

Individual Membership Renewal

Membership Renewal Timeline – Unit Actions

Starting in August, Scouting membership registration for youth and adults is now annual, rather than pro-rated to December. Parents and leaders can either renew and pay their registration online or the unit can renew it for them. Units need to look at their membership on a monthly basis to make sure members renew on time and approve renewals.

<p>Communication and Planning</p> <ul style="list-style-type: none"> • Units should perform monthly membership inventories to verify that registered leaders and parents/guardian(s) linked to Scouts have valid email addresses listed in the system. • Units should communicate with their members as to how the renewals and fee payments may differ from the reminder emails sent by National and how the unit is going to complete the renewals and collect payments. 	<p style="text-align: center;">T-60 Days</p> <ol style="list-style-type: none"> 1. Members can renew and pay for their own memberships directly. <p style="text-align: center;">AND/OR</p> <ol style="list-style-type: none"> 2. Units can renew and pay for selected individual members (adults and/or Scouts). 	<p style="text-align: center;">T-30 Days</p> <ol style="list-style-type: none"> 1. Units should review its roster regularly for members eligible to renew or expired, and membership renewals that need to be approved. 2. Ensure that your unit members are renewed before their expiration dates to prevent problems. 3. The unit can approve its members once they have renewed their memberships. 	<p style="text-align: center;">Expiration Day</p> <ol style="list-style-type: none"> 1. There is a sixty-day (i.e., two months) lapse period. 2. Membership is suspended during the lapse period! Adults cannot serve in leadership roles or access online Scouting tools. Scouts cannot participate or work on advancement requirements. 3. Members that have not renewed within the lapse period will be dropped from the roster and will need to submit a new application.
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Monthly Membership Renewal Checklist - Unit:

- ◇ Make sure registered leaders and parents/guardians have valid email addresses listed in the system
- ◇ Communicate with registered leaders whose registration and YPT expire within the 60- and 30-day window
- ◇ Notify families when they and/or their Scout are set to expire within 60 and/or 30 days
- ◇ Approve leaders and Scouts who have renewed online
- ◇ Submit payment and roster to the council, if unit pays for their members registration fees.
- ◇ If members registration has expired, inform them that adults cannot serve as leaders, youth cannot participate, work on advancement and both leader and youth will lose use of online Scouting tools.

Individual Membership Renewal

There are two options to renew individual Scouting Memberships:

OPTION 1: Individual Renews Registration

Beginning 60 days before their expiration date, individuals will receive communication from Scouting America that will prompt them to renew their registration. To renew this way, individuals can either renew online or manually with the Tidewater Council. See below for instructions.

Renew online at my.scouting.org

- Click on the link in the email that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org to and click the red notification button on the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

Manually renew at the Council

- Fill out the Individual Registration Renewal Form and submit payment and the form to the Tidewater Council in person or by mail at: **Tidewater Council, 1032 Heatherwood Drive, Virginia Beach, VA 23455**

Important Info:

- Parents will have to create a my.scouting.org account if they do not have one already.
- For parents with multiple Scouts, they will only need to create one account as my.scouting.org has already linked their Member ID with all of their children. If parents discover this has not happened, simply contact the Tidewater Council at registration@twchelpdesk.raiseaticket.com

OPTION 2: Unit Renews Individual

Using this method, individuals can pay the unit and the unit can renew registrations on their behalf. This is ideal for units who pay for renewals through funds from the popcorn sale. To renew this way:

To renew by credit card payment online:

- The unit leadership selects members who are eligible to renew and then simply clicks Renew in the header bar.
- There will be a summary page showing totals and directs the unit to pay. Please note: there is A Credit Card fee of 3%.

To renew and pay at the council office via check or cash:

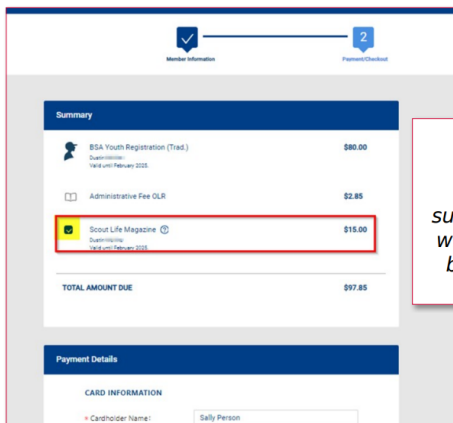
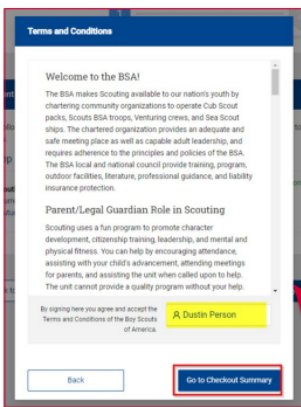
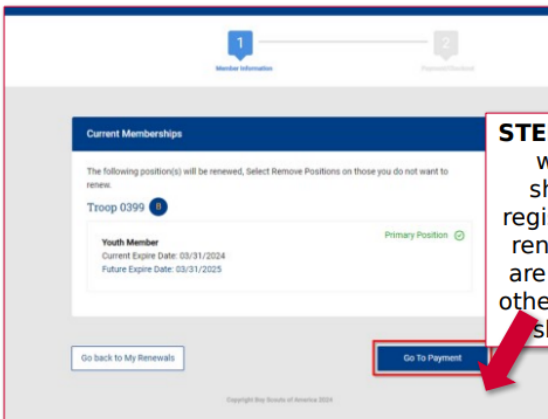
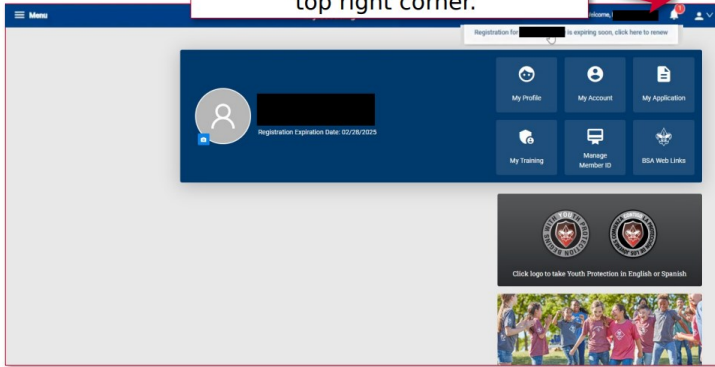
- The unit leadership selects members who are eligible to renew and then simply clicks "Print" in the header bar and the clicks Unit Payment of Membership Renewal. Here you can download a report and submit payment at **Tidewater Council, 1032 Heatherwood Drive, Virginia Beach, VA 23455**
- If your unit is not set to "Auto Approve" then you will need to go back to "Roster" and Click on the "Membership Renewal Orders" and find any member renewals that are waiting for approval.

Important Info: Units can only renew members beginning two months before their expiration date through the two months "lapsed" period after their expiration date. Units can complete this process at any time and as many times as they want! This means that if units are waiting on payment from individuals, they can come back and renew them once payment is made to the unit. Units can also Opt-Out a member from renewing if they have left the unit. This will remove them from the roster.

IMPORTANT UNIT APPROVAL PROCESS: If your unit is not set to "Auto Approve" then with each option above, the unit will need to go to **Organization Manager**, then click on **Roster**, and click on the **Membership Renewal Orders** and find any member renewals that are waiting for approval.

Individual Membership Renewal

STEP 1: Log in to my.scouting.org and click on the **red notification icon** in the top right corner.



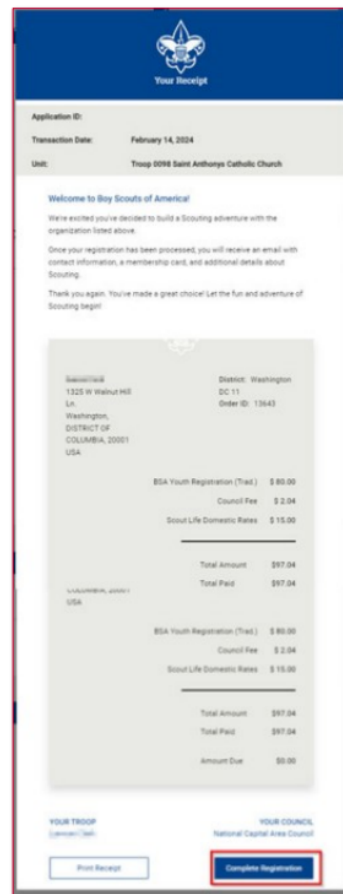
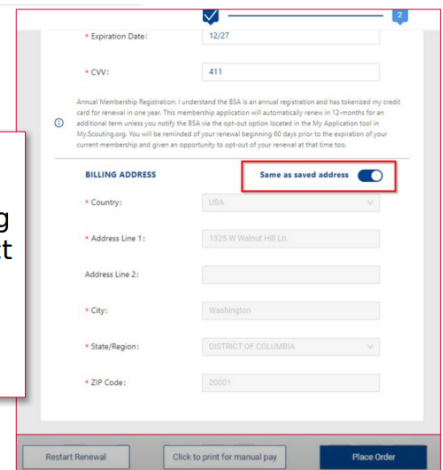
Option 1: Members Renew Registration Online

Online Credit Card Payment

Beginning 60 days before their expiration date, members will receive communications from National Scouting America and the Tidewater Council that will prompt them to renew their registration. To renew this way, simply:

- Click on the link in the emails that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org and click the red notification button on the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

STEP 4: Proceed to pay. Individuals can pay online by selecting **Place Order**. Or select **Click to print for manual pay** to pay the council or to pay the unit.

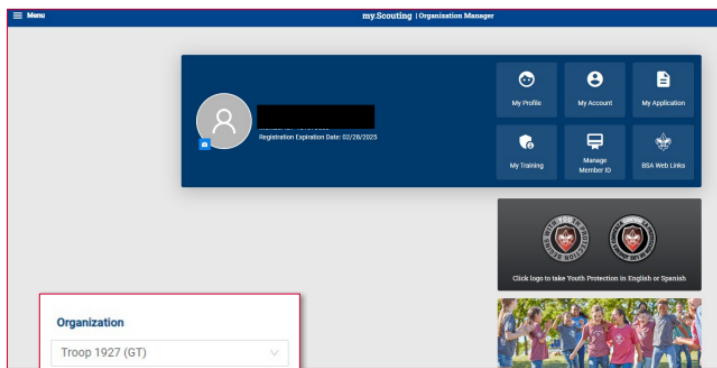


STEP 5: Once the Credit Card process is completed, your receipt will show. Click on the "Complete Registration" Tab at the bottom and you will be directed back to your applications in my.scouting.org.

Individual Membership Renewal

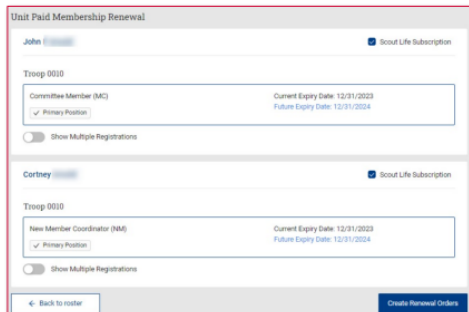
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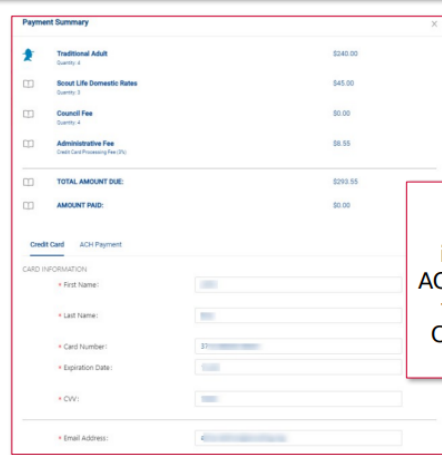
STEP 1: Log in to my.scouting.org

STEP 2: Click on the Menu button and select **Organization Manager**

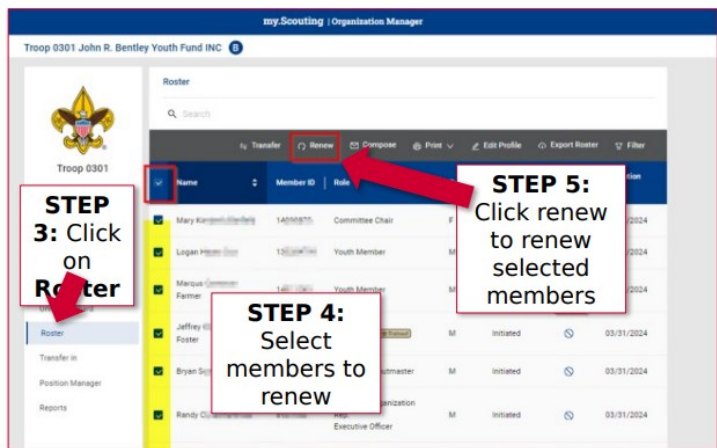


STEP 7: A list of the members you are renewing displays. *NOTE: Scout Life will be selected by default. If you have members who do not want to subscribe, uncheck the box.*

You can also see a person's multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.



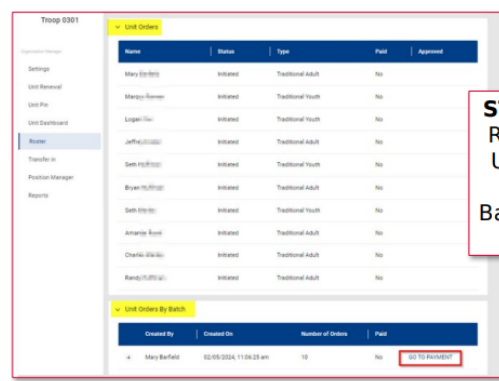
STEP 8: Enter payment information. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.



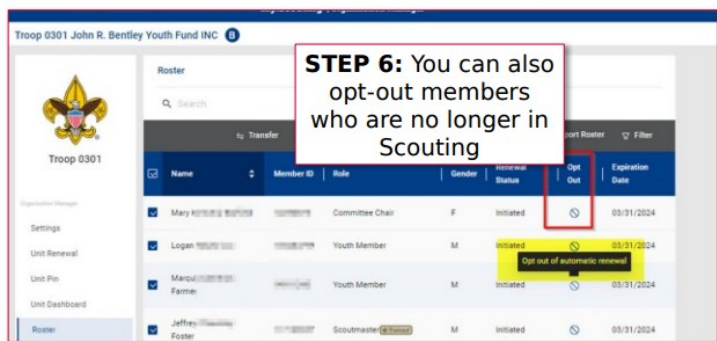
STEP 3: Click on **Roster**

STEP 4: Select members to renew

STEP 5: Click renew to renew selected members



STEP 9: Go back to Roster. Then select Unit Orders and/or Unit Orders by Batch. Then click **Go to Payment**.



STEP 6: You can also opt-out members who are no longer in Scouting

STEP 10: Submit payment.

