

Internet Rechartering 2.0

User Guide



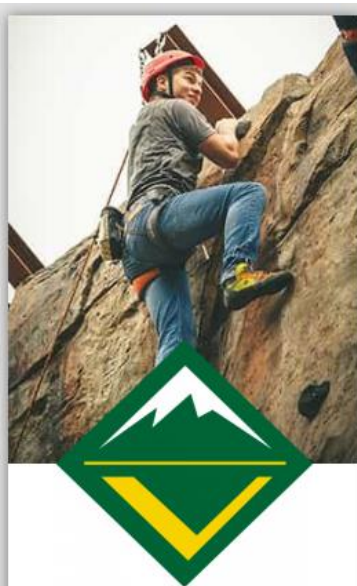
Cub Scouting

Youth grades K–5



Scouts BSA

Youth 11–17 years old



Venturing

Co-ed 14–20 years old



Sea Scouting

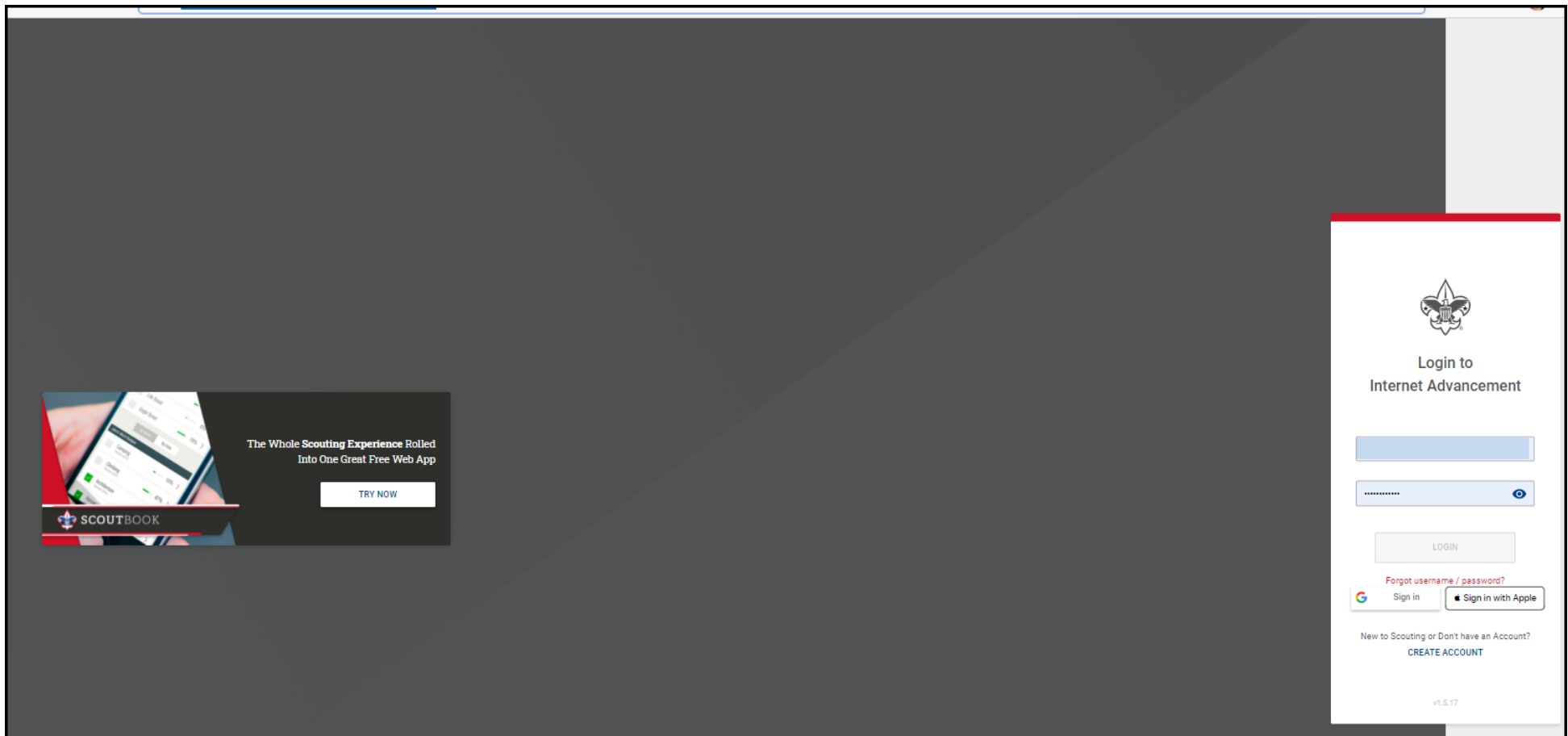
Co-ed 14–20 years old



Exploring

Co-ed 10–20 years old

**Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman
or Key 3 Delegate by logging into their Scoutbook.com or My.Scouting Account**



The image shows a web browser window with a dark gray background. On the left, there is a promotional banner for Scoutbook. On the right, there is a white login panel for Internet Advancement.

Scoutbook.com Promotion:

The Whole **Scouting Experience** Rolled
Into One Great Free Web App

[TRY NOW](#)

SCOUTBOOK

Login to Internet Advancement

[LOGIN](#)

[Forgot username / password?](#)

[Sign in](#) [Sign in with Apple](#)

[New to Scouting or Don't have an Account?](#)
[CREATE ACCOUNT](#)

v1.5.17

Open Recharter

Internet Advancement

Roster

My Organization

Troop 118 Friends of the Williamson Troop

BOYS

Council: Three Rivers Council

District: Sabine

Chartered Organization: Friends of the Williamson Troop

Troop Roster

Pending Items

History

Search by Name or Member ID

Run Report 1

	Name ↑	Member ID	Age ↑	Last Rank Approved ↑
☐	Adam Brasher	128959725	17	Star Scout ⓘ
☐	Zachary Brasher	130281675	16	Star Scout ⓘ
☐	Kryndon Hardy	130984609	13	Bobcat
☐	Trevor Hatton	125786253	18	Life Scout ⓘ
☐	Branson Healy	130281680	16	Eagle Scout ⓘ

Total: 5 Items

Once you have logged into your account - Click on Recharter

Recharter

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT – Green Exclamation Point – Youth Protection Training is current
- CBC – Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Red Exclamation Point – No subscription has been added to the registration
- Scout Life – Green Checkmark – Subscription has been added to the registration
- -- No status (New Members, youth, and no fee adults)

1

Complete
Recharter
Information

2

Payment and
Confirmation



MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021 !
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1)

Manage Members Upload Document Show: All Roster

Payment Logs Refresh Roster Print Roster

Search by Name or Member ID

☐	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☐	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	!	✓	!	\$ 45.00	
☐	Bronson Hutton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	!	\$ 45.00	
☐	Derek Brasher	M		5315 Carnaby St. Irving	Adult	Executive Officer	111098471	--	✓	!	\$ 0.00	
☐	Derek Brasher	M		5315 Carnaby St. Irving	Adult	Committee Member	111098471	✓	✓	!	\$ 45.00	
☐	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	!	\$ 45.00	
☐	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	!	✓	!	\$ 45.00	
☐	Marvin Lopez	--		--	Adult	Assistant Scoutmaster	--	!	!	!	\$ 45.00	
☐	Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--	!	\$ 72.00	
☐	Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--	!	\$ 72.00	

Add Youth (Must have at least 5 youth)

Total 12 Items < 1 2 > 10 / page

Validate Recharter and Pay

Changing a position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☐	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	

To edit a position -
Click the pencil Icon

Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Update Member Information

You are editing **Bronson Hatton's** information

Primary Position in Unit
Committee Member

Update Information

Primary Position in Unit
Assistant Scoutmaster
Chartered Organization Rep.
Committee Chairman
Committee Member
New Member Coordinator
Parent Coordinator
Scoutmaster

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☐	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
☐	 Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	

1. Click drop down
2. Select position
3. Click Update Information button

Refreshing your roster

Internet Advancement

Recharter

Welcome, Derek Brasher

1

Complete
Recharter
Information

2

Payment and
Confirmation



MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

After making changes, periodically throughout the rechartering process click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, Registered online or a registrar received a CBC during the Internet recharter process

TROOP ROSTER

REMOVED MEMBERS (0)

PENDING MEMBERS (0)

Payment Logs \$

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☐	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
☐	 Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	

Manage Members

Add a new adult, mark as multiple, remove from roster and invite new member.

Internet Advancement

Recharter

Welcome, Derek Brasher

1

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Recharter
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MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
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CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER

REMOVED MEMBERS (0)

PENDING MEMBERS (0)

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the Plus sign next to Add Paper Application>Select the file and attach the application >Click the Add Member button.

The screenshot displays the 'Internet Advancement Recharter' web application. A 'Manage Members' dropdown menu is highlighted with a callout '1. Click Manage Members'. The 'Add New Member' modal is open, showing fields for First Name (Donna), Last Name (Arnold), Member Type (Adult), Primary Position in Unit (Committee Member), and Date of Birth. A callout '2. Enter information in fields' points to these input areas. The 'Add Paper Application' button, marked as a 'Required Field', is highlighted with a callout '3. Click the plus sign to attach application'. A file explorer window is open, showing the '2021 Adult Application' file selected, with a callout '4. Locate application to where it is saved, click open and the document will attach into the renewal'. The 'Open' button in the file explorer is circled. A callout '5. Click Add Member' points to the 'Add Member' button at the bottom of the modal.

Internet Advancement Recharter

Welcome, Derek Brasher

Add New Member

2. Enter information in fields

First Name: Donna
Last Name: Arnold
Member Type: Adult
Primary Position in Unit: Committee Member
Date of Birth: [Calendar Icon]

3. Click the plus sign to attach application

Add Paper Application (+)
Required Field

5. Click Add Member

Add Member

1. Click Manage Members

Manage Members

Upload Document

Show: All Roster

Name	Gender	DOB	Address	Member Type
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult
Derek Brasher	M		5315 Carnaby St, Irving	Adult
Derek Brasher	M		5215 Carnaby St, Irving	Adult
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult
Marvin Lopez				Adult

File Explorer: This PC > Desktop > APPLICATIONS AND FORMS

2021 Adult Application

4. Locate application to where it is saved, click open and the document will attach into the renewal

Open

File name: Adobe Acrobat Document

Open Cancel

Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

1

Complete
Recharter
Information

2

Payment and
Confirmation



MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Upload Document

 Brandon Hardy

Drag file here, or [browse](#).

 Joseph Muckleroy

Drag file here, or [browse](#).

CANCEL

SAVE

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Manage Members  Show: All Roster

Payment Logs

Refresh Roster

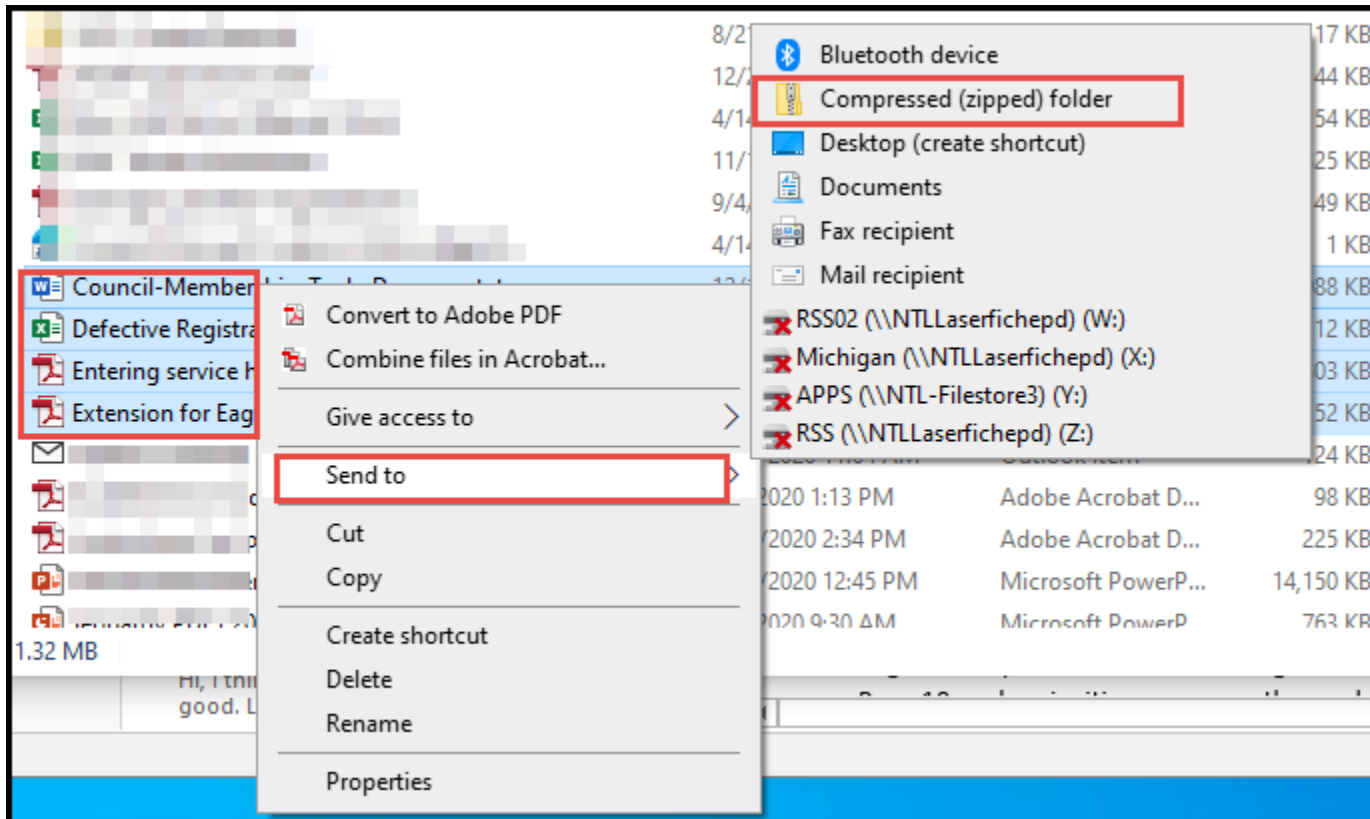
Print Roster

Search by Name or Member ID

☐	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☒	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946			☐	\$ 45.00	
☐	 Bronson Hutton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012			☐	\$ 45.00	
☐	 Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--		☐	\$ 0.00	
☐	 Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471			☐	\$ 45.00	
☐	 Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872			☐	\$ 45.00	
☒	 Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174			☐	\$ 45.00	

Creating a Zip File for loading documents

If you are uploading a group of files, use your Zip File option by highlighting the documents, right click after highlighting the documents and select Send to and next select Compressed (zipped) folder. Once you have created the zip file and named your zip folder, choose the folder when clicking the Upload Document option.



Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS		9/9/2021 8:51 AM	Compressed (zipp...)	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

Invite New Member into the unit (Leads)

Unit Expire Date: 09/29/2021 !
Chartered Organization: Friends of the Williams
District: Sabine
Council: Three Rivers Council
Unit Term: 12

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Invite New Member

Member Type: Adult

Email Address: donna.arnold@scouting.org

First Name: donna

Last Name: arnold

Invite Member

Invite New Member

Member Type: Participant

Email Address

First Name

Last Name

Invite Member

Invite New Member

Member Type: Adult

Email Address

First Name

Last Name

Invite Member

There are three invite options - Adult , Youth and Participant

Invite New Member

Member Type: Youth

Parent/Guardian's Email Address

Parent/Guardian's First Name

Parent/Guardian's Last Name

Youth's First Name

Youth's Last Name

Invite Member

An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. This will add any new online registrations into your unit. Once the invite is sent, they will appear on the Pending Members Tab.

Recharter Invitation

BS

Boy Scouts of America <boyscoutsofamerica@email.scouting.org>

To Donna Arnold

Retention Policy 3 Year Delete (3 years)

[View Online](#)

✖

Right-click or

You're Invited to Join Us!

Troop 0118 is waiting for you to join!

donna, you've been invited to join Troop 0118 and become a member of the Boy Scouts of America! To finish the joining process, please click the below.

<https://myga.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>

If you have any questions or concerns, please reach out to **Troop 0118** directly.

We look forward to all the great things you will accomplish in your Scouting journey.

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TROOP ROSTER REMOVED MEMBERS (1) **PENDING MEMBERS (1)**

✉

Send Reminder

☐	Name	Gender	Member Type	Invited on
☐	 donna arnold	--	Adult	2021-09-07

Total 1 Items < 1 > 10 / page

Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

TROOP ROSTER

REMOVED MEMBERS (0)

PENDING MEMBERS (1)

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

		Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
	 Don Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
	 Don Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	
☐	 Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--			\$ 0.00	
☐	 Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471				\$ 45.00	
☒	 Donna Arnold	--		--	Adult	Committee Member	--				\$ 45.00	

Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

 Donna Arnold

X

CANCEL

REMOVE

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1) Payment Logs Refresh Roster Print Roster																
Add To Recharter <table> <tr> <th></th> <th>Name</th> <th>Gender</th> <th>DOB</th> <th>Address</th> <th>Member Type</th> <th>Position</th> <th>Member ID</th> </tr> <tr> <td>☐</td> <td> Donna Arnold</td> <td>--</td> <td></td> <td>--</td> <td>Adult</td> <td>Committee Member</td> <td>--</td> </tr> </table>		Name	Gender	DOB	Address	Member Type	Position	Member ID	☐	 Donna Arnold	--		--	Adult	Committee Member	--
	Name	Gender	DOB	Address	Member Type	Position	Member ID									
☐	 Donna Arnold	--		--	Adult	Committee Member	--									

Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, a progress bar shows two steps: 'Complete' (1) and 'Payment and Confirmation' (2). A modal window titled 'Add to recharter' is open, asking for confirmation to add members. The modal lists 'ADULTS (1)' with 'Donna Arnold' selected. The 'ADD' button in the modal is circled in blue, with a callout '4. Click Add' pointing to it. Below the modal, the 'MY UNIT' section shows details for 'TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS'. The 'REMOVED MEMBERS (1)' tab is selected, showing a table with one member, 'Donna Arnold', who is checked. A callout '2. click the checkbox next to the name you would like to add back into the Recharter' points to the checkbox. The 'Add To Recharter' button is circled in blue, with a callout '3. Click Add To Recharter' pointing to it. The 'Validate Recharter and Pay' button is at the bottom right.

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete

2 Payment and Confirmation

Add to recharter

Please confirm you want to add the following members to the recharter:

ADULTS (1)

Donna Arnold X

CANCEL ADD

4. Click Add

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop

Unit Number: 118

Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop

District: Sabine

Council: Three Rivers Council

Unit Term: 12

Unit New Expire Date: 09/29/2021

1. Click on the Removed Member tab

REMOVED MEMBERS (1)

	Name	Gender	DOB	Address	Member Type	Position	Member ID
☒	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

2. click the checkbox next to the name you would like to add back into the Recharter

3. Click Add To Recharter

Validate Recharter and Pay

Once you click Add, the youth or adult will move back into the unit. Click on Troop Roster tab and the roster should now reflect the add. Once added, click Refresh Roster and continue with renewal submittal.

Internet Advancement
Recharter
Welcome, Derek Brasher

1 Complete Recharter Information
2 Payment and Confirmation


MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS
Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
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CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP
Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1)
Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

☐	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
☐	 Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
☐	 Bronson Hatton	M	07/08/1973	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	
☐	 Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--			\$ 0.00	
☐	 Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Committee Member	111098471				\$ 45.00	
☐	 Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--				\$ 45.00	

Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the Validate Recharter and Pay. A popup will appear if you have any errors or warnings. At that time you will need to correct the errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning, you have the ability to correct the warnings if possible and continue through the submittal process.

The screenshot displays the 'Internet Advancement Recharter' interface. A central popup titled 'Validate recharter' lists the following errors and warnings:

- Unit does not have the required amount of leadership positions (Red bubble)
- Leaders have current YPT (Yellow bubble)
- Leaders have completed CBC authorization (Yellow bubble)
- Leaders are more than 18 years old (Green bubble)

The 'CONTINUE EDITING' button is circled in the popup. A text box on the right explains: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.'

The background interface shows the 'TROOP ROSTER' tab with a table of members:

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
☐	Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--		\$ 72.00
☐	Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--		\$ 72.00

At the bottom right, the 'Validate Recharter and Pay' button is circled.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and only warnings and you are ready to submit your unit, click the Proceed to Payment button. There is a possibility that you will have no errors or warnings and in this case you may also proceed to payment. You have the option to print your roster by clicking the Print Roster once you have validated all information and before you move to the payment page.

The screenshot displays the 'Internet Advancement Recharter' interface. A modal window titled 'Validate recharter' is centered on the screen, indicating 'Recharter validation successful!'. The modal lists four successful validation points: 'Unit has the required amount of leadership positions', 'Leaders have current YPT', 'Leaders have completed CBC authorization', and 'Leaders are more than 18 years old'. At the bottom of the modal are two buttons: 'CONTINUE EDITING' and 'PROCEED TO PAYMENT', with the latter being highlighted by a red circle. In the background, a roster table is visible with columns for member information and fees. A callout box on the right side of the screen contains the text: 'Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment'. At the bottom right of the interface, a 'Validate Recharter and Pay' button is also highlighted with a red circle.

Internet Advancement Recharter

Welcome, Derek Brasher

Validate recharter

Recharter validation successful!

- Unit has the required amount of leadership positions
- Leaders have current YPT
- Leaders have completed CBC authorization
- Leaders are more than 18 years old

CONTINUE EDITING PROCEED TO PAYMENT

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment

Member	Age	Address	Category	Unit	Fee	Status	Amount
Brandon Hardy	M	12/16/1977	Adult	Chartered	13332946	✓	\$ 45.00
Bronson Hatton	M				115299012	✓	\$ 45.00
Derek Brasher	M				11		\$ 0.00
Derek Brasher	M				11		\$ 45.00
Jonathan Healy	M				10		\$ 45.00
Joseph Muckleroy	M				91		\$ 45.00
Marvin Lopez							\$ 45.00
Trevor Hatton	M	1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253		\$ 72.00
Adam Brasher	M	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725		\$ 72.00
Branson Healy	M	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680		\$ 72.00

Total 12 Items

Validate Recharter and Pay

Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

[← Back to: Recharter Info](#)

✓
Complete
Recharter
Information

2
Payment and
Confirmation

BILLING INFORMATION ?

First Name

Last Name

Code
USA Phone Number

Email Address

Country
USA (US)

Address

City

State

Zip Code

PAYMENT METHOD

☒ Credit Card
Extra credit card fee 3%

Credit Card payment

Card Type Cardholder's Name

Card Number Exp. Month Exp. Year

CVV Number

☐ E-CHECK
Extra fee \$1

E Check payment

☐ Pay at Council
No extra fee

Pay at Council

RENEWAL ROSTER FEES

	QUANTITY	FEE
REGISTRATION		
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

TOTAL: \$705 USD

Pay and Post Renewal

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.