

# Unit Pay for Member Renewal - DRAFT

(Supporting Changes implemented March 1, 2024)

July 12, 2024

Unit Pay for member renewal is found in the Organization Manager and Roster tools. The “Renew” feature displays on the roster header bar.

Units can renew their members if they choose. The system allows you to select all or specific individuals to renew. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

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

The screenshot displays the 'my.Scouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. The 'Roster' section is active, showing a list of members. The 'Renew' button in the top navigation bar is highlighted with a red box. The 'Opt Out' column in the roster table is also highlighted with a red box. The roster table includes the following data:

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Kir...	14000075	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan H...	13...	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Marqus Farmer	14...	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey Foster	11...	Scoutmaster <span>Trained</span>	M	Initiated	<input type="checkbox"/>	03/31/2024
Bryan S...	12...	Assistant Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024
Randy C...	85...	Chartered Organization Rep. Executive Officer	M	Initiated	<input type="checkbox"/>	03/31/2024
Seth Bry...	13...	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Charles ...	12...	Committee Member <span>Trained</span>	M	Initiated	<input type="checkbox"/>	03/31/2024
Seth Wil...	12...	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Amanda ...	15...	New Member Coordinator	F	Initiated	<input type="checkbox"/>	03/31/2024

You can Opt-Out a member from renewing if you know they have left the unit.

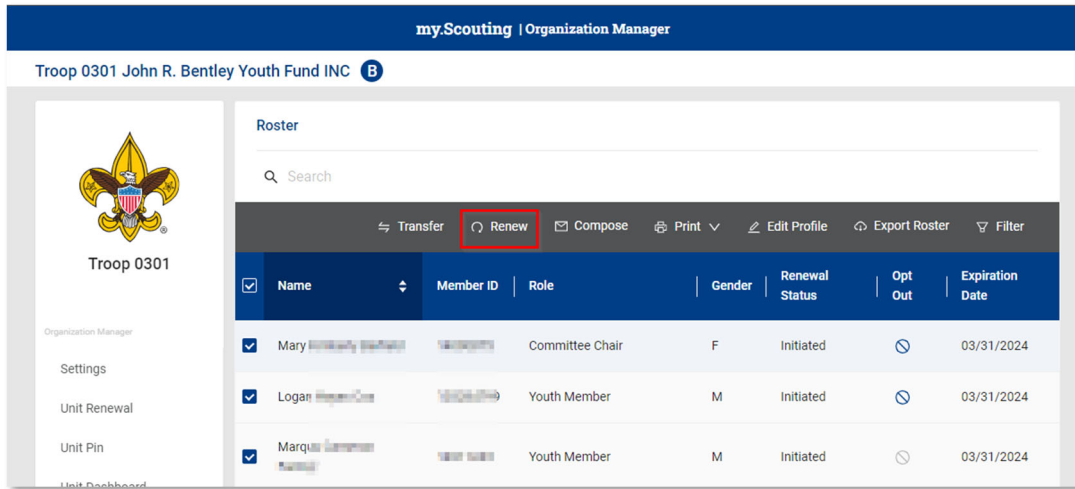
The screenshot shows the 'Troop 0301 John R. Bentley Youth Fund INC' roster. The table lists members with columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. The 'Opt Out' column for Logan [redacted] is highlighted in yellow, and a tooltip reads 'Opt out of automatic renewal'. The 'Opt Out' button for Jeffrey Foster is circled in red.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary [redacted]	[redacted]	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan [redacted]	[redacted]	Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024
Marqu [redacted] Farmer	[redacted]	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey [redacted] Foster	[redacted]	Scoutmaster (Trained)	M	Initiated	<input type="checkbox"/>	03/31/2024

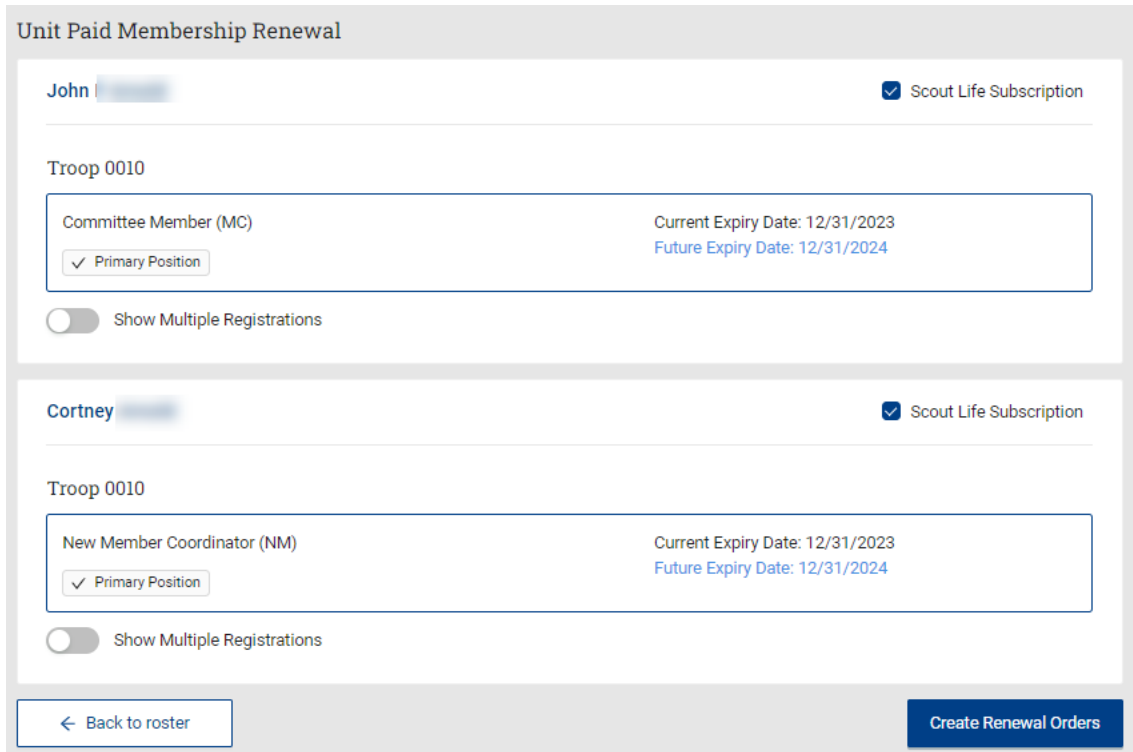
The screenshot shows the same roster page with a confirmation dialog box overlaid. The dialog asks: 'Are you sure you want to opt out the selected members from automatically renewing their membership?'. The 'OK' button is circled in red. The 'Opt Out' button for Marqu Farmer is circled in red.

The screenshot shows the roster page with a green notification banner at the top that reads: 'Person Membership Registration updated successfully.'. The 'Opt Out' button for Marqu Farmer is highlighted in yellow.

Select the member(s) you want to renew, then click on “Renew.”



A list of the members you are renewing displays.









**NOTE: Scout Life Subscriptions will be selected by default. If you have members who do not want to subscribe, uncheck the box.**

You can also see a person’s multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.

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

### Payment Summary ✕

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

**Credit Card**    ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

\* CVV:

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\* Email Address:

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

Renewals will be created and will be displayed under Unit Orders by Batch for you to review.

The screenshot shows a web application interface for Troop 0301. On the left is a sidebar with the Troop logo and navigation menu items: Organization Manager, 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, 'Unit Orders', contains a table with columns: Name, Status, Type, Paid, and Approved. The bottom section, 'Unit Orders By Batch', contains a table with columns: Created By, Created On, Number of Orders, and Paid. A red box highlights a 'GO TO PAYMENT' button in the bottom table.

Name	Status	Type	Paid	Approved
Mary [redacted]	Initiated	Traditional Adult	No	
Marqu [redacted]	Initiated	Traditional Youth	No	
Logan [redacted]	Initiated	Traditional Youth	No	
Jeffre [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Bryan [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Aman [redacted]	Initiated	Traditional Adult	No	
Charl [redacted]	Initiated	Traditional Adult	No	
Rand [redacted]	Initiated	Traditional Adult	No	







Created By	Created On	Number of Orders	Paid	
+ Mary Barfield	02/05/2024, 11:06:25 am	10	No	<a href="#">GO TO PAYMENT</a>

Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.


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

As always you will have the opportunity to change the payment method.

### Payment Summary ✕

 <b>Traditional Adult</b> Quantity: 4	\$240.00
 <b>Scout Life Domestic Rates</b> Quantity: 4	\$60.00
 <b>Council Fee</b> Quantity: 4	\$8.16
 <b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$9.24
<hr/>	
 <b>TOTAL AMOUNT DUE:</b>	\$317.40
 <b>AMOUNT PAID:</b>	\$0.00

▼ Pay With Saved Method



Master Card  
xxxxxxx5114  
Name on Card: James Son  
Updated On: 02/08/2024 16:41

**Pay With Saved Payment Method**

> Pay With New Method