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Membership Renewal Instructions For Units Paying at the Council Office



Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	02/29/2024
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>	[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	10/31/2024

Step 1:
Select Roster





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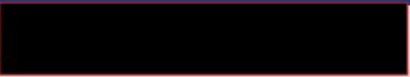
Search

- Transfer
- Renew
- Compose
- Print
- Edit Profile
- Export Roster
- Filter

<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	02/29/2024
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>	[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	10/31/2024

Step 3: Click Renew

Step 2: Select scouts that you would like to renew



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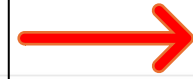
Position Manager

Reports

Unit Paid Membership Renewal

[Redacted]

Step 4: Check/Uncheck Scout Life Subscription



Scout Life Subscription

[Redacted]

Youth Member (M)

Current Expiry Date: 08/31/2024

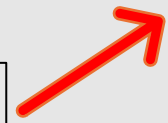
Future Expiry Date: 08/31/2025

Primary Position

[← Back to roster](#)

[Create Renewal Orders](#)

Step 5: Click Create Renewal Orders





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Payment Summary



	Traditional Youth Quantity: 1	\$85.00
	Scout Life Domestic Rates Quantity: 1	\$15.00
	Council Fee Quantity: 1	\$20.00
	Administrative Fee Credit Card Processing Fee (3%)	\$3.60
	TOTAL AMOUNT DUE:	\$123.60
	AMOUNT PAID:	\$0.00

Step 6: Before entering your payment information, please note that there is a 3% Administrative Fee for using a card. If you would rather pay at your Council Office, click the X on the payment screen and print your Unit Payment of Membership Renewal and take it to your Council Office. (See following steps)

CARD INFORMATION

* First Name:

* Last Name:



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Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	02/29/2024
[Redacted]	[Redacted]	Youth Member	M	Initiated	<input type="checkbox"/>	08/31/2024
[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	12/31/2023
[Redacted] R	[Redacted]	Youth Member	M	Current	<input type="checkbox"/>	10/31/2024

The Scouts you selected to renew should now say Initiated.





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<input type="checkbox"/>		[Redacted]	Den Leader	M	Current		04/30/2024	01/31/2025
<input type="checkbox"/>		[Redacted]	Den Leader	F	Current			01/31/2025

< 1 2 3 4 >

Membership Renewal Orders

Search

Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
[Redacted]	[Redacted]	Initiated	08/05/2024	Youth Member	N/A	No	Yes	
[Redacted]	[Redacted]	Initiated	08/05/2024	Youth Member	N/A	No	Yes	
[Redacted]	[Redacted]	Initiated	08/05/2024	Youth Member	N/A	No	Yes	

> Unit Paid Membership Renewal Batches

Scouts that you have initiated renewal for will appear under your Membership Renewal Orders on your Roster page.

CONNECT WITH US:



Contact

Terms & Conditions





Pack 0086

Organization Manager

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<input type="checkbox"/>	Name	Member ID	Role			Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED] (R)	[REDACTED]	Youth Member			<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[REDACTED] (R)	[REDACTED]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[REDACTED] (R)	[REDACTED]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[REDACTED] (R)	[REDACTED]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input type="checkbox"/>	[REDACTED] (R)	[REDACTED]	Den Leader <small>Trained</small> Committee Member <small>Trained</small>	M	Current	<input type="checkbox"/>	12/31/2024 04/30/2024
<input type="checkbox"/>	[REDACTED] (R)	[REDACTED]	Youth Member	M	Current	<input type="checkbox"/>	12/31/2024
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Youth Member	F	Initiated	<input type="checkbox"/>	09/30/2024
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Youth Member	M	Eligible to Renew	<input type="checkbox"/>	08/31/2024

Print

- Membership Cards
- Unit Payment of Membership Renewal
- Youth Member Age Report
- Unit Advancement Details Report

Step 8: Click Print

Step 9: Click Unit Payment of Membership Renewal

Step 7: Select your initiated renewal Scouts





Downloading Paperwork ✕

14%

[Your download will be ready soon...](#)

Roster

Export Roster Filter

						Opt Out	Expiration Date
<input type="checkbox"/>			Organization Rep.	M	Current	<input type="checkbox"/>	12/31/2024
			Trained				12/31/2024
			Committee Member				
<input type="checkbox"/>			Youth Member	M	Eligible to Renew	<input type="checkbox"/>	09/30/2024
<input type="checkbox"/>			Youth Member	M	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>			Committee Member	M	Current	<input type="checkbox"/>	12/31/2024
			Trained				

Step 10:
When the paperwork downloads it will prompt you to save the PDF. Save and print your renewal roster and pay at your Council Office.



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- Position Manager
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<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Current	N/A	🕒	01/31/2025
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	F	Current	N/A	🕒	09/30/2025
<input type="checkbox"/>	[Redacted]	[Redacted]	Den Leader	M	Eligible to Renew	N/A	🕒	12/31/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Eligible to Renew	N/A	🕒	12/31/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Opted Out	N/A	🕒	09/30/2024

< 1 2 3 4 5 >

- Membership Renewal Orders
- Unit Paid Membership Renewal Batches

Step 11: AFTER your Council has processed the renewal and the Scout shows current, with a new expiration year, click on and expand Membership Renewal Orders and delete the renewal order. This will remove the initiated status for the Scout.

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Membership Renewal Orders

Search

Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
[Redacted]	[Redacted]	Initiated	08/05/2024	Youth Member	N/A	No	Yes	
[Redacted]	[Redacted]	Initiated	08/05/2024	Youth Member	N/A	No	Yes	
[Redacted]	[Redacted]	Initiated	08/05/2024	Youth Member	N/A	No	Yes	

> Unit Paid Membership Renewal Batches

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