



## **Key Steps for Membership & Unit Renewal**

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- Step-by-step instructions on how to complete the annual unit renewal (annual re-charter).

### **Page 2: Steps for Unit Renewing their Members**

- Step-by-step instructions on how a unit can complete renewing membership for its members.

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- Step-by-step instructions on how adults can complete renewing their membership.



## Steps for Unit Renewal

(Annual Unit Re-charter)

1. **Unit Key 3 Member Log on to my.Scouting.org, navigate to Organization Manager>Unit Renewal.**
2. **Validate Information.**
3. **Check your leadership positions and make sure you have the correct names in the correct positions.**
  - a. The Chartered Organization Representative or delegate can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can revalidate.
4. **E-Sign the Page.**
5. **Unit Pin Review.**
6. **Continue to Unit Renewal.**
7. **Select payment method.**
  - a. Pay online by Credit Card or ACH.
  - b. Follow prompts to use a saved credit card or add a new one.
8. **The unit renewal process is now complete- no further action is needed.**

### **Additional Resources:**

- **[Steps for Unit Renewal \(Annual Unit Re-charter\) Job Aid](#)**  
This document provides detailed step-by-step instructions to help guide you through the process.
- **[Steps for Unit Renewal \(Annual Unit Re-charter\) Video](#)**  
For a visual guide, you can watch the video that provides step-by-step instructions.



## Steps for Unit Renewing their Members

1. **Unit Key 3 Member Log on to my.Scouting.org, navigate to Organization Manager>Roster.**
2. **Select the members you want to renew.**
3. **Pay at Council option.**
  - a. Print Document from the “Print” area on the header.
  - b. Sign Document.
  - c. Submit signed document to the Council office with Payment.
  - d. Pay at council option, process is now complete.
4. **Create renewal orders.**
  - a. Review/select the positions to renew for each person. Create renewal orders.
5. **Select payment method.**
  - a. Pay online by Credit Card or ACH.
    - i. Follow prompts to use a saved credit card or add a new one.

### **Additional Resources:**

- **Steps for Unit Renewing their Members Job Aid**  
This document provides detailed step-by-step instructions to help guide you through the process.
- **Steps for Unit Renewing their Members Video**  
For a visual guide, you can watch the video that provides step-by-step instructions.



## Steps for Parent Renewing their Youth's Membership

### 1. Log on to my.Scouting.org.

- a. If you've never logged on before you will need your scout(s) member ID number and create a login username and password. You can get the member ID number from your Unit leader or Committee chairperson or unit membership chair (or from the membership renewal emails you should have already received).
  - i. If your spouse enrolled a different child, your spouse may need to complete the renewal for that scout; my.Scouting does not automatically link siblings if registered by a different parent.

### 2. Click on the notification icon (should have a "red" alert).

- a. You can only renew one youth member at a time.
- b. Follow prompts through renewal process and e-sign for renewal.

### 3. Select payment option.

- a. Pay online.
  - i. Follow prompts to pay by credit card.  
You have now completed the process for this youth member.
- b. Pay at the office.
  - i. Follow the prompts to print the document and submit it with payment to the local council office.

### 4. Repeat the process for each youth family member.

#### Additional Resources:

#### ➤ Steps for Parent Renewing their Youth's Membership Job Aid

This document provides detailed step-by-step instructions to help guide you through the process.

#### ➤ Steps for Parent Renewing their Youth's Membership Video

For a visual guide, you can watch the video that provides step-by-step instructions.



## Steps for Adults Renewing their Membership

### 1. Log on to my.Scouting.org.

- a. If you've never logged on before you will need your member ID number and create a login username and password. You can get the member ID number from your unit leader, committee chairperson, unit membership chair (or from the membership renewal emails you should have already received).

### 2. Click on the notification icon (should have a "red" alert)

- a. Follow prompts to e-sign for renewal.

### 3. Select payment option

- a. Pay online.
  - i. Follow prompts to pay by credit card.  
You have now completed the process.

### Additional Resources:

#### ➤ Steps for Adults Renewing their Membership Job Aid

This document provides detailed step-by-step instructions to help guide you through the process.

#### ➤ Steps for Adults Renewing their Membership Video

For a visual guide, you can watch the video that provides step-by-step instructions.