Internet Applications Update

Internet Rechartering

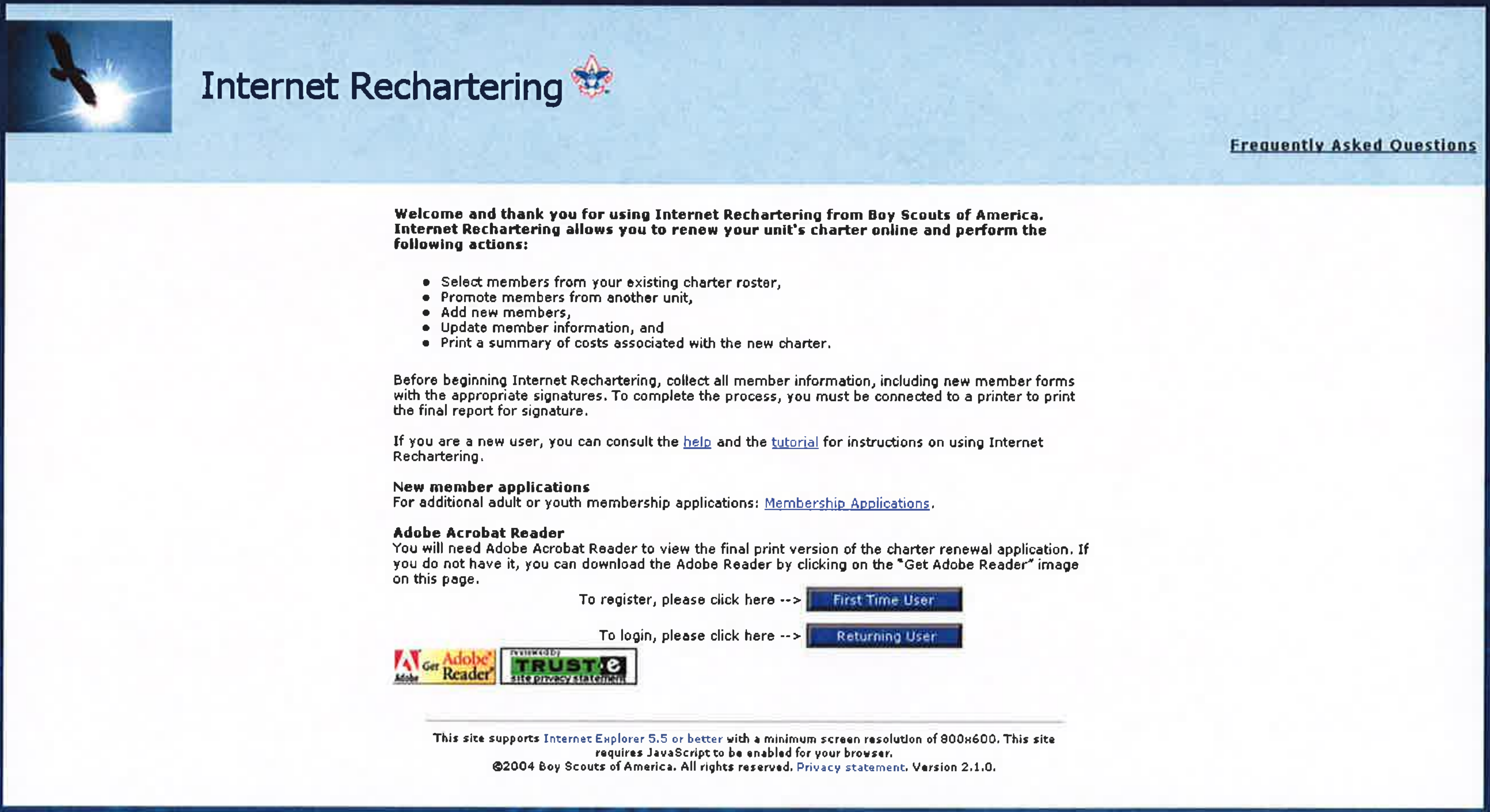
August 26, 2009

Internet Applications Update

SUMMARY OF CHANGES:

- No online entry of Social Security Number.
- *Mother's Last Name* field added to adult screens for use if requested by council.
- Registration fee of $15 for traditional adult and youth members effective with unit expirations beginning December 31, 2009.

Internet Applications Update



Internet Rechartering

Frequently Asked Questions

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the help and the tutorial for instructions on using Internet Rechartering.

New member applications
For additional adult or youth membership applications: Membership Applications.

Adobe Acrobat Reader
You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here --> First Time User

To login, please click here --> Returning User

This site supports Internet Explorer 5.5 or better with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.
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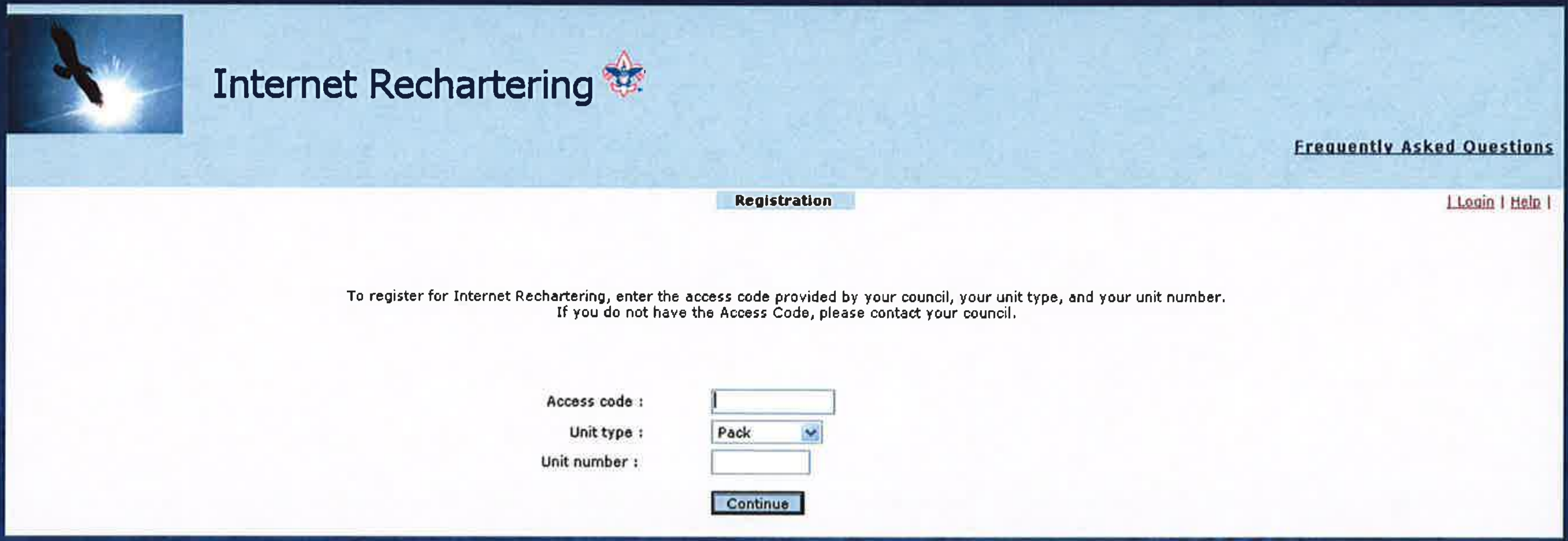
Internet Applications Update


Internet Rechartering
Frequently Asked Questions
Registration
| Login | Help |

To register for Internet Rechartering, enter the access code provided by your council, your unit type, and your unit number.
If you do not have the Access Code, please contact your council.

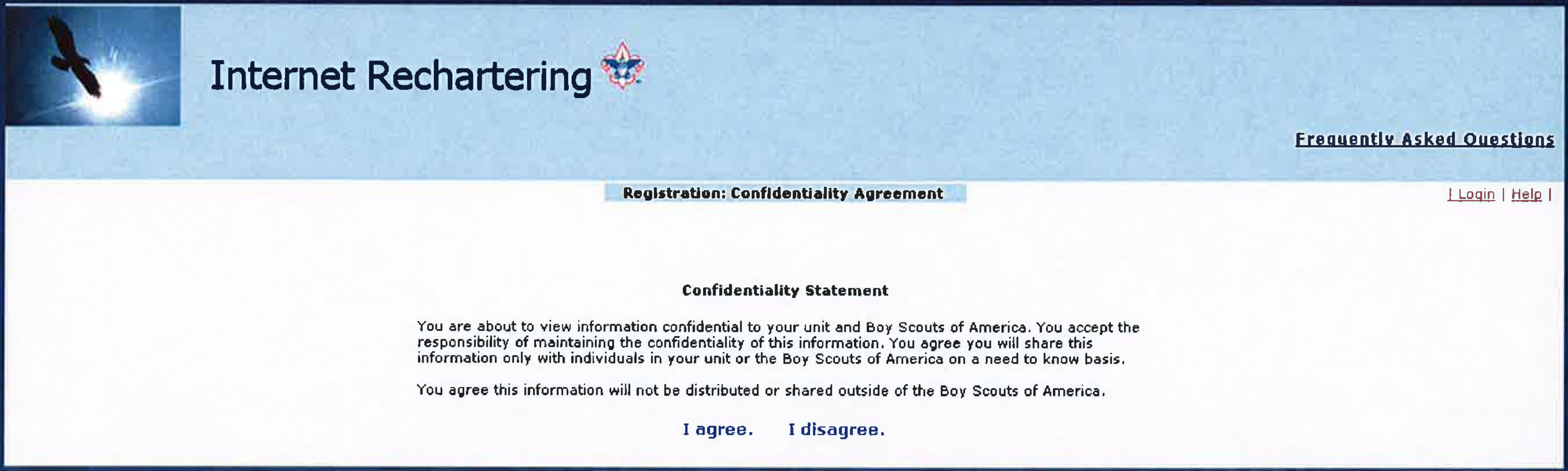
Access code :
Unit type : Pack
Unit number :

Continue

The unit renewal processor for Internet Rechartering begins as First Time User because the unit access code is changed each year for security reasons. After initial registration, log in as a Returning User.

Internet Applications Update

All unit processors are required to agree to a Confidentiality Statement when the initial First Time User registration is completed.


Internet Rechartering
Frequently Asked Questions
Registration: Confidentiality Agreement
| Login | Help |

Confidentiality Statement

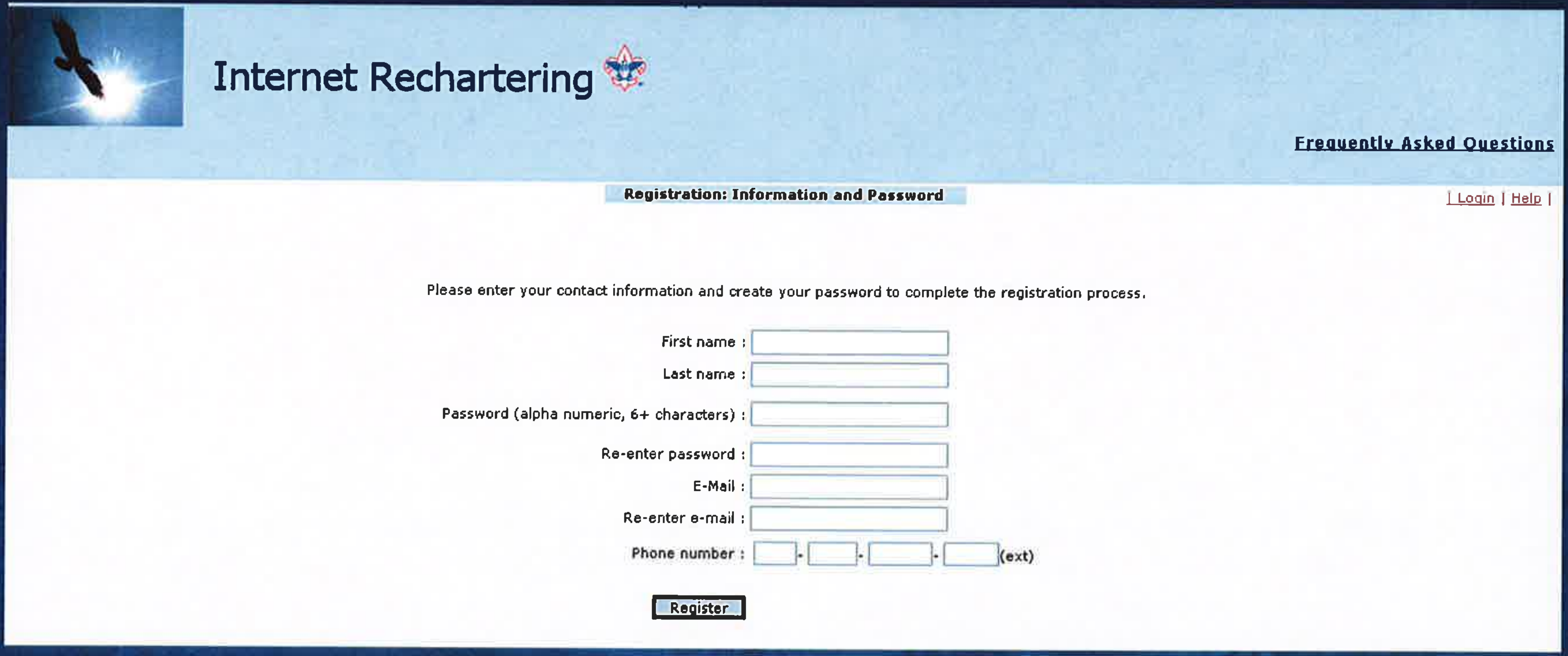
You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

I agree.
I disagree.

The agreement is required each time First Time User is selected.

Internet Applications Update


Internet Rechartering
Frequently Asked Questions
| Login | Help |
Registration: Information and Password

Please enter your contact information and create your password to complete the registration process.

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

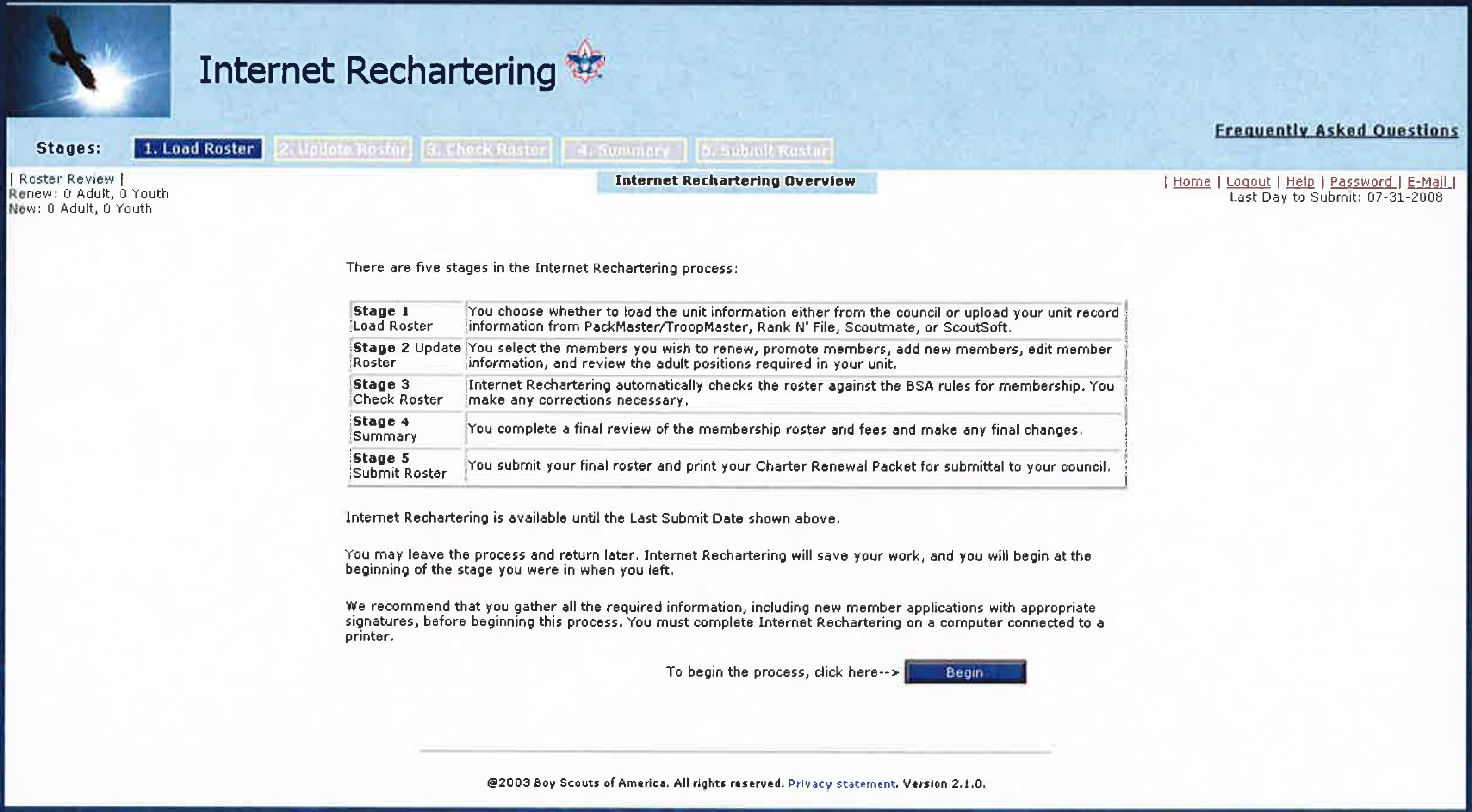
Re-enter e-mail :

Phone number : - - - (ext)

Register

Account registration is simple to complete and requires name, password, e-mail address, and telephone number of the unit renewal processor.

Internet Applications Update


Internet Rechartering
Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Frequently Asked Questions
| Roster Review |
| Home | Logout | Help | Password | E-Mail |
Begin

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Internet Rechartering Overview

Last Day to Submit: 07-31-2008

There are five stages in the Internet Rechartering process:

Stage 1 Load Roster	You choose whether to load the unit information either from the council or upload your unit record information from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.
Stage 2 Update Roster	You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.
Stage 3 Check Roster	Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.
Stage 4 Summary	You complete a final review of the membership roster and fees and make any final changes.
Stage 5 Submit Roster	You submit your final roster and print your Charter Renewal Packet for submittal to your council.

Internet Rechartering is available until the Last Submit Date shown above.

You may leave the process and return later. Internet Rechartering will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including new member applications with appropriate signatures, before beginning this process. You must complete Internet Rechartering on a computer connected to a printer.

To begin the process, click here-->

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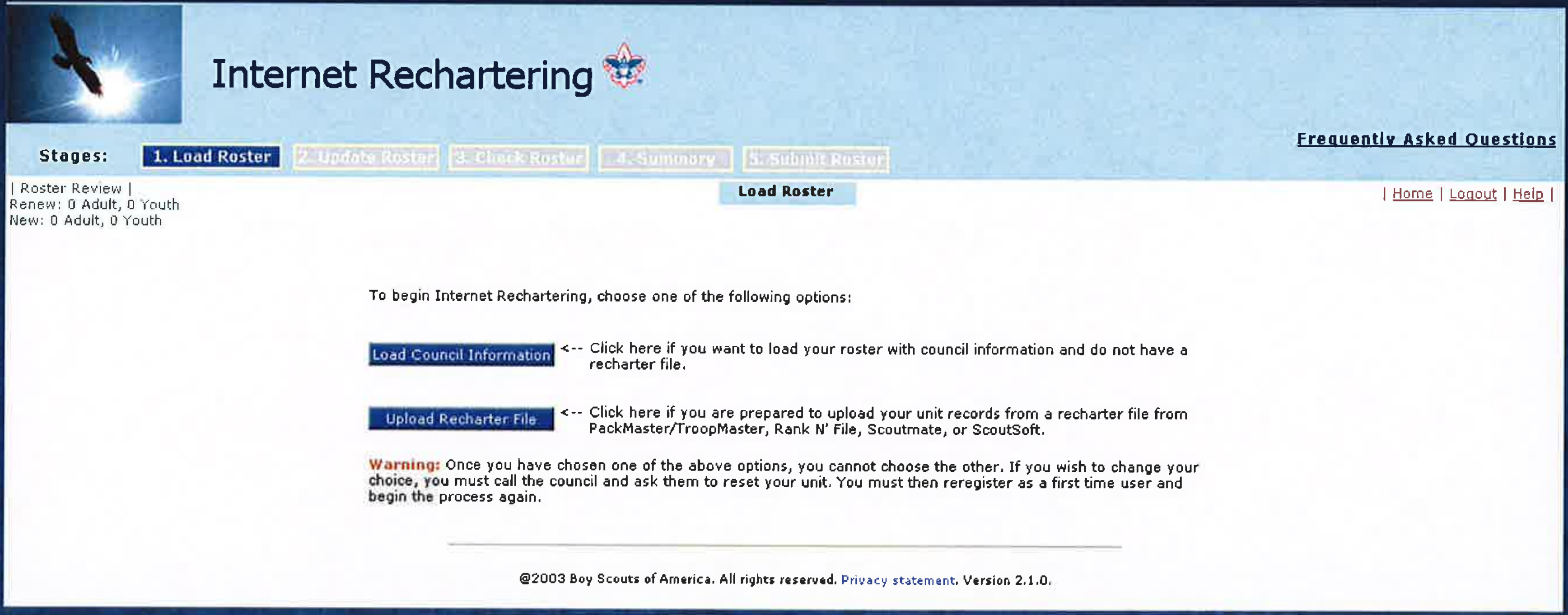
The Overview page lists the five stages of processing for Internet Rechartering.

Internet Applications Update


Internet Rechartering
Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Frequently Asked Questions
| Roster Review |
Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth
Load Roster
| Home | Logout | Help |

To begin Internet Rechartering, choose one of the following options:

Load Council Information <-- Click here if you want to load your roster with council information and do not have a recharter file.

Upload Recharter File <-- Click here if you are prepared to upload your unit records from a recharter file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.

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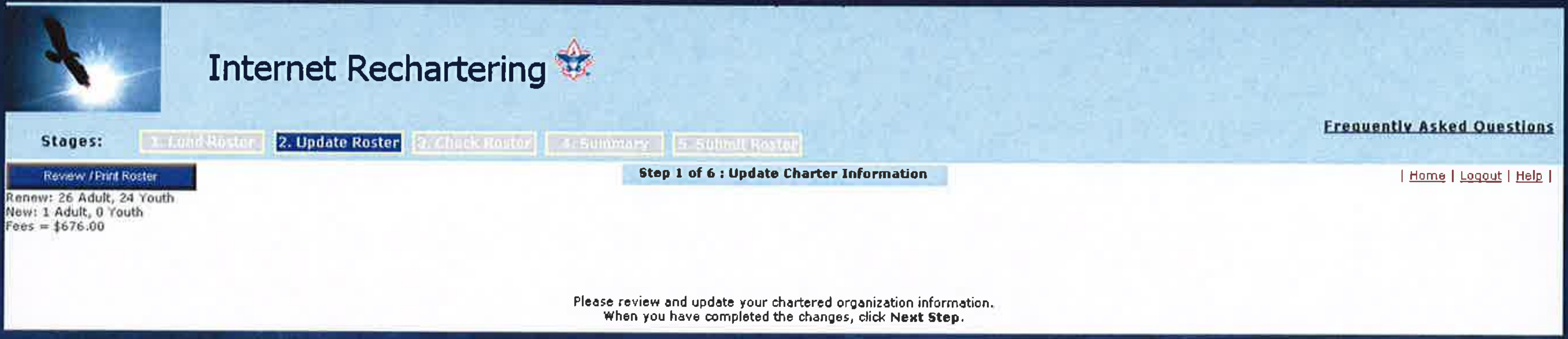
Load Roster offers two options to unit processors: Load the unit roster from council information; or upload a rechartering file from unit-management software to match against the council information.

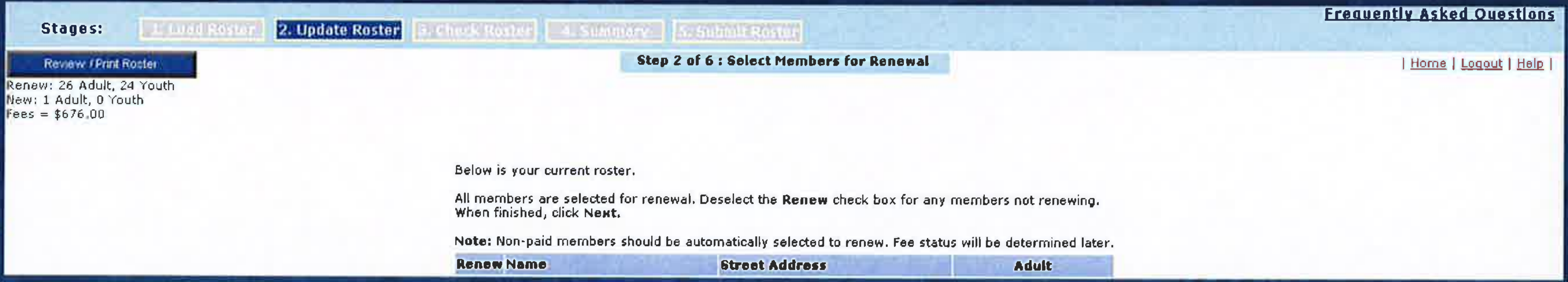
Internet Applications Update


Internet Rechartering
Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Frequently Asked Questions
Review / Print Roster
| Home | Logout | Help |

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = $676.00

Step 1 of 6 : Update Charter Information

Please review and update your chartered organization information.
When you have completed the changes, click **Next Step**.


Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Frequently Asked Questions
Review / Print Roster
| Home | Logout | Help |

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = $676.00

Step 2 of 6 : Select Members for Renewal

Below is your current roster.

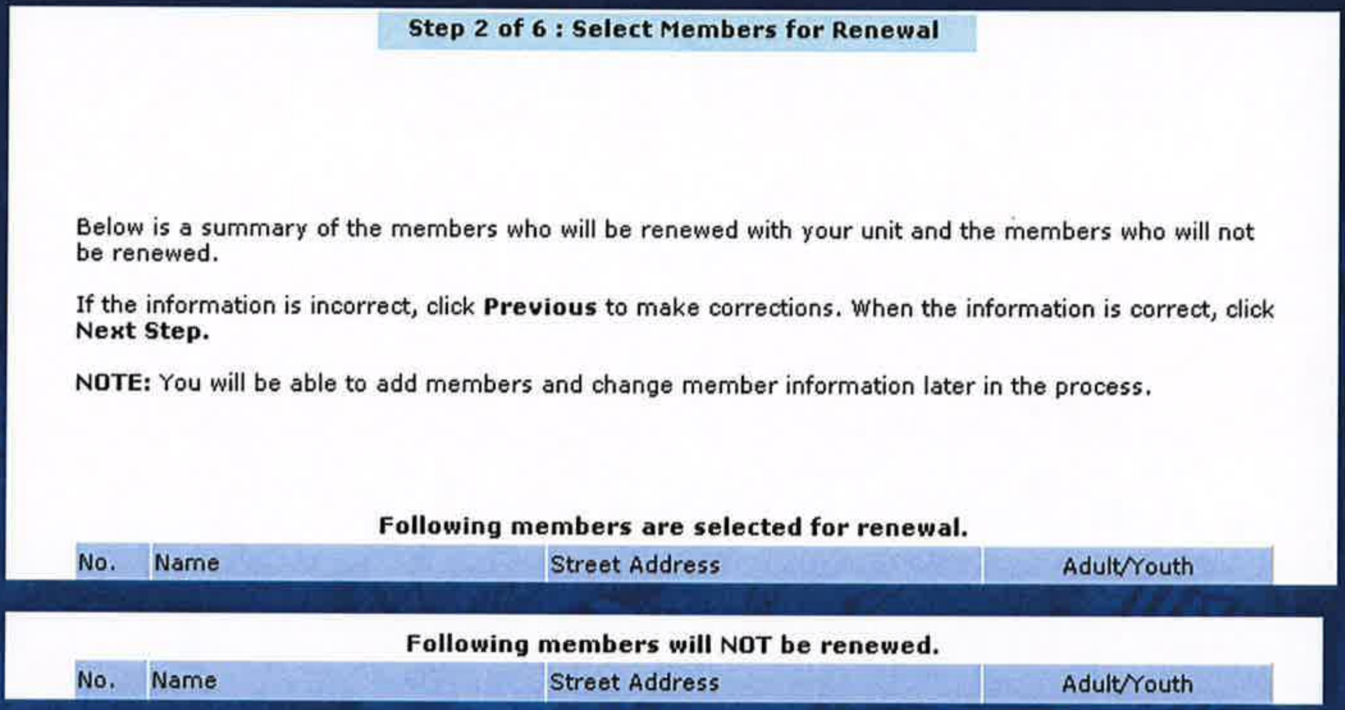
All members are selected for renewal. Deselect the **Renew** check box for any members not renewing.
When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult

The first steps of Stage 2, following Load Roster, are to review the chartered organization information and determine which members, if any, will not be renewed in the new roster.

Internet Applications Update



Step 2 of 6 : Select Members for Renewal

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step.**

NOTE: You will be able to add members and change member information later in the process.

Following members are selected for renewal.

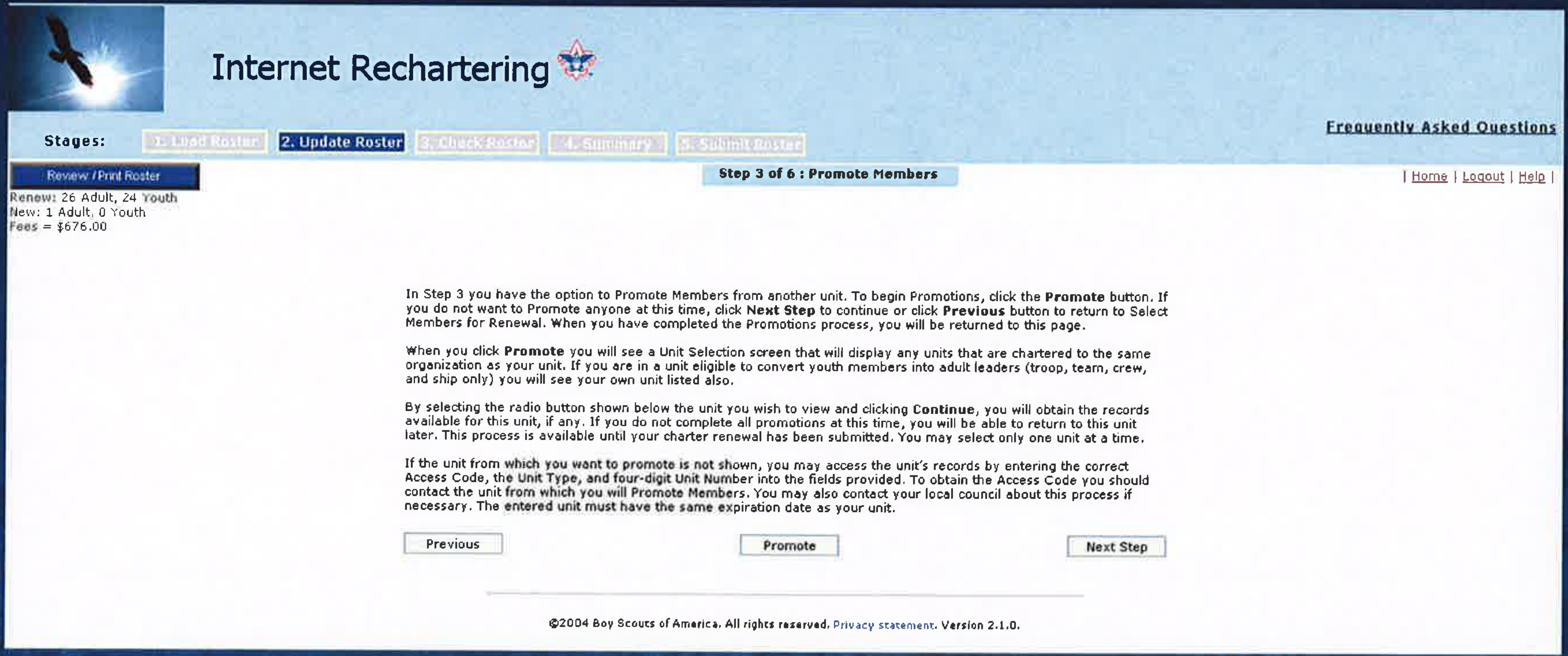
No.	Name	Street Address	Adult/Youth

Following members will NOT be renewed.

No.	Name	Street Address	Adult/Youth

Once selection of members for renewal is completed, there is a confirmation screen to list those to be renewed or not renewed.

Internet Applications Update



Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = $676.00

Step 3 of 6 : Promote Members

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

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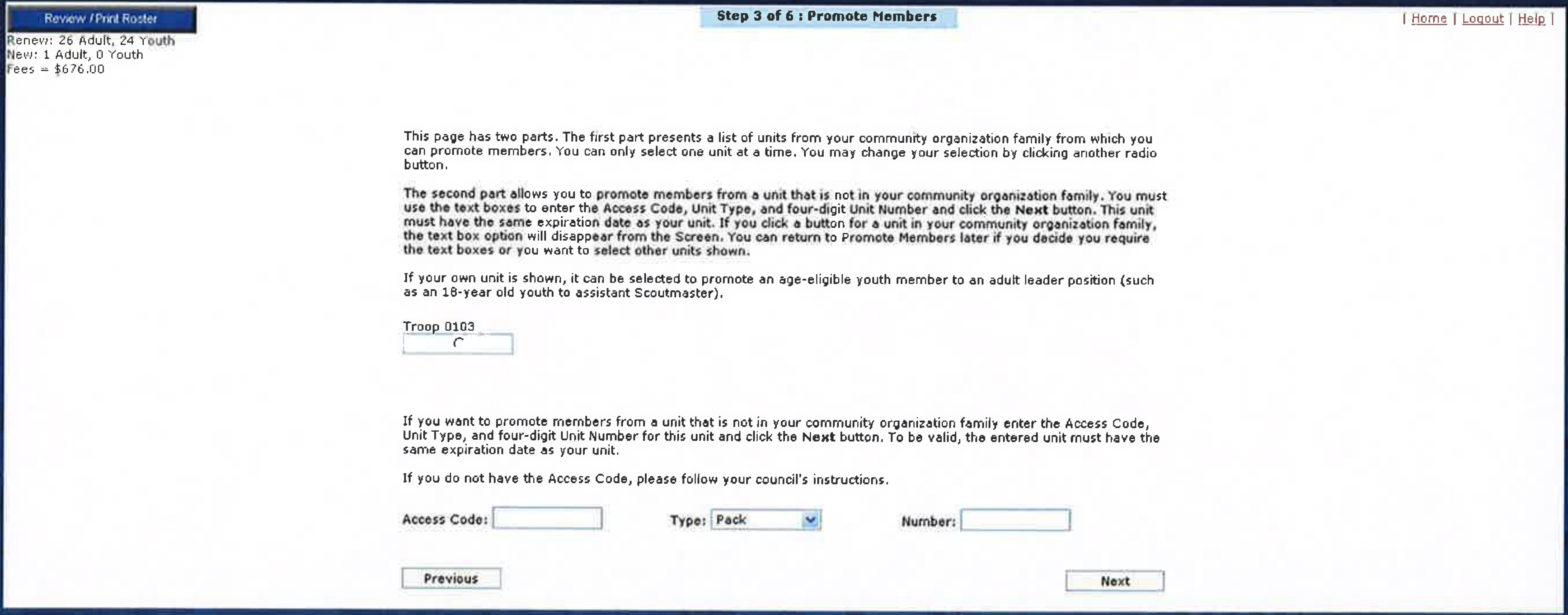
Promote Members is a process designed to allow selection of adults and eligible youth from related units and conversion of eligible youth to adult assistant in the unit, when applicable.

Internet Applications Update



Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = $676.00

Step 3 of 6 : Promote Members

This page has two parts. The first part presents a list of units from your community organization family from which you can promote members. You can only select one unit at a time. You may change your selection by clicking another radio button.

The second part allows you to promote members from a unit that is not in your community organization family. You must use the text boxes to enter the Access Code, Unit Type, and four-digit Unit Number and click the **Next** button. This unit must have the same expiration date as your unit. If you click a button for a unit in your community organization family, the text box option will disappear from the Screen. You can return to Promote Members later if you decide you require the text boxes or you want to select other units shown.

If your own unit is shown, it can be selected to promote an age-eligible youth member to an adult leader position (such as an 18-year old youth to assistant Scoutmaster).

Troop 0103
○

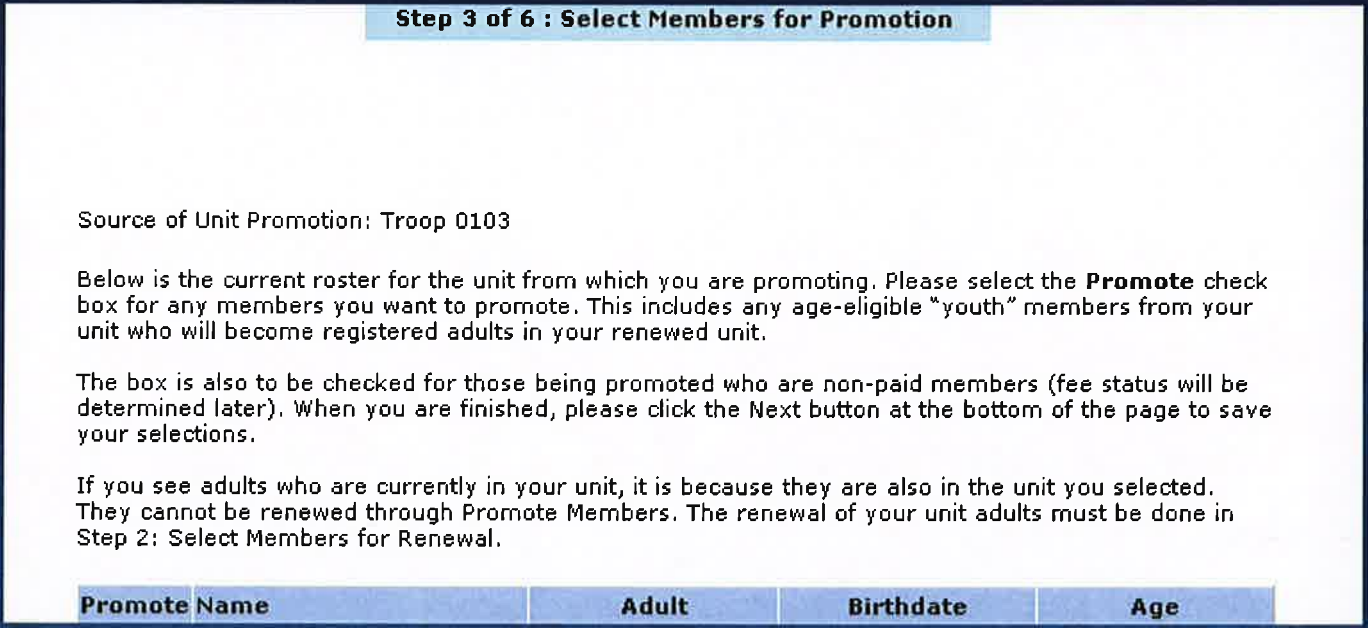
If you want to promote members from a unit that is not in your community organization family enter the Access Code, Unit Type, and four-digit Unit Number for this unit and click the **Next** button. To be valid, the entered unit must have the same expiration date as your unit.

If you do not have the Access Code, please follow your council's instructions.

Access Code:
Type: Pack
Number:

Promote Members allows processor to select from among the family of units by chartered organization, if listed, or to use an approved alternative.

Internet Applications Update



Step 3 of 6 : Select Members for Promotion

Source of Unit Promotion: Troop 0103

Below is the current roster for the unit from which you are promoting. Please select the **Promote** check box for any members you want to promote. This includes any age-eligible "youth" members from your unit who will become registered adults in your renewed unit.

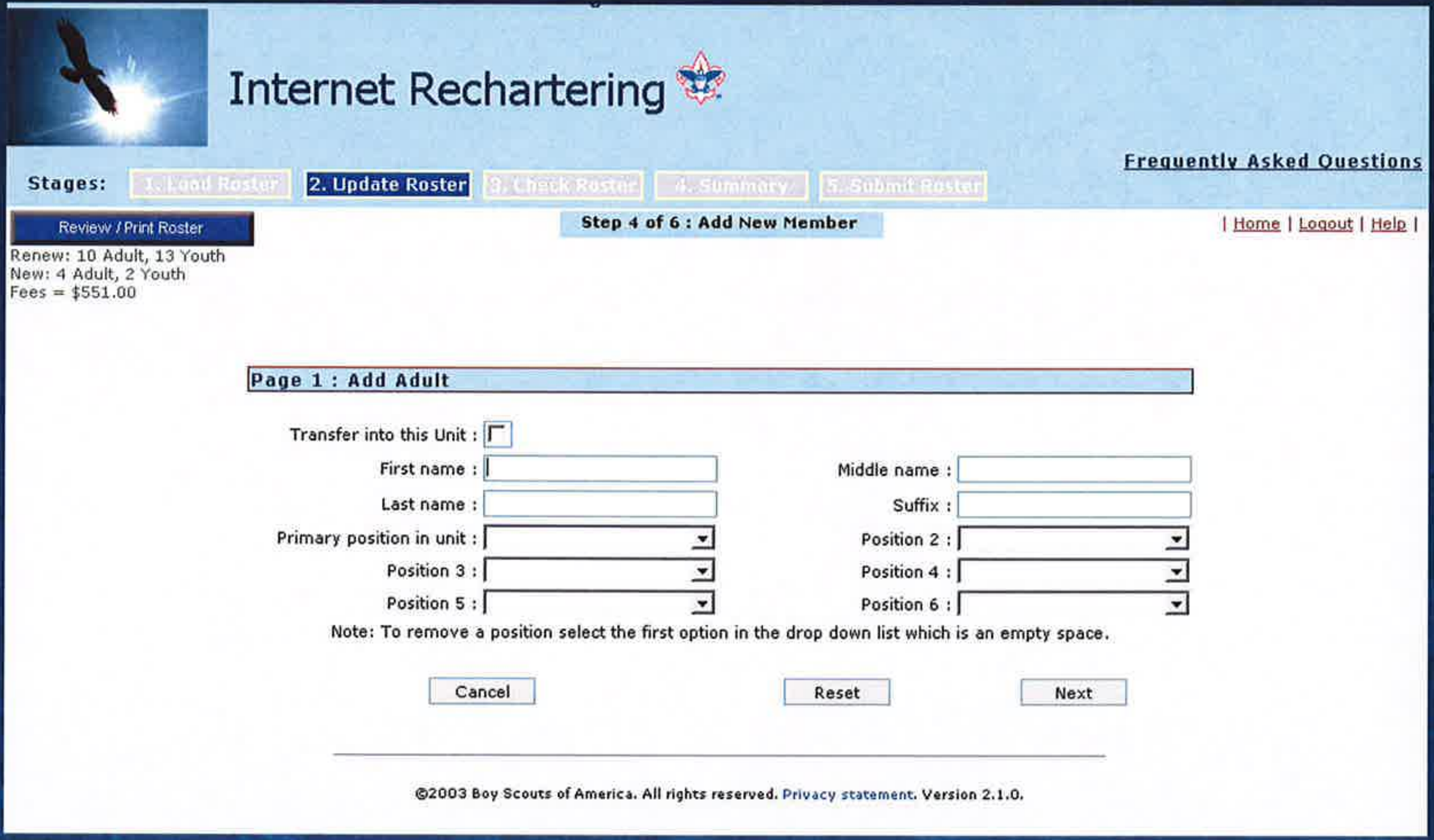
The box is also to be checked for those being promoted who are non-paid members (fee status will be determined later). When you are finished, please click the Next button at the bottom of the page to save your selections.

If you see adults who are currently in your unit, it is because they are also in the unit you selected. They cannot be renewed through Promote Members. The renewal of your unit adults must be done in Step 2: Select Members for Renewal.

Promote	Name	Adult	Birthdate	Age

Once the unit is selected and members eligible for promotion are listed, the promoting unit checks the Promote box to complete the promotion. The original unit does not renew the member if member is leaving unit.

Internet Applications Update


Internet Rechartering
Frequently Asked Questions
Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Review / Print Roster
| Home | Logout | Help |
Cancel
Reset
Next

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = $551.00

Step 4 of 6 : Add New Member

Page 1 : Add Adult

Transfer into this Unit : ☐

First name :

Middle name :

Last name :

Suffix :

Primary position in unit :

Position 2 :

Position 3 :

Position 4 :

Position 5 :

Position 6 :

Note: To remove a position select the first option in the drop down list which is an empty space.

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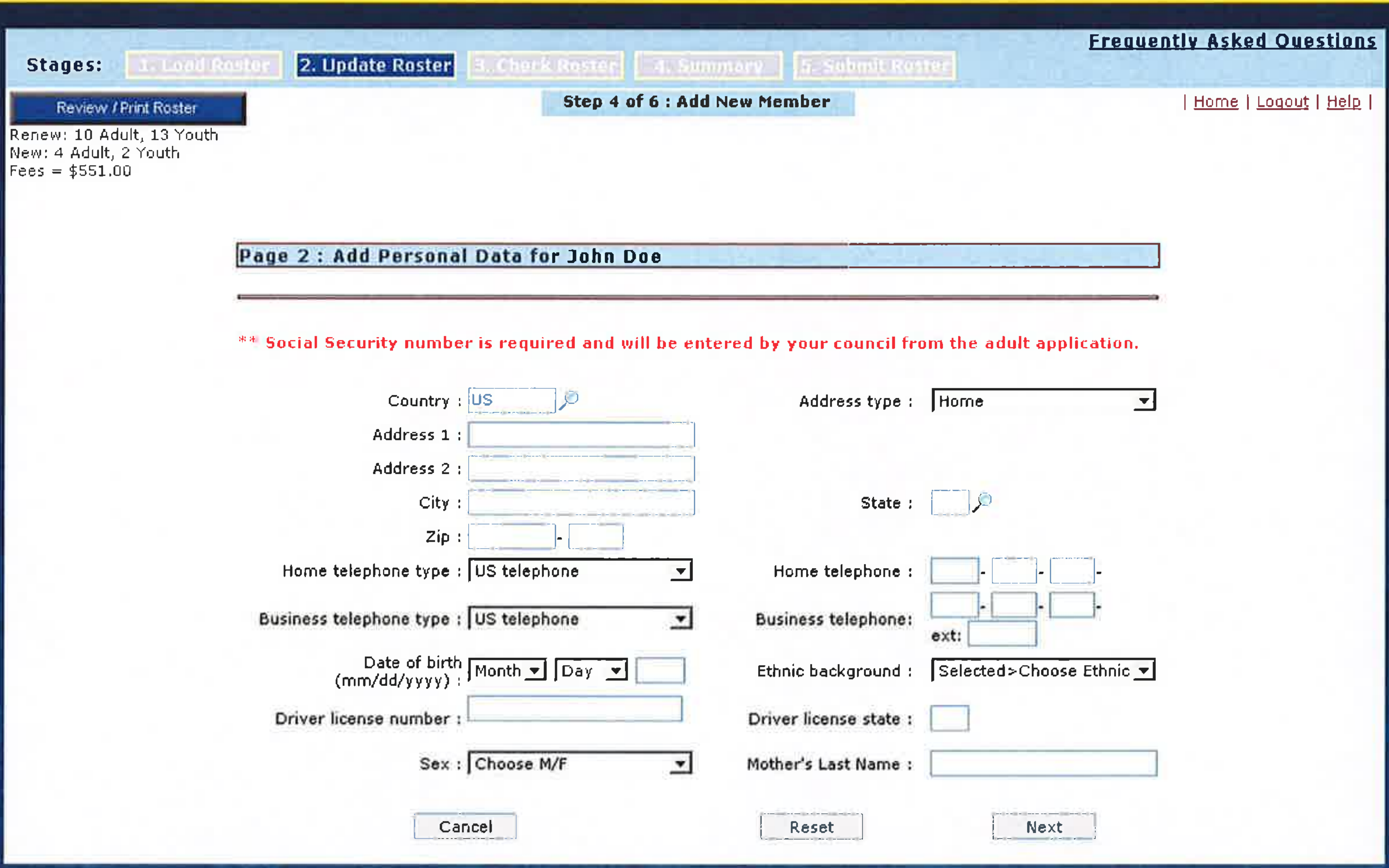
There is no change to Page 1: Add New Adult.

Internet Applications Update


Frequently Asked Questions
Stages:
1. Load Roster
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3. Check Roster
4. Summary
5. Submit Roster
Review / Print Roster
| Home | Logout | Help |
Cancel
Reset
Next

Step 4 of 6 : Add New Member

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = $551.00

Page 2 : Add Personal Data for John Doe

** Social Security number is required and will be entered by your council from the adult application.

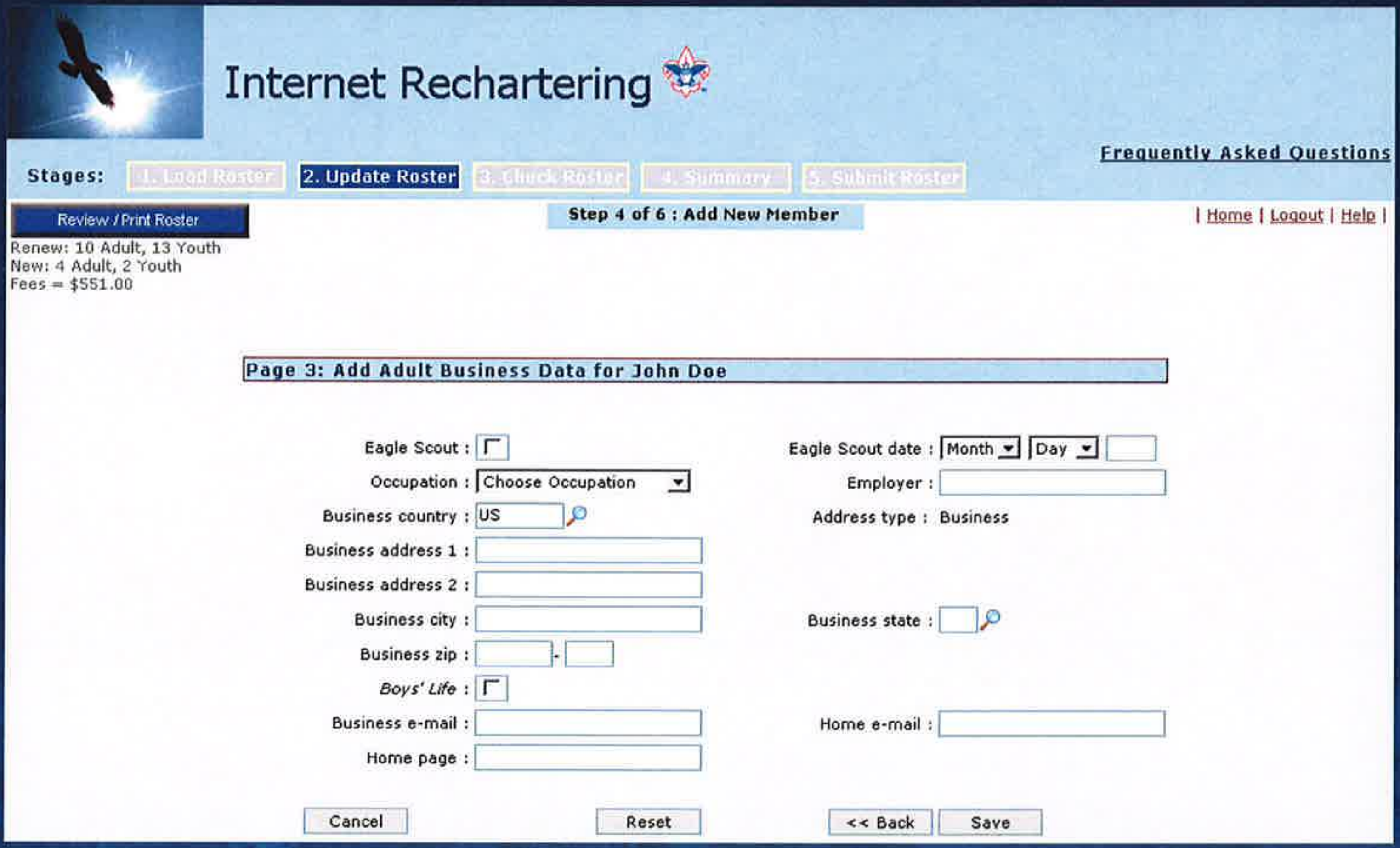
Country : US
Address type : Home
Address 1 :
Address 2 :
City :
State :
Zip : -
Home telephone type : US telephone
Home telephone : - -
Business telephone type : US telephone
Business telephone: - - ext:
Date of birth (mm/dd/yyyy) : Month Day
Ethnic background : Selected>Choose Ethnic
Driver license number :
Driver license state :
Sex : Choose M/F
Mother's Last Name :

Page 2: Add New Adult has no Social Security Number entry and new data field.

Internet Applications Update

- Social Security Number is provided to the council using the adult application form.
- Social Security Numbers will no longer be entered online by unit renewal processor.
- *Mother's Last Name* is a new data field and will be requested by the council if needed and instructions will be provided.

Internet Applications Update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5. Submit Roster
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Cancel
Reset
<< Back
Save

Internet Rechartering

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = $551.00

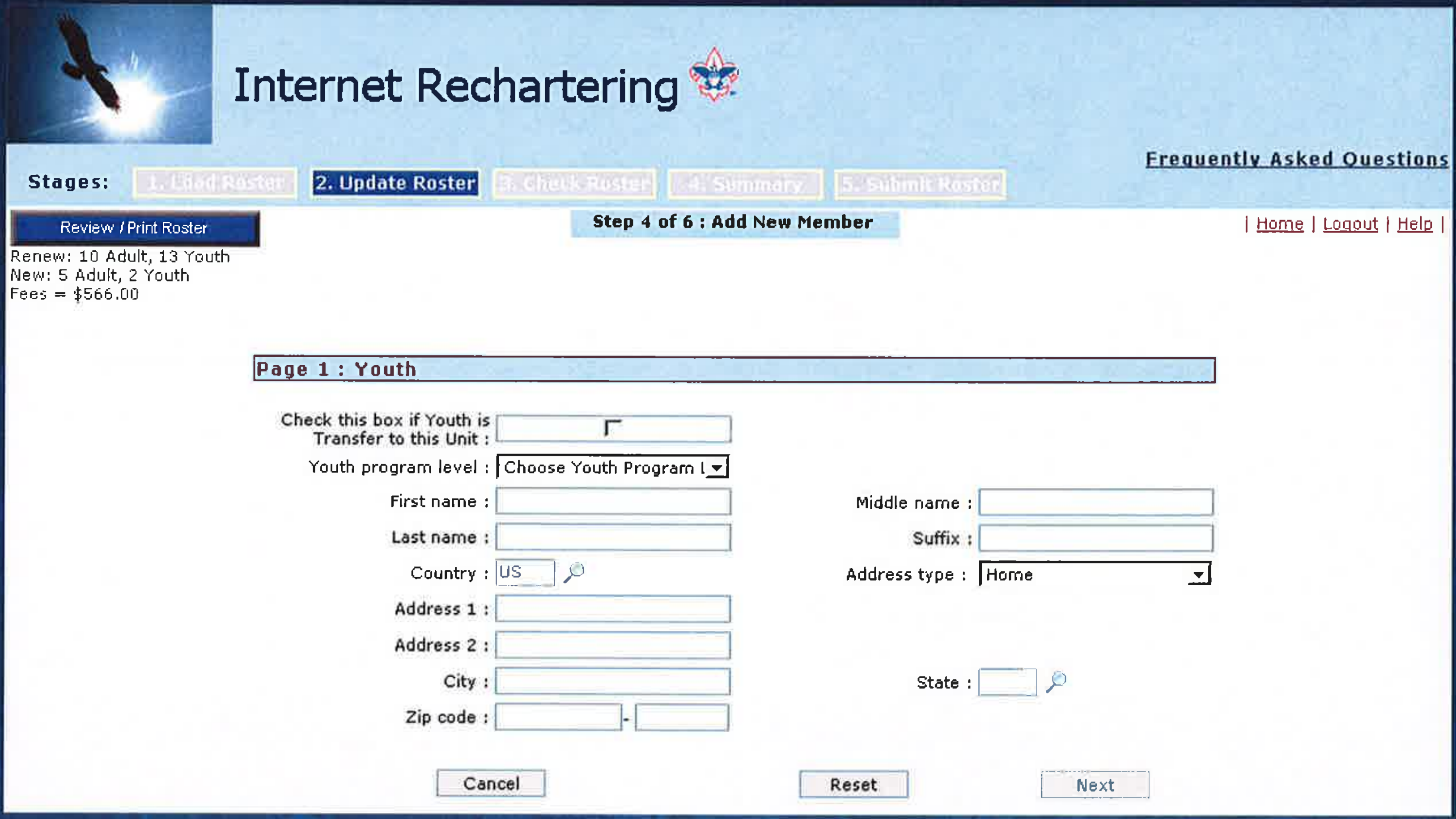
Step 4 of 6 : Add New Member

Page 3: Add Adult Business Data for John Doe

Eagle Scout : ☐
Eagle Scout date : Month Day
Occupation : Choose Occupation
Employer :
Business country : US
Address type : Business
Business address 1 :
Business address 2 :
Business city :
Business state :
Business zip : -
Boys' Life : ☐
Business e-mail :
Home e-mail :
Home page :

There is no change to Page 3: Add New Adult.

Internet Applications Update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3. Check Roster
4. Summary
5. Submit Roster
Review / Print Roster
| Home | Logout | Help |
Cancel
Reset
Next

Step 4 of 6 : Add New Member

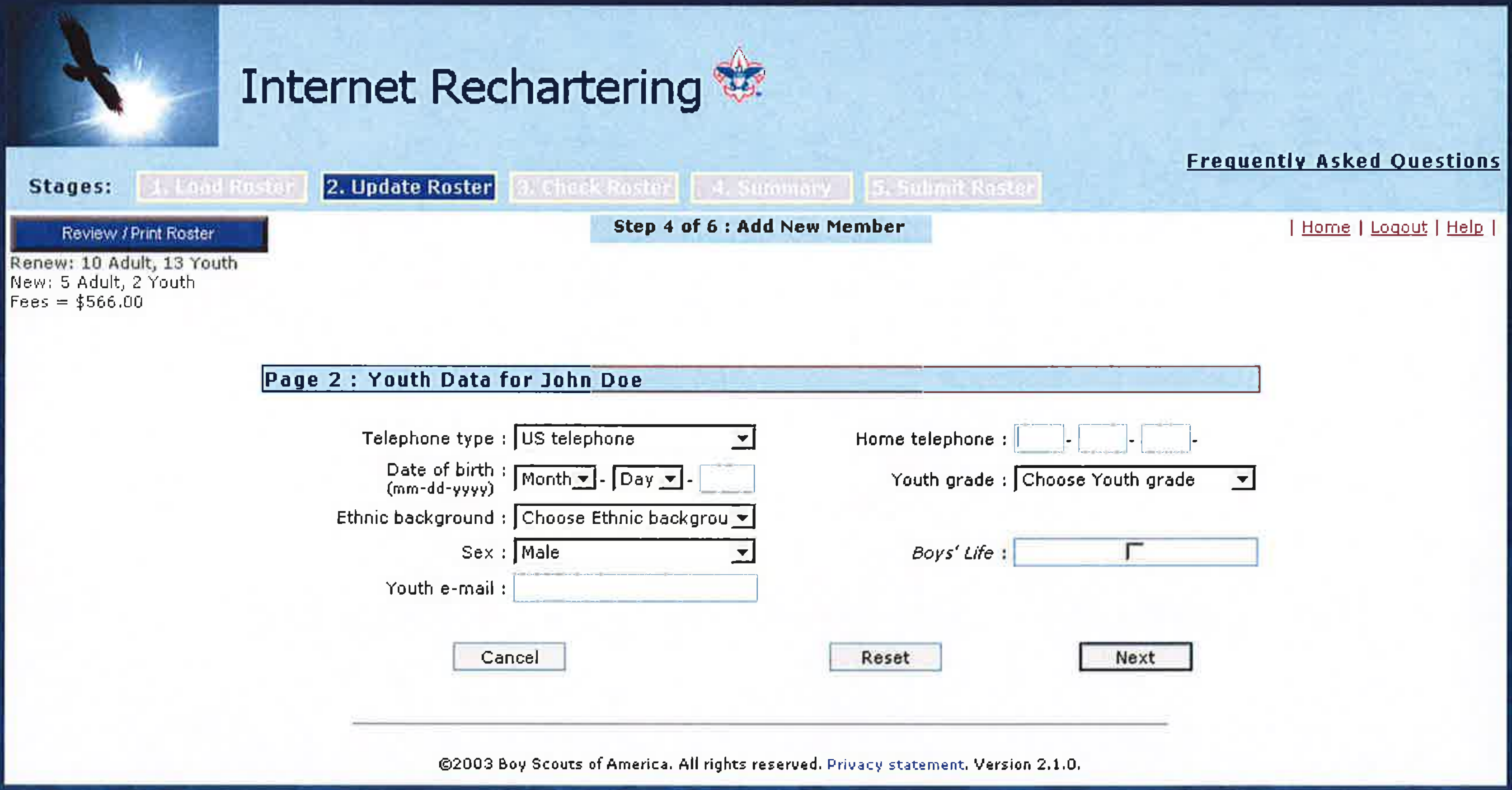
Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

Page 1 : Youth

Check this box if Youth is Transfer to this Unit : ☐
Youth program level : Choose Youth Program L
First name :
Middle name :
Last name :
Suffix :
Country : US
Address type : Home
Address 1 :
Address 2 :
City :
State :
Zip code : -

There is no change to Page 1: Add New Youth Member.

Internet Applications Update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3. Check Roster
4. Summary
5. Submit Roster
Review / Print Roster
| Home | Logout | Help |
Cancel
Reset
Next

Step 4 of 6 : Add New Member

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

Page 2 : Youth Data for John Doe

Telephone type : US telephone
Date of birth (mm-dd-yyyy) : Month - Day -
Ethnic background : Choose Ethnic backgrou
Sex : Male
Youth e-mail :
Home telephone : - -
Youth grade : Choose Youth grade
Boys' Life :

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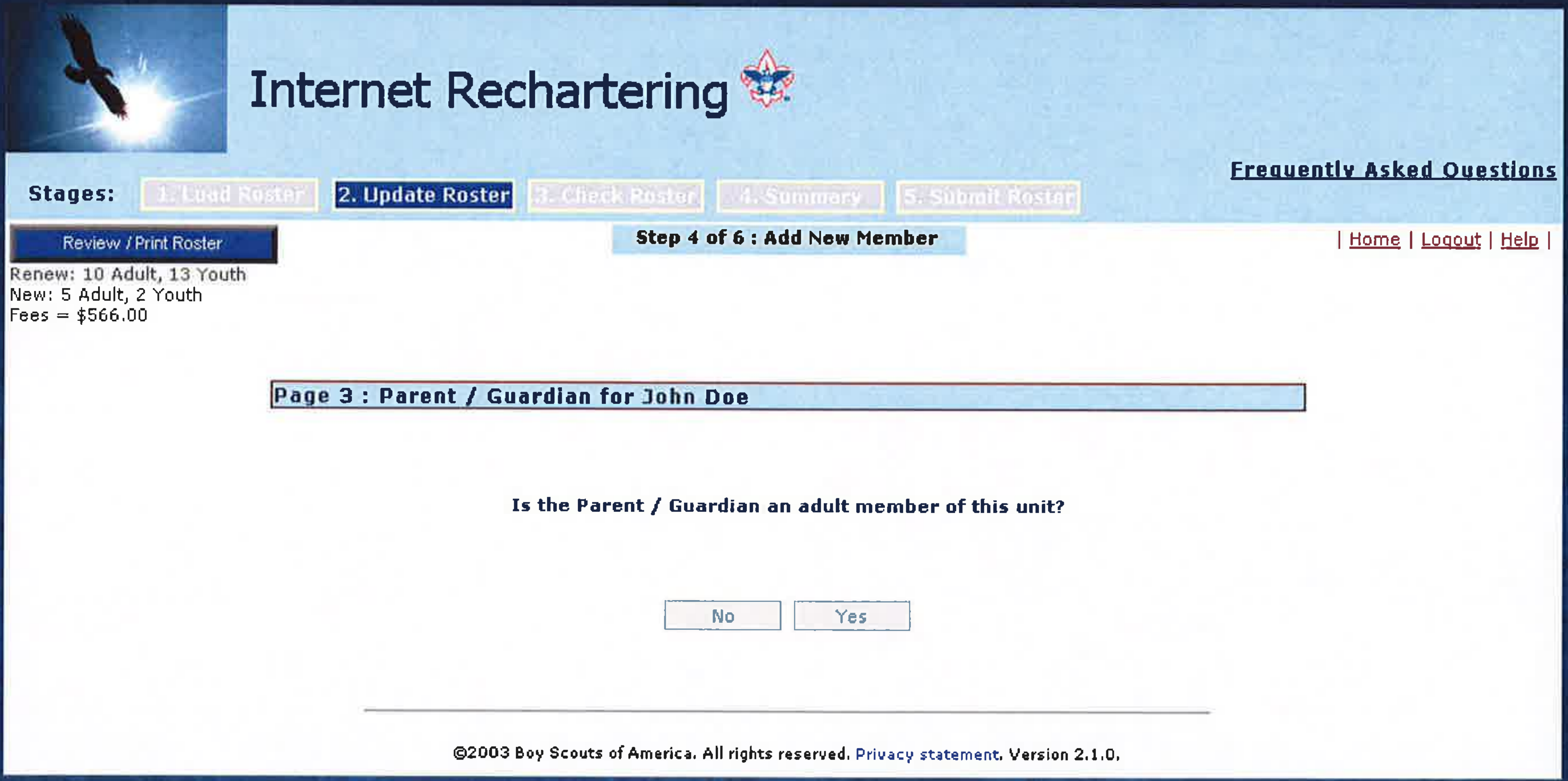
There is no change to Page 2: Add New Youth Member.

Internet Applications Update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1. Load Roster
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3. Check Roster
4. Summary
5. Submit Roster
Review / Print Roster
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No
Yes

Step 4 of 6 : Add New Member

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

Page 3 : Parent / Guardian for John Doe

Is the Parent / Guardian an adult member of this unit?

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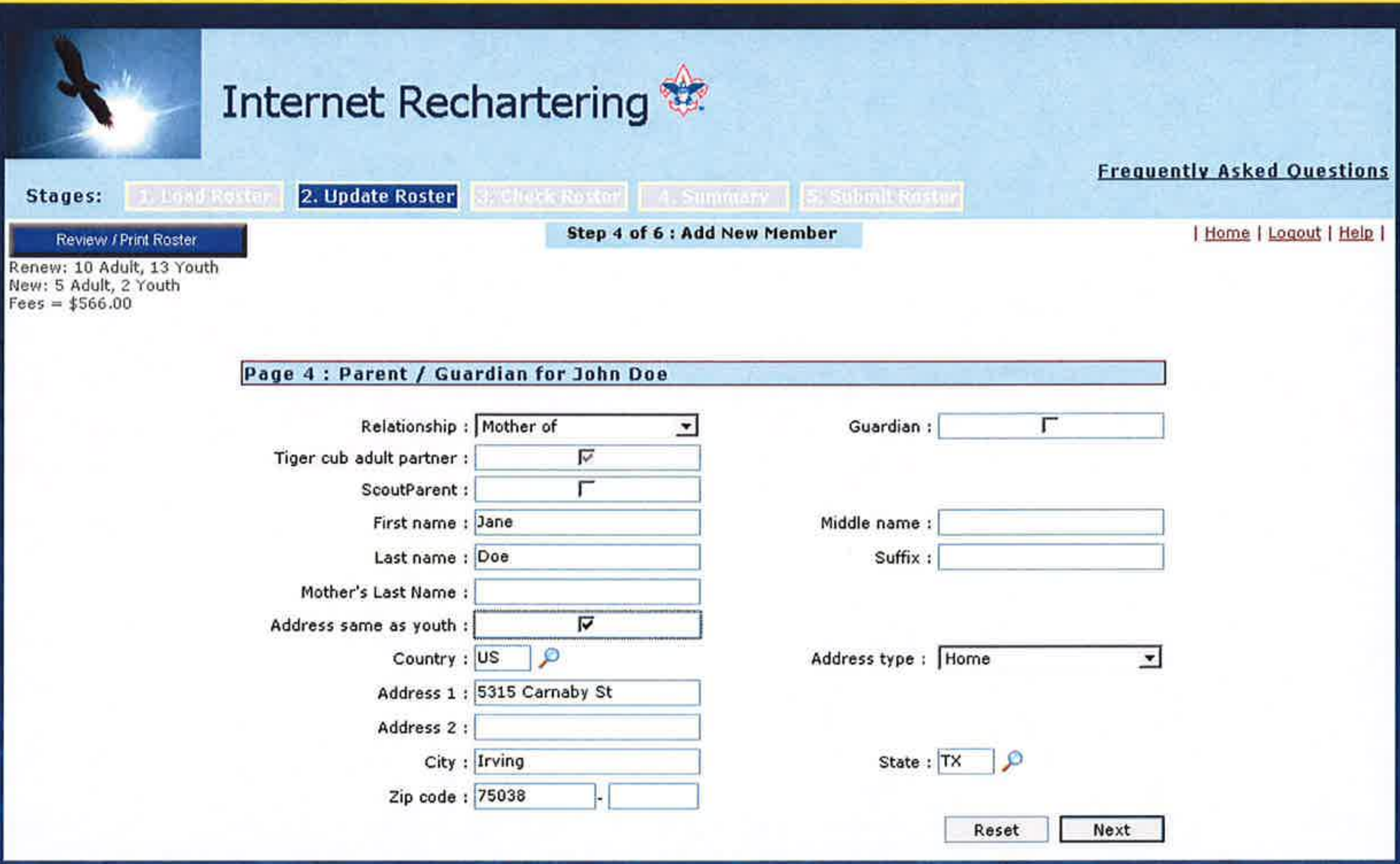
There is no change to Page 3: Add New Youth Member.

Internet Applications Update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3. Check Roster
4. Summary
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Review / Print Roster
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Next

Step 4 of 6 : Add New Member

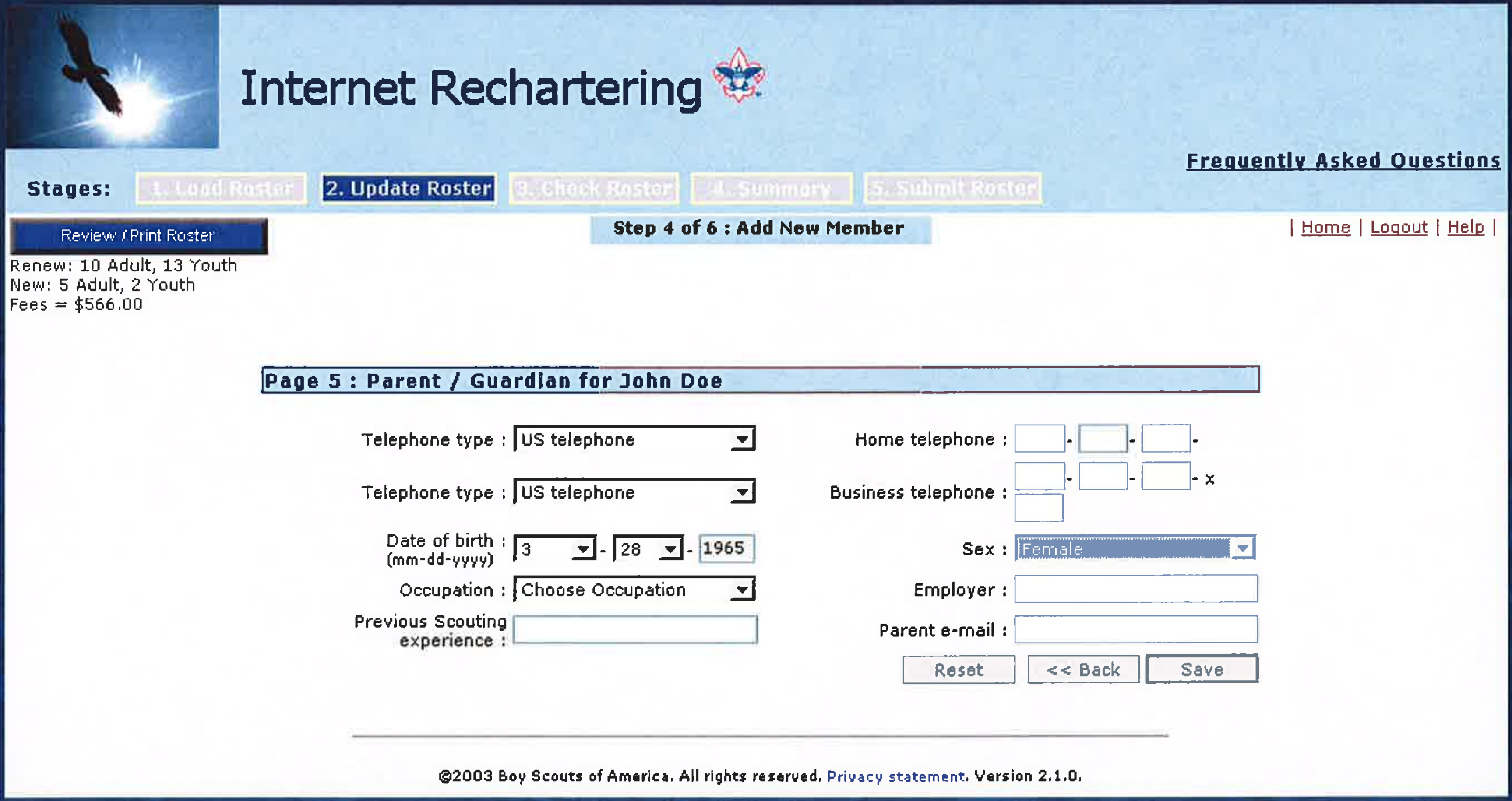
Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

Page 4 : Parent / Guardian for John Doe

Relationship : Mother of
Guardian : ☐
Tiger cub adult partner : ☑
ScoutParent : ☐
First name : Jane
Middle name :
Last name : Doe
Suffix :
Mother's Last Name :
Address same as youth : ☑
Country : US
Address type : Home
Address 1 : 5315 Carnaby St
Address 2 :
City : Irving
State : TX
Zip code : 75038 -

Page 4: Parent/Guardian information has new field for *Mother's Last Name*.

Internet Applications Update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Reset
<< Back
Save

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

Step 4 of 6 : Add New Member

Page 5 : Parent / Guardian for John Doe

Telephone type : US telephone
Telephone type : US telephone
Date of birth : (mm-dd-yyyy) 3 - 28 - 1965
Occupation : Choose Occupation
Previous Scouting experience :
Home telephone : - - -
Business telephone : - - - x
Sex : Female
Employer :
Parent e-mail :

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This is no change to Page 5: Parent/Guardian information.

Internet Applications Update

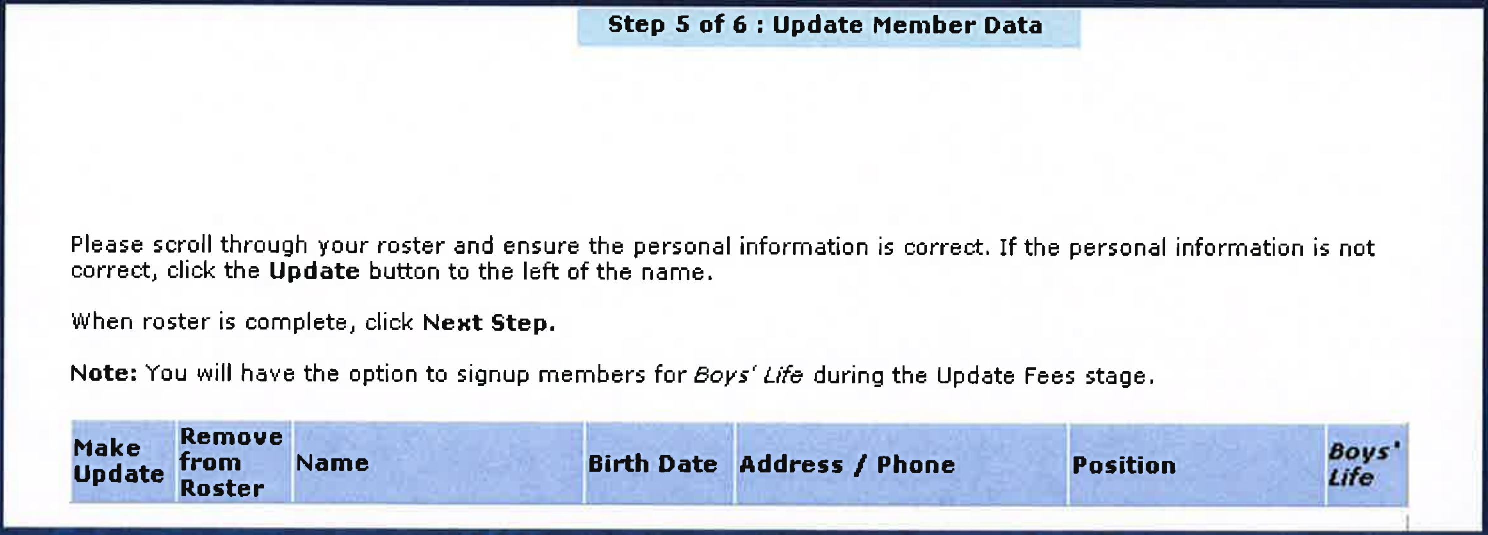
- The *Mother's Last Name* may be entered on the Parent/Guardian record when adding a new youth.

- Councils that need this information entered will provide instructions to unit renewal processors.

- If a Parent/Guardian becomes an adult leader in the unit at a later time, this information will be in that adult record. If not recorded, then it may be added.

- *Mother's Last Name* may also be entered on adult records in Update Member Data, as requested.

Internet Applications Update



Step 5 of 6 : Update Member Data

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

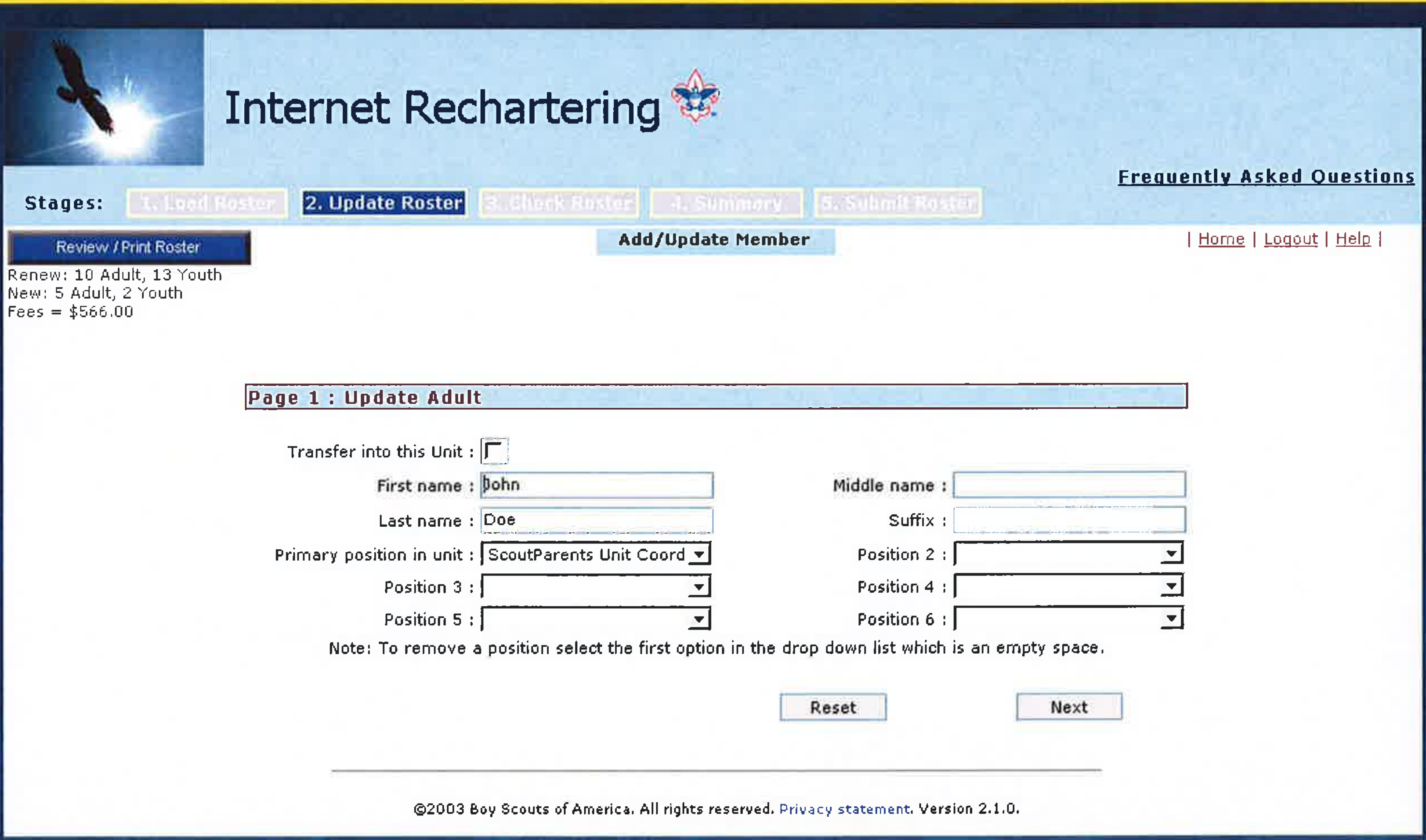
When roster is complete, click **Next Step.**

Note: You will have the option to signup members for *Boys' Life* during the Update Fees stage.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	*Boys' Life*

Update Member Data is a core part of Internet Rechartering as it provides for updating of name, address, telephone, and e-mail address information. If new adults or new youth were entered, records may be updated further in this step.

Internet Applications Update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4. Summary
5. Submit Roster
Frequently Asked Questions
Review / Print Roster
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Reset
Next

Add/Update Member

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

Page 1 : Update Adult

Transfer into this Unit : ☐
First name : John
Middle name :
Last name : Doe
Suffix :
Primary position in unit : ScoutParents Unit Coord
Position 2 :
Position 3 :
Position 4 :
Position 5 :
Position 6 :

Note: To remove a position select the first option in the drop down list which is an empty space.

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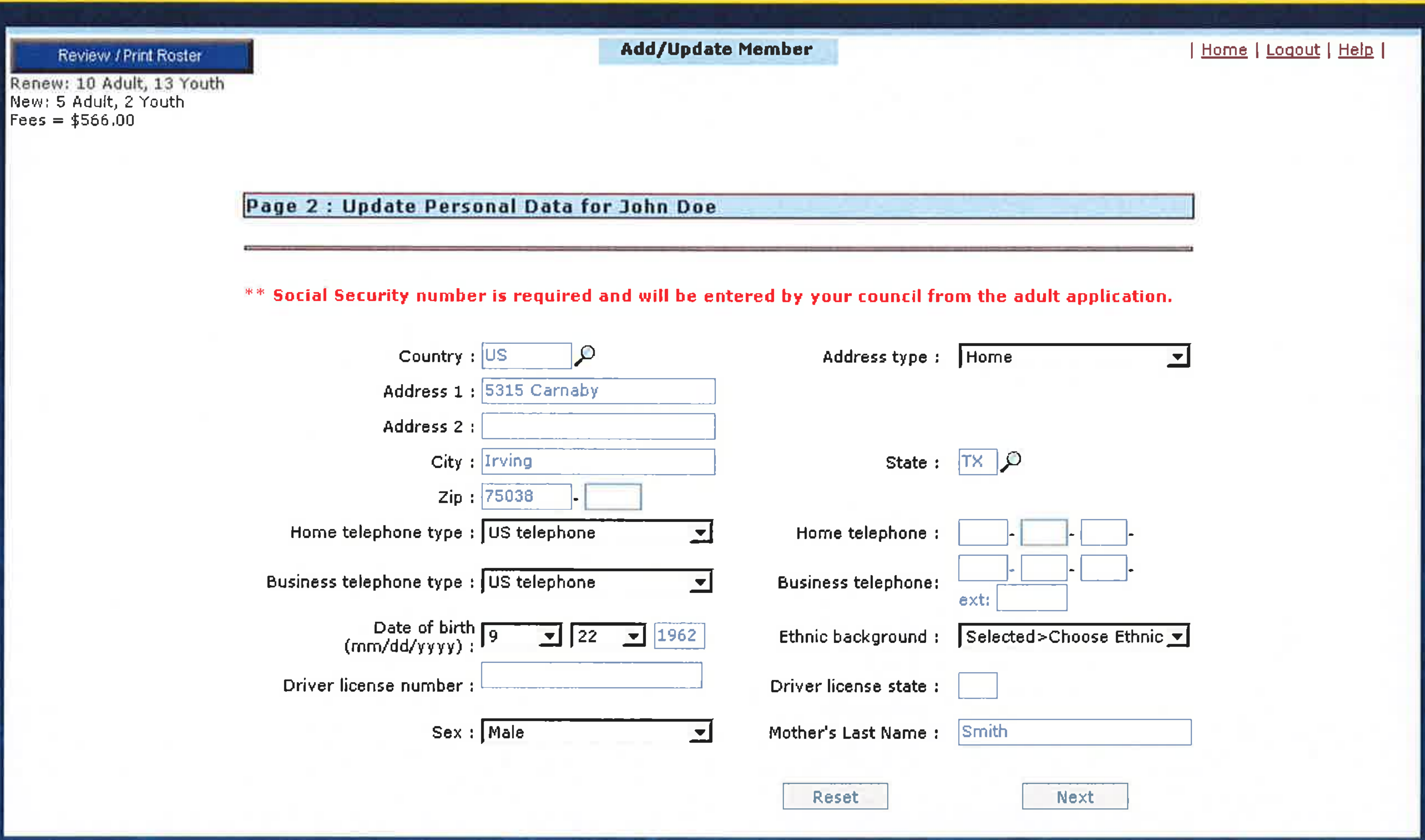
There is no change to Page 1: Update Adult in Update Member Data.

Internet Applications Update



Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

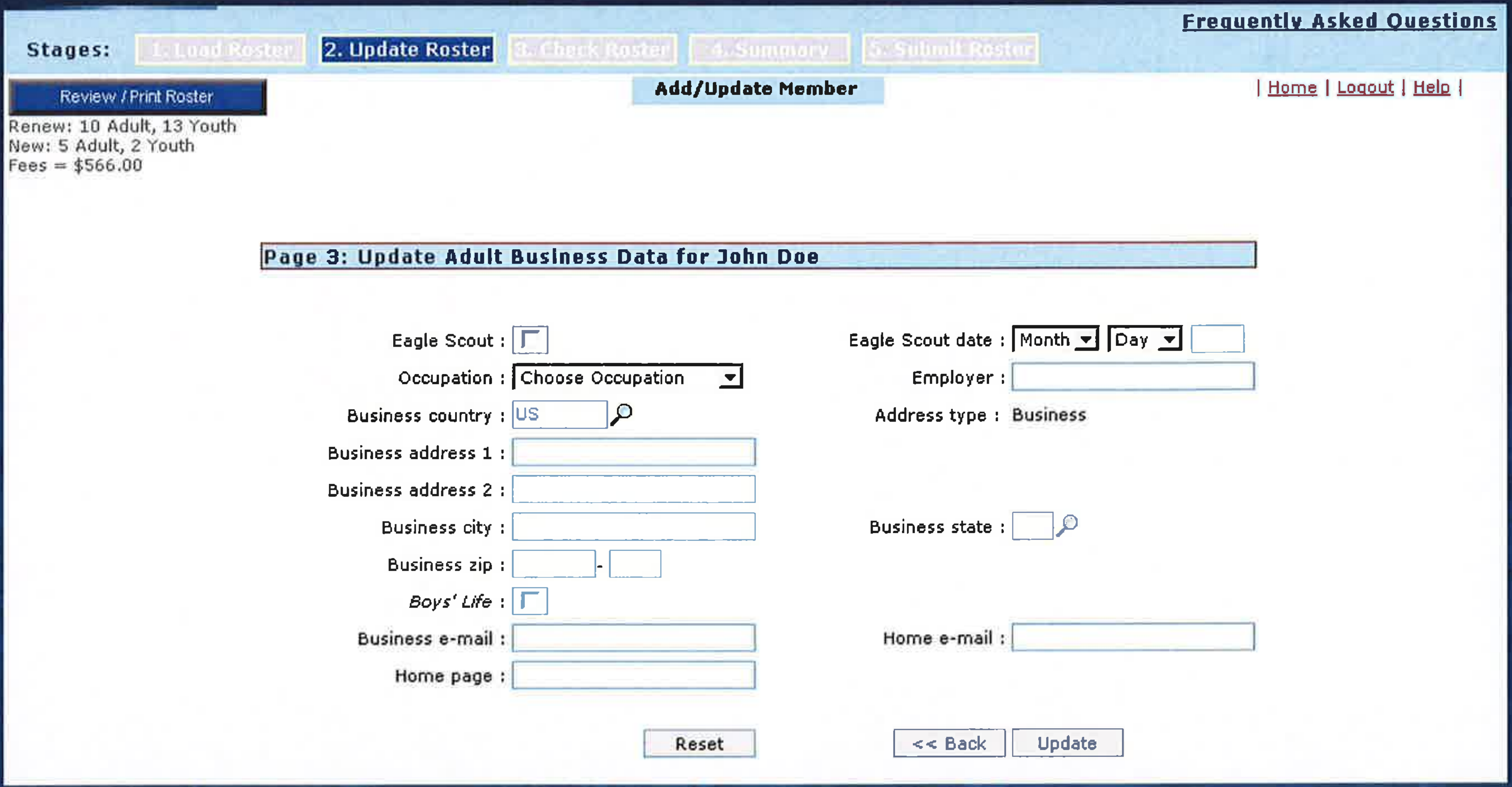
Page 2 : Update Personal Data for John Doe

** Social Security number is required and will be entered by your council from the adult application.

Country : US
Address 1 : 5315 Carnaby
Address 2 :
City : Irving
Zip : 75038 -
Home telephone type : US telephone
Business telephone type : US telephone
Date of birth (mm/dd/yyyy) : 9 22 1962
Driver license number :
Sex : Male
Address type : Home
State : TX
Home telephone : - - -
Business telephone: - - -
ext:
Ethnic background : Selected>Choose Ethnic
Driver license state :
Mother's Last Name : Smith

Page 2: Update Data will not have SSN entry online and new data field added.

Internet Applications Update


Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Frequently Asked Questions
Review / Print Roster
Add/Update Member
| Home | Logout | Help |
Reset
<< Back
Update

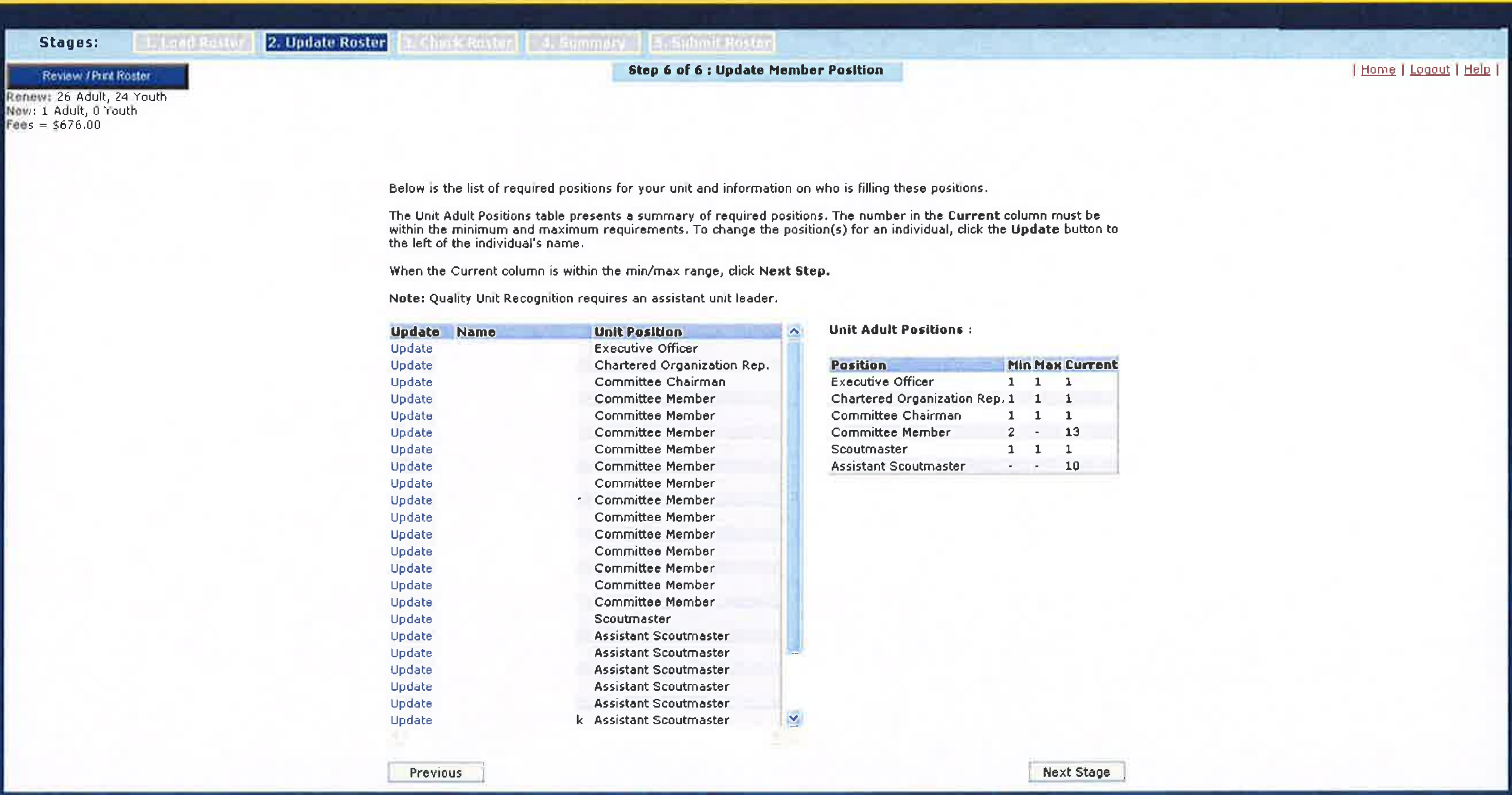
Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = $566.00

Page 3: Update Adult Business Data for John Doe

Eagle Scout : ☐
Eagle Scout date : Month Day
Occupation : Choose Occupation
Employer :
Business country : US
Address type : Business
Business address 1 :
Business address 2 :
Business city :
Business state :
Business zip : -
Boys' Life : ☐
Business e-mail :
Home e-mail :
Home page :

There is no change to Page 3: Update Adult Data in Update Member Data.

Internet Applications Update



Step 6 of 6 : Update Member Position

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = $676.00

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step.**

Note: Quality Unit Recognition requires an assistant unit leader.

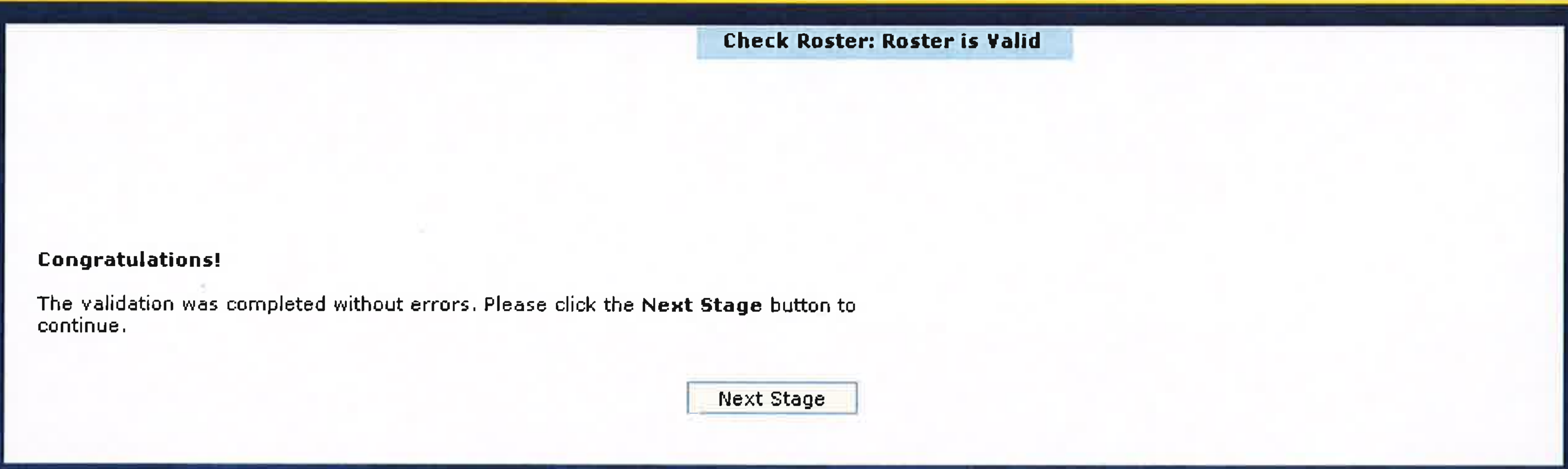
Update	Name	Unit Position
Update		Executive Officer
Update		Chartered Organization Rep.
Update		Committee Chairman
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update	k	Assistant Scoutmaster

Unit Adult Positions :

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	13
Scoutmaster	1	1	1
Assistant Scoutmaster	-	-	10

Update Member Position allows for position changes and validates positions are correct.

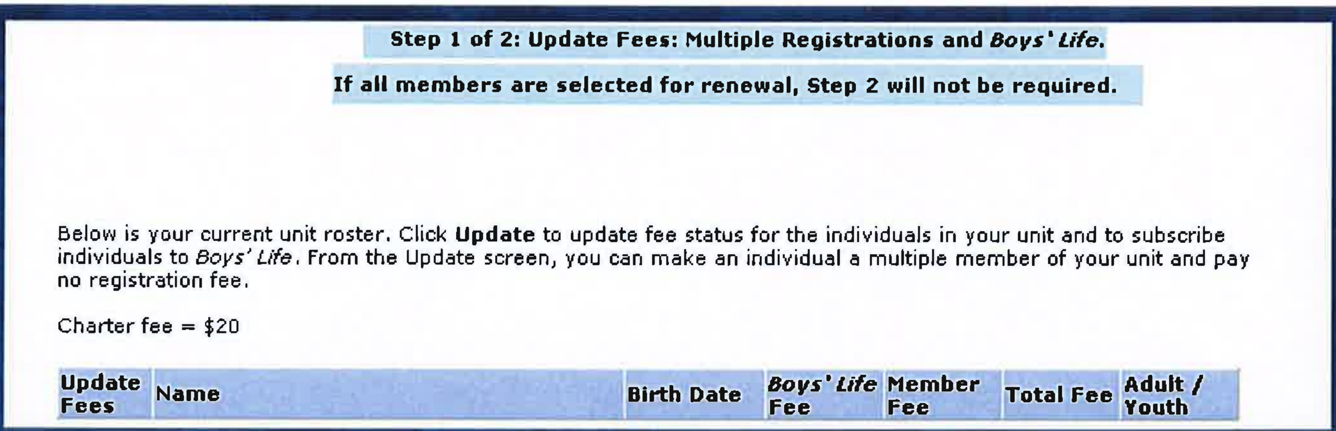
Internet Applications Update



Check Roster: Roster is Valid

Congratulations!

The validation was completed without errors. Please click the **Next Stage** button to continue.



Step 1 of 2: Update Fees: Multiple Registrations and *Boys' Life*.

If all members are selected for renewal, Step 2 will not be required.

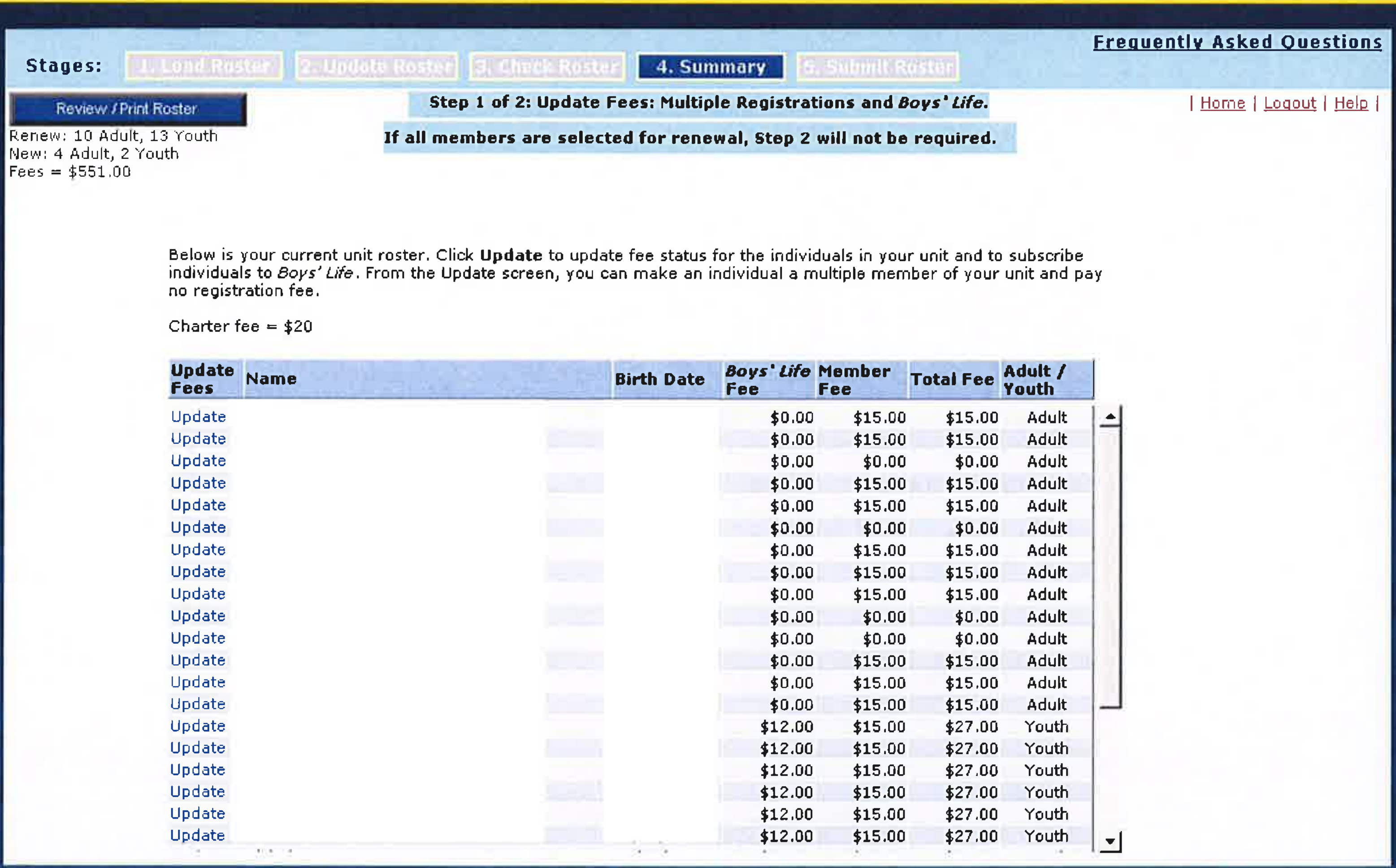
Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Charter fee = $20

Update Fees	Name	Birth Date	*Boys' Life* Fee	Member Fee	Total Fee	Adult / Youth

Check Roster verifies BSA registration rules and Update Fees handles fee payment data.

Internet Applications Update


Frequently Asked Questions
Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Review / Print Roster
| Home | Logout | Help |

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = $551.00

Step 1 of 2: Update Fees: Multiple Registrations and *Boys' Life*.

If all members are selected for renewal, Step 2 will not be required.

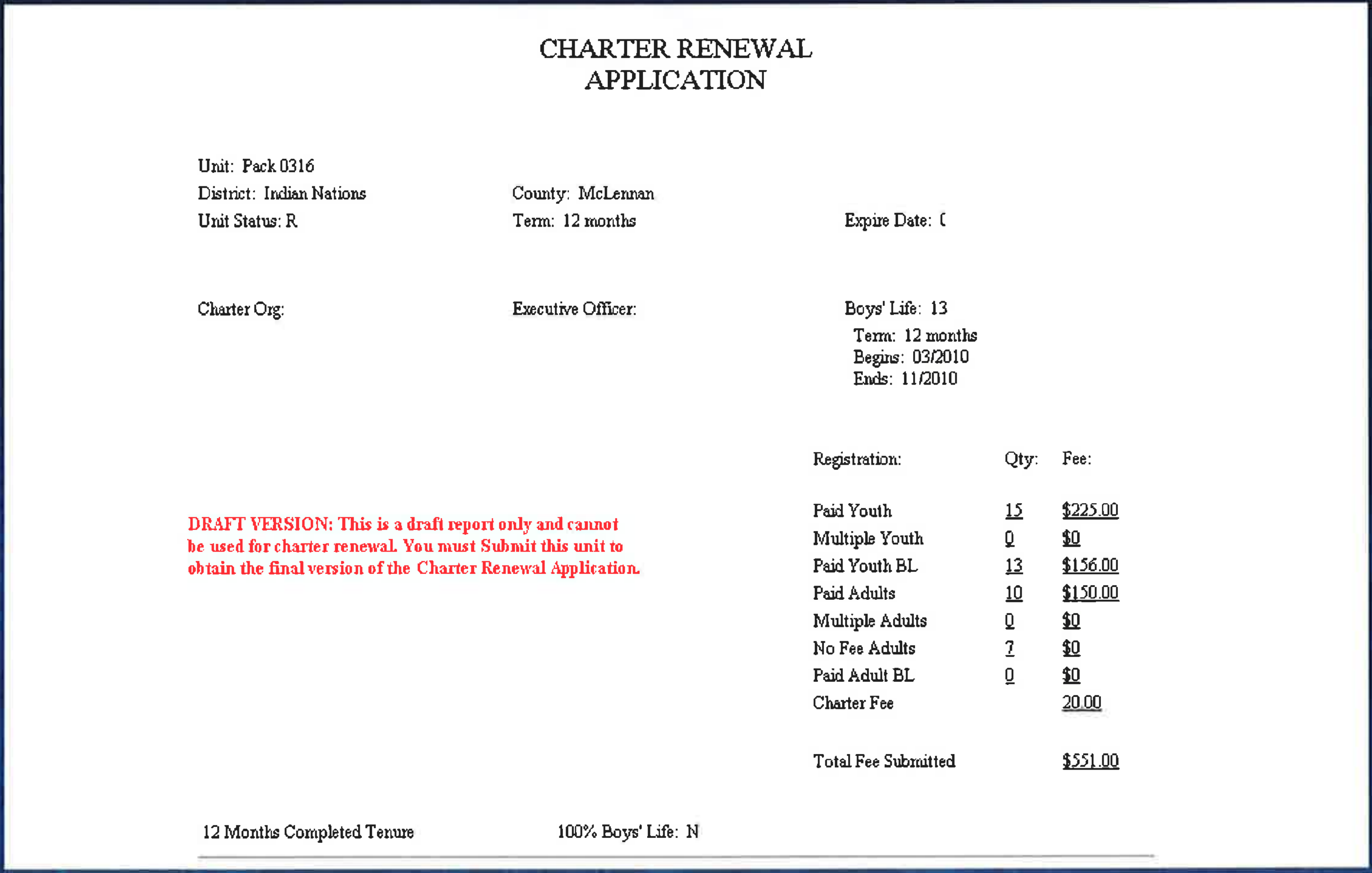
Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Charter fee = $20

Update Fees	Name	Birth Date	*Boys' Life* Fee	Member Fee	Total Fee	Adult / Youth
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$0.00	$0.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$0.00	$0.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$0.00	$0.00	Adult
Update			$0.00	$0.00	$0.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$0.00	$15.00	$15.00	Adult
Update			$12.00	$15.00	$27.00	Youth
Update			$12.00	$15.00	$27.00	Youth
Update			$12.00	$15.00	$27.00	Youth
Update			$12.00	$15.00	$27.00	Youth
Update			$12.00	$15.00	$27.00	Youth
Update			$12.00	$15.00	$27.00	Youth

Update Fees will display **$15** fee for units that expire December 31, 2009.

Internet Applications Update



CHARTER RENEWAL APPLICATION

Unit: Pack 0316		
District: Indian Nations	County: McLennan	
Unit Status: R	Term: 12 months	Expire Date: (
Charter Org:	Executive Officer:	Boys' Life: 13

Term: 12 months
Begins: 03/2010
Ends: 11/2010

DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must Submit this unit to obtain the final version of the Charter Renewal Application.

Registration:	Qty:	Fee:
Paid Youth	15	$225.00
Multiple Youth	0	$0
Paid Youth BL	13	$156.00
Paid Adults	10	$150.00
Multiple Adults	0	$0
No Fee Adults	7	$0
Paid Adult BL	0	$0
Charter Fee		20.00
Total Fee Submitted		$551.00

12 Months Completed Tenure

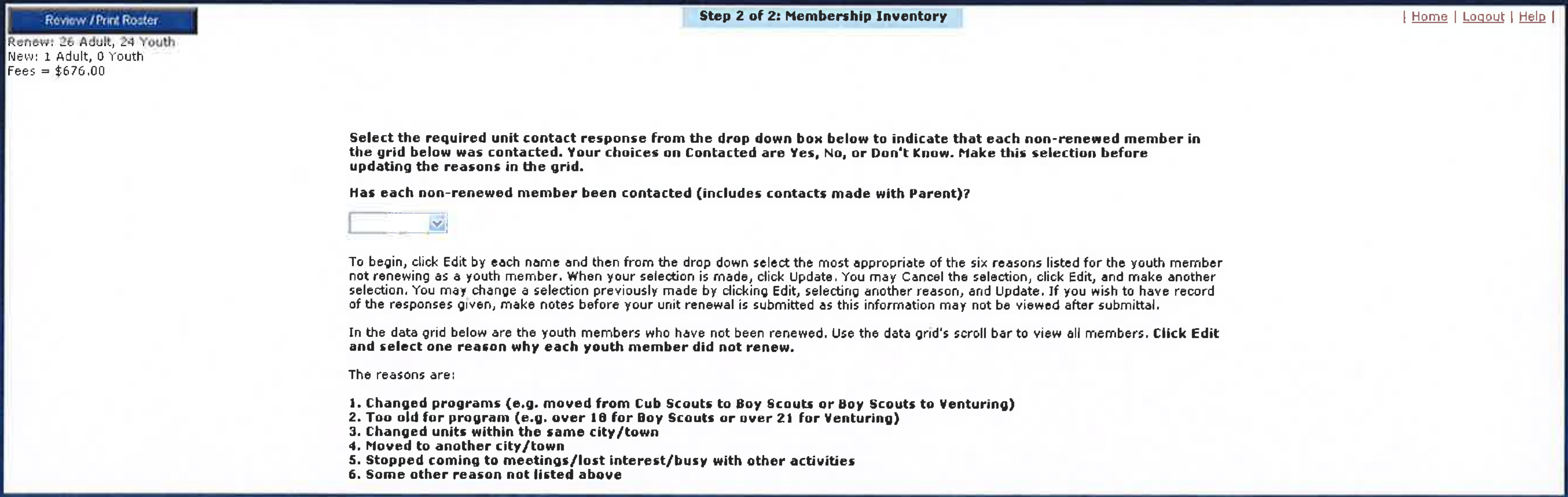
100% Boys' Life: N

The Application Fee recap will calculate fees based on unit expiration date.

Internet Applications Update

- Units that expire no later than November 30, 2009 will have registrants pay $10 fee.
- Units that expire beginning December 31, 2009 will have registrants pay $15 fee.
- There is no change to the $1 Transfer fee and to the $12 *Boys' Life* subscription fee.
- The Unit Charter Fee remains at $20.
- No Fee and Multiple registrations are $0.

Internet Applications Update



Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = $676.00

Step 2 of 2: Membership Inventory

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

To begin, click Edit by each name and then from the drop down select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click Update. You may Cancel the selection, click Edit, and make another selection. You may change a selection previously made by clicking Edit, selecting another reason, and Update. If you wish to have record of the responses given, make notes before your unit renewal is submitted as this information may not be viewed after submittal.

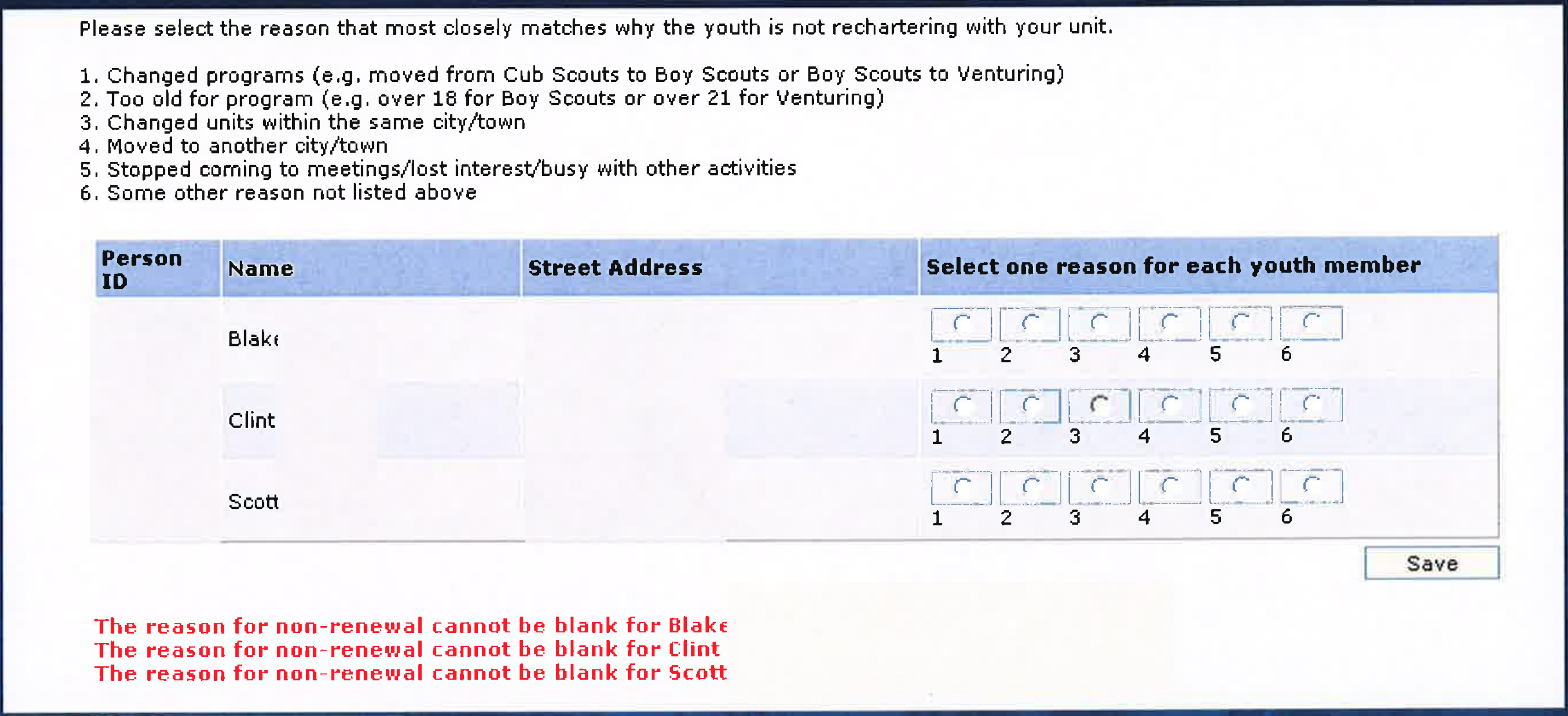
In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Click Edit and select one reason why each youth member did not renew.**

The reasons are:

1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Membership Inventory provides a means to give a reason to each youth member who was not selected for renewal, ranging from too old for program to moved away. This information is shared with councils for follow-up with youth to encourage a continued Scouting experience.

Internet Applications Update



Please select the reason that most closely matches why the youth is not rechartering with your unit.

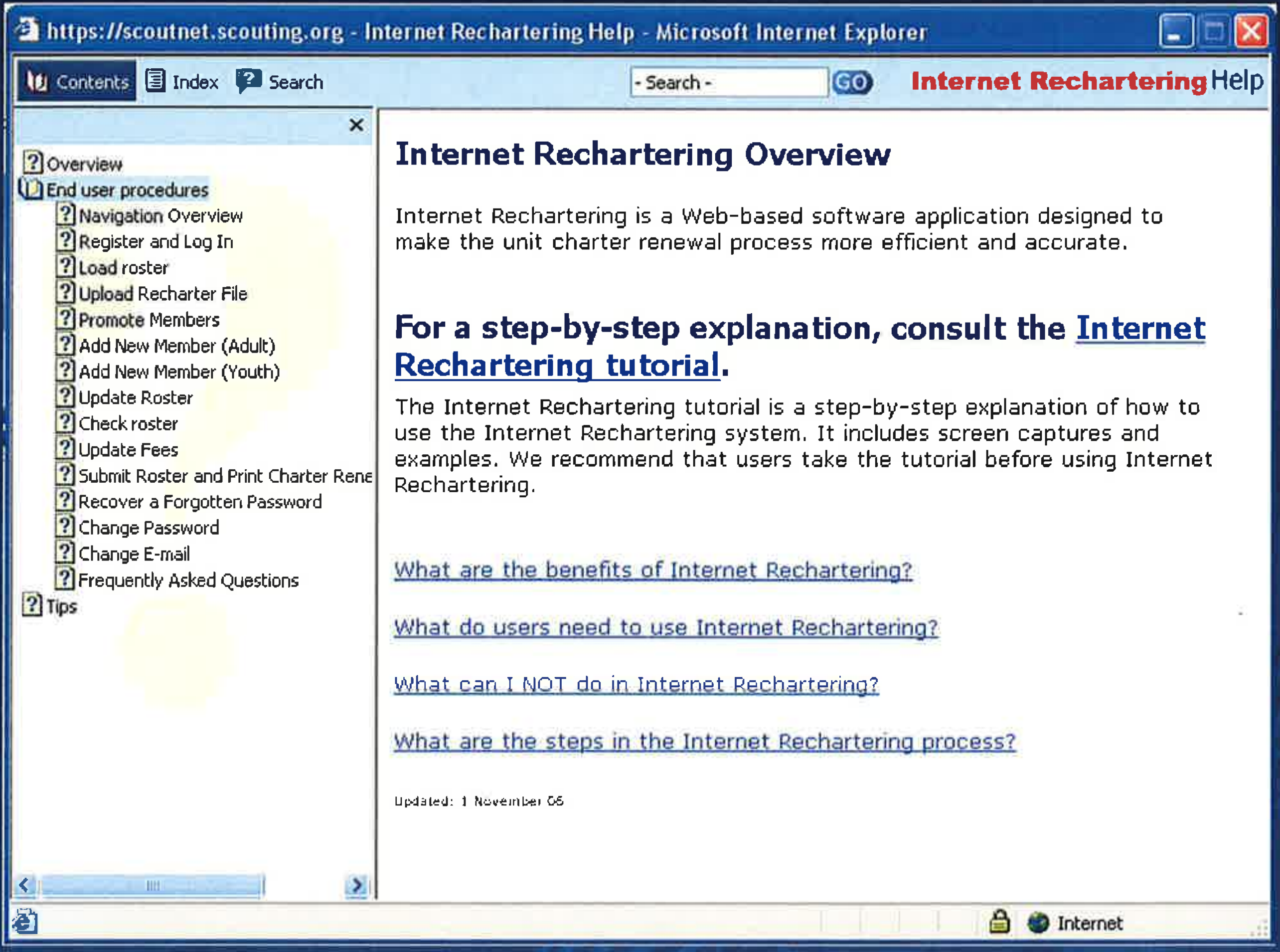
1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member
	Blake		○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6
	Clint		○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6
	Scott		○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6

The reason for non-renewal cannot be blank for Blake
The reason for non-renewal cannot be blank for Clint
The reason for non-renewal cannot be blank for Scott

Membership Inventory has been enhanced to allow entry of the Reason for non-renewal by selecting the appropriate radio button.

Internet Applications Update


https://scoutnet.scouting.org - Internet Rechartering Help - Microsoft Internet Explorer
Contents
Index
Search
- Search -
GO
Internet Rechartering Help
Overview
End user procedures
Navigation Overview
Register and Log In
Load roster
Upload Recharter File
Promote Members
Add New Member (Adult)
Add New Member (Youth)
Update Roster
Check roster
Update Fees
Submit Roster and Print Charter Rene
Recover a Forgotten Password
Change Password
Change E-mail
Frequently Asked Questions
Tips
Internet

Internet Rechartering Overview

Internet Rechartering is a Web-based software application designed to make the unit charter renewal process more efficient and accurate.

For a step-by-step explanation, consult the Internet Rechartering tutorial.

The Internet Rechartering tutorial is a step-by-step explanation of how to use the Internet Rechartering system. It includes screen captures and examples. We recommend that users take the tutorial before using Internet Rechartering.

What are the benefits of Internet Rechartering?

What do users need to use Internet Rechartering?

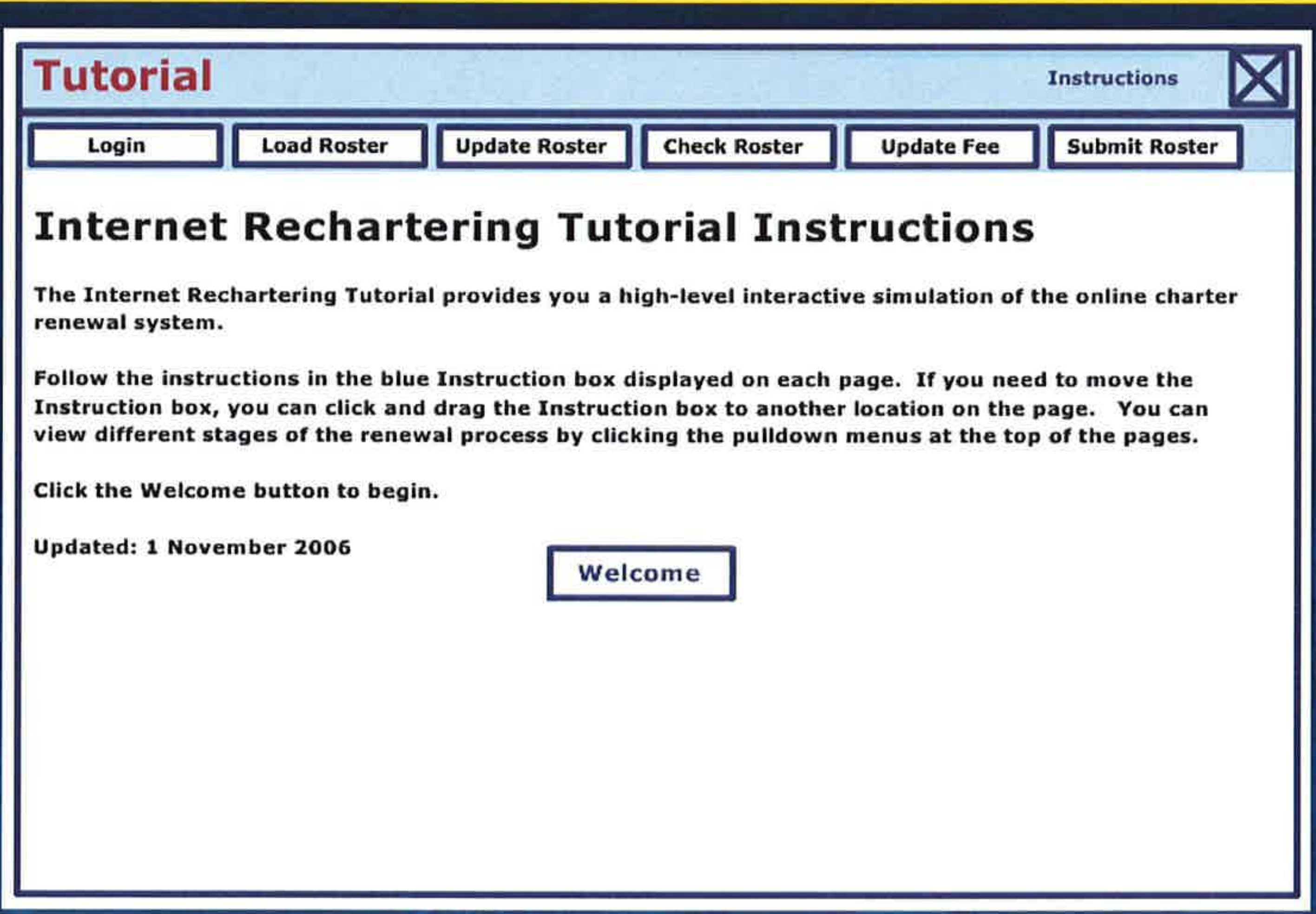
What can I NOT do in Internet Rechartering?

What are the steps in the Internet Rechartering process?

Updated: 1 November 06

Easy to use Help assists the unit processor with understanding how Internet Rechartering works.

Internet Applications Update


Tutorial
Instructions
☒
Login
Load Roster
Update Roster
Check Roster
Update Fee
Submit Roster

Internet Rechartering Tutorial Instructions

The Internet Rechartering Tutorial provides you a high-level interactive simulation of the online charter renewal system.

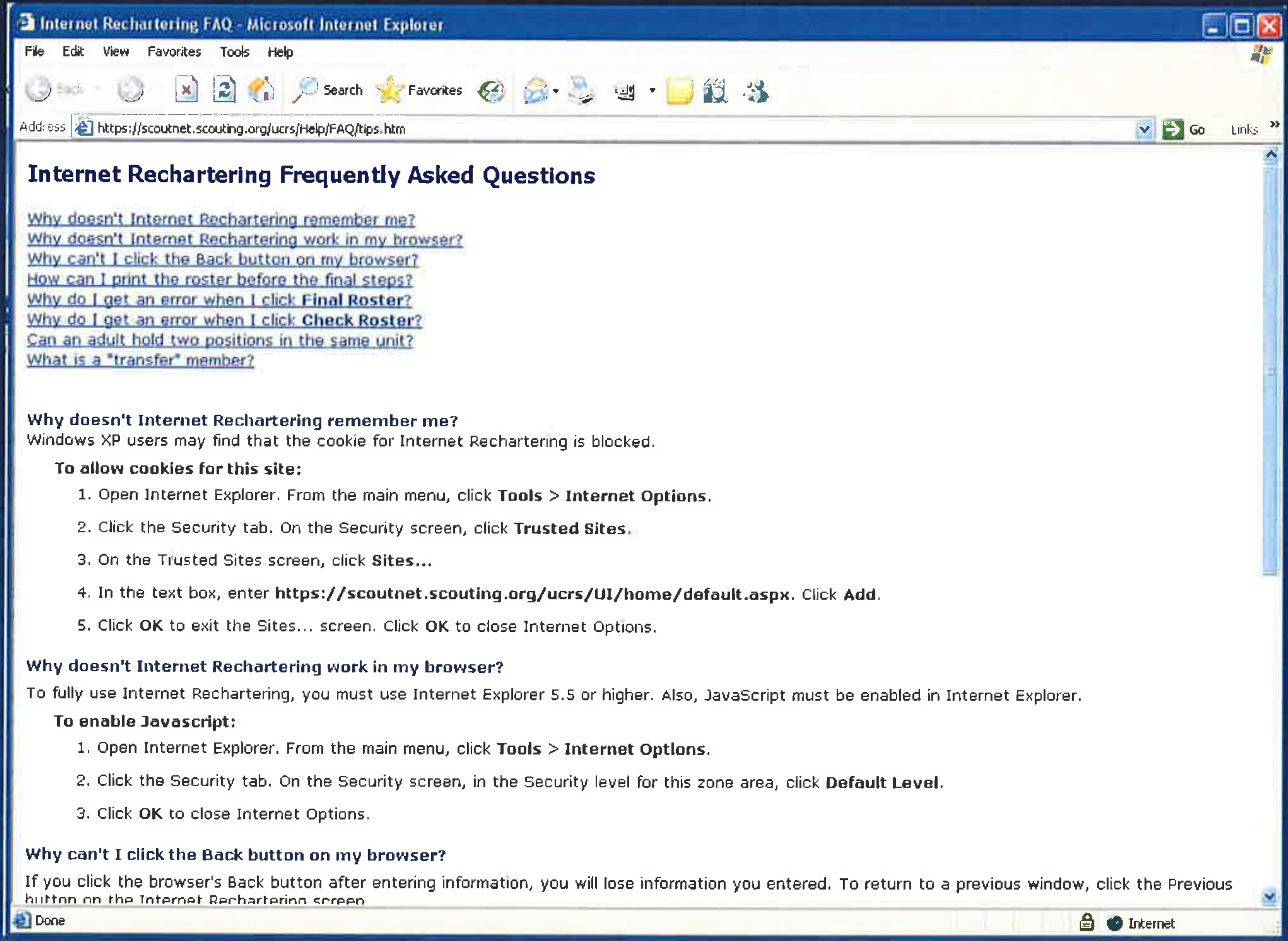
Follow the instructions in the blue Instruction box displayed on each page. If you need to move the Instruction box, you can click and drag the Instruction box to another location on the page. You can view different stages of the renewal process by clicking the pulldown menus at the top of the pages.

Click the Welcome button to begin.

Updated: 1 November 2006

An interactive tutorial is designed to help the processor learn online navigation.

Internet Applications Update


Internet Rechartering FAQ - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Search
Favorites
Address
https://scoutnet.scouting.org/ucrs/Help/FAQ/tips.htm
Go
Links
Done
Internet

Internet Rechartering Frequently Asked Questions

- Why doesn't Internet Rechartering remember me?
- Why doesn't Internet Rechartering work in my browser?
- Why can't I click the Back button on my browser?
- How can I print the roster before the final steps?
- Why do I get an error when I click **Final Roster**?
- Why do I get an error when I click **Check Roster**?
- Can an adult hold two positions in the same unit?
- What is a "transfer" member?

Why doesn't Internet Rechartering remember me?
Windows XP users may find that the cookie for Internet Rechartering is blocked.

To allow cookies for this site:

1. Open Internet Explorer. From the main menu, click **Tools** > **Internet Options**.
2. Click the Security tab. On the Security screen, click **Trusted Sites**.
3. On the Trusted Sites screen, click **Sites...**
4. In the text box, enter **https://scoutnet.scouting.org/ucrs/UI/home/default.aspx**. Click **Add**.
5. Click **OK** to exit the Sites... screen. Click **OK** to close Internet Options.

Why doesn't Internet Rechartering work in my browser?

To fully use Internet Rechartering, you must use Internet Explorer 5.5 or higher. Also, JavaScript must be enabled in Internet Explorer.

To enable Javascript:

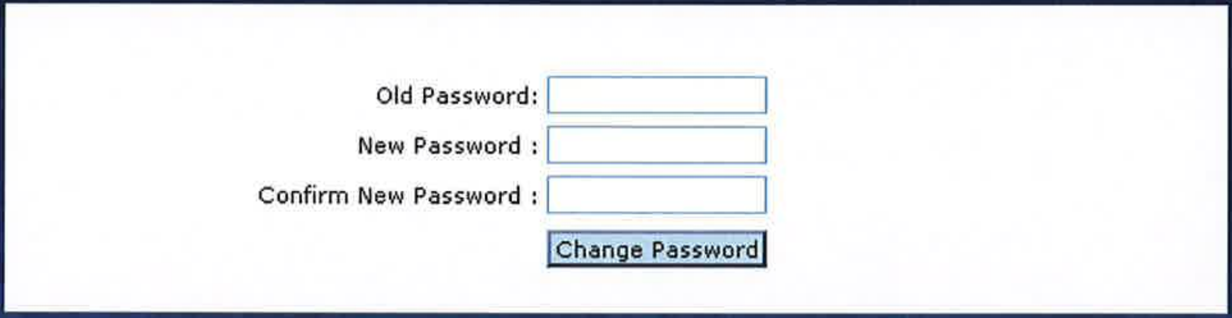
1. Open Internet Explorer. From the main menu, click **Tools** > **Internet Options**.
2. Click the Security tab. On the Security screen, in the Security level for this zone area, click **Default Level**.
3. Click **OK** to close Internet Options.

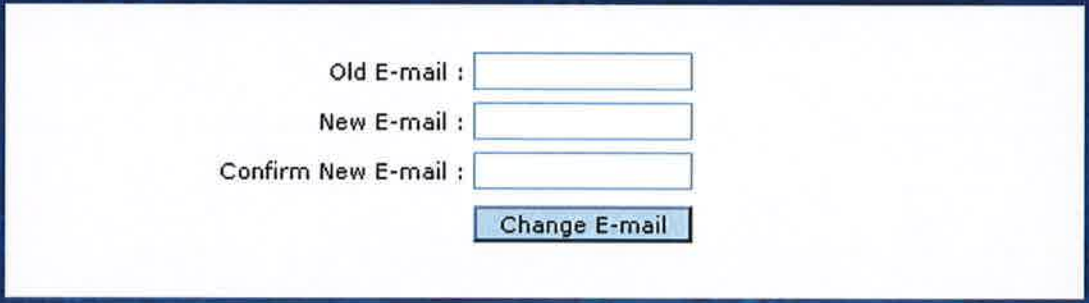
Why can't I click the Back button on my browser?

If you click the browser's Back button after entering information, you will lose information you entered. To return to a previous window, click the Previous button on the Internet Rechartering screen

The Frequently Asked Questions is linked to each page.

Internet Applications Update


Old Password:
New Password :
Confirm New Password :
Change Password


Old E-mail :
New E-mail :
Confirm New E-mail :
Change E-mail

Unit processors handle their own needs online, such as changing passwords and e-mail addresses.

Internet Applications Update

- **UNIT CHARTER RENEWAL REPORT PACKAGE**

Takeany : Troop 0103

New Adult Members
(The application form(s) for new adult member(s) must be submitted with the UCRS Charter Renewal Package)

- **Name** Volunteer **Member ID** 100000000

CHARTER RENEWAL APPLICATION

- Unit: Troop 0103
- District: Gold District County: Jefferson
- Unit Status: R Term: 12 months
- Expire Date: 03/31/2009
- Chartered Org:
- Executive Officer:
- Boys' Life:

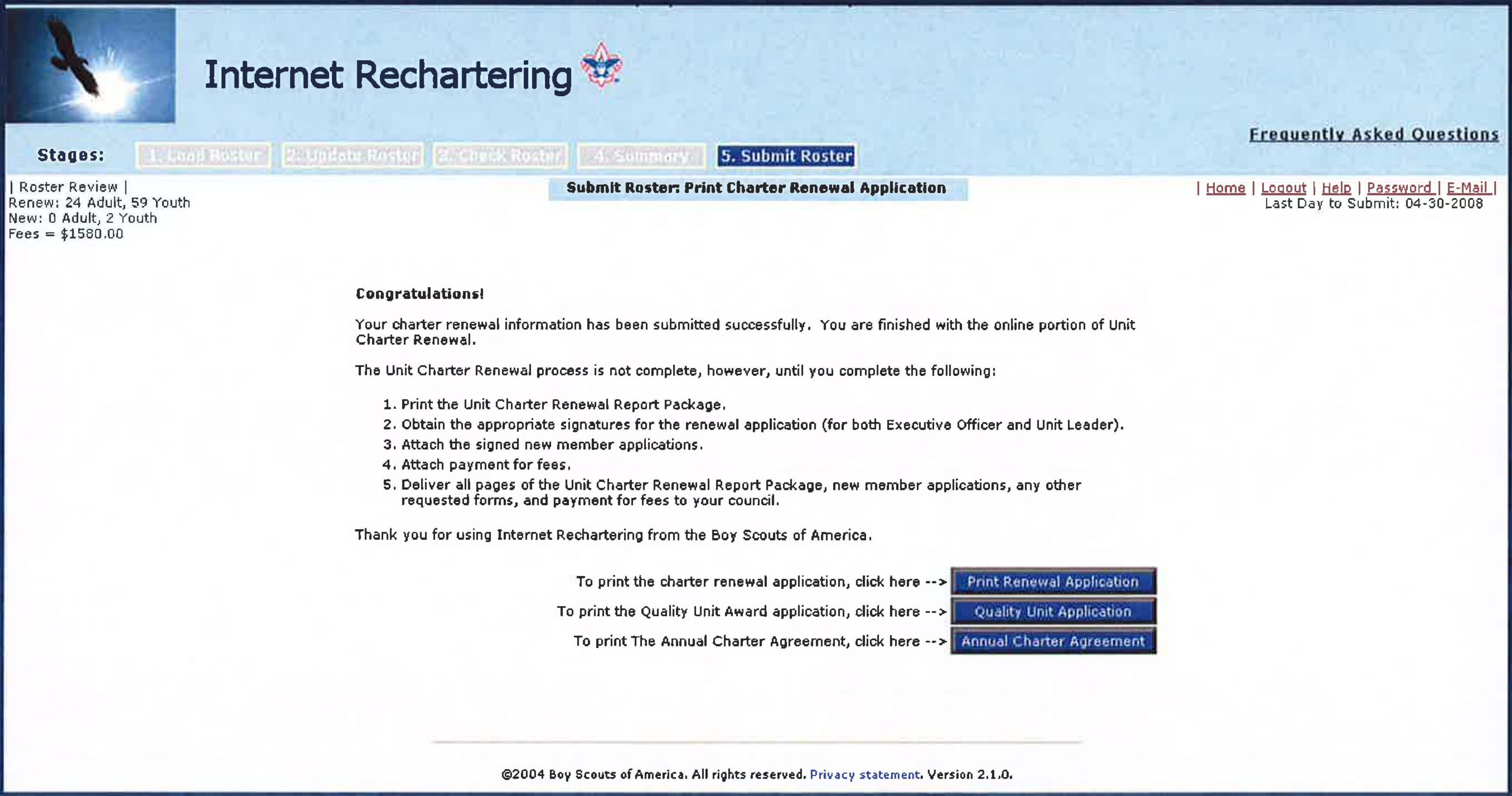
Term: 12 months
Begins: 06/2008
Ends: 05/2009

DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must Submit this unit to obtain the final version of the Charter Renewal Application.

- 208 Months Completed Tenure 100% Boys' Life: Y

The Draft Unit Charter Renewal Report Package is available during the online unit renewal to verify if correct information was entered and is checked before submittal to the council is done

Internet Applications Update


Internet Rechartering
Stages:
1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
Frequently Asked Questions
| Home | Logout | Help | Password | E-Mail |
Print Renewal Application
Quality Unit Application
Annual Charter Agreement

| Roster Review |
Renew: 24 Adult, 59 Youth
New: 0 Adult, 2 Youth
Fees = $1580.00

Submit Roster: Print Charter Renewal Application

Last Day to Submit: 04-30-2008

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. Print the Unit Charter Renewal Report Package.
2. Obtain the appropriate signatures for the renewal application (for both Executive Officer and Unit Leader).
3. Attach the signed new member applications.
4. Attach payment for fees.
5. Deliver all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and payment for fees to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here -->

To print the Quality Unit Award application, click here -->

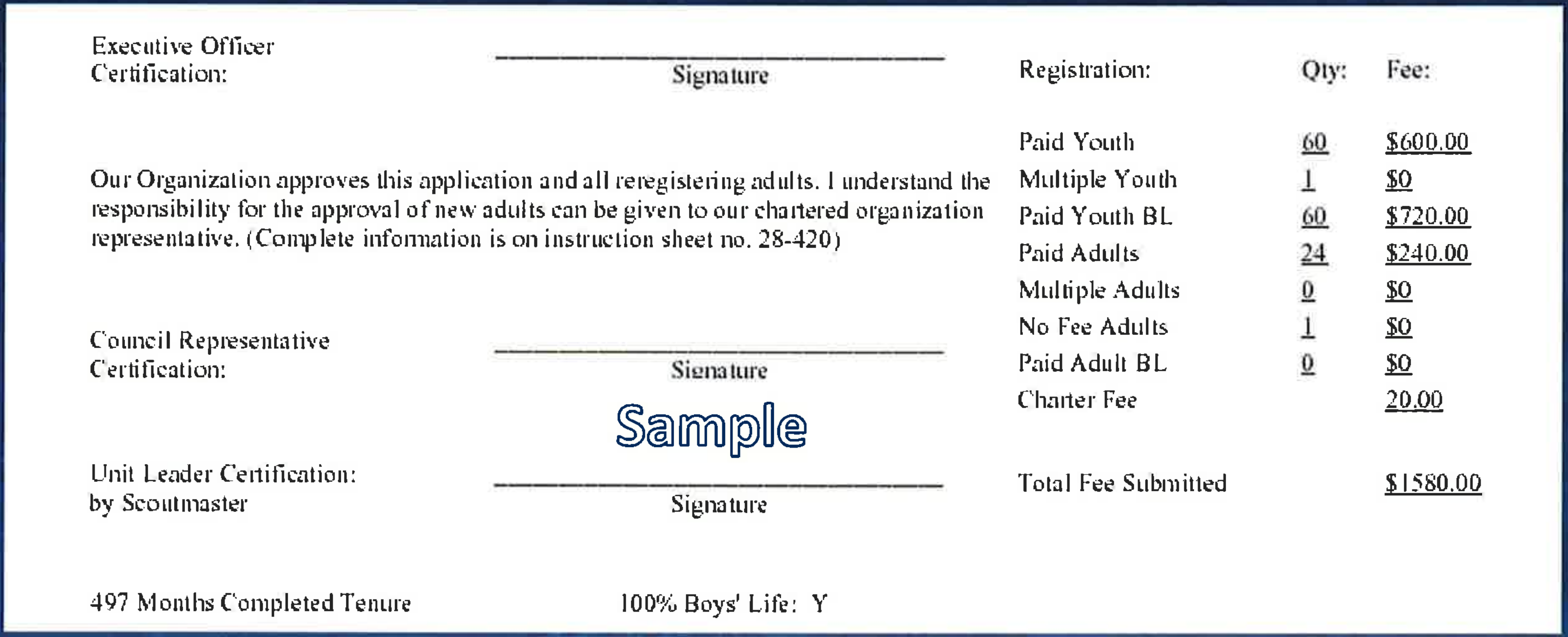
To print The Annual Charter Agreement, click here -->

©2004 Boy Scouts of America. All rights reserved. Privacy statement. Version 2.1.0.

After the unit renewal is submitted, the unit prints the Unit Charter Renewal Report.

Internet Applications Update

The Unit Charter Renewal Report Package contains the Charter Renewal Application with the Registration Fee detail and totals and the appropriate lines for the original signatures of Executive Officer, Unit Leader, and the Council Representative



Executive Officer Certification: ______________________ Signature

Our Organization approves this application and all reregistering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative. (Complete information is on instruction sheet no. 28-420)

Council Representative Certification: ______________________ Signature

Sample

Unit Leader Certification: by Scoutmaster ______________________ Signature

497 Months Completed Tenure

100% Boys' Life: Y

Registration:	Qty:	Fee:
Paid Youth	60	$600.00
Multiple Youth	1	$0
Paid Youth BL	60	$720.00
Paid Adults	24	$240.00
Multiple Adults	0	$0
No Fee Adults	1	$0
Paid Adult BL	0	$0
Charter Fee		20.00
Total Fee Submitted		$1580.00

Internet Applications Update

Internet Rechartering

August 26, 2009