

Internet Rechartering Update

System Enhancements

October 1, 2010



BOY SCOUTS OF AMERICA

Internet Rechartering Update

SUMMARY OF ENHANCEMENTS:

- ***New*** update unit roster online capability
- ***New*** Youth Protection Training status detail
- ***New*** entry pick list for Ethnic Background
- ***New*** renewal report presentation format
- ***New*** information is displayed for registrants



Internet Rechartering Update



Internet Rechartering

[Frequently Asked Questions](#)

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 costs 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 the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

New member applications

For additional adult or youth membership applications: [Membership Applications](#).

Adobe Acrobat Reader

You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here -->

[First Time User](#)

To login, please click here -->

[Returning User](#)



This site supports [Internet Explorer 6.0 or better](#) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.
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Welcome Screen



BOY SCOUTS OF AMERICA

Internet Rechartering Update

Registration

To register for Internet Rechartering, enter the access code provided by your council, your unit type, and your unit number.
If you do not have the Access Code, please contact your council.

Access code :
Unit type :
Unit number :

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First Time User

Returning User

Log In as a Returning User

Welcome to Internet Rechartering from the Boy Scouts of America.

Access code :
Password :

[Forgot password?](#)

This site supports [Internet Explorer 6.0 or better](#) with a minimum screen resolution of 800x600.
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The unit renewal processor for Internet Rechartering begins as First Time User because the unit access code is changed each year for security reasons. After initial registration, log in as a Returning User.



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Internet Rechartering Update

All unit processors are required to agree to a Confidentiality Statement when the initial First Time User registration is completed.



The screenshot shows a web page titled "Internet Rechartering" with the Boy Scouts of America logo. The page is for a "Registration: Confidentiality Agreement". It includes a "Frequently Asked Questions" link, "Login" and "Help" links, and a "Confidentiality Statement" section. The statement explains that users are viewing confidential information and must agree to maintain its confidentiality. It provides "I agree." and "I disagree." options. A footer contains the copyright notice: "©2010 Boy Scouts of America. All rights reserved. Privacy statement. Version 3.0.0."

Internet Rechartering 

[Frequently Asked Questions](#)

[Login](#) | [Help](#)

Registration: Confidentiality Agreement

Confidentiality Statement

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

[I agree.](#) [I disagree.](#)

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The agreement is required each time First Time User is selected.



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Internet Rechartering Update



Internet Rechartering 

[Frequently Asked Questions](#)

Registration: Information and Password

[Login](#) | [Help](#) |

Please enter your contact information and create your password to complete the registration process.

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number : - - - (ext)

Account registration is simple to complete and requires name, password, e-mail address, and telephone number of the unit renewal processor.



BOY SCOUTS OF AMERICA

Internet Rechartering Update



Internet Rechartering

Stages:

- [1. Load Roster](#)
- [2. Update Roster](#)
- [3. Check Roster](#)
- [4. Summary](#)
- [5. Submit Roster](#)

[Frequently Asked Questions](#)

Roster Review |
Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Internet Rechartering Overview

[Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |
Last Day to Submit: 12-31-2010

There are five stages in the Internet Rechartering process:

Stage 1 Load Roster	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.
Stage 2 Update Roster	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.
Stage 3 Check Roster	Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.
Stage 4 Summary	You complete a final review of the membership roster and fees and make any final changes.
Stage 5 Submit Roster	You submit your final roster and print your Charter Renewal Packet for submittal to your council.

Internet Rechartering is available until the Last Submit Date shown above.

You may leave the process and return later. Internet Rechartering will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including new member applications with appropriate signatures, before beginning this process. You must complete Internet Rechartering on a computer connected to a printer.

To begin the process, click here-->

[Begin](#)

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The Overview page lists the five stages of processing for Internet Rechartering.



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Internet Rechartering Update

Load Roster

To begin Internet Rechartering, choose one of the following options:

[Load Council Information](#) <-- Click here if you want to load your roster with council information and do not have a recharter file.

[Upload Recharter File](#) <-- Click here if you are prepared to upload your unit records from a recharter file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.

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Load Roster offers two options to unit processors: Load the unit roster from council information; or upload a rechartering file from unit-management software to match against the council information.



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Internet Rechartering Update

Step 1: Upload Recharter File

There are three steps to uploading your unit information from a recharter file:

- 1. Upload recharter file.**
Once you upload the recharter file, Internet Rechartering will verify the file for approved version and date format.

You will be asked to review the chartered organization information to ensure the correct file is loaded. Internet Rechartering will match your member records to the council information. Exact member matches are processed automatically.
- 2. Identify new members.**
Internet Rechartering will display all the names from the recharter file that do not have exact matches with the council information. You will be asked to identify which members from the recharter file are new members in your unit.
- 3. Match renewing members.**
You will match the remaining members in the recharter file with the members in the council information and correct any differences.

To upload the file, click **Browse** and locate the recharter file for your unit in the dialog box. Click **Open**

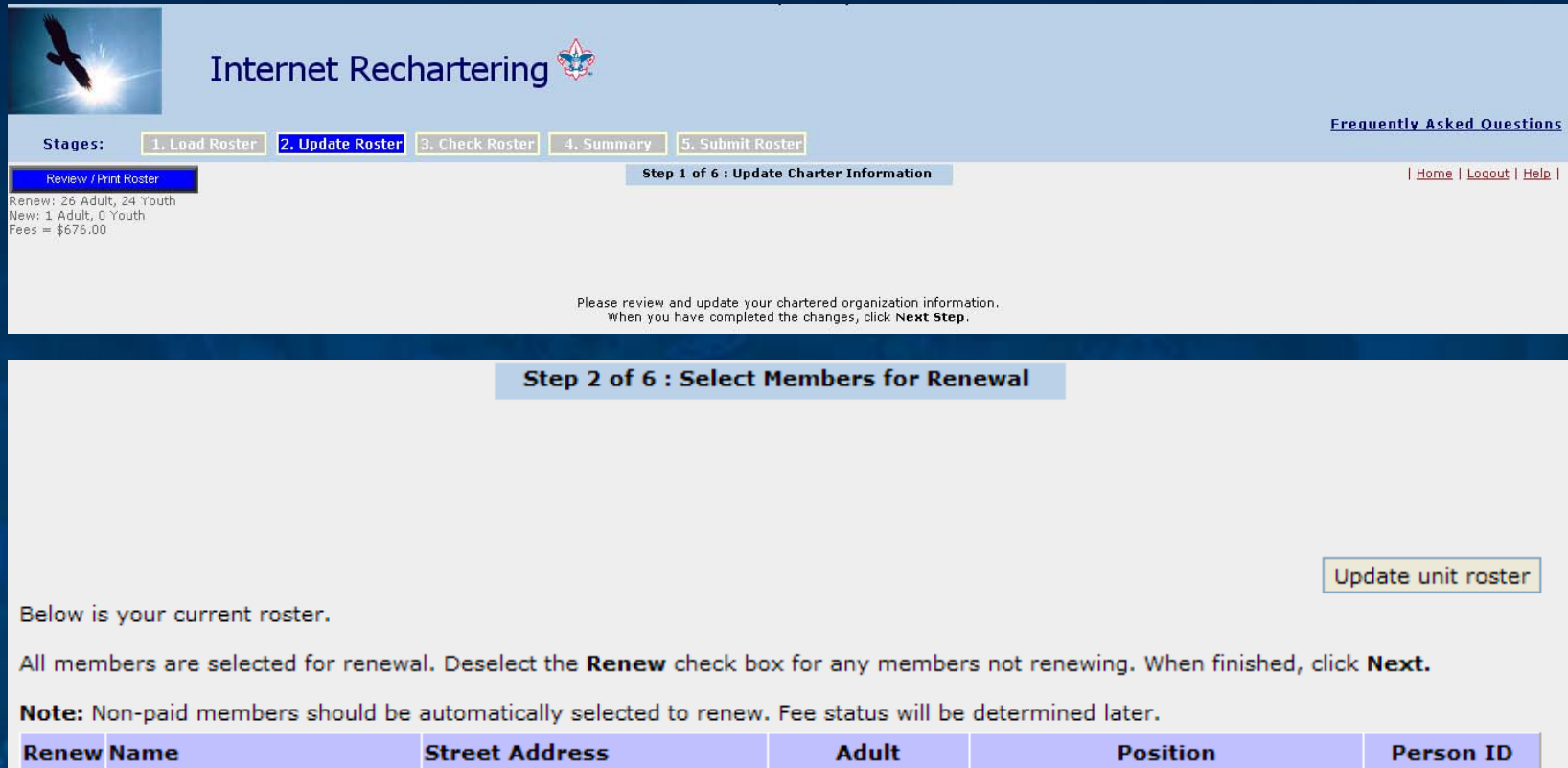
Once you have located the file click the **Verify File** button. The system will read the recharter information from the file for verification.

Upload recharter file requires a valid file from unit-management software.




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Internet Rechartering Update



The screenshot shows the 'Internet Rechartering' web application. At the top left is a logo of an eagle in flight. The main title is 'Internet Rechartering' with a small Boy Scouts of America logo. Below the title is a progress bar with five stages: 1. Load Roster, 2. Update Roster (highlighted in blue), 3. Check Roster, 4. Summary, and 5. Submit Roster. To the right of the progress bar is a link for 'Frequently Asked Questions'. Below the progress bar is a 'Review / Print Roster' button and a 'Step 1 of 6 : Update Charter Information' header. On the right side of this section are links for 'Home', 'Logout', and 'Help'. Below the header, there is a summary of the current roster: 'Renew: 26 Adult, 24 Youth', 'New: 1 Adult, 0 Youth', and 'Fees = \$676.00'. A message states: 'Please review and update your chartered organization information. When you have completed the changes, click **Next Step**.' Below this is a large section for 'Step 2 of 6 : Select Members for Renewal'. In the top right of this section is an 'Update unit roster' button. Below the button, it says 'Below is your current roster.' and 'All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.' A note follows: '**Note:** Non-paid members should be automatically selected to renew. Fee status will be determined later.' At the bottom of this section is a table with the following columns: 'Renew', 'Name', 'Street Address', 'Adult', 'Position', and 'Person ID'.

Internet Rechartering 

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#) [Frequently Asked Questions](#)

[Review / Print Roster](#) **Step 1 of 6 : Update Charter Information** [Home](#) | [Logout](#) | [Help](#)

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = \$676.00

Please review and update your chartered organization information.
When you have completed the changes, click **Next Step**.

Step 2 of 6 : Select Members for Renewal

[Update unit roster](#)

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

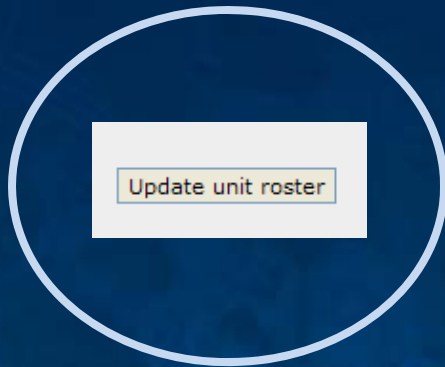
Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
-------	------	----------------	-------	----------	-----------

The first steps of Stage 2, following Load Roster, are to review the chartered organization information and determine if any members will not be renewed for the new roster.



Internet Rechartering Update



Update unit roster allows the renewal processor to import adult and youth members added to the unit roster by the council into Internet Rechartering at any time. Work already done will not be changed or reset.

Members added will display with a person ID.

<input checked="" type="checkbox"/>	Bea Scout	PO Box 152079	Adult	1.ScoutParent	124526176
<input checked="" type="checkbox"/>	Roberto Scouter	PO Box 152079	Adult	1.Committee Member	17503

If an adult or youth record was entered online and then is added through Update unit roster the processor will know which record to remove by selecting the record with no person ID displayed.

Use Update unit roster to refresh the status of adult YPT completion.



Internet Rechartering Update

Step 2 of 6 : Select Members for Renewal

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step**.

NOTE: You will be able to add members and change member information later in the process.

Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
-----	------	----------------	-------------

Following members will NOT be renewed.

No.	Name	Street Address	Adult/Youth
-----	------	----------------	-------------

Once selection of members for renewal is completed, there is a confirmation screen to list those to be renewed or not renewed.



Internet Rechartering Update



Internet Rechartering

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#) **Step 3 of 6 : Promote Members** [Home](#) | [Logout](#) | [Help](#) |

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = \$676.00

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

[Previous](#) [Promote](#) [Next Step](#)

Promote Members is a process designed to allow selection of adults and eligible youth from related units and conversion of eligible youth to adult assistant in the unit, when applicable.



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Internet Applications Update

Step 3 of 6 : Promote Members

This page has two parts. The first part presents a list of units from your community organization family from which you can promote members. You can only select one unit at a time. You may change your selection by clicking another radio button.

The second part allows you to promote members from a unit that is not in your community organization family. You must use the text boxes to enter the Access Code, Unit Type, and four-digit Unit Number and click the **Next** button. This unit must have the same expiration date as your unit. If you click a button for a unit in your community organization family, the text box option will disappear from the Screen. You can return to Promote Members later if you decide you require the text boxes or you want to select other units shown.

If your own unit is shown, it can be selected to promote an age-eligible youth member to an adult leader position (such as an 18-year old youth to assistant Scoutmaster).

Troop 0001

If you want to promote members from a unit that is not in your community organization family enter the Access Code, Unit Type, and four-digit Unit Number for this unit and click the **Next** button. To be valid, the entered unit must have the same expiration date as your unit.

If you do not have the Access Code, please follow your council's instructions.

Access Code:

Type:

Number:

Promote Members allows processor to select from among the family of units by chartered organization, if listed, or to use an approved alternative.



BOY SCOUTS OF AMERICA

Internet Applications Update

Step 3 of 6 : Select Members for Promotion

Source of Unit Promotion: Troop 0103

Below is the current roster for the unit from which you are promoting. Please select the **Promote** check box for any members you want to promote. This includes any age-eligible "youth" members from your unit who will become registered adults in your renewed unit.

The box is also to be checked for those being promoted who are non-paid members (fee status will be determined later). When you are finished, please click the Next button at the bottom of the page to save your selections.

If you see adults who are currently in your unit, it is because they are also in the unit you selected. They cannot be renewed through Promote Members. The renewal of your unit adults must be done in Step 2: Select Members for Renewal.

Promote	Name	Adult	Birthdate	Age
---------	------	-------	-----------	-----

Once the unit is selected and members eligible for promotion are listed, the promoting unit checks the Promote box to complete the promotion. The original unit does not renew the member if member is leaving unit.



Internet Rechartering Update



Internet Rechartering

[Frequently Asked Questions](#)

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#)

Step 4 of 6 : Add New Member

[Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = \$551.00

Page 1 : Add Adult

Transfer into this Unit :

First name :

Middle name :

Last name :

Suffix :

Primary position in unit :

Position 2 :

Position 3 :

Position 4 :

Position 5 :

Position 6 :

Note: To remove a position select the first option in the drop down list which is an empty space.

Cancel

Reset

Next

There is no change to Page 1: Add New Adult.



BOY SCOUTS OF AMERICA

Internet Rechartering Update

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#) [Frequently Asked Questions](#)

[Review / Print Roster](#) **Step 4 of 6 : Add New Member** [Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = \$551.00

Page 2 : Add Personal Data for John Doe


**** Social Security number is required and will be entered by your council from the adult application.**

Country :	<input type="text" value="US"/>	Address type :	<input type="text" value="Home"/>
Address 1 :	<input type="text"/>	State :	<input type="text"/>
Address 2 :	<input type="text"/>	Home telephone :	<input type="text"/> - <input type="text"/> - <input type="text"/>
City :	<input type="text"/>	Business telephone :	<input type="text"/> - <input type="text"/> - <input type="text"/>
Zip :	<input type="text"/> - <input type="text"/>	ext:	<input type="text"/>
Home telephone type :	<input type="text" value="US telephone"/>	Ethnic background :	<input type="text" value="Selected>Choose Ethnic"/>
Business telephone type :	<input type="text" value="US telephone"/>	Driver license state :	<input type="text"/>
Date of birth (mm/dd/yyyy) :	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text"/>	Mother's Last Name :	<input type="text"/>
Driver license number :	<input type="text"/>		
Sex :	<input type="text" value="Choose M/F"/>		

Page 2: Add New Adult has Ethnic Background selection required.



Internet Rechartering Update



Internet Rechartering

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#) [Frequently Asked Questions](#)

[Review / Print Roster](#) **Step 4 of 6 : Add New Member** [Home](#) | [Logout](#) | [Help](#)

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = \$551.00

Page 3: Add Adult Business Data for John Doe


Eagle Scout : <input type="checkbox"/>	Eagle Scout date : Month <input type="text"/> Day <input type="text"/>
Occupation : <input type="text" value="Choose Occupation"/>	Employer : <input type="text"/>
Business country : <input type="text" value="US"/>	Address type : Business
Business address 1 : <input type="text"/>	
Business address 2 : <input type="text"/>	
Business city : <input type="text"/>	Business state : <input type="text"/>
Business zip : <input type="text"/> - <input type="text"/>	
Boys' Life : <input type="checkbox"/>	
Business e-mail : <input type="text"/>	Home e-mail : <input type="text"/>
Home page : <input type="text"/>	

There is no change to Page 3: Add New Adult.



BOY SCOUTS OF AMERICA

Internet Rechartering Update



Internet Rechartering

[Frequently Asked Questions](#)

Stages: **1. Load Roster** | **2. Update Roster** | 3. Check Roster | 4. Summary | 5. Submit Roster

[Review / Print Roster](#) | **Step 4 of 6 : Add New Member** | [Home](#) | [Logout](#) | [Help](#)

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00

Page 1 : Youth


Check this box if Youth is

Transfer to this Unit :

Youth program level :

First name :

Last name :

Country : 

Address 1 :

Address 2 :


City :

Zip code : -

Middle name :

Suffix :

Address type :


State : 

There is no change to Page 1: Add New Youth Member.



BOY SCOUTS OF AMERICA

Internet Rechartering Update



Internet Rechartering

[Frequently Asked Questions](#)

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#) **Step 4 of 6 : Add New Member** [Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00


Page 2 : Youth Data for John Doe

Telephone type :	<input type="text" value="US telephone"/>	Home telephone :	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>
Date of birth : (mm-dd-yyyy)	<input type="text" value="Month"/> - <input type="text" value="Day"/> - <input type="text" value=""/>	Youth grade :	<input type="text" value="Choose Youth grade"/>
Ethnic background :	<input type="text" value="Choose Ethnic backgrou"/>	Boys' Life :	<input type="checkbox"/>
Sex :	<input type="text" value="Male"/>	Youth e-mail :	<input type="text"/>

Page 2: Add New Member has Ethnic Background selection required.



Internet Rechartering Update



Internet Rechartering

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#) **Step 4 of 6 : Add New Member** [Home](#) | [Logout](#) | [Help](#) | [Frequently Asked Questions](#)

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00

Page 3 : Parent / Guardian for John Doe


Is the Parent / Guardian an adult member of this unit?

There is no change to Page 3: Add New Youth Member.



BOY SCOUTS OF AMERICA

Internet Rechartering Update



Internet Rechartering

[Frequently Asked Questions](#)

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#) **Step 4 of 6 : Add New Member** [Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00

Page 4 : Parent / Guardian for John Doe

Relationship :	<input type="text" value="Mother of"/>	Guardian :	<input type="checkbox"/>
Tiger cub adult partner :	<input checked="" type="checkbox"/>	Middle name :	<input type="text"/>
ScoutParent :	<input type="checkbox"/>	Suffix :	<input type="text"/>
First name :	<input type="text" value="Jane"/>	Address type :	<input type="text" value="Home"/>
Last name :	<input type="text" value="Doe"/>	State :	<input type="text" value="TX"/>
Mother's Last Name :	<input type="text"/>	City :	<input type="text" value="Irving"/>
Address same as youth :	<input checked="" type="checkbox"/>	Zip code :	<input type="text" value="75038"/> - <input type="text"/>
Country :	<input type="text" value="US"/>		
Address 1 :	<input type="text" value="5315 Carnaby St"/>		
Address 2 :	<input type="text"/>		

There is no change to Page 4: Parent/Guardian information.



BOY SCOUTS OF AMERICA

Internet Rechartering Update



Internet Rechartering

[Frequently Asked Questions](#)

Stages: **1. Load Roster** **2. Update Roster** 3. Check Roster 4. Summary 5. Submit Roster

[Review / Print Roster](#)

Step 4 of 6 : Add New Member

[Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00

Page 5 : Parent / Guardian for John Doe

Telephone type :	<input type="text" value="US telephone"/>	Home telephone :	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>	
Telephone type :	<input type="text" value="US telephone"/>	Business telephone :	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> x <input type="text" value=""/>	
Date of birth : (mm-dd-yyyy)	<input type="text" value="3"/> - <input type="text" value="28"/> - <input type="text" value="1965"/>	Sex :	<input type="text" value="Female"/>	
Occupation :	<input type="text" value="Choose Occupation"/>	Employer :	<input type="text" value=""/>	
Previous Scouting experience :	<input type="text" value=""/>	Parent e-mail :	<input type="text" value=""/>	
		<input type="button" value="Reset"/>	<input type="button" value=" << Back"/>	<input type="button" value=" Save"/>

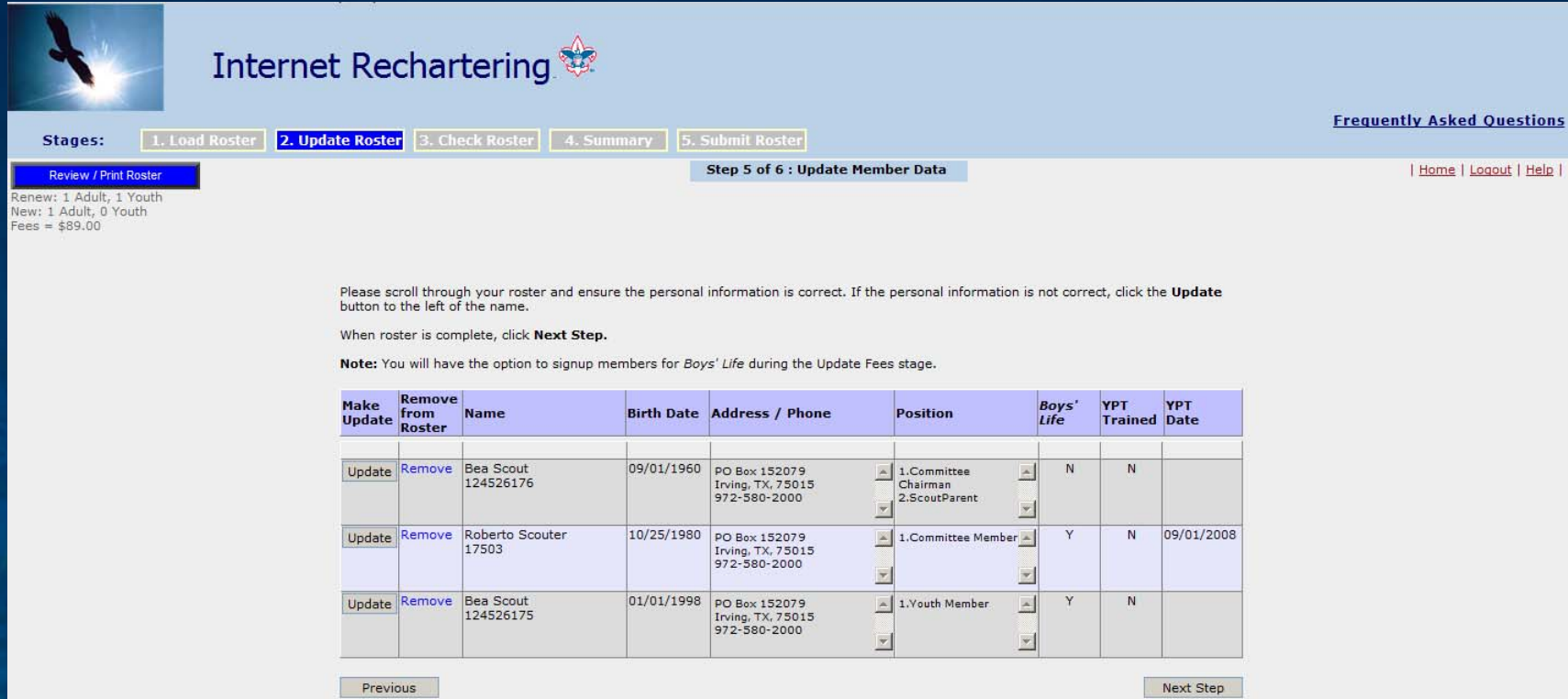
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There is no change to Page 5: Parent/Guardian information.



BOY SCOUTS OF AMERICA

Internet Rechartering Update



The screenshot shows the 'Internet Rechartering' web application. At the top left is a logo of a bird in flight. The main title is 'Internet Rechartering' with a small Scout logo. Below the title are navigation buttons for 'Stages: 1. Load Roster', '2. Update Roster' (highlighted), '3. Check Roster', '4. Summary', and '5. Submit Roster'. There are also links for 'Review / Print Roster', 'Frequently Asked Questions', and 'Home | Logout | Help |'. The current step is 'Step 5 of 6 : Update Member Data'. Below this, there is a summary of roster changes: 'Renew: 1 Adult, 1 Youth', 'New: 1 Adult, 0 Youth', and 'Fees = \$89.00'. Instructions follow, asking users to verify personal information and click 'Update' if needed. A note mentions signing up members for Boys' Life. The main part of the screen is a table with columns: 'Make Update', 'Remove from Roster', 'Name', 'Birth Date', 'Address / Phone', 'Position', 'Boys' Life', 'YPT Trained', and 'YPT Date'. Three rows of member data are shown, each with 'Update' and 'Remove' buttons. At the bottom are 'Previous' and 'Next Step' buttons.

Internet Rechartering

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Summary 5. Submit Roster

Review / Print Roster

Step 5 of 6 : Update Member Data

Home | Logout | Help |

Renew: 1 Adult, 1 Youth
New: 1 Adult, 0 Youth
Fees = \$89.00

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

Note: You will have the option to signup members for *Boys' Life* during the Update Fees stage.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Boys' Life	YPT Trained	YPT Date
Update	Remove	Bea Scout 124526176	09/01/1960	PO Box 152079 Irving, TX, 75015 972-580-2000	1. Committee Chairman 2. ScoutParent	N	N	
Update	Remove	Roberto Scouter 17503	10/25/1980	PO Box 152079 Irving, TX, 75015 972-580-2000	1. Committee Member	Y	N	09/01/2008
Update	Remove	Bea Scout 124526175	01/01/1998	PO Box 152079 Irving, TX, 75015 972-580-2000	1. Youth Member	Y	N	

Previous Next Step

Update Member Data is a core step of Internet Rechartering as it provides for updating of name, address, telephone, e-mail address, and ethnic background information. YPT information has been added. Adults who have current Youth Protection Training will show "Y" flag.



Internet Rechartering Update



Internet Rechartering

[Frequently Asked Questions](#)

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#)

[Add/Update Member](#)

[Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00

Page 1 : Update Adult

Transfer into this Unit :

First name : Middle name :

Last name : Suffix :

Primary position in unit : Position 2 :

Position 3 : Position 4 :

Position 5 : Position 6 :

Note: To remove a position select the first option in the drop down list which is an empty space.

There is no change to Page 1: Update Adult in Update Member Data.



BOY SCOUTS OF AMERICA

Internet Rechartering Update

[Review / Print Roster](#) [Add/Update Member](#) [Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00

Page 2 : Update Personal Data for John Doe

**** Social Security number is required and will be entered by your council from the adult application.**

Country :	<input type="text" value="US"/>	Address type :	<input type="text" value="Home"/>
Address 1 :	<input type="text" value="5315 Carnaby"/>		
Address 2 :	<input type="text"/>		
City :	<input type="text" value="Irving"/>	State :	<input type="text" value="TX"/>
Zip :	<input type="text" value="75038"/> - <input type="text"/>		
Home telephone type :	<input type="text" value="US telephone"/>	Home telephone :	<input type="text"/> - <input type="text"/> - <input type="text"/>
Business telephone type :	<input type="text" value="US telephone"/>	Business telephone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
		ext:	<input type="text"/>
Date of birth (mm/dd/yyyy) :	<input type="text" value="9"/> <input type="text" value="22"/> <input type="text" value="1962"/>	Ethnic background :	<input type="text" value="Selected>Choose Ethnic"/>
Driver license number :	<input type="text"/>	Driver license state :	<input type="text"/>
Sex :	<input type="text" value="Male"/>	Mother's Last Name :	<input type="text" value="Smith"/>

Page 2: Update Data has no SSN entry online; Ethnic Background can be entered.



Internet Rechartering Update

[Frequently Asked Questions](#)

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#) [Add/Update Member](#) [Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth
New: 5 Adult, 2 Youth
Fees = \$566.00

Page 3: Update Adult Business Data for John Doe

Eagle Scout : <input type="checkbox"/>	Eagle Scout date : <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text"/>
Occupation : <input type="text" value="Choose Occupation"/>	Employer : <input type="text"/>
Business country : <input type="text" value="US"/>	Address type : Business
Business address 1 : <input type="text"/>	Business state : <input type="text"/>
Business address 2 : <input type="text"/>	Business zip : <input type="text"/> - <input type="text"/>
Business city : <input type="text"/>	Boys' Life : <input type="checkbox"/>
Business e-mail : <input type="text"/>	Home e-mail : <input type="text"/>
Home page : <input type="text"/>	

There is no change to Page 3: Update Adult Data in Update Member Data.



BOY SCOUTS OF AMERICA

Internet Rechartering Update

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#) **Step 6 of 6 : Update Member Position** [Home](#) [Logout](#) [Help](#)

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = \$676.00

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.

Update	Name	Unit Position
Update		Executive Officer
Update		Chartered Organization Rep.
Update		Committee Chairman
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Committee Member
Update		Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster
Update		Assistant Scoutmaster

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	13
Scoutmaster	1	1	1
Assistant Scoutmaster	-	-	10

[Previous](#) [Next Stage](#)

Update Member Position allows for position changes and validates positions are correct.



Internet Rechartering Update

Check Roster: Roster is Valid

Congratulations!

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

Next Stage

Step 1 of 2: Update Fees: Multiple Registrations and Boys' Life.

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Charter fee = \$20

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
-------------	------	------------	----------------	------------	-----------	---------------

Check Roster verifies BSA registration rules and Update Fees handles fee payment data.



BOY SCOUTS OF AMERICA

Internet Rechartering Update

[Frequently Asked Questions](#)

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#) [Home](#) | [Logout](#) | [Help](#) |

Step 1 of 2: Update Fees: Multiple Registrations and *Boys' Life*.

If all members are selected for renewal, Step 2 will not be required.

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = \$551.00

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Charter fee = \$20

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$0.00	\$0.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$0.00	\$0.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$0.00	\$0.00	Adult
Update			\$0.00	\$0.00	\$0.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$0.00	\$15.00	\$15.00	Adult
Update			\$12.00	\$15.00	\$27.00	Youth
Update			\$12.00	\$15.00	\$27.00	Youth
Update			\$12.00	\$15.00	\$27.00	Youth
Update			\$12.00	\$15.00	\$27.00	Youth
Update			\$12.00	\$15.00	\$27.00	Youth
Update			\$12.00	\$15.00	\$27.00	Youth

Update Fees allows *Boys' Life* to be added and multiple fee selection.



Internet Rechartering Update

CHARTER RENEWAL APPLICATION

Unit: Pack 0316

District: Indian Nations

Unit Status: R

County: McLennan

Term: 12 months

Expire Date:

Boys' Life: 13

Term: 12 months

Begins: 03/2010

Ends: 11/2010

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.

Registration:	Qty:	Fee:
Paid Youth	<u>15</u>	<u>\$225.00</u>
Multiple Youth	<u>0</u>	<u>\$0</u>
Paid Youth BL	<u>13</u>	<u>\$156.00</u>
Paid Adults	<u>10</u>	<u>\$150.00</u>
Multiple Adults	<u>0</u>	<u>\$0</u>
No Fee Adults	<u>7</u>	<u>\$0</u>
Paid Adult BL	<u>0</u>	<u>\$0</u>
Charter Fee		<u>20.00</u>
Total Fee Submitted		<u>\$551.00</u>

The Application Fee recap will calculate fees based on unit expiration date.



BOY SCOUTS OF AMERICA

Internet Rechartering Update

[Review / Print Roster](#) Step 2 of 2: Membership Inventory [Home](#) | [Logout](#) | [Help](#) |

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = \$676.00

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

To begin, click Edit by each name and then from the drop down select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click Update. You may Cancel the selection, click Edit, and make another selection. You may change a selection previously made by clicking Edit, selecting another reason, and Update. If you wish to have record of the responses given, make notes before your unit renewal is submitted as this information may not be viewed after submittal.

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Click Edit and select one reason why each youth member did not renew.**

The reasons are:

1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Membership Inventory lets you select a reason for each youth member not selected for renewal, such as too old for program or moved away.

This information is shared with councils for follow-up with youth to encourage a continued Scouting experience.



Internet Rechartering Update

Please select the reason that most closely matches why the youth is not rechartering with your unit.

1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

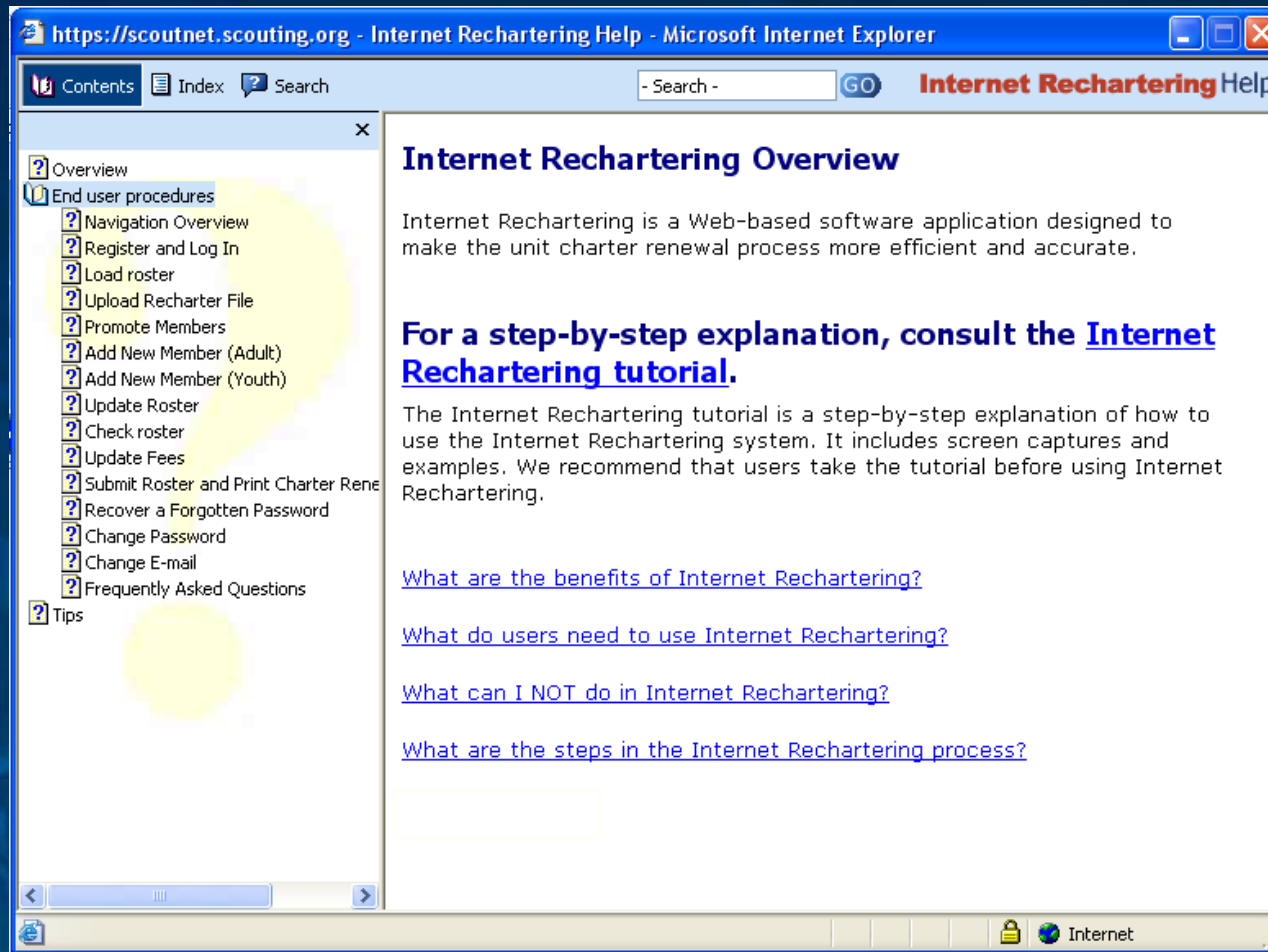
Person ID	Name	Street Address	Select one reason for each youth member
			<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
			<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
			<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

The reason for non-renewal cannot be blank for Blake
The reason for non-renewal cannot be blank for Clint
The reason for non-renewal cannot be blank for Scott

Membership Inventory allows the entry of the Reason for non-renewal by selecting the appropriate radio button.



Internet Rechartering Update



The screenshot shows a Microsoft Internet Explorer browser window displaying the "Internet Rechartering Help" page. The address bar shows the URL "https://scoutnet.scouting.org - Internet Rechartering Help - Microsoft Internet Explorer". The page has a navigation menu on the left with options like "Overview", "End user procedures", and "Tips". The main content area is titled "Internet Rechartering Overview" and contains the following text:

Internet Rechartering Overview

Internet Rechartering is a Web-based software application designed to make the unit charter renewal process more efficient and accurate.

For a step-by-step explanation, consult the [Internet Rechartering tutorial](#).

The Internet Rechartering tutorial is a step-by-step explanation of how to use the Internet Rechartering system. It includes screen captures and examples. We recommend that users take the tutorial before using Internet Rechartering.

[What are the benefits of Internet Rechartering?](#)

[What do users need to use Internet Rechartering?](#)

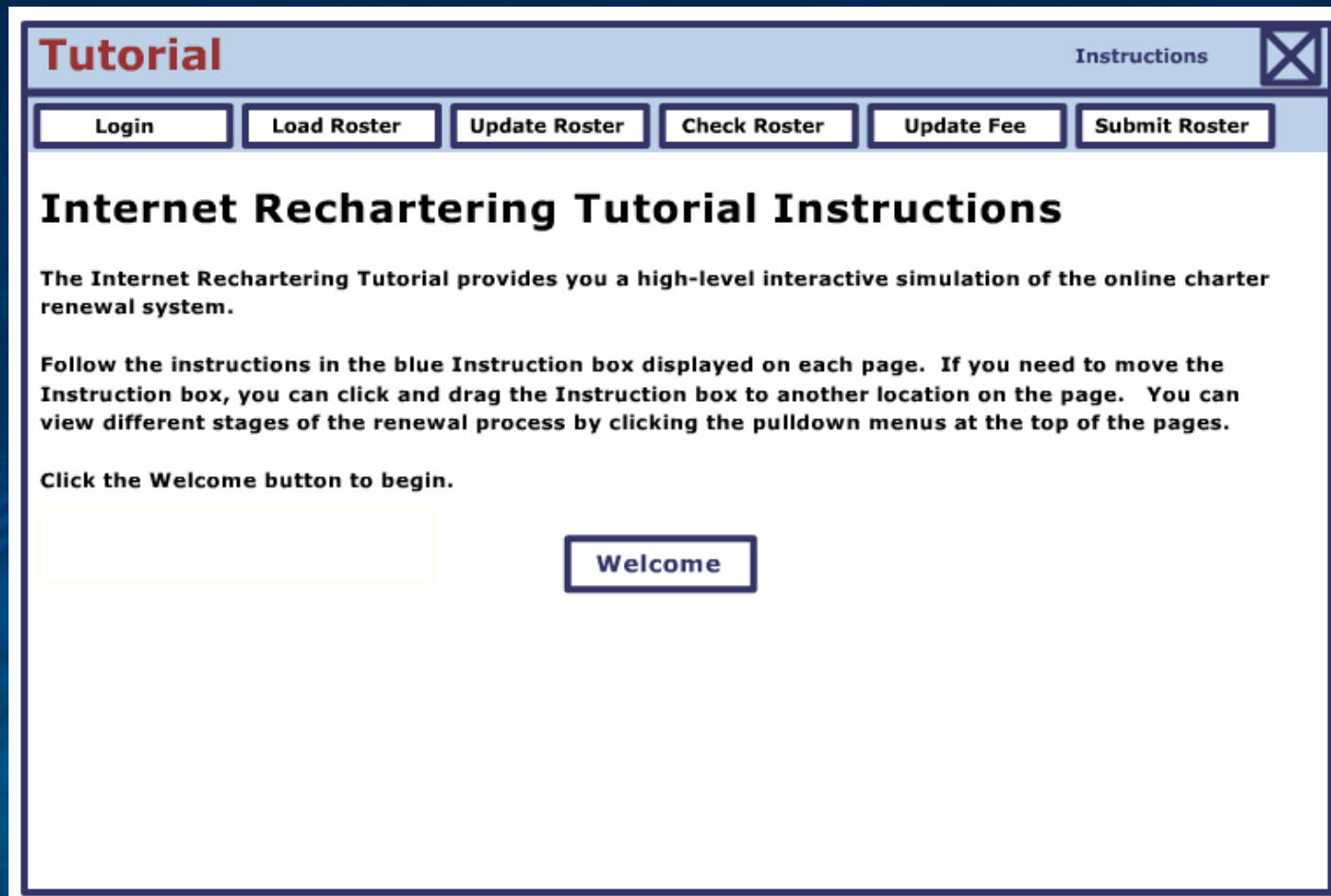
[What can I NOT do in Internet Rechartering?](#)

[What are the steps in the Internet Rechartering process?](#)

**Easy to use
Help assists
the unit
processor with
understanding
how Internet
Rechartering
works.**



Internet Rechartering Update



The screenshot shows a web browser window titled "Tutorial" with a close button in the top right corner. Below the title bar is a navigation menu with six buttons: "Login", "Load Roster", "Update Roster", "Check Roster", "Update Fee", and "Submit Roster". The main content area is titled "Internet Rechartering Tutorial Instructions". It contains the following text:

The Internet Rechartering Tutorial provides you a high-level interactive simulation of the online charter renewal system.

Follow the instructions in the blue Instruction box displayed on each page. If you need to move the Instruction box, you can click and drag the Instruction box to another location on the page. You can view different stages of the renewal process by clicking the pulldown menus at the top of the pages.

Click the Welcome button to begin.

Below the text, there is a yellow rectangular box on the left and a blue "Welcome" button on the right.

An interactive tutorial is designed to help the processor learn online navigation.



Internet Rechartering Update

Old Password:

New Password :

Confirm New Password :

Old E-mail :

New E-mail :

Confirm New E-mail :

Unit processors handle their own needs online, such as changing passwords and e-mail addresses.



Internet Rechartering Update

- **UNIT CHARTER RENEWAL REPORT PACKAGE**

Takeany : Troop 0103

New Adult Members

(The application form(s) for new adult member(s) must be submitted with the UCRS Charter Renewal Package)

- **Name** Volunteer **Member ID** 100000000

CHARTER RENEWAL APPLICATION

- Unit: Troop 0103
- District: Gold District County: Jefferson
- Unit Status: R Term: 12 months
- Expire Date: 03/31/2009

- Chartered Org:

- Executive Officer:

- Boys' Life:

Term: 12 months
Begins: 06/2008
Ends: 05/2009

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.

- 208 Months Completed Tenure 100% Boys' Life: Y

The Draft Unit Charter Renewal Report Package is available during the online unit renewal to verify if correct information was entered and is checked before submittal to the council is done

[Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |
Last Day to Submit: 12-31-2010

Use the Home link to return to Stage 2 to update the member information until submittal to council occurs.



Internet Rechartering Update



Internet Rechartering

Stages:

[1. Load Roster](#)

[2. Update Roster](#)

[3. Check Roster](#)

[4. Summary](#)

[5. Submit Roster](#)

[Frequently Asked Questions](#)

| Roster Review |
Renew: 6 Adult, 14 Youth
New: 0 Adult, 0 Youth
Fees = \$392.00

[Submit Roster: Print Charter Renewal Application](#)

| [Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |
Last Day to Submit: 12-31-2010

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. Print the Unit Charter Renewal Report Package.
2. Obtain the appropriate signatures for the renewal application (for both Executive Officer and Unit Leader).
3. Attach the signed new member applications.
4. Attach payment for fees.
5. Deliver all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and payment for fees to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here -->

[Print Renewal Application](#)

To print the Quality Unit Award application, click here -->

[Quality Unit Application](#)

To print The Annual Charter Agreement, click here -->

[Annual Charter Agreement](#)

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After the unit renewal is submitted, the unit prints the Unit Charter Renewal Report.



BOY SCOUTS OF AMERICA

Internet Rechartering Update

The Unit Charter Renewal Report Package contains the Charter Renewal Application with the Registration Fee detail and totals and the appropriate lines for the original signatures of Executive Officer, Unit Leader, and the Council Representative

Executive Officer Certification:	Sample _____ Signature	Registration:	Qty:	Fee:
		Paid Youth	<u>14</u>	<u>\$210.00</u>
		Multiple Youth	<u>0</u>	<u>\$0</u>
		Paid Youth BL	<u>6</u>	<u>\$72.00</u>
		Paid Adults	<u>6</u>	<u>\$90.00</u>
		Multiple Adults	<u>1</u>	<u>\$0</u>
		No Fee Adults	<u>1</u>	<u>\$0</u>
		Paid Adult BL	<u>0</u>	<u>\$0</u>
		Charter Fee		<u>20.00</u>
		Total Fee Submitted		<u>\$392.00</u>

Our Organization approves this application and all reregistering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative. (Complete information is on instruction sheet no. 28-420)

Council Representative Certification:	Sample _____ Signature
--	------------------------------

Unit Leader Certification: by Scoutmaster	Sample _____ Signature
--	------------------------------

732 Months Completed Tenure 100% Boys' Life: Y



Internet Rechartering Update

System Enhancements

October 1, 2010



BOY SCOUTS OF AMERICA