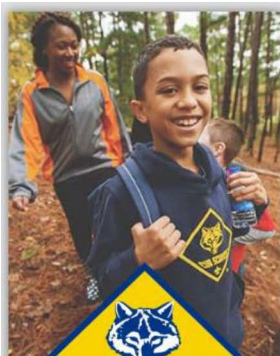


Chief Seattle Council

Internet Charter Renewal

2.0

User Guide



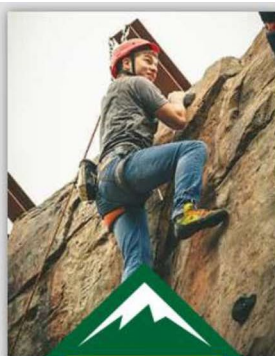
Cub Scouting

Youth grades K-5



Scouts BSA

Youth 11-17 years old



Venturing

Co-ed 14-20 years old



Sea Scouting

Co-ed 14-20 years old



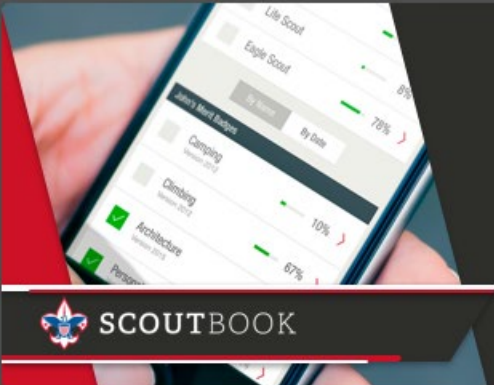
Exploring

Co-ed 10-20 years old

To Start Internet Recharter


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

Only the Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, Sea Scout Skipper, or Exploring Advisor), Charter Organization Representative, Committee Chairman, or a Key 3 Delegate have access.



The Whole **Scouting** Experience Rolled Into One Great Free Web App

TRY NOW

 **SCOUTBOOK**




Login to Internet Advancement




LOGIN

In Internet Advancement, select *Recharter* on the lower left.

 **SCOUTBOOK**







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 ¹	Member ID	Age ¹	Last Rank Approved ¹
<input type="checkbox"/>	 User 5778 LastName 483	129397002	15	Star Scout ¹
<input type="checkbox"/>	 User 1751 LastName 960	128840490	16	Star Scout ¹
<input type="checkbox"/>	 User 2490 LastName 1097	122914542	18	Life Scout ¹
<input type="checkbox"/>	 User 1210 LastName 2113	129396973	18	Life Scout ¹
<input type="checkbox"/>	 User 5196 LastName 2535	127073650	17	Life Scout
<input type="checkbox"/>	 User 5995 LastName 4162	132810720	17	Life Scout ¹

Roster

Activities

Profile

Reports

Calendar

Forum

Scoutbook

Recharter

Check your unit and chartered organization's details.
If you find any issues, let the council know! (We can fix it.)

Refresh Your Roster Regularly!

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

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

TROOP ROSTER

REMOVED MEMBERS (1)

PENDING MEMBERS (0)

[Payment Logs](#)
[Refresh Roster](#)
[Print Roster](#)

Manage Members

Upload Document

Show: All Roster



	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

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
- 

Any column

-- No status recorded (new members, youth, or no fee adults – the Executive Officer, Lion Partners, and Tiger Partners)

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
<div>Manage Members</div> <div>Upload Document</div> <div>Show: All Roster</div>												<div>Search by Name or Member ID</div>				
<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	--				\$ 96.00					
<input type="checkbox"/>	 User 1499 LastName 4165	M	07/01/1957	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	129060832				\$ 84.00					
<input type="checkbox"/>	 User 1226 LastName 3525	M	07/01/2004	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	126627168	--	--		\$ 111.00					
<input type="checkbox"/>	 User 229 LastName 6918	M	07/01/2005	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	127601885	--	--		\$ 111.00					

Changing a position

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

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

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

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

Update Member Information

You are editing Adult Test's information

Primary Position in Unit

Chartered Organization Rep.

Primary Position in Unit

Assistant Scoutmaster

Chartered Organization Rep.

Committee Chairman

Committee Member

Executive Officer

New Member Coordinator

Parent Coordinator

Update Member Information

You are editing Adult Test's information

Primary Position in Unit

Chartered Organization Rep.

Update Information

Manage Members Menu

Adding a New Member

Click on Manage Members

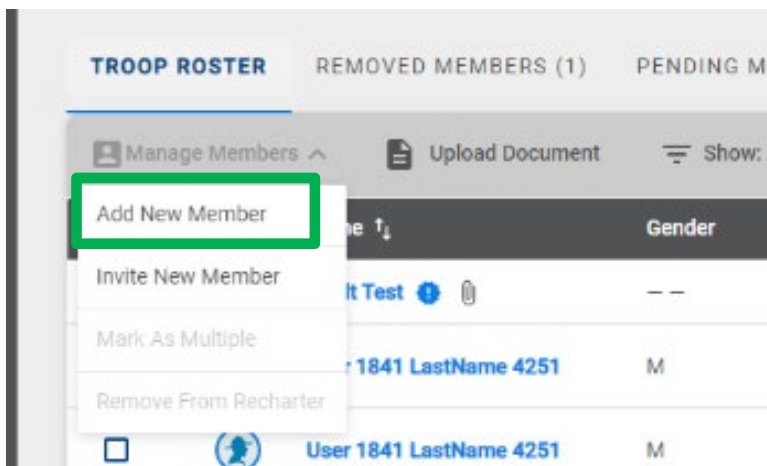
Add New Member

Complete the form (for an Existing Member, it will ask for Member ID instead of a paper application)

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.

Two screenshots of the 'Add Member' form. The top screenshot shows the 'Add Member' modal with a close button (X) and two buttons: 'NEW PAPER APPLICATION' and 'EXISTING MEMBER'. The bottom screenshot shows the 'Add New Member' form with a close button (X). The form contains the following fields: 'First Name' (text input), 'Last Name' (text input), 'Member Type' (dropdown menu), 'Primary Position In Unit' (dropdown menu), 'Email' (text input), and 'Date of Birth' (date picker). There is a link 'Add Paper Application' with a plus icon and a blue 'Add Member' button at the bottom.

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*).

The screenshot displays the BSA renewal interface. At the top, a progress bar shows two steps: '1 Complete: Recharter Information' and '2 Payment and Confirmation'. On the left, a sidebar for 'MY UNIT' (Troop 118 Friends of the Williamson Troop) lists details like Unit Type, Number, and Charter Organization. The main area features a 'TROOP ROSTER' tab with a table of members. A red box highlights the 'Upload Document' button in the top left of the roster area. An 'Upload Document' popup is open in the center, showing two selected members: Brandon Hardy and Joseph Muckleroy, each with a 'Drag file here, or browse.' instruction. The roster table below has columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The first two rows, Brandon Hardy and Joseph Muckleroy, are highlighted with red boxes, corresponding to the members in the popup. The table also includes checkboxes for selecting members and a search bar at the bottom right.

	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	13332946				\$ 45.00
<input type="checkbox"/>	Bronson Hatten	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	104132672				\$ 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.

Invite New Member into the unit (Leads)

The first screenshot shows the 'TROOP ROSTER' tab with a dropdown menu for 'Add New Member' where 'Invite New Member' is highlighted. The second screenshot shows the 'Invite New Member' form with fields for Member Type (Adult), Email Address, First Name, and Last Name. The third screenshot shows the 'Invite New Member' form 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 screenshot is a recharter invitation email from Boy Scouts of America to Donna Arnold. It includes a link to complete the online application: <https://myqa.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>. The right screenshot shows the 'PENDING MEMBERS (1)' tab in the ScoutLink interface, displaying a table with one pending member: Donna Arnold, Adult, invited on 2021-09-07.

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

Designate a Multiple

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

The screenshot shows the 'TROOP ROSTER' tab with a table of members. A dropdown menu is open under 'Manage Members', and 'Mark As Multiple' is highlighted. The table has columns: Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total.

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

Identify the council (we are Chief Seattle Council), select unit type (Non Unit Position – used if they pay for membership at district), and unit number (it will show all council units).

The 'Mark as Multiple' dialog box prompts the user to provide the unit type and number. It shows a dropdown for 'Council' with 'Chief Seattle Council 609' selected, a dropdown for 'Non Unit Position', and a dropdown for 'Unit'. A 'Mark as Multiple' button is at the bottom.

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' tab with a table of members. A dropdown menu is open under 'Manage Members', and 'Remove From Recharter' is highlighted. The table has columns: Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total.

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

The 'Remove from recharter' dialog box is shown, prompting confirmation to remove members. It lists 'YOUTHS (1)' with 'Test User' selected. There are 'CANCEL' and 'REMOVE' buttons.

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

Welcome, User 8944 LastName 8120

Success Members have been successfully removed.

Complete Recharter Information

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

	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

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

YOUTHS (1)

☐ Test User

CANCEL ADD

Once you click *Add*, the youth or adult will move back into the unit. Click on the *Troop 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

	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

Print Your copy

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

The screenshot shows the 'TROOP ROSTER' tab with a sub-tab for 'REMOVED MEMBERS (1)'. A table lists members with columns: Name, Gender, DOB, Address, Member Type, Position, and Member ID. One member is listed: 'User 4232 LastName 5371', Male, DOB 07/01/1966, 1325 W Walnut Hill Ln., Irving, Adult, Committee Member, Member ID 118825549. A 'Print Roster' button with a printer icon is highlighted with a green box in the top right corner.

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

The screenshot shows the 'Internet Advancement Recharter' interface. A 'Validate recharter' popup is displayed over a table of members. The popup lists the following items:

- Success: Member position has been successfully updated.
- Recharter cannot continue due to the reasons listed below.
- ❌ Unit does not have the required amount of leadership positions (Error must be resolved)
- ⚠️ Leaders do not have current YPT (Council will verify warnings)
- ⚠️ Leaders do not have completed CBC authorization (Council will verify warnings)
- ✅ Leaders are more than 18 years old

Buttons in the popup include 'CONTINUE EDITING' (highlighted with a green box) and 'PROCEED TO PAYMENT'. At the bottom right of the interface, a 'Validate Recharter and Pay' button is highlighted with a green box.

The screenshot shows the 'Internet Advancement Recharter' interface. A 'Validate recharter' popup is displayed over a table of members. The popup lists the following items:

- Recharter validation successful!
- ✅ Unit has the required amount of leadership positions
- ⚠️ Leaders do not have current YPT
- ⚠️ Leaders do not have completed CBC authorization
- ✅ Leaders are more than 18 years old

Buttons in the popup include 'CONTINUE EDITING' and 'PROCEED TO PAYMENT' (highlighted with a green box).

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 <http://seattlebsa.doubleknot.com/event/registration-fee-escrow-deposit/2335811>
- 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.

2022 Registration Fees			
	BSA Registration	Council Fee	Scout Life (If requested)
Youth	\$72/year	\$12/year	\$12/year
Adult	\$45/year	\$12/year	\$12/year
Unit Charter Fee	\$75		

Anyone who applied using Online Registration in October through December paid for 2022 when they applied – they are noted as Pre-Paid on the charter, and you will not be charged again for them.

Internet Advancement Recharter

Welcome, User 8944 LastName 8120

Complete Payment and Confirmation

BILLING INFORMATION

RENEWAL ROSTER FEES

REGISTRATION	QUANTITY	FEE
Paid Youth	17	\$1,224.00
Pre Paid Youth	0	\$0.00
Multiple Youth	1	\$0.00
Paid Youth SL	7	\$84.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	7	\$210.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Join Fee	2	\$50.00
Paid Adult SL	1	\$12.00
Pre Paid Adult SL	0	\$0.00
Paid Join Fee	2	\$50.00
Charter Fee		\$75.00

TOTAL DOW USD

PAYMENT METHOD

Credit Card

Card Type

Exp. Year

DO NOT PAY NATIONAL

Pay at Council

PAY AT COUNCIL

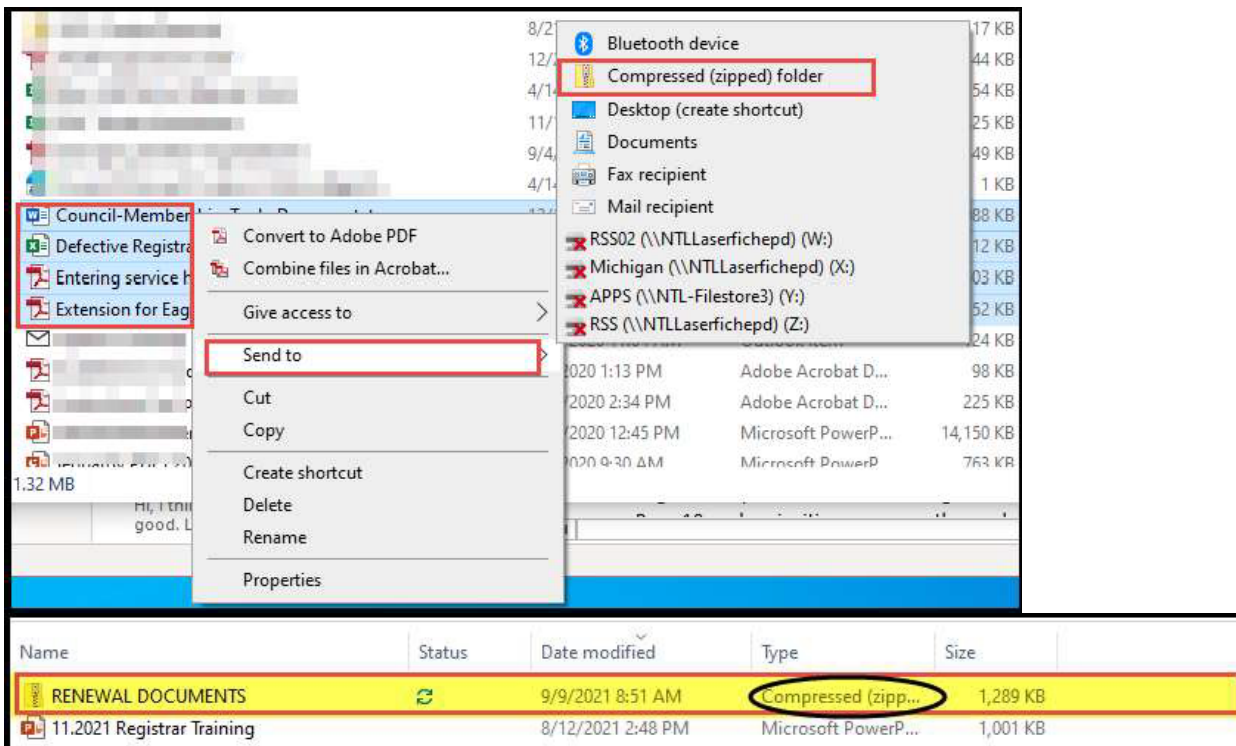
Pay and Post Renewal

Once you have chosen your payment option, click the Pay and Post Renewal button. This will send an email to the Chartered Organization Representative for approval.

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.



The screenshot shows a Windows File Explorer window. A right-click context menu is open over a folder named 'RENEWAL DOCUMENTS'. The 'Send to' option is highlighted, and a sub-menu is open showing 'Compressed (zipped) folder' as the selected option. Below this, a table lists files in a folder, with the first row highlighted in yellow.

Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS		9/9/2021 8:51 AM	Compressed (zipp...	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB