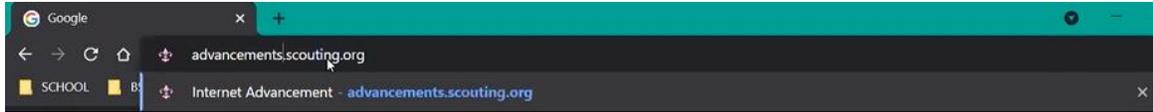


2021 Recharter Guide

1. Navigate to **advancements.scouting.org** and login using the same credentials as you use for my.scouting.org and Scoutbook.

A screenshot of the "Internet Advancement Roster" page. The page has a red header with the text "Internet Advancement Roster". On the right side, there is a user profile for "Derek Brasher" with a "Welcome, Derek Brasher" message and a Scouts BSA logo. Below this, there is a "My Organization" section for "Troop 118 Friends of the Williamson Troop BOYS", with details for Council (Three Rivers Council), District (Sabine), and Chartered Organization (Friends of the Williamson Troop). The main content area is titled "Troop Roster" and includes a search bar and a table of members. The table has columns for Name, Member ID, Age, and Last Rank Approved. The "Start Recharter" button is highlighted in the left sidebar.

<input type="checkbox"/>	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"/>	Tyrese Mattson	114738092	18	Life Scout

- Check on the upper right hand logo to make sure you are on the correct unit (if you are in multiple units), then hit "Start Recharter."

Internet Advancement Start 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

- You now proceed to a two-step process: completing information and then confirming. If you need to update information, click the pencil (position change only - everything else is self-service by the individual, done within my.scouting). You can also click Scout life to toggle on/off. Hit the refresh roster to update information (for example, if they completed YPT recently).

Internet Advancement Start Recharter

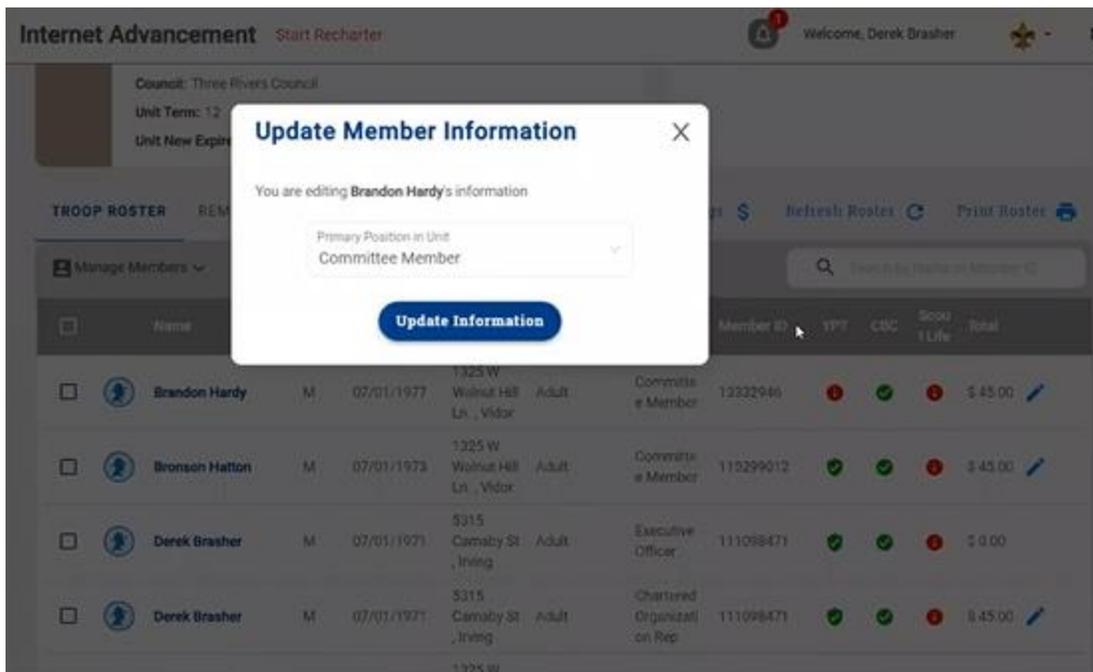
Welcome, Derek Brasher

Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

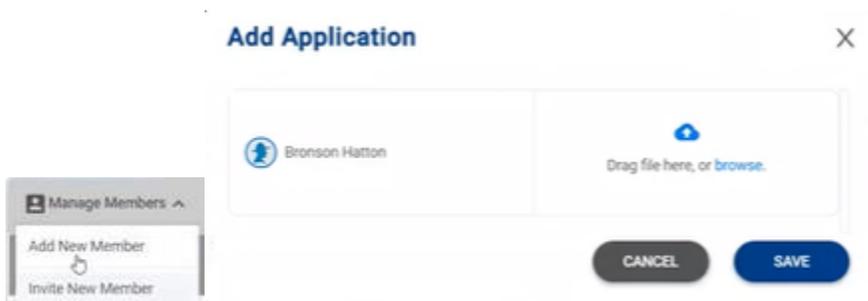
TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs Refresh Roster Print Roster

Manage Members Add Application Send Waiver Show: All Roster Search by Name or Member ID

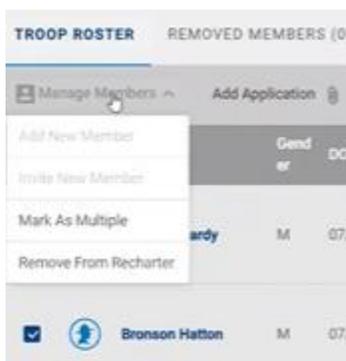
	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	Brandon Hardy	M	07/01/1977	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	1	1	1	\$ 45.00
<input type="checkbox"/>	Bronson Hatton	M	07/01/1973	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	1	1	1	\$ 45.00
<input type="checkbox"/>	Derek Brasher	M	07/01/1971	5315 Carnaby St., Irving	Adult	Executive Officer	111098471	1	1	1	\$ 0.00
<input type="checkbox"/>	Derek Brasher	M	07/01/1971	5315 Carnaby St., Irving	Adult	Chartered Organization	111098471	1	1	1	\$ 45.00



4. If you need to add a new member, please turn it in to our office ahead of starting this process. If you are not able to do that, hit “add new member” (you will need to fill in all of their information, and must attach the paper application). You can also invite a new member (directs them to fill out the online application). Invited members show up on the pending members list until completed, and you have the option to reinvite members on the pending list. If someone doesn’t finish their registration online you can also upload the application by checking their name and clicking “add application.” If they are missing their CBC, you can select them and click “add waiver” (exploring only)



5. If you need to remove someone, click “manage members” and “remove from roster.” This is also where you mark multiple members (put in popup where they are also registered), who are leaders who pay their registration in another unit (for example, a Cub Scout leader who is also registered in a ScoutsBSA Troop).



6. Once you are satisfied, click “validate recharter and pay” at the bottom. This checks if you have minimum leadership roles, if everyone has YPT, and if everyone has a CBC. Unless your does not meet minimum positions, the recharter will submit *even if there are warnings you may proceed*. Fees are totaled (including council fees) and you can pay via credit card (2%), echeck (extra fee \$1), or choose to pay at the council.



BILLING INFORMATION

First Name Last Name

Code Phone Number Email Address

Country Address

City State

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

REGISTRATION	QUANTITY	FEE
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

7. Finally, hit pay and post renewal which triggers digital signature request from the key 3 and charter organization. The recharter then goes to the council *unless every piece is complete* in which case it is automatically processed.

