

# Internet Rechartering 2.0

## User Guide



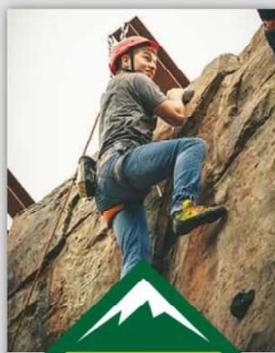
**Cub Scouting**

Youth grades K-5



**Scouts BSA**

Youth 11-17 years old



**Venturing**

Co-ed 14-20 years old



**Sea Scouting**

Co-ed 14-20 years old



**Exploring**

Co-ed 10-20 years old

**Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman or Key 3 Delegate by logging into their Scoutbook.com or My.Scouting Account**

The image shows a screenshot of a web browser displaying the Scoutbook.com login interface. On the left side, there is a promotional banner for the Scoutbook app. The banner features a smartphone displaying the app's interface and the text: "The Whole Scouting Experience Rolled Into One Great Free Web App". Below this text is a "TRY NOW" button and the "SCOUTBOOK" logo. On the right side of the page, there is a white login panel with a red header. At the top of the panel is the Scout logo. Below the logo, the text reads "Login to Internet Advancement". There are two input fields: a blue one for the username and a white one with a blue eye icon for the password. Below these fields is a "LOGIN" button. Underneath the login button, there is a link for "Forgot username / password?" and a "Sign in" button with a Google logo. To the right of the "Sign in" button is a "Sign in with Apple" button. At the bottom of the login panel, there is a link for "New to Scouting or Don't have an Account?" and a "CREATE ACCOUNT" button. The background of the page is a dark grey gradient.

## Open Recharter

Internet Advancement Roster

My Organization

Troop 118 Friends of the Williamson Troop (BOYS)

Council: Three Rivers Council  
District: Sabine  
Chartered Organization: Friends of the Williamson Troop

Troop Roster Pending Items History

Search by Name or Member ID

Run Report

	Name	Member ID	Age	Last Rank Approved
<input type="checkbox"/>	Adam Brasher	128959725	17	Star Scout
<input type="checkbox"/>	Zachary Brasher	130281675	16	Star Scout
<input type="checkbox"/>	Kryndon Hardy	130984609	13	Bobcat
<input type="checkbox"/>	Trevor Hatton	125786253	18	Life Scout
<input type="checkbox"/>	Branson Healy	130281680	16	Bagle Scout

Total 5 Items

## Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT – Green Exclamation Point – Youth Protection Training is current
- CBC – Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Red Exclamation Point – No subscription has been added to the registration
- Scout Life – Green Checkmark – Subscription has been added to the registration
- -- No status (New Members, youth, and no fee adults)

1 Complete Recharter Information
2 Payment and Confirmation

**MY UNIT**  
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BUYS

Unit Type: Troop  
Unit Number: 118  
Unit Expire Date: 09/29/2021 ●

Chartered Organization: Friends of the Williamson Troop  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12  
Unit New Expire Date: 09/29/2022

**CHARTERED ORGANIZATION INFORMATION**  
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 5890 Packard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: 77662-2437

TROOP ROSTER
REMOVED MEMBERS (1)
PENDING MEMBERS (1)
Payment Logs \$
Refresh Roster ↻
Print Roster 🖨

Manage Members ▾
Upload Document 📄
Show: All Roster
Search by Name or Member ID 🔍

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	<span style="color: red;">●</span>	<span style="color: green;">✓</span>	<span style="color: red;">●</span>	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">●</span>	\$ 45.00	
<input type="checkbox"/>	Derek Brascher	M	██████	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	<span style="color: green;">✓</span>	<span style="color: red;">●</span>	\$ 0.00	
<input type="checkbox"/>	Derek Brascher	M	██████	5315 Carnaby St, Irving	Adult	Committee Member	111098471	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">●</span>	\$ 45.00	
<input type="checkbox"/>	Jonathan Healy	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">●</span>	\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M	██████	1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	<span style="color: red;">●</span>	<span style="color: green;">✓</span>	<span style="color: red;">●</span>	\$ 45.00	
<input type="checkbox"/>	Marvin Lopez	--	██████	--	Adult	Assistant Scoutmaster	--	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: red;">●</span>	\$ 45.00	
<input type="checkbox"/>	Adam Brascher	M	██████	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128999725	--	--	<span style="color: red;">●</span>	\$ 72.00	
<input type="checkbox"/>	Branson Healy	M	██████	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--	<span style="color: red;">●</span>	\$ 72.00	

ⓘ Add Youth (Must have at least 2 youth)

Total: 12 Items
< 1 2 > 10 / page ▾

Validate Recharter and Pay

## Changing a position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

**Internet Advancement** Recharter

Welcome, Derek Brasher

Unit Type: Troop  
Unit Number: 118  
Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williamson Troop  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12  
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 5890 Peckard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: 77662-2457

**TROOP ROSTER** REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00

To edit a position - Click the pencil icon

**Internet Advancement** Recharter

Welcome, Derek Brasher

Unit Type: Troop  
Unit Number: 118  
Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williamson Troop  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12  
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 5890 Peckard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: 77662-2457

**TROOP ROSTER** REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

**Update Member Information**

You are editing **Bronson Hatton's** information

Primary Position in Unit  
Committee Member

**Update Information**

- Primary Position in Unit
- Assistant Scoutmaster
- Chartered Organization Rep.
- Committee Chairman
- Committee Member**
- New Member Coordinator
- Parent Coordinator
- Scoutmaster

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Rep.	13332946				\$ 45.00
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00

1. Click drop down  
2. Select position  
3. Click Update Information button

## Refreshing your roster

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete Recharter Information

2 Payment and Confirmation

**MY UNIT**  
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop  
Unit Number: 118  
Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williamson Troop  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12  
Unit New Expire Date: 09/29/2022

**CHARTERED ORGANIZATION INFORMATION**  
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 5890 Packard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: 77662-2457

After making changes, periodically throughout the rechartering process click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, Registered online or a registrar received a CBC during the Internet recharter process

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	 Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	

## Manage Members

Add a new adult, mark as multiple, remove from roster and invite new member.

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, a progress bar shows two steps: '1 Complete Recharter Information' and '2 Payment and Confirmation'. Below this, the 'MY UNIT' section for Troop 118 Friends of the Williamson Troop (Boys) is visible, including details like Unit Type, Unit Number, and Unit Expire Date. To the right, 'CHARTERED ORGANIZATION INFORMATION' is provided. The 'TROOP ROSTER' section at the bottom shows a table with two members: Brandon Hardy and Bronson Hatton. A 'Manage Members' dropdown menu is open, listing options: Add New Member, Invite New Member, Mark As Multiple, and Remove From Roster. A black box labeled 'Manage Members' points to the dropdown menu.

**MY UNIT**  
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**  
Unit Type: Troop  
Unit Number: 118  
Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williamson Troop  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12  
Unit New Expire Date: 09/29/2022

**CHARTERED ORGANIZATION INFORMATION**  
FRIENDS OF THE WILLIAMSON TROOP  
Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 5890 Packard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: 77662-2457

**TROOP ROSTER** REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	1	✓	1	\$ 45.00
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	1	\$ 45.00

Manage Members dropdown menu options:  
Add New Member  
Invite New Member  
Mark As Multiple  
Remove From Roster

## Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the Plus sign next to Add Paper Application>Select the file and attach the application >Click the Add Member button.

The screenshot displays the 'Internet Advancement' web application interface. The main content area is titled 'Add New Member' and contains several input fields: 'First Name' (Donna), 'Last Name' (Arnold), 'Member Type' (Adult), 'Primary Position in Unit' (Committee Member), and 'Date of Birth'. A blue 'Add Member' button is located at the bottom right of the form. A yellow callout box labeled '3. Click the plus sign to attach application' points to a plus sign icon next to the 'Add Paper Application' label. A blue callout box labeled '4. Locate application to where it is saved, click open and the document will attach into the renewal' points to a file named '2021 Adult Application' in a file explorer window. A blue callout box labeled '5. Click Add Member' points to the 'Add Member' button. A blue callout box labeled '1. Click Manage Members' points to the 'Manage Members' link in the left sidebar. A blue callout box labeled '2. Enter information in fields' points to the input fields. The background shows a 'TROOP ROSTER' table with columns for Name, Gender, DOB, and Address. The table lists several members, including Brandon Hardy, Bronson Hatton, Derek Brasher, Joseph Muckleroy, and Marvin Lopez.

Name	Gender	DOB	Address	Mem
Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult
Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult
Derek Brasher	M		5315 Carnaby St. Irving	Adult
Derek Brasher	M		5315 Carnaby St. Irving	Adult
Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult
Marvin Lopez				Adult

## Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

1 Complete Recharter Information

2 Payment and Confirmation

**MY UNIT**  
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS  
Unit Type: Troop  
Unit Number: 118  
Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williamson Troop  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12  
Unit New Expire Date: 09/29/2022

**CHARTERED ORGANIZATION INFORMATION**  
FRIENDS OF THE WILLIAMSON TROOP  
Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 5890 Packard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: //052-242/

**Upload Document**

Brandon Hardy  
Drag file here, or browse.

Joseph Muckleroy  
Drag file here, or browse.

CANCEL SAVE

**TROOP ROSTER** REMOVED MEMBERS (0) PENDING MEMBERS (0)  
Manage Members Upload Document Show: All Roster

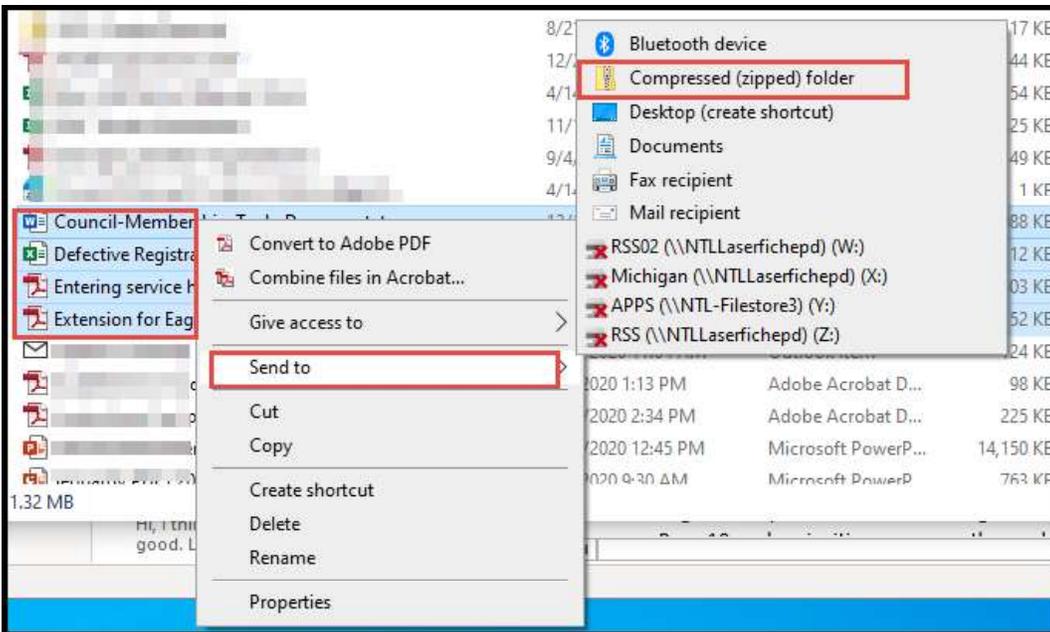
<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946				\$ 45.00
<input type="checkbox"/>	Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St. Irving	Adult	Executive Officer	111098471	--			\$ 0.00
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St. Irving	Adult	Chartered Organization Rep.	111098471				\$ 45.00
<input type="checkbox"/>	Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872				\$ 45.00
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174				\$ 45.00

Payment Logs Refresh Roster Print Roster

Search by Name or Member ID

### Creating a Zip File for loading documents

If you are uploading a group of files, use your Zip File option by highlighting the documents, right click after highlighting the documents and select Send to and next select Compressed (zipped) folder. Once you have created the zip file and named your zip folder, choose the folder when clicking the Upload Document option.



Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS	🔄	9/9/2021 8:51 AM	Compressed (zipp...	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

## Invite New Member into the unit (Leads)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williams  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12

Member Type: Adult  
Email Address: donna.arnold@scouting.org  
First Name: donna  
Last Name: arnold

Invite Member

**Invite New Member** X

Member Type: Participant  
Email Address: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_

Invite Member

**Invite New Member** X

Member Type: Adult  
Email Address: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_

Invite Member

There are three invite options - Adult , Youth and Participant

**Invite New Member** X

Member Type: Youth  
Parent/Guardian's Email Address: \_\_\_\_\_  
Parent/Guardian's First Name: \_\_\_\_\_  
Parent/Guardian's Last Name: \_\_\_\_\_  
Youth's First Name: \_\_\_\_\_  
Youth's Last Name: \_\_\_\_\_

Invite Member

An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. This will add any new online registrations into your unit. Once the invite is sent, they will appear on the Pending Members Tab.

### Recharter Invitation

 Boy Scouts of America <boyscoutsofamerica@email.scouting.org>  
to Donna Arnold  
Retention Policy 3 Year Delete (3 years)

[View Online](#)

Right-click or  
[context menu]

#### You're Invited to Join Us!

Troop 0118 is waiting for you to join!

**donna**, you've been invited to join Troop 0118 and become a member of the Boy Scouts of America! To finish the joining process, please click the below.

<https://myga.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>

If you have any questions or concerns, please reach out to **Troop 0118** directly.

We look forward to all the great things you will accomplish in your Scouting journey.

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TROOP ROSTER   REMOVED MEMBERS (1)   **PENDING MEMBERS (1)**

Send Reminder

<input type="checkbox"/>	Name	Gender	Member Type	Invited on
<input type="checkbox"/>	 donna arnold	--	Adult	2021-09-07

Total 1 Items   < 1 > 10 / page

## Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

TROOP ROSTER											
REMOVED MEMBERS (0)			PENDING MEMBERS (1)			Payment Logs		Refresh Roster		Print Roster	
Manage Members											
Upload Document											
Show: All Roster											
Search by Name or Member ID											
Add New Member											
Invite New Member											
Mark As Multiple											
Remove From Recharter											
<input type="checkbox"/> <b>Derek Brasher</b>											
<input type="checkbox"/> <b>Derek Brasher</b>											
<input checked="" type="checkbox"/> <b>Donna Arnold</b>											
Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total		
M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	<span style="color: red;">!</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00		
M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00		
M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 0.00		
M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	<span style="color: green;">✓</span>	<span style="color: green;">✓</span>	<span style="color: red;">!</span>	\$ 45.00		
--		--	Adult	Committee Member	--	<span style="color: red;">!</span>	<span style="color: red;">!</span>	<span style="color: red;">!</span>	\$ 45.00		

### Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

- Donna Arnold ✕

CANCEL
REMOVE

TROOP ROSTER											
REMOVED MEMBERS (1)			PENDING MEMBERS (1)			Payment Logs		Refresh Roster		Print Roster	
Add To Recharter											
<input type="checkbox"/> <b>Donna Arnold</b>											
Name	Gender	DOB	Address	Member Type	Position	Member ID					
Donna Arnold	--		--	Adult	Committee Member	--					

## Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, there is a progress bar with two steps: '1. Complete' and '2. Payment and Confirmation'. The main content area is divided into three sections: 'MY UNIT', 'CHARTERED ORGANIZATION INFORMATION', and a 'TROOP ROSTER' table.

**MY UNIT:** TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS. Unit Type: Troop, Unit Number: 118, Unit Expire Date: 09/29/2021, Chartered Organization: Friends of the Williamson Troop, District: Sabine, Council: Three Rivers Council, Unit Term: 12, Unit New Expire Date: 09/29/2021.

**CHARTERED ORGANIZATION INFORMATION:** FRIENDS OF THE WILLIAMSON TROOP. Chartered Organization Name: Friends of the Williamson Troop, Chartered Organization Address: 5890 Peckard, Chartered Organization City: Vidor, Chartered Organization State: TX, Chartered Organization Zip: 77662-2457.

**TROOP ROSTER:** The table has columns for Name, Gender, DOB, Address, Member Type, Position, and Member ID. A member named 'Donna Arnold' is listed with a checked checkbox in the first column. A callout box '2. click the checkbox next to the name you would like to add back into the Recharter' points to this checkbox.

A modal window titled 'Add to recharter' is open, showing 'ADULTS (1)' with 'Donna Arnold' listed and a checked checkbox. A callout box '4. Click Add' points to the 'ADD' button in the modal. A callout box '1. Click on the Removed Member tab' points to the 'REMOVED MEMBERS (1)' tab in the roster.

At the bottom right, there is a 'Validate Recharter and Pay' button.

Once you click Add, the youth or adult will move back into the unit. Click on Troop Roster tab and the roster should now reflect the add. Once added, click Refresh Roster and continue with renewal submittal.

Internet Advancement Recharter Welcome, Derek Brasher

1 Complete Recharter Information — 2 Payment and Confirmation

**MY UNIT**  
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**

Unit Type: Troop  
Unit Number: 118  
Unit Expire Date: 09/29/2021  
Chartered Organization: Friends of the Williamson Troop  
District: Sabine  
Council: Three Rivers Council  
Unit Term: 12  
Unit New Expire Date: 09/29/2022

**CHARTERED ORGANIZATION INFORMATION**  
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop  
Chartered Organization Address: 5890 Packard  
Chartered Organization City: Vidor  
Chartered Organization State: TX  
Chartered Organization Zip: 77662-2457

**TROOP ROSTER** REMOVED MEMBERS (0) PENDING MEMBERS (1) Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	1332946	!	✓	!	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M	07/08/1973	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	!	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Committee Member	111098471	✓	✓	!	\$ 45.00	
<input type="checkbox"/>	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--	!	!	!	\$ 45.00	

## Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the Validate Recharter and Pay. A popup will appear if you have any errors or warnings. At that time you will need to correct the errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning, you have the ability to correct the warnings if possible and continue through the submittal process.

The screenshot displays the 'Internet Advancement Recharter' interface. A 'Validate recharter' popup is centered on the screen, listing the following errors and warnings:

- Unit does not have the required amount of leadership positions (Warning, yellow bubble)
- Leaders have current YPT (Warning, yellow bubble)
- Leaders have completed CBC authorization (Warning, yellow bubble)
- Leaders are more than 18 years old (Success, green bubble)

The popup includes two buttons: 'CONTINUE EDITING' (circled in white) and 'PROCEED TO PAYMENT'. A text box on the right side of the popup reads: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.'

The background interface shows the 'TROOP ROSTER' section with a table of members:

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--	1	\$ 72.00
Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--	1	\$ 72.00

At the bottom right of the interface, the 'Validate Recharter and Pay' button is circled in white.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and only warnings and you are ready to submit your unit, click the Proceed to Payment button. There is a possibility that you will have no errors or warnings and in this case you may also proceed to payment. You have the option to print your roster by clicking the Print Roster once you have validated all information and before you move to the payment page.

The screenshot displays the 'Internet Advancement Recharter' interface. A central popup window titled 'Validate recharter' shows a success message: 'Recharter validation successful!'. Below the message are four status items:

- Unit has the required amount of leadership positions (green checkmark)
- Leaders have current YPT (yellow warning icon)
- Leaders have completed CBC authorization (yellow warning icon)
- Leaders are more than 18 years old (green checkmark)

At the bottom of the popup are two buttons: 'CONTINUE EDITING' and 'PROCEED TO PAYMENT'. The 'PROCEED TO PAYMENT' button is circled in red. A text box on the right side of the popup contains the instruction: 'Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment'. At the bottom right of the main interface, a large blue button labeled 'Validate Recharter and Pay' is also circled in red. The background shows a roster table with columns for name, gender, birthdate, address, age, membership type, unit, and amount.

## Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

← Back to: Recharter Info

Complete Recharter Information      Payment and Confirmation

**BILLING INFORMATION**

First Name:       Last Name:

Code: USA      Phone Number:

Country: USA (US)      Email Address:

City:       Address:

State:

Zip Code:

**PAYMENT METHOD**

**Credit Card** Extra service card fee \$0      **Credit Card payment**

Card Type:       Cardholder's Name:

Card Number:       Exp. Month:       Exp. Year:

CVV Number:

**E-CHECK** Extra fee \$1      **E Check payment**

**Pay at Council** No extra fee      **Pay at Council**

**RENEWAL ROSTER FEES**      TOTAL: \$705 USD

REGISTRATION	QUANTITY	FEES
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
<b>TOTAL AMOUNT</b>		<b>\$726.15</b>

**Pay and Post Renewal**

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.