

INDIVIDUAL REGISTRATION

RENEWAL

There are three options for individuals to renew their Scouting membership:

OPTION 1: INDIVIDUALS RENEW REGISTRATION

Beginning 60 days before their expiration date, individuals will receive communication from the National Council that will prompt them to renew their registration. To renew this way, simply:

- Click on the link in the email that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org to and click the red notification button on the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

Important Info:

- *Parents will have to create a my.scouting.org account if they do not have one already.*
- *For parents with multiple Scouts, they will only need to create one account as my.scouting.org has already linked their Member ID with all their children. If parents discover this has not happened, simply contact the Council Office at 210-341-8611.*

OPTION 2: UNIT RENEWS INDIVIDUAL

Using this method, individuals can pay the unit and the unit can renew registrations on their behalf through my.scouting.org. This is ideal for units who pay for renewals through funds from the popcorn sale. To renew this way:

- A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Roster**.
- The unit leadership then selects members who are eligible to renew and then simply clicks **Renew** in the header bar.
 - Scout Life subscriptions will be selected by default. If you have members who do not want to subscribe, uncheck the box.
- There will be a summary page showing totals and directs the unit to pay. **Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.** There should be an option to print a receipt and Pay at Council, like you can with a recharter. If the "Pay at Council" option is not visible, units will need to use Option 3.
- If your unit is not set to "Auto Approve" then you will need to go back to "Roster" and Click on the "Membership Renewal Orders" and find any member renewals that are waiting for approval.

Important Info:

- *Units can only renew members beginning two months before their expiration date through the two months "lapsed" period after their expiration date.*
- *Units can complete this process at any time and as many times as they want! This means that if units are waiting on payment from individuals, they can come back and renew them once payment is made to the unit.*
- *Units can also **Opt-Out** a member from renewing if they have left the unit. This will remove them from the roster.*
- *You can also see a person's multiple registrations by clicking **Show Multiple Registrations**. To continue with the renewal, click **Create Renewal Orders**.*
- *Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.*

OPTION 3: COUNCIL RENEWS INDIVIDUAL

This method allows individual participants or the unit to bring payment for individuals to our Council office.

- **For individuals to renew:** Fill out the **Individual Registration Renewal Form** and submit payment and the form to the Council in person or via the mail (USPS) or through the online portal. (Monday-Thursday 9:00am to 5:00pm) If you submit through the portal payment will need to be made the same day or it will not be accepted. <https://form.jotform.com/232484862035054>
- **For units to renew individuals:** Fill out the **Registration Renewal Check Out Sheet** (available in excel or printable PDF) and turn in payment and the form to the Council in person or via the mail (USPS) or through the online portal. (Monday-Thursday 9:00am to 5:00pm) If you submit through the portal payment will need to be made the same day or it will not be accepted. <https://form.jotform.com/232484862035054>

IMPORTANT UNIT APPROVAL PROCESS: If your unit is not set to "Auto Approve" then with each option above, the unit will need to go to **Organization Manager**, then click on **Roster**, and click on the **Membership Renewal Orders** and find any member renewals that are waiting for approval.