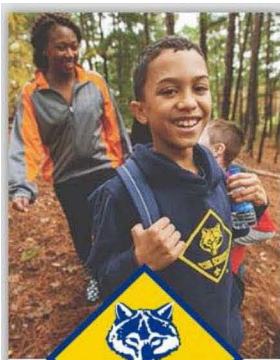


# Tukabatchee Area Council Internet Charter Renewal 2.0 User Guide



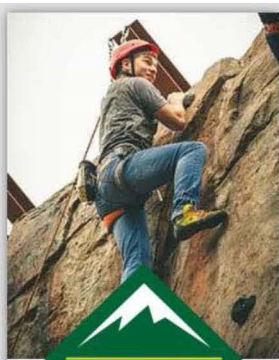
**Cub Scouting**

Youth grades K-5



**Scouts BSA**

Youth 11-17 years old



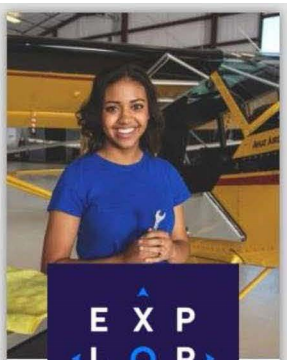
**Venturing**

Co-ed 14-20 years old



**Sea Scouting**

Co-ed 14-20 years old



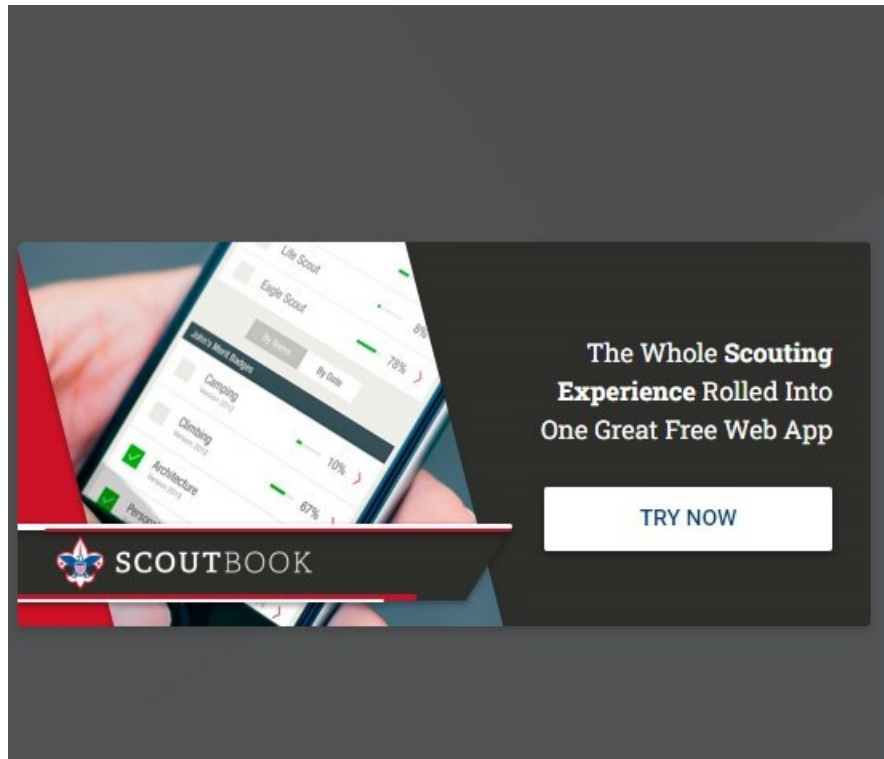
**Exploring**

Co-ed 10-20 years old

## To Start Internet Recharter


Go to Internet Advancement (Advancement.Scouting.org), and log in using your existing Scoutbook.org/my.Scouting.org username and password.

Only the Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, Sea Scout Skipper, or Exploring Advisor), Charter Organization Representative, Committee Chairman, or a Key 3 Delegate have access.



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

**TRY NOW**

 **SCOUTBOOK**

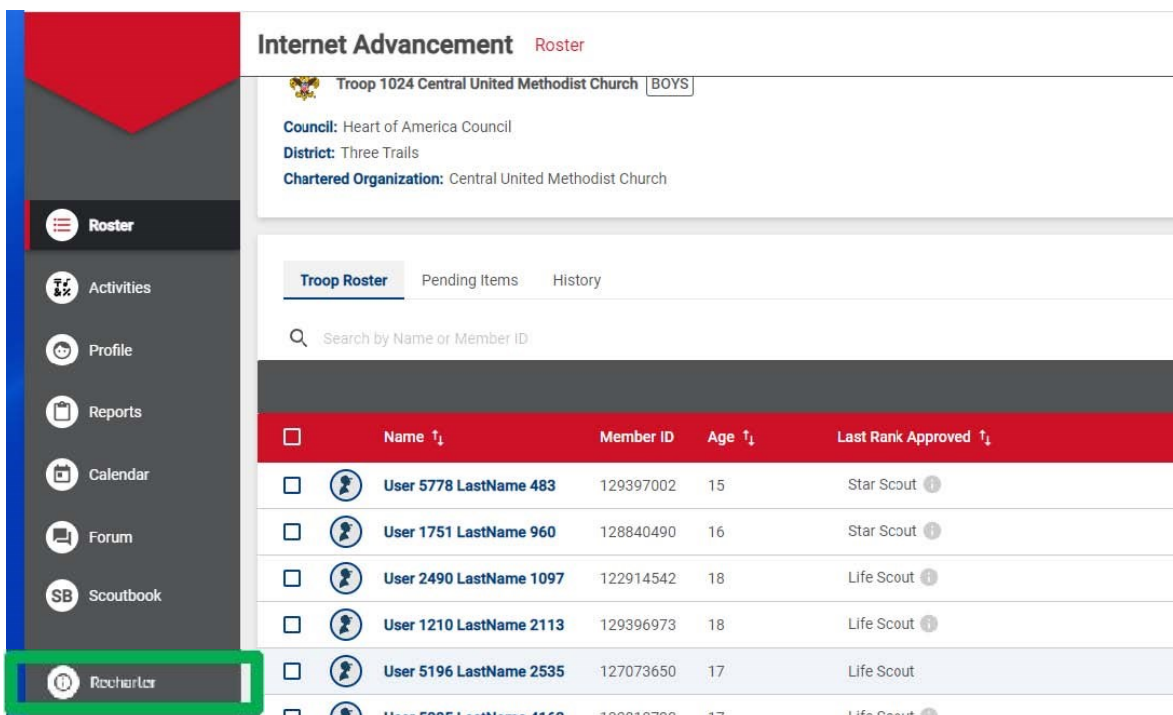


### Login to Internet Advancement



LOGIN

In Internet Advancement, select *Recharter* on the lower left.



**Internet Advancement** Roster

Troop 1024 Central United Methodist Church BOYS

Council: Heart of America Council  
District: Three Trails  
Chartered Organization: Central United Methodist Church

**Troop Roster** Pending Items History

Search by Name or Member ID

<input type="checkbox"/>	Name <sup>1</sup>	Member ID	Age <sup>1</sup>	Last Rank Approved <sup>1</sup>
<input type="checkbox"/>	User 5778 LastName 483	129397002	15	Star Scout <sup>1</sup>
<input type="checkbox"/>	User 1751 LastName 960	128840490	16	Star Scout <sup>1</sup>
<input type="checkbox"/>	User 2490 LastName 1097	122914542	18	Life Scout <sup>1</sup>
<input type="checkbox"/>	User 1210 LastName 2113	129396973	18	Life Scout <sup>1</sup>
<input type="checkbox"/>	User 5196 LastName 2535	127073650	17	Life Scout
<input type="checkbox"/>	User 5995 LastName 4162	132810720	17	Life Scout <sup>1</sup>


## Unit details

Check your unit and chartered organization's details.

If you find any issues, let the council know! (We can fix it.)

**Internet Advancement** Recharter

Welcome, User 8944 LastName 8120

**MY UNIT**  
TROOP 1024 CENTRAL UNITED METHODIST CHURCH **BOYS**  
  
Unit Type: Troop  
Unit Number: 1024  
Unit Expire Date: 10/31/2021 🔴  
Chartered Organization: Central United Methodist Church  
District: Three Trails  
Council: Heart of America Council  
Unit Term: 12  
Unit New Expire Date: 10/31/2022

**CHARTERED ORGANIZATION INFORMATION**  
CENTRAL UNITED METHODIST CHURCH  
  
Chartered Organization Name: Central United Methodist Church  
Chartered Organization Address: 5144 Oak St  
Chartered Organization City: Kansas City  
Chartered Organization State: MO  
Chartered Organization Zip: 64112-2714

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







## IMPORTANT REMINDER:

### Refresh Your Roster Regularly!

This will update volunteer's Youth Protection Training status, Criminal Background Check Authorization status, and add new members.


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

Manage Members ▾ Upload Document 📄 Show: All Roster



<input type="checkbox"/>	Name 🔽	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	 <b>Adult Test</b> ⚙️	—	09/01/2002	—	Adult	Committee Chairman	—	<span>🔴</span>	<span>🔴</span>	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	 <b>User 1841 LastName 4251</b>	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089	<span>🟢</span>	<span>🟢</span>	<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	 —	—	—	1325 W Walnut Hill	—	—	—	—	—	<input type="checkbox"/>	—	

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



What do the icons mean? You will use these icons throughout Internet Recharter

 **Select record** – check the box to select the record (used for some menu items)



## Age Category

-  Adult
-  Youth



## YPT: Youth Protection Training status

-  Red Exclamation Point – they do not have current Youth Protection training
-  Green Exclamation Point – Youth Protection Training is current


## CBC: Criminal Background Check

-  Red Exclamation Point – New Criminal Background Check Disclosure has not been received  
Note: this may be a data issue – check with your district executive
-  Green Checkmark – New Criminal Background Check Disclosure has been received

## Scout Life










-  Grey (left) – no subscription included
- 

## Any column

-  No status recorded (new members, youth, or no fee adults – the Executive Officer, Lion Partners, and Tiger Partners)

## Total

The fee your unit (pack, troop, crew, ship, or post) is going to be charged for this person in this position.

TROOP ROSTER											REMOVED MEMBERS (3)		PENDING MEMBERS (0)		Payment Logs \$		Refresh Roster ↺		Print Roster 🖨	
Manage Members ▾											Upload Document 📄		Show: All Roster		🔍 Search by Name or Member ID					
<input type="checkbox"/>	Name ↑	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total									
<input type="checkbox"/>	 Margaret Brown  	--	09/01/1963	--	Adult	Committee Member	--				\$ 96.00									
<input type="checkbox"/>	 User 1499 LastName 4165	M	07/01/1957	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	129060832				\$ 84.00									
<input type="checkbox"/>	 User 1226 LastName 3525	M	07/01/2004	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	126627168	--	--		\$ 111.00									
<input type="checkbox"/>	 User 229 LastName 6918	M	07/01/2005	1325 W Walnut Hill Ln., Irving	Youth	Youth Member	127601885	--	--		\$ 111.00									

# Changing a position

You can change the position of a leader by clicking on the pencil icon.

TROOP ROSTERREMOVED MEMBERS (1)PENDING MEMBERS (0)Payment Logs\$Refresh RosterPrint Roster

Manage MembersUpload DocumentShow: All Roster

Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Adult Test	--	09/01/2002	--	Adult	Committee Chairman	--			<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Chartered Organization Rep.	1997089			<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 1841 LastName 4251	M	07/01/1945	1325 W Walnut Hill Ln., Irving	Adult	Executive Officer	1997089	--	--	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>	User 3661 LastName 108	M	07/01/1955	1325 W Walnut Hill Ln., Irving	Adult	New Member Coordinator	2004443			<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 756 LastName 4625	M	07/01/1967	1325 W Walnut Hill Ln., Irving	Adult	Scoutmaster	122914543			<input type="checkbox"/>	\$ 84.00	
<input type="checkbox"/>	User 8068 LastName 5488	F	07/01/1978	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	12968336			<input type="checkbox"/>	\$ 84.00	

Choose the appropriate position from the drop down and click “Update Information”.

Update Member Information

You are editing Adult Test's information

Primary Position in Unit

Chartered Organization Rep.

Assistant Scoutmaster

Chartered Organization Rep.

Committee Chairman

Committee Member

Executive Officer

New Member Coordinator

Parent Coordinator

Update Member Information

You are editing Adult Test's information

Primary Position in Unit

Chartered Organization Rep.

Update Information

# Manage Members Menu

## Adding a New Member

Click on Manage Members

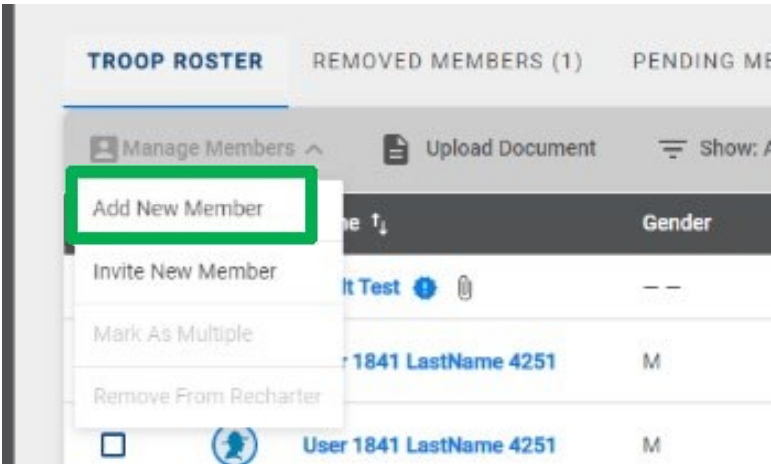
Add New Member

Complete the form (for an Existing Member, it will ask for Member ID instead of a paper application)

Click on the Plus sign next to Add Paper Application

- If the application is incomplete, the council will contact you about the issue.

Click the Add Member button.

A modal dialog box titled 'Add Member' with a close button (X) in the top right corner. Inside the dialog, there are two blue buttons: 'NEW PAPER APPLICATION' and 'EXISTING MEMBER'.A modal dialog box titled 'Add New Member' with a close button (X) in the top right corner. The form contains several input fields: 'First Name', 'Last Name', 'Member Type' (a dropdown menu), 'Primary Position in Unit' (a dropdown menu), 'Email', and 'Date of Birth' (a date picker). There is also a link 'Add Paper Application' with a plus icon. At the bottom right, there is a blue 'Add Member' button.



# Uploading a Group of Documents into the Renewal

A group of documents (as a zip file\*) can be uploaded into the renewal.

Select the individuals that you are uploading documents for

Click upload documents

A popup will appear where you load the documents

- If you do not have the ability to upload the file, you can scan it as a PDF and email it to [tim.neeck@scouting.org](mailto:tim.neeck@scouting.org) or mail it to Tukabatchee Area Council BSA (3067 Carter Hill Road, Montgomery, AL 36111)

When is a Youth Protection Certificate needed? **Only** if the volunteer is new. If Internet Recharter can't find their current date, record it in my.Scouting.org's Training Manager (then *Refresh Roster*).

The screenshot displays the my.Scouting.org interface for Troop 118, Friends of the Williamson Troop. A progress bar at the top indicates two steps: 1. Complete Recharter Information and 2. Payment and Confirmation. The 'MY UNIT' section on the left provides details about the troop, including its unit number (118), expiration date (09/29/2021), and council (Three Rivers Council). The 'Upload Document' popup is centered, showing two rows for document uploads, one for Brandon Hardy and one for Joseph Muckleroy, each with a 'Drag file here, or browse' option. The 'CHARTERED ORGANIZATION INFORMATION' section on the right lists the organization's name, address, city, state, and zip code. The 'TROOP ROSTER' section at the bottom features a table with columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The table lists six members, with Brandon Hardy and Joseph Muckleroy highlighted by red boxes. The 'Upload Document' button in the left sidebar is also highlighted by a red box.

	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., Vidor	Adult	Committee Member	13332946				\$ 45.00
<input type="checkbox"/>	Bronson Hatten	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471				\$ 0.00
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471				\$ 45.00
<input type="checkbox"/>	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872				\$ 45.00
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174				\$ 45.00

\*See Appendix 1 for instructions on creating ZIP files.

## Invite New Member into the unit (Leads)

The screenshot shows the 'TROOP ROSTER' tab with a dropdown menu for 'Add New Member' where 'Invite New Member' is highlighted. Two modal windows for 'Invite New Member' are displayed. The first modal is for an 'Adult' member, with fields for Member Type (Adult), Email Address, First Name, and Last Name. The second modal is for a 'Youth' member, with fields for Member Type (Youth), Parent/Guardian's Email Address, Parent/Guardian's First Name, Parent/Guardian's Last Name, Youth's First Name, and Youth's Last Name. Both modals have an 'Invite Member' button.

An email is sent with a link to complete an online application. 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*.

The screenshot shows a 'Recharter Invitation' email from Boy Scouts of America to Donna Arnold. The email text reads: '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://myqa.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0113 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.' The email footer says '© 2021 Boy Scouts of America - All Rights Reserved'. To the right, the 'TROOP ROSTER' interface shows the 'PENDING MEMBERS (1)' tab selected. A table lists the pending member: Donna Arnold, Adult, invited on 2021-09-07. The table has columns for Name, Gender, Member Type, and Invited on. The total number of items is 1.

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



## Designate a Multiple

Select the youth or adult(s) you want to mark as paid for in a different unit or on the district committee (everyone selected together must be paid for in the same place).

The screenshot shows the 'TROOP ROSTER' interface. At the top, there are tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. On the right, there are links for 'Payment Logs', 'Refresh Roster', and 'Print Roster'. Below the tabs, there is a 'Manage Members' dropdown menu. The dropdown menu is open, showing options: 'Add New Member', 'Invite New Member', 'Mark As Multiple' (highlighted with a green box), and 'Remove From Recharter'. Below the dropdown, there is a table of members. The table has columns: Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The first row shows a member with DOB 09/01/2002, Member Type 'Adult', Position 'Committee Chairman', and Total \$84.00. The second row shows a member with DOB 07/01/1945, Member Type 'Adult', Position 'Chartered Organization Rep.', and Total \$84.00. The third row shows a member with DOB 07/01/1945, Member Type 'Adult', Position 'Executive Officer', and Total \$0.00.

Identify the council (we are Tukabatchee Area Council), select unit type (Non Unit Position – used if they pay for membership at district), and unit number (it will show all council units).

The screenshot shows the 'Mark as Multiple' dialog box. It has a title bar with 'Mark as Multiple' and a close button. Below the title bar, there is a message: 'Please provide the Unit type and number where the following members are registered:'. Below the message, there is a dropdown menu for 'Council' with 'Chief Seattle Council 609' selected. Below the 'Council' dropdown, there is a dropdown menu for 'Non Unit Position' with 'Non Unit Position' selected. Below the 'Non Unit Position' dropdown, there is a dropdown menu for 'Unit' with 'Unit' selected. Below the dropdown menus, there is a 'Mark as Multiple' button (highlighted with a green box).

## Remove From Recharter

Select the person(s) to be removed. 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.

The screenshot shows the 'TROOP ROSTER' interface. At the top, there are tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. On the right, there are links for 'Payment Logs', 'Refresh Roster', and 'Print Roster'. Below the tabs, there is a 'Manage Members' dropdown menu. The dropdown menu is open, showing options: 'Add New Member', 'Invite New Member', 'Mark As Multiple', and 'Remove From Recharter' (highlighted with a green box). Below the dropdown, there is a table of members. The table has columns: Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The first row shows a member with DOB 09/01/2002, Member Type 'Adult', Position 'Committee Chairman', and Total \$84.00. The second row shows a member with DOB 07/01/1945, Member Type 'Adult', Position 'Chartered Organization Rep.', and Total \$84.00. The third row shows a member with DOB 07/01/1945, Member Type 'Adult', Position 'Executive Officer', and Total \$0.00. Below the table, there is a 'Remove from recharter' dialog box. The dialog box has a title bar with 'Remove from recharter' and a close button. Below the title bar, there is a message: 'Please confirm you want to remove the following members from the recharter:'. Below the message, there is a section for 'YOUTHS (1)' with a dropdown menu for 'Test User' selected. Below the dropdown menu, there are two buttons: 'CANCEL' and 'REMOVE' (highlighted with a green box).

# Adding An Individual Back to the Charter

Click on *Removed Member* tab

Check the box next to the person you are adding back into the unit

Click *Add to Recharter*.

A pop-up box will appear - click *Add*

Internet Advancement

Recharter

Success Members have been successfully removed.

Welcome, User 8944 LastName 8120

Complete Recharter Information

Payment and Confirmation

MY UNIT

TROOP 1024 CENTRAL UNITED METHODIST CHURCH BOYS

Unit Type: Troop

Unit Number: 1024

Unit Expire Date: 10/31/2021

Chartered Organization: Central United Methodist Church

District: Three Trails

Council: Heart of America Council

Unit Term: 12

Unit New Expire Date: 10/31/2022

CHARTERED ORGANIZATION INFORMATION

CENTRAL UNITED METHODIST CHURCH

Chartered Organization Name: Central United Methodist Church

Chartered Organization Address: 5144 Oak St

Chartered Organization City: Kansas City

Chartered Organization State: MO

Chartered Organization Zip: 64112-2714

TROOP ROSTER

REMOVED MEMBERS (2)

PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	User 4232 LastName 5371	M	07/01/1966	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	118825549
<input type="checkbox"/>	Test User	--	07/28/2004	--	Youth	Youth Member	--

Add to recharter

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

YOUTHS (1)

Test User

CANCEL

ADD

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

District: Three Trails

Council: Heart of America Council

Unit Term: 12

Unit New Expire Date: 10/31/2022

Chartered Organization Zip: 64112-2714

TROOP ROSTER

REMOVED MEMBERS (1)

PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	User 4232 LastName 5371	M	07/01/1966	1325 W Walnut Hill Ln., Irving	Adult	Committee Member	118825549

## Print Your copy

You can print a copy of the charter for your records using the Print Roster button.

The screenshot shows the 'TROOP ROSTER' tab with sub-tabs for 'REMOVED MEMBERS (1)' and 'PENDING MEMBERS (0)'. A table lists members with columns: Name, Gender, DOB, Address, Member Type, Position, and Member ID. One member is listed: 'User 4232 LastName 5371', Male, DOB 07/01/1966, 1325 W Walnut Hill Ln., Irving, Adult, Committee Member, Member ID 118825549. A 'Print Roster' button is highlighted in the top right corner.

## Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents,

Click *Refresh Roster*

Click *Validate Recharter and Pay*

A popup will show key points (leadership in place, YPT, CBC authorization, leaders are adults)

- Errors must be resolved to continue
- Warnings will not prevent submittal. If the missing paperwork is not submitted, a council representative will contact you.
- Anything marked in green is fine – no further action is required

The 'Validate recharter' popup displays the following messages:

- Success: Member position has been successfully updated.
- Recharter cannot continue due to the reasons listed below.
- Unit does not have the required amount of leadership positions (Error must be resolved)
- Leaders do not have current YPT (Council will verify warnings)
- Leaders do not have completed CBC authorization (Council will verify warnings)
- Leaders are more than 18 years old (Green checkmark)

Buttons: CONTINUE EDITING, PROCEED TO PAYMENT. A 'Validate Recharter and Pay' button is highlighted in the bottom right corner of the interface.

The 'Validate recharter' popup displays the following messages:

- Recharter validation successful!
- Unit has the required amount of leadership positions (Green checkmark)
- Leaders do not have current YPT (Yellow warning)
- Leaders do not have completed CBC authorization (Yellow warning)
- Leaders are more than 18 years old (Green checkmark)

Buttons: CONTINUE EDITING, PROCEED TO PAYMENT (highlighted in green).

## Payment and Confirmation

We ask that you only select the payment option Pay At Council. This ensures that any errors or changes can be resolved quickly and easily!

### 2022 Registration Fees

	BSA Registration (Regular)	Scout Life (If requested)
Youth	\$72/12 mo.	\$12/12 mo.
Adult	\$45/12 mo.	\$12/12 mo.
Unit Charter Fee	\$75	

Anyone who applied using Online Registration in October through December paid for 2022 when they applied; they are noted as *Pre-Paid* on the charter, and you will not be charged again for them.

Internet Advancement Recharter

SCROLL DOWN

DO NOT PAY NATIONAL

PAY AT COUNCIL

Pay and Post Renewal

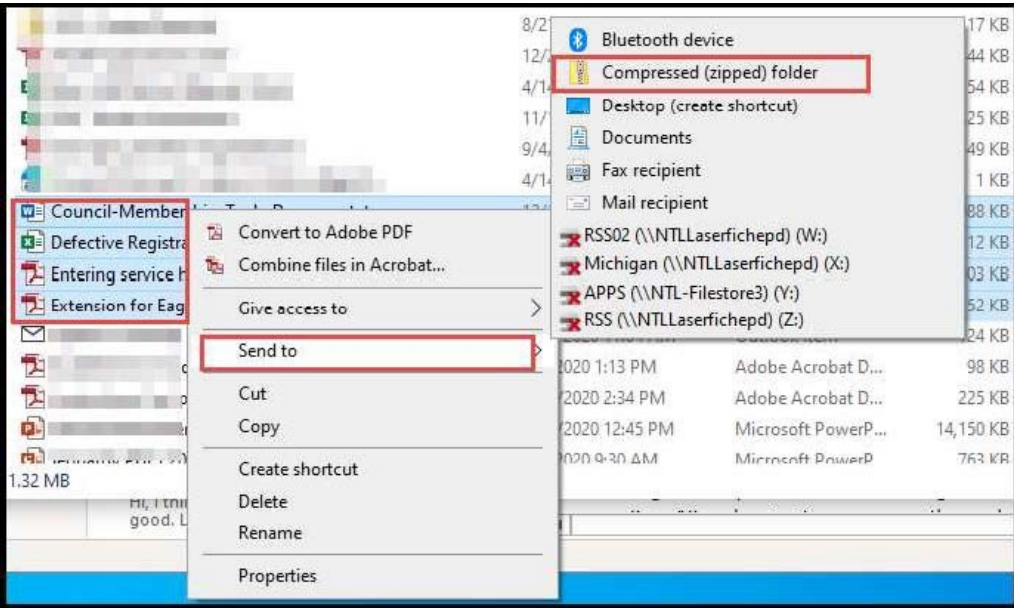
RENEWAL ROSTER FEES		TOTAL DOLLARS
REGISTRATION	QUANTITY	FEES
Paid Youth	17	\$1,224.00
Pre Paid Youth	0	\$0.00
Multiple Youth	1	\$0.00
Paid Youth SL	7	\$84.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	7	\$315.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Join Fee	2	\$90.00
Paid Adult SL	1	\$12.00
Pre Paid Adult SL	0	\$0.00
Paid Join Fee	2	\$90.00
Charter Fee		\$75.00
Paid Join Fee	2	\$90.00
Paid Adult SL	1	\$12.00
Pre Paid Adult SL	0	\$0.00
Paid Join Fee	2	\$90.00
Charter Fee		\$75.00
Council Fee		\$936.00
Administrative Fee		\$0.00
TOTAL AMOUNT		\$2,696.00

Once you have chosen your payment option, click the Pay and Post Renewal button. This will send an email to the Chartered Organization Representative for approval.

A council representative will let you know if there are any issues found with your charter during processing.

# Appendix 1: 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