

Tidewater Council
INSTRUCTIONS: 2021 INTERNET CHARTER RENEWAL PROCESS

(access code)
(Unit and Number)
(District)

Charter Renewal can only be done using BSA's Internet Charter Renewal system. ***(Charter Renewals generated through other software programs such as Troopmaster or Packmaster will not interface with the system and the local council cannot accept in paper form either.)*** This method ensures your charter will be accurate and offers you the convenience of doing the renewal from your home or office. It's a secure, easy-to-use application accessed at <https://my.scouting.org/>.

Here's how to get started:

1. Select an adult to be the Unit Processor for Internet Charter Renewal.
2. Visit the council website at tidewaterbsa.com/charterrenewal. With your completed Membership Inventory at hand (and all parent email info), you are ready to start the Charter Renewal process. (Online access opens 60 days prior to the charter due date.)
3. All charter renewals must be generated through the Online Charter Renewal Process: <https://scoutnet.scouting.org/UCRS/ui/home/default.aspx>

Note: You must have the latest version of Google Chrome, Mozilla Firefox, Safari, or Internet Explorer (v11).

4. Select First-Time User and enter the Unit Access Code: **Unit Access code label will be here.**
5. Select the unit type and enter the (four digit) unit number.
6. Create a password as instructed.
7. Complete the information request on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

Here's how to wrap it up:

8. When you've completed all the information to renew the unit, click the **Submit** button.
9. **Print the Unit Charter Renewal Report Package -All (Warning: make sure this is NOT a draft version)**
Acquire the appropriate signatures (unless they are signed electronically) on the application and fee payment.
10. **Review each item on the Checklist and submit Checklist with charter to your commissioner or district executive for review & approval. Do not send to council office- your charter renewal will be returned without district approval.** (Also, turn in **1.** Signed Annual Charter Agreement **2.** Signed Unit Maintenance Form **3.** Journey to Excellence Form

CHARTER IS PAST DUE AFTER DECEMBER 5th, 2020