



## OPTION 2: UNIT RENEWS INDIVIDUALS WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

The screenshot shows the my.Scouting | Organization Manager interface. At the top, there is a navigation bar with a 'Menu' button on the left and the text 'my.Scouting | Organization Manager' on the right. Below the navigation bar, there is a user profile section on the left with a circular profile picture placeholder and the text 'Registration Expiration Date: 02/28/2025'. To the right of the profile section is a grid of six buttons: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. Below this grid is a section for Youth Protection training with two circular logos and the text 'Click logo to take Youth Protection in English or Spanish'. At the bottom right of the main content area is a photograph of a group of Scouts.

The dropdown menu for 'Organization' is open, showing a list of options. The selected option is 'Troop 1927 (GT)'. The list includes:

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

**STEP 1:** Log in to my.scouting.org

**STEP 2:** Click on the Menu button and select **Organization Manager**



## OPTION 2: UNIT RENEWS INDIVIDUALS (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Roster

Transfer Renew Compose Print Edit Profile Export Roster Filter

**STEP 3:** Click on Roster

**STEP 4:** Select members to renew

**STEP 5:** Click renew to renew selected members

Name	Member ID	Role	Gender	Expiration Date
Mary K... Balling	14050375	Committee Chair	F	03/31/2024
Logan H... Balling	13110375	Youth Member	M	03/31/2024
Marcus G... Farmer	14010375	Youth Member	M	03/31/2024
Jeffrey G... Foster	01110375	Scoutmaster	M	03/31/2024
Bryan S... Foster	01110375	Scoutmaster	M	03/31/2024
Randy C... Foster	01110375	Chartered Organization Rep. Executive Officer	M	03/31/2024

Troop 0301 John R. Bentley Youth Fund INC

Roster

Transfer Export Roster Filter

**STEP 6:** You can also opt-out members who are no longer in Scouting

Opt out of automatic renewal

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary K... Balling	14050375	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan H... Balling	13110375	Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024
Marcus G... Farmer	14010375	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey G... Foster	01110375	Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024

# INDIVIDUAL REGISTRATION RENEWAL



## OPTION 2: UNIT RENEWS INDIVIDUALS (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Unit Paid Membership Renewal

John [redacted]  Scout Life Subscription

Troop 0010

Committee Member (MC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

Cortney [redacted]  Scout Life Subscription

Troop 0010

New Member Coordinator (NM) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

[← Back to roster](#) [Create Renewal Orders](#)

**STEP 7:** A list of the members you are renewing displays.

*NOTE: Scout Life will be selected by default. If you have members who do not want to subscribe, uncheck the box.*

You can also see a person's multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.

Payment Summary

**Traditional Adult**  
Quantity: 4

**Scout Life Domestic Rates**  
Quantity: 3

**Council Fee**  
Quantity: 4

**Administrative Fee**  
Credit Card Processing Fee (3%)

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**TOTAL AMOUNT DUE:**

**AMOUNT PAID:**

Credit Card  ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

\* CVV:

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\* Email Address:

**STEP 8:** Enter payment information. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

# INDIVIDUAL REGISTRATION RENEWAL



## OPTION 2: UNIT RENEWS INDIVIDUALS (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marque Barfield	Initiated	Traditional Youth	No	
Logan Barfield	Initiated	Traditional Youth	No	
Jeffrey Barfield	Initiated	Traditional Adult	No	
Seth Barfield	Initiated	Traditional Youth	No	
Bryan Barfield	Initiated	Traditional Adult	No	
Seth Barfield	Initiated	Traditional Youth	No	
Amaris Barfield	Initiated	Traditional Adult	No	
Charles Barfield	Initiated	Traditional Adult	No	
Randy Barfield	Initiated	Traditional Adult	No	

Unit Orders By Batch

Created By	Created On	Number of Orders	Paid	
Mary Barfield	02/05/2024, 11:06:25 am	10	No	<a href="#">GO TO PAYMENT</a>

**STEP 9:** Go back to Roster. Then select Unit Orders and/or Unit Orders by Batch. Then click **Go to Payment**.

Payment Summary

- Traditional Adult  
Quantity: 4
- Scout Life Domestic Rates  
Quantity: 4
- Council Fee  
Quantity: 4
- Administrative Fee  
Credit Card Processing Fee (3%)

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TOTAL AMOUNT DUE:

AMOUNT PAID:

Pay With Saved Method

Master Card  
Updated On: 02/08/2024 16:41

Pay With Saved Payment Method

Pay With New Method

**STEP 10:** Submit payment.