

If you have any questions or problems, contact member services at 972-580-2489.

REGISTRATION FEES ARE \$33 A YEAR PLUS \$2 COUNCIL LIABILITY INSURANCE. If you turn in an individual application in December, the fee for that month will be \$2.75.

INTERNET RECHARTERING OPENS NOVEMBER 1ST, 2018.

Internet Rechartering will calculate the new \$33 registration fee for units that expire on December 31 (effective January 1) and thereafter. The release includes validation of required Youth Protection Training, the option for online approval, and the option for online credit card payment. Credit card payment will have a 3% Convenience Fee added to the total due for registration fees. **Do not pay on-line at this time. Send a check or call us with your credit card.** It doesn't include \$2 for Lion & Tiger Council Accident and Sickness Insurance.

Impact

Each unit renewal processor will register as a First Time User. Afterward they login as Returning User. The navigation in this new version is enhanced. While online approval and payment may be done, the familiar Summary Report (E-Z) and the full Unit Charter Renewal Report Package are available for turn-in to the Council. You will need to **submit the full Unit Charter Renewal Report**. Please turn in a signed copy of the Recharter paperwork to the Council.

GETTING STARTED

Go to <https://my.scouting.org>. Sign in with user name & password or create an account using a name & password that you choose.

Menu/Legacy Web Tools – Internet Rechartering (there is a tutorial you can practice with)

Sign in – First Timer

access code

unit type (pack or troop)

unit number (add zeros to make 4 digits)

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.

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.

Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.

You complete a final review of the membership roster and fees and make any final changes. Add \$2.00 per adult and youth for Council liability insurance. Lion and Tiger Cub Partners do not pay a registration fee, but they do pay the \$2.00 Council liability insurance. Their insurance is not calculated in the total.

All adults must have current Youth Protection Training. Attach a copy of the certificate it will give you to all new adult applications.