

# Internet Rechartering 2.0

## User Guide

Minsi Trails Council

9/28/2022

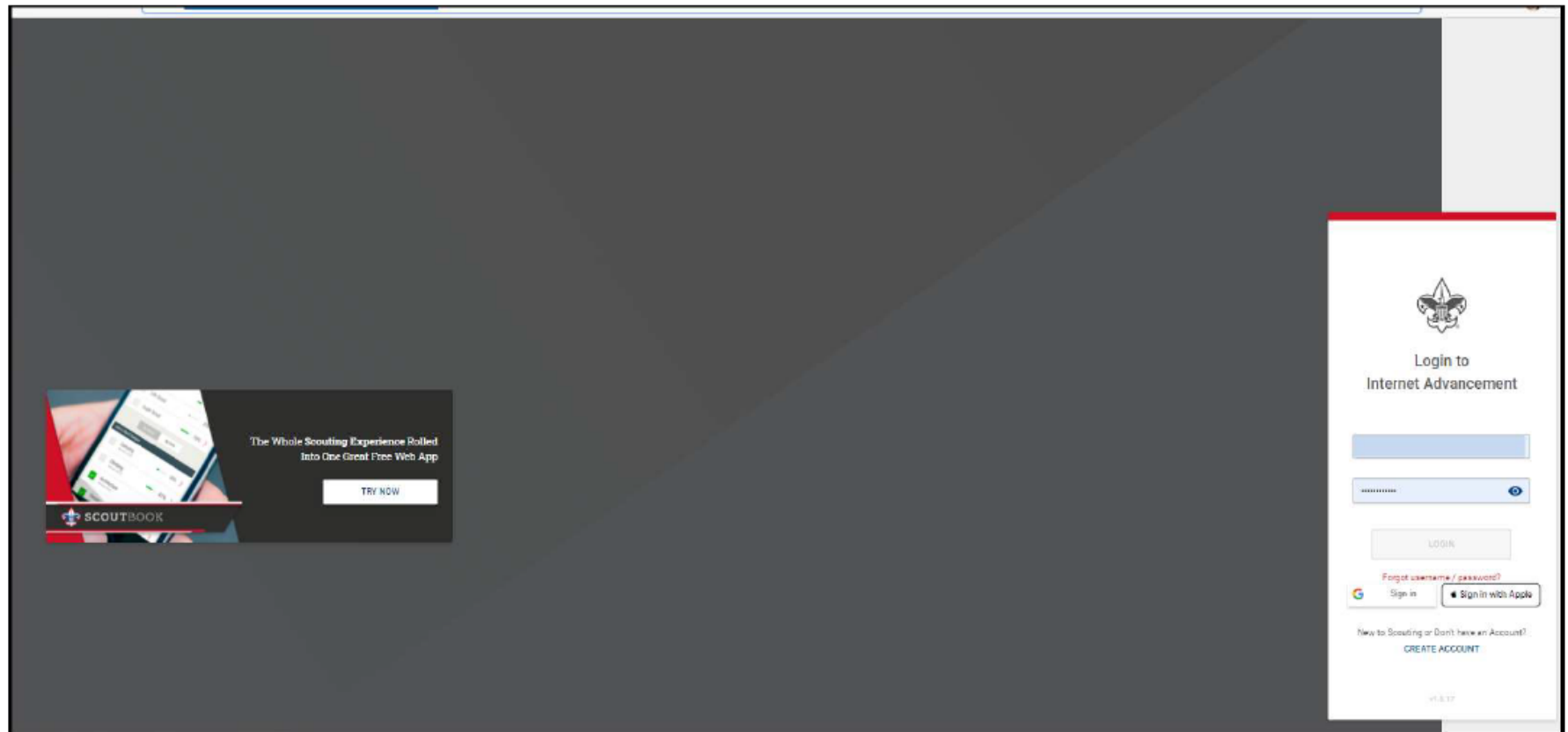


BOY SCOUTS OF AMERICA®  
MINSI TRAILS COUNCIL

**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 or directly at**

**<https://advancements.scouting.org/>**

**Note: Be sure to read all the instructions before beginning the recharter process and review the new Internet Recharter Guide and Timeline found at <https://www.scouting.org/resources/internet-rechartering/>**



## Open Recharter

The screenshot shows the 'Internet Advancement Roster' page. A sidebar on the left contains navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area displays organization details for 'Pack 62 Vista Ridge United Methodist Church' and a list of members. Two black text boxes provide instructions: one for selecting the unit and position in the top right dropdown, and another for clicking the 'Recharter' button in the top right navigation bar. A table at the bottom lists members with columns for Name, Member ID, Age, Last Rank Approved, and Den.

**Once you have logged into your account, choose your Unit and Position by clicking the dropdown.**

**\*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter**

**Click on Recharter to open your roster and begin submittal process**

**Welcome, Ryan Larson**

**Unit and Position Dropdown:**

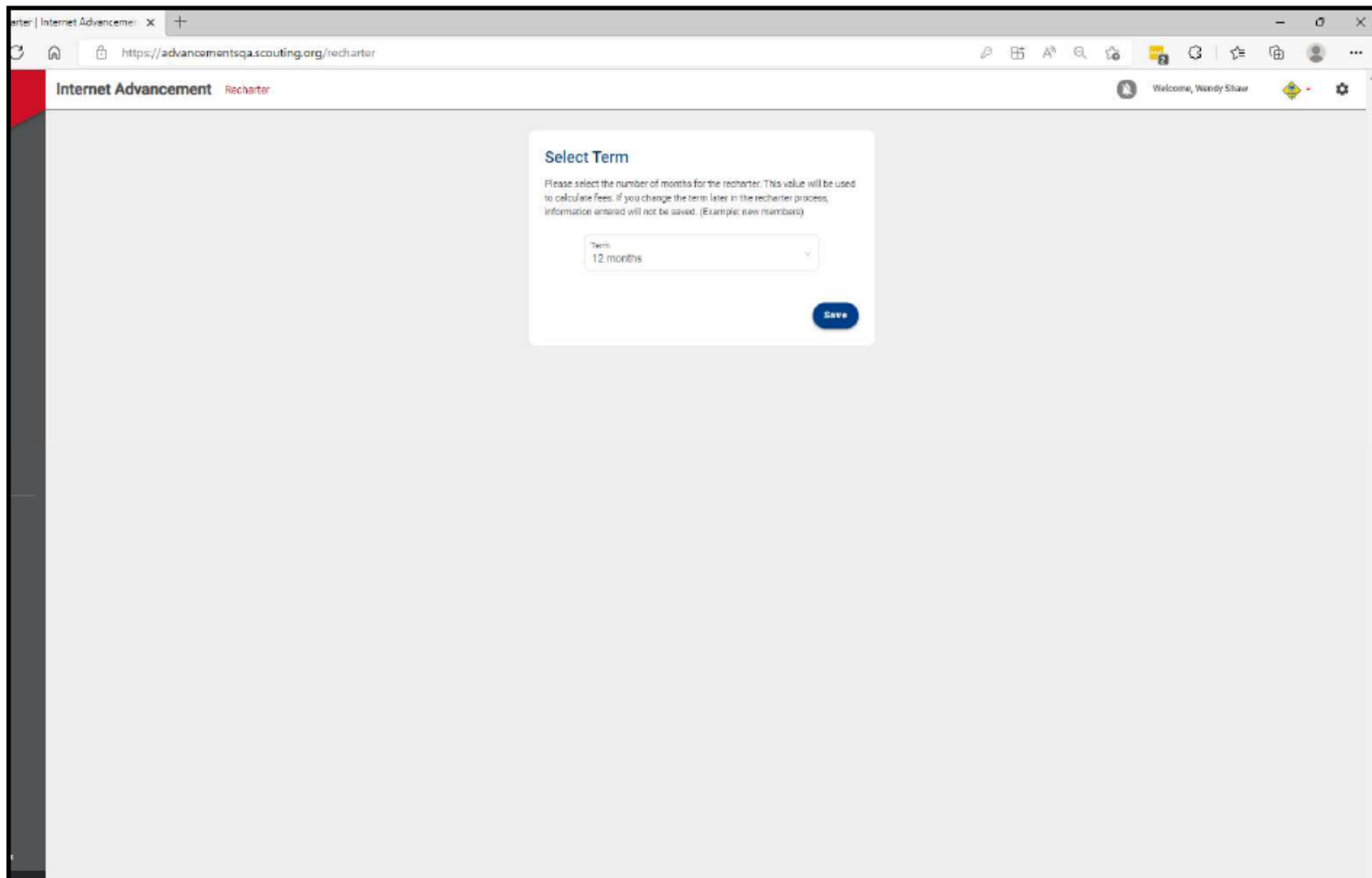
- Cub Scout Pack 62 (FAMILY) Position: Key 3 Delegate
- Scouts BSA Troop 2 (GIRLS) Position: Key 3 Delegate
- Parent / Guardian Pack 0002 - Connection: Jack William Larson
- Parent / Guardian Troop 0002 - Connection: Emma Jolise Larson
- Parent / Guardian Troop 0002 - Connection: Marysol Jolene Robinson

**Members Table:**

Name	Member ID	Age	Last Rank Approved	Den
Blake Bickford	126478736	11	Webelos	Unassigned
Logan Bowen	12874813	10	Webelos	Webelos 8
Kent Brein	12677695	7	Tiger	Unassigned

## Select your recharter term.

Consult with your Unit Commissioner or Council Registrar before selecting another term other than 12 months. If you change the term later after information has been entered, any information previously entered will need to be inputted and uploaded again.



The screenshot shows a web browser window with the URL <https://advancementsqa.scouting.org/recharter>. The page title is "Internet Advancement Recharter". The user is logged in as "Wendy Shaw". The main content area is titled "Select Term" and contains the following text: "Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)". Below this text is a dropdown menu labeled "Term:" with "12 months" selected. A blue "Save" button is located at the bottom right of the form.

Internet Advancement Recharter

Welcome, Wendy Shaw

### Select Term

Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)

Term:  
12 months

Save

## 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 Checkmark – Youth Protection Training is current
- CBC Auth - 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 – Toggle off – No subscription has been added to the registration
- Scout Life – Toggle on – Subscription has been added to the registration
- No status – “-” – Not applicable (New Members, youth, and no fee adults)

The screenshot displays the 'Internet Advancement Recharter' web application. The interface includes a sidebar with navigation options: Home, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'.

**MY UNIT:**

- PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY
- Unit Type: Pack
- Unit Number: 62
- Tenure: 352 months
- Unit Expire Date: 01/31/2023
- Chartered Organization: Vista Ridge United Methodist Church
- District: Orion
- Council: Longhorn Council
- Unit Term: 12 months
- Unit New Expire Date: 01/31/2024

**CHARTERED ORGANIZATION INFORMATION:**

- VISTA RIDGE UNITED METHODIST CHURCH
- Chartered Organization Name: Vista Ridge United Methodist Church
- Chartered Organization Address: 2901 Denton Tap Rd
- Chartered Organization City: Lewisville
- Chartered Organization State: TX
- Chartered Organization Zip: 75067-6156

Below these sections, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (6)'. The 'PACK ROSTER' tab is active, showing a table of members. The table has columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, Total, and an edit icon.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>	John	Johnson	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	123456789	Green Checkmark	Green Checkmark	Off	\$ 9.00	
<input type="checkbox"/>	Jane	Johnson	F	02/02/1985	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456790	---	---	On	\$ 15.00	
<input type="checkbox"/>	Jane	Johnson	F	03/03/1990	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	123456791	---	---	Off	\$ 9.00	
<input type="checkbox"/>	Jane	Johnson	F	04/04/1995	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456792	---	---	Off	\$ 9.00	
<input type="checkbox"/>	John	Johnson	M	05/05/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	123456793	---	---	Off	\$ 9.00	
<input type="checkbox"/>	Jane	Johnson	F	06/06/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456794	---	---	Off	\$ 9.00	
<input type="checkbox"/>	John	Johnson	M	07/07/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456795	---	---	Off	\$ 9.00	

## Changing an adult leader 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.

The screenshot shows the 'Internet Advancement Recharter' interface. The left sidebar contains navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area has two progress steps: 'Complete Recharter Information' (active) and 'Payment and Confirmation'. Below these are two panels: 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' panel displays details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY), including Unit Type (Pack), Unit Number (62), Tenure (352 months), Unit Expire Date (01/31/2023), Chartered Organization (Vista Ridge United Methodist Church), District (Orion), Council (Longhorn Council), Unit Term (12 months), and Unit New Expire Date (01/31/2024). The 'CHARTERED ORGANIZATION INFORMATION' panel shows details for 'VISTA RIDGE UNITED METHODIST CHURCH', including Chartered Organization Name, Address (2901 Demon Tap Rd), City (Lewisville), State (TX), and Zip (75067-8156). Below these panels is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The 'PACK ROSTER' tab is active, showing a table with columns: First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. A single member is listed: 'Andrei', 'Clara', 'M', '10/10/2008', '1325 W Walnut Hill Ln, Lewisville', 'Adult', 'Assistant Cubmaster', '101010101', 'YPT', 'CBC Auth', 'Scout Life', and 'Total'. A pencil icon in the 'Total' column indicates an edit option.

To edit a position - click the pencil icon to edit.

The screenshot shows the 'Internet Advancement Recharter' interface with the 'Update Member Information' modal open. The modal displays the information for 'Andrei Clara's' information. The 'Primary Position in Unit' is 'Assistant Webelos Leader' and the 'Member Type' is 'Adult'. A list of positions is shown, with 'Den Leader' selected. The 'Update Information' button is highlighted. A list of steps is provided on the right:

1. Click Member Type
2. Select Adult\*
3. Click Primary Position
4. Select Position
5. Click Update Information button

\* Participant is only for members over 18 earning youth advancement (e.g. a Venturing youth 19 years old not serving in an adult position).



Recharter | Internet Advancement

https://advancementsqa.scouting.org/recharter

Internet Advancement Recharter

Welcome, Ryan Larson

1

Complete Recharter Information

2

Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH

FAMILY

Unit Type: Pack

Unit Number: 62

Tenure: 352 months

Unit Expire Date: 01/31/2023

Chartered Organization: Vista Ridge United Methodist Church

District: Orion

Council: Longhorn Council

Unit Term: 12 months

Unit New Expire Date: 01/31/2024

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 Internet Recharter process.

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church

Chartered Organization Address: 2901 Denton Tap Rd

Chartered Organization City: Lewisville

Chartered Organization State: TX

Chartered Organization Zip: 75067-6156

PACK ROSTER

REMOVED MEMBERS (1)

PENDING MEMBERS (0)

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	James	Clark	M	01/01/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13250001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	James	Clarkson	F	01/01/1950	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250002	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	James	Clarkson	F	01/01/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13250003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	James	Clarkson	F	01/01/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	James	Clarkson	M	01/01/1950	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	13250005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	James	Clarkson	F	01/01/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	James	Clarkson	M	01/01/1950	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

## Adding an Existing Member of Another Unit

Click on Manage Members>Add New Member>Click Existing Member>Enter all required information>Click the Add Member button. The member will show a "+" by their name to indicate they are paying their registration fees in another unit. If they are paying their registration fees in your unit, click the checkbox by their name>Click Manage Members>Click Unmark as Multiple.

If they are an adult, be sure to add a signed adult application for the new adult member from another unit by clicking the checkbox by their name>Upload Document>Select a file of the application>Click Save

The screenshot displays the 'Internet Advancement' Recharter page for Pack 62, Vista Ridge United Methodist Church. The interface includes a sidebar with navigation options like Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area shows unit details and a roster of members.

**MY UNIT**  
PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**  
Unit Type: Pack  
Unit Number: 62  
Tenure: 352 months  
Unit Expire Date: 01/31/2023  
Chartered Organization: Vista Ridge United Methodist Church  
District: Orion  
Council: Longhorn Council  
Unit Term: 12 months  
Unit New Expire Date: 01/31/2024

**CHARTERED ORGANIZATION INFORMATION**  
VISTA RIDGE UNITED METHODIST CHURCH  
Chartered Organization Name: Vista Ridge United Methodist Church  
Chartered Organization Address: 2901 Denton Tap Rd  
Chartered Organization City: Lewisville  
Chartered Organization State: TX  
Chartered Organization Zip: 75067-0156

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

**Multiple Indicator** (points to the '+' icon in the first column of the roster)

**Manage Members** (points to the 'Manage Members' button)

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	John	Smith	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000001	✓	✓	---	\$ 0.00
<input type="checkbox"/>	Jane	Johnson	F	02/02/1985	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000002	---	---	---	\$ 15.00
<input type="checkbox"/>	Jane	Johnson	F	02/02/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10000003	---	---	---	\$ 0.00
<input type="checkbox"/>	Jane	Johnson	F	02/02/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000004	---	---	---	\$ 0.00
<input type="checkbox"/>	John	Johnson	M	03/03/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10000005	---	---	---	\$ 0.00
<input type="checkbox"/>	Jane	Johnson	F	04/04/1985	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000006	---	---	---	\$ 0.00
<input type="checkbox"/>	John	Johnson	M	05/05/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000007	---	---	---	\$ 0.00



## Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the “+” 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. The interface includes a sidebar with navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for unit and organization information, and a member roster.

**MY UNIT**  
PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**  
Unit Type: Pack  
Unit Number: 62  
Tenure: 352 months  
Unit Expire Date: 01/31/2023  
Chartered Organization: Vista Ridge United Methodist Church  
District: Orion  
Council: Longhorn Council  
Unit Term: 12 months  
Unit New Expire Date: 01/31/2024

**CHARTERED ORGANIZATION INFORMATION**  
VISTA RIDGE UNITED METHODIST CHURCH  
Chartered Organization Name: Vista Ridge United Methodist Church  
Chartered Organization Address: 2901 Denton Tap Rd  
Chartered Organization City: Lewisville  
Chartered Organization State: TX  
Chartered Organization Zip: 75067-8156

**PACK ROSTER** REMOVED MEMBERS (1) PENDING MEMBERS (0)

Manage Members Upload Document Show All Roster

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CRC Auth	Scout Life	Total
<input type="checkbox"/>	John	Johnson	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$0.00
<input type="checkbox"/>	Jessica	Johnson	F	01/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000002	---	---	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Jessica	Johnson-Thompson	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Permit	10000003	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Jessica	Johnson-Thompson	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000004	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	John	Johnson	M	01/01/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10000005	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	John	Johnson	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000006	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	John	Johnson	M	01/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000007	---	---	<input type="checkbox"/>	\$0.00

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

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

5. Click Add Member

1. Click Manage Members

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

2021 Adult Application

Open

File name: Adobe Acrobat Document

Open Cancel

MY UNIT  
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP  
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

TROOP ROSTER

Manage Members

	Name	Gender	DOB	Address	Member
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1329 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1329 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	5315 Camasby St, Irving	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	5315 Camasby St, Irving	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln, Vidor	Adult

## 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: 5800 Packard

Chartered Organization City: Vidon

Chartered Organization State: TX

Chartered Organization Zip: 77665-2437

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show All Roster

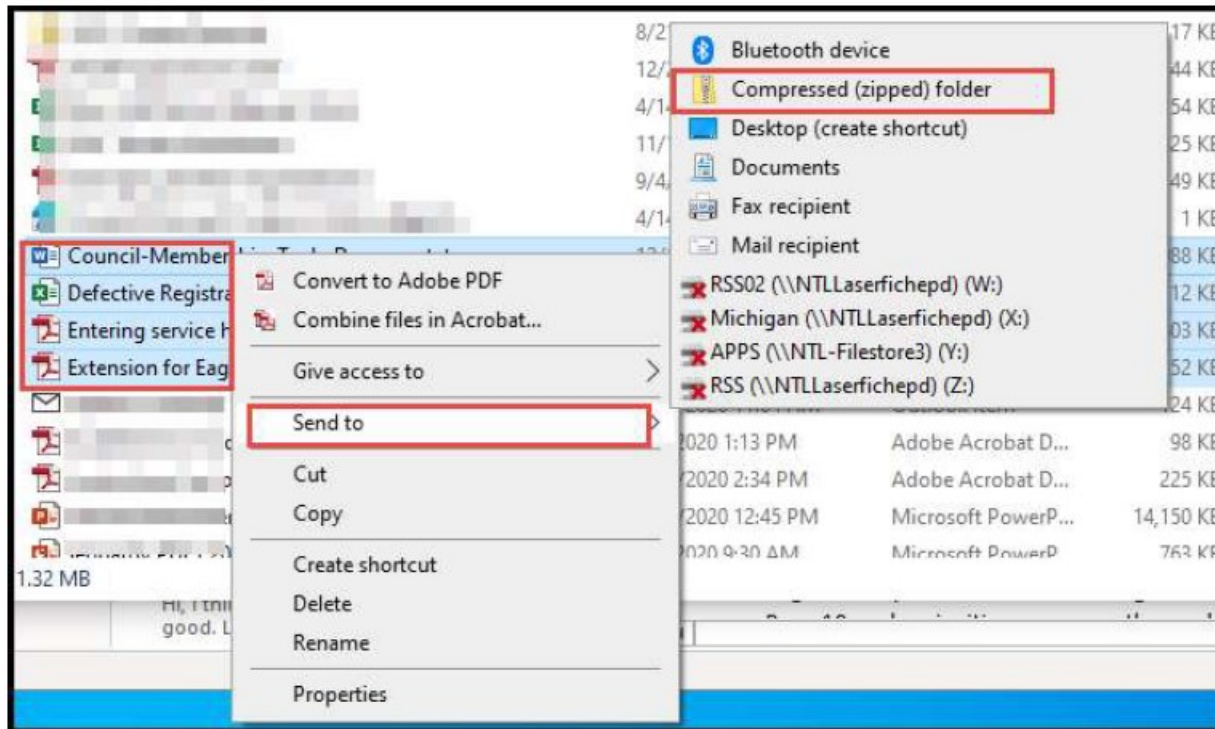
	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidon	Adult	Committee Member	13332946				\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidon	Adult	Committee Member	115299912				\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		5315 Cornaby St. Irving	Adult	Executive Officer	111099471				\$ 0.00	
<input type="checkbox"/>	Joseph Muckleroy	M		5315 Cornaby St. Irving	Adult	Chartered Organization Rep.	111099471				\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidon	Adult	Scoutmaster	104132872				\$ 45.00	
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidon	Adult	Committee Chairman	9177174				\$ 45.00	

## Promoting a Member

In order to promote a youth member to an adult, a youth member to a participant, or a participant to an adult, you must click the box next to the individual you would like to promote. Click Manage members and follow the instructions listed in this User Guide to first remove the person from the charter. Then add them as a new member with the "New Paper Application" option following the instructions in this User Guide to add a person. You will upload a new application, CBC (if applicable), and YPT (if applicable). The member id for the individual will remain the same.

## 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

## Adding a Multiple

If an individual is paying in another unit, you have the ability to register them in your unit(s) as a multiple and no fee is collected. The unit listed as the multiple unit is the unit they through which they will be paying their recharter fees. If an individual is paying in a council level position, you have the ability to register them in the unit(s) as a multiple and no fee is collected by the unit(s).

Note 1: For those multiplying from a council position select "Non-unit Position"

Note 2: The Charter Org Representative is the only individual that can multiple in more than one position as a committee chair or committee member only. No other adult leaders can multiple in more than one position within the same unit.



**MY UNIT**  
PACK 1381 HIGHER GROUND ACADEMY **FAMILY**  
Unit Type: Pack  
Unit Number: 1381  
Unit Expire Date: 08/31/2021  
Chartered Organization: Higher Ground Academy  
District: K  
Council: Northern Star Council  
Unit Term: 8  
Unit New Expire Date: 04/30/2022

**Click Manage Members and check the box next to the name that is a multiple and click on Mark as a Multiple in the drop down**

**CHARTERED ORGANIZATION INFORMATION**  
HIGHER GROUND ACADEMY  
Chartered Organization Name: Higher Ground Academy  
Chartered Organization Address: 1381 Marshall Ave  
Chartered Organization City: Saint Paul  
Chartered Organization State: MN  
Chartered Organization Zip: 55104-6315

**PACK ROSTER** REMOVED MEMBERS (0) PENDING MEMBERS (0)  
[Manage Members](#) [Upload Document](#) [Show: All Roster](#)

[Add New Member](#)  
[Invite New Member](#)  
[Mark As Multiple](#)  
[Remove From Recharter](#)

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input checked="" type="checkbox"/> Samuel Yigzaw	M	08/11/1985	1325 W Walnut Hill Ln, Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	<input type="checkbox"/>	\$ 20.00
<input checked="" type="checkbox"/> Samuel Yigzaw	M	08/11/1985	1325 W Walnut Hill Ln, Saint Paul	Adult	Committee Chairman	103405289	✓	✓	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/> Barry Kennedy	M	11/21/1986	1325 W Walnut Hill Ln, Minneapolis	Adult	Committee Member	120788268	✓	✓	<input type="checkbox"/>	\$ 20.00
<input type="checkbox"/> Drew Pannebecker	M	08/11/1985	1325 W Walnut Hill Ln, Minneapolis	Adult	Committee Member	13656063	✓	✗	<input type="checkbox"/>	\$ 20.00
<input type="checkbox"/> Sheldon McMahon-Desmond	M	11/21/1986	1325 W Walnut Hill Ln, Oakdale	Adult	Cubmaster	111394885	✓	✗	<input type="checkbox"/>	\$ 20.00
<input checked="" type="checkbox"/> Barry Kennedy	M	11/21/1986	1325 W Walnut Hill Ln, Minneapolis	Adult	Den Leader	120788268	✓	✓	<input type="checkbox"/>	\$ 20.00

[Payment Logs](#) [Refresh Roster](#) [Print Roster](#)



### Mark as Multiple

X

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council  
Northern Star Council 250

Unit Type

Unit

Mark as Multiple

### Choose the Council that the individual is registered in and the unit type and unit number - Once you have selected the council and unit click the Mark as multiple button

### Mark as Multiple

X

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council  
Northern Star Council 250

Unit Type

Unit

Council

North Florida Council 087

Northeast Georgia Council 101

Northeast Illinois 129

Northeast Iowa Council 178

Northeastern Pennsylvania Council 501

Northern Lights Council 429

Northern New Jersey Council, BSA 333

Northern Star Council 250

### Mark as Multiple

X

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council  
Northeastern Pennsylvania Council 501

Unit Type

Unit

Unit

Grace Episcopal Church 9001

Fathers Club 100 Inc 01 00

Shavertown United Methodist Church 0163

Mountain Top American Legion Post 781 04

Goose Pond Scout Reservation 0720

Hickory St Presbyterian Church 1000

Queen of the Apostles Parish 3701

### Mark as Multiple

X

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council  
Northern Star Council 250

Unit Type

Unit

Unit Type

Crew

Non Unit Position

Pack

Post

Ship

Troop



## Invite New Member into the unit (Leads)

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**

**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**

There are three invite options - Adult , Youth and Participant

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



Boy Scouts of America <boyscoutsofamerica@email.scouting.org>  
To: Donna Arnold

Retention Policy: 3 Year Delete (3 years)

[View Online](#)



### 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.

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

Send Reminder

<input type="checkbox"/>	Name	Gender	Member Type	Invited on
<input type="checkbox"/>	donna arnold	--	Adult	2021-09-07

Total 1 Items

< 1 > 10 / page v

## Edit Personal Information

Click Roster. Then the profile of the individual you would like to edit. Edit the information on the profile (for Scouts, click Scouts Info). Then click Recharter and Refresh Roster.

The screenshot shows the 'Internet Advancement Recharter' page. The sidebar on the left has the 'Roster' tab highlighted with a red circle. The main content area is divided into three sections: 'MY UNIT', 'CHARTERED ORGANIZATION INFORMATION', and a 'PACK ROSTER' table.

**MY UNIT**

- PACK: 62 VISTA RIDGE UNITED METHODIST CHURCH
- Unit Type: Pack
- Unit Number: 62
- Tenure: 352 months
- Unit Expire Date: 01/31/2023
- Chartered Organization: Vista Ridge United Methodist Church
- District: Orion
- Council: Longhorn Council
- Unit Term: 12 months
- Unit New Expire Date: 01/31/2024

**CHARTERED ORGANIZATION INFORMATION**

VISTA RIDGE UNITED METHODIST CHURCH

- Chartered Organization Name: Vista Ridge United Methodist Church
- Chartered Organization Address: 2901 Denton Tap Rd
- Chartered Organization City: Lewisville
- Chartered Organization State: TX
- Chartered Organization Zip: 75067-8156

**PACK ROSTER** REMOVED MEMBERS (1) PENDING MEMBERS (0)

Payment Logs Refresh Roster Print Roster

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	John	Smith	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	123456789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	Jessica	Johnson	F	02/15/1985	1223 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456790	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	Jessica	Johnson	F	04/04/1986	1225 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	123456791	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Jessica	Johnson	F	04/04/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456792	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	John	Smith	M	01/01/1980	1323 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	123456793	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	John	Smith	F	02/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456794	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	John	Smith	M	02/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456795	--	--	<input type="checkbox"/>	\$ 0.00











Troop Roster Pending Items 2 History Import File

Search by Name or Member ID

Run Report 12

Record Progress

Show Filtered


<input type="checkbox"/>	Name	Member ID	Age	Last Rank Approved	Patrol
<input type="checkbox"/>	 [Name]	[ID]	56		Unassigned
<input type="checkbox"/>	 [Name]	[ID]	68		Unassigned
<input type="checkbox"/>	 [Name]	[ID]	66		Unassigned
<input type="checkbox"/>	 [Name]	[ID]	69		Unassigned
<input type="checkbox"/>	 [Name]	[ID]	63		Unassigned
<input type="checkbox"/>	 William Napper	[ID]	16	Second Class	1
<input type="checkbox"/>	 Adam Phoenix	[ID]	15	Second Class	2
<input type="checkbox"/>	 [Name]	[ID]	54		Unassigned
<input type="checkbox"/>	 [Name]	[ID]	17	Life Scout	Unassigned
<input type="checkbox"/>	 [Name]	[ID]	61		Unassigned

Total 10 items

10 / page

Internet Advancement Youth Profile

Welcome, Christopher Price



William Napper

Second Class

Started

Pending Approval

Approved

Second Class

2020-01

Scout

2020-01

Tenderfoot

2020-01

Toten Chip

2019-01

Citizenship in the World

2020-04

First Aid

2019-03

Fishing

2019-01

Golf

2019-01

Kayaking

2019-01

Music

2019-01

Oceanography

2017-07

Swimming

2017-03

Activity Log

CAMPING

2019-01

HIKING

2019-01

SERVICE HOURS

2019-01

Tenderfoot

Second Class

First Class

Previous

Last

Next

Approved

SEE ALL

Run Report



Advancements

Scout's Info

## PERSONAL INFORMATION

Prefix Mr.	Last Name Price	Suffix Jr.
Preferred Name Chris	Middle Name Christopher	
Date of Birth 01/01/2000	Gender Male	

Please contact your council office for any changes on your personal information.

## ADDRESS INFORMATION

Home Business Vacation		Primary
Country USA	Address Line 1 1325 W Walnut Hill Ln.	
Address Line 2	City Prescott	
State AZ-ARIZONA	Zip Code 86303-5380	

## CONTACT INFORMATION

## EMAIL

Primary	Email Address* cp@scouting.org
---------	-----------------------------------

[Add Email Address](#)

## PHONE

Recharter | Internet Advancement

https://advancementsqa.scouting.org/recharter

Internet Advancement Recharter


Welcome, Ryan Larson

1

Complete Recharter Information

2

Payment and Confirmation



My UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

Unit Type: Pack

Unit Number: 62

Tenure: 352 months

Unit Expire Date: 01/31/2023

Chartered Organization: Vista Ridge United Methodist Church

District: Orion

Council: Longhorn Council

Unit Term: 12 months

Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church

Chartered Organization Address: 2901 Denton Tap Rd

Chartered Organization City: Lewisville

Chartered Organization State: TX

Chartered Organization Zip: 75067-8156

PACK ROSTER

REMOVED MEMBERS (1)

PENDING MEMBERS (0)

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>	Anthony	Allen	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000000				\$ 0.00	
<input type="checkbox"/>	Joseph	Chadbourne	F	02/04/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000				\$ 15.00	
<input type="checkbox"/>	David	Thompson	F	04/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Permit	10000000				\$ 0.00	
<input type="checkbox"/>	David	Thompson	F	04/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000				\$ 0.00	
<input type="checkbox"/>	David	Waller	M	05/05/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10000000				\$ 0.00	
<input type="checkbox"/>	Emily	Waller	F	02/02/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000				\$ 0.00	
<input type="checkbox"/>	Greg	Waller	M	06/06/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000				\$ 0.00	



### 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
<div> Add New Member </div>	on Hardy		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00
<div> Invite New Member </div>	on Hutton		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00
<div> Mark As Multiple </div>										
<div> Remove From Roster </div>										
<input type="checkbox"/>	Derek Brasher		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--			\$ 0.00
<input type="checkbox"/>	Derek Brasher		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471				\$ 45.00
<input checked="" type="checkbox"/>	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 Roster

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	 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). The main content area is divided into three sections: 'MY UNIT', 'CHARTERED ORGANIZATION INFORMATION', and a member list.

**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

**CHARTERED ORGANIZATION INFORMATION:**

- FRIENDS OF THE WILLIAMSON TROOP
- Chartered Organization Name: Friends of the Williamson Troop
- Chartered Organization Address: 3820 Puckard
- Chartered Organization City: Vidon
- Chartered Organization State: TX
- Chartered Organization Zip: 77602-2457

**Member List:**

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input checked="" type="checkbox"/>	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

**Annotations and Steps:**

1. Click on the Removed Member tab (indicated by a red circle around the 'REMOVED MEMBERS (1)' tab).
2. Click the checkbox next to the name you would like to add back into the Recharter (indicated by a red circle around the checkbox for Donna Arnold).
3. Click Add To Recharter (indicated by a red circle around the 'Add To Recharter' button).
4. Click Add (indicated by a red circle around the 'ADD' button in the 'Add to recharter' pop-up box).

**Buttons and Links:**

- Payment Logs
- Refresh Roster
- Print Roster
- Validate Recharter and Pay (indicated by a red circle around the button)

## 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 that will display any errors or warnings. At that time you will need to review and correct the warnings and 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 or error, you have the ability to correct and continue through the submittal process.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and you have addressed the warnings and you are ready to submit your unit, click the Proceed to Payment button. If you have no errors or warnings and you may proceed straight to payment. You have the option to print your roster by clicking the "Print Roster" button above the search for Name or Member ID bar once you have validated all information and before you move to the payment page.

The screenshot shows the 'Internet Advancement Recharter' interface. A 'Validate recharter' popup is displayed in the center, listing errors and warnings. The errors are highlighted in yellow:

- Unit does not have the required amount of leadership positions
- Leaders do not have current YPT

Warnings are listed below the errors:

- Leaders have completed CBC authorization
- Leaders are more than 18 years old

The 'CONTINUE EDITING' button is circled in red. Below the popup, the 'TROOP ROSTER' table is visible, showing members Kyrndon Hardy and Zachary Brasher. The 'Validate Recharter and Pay' button at the bottom right is also circled in red.

**Validate recharter**

Recharter cannot continue due to the reasons listed below.

Unit does not have the required amount of leadership positions

Leaders do not have current YPT

Leaders have completed CBC authorization

Leaders are more than 18 years old

CONTINUE EDITING PROCEED TO PAYMENT

**TROOP ROSTER** REMOVED MEMBERS (1)

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	Kyrndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--	1	\$72.00
<input type="checkbox"/>	Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130261675	--	--	1	\$72.00

Add Youth (Must have at least 5 youth)

Total 12 Items < 1 2 > 10 / page

Validate Recharter and Pay

Internet Advancement

Recharter

Welcome, Derek Brasher

<input type="checkbox"/>		Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Representative Rep.	13332946				\$ 45.00	
<input type="checkbox"/>		Bronson Hatton	M					115299012				\$ 45.00	
<input type="checkbox"/>		Derek Brasher	M				icer	11				\$ 0.00	
<input type="checkbox"/>		Derek Brasher	M					11				\$ 45.00	
<input type="checkbox"/>		Jonathan Healy	M					10				\$ 45.00	
<input type="checkbox"/>		Joseph Muckleroy	M					91				\$ 45.00	
<input type="checkbox"/>		Marvin Lopez						--				\$ 45.00	
<input type="checkbox"/>		Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	--	--		\$ 72.00	
<input type="checkbox"/>		Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--		\$ 72.00	
<input type="checkbox"/>		Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130201680	--	--		\$ 72.00	

Add Youth (Must have at least 9 youth)

Total 12 Items

Validate Recharter and Pay

Validate recharter

Recharter validation successful!

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

## Payment and Confirmation

During this process you have the ability to verify all fees and make your payment. Choose “PAY AT COUNCIL.” The unit will need to provide a form of payment to the local council in order to register your unit. Once you have chosen this option, click the pay and post renewal button.

← Back to: Recharter Info

Complete Recharter Information

Payment and Confirmation

**BILLING INFORMATION**

First Name

Last Name

Code  
USA

Phone Number

Country  
USA (US)

City

Zip Code

Email Address

Address

State

Cardholder's Name

Exp. Month

Exp. Year

Pay at Council

Pay at Council

**RENEWAL ROSTER FEES**

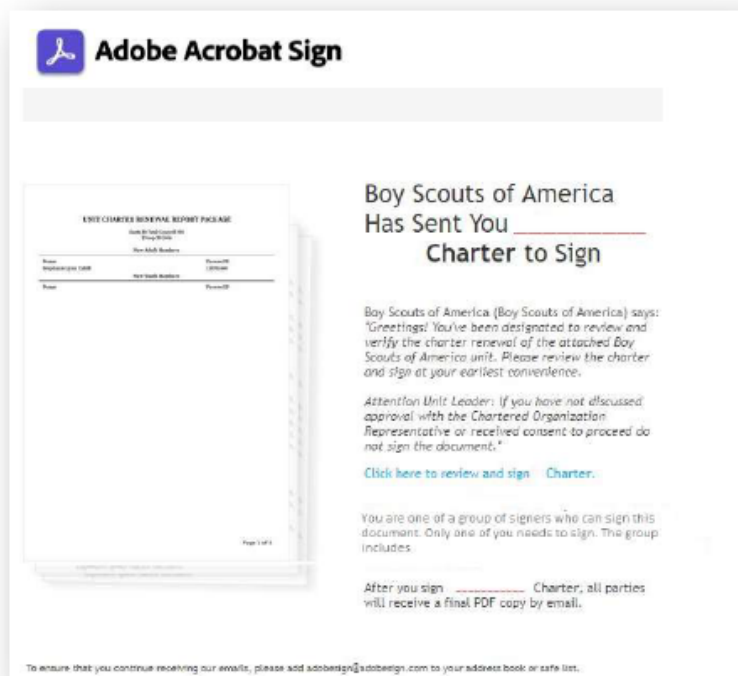
	QUANTITY	FEE
REGISTRATION		
Paid Youth	3	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
<b>TOTAL AMOUNT</b>		<b>\$726.15</b>

Pay and Post Renewal

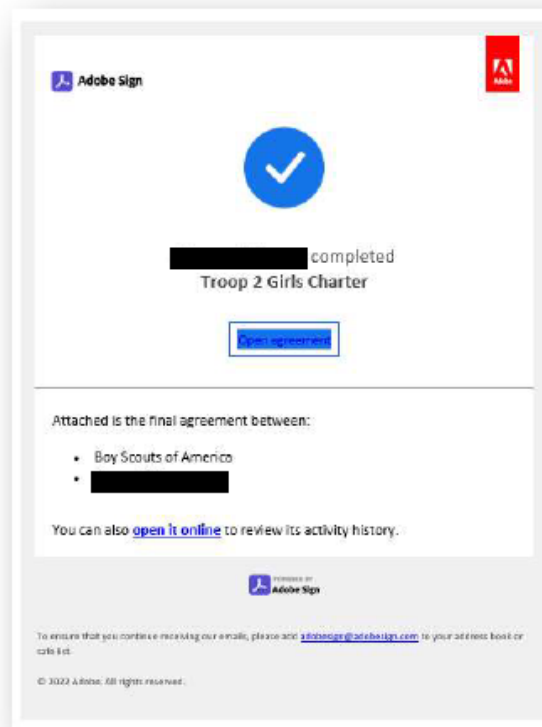
Once you have chosen to pay at Council, click the “Pay and Post Renewal” Button.

## Signature and Approval

After paying and posting the renewal an Adobe Acrobat Sign document will be sent to your NEW Key 3 (as entered on the recharter), COR Delegate, and Key 3 Delegate. Any of these individuals may sign the document if approval has been discussed with the Charter Organization Representative. It is preferable that it be signed by the Charter Organization Representative. Be sure to save and/or print the recharter renewal prior and after submittal. **Once signed and payment has been completed, your recharter process will be complete for your unit.**



*Example of email sent to Key 3, COR Delegate, and Key 3 Delegate. Remember to save/print agreement*



*Example of recharter completed email after charter has been electronically signed sent to Key 3 COR Delegate, and Key 3 Delegate. Remember to save/print agreement*



Print a copy to include  
with your check.

Thank You!!!!



BOY SCOUTS OF AMERICA®  
MINSI TRAILS COUNCIL