Updated Internet Rechartering

August 2020 – Version 11 of Internet Rechartering

NOTE: This presentation is for units expiring September 30, October 31, November 30.
After going to Internet Rechartering this brings you to the Welcome page. You must select REGISTER as First Time User to begin.

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit’s charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must submit the renewal to your council. The final renewal report may be printed for physical signature, if required.

If you are a new or returning user, please consult the August 2020 presentation for instructions on using Internet Rechartering, Version 11, for units that will expire on September 30, October 31, and November 30, 2020.

Internet Rechartering is provided for the renewal of members in packs, troops, crews, ships, and posts.

**New member applications**
For additional adult or youth membership applications: Membership Applications.

[REGISTER][LOG IN]

First Time User: This Year
Returning User: This Year

Adobe Acrobat Reader: You will need Adobe Reader to view the final version of the charter renewal application and other forms. You can download Adobe Reader by clicking on the image.

This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.

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Rechartering Frequently Asked Questions

Version 11 – Units expiring on September 30, October 31, and November 30.

What needs to be done to support Criminal Background Checks that BSA will be conducting 2020 and 2021
How does Internet Rechartering work in my browser?
Why doesn't Internet Rechartering remember me?
Why can't I click the Back button on my browser?
How can I print the roster before the final steps?
How do I resolve a processing error if it occurs at Check Roster?
Can an adult hold two positions in the same unit?
What is a "transfer" member?
After Load Roster is done, why might an adult not have a leader position?
What is the Update Unit Roster function and when should it be used?
How does Promote Members function for youth registrants?
What is the process for resolving an error with Youth Protection Training?
How does the optional electronic approval work for the unit renewal?
What if electronic approval is not used?
How does the optional online payment work for the unit renewal?
What if online payment is not used?
If there is Council Fee, can this be paid with the charter renewal?
When should an Adult Application be completed and submitted to the Council?
Login Page – Enter the Access Code provided to you in an email from BSA Registration to your Unit Leaders, Committee Chairs and Chartered Organization Representatives. Select the Unit Type from the Drop Down box. Enter your 4 digit unit number (include leading zeroes).
In order to continue, you must agree to the confidentiality statement.
The Unit Processor enters their information and sets a password. (Sensitive information has been redacted)
The stages to Internet Rechartering appear on this screen. You will progress through the stages until you have successfully entered all the information and all the BSA requirements have been met.
Load Roster – here you have the option of loading the roster from what is on record with your council, or you may load the roster information from another tool your unit may be using, such as PackMaster or TroopMaster.
Stage 2 is where you will update the information on your roster. There are several steps to updating the roster. Select Next when you are ready to begin.

If at any time you wish to stop, you select the gear in the upper right corner and Log Out. All changes you have saved will be available when you Log In.
Enter the information relevant to the Charter Organization. (Sensitive information has been covered in this example.)

When finished select Next Step.

Notice the Review / Print Roster button.
Follow the instructions on the page for selecting and deselecting members for renewal. (Sensitive information has been redacted)

It is important to refresh your roster if your unit has accepted a youth or adult through the online registration system or if your unit has submitted any paper applications to the council that are not showing in your roster. Be sure to update the roster each time you return to work on your recharter.
After deselecting members from the previous screen, only the members in your unit will show here. You may correct any incorrect information. Select Previous and check records to be retained.
Pressing the Review / Print Roster Button will give you a preview of the Charter Renewal Application, which appears in the DRAFT format.

Please note: The Fees shown are for illustration only and may not apply.

DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must submit this unit to obtain the final version of the Charter Renewal Application.
Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.** Notice that you will see a fee on the righthand side of your screen under Roster Review. This is a view of only the registration fees for youth and adult members, not your final fee for recharter.
Follow the instructions for promoting members into your unit from another unit. **Note you will need the access codes for units in which you are not a member.**
Here you may add a new adult.
Complete the information for a new adult.
Note the warning about the social security number. You will **not** be asked to enter a social security number.

Here you will enter the youth protection completion date for the adult. With renewal, you will need to submit the signed, completed adult application, YPT certificate, and any other supplemental documents the council requires.
Here you may add a new youth member.
Enter new youth member information.
Here you have the opportunity to update information on your members. (Sensitive information has been redacted.)
Here you are able to see if you have the required minimum unit adult positions for your unit type. (Sensitive information has been redacted.)
Once you have made all your changes, you select Check Roster and your roster will be validated against the BSA unit requirements, including youth protection requirements of the members.
If there are any errors they are indicated on this page. (Sensitive information has been redacted.) Warnings are not the same as errors (as explained on the screen). Errors must be resolved; Warnings are informational.
After selecting the member in error, you will be able to make changes to correct the error. The unit processor will be able to modify YPT dates, but this must not be done without proper documentation.
Still updating the member from Check Roster link. (Sensitive information has been redacted.)
All Errors have now been resolved.
Your unit roster has been completed and validated. You can now review the final roster and fees.

If you wish to make more changes to your roster before you continue, you can:

[Update Charter] [Select Members for Renewal] [Promote Members] [Add Member] [Update Member] [Update Member Position]
Here is where you make changes to fees. If an Adult or Youth is marked as Multiple they must have a Paid registration fee in another unit or non-unit position. Verification is done when the renewal is processed by the Council. Additional fees will be due if persons are marked as Multiple incorrectly.
By clicking the Boys’ Life button on the previous page you will see what you need to qualify to be a 100% Boys’ Life unit.
To sign your charter electronically, select the approver, then “I (We) Agree” and select NEXT.

If not signing electronically, select “I (We) Do Not Agree” and select NEXT.

NOTES:
The CHARTER FEE is paid at the time of Unit Renewal (or when New Unit is Chartered).

If the Council has elected to collect a Council Fee for paid registrants, this calculation will be displayed with other Fees as appropriate.

This will not appear if the Council does not select this option or uses another method to collect a Council Fee. **Check with Council on Fee related questions.
If paying by credit card you enter all of the credit card information.

Note: There is a **3%** administrative fee for using the credit card.

If paying cash or through a council unit account, you will need to remit the funds to your council before your recharter will be processed.

If paying by e-check you will enter the name on the account, account type, routing number, and account number associated with the account.
If you selected payment by Credit Card

This is the confirmation you should receive if your payment is successful.
If you selected to Pay Direct to the Council

You will get this payment message with Pay Direct to Council.
If you selected payment by E-Check

This is the information you will fill out if paying electronically from a checking or savings account. Please note: The Unit is responsible to promptly pay any amount that could not be collected by the E-Check processing.
When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the Warning.

If you are paying by unit account you have the option of checking this box, before submitting you roster. The box is greyed out for any other payment option.

When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the Warning.
This is the second confirmation that you are submitting your roster.
An opportunity to take the survey on using the Internet Rechartering tool.
Confirmation of a successful submission. If you re-enter Internet Rechartering at a later date, you will be presented with this page. This gives you the opportunity to print any required documentation and/or to save PDF files needed.
Here is the charter renewal application, if you clicked on PRINT RENEWAL APPLICATION from the button shown on the previous slide.

Please note: The Fees shown are for illustration only and may not apply.