

Auto-Renewal Membership

For all youth and adult
members of Scouting
America

Example

Renewing the Executive Officer of the Charter Organization

Auto Renewal – Unit-Pay Membership

4



<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	Kristen		Executive Officer	F	Eligible to Renew	<input type="checkbox"/>	09/30/2024
<input type="checkbox"/>	Jason		Cubmaster Trained	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	William		Committee Member	M	Current	<input type="checkbox"/>	12/31/2024

< 1 **2** >

The Key-3 can renew individual members.

1. Sign in to My.Scouting.org,
2. Click Roster,
3. Click the box to select the Executive Officer,
4. Click Renew

> Membership Renewal Orders

> Unit Paid Membership Renewal Batches

Kristen

1



Scout Life Subscription

Pack 289

Executive Officer

Current Expiry Date: 12/31/2023

Future Expiry Date: 12/31/2024

Primary Position



Show Multiple Registrations

2



Create Renewal Orders

Auto Renewal – Unit-Pay Membership

Kristen

Pack 289

Executive Officer

Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

✓ Primary Position

Show Multiple Registrations

1 → Scout Life Subscription

2 → **Create Renewal Orders**

Note that the system defaults to subscribing to Scout's Life.

1. Click Scout's Life to deselect it,
2. Click Create Renewal Orders

Auto Renewal – Unit-Pay Membership

Pack 0289 Portage United Church of Christ

Pack 0289 Menu

Unit Paid Membership Renewal

Kristen

Pack 0289

Executive Officer (IH) Current Expiry Date: 09/30/2024
Future Expiry Date: 09/30/2025

✓ Primary Position

← Back to roster

Continue to Payment

Scout Life Subscription

Back to Roster

Membership Renewals have been processed successfully.
No payment is required at this time.

The system recognizes that the Executive Officer position is no-fee.


Click Back to Roster.

Auto Renewal – Unit-Pay Membership

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Kristen		Executive Officer	F	PendingApproval	<input type="checkbox"/>	09/30/2024
Jason		Cubmaster <small>Trained</small>	M	Current	<input type="checkbox"/>	12/31/2024
William		Committee Member	M	Current	<input type="checkbox"/>	12/31/2024

< 1 **2** >

> Membership Renewal Orders 

> Unit Paid Membership Renewal Batches

Notice that the renewal status of the Executive Officer has now changed to Pending Approval.

Click Membership Renewal Orders.

Auto Renewal – Unit-Pay Membership

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/> Kristen		Executive Officer	F	PendingApproval	<input type="checkbox"/>	09/30/2024
<input type="checkbox"/> Jason R		Cubmaster Trained	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/> William R		Committee Member	M	Current	<input type="checkbox"/>	12/31/2024

< 1 **2** >

Only the COR can approve adult renewals!

Click Approve.

Membership Renewal Orders

Search

Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Kristen		Pending Approval	08/14/2024	Executive Officer	N/A	N/A	<input checked="" type="checkbox"/> APPROVE <input checked="" type="checkbox"/> DO NOT APPROVE	



> Unit Paid Membership Renewal Batches

Auto Renewal – Unit-Pay Membership

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Kristen		Executive Officer	F	Completed	<input type="checkbox"/>	09/30/2024
Jason		Cubmaster <small>Trained</small>	M	Current	<input type="checkbox"/>	12/31/2024
William		Committee Member	M	Current	<input type="checkbox"/>	12/31/2024

Notice that the renewal status of the Executive Officer is now Completed.

< 1 2 >

> Membership Renewal Orders

> Unit Paid Membership Renewal Batches