

Live Scout Loud



DAN BEARD COUNCIL, BSA
SERVING GREATER CINCINNATI & NORTHERN KENTUCKY

Membership Renewal UNIT PAY – ONLINE Payment Screenshots (2024)





Membership Renewal – Reminders

- All registrations are for 12 months. For example, if your current registration expires on 12/31/2024, your renewed membership will be 1/1/2025 through 12/31/2025.
- Registration periods cannot be changed. All multiple positions have the same expiration date, so you renew only once per year.
- Registration periods for new members start on the first day of the month they join and expire 12 months later. For example, if a Scout joins on 2/14/2024, their membership term will be 2/1/2024 through 1/31/2025.
- Membership renewal can be completed either by the family/individual (Self-Pay) or the unit (Unit Pay).
- [This presentation covers the UNIT PAY option.](#)
- **There is no mechanism for tracking bounce-back or failed emails.**
- **Reminders by text are not available.**
- If registered in multiple positions, select the primary position. Renewing the primary position will automatically renew multiple positions.
- The member can opt-out to let their membership expire. This option is not reversible!
- Unit membership renewal reports are also emailed to the Key 3 on a monthly basis.
- The unit must approve membership renewals.
- If someone renews their membership and the unit folds, the person moves to the “Member without a Unit” report pending their reassignment into a new unit.





Membership Renewal – Fees

	Cub Scout*	Scout BSA Youth	Sea Scout or Venturer (non-multiple under 18)	Explorer (non-multiple under 18)	Adult
National Registration Fee	\$85.00	\$85.00	\$85.00	\$50.00	\$65.00
Council Activity Fee	\$55.00	\$80.00	\$80.00	\$80.00	\$6.00**
Administrative Fee (3% for credit card)	\$3.30	\$4.95	\$4.95	\$3.90	\$2.13
Total	\$144.20	\$169.95	\$169.95	\$133.90	\$73.13
Scout Life Magazine (Optional)	\$15.45	\$15.45	\$15.45	\$15.45	\$15.45
Total with Scout Life	\$159.65	\$185.40	\$185.40	\$149.35	\$88.58
<i>*Rebate for new Lion or Tiger, OR Lion renewing as a Tiger</i>	<i>(\$30.00)</i>				**Council insurance fee
Final Cost without Scout Life / with Scout Life	\$114.20 / \$129.65				





Membership Renewal – UNIT PAY Overview

- ~~In My.Scouting.org > Organization Manager > Settings, the unit selects the Unit Pay option. This is now enabled by default.~~
- The Key 3 will get monthly reports on who is due to renew, who renewed, and who was dropped. This report will also include Self-Pay members.
- Using the My.Scouting.org > Organization Manager > Roster tab, the unit selects which members they are renewing.
- The unit can choose not to renew a member by enabling the Opt-Out option for that person. This option is not reversible!
- The unit can also change the Scout's Life subscription settings for each person.
- The unit can submit the renewals and pay online with a credit card or a securely stored electronic fund transfer payment (ACH), or it can renew offline by visiting the Scout Achievement Center (SAC).
- If a youth is receiving financial assistance from the Council, then the membership renewal must be renewed offline by visiting the Scout Achievement Center (SAC).
- There is no ability for either the individual or unit to pay only part of the fees owed when using online payment.
- Unit leaders must look at the unit roster in My.Scouting.org to verify that everyone has a valid email address. Email addresses updates can be made in My.Scouting.org or Scoutbook.



UNIT PAY (Online ⁵ Payment)

	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Asher R		Youth Member	M	Current	<input type="checkbox"/>	10/31/2024
<input type="checkbox"/>	Ashton R		Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	Harlow R		Youth Member	F	Current	<input type="checkbox"/>	01/31/2025
<input type="checkbox"/>	Robin R		Youth Member	M	Current	<input type="checkbox"/>	09/30/2024
<input checked="" type="checkbox"/>	David R		Chartered Organization Rep. Trained Committee Chair Trained	M	Initiated	<input type="checkbox"/>	06/30/2024 06/30/2024
<input checked="" type="checkbox"/>	Finley R		Youth Member	M	Eligible to Renew	<input type="checkbox"/>	07/31/2024

When you get an e-mail reminding you that someone's membership is due:

1. Sign in to My.Scouting.org,
2. Click Organization Manager,
3. Click Roster,
4. Select the individuals due to renew (see Renewal Status column),
5. Click Renew

Note that you will need to do this almost every month.



Troop 0002 Richmond Police Athletic League **B**

Unit Paid Membership Renewal


Troop 0002

Settings
Unit Pin
Unit Dashboard
Roster
Transfer in
Position Manager
Reports

John Durden **1** → Scout Life Subscription

Troop 0002

Committee Member (MC) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

✓ Primary Position

Show Multiple Registrations **2** ←

Stephen Jay Jeung **1** → Scout Life Subscription

Troop 0002

Assistant Scoutmaster (SA) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

✓ Primary Position

Show Multiple Registrations

Jorge Montano Scout Life Subscription

Troop 0002

Committee Member (MC) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

✓ Primary Position

Show Multiple Registrations

Timothy Tim Eldon Pohl Scout Life Subscription

Troop 0002

Committee Chair (CC) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

✓ Primary Position

Show Multiple Registrations

3 → **Create Renewal Orders**

1. Check that the Scout Life selection is correct; the system defaults to yes, subscribed!
2. Review multiple positions, if desired. You can change primary position or change multiple positions as appropriate.
3. Click Create Renewal Order to proceed.



The screenshot shows the Scout system interface for Troop 0301. On the left is a navigation menu with options: Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster (highlighted), Transfer In, Position Manager, and Reports. The main content area is divided into two sections. The top section, titled "Unit Orders", contains a table with columns: Name, Status, Type, Paid, and Approved. The bottom section, titled "Unit Orders By Batch", contains a summary table with columns: Created By, Created On, Number of Orders, Paid, and a "GO TO PAYMENT" button. A red arrow labeled "1" points to the "Approved" column in the "Unit Orders" table. Another red arrow labeled "2" points to the "GO TO PAYMENT" button in the "Unit Orders By Batch" table.

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marque [redacted]	Initiated	Traditional Youth	No	
Logan [redacted]	Initiated	Traditional Youth	No	
Jeffrey [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Bryan [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Amaria [redacted]	Initiated	Traditional Adult	No	
Charles [redacted]	Initiated	Traditional Adult	No	
Randy [redacted]	Initiated	Traditional Adult	No	

Created By	Created On	Number of Orders	Paid	GO TO PAYMENT
4 Mary Barfield	02/05/2024, 11:06:25 am	10	No	GO TO PAYMENT

This will create a "Unit Batch Order." It cannot be edited, but will be saved if needed. You can have multiple Batch Orders.

1. Check the names in the "Unit Order" area for accuracy.
2. Click "Go To Payment" in the Batch area.



Payment Summary X

	Traditional Adult <small>Quantity: 4</small>	\$240.00
	Scout Life Domestic Rates <small>Quantity: 3</small>	\$45.00
	Council Fee <small>Quantity: 4</small>	\$0.00
	Administrative Fee <small>Credit Card Processing Fee (3%)</small>	\$8.55
	TOTAL AMOUNT DUE:	\$293.55
	AMOUNT PAID:	\$0.00

Example Only • Not Actual Fees

Credit Card
ACH Payment

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

The payment screen defaults to the credit card option (w/3% fee), but note the “ACH Payment” tab (w/\$1 fee) next to Credit Card.

To pay by cash/check at the local Scout office (Pay at Council), scroll down...

Note that you must “Pay at Council” if a member is receiving Council financial assistance.





Payment Details

CARD INFORMATION

- * Cardholder Name:
- * Card Number:
- * Expiration Date:
- * CVV:

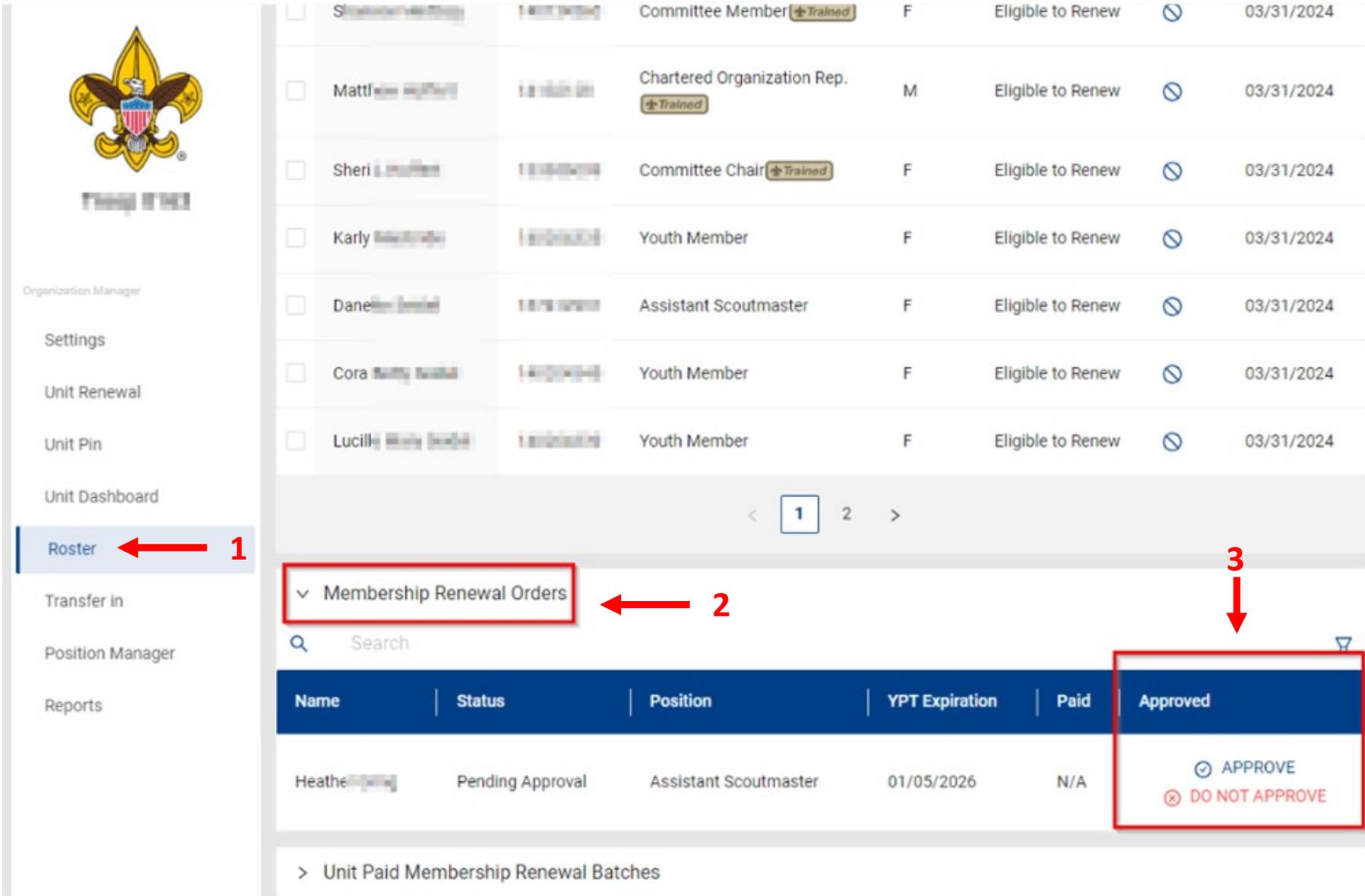
Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.

BILLING ADDRESS Same as saved address

- * Country:
- * Address Line 1:
- Address Line 2:
- * City:
- * State/Region:
- * ZIP Code:

The system displays the necessary fields to enter your credit card payment (w/3% fee). To do this, enter your information and click Place Order.





Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster ← 1

Transfer in

Position Manager

Reports

Name	Status	Position	YPT Expiration	Paid	Approved
Heather [redacted]	Pending Approval	Assistant Scoutmaster	01/05/2026	N/A	<input type="radio"/> APPROVE <input checked="" type="radio"/> DO NOT APPROVE

> Unit Paid Membership Renewal Batches

Next you will need to approve what you just did:

1. Click on Roster and scroll down to the bottom,
2. Select Membership Renewal Orders,
3. Click Approve (clicking “Do Not Approve” will generate a refund).

This option may not appear until the payment clears...



Membership Renewal – UNIT PAY Complete!

- Unit Pay does not preclude an individual from using the Self-Pay option. If they do, the unit will be blocked from double-paying. If the unit pays first, the individual will be blocked from double-paying.
- Members renewed by the unit will not need to be approved since it was the unit that renewed them.
- If a member is not renewed or is opted-out and dropped, an new application will need to be submitted for that member to rejoin.
- The Key 3 will get monthly reports on who is due to renew, who renewed, and who was dropped. *A sample email membership report is shown to the right.*



Monthly Renewal Information

Dear [REDACTED]

Here is your Monthly registration update.

Organization Name: [REDACTED]
Expiry Date: 10/31/2024

List of persons to be renewed (youth)

The following person(s) are eligible to renew in the next 3 months. The renewal period will open 2 months prior to their expiration. Please [click here](#) to view your current organization roster or renew members in your organization.

Member ID	First Name	Last Name	Position	Expiry Date
Total: 29				

List of persons to be renewed (adults)

Member ID	First Name	Last Name	Position	Expiry Date
Total: 2				

List of renewed persons (youth)

No records found.

List of renewed persons (adults)

No records found.

List of opted out persons (youth)

No records found.

List of opted out persons (adults)

No records found.

For any renewal related questions, please contact your local council for assistance.
Council: Dan Beard Council, BSA 438
Phone: (513) 577-7700

Thank you.





View Membership Renewal Status in My.Scouting.org



Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports **← 3**

The Chartered Organization Report returns a list of chartered organizations within the structure of the district or council.

EAGLE EXTENSION REPORT

Run

The Eagle Extension Report returns a list of all Youth Member who have been granted an Eagle Extension.

EXPLORER POST SPECIAL INTEREST REPORT

Run

A report of all active Explorer Posts, showing Community Organization, membership and their special Interest code.

FUNCTIONAL ROLE ASSIGNMENT REPORT

Run

Listing all functional roles assigned by unit. Can be sorted by role.

MEMBER OPTED-OUT REPORT

Run

This Report lists all members who have Opted to not renew.

MEMBERS DUE TO RENEW **← 4**

Run

This report lists all members due to renew within 2 months or who are lapsed.

MEMBERS WHO HAVE RENEWED

Run

This report will list all members, youth and adult, who have renewed this year. You can adjust the date range as needed.

MEMBERSHIP TOTALS REPORT

Run

The Membership Totals Report returns a detail list of each active unit within the structure of the district or council. By unit, the reports give you demographic data such as the number of youth and adults, male and female along with the chartered organization and charter expiration date.

Note that you can click on the Reports option to generate a report of upcoming membership dates:

- 1. Sign in to My.Scouting.org,**
- 2. Click Organization Manager,**
- 3. Click Reports**
- 4. Select the desired report.**

Scoutbook Plus Help: For help and tutorials in using Scoutbook Plus, click [here](#). To keep up to date with the latest improvements, click [here](#).

My Organization

Pack Church FAMILY
 Council: Dan Beard Council, BSA
 District: Little Miami
 Chartered Organization: Church

Roster Pending Items History

Transfer Member Import

Search by Name or Member ID

Add Den Unit Quick Entry Run Report Record Progress Group/Edit Den Show: Filtered

Name Member ID Type Age Last Rank Approved Den Position Renewal Status Opt Out Expiration Date

Show Roster

Type: Youths Adults Den Chiefs

Status: Opted Out Renewed Expired Eligible to Renew Current

Display

Group By Dens

Select All / Deselect All

- Tigers 3
- Wolves 2
- Bears 4
- Webelos 15
- Aol 12
- Unassigned

SHOW RESULTS

<input type="checkbox"/>		YOUTH	7	Tiger	Wolf 2	Wolf Member	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>		YOUTH	10	Webelos	Aol 12	Arrow Of Light Member	Current	<input type="checkbox"/>	10/31/2024
<input type="checkbox"/>		YOUTH	7	Tiger	Wolf 2	Wolf Member	Renewed	<input type="checkbox"/>	Future

Total 64 Items

1 2 3 4 5 6 7

10 / page

View Membership Renewal Status in Scoutbook Plus

1. Log into **Scoutbook Plus** at <https://advancements.scouting.org>.
2. Choose unit in the yellow dropbox in the top right corner of the screen.
3. Click **Roster** on left vertical menu bar.
4. Click **Show:Filtered** on the right side of the gray menu bar to change what is shown on the roster.
5. Click the SHOW RESULT button.
6. Review **Renewal Status** and **Expiration Date** columns to determine which members need to be renewed and when.



Resources



<https://danbeard.org/renewals/>