

Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.
(not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
Expiration date = June 30, renewal opportunity begins May 1.
3. A unit has a three-month lapsed period after the unit expires.
Expiration date = June 30, lapse period ends Sept 30, will drop Oct 1.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

Validation Codes in Unit Renewal:

Errors (red) will not let you proceed.

Warnings (yellow) will allow you to proceed.

- a. Leaders do not have current Youth Protection Training – **Error.(most common)**
 - b. Unit does not have required number of leadership positions – **Error.**
 - c. Leaders are less than 18 years old – **Error.**
 - d. Youth do not meet the age/grade requirement for the program – **Error.**
 - e. Leaders do not have completed CBC Authorizations – **Warning**
 - f. Adults do not have SSN – **Warning**
5. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
 6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
 7. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal page, the validation check processes again.

The screenshot shows the 'my.Scouting | Organization Manager' interface. A sidebar on the left contains a menu with 'Unit Renewal' highlighted. The main content area is titled 'Unit Validation' and includes sections for 'Unit Leadership', 'Chartered Organization', and 'Youth Membership'. A red box highlights an error message: 'Error: Leaders do not have current Youth Protection Training'. Below this, a list of affected members is shown: Bryan Hoffman, Randy Hoffman, Charles Hoffman, and Amanda Hoffert. A text box on the right explains: 'List of errors, and who they apply to that were found during the validation process.'

Once all validation errors have been resolved, “sign” the renewal by entering you name approving the leadership for renewal and then select “Next Step: Unit Pin Review”

The screenshot shows the 'Unit Validation' page at step 2, 'Unit Pin Review'. The 'Unit Leadership' section lists: Venturing Crew Advisor (Chris), Committee Chair (Holly), and Committee Member (Nath and Kara). The 'Chartered Organization' section shows: Organization Name (Em), Executive Officer (Gles), Unit Term (Oct 1, 2023 - Sep 30, 2024), and Unit Address (280 Tus). The 'Membership' section shows 5 Youth Members and 1 Multiple Member. A text box on the left says 'Sign Here' and points to a signature field. A button at the bottom right is labeled 'Next Step: Unit Pin Review'.

Make any necessary changes to the Unit Pin Setup. Be sure the indication to show on BeAScout corresponds with the “Fields to Display on Unit Pin.”

I.e.: If indicate to show on BeAScout, select which fields to show.
Then select “ Continue to Unit Renewal.”

The screenshot shows the 'Unit Pin Review' step in a four-step process. The 'Continue to Unit Renewal' button is highlighted in red. The screen displays unit information, contact details, and fields to display on the unit pin.

Field	Value
Unit Meeting Address	<input checked="" type="checkbox"/>
Contact Person's Name	<input checked="" type="checkbox"/>
Phone Number	<input type="checkbox"/>
Contact Email	<input checked="" type="checkbox"/>
Unit Website	<input type="checkbox"/>
Additional Unit Information	<input type="checkbox"/>

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information on the appropriate tab.

(See next page for ACH payment information.)

The screenshot shows the 'Payment' step in a four-step process. The 'Payment' tab is highlighted in red. The screen displays unit renewal fees and billing information.

Item	Amount
Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

Credit Card | **Bank Account**

CARD INFORMATION

* First Name:	Mary
* Last Name:	Person
* Card Number:	8 1016 8421 1016 1013
* Expiration Date:	12/27

As a unit, you have the option to securely store the payment information for next year if desired. Select "Submit Payment" if paying by credit card or "Pay with Bank Account" if paying by ACH.

A screenshot of a payment form. At the top, there are fields for Card Number, Expiration Date, and CVV. Below these is an Email Address field. A section titled "BILLING ADDRESS" contains fields for Country, Address Line 1, Address Line 2, City, State/Region, and ZIP Code. At the bottom of the form, there is a checkbox labeled "Save this card for future payments:" which is checked. To the right of the form is a blue button labeled "Submit Payment".

Save this card for future payments.

Save this card for future payments:

Submit Payment

Submit Payment

Click on "Submit Payment" (if by credit card) or "Pay With Bank Account" (if by ACH).

A screenshot of a "Billing Information" form. At the top, there are two tabs: "Credit Card" and "ACH Payment". The "ACH Payment" tab is selected and highlighted in yellow. Below the tabs are fields for First Name, Last Name, Email Address, Phone Number, Address Line 1, City, State/Region, and ZIP Code. At the bottom of the form, there is a checkbox labeled "Save account information for future payments:" which is unchecked. To the right of the form is a blue button labeled "Pay With Bank Account".

Credit Card
ACH Payment

Save account information for future payments.

Save account information for future payments:

Pay With Bank Account

Pay with Bank Account

You will next see a recap of the fees. Select "Go to Confirmation."

1 Renewal Order Status
Status: Submitted
Is paid: Yes
Created By: Mary Parson

Unit Validation 2 Payment 3 Confirmation

Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

[Go To Confirmation](#) **Go to Confirmation**

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

1 Unit Validation 2 Payment 3 Confirmation



Your payment is being processed.
Please check back later for the status of your renewal order.

1 Renewal Order Status
Status: Submitted
Is paid: Yes
Created By: Mary Parson

Your unit is now submitted for renewal and will be posted overnight.

Payment confirmation

Chase Integrated Payments <chase-support@wepay.com>
To: Mary Parson
Reference Policy: 3 Year (Date 0 year) Expires: 3/7/2027
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

CHASE
Integrated Payments

Receipt

Billed to:	Visa xxxxxx4112 Mary Parson
Total:	USD \$100.00
Purchased from:	Boy Scout of America 1325 W. Walnut Hill Lane, Irving, TX, 75038, US Wepay_admin@scouting.org
Type:	Sale
Date:	02/08/2024

If you have any questions about your receipt, contact chase-support@wepay.com