



**There are two options for individuals to renew their Scouting membership:**

## OPTION 1: INDIVIDUAL RENEW REGISTRATION

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

- **Renew online at [my.scouting.org](https://my.scouting.org)**
  - Click on the link in the email that will direct individuals to [my.scouting.org](https://my.scouting.org) to renew the registration. You can also go to [my.scouting.org](https://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 Coronado Area Council**
  - Fill out the **Individual Registration Renewal Form** and submit payment and the form to the Coronado Area Council in person or via the mail.

### **Important Info:**

- *Parents will have to create a [my.scouting.org](https://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](https://my.scouting.org) has already linked their Member ID with all of their children. If parents discover this has not happened, simply contact the Assistant Scout Executive for CAC at [Michael.oconnor@scouting.org](mailto:Michael.oconnor@scouting.org) or 785.827.4461.*

---

## 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:**

- A member of the unit Key 3 logs into [my.scouting.org](https://my.scouting.org) and clicks on **Organization Manager** then **Roster**.
- **To renew by credit card or ACH 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 an ACH Payment fee of \$1.00 or 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 then clicks **Unit Payment of Membership Renewal**. Here you can download a report and submit payment at your nearest Coronado Area Council office or via the mail to 644 S. Ohio St., Salina, KS 67401.
- 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.*
- *You can also see a person’s multiple registrations by clicking **Show Multiple Registrations**. To continue with the renewal, click **Create Renewal Orders**.*
- *Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.*

**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.



## OPTION 1: **INDIVIDUAL RENEW REGISTRATION**

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

- **Renew online at [my.scouting.org](https://my.scouting.org)**

- Click on the link in the email that will direct individuals to [my.scouting.org](https://my.scouting.org) to renew the registration. You can also go to [my.scouting.org](https://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 Coronado Area Council**

- Fill out the **Individual Registration Renewal Form** and submit payment and the form to the Coronado Area Council in person or via the mail.

### ***Important Info:***

- *Parents will have to create a [my.scouting.org](https://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](https://my.scouting.org) has already linked their Member ID with all of their children. If parents discover this has not happened, simply contact the Assistant Scout Executive for CAC at [Michael.oconnor@scouting.org](mailto:Michael.oconnor@scouting.org) or 785.827.4461.*

**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:

- A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Roster**.
- **To renew by credit card or ACH 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 an ACH Payment fee of \$1.00 or 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 then clicks **Unit Payment of Membership Renewal**. Here you can ~~download a report and submit payment~~ at your nearest Coronado Area Council office or via the mail to 644 S. Ohio St., Salina, KS 67401.
- 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.
- You can also see a person’s multiple registrations by clicking **Show Multiple Registrations**. To continue with the renewal, click **Create Renewal Orders**.
- Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.

**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.



## OPTION 1: INDIVIDUALS RENEW REGISTRATION

WHEN PAYING ONLINE WITH CREDIT CARD

Beginning 60 days before their expiration date, individuals will receive communications from the National Council and the Coronado Area 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 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.

**STEP 1:** Log in to [my.scouting.org](https://my.scouting.org) and click on the **red notification icon** in the top right corner.

my.Scouting

Welcome, [redacted]

Registration for [redacted] is expiring soon, click here to renew

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Registration Expiration Date: 02/28/2025

Click logo to take Youth Protection in English or Spanish



## OPTION 1: INDIVIDUAL RENEWS REGISTRATION (continued)

1 Member Information 2 Renewals

### Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Troop	Role	Primary Position	Current Expire Date	Future Expire Date
Troop 0399	Youth Member	Primary Position	03/31/2024	03/31/2025

Go back to My Renewals Go To Payment

Copyright Boy Scouts of America 2024

**STEP 2:** A popup will display showing the registration(s) to renew. If adults are multiplied in other units, it will show here.

### Terms and Conditions

Welcome to the BSA!

The BSA makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships. The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of the BSA. The BSA local and national council provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

#### Parent/Legal Guardian Role in Scouting

Scouting uses a fun program to promote character development, citizenship training, leadership, and mental and physical fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

Dustin Person

Back Go to Checkout Summary

**For adults:** a popup will display that will require an acknowledgement that they agree with the Terms and Conditions.



## OPTION 1: INDIVIDUAL RENEWS REGISTRATION (continued)

**STEP 3:** Proceed to check out.  
*Note: The default is to subscribe to Scout Life. You will need to “uncheck” the box if you do not wish to subscribe.*

**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.



## OPTION 1: INDIVIDUAL RENEWS REGISTRATION (continued)

**Your Receipt**

Application ID:  
Transaction Date: February 14, 2024  
Unit: Troop 0098 Saint Anthony's Catholic Church

**Welcome to Boy Scouts of America!**

We're excited you've decided to build a Scouting adventure with the organization listed above.

Once your registration has been processed, you will receive an email with contact information, a membership card, and additional details about Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

1325 W Walnut Hill Ln, Washington, DISTRICT OF COLUMBIA, 20001 USA	District: Washington DC 11 Order ID: 13643
BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<b>Total Amount</b>	<b>\$97.04</b>
<b>Total Paid</b>	<b>\$97.04</b>
BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<b>Total Amount</b>	<b>\$97.04</b>
<b>Total Paid</b>	<b>\$97.04</b>
<b>Amount Due</b>	<b>\$0.00</b>

**YOUR TROOP**  
Troop 0098

**YOUR COUNCIL**  
National Capital Area Council

Print Receipt **Complete Registration**

**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.



## OPTION 2: UNIT RENEWS INDIVIDUAL WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

The screenshot shows the my.Scouting Organization Manager interface. At the top, there is a blue header with a 'Menu' button on the left and 'my.Scouting | Organization Manager' on the right. Below the header, there is a dark blue navigation bar containing several icons and labels: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. To the left of these icons is a user profile section with a circular profile picture placeholder and the text 'Registration Expiration Date: 02/28/2025'. Below the navigation bar, there are two circular logos for Youth Protection training in English and Spanish, with the text 'Click logo to take Youth Protection in English or Spanish'. At the bottom right, there is a photograph of a group of scouts in uniform.

The dropdown menu for 'Organization' is open, showing a list of options. The selected option is 'Troop 1927 (GT)'. The list includes:

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

**STEP 1:** Log in to my.scouting.org

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





## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

**STEP 3:** Click on Roster

**STEP 4:** Select members to renew

**STEP 5:** Click renew to renew selected members

Name	Member ID	Role	Gender	Expiration Date
Mary K... Balling	14050375	Committee Chair	F	03/31/2024
Logan H...	13...	Youth Member	M	03/31/2024
Marqu... Farmer	140...	Youth Member	M	03/31/2024
Jeffrey... Foster		Scoutmaster	M	03/31/2024
Bryan S...		Scoutmaster	M	03/31/2024
Randy C...	85...	Chartered Organization Rep. Executive Officer	M	03/31/2024

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

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary K... Balling	14050375	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan H...	13...	Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024
Marqu... Farmer	140...	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey... Foster		Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Unit Paid Membership Renewal

John [redacted]  Scout Life Subscription

Troop 0010

Committee Member (MC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

Cortney [redacted]  Scout Life Subscription

Troop 0010

New Member Coordinator (NM) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

[← Back to roster](#) [Create Renewal Orders](#)

**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.

Payment Summary

	<b>Traditional Adult</b> Quantity: 4	\$240.00
	<b>Scout Life Domestic Rates</b> Quantity: 3	\$45.00
	<b>Council Fee</b> Quantity: 4	\$0.00
	<b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$8.55
<b>TOTAL AMOUNT DUE:</b>		\$293.55
<b>AMOUNT PAID:</b>		\$0.00

[Credit Card](#) [ACH Payment](#)

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

\* CVV:

\* Email Address:

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



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marque Barfield	Initiated	Traditional Youth	No	
Logan Barfield	Initiated	Traditional Youth	No	
Jeffrey Barfield	Initiated	Traditional Adult	No	
Seth Barfield	Initiated	Traditional Youth	No	
Bryan Barfield	Initiated	Traditional Adult	No	
Seth Barfield	Initiated	Traditional Youth	No	
Amaris Barfield	Initiated	Traditional Adult	No	
Charles Barfield	Initiated	Traditional Adult	No	
Randy Barfield	Initiated	Traditional Adult	No	

Unit Orders By Batch

Created By	Created On	Number of Orders	Paid
Mary Barfield	02/05/2024, 11:06:25 am	10	No

GO TO PAYMENT

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

Payment Summary

Traditional Adult Quantity: 4	\$240.00
Scout Life Domestic Rates Quantity: 4	\$60.00
Council Fee Quantity: 4	\$8.16
Administrative Fee Credit Card Processing Fee (3%)	\$9.24
<b>TOTAL AMOUNT DUE:</b>	<b>\$317.40</b>
<b>AMOUNT PAID:</b>	<b>\$0.00</b>

Pay With Saved Method

Master Card  
xxxxxxx5114  
Name on Card: James Son  
Updated On: 02/08/2024 16:41

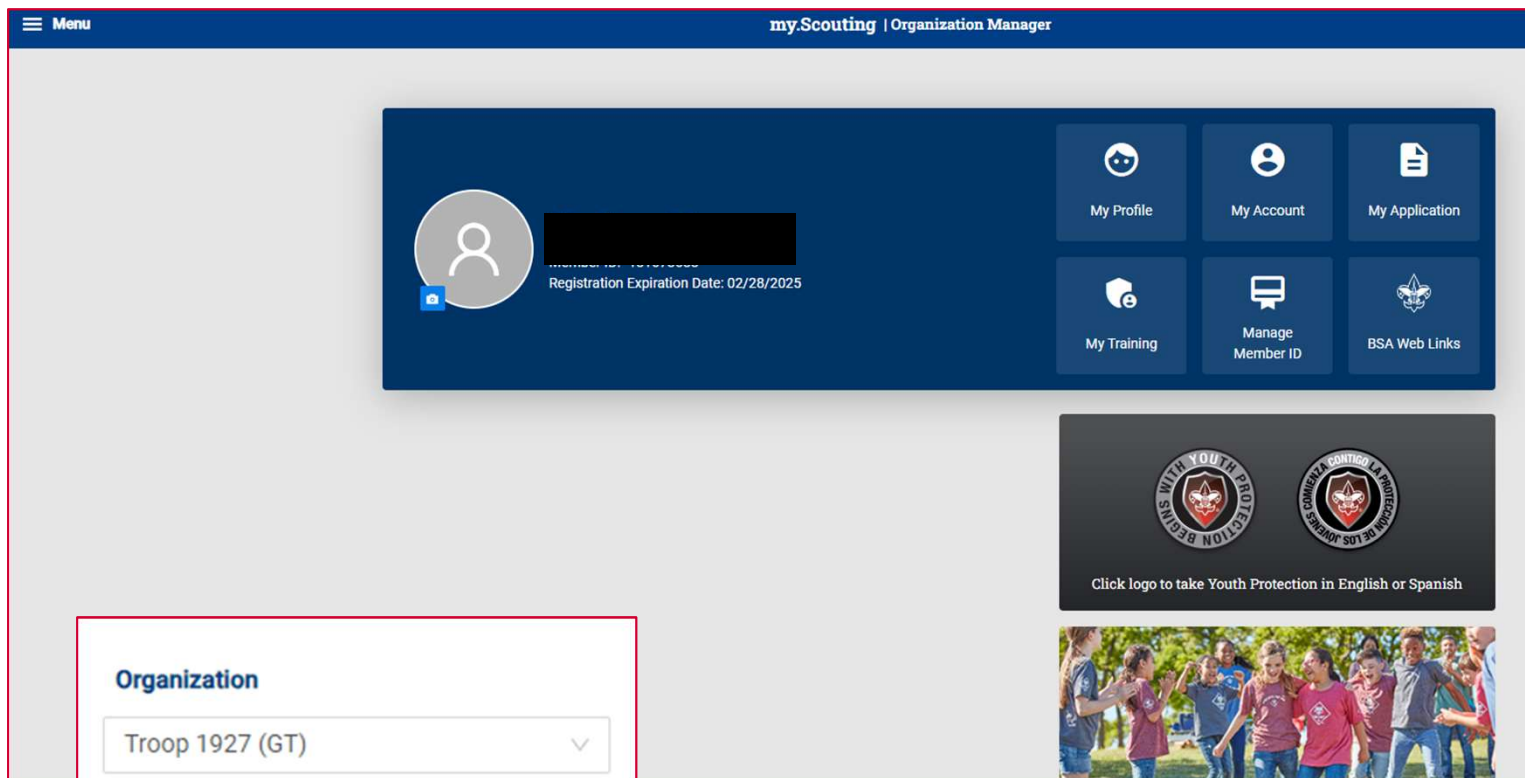
Pay With Saved Payment Method

Pay With New Method

**STEP 10:** Submit payment.



## OPTION 2: UNIT RENEWS INDIVIDUAL WHEN PAYING DIRECTLY TO THE CORONADO AREA COUNCIL



**STEP 1:** Log in to  
my.scouting.org

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



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE CORONADO AREA COUNCIL

my.Scouting | Organization Manager

Troop 1927 Lake Cable Recreation Association G

Troop 1927 Lake Cable Recreation Association G SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]	Assistant Scoutmaster <span>Trained</span>	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Committee Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Committee Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Scoutmaster	M	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Youth Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	Renewing Scout #1	Youth Member	F	Expired	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	Renewing Scout #2	Youth Member	F	Expired	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	[REDACTED]	Executive Officer	F	Current	<input type="checkbox"/>	02/28/2025

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster**
- Transfer in
- Position Management
- Reports

**STEP 3:**  
Click on  
**Roster**



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE CORONADO AREA COUNCIL

Transfer Renew Compose Print Edit Profile Export Roster Filter

<input type="checkbox"/>	Name	Member ID	Role	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]		Assistant Scoutmaster <small>Trained</small>	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Scoutmaster	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Youth Member	<input type="checkbox"/>	02/28/2025
<input checked="" type="checkbox"/>	Renewing Scout #1		Youth Member	<input type="checkbox"/>	Expired 07/31/2024
<input checked="" type="checkbox"/>	Renewing Scout #2		Youth Member	<input type="checkbox"/>	Expired 07/31/2024
<input type="checkbox"/>	[REDACTED]		Executive Officer	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Chair <small>Trained</small>	<input type="checkbox"/>	02/28/2025

Membership Cards  
Eagle Extension Report  
Unit Payment of Membership Renewal  
Youth Member Age Report

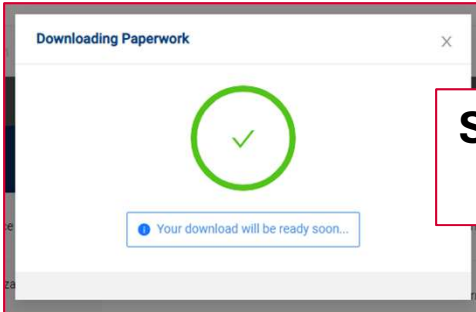
**STEP 4: Select Scouts for renewal**

**STEP 5: Click Print then click Unit Payment of Membership Renewal**

< 1 2 >



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE CORONADO AREA COUNCIL



**STEP 6:** A popup will display that the paperwork is downloading

**STEP 7:** Submit this paperwork and payment to the Coronado Area Council. See below for more details.

Page 1 of 1



### BOY SCOUTS OF AMERICA® Unit Payment of Membership Renewal

For use when your unit is paying for membership Renewal but you need to pay at the office.  
Turn this paperwork along with payment to the council office by the 15th of the month.

Council: Buckeye Council 436  
District: Hetuck 11  
Unit Type: Troop  
Unit Number: 1927  
Date Printed: 07/31/2024

**Members to be Renewed**

First Name	Last Name	Position	Member ID	Scout's Life Subscription
Bella	Kandstorfer	Youth Member	140386596	Yes
Sophie	Kandstorfer	Youth Member	140386670	Yes

**Members to be renewed: 2**

Fees Due	Total	Amount
BSA Youth Registration	2 youth(s)	\$ 170.00
BSA Adult Registration	0 adult(s)	\$ 0.00
Council Program Fees	2 fee(s)	\$ 2.00
Scout's Life Magazine Subscription	2 subscription(s)	\$ 30.00
<b>Total</b>		<b>\$ 202.00</b>

Deliver **check** or **cash** (no credit cards) along with this printout directly to your nearest Coronado Area Council Service Center, or mail to:  
**Coronado Area Council**  
**644 S Ohio Street | Salina, KS 66401**

# Scouting Registration Renewal Form

CORONADO AREA COUNCIL

**>YOU MUST INCLUDE THIS FORM IF RENEWING AT THE COUNCIL OFFICE<**

Time flies when you're on the Scouting trail! It's been nearly a year since your family embarked on this new adventure. Along the way, your Scout has had the chance to discover personal growth, outdoor adventure, and belonging with their friends. Your family may have discovered more time together as you participated alongside each other and created priceless memories.

**It is now time to renew your Scouting membership.** The renewal process is an easy one that you'll be able to complete online at [my.scouting.org](http://my.scouting.org) or by filling out the form below and submit payment to the Coronado Area Council office in Salina or via the mail to 644 S. Ohio St., Salina, KS 67401. Payment may be made in the form of check or cash when mailing or via card at a Coronado Area Council office.

## Fees to Renew:

- **\$85 for Cub Scouts, Scouts BSA, and Venturing** participants (\$85 National Fee)
- **\$65 for all adult volunteers** (\$65 National Fee)
- **\$25 for Merit Badge Counselors** (fee applies only for MB Counselors not already registered as leaders)
- **\$15 for Scout Life** magazine subscription

If you have any questions or concerns about the renewal process, please contact us at 785-827-4461 or by emailing [michael.oconnor@scouting.org](mailto:michael.oconnor@scouting.org).

**Unit Type (circle one):**          Pack          Troop          Crew          Post

**Unit Number (ex. 1001):** \_\_\_\_\_

## What type of registration are you renewing?

- \$85 Youth Registration**       **\$65 Adult Registration**       **\$15 Scout Life Subscription**

## PARTICIPANT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

BSA Member ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Email address will be used for future renewals and other Coronado Area Council information.*

## \*Financial Aid Forms Must Included to Receive Assistance\*

- Finance Aid Forms Completed & Attached**
- KanCare Forms Completed & Attached**



**For Internal Use Only:**

**Received on:** \_\_\_\_\_

**Renewal Processed on:** \_\_\_\_\_





## COMMUNICATION TIMELINE

### NATIONAL COUNCIL

#### 60 days before registration expires

Individuals & unit leaders receive email from the National Council about the upcoming renewal

#### 30 days before registration expires

Individuals & unit leaders receive email from the National Council about the upcoming renewal

Units should be communicating with individuals who are due to renew throughout the entire timeline to ensure on-time renewal

#### \*\*60 days after registration expires

Individuals & unit leaders will have access to renew up to 60 days after the renewal date. At which time the individual then drops and shows expired. A new application is required at this point to re-register

*\*Timeline is subject to change*

