

Chief Seattle Council Internet Charter Renewal 2.0 User Guide

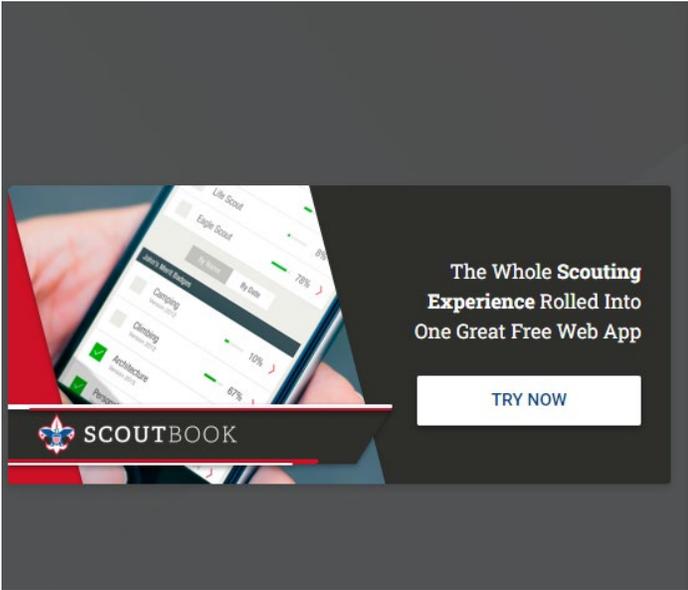


When you reach payment method, DO NOT SELECT PAY NATIONAL

To Start Internet Recharter

Go to Internet Advancement (Advancements.Scouting.org), and log in using your existing username and password for Scoutbook.Scouting.org and my.Scouting.org.

Only the Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, Sea Scout Skipper, or Exploring Advisor), Charter Organization Representative, Committee Chair have access. For another registered adult to access Internet Recharter, they must be assigned the “Key 3 Delegate” role in Organization Manager (contact Membership Services for assistance).



Login to Internet Advancement

In Internet Advancement, select *Recharter* on the lower left. [Note: if you have more than one unit, select the unit you are working on before selecting *Recharter* – you can't swap between units in the renewal system. You can return to *Roster* to switch units at any time.]

Internet Advancement Roster

Troop 1024 Central United Methodist Church BOYS

Council: Heart of America Council
District: Three Trails
Chartered Organization: Central United Methodist Church

Troop Roster Pending Items History

Search by Name or Member ID

	Name ↑	Member ID	Age ↑	Last Rank Approved ↑
<input type="checkbox"/>	User 5778 LastName 483	129397002	15	Star Scout ⓘ
<input type="checkbox"/>	User 1751 LastName 960	128840490	16	Star Scout ⓘ
<input type="checkbox"/>	User 2490 LastName 1097	122914542	18	Life Scout ⓘ
<input type="checkbox"/>	User 1210 LastName 2113	129396973	18	Life Scout ⓘ
<input type="checkbox"/>	User 5196 LastName 2535	127073650	17	Life Scout
<input type="checkbox"/>	User 5995 LastName 4162	132810720	17	Life Scout ⓘ

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Unit Details

Check your unit and chartered organization's details.

If you find any issues, let Membership@SeattleBSA.org know! (We can fix it.)

For "Select Term", leave it at the default 12 months.

Internet Advancement Recharter Welcome, User 8944 LastName 8120

MY UNIT

TROOP 1024 CENTRAL UNITED METHODIST CHURCH **BOYS**

Unit Type: Troop
Unit Number: 1024
Unit Expire Date: 10/31/2021
Chartered Organization: Central United Methodist Church
District: Three Trails
Council: Heart of America Council
Unit Term: 12
Unit New Expire Date: 10/31/2022

CHARTERED ORGANIZATION INFORMATION

CENTRAL UNITED METHODIST CHURCH

Chartered Organization Name: Central United Methodist Church
Chartered Organization Address: 5144 Oak St
Chartered Organization City: Kansas City
Chartered Organization State: MO
Chartered Organization Zip: 64112-2714

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) Payment Logs Refresh Roster Print Roster

IMPORTANT REMINDER:

Refresh Your Roster Regularly!

This will update volunteer's Youth Protection Training status, Criminal Background Check Authorization status, and add new members.

TROOP 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

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Adult Test	--	09/01/2002	--	Adult	Committee Chairman	--	!	!	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089	✓	✓	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>				1325 W Walnut Hill								

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Once the roster is loaded, you may start editing the roster:

What do the icons mean? You will use these icons throughout Internet Recharter

- Select record** – check the box to select the record (used for some menu items)

Age Category

-  Adult
-  Youth

YPT: Youth Protection Training status

-  Red Exclamation Point – they do not have current Youth Protection training
-  Green Exclamation Point – Youth Protection Training is current

CBC: Criminal Background Check

-  Red Exclamation Point – New Criminal Background Check Disclosure has not been received
Note: this may be a data issue – check with your district executive
-  Green Checkmark – New Criminal Background Check Disclosure has been received

Scout Life

- Grey (left) – no subscription included
- Blue (right) – they are going to get Scout Life on the new charter

Any column

- No status recorded (new members, youth, or the Executive Officer)

Total

The fee your unit (pack, troop, crew, ship, or post) is going to be charged for *this* person in *this* position.

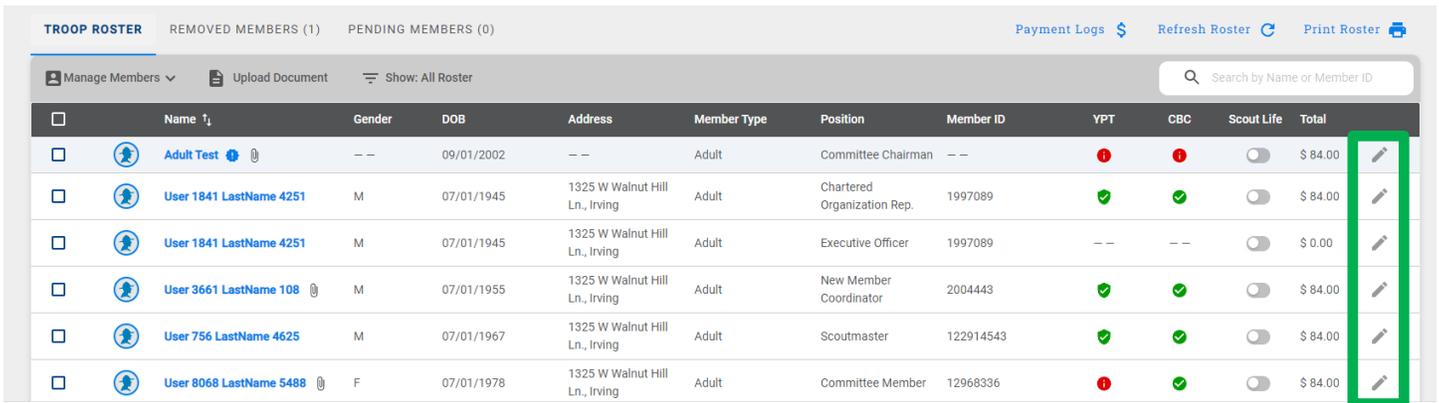
TROOP ROSTER												REMOVED MEMBERS (3)	PENDING MEMBERS (0)	Payment Logs \$	Refresh Roster	Print Roster	
Manage Members												Upload Document	Show: All Roster	Search by Name or Member ID			
<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total						
<input type="checkbox"/>	 Margaret Brown	--	09/01/1963	--	Adult	Committee Member	--			<input checked="" type="checkbox"/>	\$ 96.00						
<input type="checkbox"/>	 User 1499 LastName 4165	M	07/01/1957	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	129060832			<input type="checkbox"/>	\$ 84.00						
<input type="checkbox"/>	 User 1226 LastName 3525	M	07/01/2004	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	126627168	--	--	<input type="checkbox"/>	\$ 111.00						
<input type="checkbox"/>	 User 229 LastName 6918	M	07/01/2005	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	127601885	--	--	<input type="checkbox"/>	\$ 111.00						

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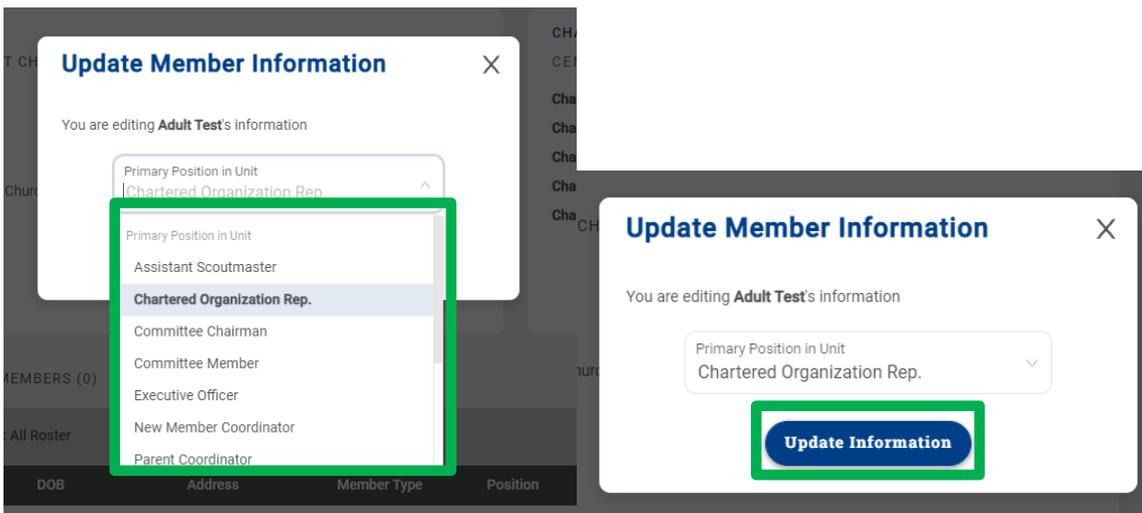
Changing a position

You can change the position of a leader by clicking on the pencil icon.



	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Adult Test	--	09/01/2002	--	Adult	Committee Chairman	--	!	!	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089	✓	✓	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Executive Officer	1997089	--	--	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>	User 3661 LastName 108	M	07/01/1955	1325 W Walnut Hill Ln., Irving	Adult	New Member Coordinator	2004443	✓	✓	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 756 LastName 4625	M	07/01/1967	1325 W Walnut Hill Ln., Irving	Adult	Scoutmaster	122914543	✓	✓	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 8068 LastName 5488	F	07/01/1978	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	12968336	!	✓	<input type="checkbox"/>	\$ 84.00	

Choose the appropriate position from the drop down and click “Update Information”.



The first screenshot shows the 'Update Member Information' dialog box for 'Adult Test'. The 'Primary Position in Unit' dropdown menu is open, showing a list of positions: Assistant Scoutmaster, Chartered Organization Rep. (highlighted), Committee Chairman, Committee Member, Executive Officer, New Member Coordinator, and Parent Coordinator. A green box highlights the dropdown menu.

The second screenshot shows the same dialog box with the 'Primary Position in Unit' dropdown menu closed and 'Chartered Organization Rep.' selected. The 'Update Information' button is highlighted with a green box.

If you are promoting a youth to a participant (they turned 18 and are still acting as a youth), or a youth to an adult, this is handled by removing them (see page 9), and adding them back as a “new member” (page 6).

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Manage Members Menu

Adding a New Member

Click on Manage Members

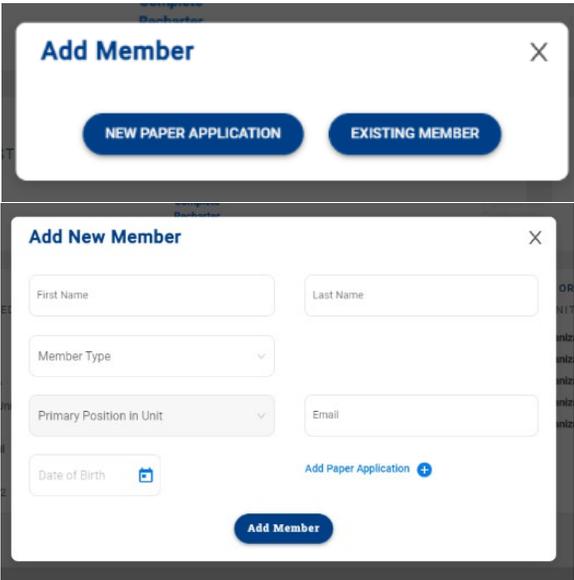
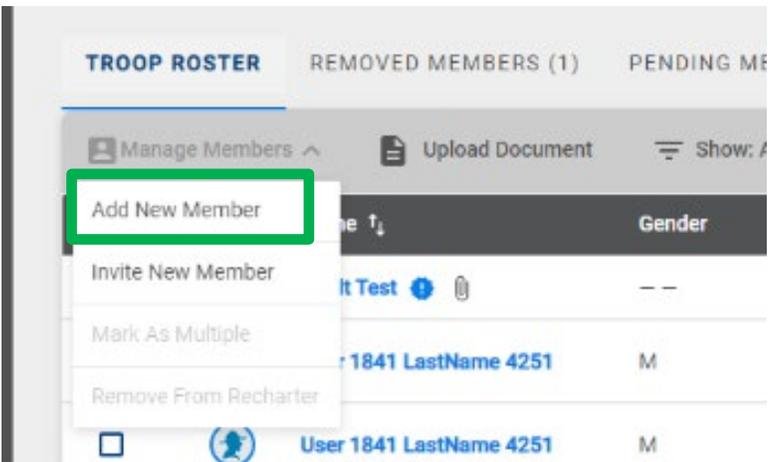
Add New Member

Complete the form (for an Existing Member, you will be asked for Member ID instead of a paper application – and they will default to being marked as paying in another unit (Membership Services will check if they are, and adjust fees if needed))

Click on the Plus sign next to Add Paper Application

- If the application is incomplete, the council will contact you about the issue.

Click the Add Member button.



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Uploading a Group of Documents into the Renewal

A group of documents (as a zip file*) can be uploaded into the renewal.

Select the individuals that you are uploading documents for

Click upload documents

A popup will appear where you load the documents

- If you do not have the ability to upload the file, you can scan it as a PDF and email it to Membership@SeattleBSA.org or mail it to Chief Seattle Council (3120 Rainier Ave S, Seattle WA 98144)

When is a Youth Protection Certificate needed? **Only** if the volunteer is new. If Internet Recharter can't find their current date, record it in my.Scouting.org's Training Manager (then *Refresh Roster*). See Appendix 2 for instructions.

The screenshot shows the BSA renewal interface. At the top, a progress bar indicates two steps: 1. Complete Recharter Information and 2. Payment and Confirmation. The main content area is divided into three sections: 'MY UNIT' (Troop 118 Friends of the Williamson Troop, Boys), 'Upload Document' modal, and 'CHARTERED ORGANIZATION INFORMATION'. The 'Upload Document' modal is open, showing two members selected for document upload: Brandon Hardy and Joseph Muckleroy. Below the modal is a 'TROOP ROSTER' table with columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The 'Upload Document' button in the 'Manage Members' dropdown is highlighted with a red box, and an arrow points from it to the modal. The 'Upload Document' button in the modal is also highlighted with a red box.

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332945	●	●	●	\$ 45.00
<input type="checkbox"/>	Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	●	●	●	\$ 45.00
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St. Irving	Adult	Executive Officer	111098471	--	●	●	\$ 0.00
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St. Irving	Adult	Chartered Organization Rep.	111098471	●	●	●	\$ 45.00
<input type="checkbox"/>	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	●	●	●	\$ 45.00
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	●	●	●	\$ 45.00

*See Appendix 1 for instructions on creating ZIP files.

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Invite New Member into the unit (Leads)

The screenshot shows the 'TROOP ROSTER' interface with a dropdown menu for 'Add New Member' where 'Invite New Member' is highlighted. Two 'Invite New Member' modal forms are shown. The first form is for an 'Adult' member, with fields for Member Type (Adult), Email Address, First Name, and Last Name. The second form is for a 'Youth' member, with fields for Member Type (Youth), Parent/Guardian's Email Address, Parent/Guardian's First Name, Parent/Guardian's Last Name, Youth's First Name, and Youth's Last Name.

An email is sent with a link to complete an online application. 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*.

The left side shows an email titled 'Recharter Invitation' from Boy Scouts of America to Donna Arnold. The email body says: '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://myqa.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.'

The right side shows the 'TROOP ROSTER' interface with the 'PENDING MEMBERS (1)' tab selected. A table lists the pending member:

Name	Gender	Member Type	Invited on
donna arnold	--	Adult	2021-09-07

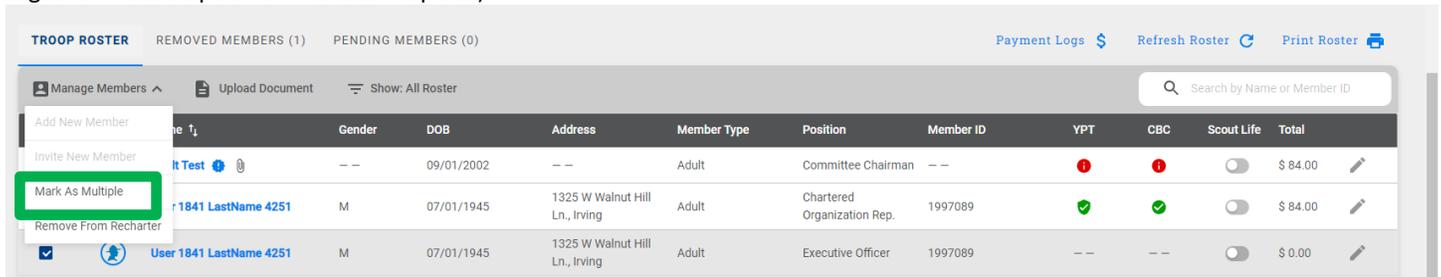
Total 1 Items

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Designate a Multiple

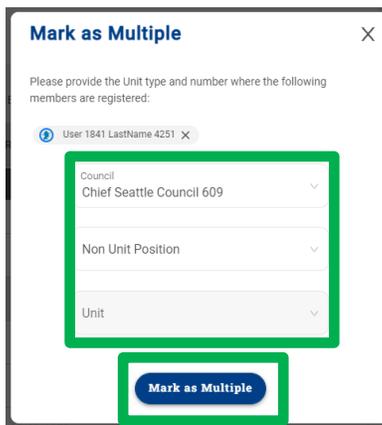
Select the youth or adult(s) you want to mark as paid for in a different unit or on the district/territory committee (everyone selected together must be paid for in the same place).



The screenshot shows the 'TROOP ROSTER' page with a table of members. A dropdown menu is open over the table, and the 'Mark As Multiple' option is highlighted with a green box. The table contains the following data:

	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Test	--	09/01/2002	--	Adult	Committee Chairman	--	!	!	☐	\$ 84.00
1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089	✓	✓	☐	\$ 84.00
User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Executive Officer	1997089	--	--	☐	\$ 0.00

Identify the council (we are Chief Seattle Council), select unit type (*Non Unit Position* is if they pay for membership with a district/territory), and unit number (it will show all council units).

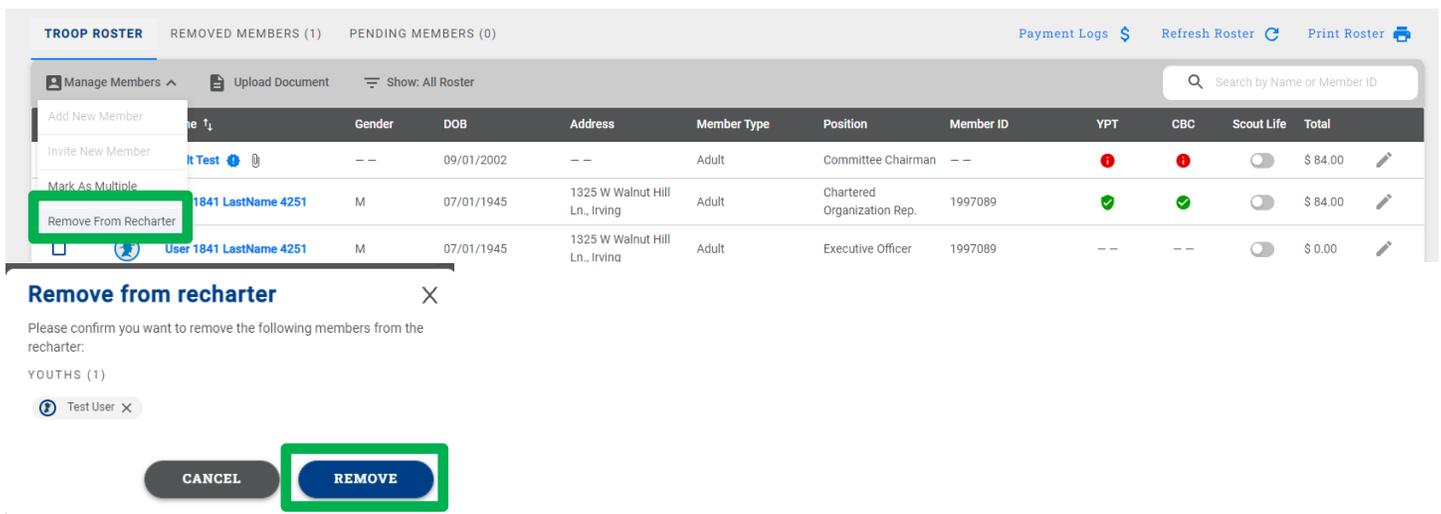


The 'Mark as Multiple' popup form contains the following fields:

- Council: Chief Seattle Council 609
- Non Unit Position: (dropdown menu)
- Unit: (dropdown menu)
- Mark as Multiple button (highlighted with a green box)

Remove From Recharter

Select the person(s) to be removed. 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.



The screenshot shows the 'TROOP ROSTER' page with a dropdown menu open over the table. The 'Remove From Recharter' option is highlighted with a green box. The table contains the following data:

	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Test	--	09/01/2002	--	Adult	Committee Chairman	--	!	!	☐	\$ 84.00
1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089	✓	✓	☐	\$ 84.00
User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Executive Officer	1997089	--	--	☐	\$ 0.00

The 'Remove from recharter' popup form contains the following fields:

- YOUTHS (1): Test User
- CANCEL button
- REMOVE button (highlighted with a green box)

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Adding An Individual Back to the Charter

Click on *Removed Member* tab
Check the box next to the person you are adding back into the unit
Click *Add to Recharter*.
A pop-up box will appear - click *Add*

Internet Advancement Recharter Success Members have been successfully removed.

[Complete Recharter Information](#) Payment and Confirmation

MY UNIT
TROOP 1024 CENTRAL UNITED METHODIST CHURCH **BOYS**
Unit Type: Troop
Unit Number: 1024
Unit Expire Date: 10/31/2021
Chartered Organization: Central United Methodist Church
District: Three Trails
Council: Heart of America Council
Unit Term: 12
Unit New Expire Date: 10/31/2022

CHARTERED ORGANIZATION INFORMATION
CENTRAL UNITED METHODIST CHURCH
Chartered Organization Name: Central United Methodist Church
Chartered Organization Address: 5144 Oak St
Chartered Organization City: Kansas City
Chartered Organization State: MO
Chartered Organization Zip: 64112-2714

TROOP ROSTER **REMOVED MEMBERS (2)** PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Add To Recharter

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	User 4232 LastName 5371	M	07/01/1966	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	118825549
<input type="checkbox"/>	Test User	--	07/28/2004	--	Youth	Youth Member	--

Add to recharter X

Please confirm you want to add the following members to the recharter:

YOUTHS (1)

Test User X

CANCEL **ADD**

Once you click *Add*, the youth or adult will move back into the unit. Click on the *[Unit] Roster* tab and the roster should now reflect the add. Once added, click *Refresh Roster* and continue with renewal submittal.

District: Three Trails
Council: Heart of America Council
Unit Term: 12
Unit New Expire Date: 10/31/2022

Chartered Organization zip: 64112-2714

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Add To Recharter

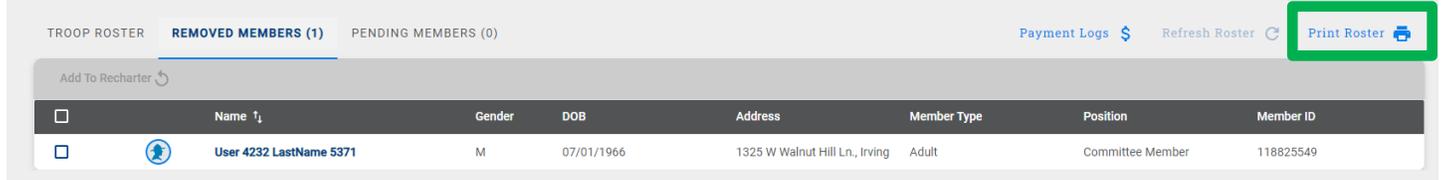
<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	User 4232 LastName 5371	M	07/01/1966	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	118825549

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Print Your Copy

You can print a copy of the charter for your records using the *Print Roster* button.



Validate Recharter and Pay

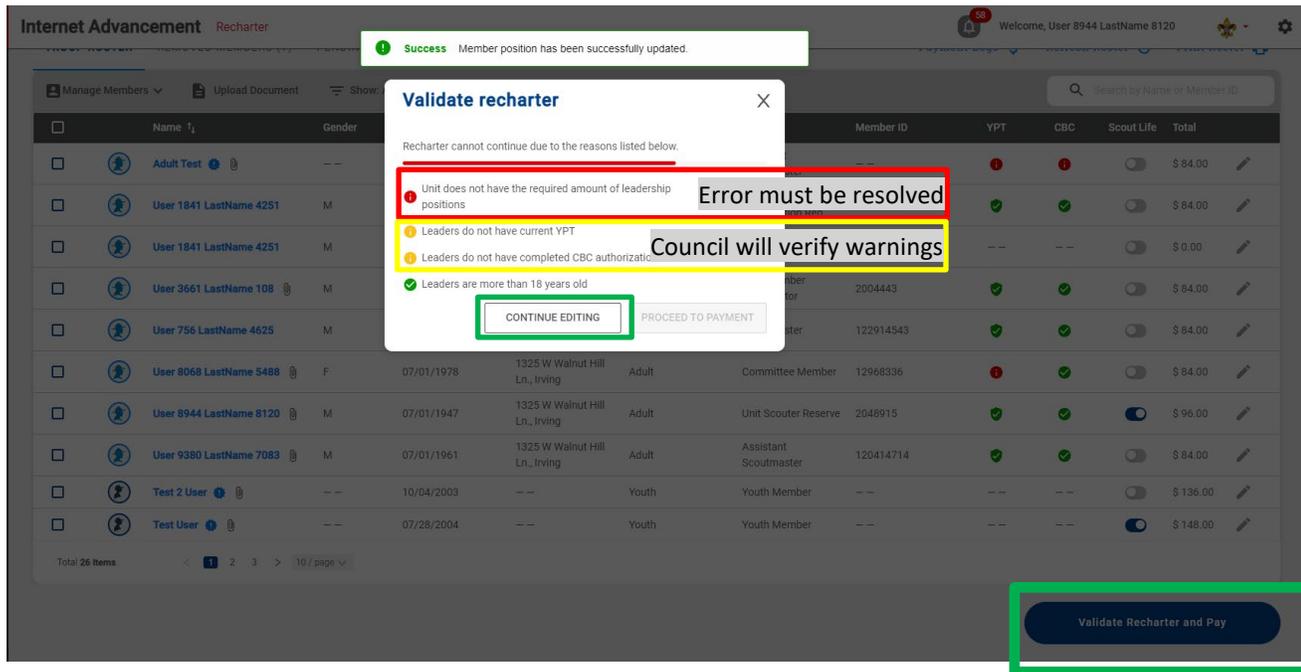
Once you have updated your roster and attached the necessary documents,

Click *Refresh Roster*

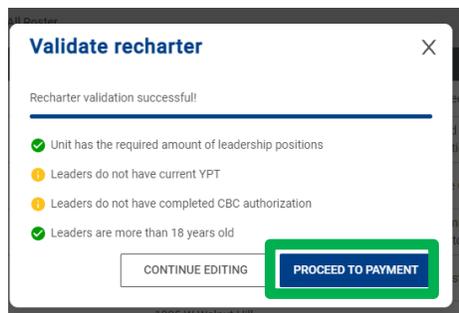
Click *Validate Recharter and Pay*

A popup will show key points (leadership in place, YPT, CBC authorization, leaders are adults)

- Errors must be resolved to continue
- Warnings will not prevent submittal. If the missing paperwork is not submitted, a council representative will contact you.
- Anything marked in green is fine – no further action is required



If there are no errors and you are ready to submit your unit, click the *Proceed to Payment* button. You have the option to print your roster by clicking the *Print Roster* once you have validated all information and before you move to the payment page.



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Payment and Confirmation

Please, only select the payment option **PAY AT COUNCIL!** This ensures that any errors or changes can be resolved quickly and easily!

As in previous years, Charter Renewal uses your Membership Escrow Account.

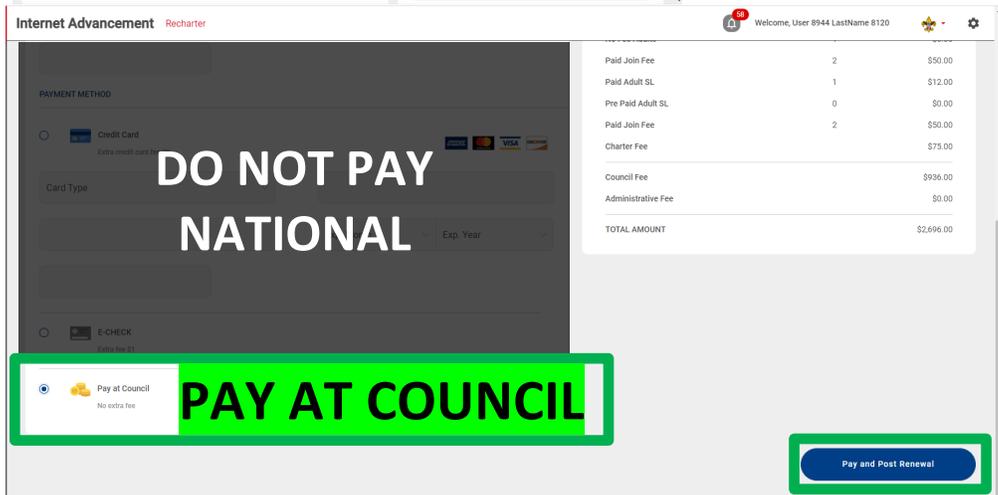
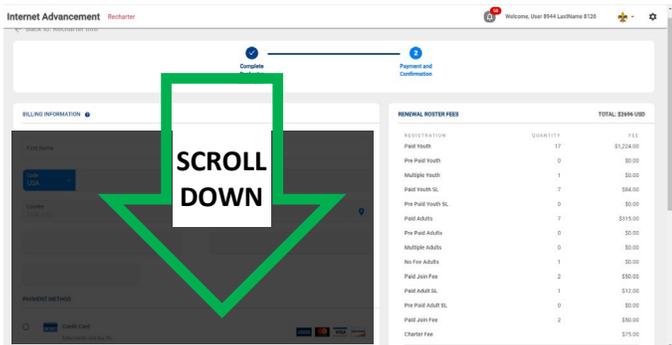
To add money to this account, you can:

- Call 206.725.5200, Tuesday through Friday, 10 am to 5 pm. Anyone who answers the phone can assist you.
- Go online to <https://forms.tentaroo.com/view.php?id=7744471>
- Mail a check to 3120 Rainier Ave S, Seattle WA 98144 (make sure to include your unit type and number)

Any left-over funds will remain in your unit’s Membership Escrow Account for later registrations.

2023 Registration Fees			
	BSA Registration	Council Fee	Scout Life (If requested)
Youth	\$80/year	\$30/year	\$15/year
Adult	\$60/year	\$30/year	\$15/year
Unit Charter Fee	\$100		
New Member Fee	\$25 (the first time a youth registers with BSA)		

Anyone who registered in August through December paid for a full year when they applied – they are noted as Pre-Paid on the charter, and you will not be charged for them.



Once you have chosen your payment option, click the *Pay and Post Renewal* button. This will send an email to the **new** Chartered Organization Representative for approval (your **new** unit leader and committee chair will also get copies, but do not have the authority to approve on their own).

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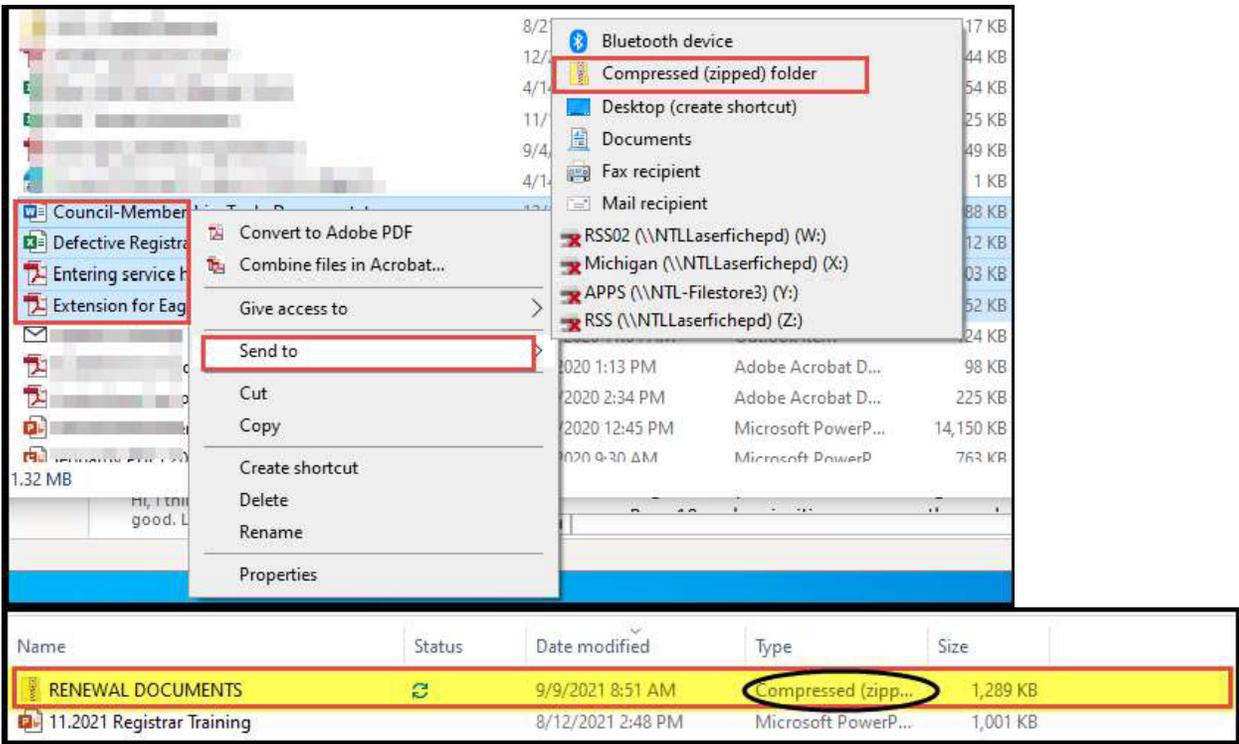
When you reach payment method, DO NOT SELECT PAY NATIONAL

After the Chartered Organization Representative approves the charter, a second email will be sent with a PDF of the approved charter – retain a copy for your records.

A council representative will let you know if there are any issues found with your charter during processing.

Appendix 1: 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.



Appendix 2: [How to use my.Scouting.org's Training Manager](#)

Appendix 3: [How to generate your unit's roster at my.Scouting.org](#)

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