Updated Internet Rechartering

October 2019 – Version 9 of Internet Rechartering

NOTE: This presentation is for units that expire on December 31, 2019.
Clicking on the link provided by your local council for Internet Rechartering brings you to this page. The first time you go in you must select Register.

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 be connected to a printer to print the final report for signature.

If you are a new user, you can consult this presentation for instructions on using Internet Rechartering.

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

- [REGISTER]
- [LOG IN]
  - First Time User
  - Returning User
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 made will be saved.
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.
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.

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit’s records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.
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.**
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. You will need to submit the signed completed 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).
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 in error. (Sensitive information has been redacted.)
All errors have now been resolved.
CHECK ROSTER: SUCCESS

Thank you for beginning the unit renewal process from Internet Rechartering.

You have made substantial progress by achieving Check Roster success.

Because Version 9 does not include fees, please return for Version 10 after November 1, 2019 to proceed with the next steps.

If you wish to make more changes to your roster at this time, you may. When you are finished, log out of Version 9 and close your browser.

All the changes saved in your roster, including the selection of persons to renew, updates to records, and new youth or adults added will be retained.

In Version 10 when you login as Returning User (have your Access Code and Password ready), please click Update Unit Roster at your first opportunity.

Update Unit Roster adds new persons that your unit has accepted since you were last online. You may do this update as often as needed. These new persons must be registered with your unit and Council.

In Version 10, you will complete the Summary Stage, where you may add Boys’ Life subscriptions and complete an inventory step, and go to the Submittal Stage.

The Submittal Stage includes optional Online Approval, Online Payment options, including paying directly to your Council by check, and the Submittal of your renewal.

You must Submit your renewal for the Council to process. Once you have done Submit, you will see a Survey form, and on the Confirmation page the Unit Renewal Report options and helpful forms.

Once again, thank you for using Internet Rechartering and for your service to youth.