
☐	Autika	Newberry-Thompson	F	08/03/1995	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	00000002	--	--	☐	\$ 0.00
☐	Autika	Newberry-Thompson	F	08/03/1995	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000003	--	--	☐	\$ 0.00
☐	Charles	McPherson	M	08/05/1992	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	00000004	--	--	☐	\$ 0.00
☐	Carly	Kuske	F	02/04/1993	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000005	--	--	☐	\$ 0.00
☐	Chloe	Smith	M	08/22/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000006	--	--	☐	\$ 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.

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

Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
☐	Andrew	Johnson	M	08/04/1990	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10010000	☒	☒	---	\$ 0.00
☐	Andrew	Johnson	F	08/04/1990	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10010004	---	---	☒	\$ 15.00
☐	Andrew	Johnson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10010005	---	---	☐	\$ 0.00
☐	Andrew	Johnson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10010006	---	---	☐	\$ 0.00
☐	Charles	Johnson	M	07/04/1983	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10010008	---	---	☐	\$ 0.00
☐	Corey	Johnson	F	02/04/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10010009	---	---	☐	\$ 0.00
☐	Corey	Johnson	M	08/04/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10010010	---	---	☐	\$ 0.00

D ORGANIZATION INFORMATION
OF THE WILLIAMSON TROOP
 Organization Name: Friends of the Williamson Troop
 Organization Address: 5890 Packard
 Organization City: Vidor
 Organization State: TX
 Organization Zip: 77662-2457

☐	Name	Gender	DOB	Address	Men
☐		M		1325 W Walnut Hill Ln., Vidor	Adult
☐		M		1325 W Walnut Hill Ln., Vidor	Adult
☐		M		5315 Carnaby St, Irving	Adult
☐		M		5315 Carnaby St, Irving	Adult
☐		M		1325 W Walnut Hill Ln., Vidor	Adult
☐		M		1325 W Walnut Hill Ln., Vidor	Adult
☐		---		---	Adult

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

Open

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: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)
Manage Members  Upload Document Show: All Roster

Payment Logs \$ Refresh Roster Print Roster

Search by Name or Member ID

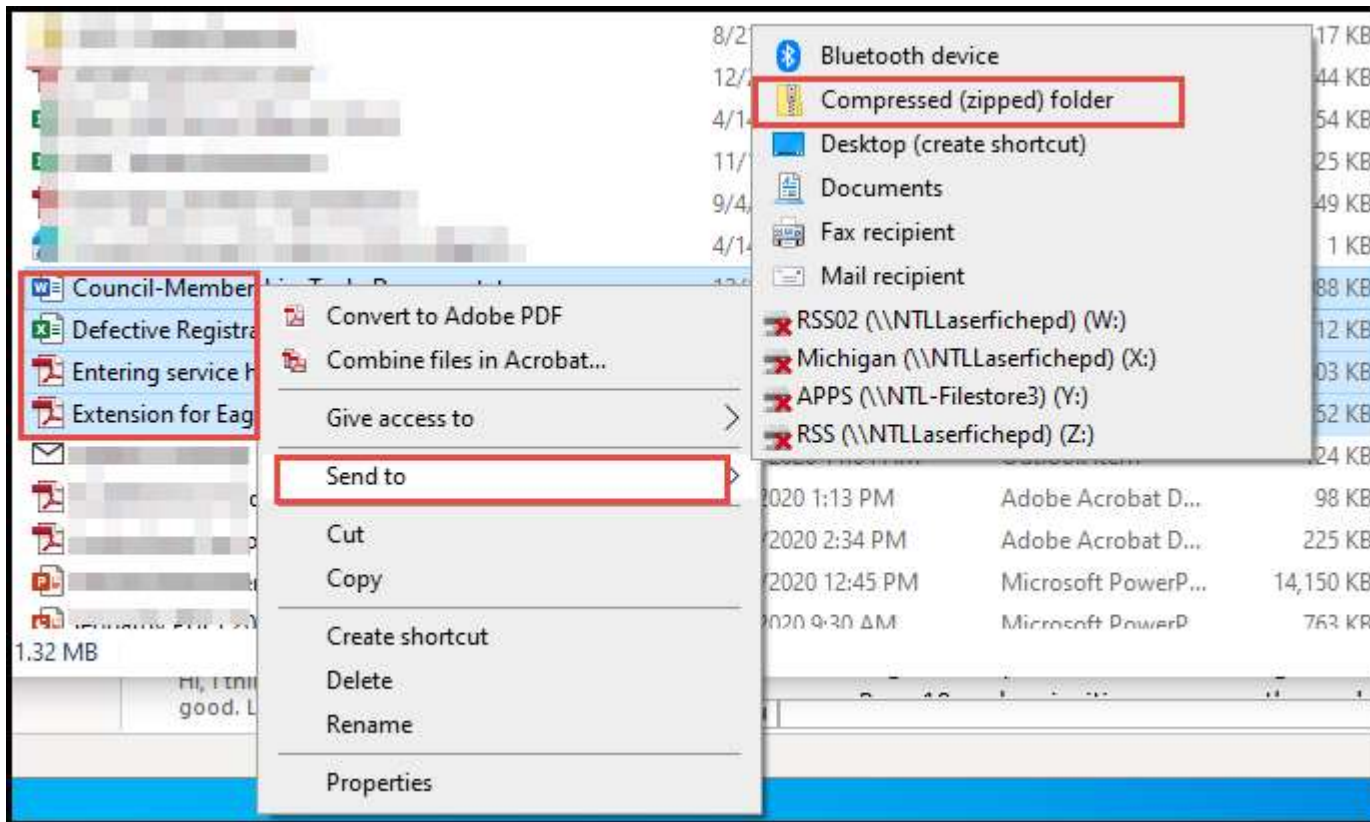
☐	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☒	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946			☐	\$ 45.00	
☐	 Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012			☐	\$ 45.00	
☐	 Joseph Muckleroy	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--		☐	\$ 0.00	
☐	 Joseph Muckleroy	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471			☐	\$ 45.00	
☐	 Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872			☐	\$ 45.00	
☒	 Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	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 multipling 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 postion 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

**Click Manage Members
and check the box next
to the name that is a
multiple and click on
Mark as a Multiple in the
drop down**

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 Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☐	Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	☐	\$ 20.00	
☐	Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✓	✓	☐	\$ 0.00	
☐	Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788268	✓	✓	☐	\$ 20.00	
☐	Drew Pannebecker	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✓	!	☐	\$ 20.00	
☐	Sheldon McMahon-Desmond	M		1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	111394885	✓	!	☐	\$ 20.00	
☒	Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120788268	✓	✓	☐	\$ 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 0001
Fathers Club 100 Inc 0100
Shavertown United Methodist Church 0163
Mountain Top American Legion Post 781 04...
Goose Pond Scout Reservation 0720
Hickory St Presbyterian Church 1600
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

Unit Type

Crew
Non Unit Position
Pack
Post
Ship
Troop

Invite New Member into the unit (Leads)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williams
District: Sabine
Council: Three Rivers Council
Unit Term: 12

TROOP ROSTER REMOVE MEMBERS (0) PENDING MEMBERS

Manage Members Upload Document Show

Member Type: Adult

First Name: donna

Last Name: arnold

Email Address: donna.arnold@scouting.org

Invite Member

There are three invite options - Adult , Youth and Participant

Invite New Member

Member Type: Participant

Email Address:

First Name:

Last Name:

Invite Member

Invite New Member

Member Type: Adult

Email Address:

First Name:

Last Name:

Invite Member

Invite New Member

Member Type: Youth

Parent/Guardian's Email Address:

Parent/Guardian's First Name:

Parent/Guardian's Last Name:

Youth's First Name:

Youth's Last Name:

Invite Member

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](#)

Right-click or

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://myga.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.

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TROOP ROSTER REMOVED MEMBERS (1)

PENDING MEMBERS (1)

Send Reminder

☐	Name	Gender	Member Type	Invited on
☐	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.

Recharter | Internet Advancement

Internet Advancement Recharter

Welcome, Ryan Larson

Roster

Activities

Profile

Reports

Calendar

Forum

Scoutbook

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

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

Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
☐	Anthony	Allen	M	09/08/1952	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	14000000	☒	☒	--	\$ 0.00
☐	Austin	Chubberson	F	02/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13273404	--	--	☒	\$ 15.00
☐	Beth	Wardette-Thompson	F	04/04/1956	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13000000	--	--	☐	\$ 0.00
☐	Brian	Wardette-Thompson	F	04/04/1956	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13000000	--	--	☐	\$ 0.00
☐	Charles	Widener	M	05/05/1953	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14000004	--	--	☐	\$ 0.00
☐	Geoff	Widener	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13000000	--	--	☐	\$ 0.00
☐	Geoff	Widener	M	05/05/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13000004	--	--	☐	\$ 0.00

Troop Roster Pending Items 3 History Import File

Search by Name or Member ID

Run Report 12 Record Progress Show: Filtered

☐	Name ↑	Member ID	Age ↑	Last Rank Approved ↑	Patrol 1 ↑
☐	 Michael Price	100000000	56		Unassigned
☐	 Mike Smith	1007738	68		Unassigned
☐	 Susan Kane	100727195	66		Unassigned
☐	 Ronald Lashfield	10010004	59		Unassigned
☐	 John McCurdy	100221056	63		Unassigned
☐	 William Nepper	100070023	16	 Second Class ⓘ	1
☐	 Adam Powers	100010001	15	 Second Class ⓘ	2
☐	 Jade Powers	104400166	54		Unassigned
☐	 Nash Routson	100071195	17	 Life Scout	Unassigned
☐	 Robert St-John	000000000	61		Unassigned

Total 10 Items 1 10 / page

Internet Advancement Youth Profile

Welcome, Christopher Price



William Nepper

Second Class

Started

Pending Approval

Approved

Ranks

Second Class ★ 2020-01-21

Scout ★ 2020-01-21

Awards

Totini Chip ★ 2019-09-27

Merit Badges (8)

Citizenship in the World ✓ 2021-01-04

Fishing ★ 2017-08-15

Kayaking ★ 2017-07-07

Oceanography ★ 2017-07-07

Tenderfoot ★ 2020-01-21

First Aid ★ 2019-08-06

Golf ★ 2019-08-11

Music ★ 2019-05-05

Swimming ★ 2017-05-09

Approved

Awarded

Advancements

Scout's Info

Activity Logs

CAMPING 0 NIGHTS

HIKING 0 MILES

SERVICE HOURS 0 HOURS

Ranks

Tenderfoot Previous

Second Class Last Approved

First Class Next

SEE ALL

Run Report



Advancements

Scout's Info

PERSONAL INFORMATION

Prefix Preferred Name Date of Birth:

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

Last Name Suffix Middle Name Gender:

ADDRESS INFORMATION

Home Business Vacation

☒ PrimaryCountry Address Line 2 State Address Line 1 City Zip Code

CONTACT INFORMATION

EMAIL

☒ PrimaryEmail Address*

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

Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
☐	Anthony	Johnson	M	07/02/1952	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	132500001				\$0.00
☐	Anthony	Johnson	F	02/04/1950	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	132500004				\$15.00
☐	Anthony	Johnson	F	04/04/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	132500005				\$0.00
☐	Anthony	Johnson	F	04/04/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	132500006				\$0.00
☐	Anthony	Johnson	M	05/05/1950	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	132500007				\$0.00
☐	Anthony	Johnson	F	02/04/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	132500008				\$0.00
☐	Anthony	Johnson	M	08/23/1950	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	132500009				\$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.

TROOP ROSTER

REMOVED MEMBERS (0)

PENDING MEMBERS (1)

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

Add New Member

Invite New Member

Mark As Multiple

Remove From Recharter

		Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total		
		on Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
		on Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	
☐		Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--			\$ 0.00	
☐		Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471				\$ 45.00	
☒		Donna Arnold	--		--	Adult	Committee Member	--				\$ 45.00	

Remove from recharter

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

ADULTS (1)

Donna Arnold X

CANCEL **REMOVE**

TROOP ROSTER		REMOVED MEMBERS (1)		PENDING MEMBERS (1)		Payment Logs		Refresh Roster		Print Roster	
Add To Recharter											
☐	Name	Gender	DOB	Address	Member Type	Position	Member ID				
☐	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, a progress bar shows two steps: 'Complete' (1) and 'Payment and Confirmation' (2). The main content area is divided into three sections: 'MY UNIT', 'CHARTERED ORGANIZATION INFORMATION', and a 'REMOVED MEMBERS' list.

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.

CHARTERED ORGANIZATION INFORMATION: FRIENDS OF THE WILLIAMSON TROOP. Chartered Organization Name: Friends of the Williamson Troop. Chartered Organization Address: 3890 Packard. Chartered Organization City: Vidor. Chartered Organization State: TX. Chartered Organization Zip: 77662-2457.

REMOVED MEMBERS (1): A table lists the removed member, Donna Arnold, with a checkbox next to her name. The checkbox is checked, and a callout box points to it with the instruction '2. click the checkbox next to the name you would like to add back into the Recharter'.

ADD TO RECHARTER: A callout box titled 'Add to recharter' is displayed, asking for confirmation to add the following members to the recharter. It lists 'ADULTS (1)' and 'Donna Arnold'. The 'ADD' button is circled in red, and a callout box points to it with the instruction '4. Click Add'.

VALIDATE RECHARTER AND PAY: A blue button at the bottom right is circled in red, with a callout box pointing to it with the instruction '3. Click Add To Recharter'.

Name	Gender	DOB	Address	Member Type	Position	Member ID
Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

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 central popup titled 'Validate recharter' lists the following errors and warnings:

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

The 'CONTINUE EDITING' button is circled in red. Below the popup, the 'TROOP ROSTER' table is visible:

	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	130984609	--	--	1	\$ 72.00
☐	Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--	1	\$ 72.00

At the bottom right, the 'Validate Recharter and Pay' button is circled in red. A text box on the right side of the interface states: '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.'

Internet Advancement

Recharter

Welcome, Derek Brasher

☐		Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered	13332946				\$ 45.00	
☐		Bronson Hatton	M					115299012				\$ 45.00	
☐		Derek Brasher	M					11				\$ 0.00	
☐		Derek Brasher	M					11				\$ 45.00	
☐		Jonathan Healy	M					10				\$ 45.00	
☐		Joseph Muckerooy	M					91				\$ 45.00	
☐		Marvin Lopez						--				\$ 45.00	
☐		Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	--	--		\$ 72.00	
☐		Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--		\$ 72.00	
☐		Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--		\$ 72.00	

Add Youth (Must have at least 5 youth)

Total 12 Items

12 / page

Validate Recharter and Pay

Validate recharter

Recharter validation successful!

CONTINUE EDITING

PROCEED TO PAYMENT

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 choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

[← Back to: Recharter Info](#)

✓

Complete
Recharter
Information

2

Payment and
Confirmation

BILLING INFORMATION ?

First Name

Last Name

Code
USA

Phone Number

Country
USA (US)

City

Zip Code

Email Address

Address

State

PAYMENT METHOD

Credit Card

Extra credit card fee 3%

Credit Card payment

Card Type

Cardholder's Name

Card Number

Exp. Month

Exp. Year

CVV Number

ACH

ACH payment

Pay at Council

Local council processing fee may apply

Pay at Council

RENEWAL ROSTER FEES

	QUANTITY	FEE
REGISTRATION		
Paid Youth	5	\$360.00
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

TOTAL: \$705 USD

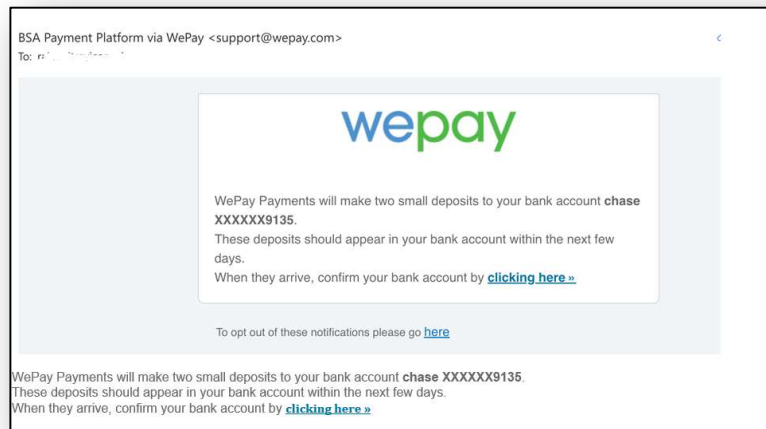
Pay and Post Renewal

During this process, you have ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council, which a local processing fee may apply. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

Note on ACH

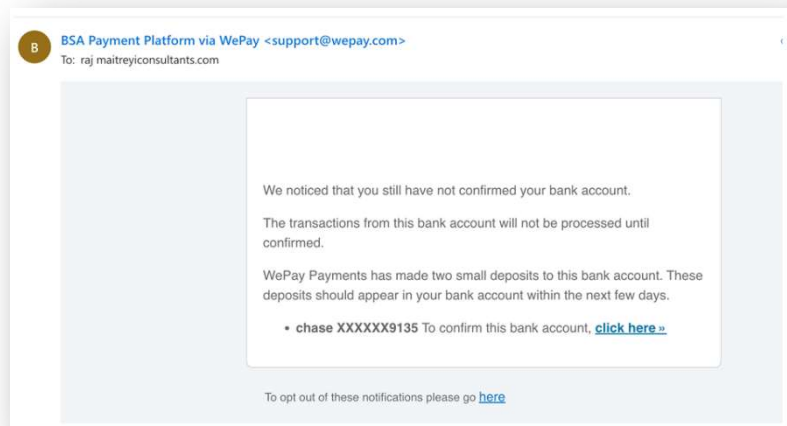
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

To begin, you will receive an email after you select ACH and click “Pay and Post Renewal.” If you did not receive an email, be sure to whitelist or add support@wepay.com to your SafeSenders list through your email provider. (Also, check the email inbox of the individual submitting the recharter as well as the key 3).



Click the tiny link at the bottom of the modal which appears and asks you to select your bank.

Once clicked, the bank routing and account number will need to be entered. Following this step, a series of microdeposits will be made to the account entered. An email will be sent from WePay to the email entered as the payor information every day for 30 days, which will ask the user to click to a form where they will need to confirm the microdeposit amounts.



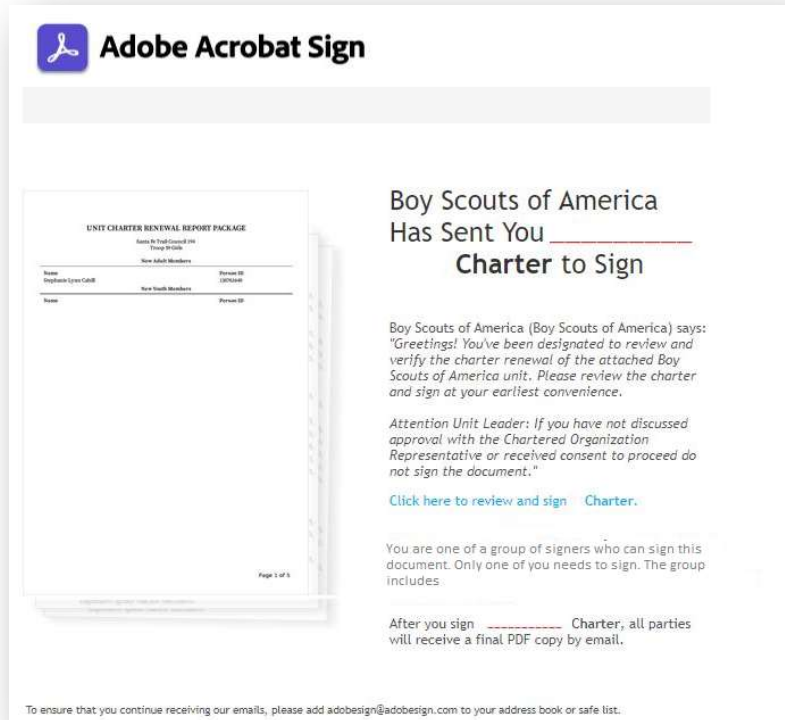
Once confirmed, the microdeposits will be reverted and the transaction amount – the full recharter amount – will be immediately withdrawn, and payment will be complete.

If payment fails, common issues include

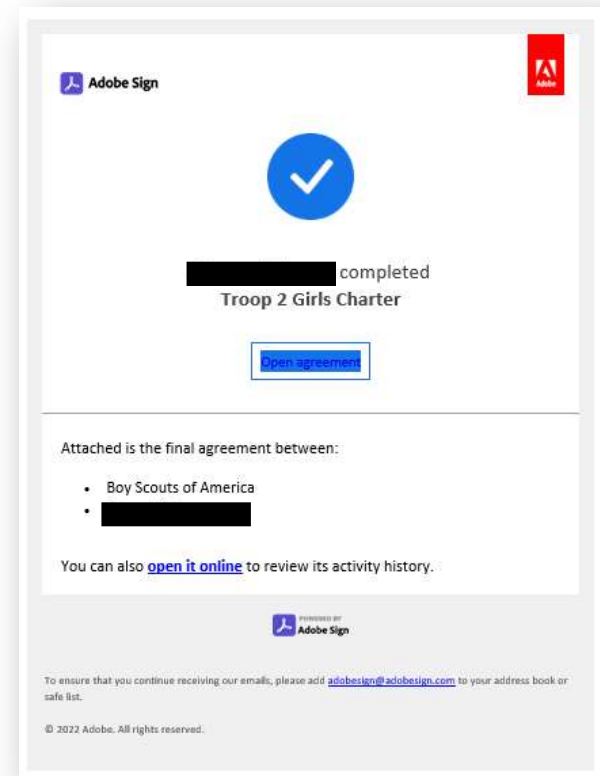
- Bank was not confirmed within 30 days
- Bank refused the payment request
- Incorrect bank account information was provided
- Incorrect transaction amount entered for payment
- Insufficient funds in the bank account

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