## **Unit Renewal Guide**

(Supporting Changes implemented March 1, 2024)

April 1, 2024

## How do we renew our unit?

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.

As you prepare to renew your units keep these items in mind:

- 1. This process only renews the unit, not any of the members, which is a different process now based on the joining date or their last renewal date.
  - a. A unit only has a one month lapsed period after the unit expires (this is a change from two months).
- 2. It is recommended you pre-check if there are any validation issues. The most common is Youth Protection Training (YPT) dates for adult leaders.

Validation Codes in Unit Renewal: Errors will not let you proceed. Warnings will allow you to proceed.

- a. Unit does not have required number of leadership positions Error.
- b. Leaders do not have current Youth Protection Training Error.
- c. Leaders do not have completed CBC Authorizations Warning.
- d. Leaders are less than 18 years old Error.
- *e.* Youth do not meet the age/grade requirement for the program Error.
- f. Adults do not have SSN Warning
- 3. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use "Position Manager" also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
- 4. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).

In Organization Manager, a Unit Renewal tab will display. When selected, the validation process runs and will show any errors.

my.Scouting   Organization Manager					
Troop 0301 John R. Bentl	ey Youth Fund INC 🕒				
	1 Unit Validation	2 Payment	3 Confirmation		
	Unit Leadership	Chartered Organizaton			
Troop 0301	Chartered Organization Rep. Committee Chair Randy Mary Mary	Organization Name John R. Bentley Youth Fund INC	Executive Officer Randy		
Organization Manager Settings	Scoutmaster Committee Member Jeffrey Charle Executive Officer Assistant Scoutmaster	Apr 1, 2023 - Mar 31, 2024	<b>Unit Address</b> 1214 Trogdon St North Wilkesboro, NC 28659		
Unit Renewal	Randy Remain Bryan Bryan	Youth Membership			
Unit Pin Unit Dashboard	Edit Positions	6	1		
Roster Transfer in		Youth Members	Multiple Members		
Position Manager	Validation				
Reports	Charter validation results: 1 Error Error: Leaders do not have current Youth Protection 1 Members Effected: Bryan Randy Charle Amar	fraining			
	Unit Renewal and Leadership Approval				
	I,, approve the rechartering of	the above-named unit and leadership for	the year.		

Each time you open the Unit Renewal tab, the validation check occurs. Once there are no validation errors, sign by entering your name approving the leadership for renewal and then click the "Payment" button.

Image: Control of Cont	roop 0301 John R. Bent	ey Youth Fund INC 🚯			
Yoop 0301     Chartered Organization Rep. Rand     Committee Chair Mary       Settings     Chartered Organization Rep. Leffer     Committee Chair Mary       Settings     Chartered Organization Rep. Leffer     Committee Chair Mary       Unit Renewal     New Member Coordinator Amand       Unit Pin     Edit Positions       Unit Dashboard     Edit Positions       Roster     Multiple Membership       Transfer in     Validation       Position Manager     Validation		1 Unit Va	alidation	2 Payment	3 Confirmation
Indep GSG1     Charles Urgenization Rep.     Committee Chair       Bain     Scoumaster     Committee Chair       Scoumaster     Committee Member       daffrer     Charles       Settings     Berulev Officer       Mittee     Bryw. Member       Unit Renewal     New Member Coordinator       Unit Dashboard     Edit Positions       Position Manager     Validation       Position Manager     Validation		Unit Leadership		Chartered Organizaton	
Settings     Bandy unit many between the coordinator Amanda I     Bryan Matheman     With Resolut, Inc. 2809 F       Unit Renewal     New Member Coordinator Amanda I     Youth Membership       Unit Dashboard     Edit Positions     6       Roster     6     1       Youth Membership     Multiple Membership       Position Manager     Validation       Reports     Validation		Ran Scoutmaster	Mary Committee Member	John R. Bentley Youth Fund INC <b>Unit Term</b>	Randy Unit Address
Unit Pin     Edit Positions       Unit Dashboard     6       Roster     6       Transfer in     Vouth Members       Position Manager     Validation       Reports     Validation	Settings				Wilkesboro, NC 28659
Unit Pin Edit Positions Unit Dashboard Roster Transfer in Position Manager Reports	Unit Renewal				
Unit Dashboard Roster Transfer in Position Manager Reports	Unit Pin	A THINK	Edit Dositions	Youth Membership	
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Transfer in Position Manager Reports	Roster			ů.	•
Reports	Transfer in			Youth Members	Multiple Members
Reports	Position Manager	Validation			
>	Reports	validation			
		>			
Unit Renewal and Leadership Approval					
I, Mary Person , approve the rechartering of the above-named unit and leadership for the year.		i, Mary Person	, approve the rechartering of	the above-named unit and leadership to	r the year.

The payment page will process your unit renewal. Enter the credit card or ACH payment information.

	my.Scouting	Organization	Manager	Wel		
Troop 0301 John R. Bentle	Troop 0301 John R. Bentley Youth Fund INC B					
	Unit Validation —		Payment     3 Confirmation			
	Unit Renewal Fees					
Troop 0301	Recharter Fee: Subtotal: Admin Fee (Credit Card - 3%):	\$100.00 \$100.00 \$3.00				
Organization Manager Settings	Total:	\$103.00				
Unit Renewal Unit Pin	Billing Information			1		
Unit Dashboard Roster	Credit Card Bank Account					
Transfer in	CARD INFORMATION  * First Name:		Mary			
Position Manager Reports	* Last Name :		Person			
	* Card Number:		a 11 had in 13			
	* Expiration Date:		12/27			

As a unit, you will also have the option to store the credit card for next year if desired.

	* Card Number:	de di biant 1204 4113	
	* Expiration Date:	12/27	
	* CVV:	411	
Troop 0301	* Email Address:	and a second	
Organization Manager	BILLING ADDRESS		
Settings	* Country:	USA	
Unit Renewal	* Address Line 1:	1325 W Walnut Hill Ln	
Unit Pin	Address Line 2:	Address Line 2	
Unit Dashboard			
Roster	* City:	Irving	
Transfer in	* State/Region:	TX v	
Position Manager			
	* ZIP Code:	75038-3008	
Reports		_	
	Save this card for future payments:		
		Submit Payment	
		Subnit Paynent	

You will also have the option to use ACH instead of a credit card. You can access that form by clicking the ACH tab at the top of the billing information section.

Silling Information		
Credit Card ACH Payment		
* First Name:	First Name	
* Last Name:	Last Name	
* Email Address:	Email	
* Phone Number	∂ Phone Number	
* Address Line 1:	Address Line 1	
* City:	City	
* State/Region:	Choose State/Region	$\sim$
* ZIP Code:	ZIP Code	
Save account information for future payments:	Ο	
	Ра	y With Bank Accoun

You can also save ACH information to use again next year.

Click on Submit Payment or Pay With Bank Account and you are finished until next year.

You will see a recap of the fees and be prompted to "Go to Confirmation".

	my.Scouti	ng  Organization Mana	ger	
Troop 0301 John R. Bentle	ey Youth Fund INC B			
	Renewal Order Status     Status: Submitted     Is paid: Yes     Created By: Mary			
Troop 0301	👽 Unit Validation —		2 Payment	3 Confirmation
Organization Manager	Unit Renewal Fees			
Settings Unit Renewal Unit Pin	Recharter Fee: Subtotal: Admin Fee (Credit Card - 3%):	\$100.00 \$100.00 \$3.00		
Unit Dashboard Roster	Total:	\$103.00		
Transfer in Position Manager				Go To Confirmation
Reports				

You will next see the payment processing and confirmation page; at the same time, an email confirmation will be sent to the address you entered above. Your unit is now submitted for renewal and will be posted overnight.

my.Scouting   Organization Manager				
Troop 0301 John R. Bentley Y	outh Fund INC B			
	Unit Validation	2 Payment	3 Confirmation	
Troop 0301		\$		
Organization Manager	Your paym	ent is being processed.		
Settings	Please check back lat	er for the status of your renewal order.		
Unit Renewal Unit Pin	Renewal Order Status     Status: Submitted     Is paid: Yes			
Unit Dashboard	Created By: Mary			
Roster				
Transfer in				
Position Manager				
Reports				

You will also receive an e-mail receipt for the payment of the unit renewal fee.

