Updated Internet Rechartering
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.
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, like PackMaster, TroopMaster or TroopSoft.
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.

To update your roster, you perform the following steps:

- Update chartered organization information.
- Review your chartered organization information and make any necessary changes.
- Select members for renewal.
- Promote members.
- Select members from another unit to become members of your unit.
- Add new members.
- Add new adults and/or new youth to your roster.
- Update member data.
- Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- Update adult positions.
- Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click Next.

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.
Enter the information relevant to the Charter Organization. When finished select Next Step. (Sensitive information has been redacted). Notice the Review / Print Roster button.
Pressing the Review / Print Roster Button will give you a copy of the Charter Renewal Application, which may then be printed if desired.

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.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Qty</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Youth</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Multiple Youth</td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>Paid Youth BL</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Paid Adults</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Multiple Adults</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>No Fee Adults</td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>Paid Adult BL</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Unit Liability Insurance Fee</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total Amount: $0.00
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.

### STEP 2 OF 6: SELECT MEMBERS FOR RENEWAL

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click Previous to make corrections. When the information is correct, click Next Step.

**NOTE:** You will be able to add members and change member information later in the process. Following members are selected for renewal.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Street Address</th>
<th>Adult/Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>340 Hulton Rd</td>
<td>Adult</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>1731 A Kenneth Avenue</td>
<td>Adult</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>2723 Lochburg road</td>
<td>Adult</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>2761 Hastings Dr</td>
<td>Adult</td>
</tr>
</tbody>
</table>
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 access codes for units in which you are not a member.
Here you may add a new adult.

STEP 4 OF 6: ADD NEW MEMBER

From this page, you can add new adults. When finished adding new adults, click Next.

To add new adult, please click here --> NEW ADULT

ROSTER REVIEW

Review/Print Roster

Renew: 11 Adults, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$$$5

UPDATE UNIT ROSTER

Click Update unit roster to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

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.

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STEP 4 OF 6: ADD NEW MEMBER

From this page, you can add new youth. When all new youth are added, click Next Step.

NEW YOUTH

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PREVIOUS NEXT STEP
Enter new youth member information.
Here you have the opportunity to update information on your members. (Sensitive information has been redacted).

### STEP 5 OF 6: UPDATE MEMBER DATA

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the Update button to the left of the name.

When roster is complete, click Next Step.

**Note:** You will have the option to signup members for Boys’ Life during the Update Fees stage.

#### Search

<table>
<thead>
<tr>
<th>Make Update</th>
<th>Remove from Roster</th>
<th>Name</th>
<th>Birth Date</th>
<th>Address / Phone</th>
<th>Position</th>
<th>Boys’ Life</th>
<th>YPT Trained</th>
<th>YPT Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>Remove</td>
<td></td>
<td>02/01/1951</td>
<td></td>
<td>1. Assistant Scoutmaster</td>
<td>N</td>
<td>N</td>
<td>10/29/2014</td>
</tr>
<tr>
<td>Update</td>
<td>Remove</td>
<td></td>
<td>09/12/1977</td>
<td></td>
<td>1. Committee Member</td>
<td>N</td>
<td>Y</td>
<td>06/09/2016</td>
</tr>
<tr>
<td>Update</td>
<td>Remove</td>
<td></td>
<td>09/15/1970</td>
<td></td>
<td>1. Committee Member</td>
<td>N</td>
<td>Y</td>
<td>06/13/2016</td>
</tr>
</tbody>
</table>

#### ROSTER REVIEW

- Renew: 11 Adult, 11 Youth
- New: 0 Adult, 0 Youth
- Fees = $555.55

#### UPDATE UNIT ROSTER

Click Update unit roster to refresh unit member data and Youth Protection status from the council’s unit roster information. Update unit roster.
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.
Some of the unit information you entered contains one or more errors. An error is caused by information that falls outside the BSA’s rules for membership.

Please investigate the source of these errors. You cannot complete the charter renewal process until these errors are resolved.

To go to the screen to correct the associated error or warning, click the chosen corrective action. Internet Rechartering will take you to the screen to make the correction.

After the errors are corrected, click Re-Validate to recheck the roster.

ERROR: This unit does not have Youth Protection Training or Youth Protection Training is not current as of unit’s new effective date.

Reconcile Error Options:
- Click here to add/edit the Youth Protection Training for the unit registrant.
- Click here to remove the unit registrant from the renewal roster.
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 should be done so with proper documentation.
Still updating the member in error. (Sensitive information has been redacted.)
All errors have now been fixed.
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]

Summary Page.

ROSTER REVIEW

- Renew: 11 Adult, 11 Youth
- New: 1 Adult, 0 Youth
- Fees = $$$$$$
Here is where you make changes to fees.
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.

Verify Boys' Life results for your unit:

For your unit to qualify as a 100% Boys' Life Unit, it's required that all unduplicated youth addresses receive Boys' Life. Click Update Fees by each person to subscribe to Boys' Life.

The following youth with unduplicated addresses in this unit*** are not signed up for Boys' Life:

Dylan
Justin
Nerry
Blaise
David
Michael
Brandon
Corey
Jack

***If Boys' Life goes into each youth's home through another subscriber, your unit does qualify as a 100% unit. If you order a subscription for each remaining youth member or you know that each youth receives Boys' Life at home, please check the recognition box. If your unit will not qualify, you should not check the box.
If you choose to sign your charter electronically, you would complete this page and select NEXT.

If not signing electronically do not fill in anything and select NEXT.

Note – this council has elected to collect Accident and Sickness Insurance Fees. This would not appear if the council did not select this option.

Also known as the charter fee.
If not signing electronically and you selected NEXT you are presented with this question. Select OK.
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.
Please submit remittance to your local council for any payment due. Thank you.

Select Cash and remit to your local Council by check, cash, or other accepted payment.
This is the confirmation if using a credit card.
This is the Payment Confirmation if you selected Print Payment Confirmation on the previous slide.

<table>
<thead>
<tr>
<th>Payment Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: Troop 0141</td>
</tr>
<tr>
<td>Council: Laurel Highlands Council</td>
</tr>
<tr>
<td>Transaction ID: 59DD4B3EB68A23D71DBC015171548EED602F5447</td>
</tr>
<tr>
<td>Payment Amount: 687.78</td>
</tr>
<tr>
<td>Credit Card Type: American Express</td>
</tr>
<tr>
<td>Credit Card Number: XXXXXXXXXXXX1347</td>
</tr>
<tr>
<td>Payment Date: 10/10/2017</td>
</tr>
</tbody>
</table>
If you are paying by cash you have the option of checking this box, before submitting your 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.
Here is the charter renewal application, if you clicked on PRINT RENEWAL APPLICATION from the previous slide.

CHARTER RENEWAL APPLICATION

Unit: Troop 0141
District: Jayceehen
Unit Status: R
County: Westmoerland
Term: 12 months
Expire Date: 09/30/2018

Charter Org: 
Executive Officer: 

Boys' Life: 2
Term: 12 months
Begins: 10/2017
Ends: 09/2018

Approver Name: 
Approver Position: Executive Officer,
Approver Initials: ak
Approval Date: 10/10/2017

Transaction ID: 59DD4B3EB68A23D71D8C015171548EED602F5447
Payment Amount: 687.78
(Total includes Administrative Fee)
Credit Card Type: American Express
Credit Card Number: XXXXXXXXXX1347
Payment Date: 10/10/2017

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Youth</td>
<td>11</td>
<td>$264.00</td>
</tr>
<tr>
<td>Multiple Youth</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Youth BL</td>
<td>2</td>
<td>$24.00</td>
</tr>
<tr>
<td>Paid Adults</td>
<td>12</td>
<td>$288.00</td>
</tr>
<tr>
<td>Multiple Adults</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>No Fee Adults</td>
<td>1</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adult BL</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unit Liability Insurance Fee</td>
<td>1</td>
<td>$40.00</td>
</tr>
<tr>
<td>Accident and Sickness Insurance Fee @ $2.25</td>
<td>22</td>
<td>$51.75</td>
</tr>
</tbody>
</table>

Total Amount: $667.75