Updated Internet
Rechartering

October 24, 2017
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 credits 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 this presentation for instructions on using Internet Rechartering.

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

REGISTER
First Time User

LOG IN
Returning User

Clicking on the link provided by your local council for Internet Rechartering brings you to this page. The first time you go in you must select Register.
Login Page – Enter the Access Code provided to you in an email from BSA Registration to your Unit Leaders, Committee Chairs and Chartered Organization Representatives. Select the Unit Type from the Drop Down box. Enter your 4 digit unit number (include leading zeroes).
In order to continue, you must agree to the confidentiality statement.
The Unit Processor enters their information and sets a password. (Sensitive information has been redacted).
The stages to Internet Rechartering appear on this screen. You will progress through the stages until you have successfully entered all the information and all the BSA requirements have been met.
Load Roster – here you have the option of loading the roster from what is on record with your Council, or you may load the roster information from another tool your unit may be using, like PackMaster, TroopMaster or TroopSoft.
Stage 2 is where you will update the information on your roster. There are several steps to updating the roster. Select Next when you are ready to begin. If at any time you wish to stop, you select the gear in the upper right corner and Log Out. All changes you have made will be saved.
Enter the information relevant to the Charter Organization. When finished select Next Step. (Sensitive information has been redacted).
Notice the Review / Print Roster button.
Pressing the Review / Print Roster Button will give you a copy of the Charter Renewal Application, which may then be printed if desired.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Qty</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Youth</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Multiple Youth</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Paid Youth BL</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Paid Adults</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Multiple Adults</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>No Fee Adults</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adult BL</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Unit Liability Insurance Fee</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total Amount: $0.00

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.
Follow the instructions on the page for selecting and deselecting members for renewal. (Sensitive information has been redacted).

It is important to refresh your roster if your unit has accepted a youth or adult through the online registration system or if your unit has submitted any paper applications to the council that are not showing in your roster. Be sure to update the roster each time you return to work on your recharter.
After deselecting members from the previous, only the members in your unit will show here. You may correct any incorrect information.
Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.**

Notice that you will see a fee on the righthand side of your screen under Roster Review. This is a view of only the registration fees for youth and adult members, not your final fee for recharter.
Follow the instructions for promoting members into your unit from another unit. Note you will need access codes for units in which you are not a member.
Here you may add a new adult.

STEP 4 OF 6: ADD NEW MEMBER

From this page, you can add new adults. When finished adding new adults, click Next.

To add a new adult, please click here -> NEW ADULT

ROSTER REVIEW

Review/Print Roster

Renew: 1 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $555.55

UPDATE UNIT ROSTER

Click Update unit roster to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Here you may add a new adult.
Complete the information for a new adult.
Note the warning about the social security number. You will not be asked to enter a social security number. Here you will enter the youth protection completion date for the adult. You will need to submit the signed completed application, YPT certificate, and any other supplemental documents the council requires.
Here you may add a new youth member.

STEP 4 OF 6: ADD NEW MEMBER

From this page, you can add new youth. When all new youth are added, click Next Step.

NEW YOUTH

--- To add new youth, please click here.

ROSTER REVIEW

[Review / Print Roster]

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees: $$$$$$}

UPDATE UNIT ROSTER

Click Update unit roster to refresh unit member data and Youth Protection status from the council's unit roster information.

[Update unit roster]
STEP 4 OF 6 : ADD NEW MEMBER

Page 1 : Youth

Transfer to this Unit : ☐

First name : 

Middle name : 

Last name : 

Suffix : 

Country : US

Address type : Home

Enter new youth member information
Here you have the opportunity to update information on your members. (Sensitive information has been redacted).
Here you are able to see if you have the required minimum unit adult positions for your unit type. (Sensitive information has been redacted).

### UNIT ADULT POSITIONS

<table>
<thead>
<tr>
<th>Position</th>
<th>Min</th>
<th>Max</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Officer</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Chartered Organization Rep.</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Committee Chairman</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Committee Member</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**STEP 6 OF 6: UPDATE MEMBER POSITION**

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.
Once you have made all your changes, you select Check Roster and your roster will be validated against the BSA unit requirements, including youth protection requirements of the members.
If there are any errors they are indicated on this page. (Sensitive information has been redacted).
After selecting the member in error, you will be able to make changes to correct the error. The unit processor will be able to modify YPT dates, but should be done so with proper documentation.
Still updating the member in error. (Sensitive information has been redacted).
All errors have now been fixed.

Congratulations!

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

Your unit roster has been completed and validated. You can now review the final roster and fees.

If you wish to make more changes to your roster before you continue, you can:

| Update Charter | Select Members for Renewal | Promote Members | Add Member |
| Update Member | Update Member Position |

Summary Page.
Here is where you make changes to fees.
By clicking the Boys Life button on the previous page you will see what you need to qualify to be a 100% Boys Life unit.

Verify Boys’ Life results for your unit:

For your unit to qualify as a 100% Boys’ Life Unit, it’s required that all unduplicated youth addresses receive Boys’ Life. Click Update Fees by each person to subscribe to Boys’ Life.

The following youth with unduplicated addresses in this unit*** are not signed up for Boys' Life:

- Dylan
- Justin
- Nerry
- Blaise
- David
- Michael
- Brandon
- Corey
- Jack

***If Boys’ Life goes into each youth’s home through another subscriber, your unit does qualify as a 100% unit. If you order a subscription for each remaining youth member or you know that each youth receives Boys’ Life at home, please check the recognition box. If your unit will not qualify, you should not check the box.
If you choose to sign your charter electronically, you would complete this page and select NEXT. If not signing electronically do not fill in anything and select NEXT.

Note – this council has elected to collect Accident and Sickness Insurance Fees. This would not appear if the council did not select this option.

Also known as the charter fee.
If not signing electronically and you selected NEXT you are presented with this question. Select OK.
If paying by credit card you enter all of the credit card information. Note there is a 3% administrative fee for using the credit card.
No Fee

3% Administrative Fee

No Fee

Coming soon

Select Cash and remit to your local Council by check, cash, or other accepted payment.
Note the E-Check is coming soon.
Payment Successful

Your payment has successfully completed with id:
59DD4E3EB68A23D71DB9015171548EED602F5447

Print Payment Confirmation

NEXT

This is the confirmation if using a credit card.
This is the Payment Confirmation if you selected Print Payment Confirmation on the previous slide.

Payment Confirmation

Unit: Troop 0141
Council: Laurel Highlands Council

Transaction ID: 59DD4B3EB68A23D71DBC015171548EED602F5447
Payment Amount: 687.78
Credit Card Type: American Express
Credit Card Number: XXXXXXXXXXXX1347
Payment Date: 10/10/2017
If you are paying by cash you have the option of checking this box. Before submitting your roster, the box is greyed out for any other payment option.

When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the warning.
This is the second confirmation that you are submitting your roster.
An opportunity to take the survey on using the Internet Rechartering tool.
Confirmation of success submission. If you re-enter Internet Rechartering at a later date, you will be presented with this page. This gives you the opportunity to print any required documentation.
Here is the charter renewal application, if you clicked on PRINT RENEWAL APPLICATION form the previous slide.

<table>
<thead>
<tr>
<th>Charter Org:</th>
<th>Executive Officer:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Approval Name:</th>
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<th>Approval Initials:</th>
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<tbody>
<tr>
<td></td>
<td>Executive Officer,</td>
<td>ak</td>
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<table>
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<td>687.78</td>
<td>American Express</td>
<td>XXXXXXXXXX1347</td>
<td>10/10/2017</td>
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</table>

<table>
<thead>
<tr>
<th>Registration:</th>
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<tr>
<td>Paid Youth</td>
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<tr>
<td>Multiple Youth</td>
<td>0</td>
<td>$0</td>
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<tr>
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<td>$288.00</td>
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<tr>
<td>Multiple Adults</td>
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<td>$0</td>
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<tr>
<td>Paid Adult BL</td>
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<tr>
<td>Unit Liability Insurance Fee</td>
<td>1</td>
<td>$40.00</td>
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<tr>
<td>Accident and Sickness Insurance Fee @ $2.25</td>
<td>23</td>
<td>$51.75</td>
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Total Amount: $667.75