

THE MEMBERSHIP RENEWAL PROCESS

AS OF 3/1/2024



RENEWAL NOTICE – 60 DAYS OUT

- **EMAIL FROM NATIONAL TO INDIVIDUAL**

- **MONTHLY RENEWAL NOTICE TO UNIT KEY 3**

Your BSA Membership is up for renewal

Dear [REDACTED],

This is a friendly reminder that your annual BSA membership will expire in **15 days on 07/31/2024**. Please [click here to renew](#) your membership(s) in the below organization(s). Renewals can also be processed by contacting your local council.

[Click Here to Renew](#)

Member ID: [REDACTED]

Organization Name: Pack [REDACTED]

Position: Youth Member

New Registration Term: 08/01/2024 to 07/31/2025

All persons 18 and over registering with the Boy Scouts of America are required to complete Youth Protection training, which is available online at my.scouting.org. Youth Protection Training must be current to register.

Thank you for your participation in the Boy Scouts of America. If you have any questions regarding your registration, please contact your local council or unit leader.

The renewal link also provides option to change your Scout's Life Subscription and/or opt out of the program.

Monthly Renewal Information

Dear [REDACTED]

Here is your Monthly registration update.

Organization Name: Pack [REDACTED]

Expiry Date: 12/31/2024

List of persons to be renewed (youth)

The following person(s) are eligible to renew in the next 3 months. The renewal period will open 2 months prior to their expiration. Please [click here](#) to view your current organization roster or renew members in your organization.

Member ID	First Name	Last Name	Position	Expiry Date
[REDACTED]	[REDACTED]	[REDACTED]	Youth Member	09/30/2024
[REDACTED]	[REDACTED]	[REDACTED]	Youth Member	08/31/2024
[REDACTED]	[REDACTED]	[REDACTED]	Youth Member	09/30/2024
[REDACTED]	[REDACTED]	[REDACTED]	Youth Member	08/31/2024
[REDACTED]	[REDACTED]	[REDACTED]	Youth Member	08/31/2024

Total: 5

List of persons to be renewed (adults)

Member ID	First Name	Last Name	Position	Expiry Date
[REDACTED]	[REDACTED]	[REDACTED]	Asst. Den Leader	08/31/2024

Total: 1

List of renewed persons (youth)

No records found.

List of renewed persons (adults)

No records found.

List of opted out persons (youth)

Member ID	First Name	Last Name	Position
[REDACTED]	[REDACTED]	[REDACTED]	Youth Member
[REDACTED]	[REDACTED]	[REDACTED]	Youth Member

Total: 2

List of opted out persons (adults)

No records found.

For any renewal related questions, please contact your local council for assistance.

Council: Simon Kenton Council 441

Phone: (614) 436-7200

OPTION 1 – INDIVIDUAL RESPONSE

- 1. FOLLOW LINK IN EMAIL TO *MY.Scouting* OR LOG INTO *MY.Scouting* (MAY NEED TO CREATE ACCOUNT) EXAMPLE**
- 2. REVIEW INFORMATION - UNCHECK *Scout Life Subscription* IF NOT WANTED**
- 3. PAY WITH CREDIT CARD**
- 4. SUBMIT RENEWAL**
- 5. UNIT CHARTER ORGANIZATION REP APPROVES RENEWAL IN *MY.Scouting* EXAMPLE**

OPTION 2 – UNIT RESPONSE

1. LOG INTO *MY.Scouting* (OR FOLLOW LINK IN MONTHLY RENEWAL NOTICE)
2. SELECT *ORGANIZATION MANAGER*, THEN *ROSTER*
3. CLICK BOX FOR EACH MEMBER ELIGIBLE TO RENEW
4. CLICK *RENEW* IN HEADER BAR
5. REVIEW LIST OF MEMBERS RENEWING – UNCHECK *SCOUT LIFE SUBSCRIPTION* IF NOT WANTED
6. CLICK *CREATE RENEWAL ORDERS*
7. REVIEW *PAYMENT SUMMARY*
8. REVIEW DROPDOWNS – *UNIT ORDERS, UNIT ORDERS BY BATCH* EXAMPLE
9. PAY – 3 OPTIONS

PAYMENT OPTIONS

- 1. ACH = ACCOUNT WITHDRAWAL (+\$1.00 FEE)**
- 2. CREDIT CARD (+3% FEE)**
- 3. PAY AT COUNCIL (RENEWAL NOT COMPLETE UNTIL PAYMENT ENTERED)**

OTHER RESOURCES

- **MY.Scouting / ROSTER / REPORTS – *MEMBERS DUE TO RENEW***
- **HOW TO RENEW YOUR (INDIVIDUAL) MEMBERSHIP IN SCOUTING AMERICA**
- **Scouting.org/Commissioners**
 - **UNIT AND MEMBERSHIP RENEWAL**
 - **-JOB AIDS**
 - **UNIT PAY FOR MEMBER RENEWAL JOB AID**