



## OPTION 3: UNIT RENEWS INDIVIDUAL WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL

The screenshot shows the my.Scouting | Organization Manager interface. At the top, there is a blue header with a 'Menu' button on the left and the text 'my.Scouting | Organization Manager' on the right. Below the header, there is a dark blue navigation bar with several buttons: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. To the left of these buttons, there is a user profile section with a circular profile picture placeholder and the text 'Registration Expiration Date: 02/28/2025'. Below the navigation bar, there is a section with two circular logos for 'WITH YOUTH PROTECTION' and 'CONSEJO CONTIGO LA PROTECCION BEGINS' and the text 'Click logo to take Youth Protection in English or Spanish'. At the bottom right, there is a photo of a group of scouts.

The dropdown menu is titled 'Organization' and shows 'Troop 1927 (GT)' selected. Below the dropdown, there is a list of menu items:

- 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 3: UNIT RENEWS INDIVIDUALS (continued) WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL

my.Scouting | Organization Manager

Troop 1927 Lake Cable Recreation Association G

Troop 1927 Lake Cable Recreation Association G SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Assistant Scoutmaster <span>Trained</span>	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Committee Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Committee Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Scoutmaster	M	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Youth Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	Renewing Scout #1	[REDACTED]	Youth Member	F	Expired	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	Renewing Scout #2	[REDACTED]	Youth Member	F	Expired	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Executive Officer	F	Current	<input type="radio"/>	02/28/2025

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster**
- Transfer in
- Position Management
- Reports

**STEP 3:**  
Click on  
**Roster**



## OPTION 3: UNIT RENEWS INDIVIDUALS (continued) WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL

Transfer Renew Compose Print Edit Profile Export Roster Filter

<input type="checkbox"/>	Name	Member ID	Role	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]		Assistant Scoutmaster <small>Trained</small>	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Scoutmaster	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Youth Member	<input type="checkbox"/>	02/28/2025
<input checked="" type="checkbox"/>	Renewing Scout #1		Youth Member	<input type="checkbox"/>	Expired 07/31/2024
<input checked="" type="checkbox"/>	Renewing Scout #2		Youth Member	<input type="checkbox"/>	Expired 07/31/2024
<input type="checkbox"/>	[REDACTED]		Executive Officer	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Chair <small>Trained</small>	<input type="checkbox"/>	02/28/2025

Membership Cards  
Eagle Extension Report  
Unit Payment of Membership Renewal  
Youth Member Age Report

**STEP 4: Select Scouts for renewal**

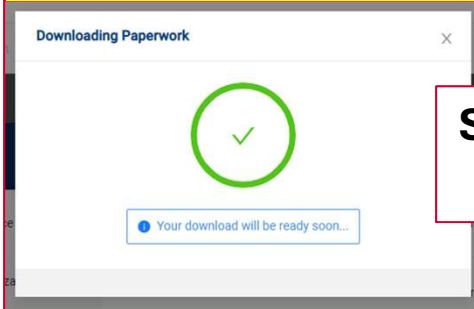
**STEP 5: Click Print then click Unit Payment of Membership Renewal**

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## OPTION 3: UNIT RENEWS INDIVIDUALS (continued)

### WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL



**STEP 6:** A popup will display that the paperwork is downloading

**STEP 7:** Submit this paperwork and payment to the Hawk Mountain Council. See below for more details.



BOY SCOUTS OF AMERICA®

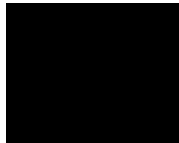
Unit Payment of  
Membership Renewal

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For use when your unit is paying for membership Renewal but you need to pay at the office.

Turn this paperwork along with payment to the council office by the 15th of the month.

Council  
District  
Unit Type  
Unit Number  
Date Printed



#### Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
[Redacted]				

Members to be renewed: 2

Fees Due	Total	Amount
BSA Youth Registration	[Redacted]	
BSA Adult Registration	[Redacted]	
Council Program Fees	[Redacted]	
Scout's Life Magazine Subscription	[Redacted]	
<b>Total</b>	[Redacted]	[Redacted]

Deliver payment via check, cash, or credit card along with this printout to the Hawk Mountain Council office at:

Hawk Mountain Council | 5027 Pottsville Pike, Reading, PA 19605

\*\*If mailing and paying by credit card - please provide phone number and good time of day to call for payment\*\*