Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.
(not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.

2. A unit can renew two months prior to expiration.
   Expiration date = June 30, renewal opportunity begins May 1.

3. A unit has a three-month lapsed period after the unit expires.
   Expiration date = June 30, lapse period ends Sept 30, will drop Oct 1.

4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.
   Validation Codes in Unit Renewal:
   Errors **(red) will not let you proceed.**
   Warnings **(yellow) will allow you to proceed.**
   a. *Leaders do not have current Youth Protection Training –* ***Error****.(most common)*
   b. *Unit does not have required number of leadership positions –* ***Error.***
   c. *Leaders are less than 18 years old –* ***Error.***
   d. *Youth do not meet the age/grade requirement for the program –* ***Error.***
   e. *Leaders do not have completed CBC Authorizations –* ***Warning***
   f. *Adults do not have SSN –* ***Warning***

5. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use "Position Manager" also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.

6. Have a credit card or ACH information handy to pay the Unit Recharter fee ($100.00).

7. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal page, the validation check processes again.

My.Scouting/Organization Manager

Unit Renewal

List of errors, and who they apply to that were found during the validation process.

Once all validation errors have been resolved, "sign" the renewal by entering you name approving the leadership for renewal and then select "Next Step: Unit Pin Review"

Sign Here

Next Step: Unit Pin Review

Make any necessary changes to the Unit Pin Setup. Be sure the indication to show on BeAScout corresponds with the "Fields to Display on Unit Pin."

      I.e.: If indicate to show on BeAScout, select which fields to show.

Then select " Continue to Unit Renewal."

The ACH Payment admin fee is $1.00; the Credit Card admin fee is 3%.

Select "Credit Card" or "Bank Account" (ACH). Enter the credit card or bank account (ACH) information on the appropriate tab.

      (See next page for ACH payment information.)

As a unit, you have the option to securely store the payment information for next year if desired. Select "Submit Payment" if paying by credit card or "Pay with Bank Account" if paying by ACH.

Save this card for future payments.

Submit Payment

Click on "Submit Payment" (if by credit card) or "Pay With Bank Account" (if by ACH).

Billing Information

Credit Card
ACH Payment

Save account information for future payments.

Pay with Bank Account

You will next see a recap of the fees. Select "Go to Confirmation."

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

Your unit is now submitted for renewal and will be posted overnight.