

Chief Seattle Council Internet Charter Renewal 2.0 User Guide

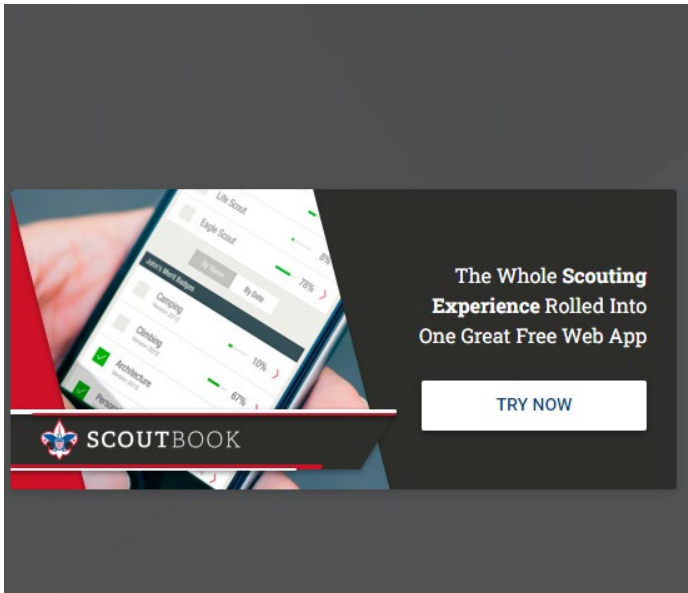


When you reach payment method, DO NOT SELECT PAY NATIONAL

To Start Internet Recharter

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



LOGIN

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.]

Roster

Activities

Profile

Reports

Calendar

Forum

Scoutbook

Recharter

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.)

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

<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 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

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"/>	<div><div></div><div>Margaret Brown</div><div></div></div>	--	09/01/1963	--	Adult	Committee Member	--				\$ 96.00
<input type="checkbox"/>	<div><div></div><div>User 1499 LastName 4165</div><div></div></div>	M	07/01/1957	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	129060832				\$ 84.00
<input type="checkbox"/>	<div><div></div><div>User 1226 LastName 3525</div><div></div></div>	M	07/01/2004	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	126627168	--	--		\$ 111.00
<input type="checkbox"/>	<div><div></div><div>User 229 LastName 6918</div><div></div></div>	M	07/01/2005	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	127601885	--	--		\$ 111.00

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Changing a position

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

TROOP ROSTER											Payment Logs	Refresh Roster	Print Roster
REMOVED MEMBERS (1) PENDING MEMBERS (0)													
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"/>	Adult Test	--	09/01/2002	--	Adult	Committee Chairman	--				\$ 84.00		
<input type="checkbox"/>	User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089				\$ 84.00		
<input type="checkbox"/>	User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Executive Officer	1997089	--	--		\$ 0.00		
<input type="checkbox"/>	User 3661 LastName 108	M	07/01/1955	1325 W Walnut Hill Ln., Irving	Adult	New Member Coordinator	2004443				\$ 84.00		
<input type="checkbox"/>	User 756 LastName 4625	M	07/01/1967	1325 W Walnut Hill Ln., Irving	Adult	Scoutmaster	122914543				\$ 84.00		
<input type="checkbox"/>	User 8068 LastName 5488	F	07/01/1978	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	12968336				\$ 84.00		

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.

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

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Manage Members Menu

Adding a New Member

Click on Manage Members

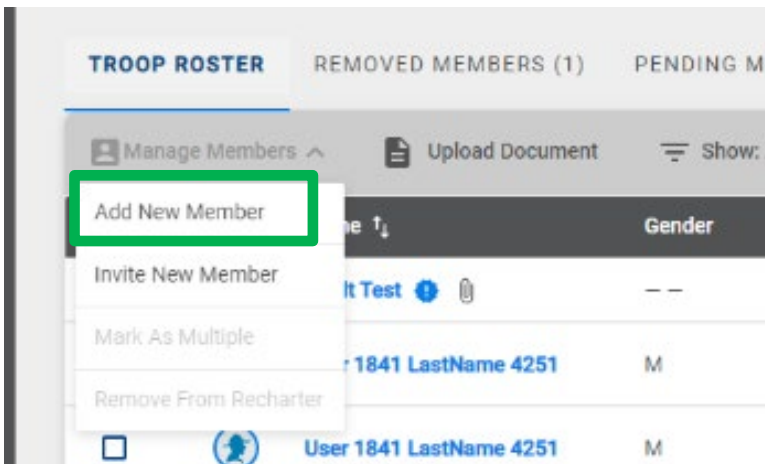
Add New Member

Complete the form (for an Existing Member, 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.

A screenshot of a web application form titled 'Add Member'. The form has two main sections. The top section has two buttons: 'NEW PAPER APPLICATION' and 'EXISTING MEMBER'. The bottom section is titled 'Add New Member' and contains several input fields: 'First Name', 'Last Name', 'Member Type' (a dropdown menu), 'Primary Position In Unit' (a dropdown menu), 'Email', and 'Date of Birth' (a date picker). There is also a link 'Add Paper Application' with a plus sign icon. At the bottom right of the form is a blue button labeled 'Add Member'.

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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 displays the BSA renewal interface. At the top, a progress bar shows two steps: 1. Complete Recharter Information and 2. Payment and Confirmation. The main content area is divided into three sections. On the left, 'MY UNIT' information for Troop 118 Friends of the Williamson Troop is shown, including unit type, number, expiration date, and council. In the center, an 'Upload Document' modal is open, showing two members selected for upload: Brandon Hardy and Joseph Muckleroy. On the right, 'CHARTERED ORGANIZATION INFORMATION' is displayed. Below these sections is the 'TROOP ROSTER' tab, which includes a search bar and a table of members. The table has columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The first two rows of the table are highlighted with red boxes, corresponding to the members in the upload modal.

	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 Hutton	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' tab in the top navigation bar. Below it, there are tabs for 'REMOVED MEMBERS (1)' and 'PENDING MEMBERS (1)'. A dropdown menu is open under 'Manage Members', with 'Invite New Member' highlighted in a green box. To the right, two 'Invite New Member' modal forms are displayed. The top form is for an 'Adult' member, with fields for Member Type (Adult), Email Address, First Name, and Last Name. The bottom 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. Both forms have an 'Invite Member' button at the bottom.

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 screenshot shows a 'Recharter Invitation' email from Boy Scouts of America to Donna Arnold. The email includes a link to the online registration form: <https://myqa.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>. To the right, the 'TROOP ROSTER' interface is shown with the 'PENDING MEMBERS (1)' tab selected. The table below shows the pending member Donna Arnold.

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

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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 committee (everyone selected together must be paid for in the same place).

The screenshot shows the 'TROOP ROSTER' tab with a table of members. The 'Manage Members' dropdown menu is open, and 'Mark As Multiple' is highlighted. The table has columns: Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The first row shows a Committee Chairman with a total of \$84.00. The second row shows a Chartered Organization Rep. with a total of \$84.00. The third row shows an Executive Officer with a total of \$0.00.

Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
--	09/01/2002	--	Adult	Committee Chairman	--	1	1	0	\$ 84.00
M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089	✓	✓	0	\$ 84.00
M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Executive Officer	1997089	--	--	0	\$ 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 is shown. It contains a dropdown menu for 'Council' with 'Chief Seattle Council 609' selected. Below it is 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 the same table as before. The 'Manage Members' dropdown menu is open, and 'Remove From Recharter' is highlighted. A 'Remove from recharter' dialog box is shown, asking for confirmation to remove members from the recharter. It lists 'YOUTHS (1)' and 'Test User'. There are 'CANCEL' and 'REMOVE' buttons.

Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
--	09/01/2002	--	Adult	Committee Chairman	--	1	1	0	\$ 84.00
M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089	✓	✓	0	\$ 84.00
M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Executive Officer	1997089	--	--	0	\$ 0.00

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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

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

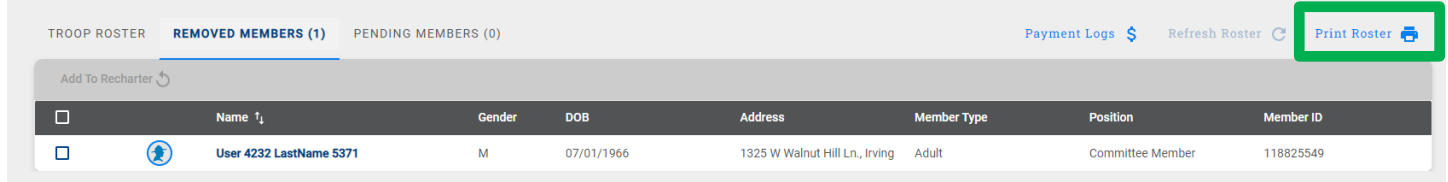
	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	User 4232 LastName 5371	M	07/01/1966	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	118825549

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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

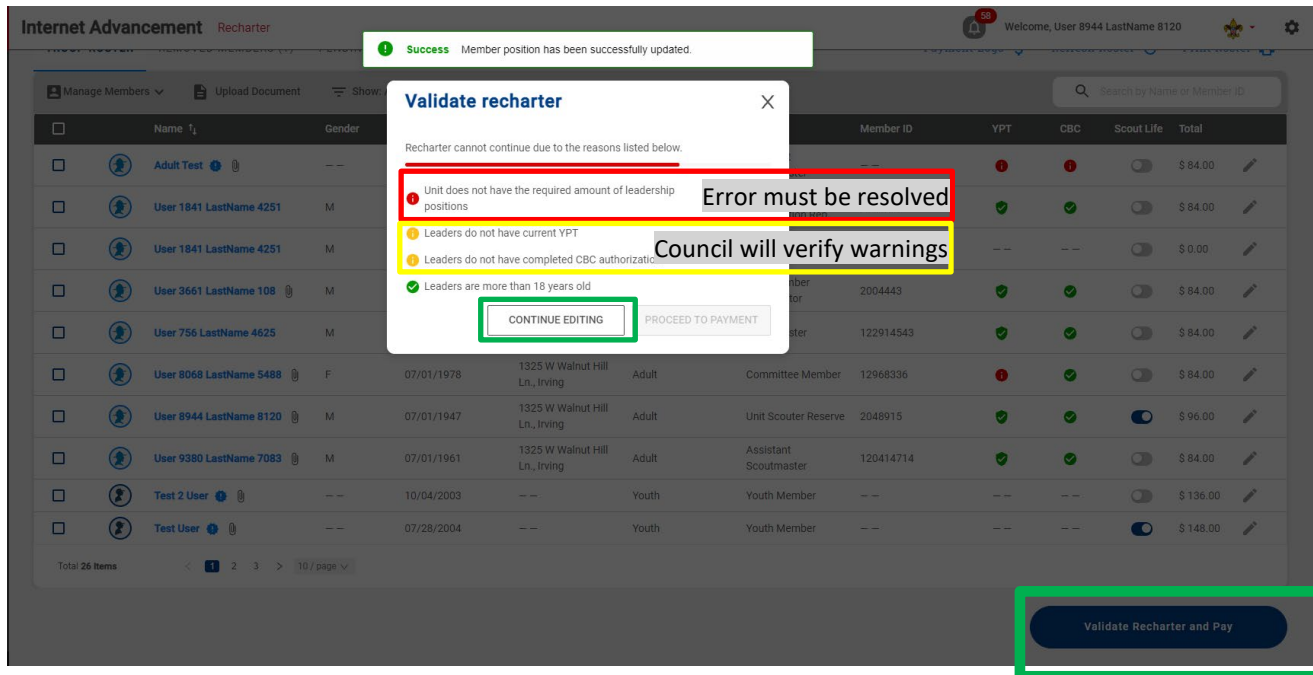
Once you have updated your roster and attached the necessary documents,

Click *Refresh Roster*

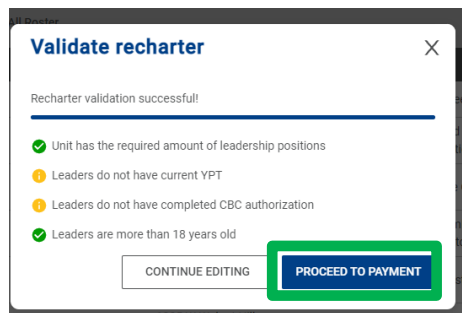
Click *Validate Recharter and Pay*

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.



When you reach payment method, DO NOT SELECT PAY NATIONAL

When you reach payment method, DO NOT SELECT PAY NATIONAL

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.

2022 Registration Fees			
	BSA Registration	Council Fee	Scout Life (If requested)
Youth	\$75/year	\$25.20/year	\$15/year
Adult	\$45/year	\$25.20/year	\$15/year
Unit Charter Fee	\$100		
New Member Fee	\$25 (the first time a youth registers with BSA)		

Anyone who applied using Online Registration in October through December paid for 2023 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 REGISTER FEES

REGISTRATION	QUANTITY	FEES
Paid Youth	17	\$1,275.00
Pre Paid Youth	0	\$0.00
Multiple Youth	1	\$0.00
Paid Youth SL	7	\$105.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	7	\$525.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Join Fee	2	\$100.00
Paid Adult SL	1	\$12.00
Pre Paid Adult SL	0	\$0.00
Paid Join Fee	2	\$100.00
Charter Fee		\$75.00

TOTAL DUES DUE

PAYMENT METHOD

DO NOT PAY NATIONAL

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 (your unit leader and committee chair should also get copies, but do not have the authority to approve on their own).

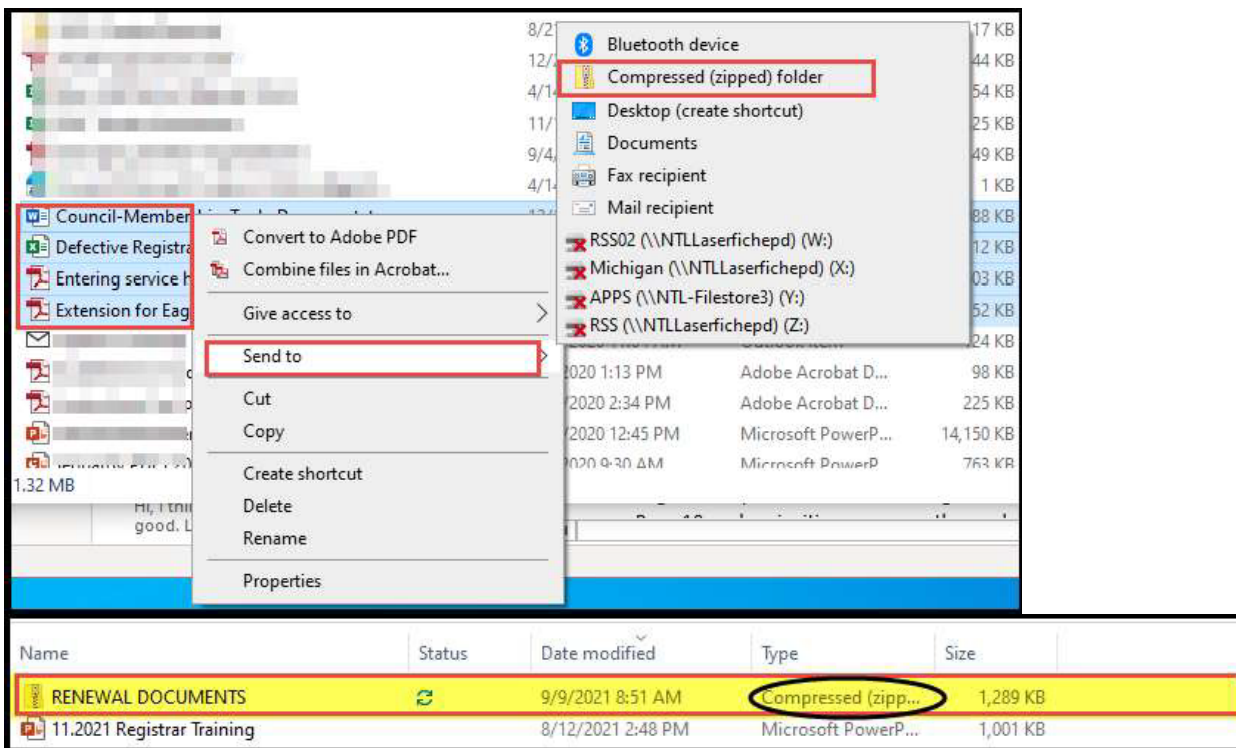
When you reach payment method, DO NOT SELECT PAY NATIONAL

After the Chartered Organization Representative approves the charter, a second email will be sent with a PDF of the approved charter – please forward that email (with the attached charter) to Membership@SeattleBSA.org. You will also want to retain a copy of that PDF 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 my.Scouting.org's Training Manager](#)

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