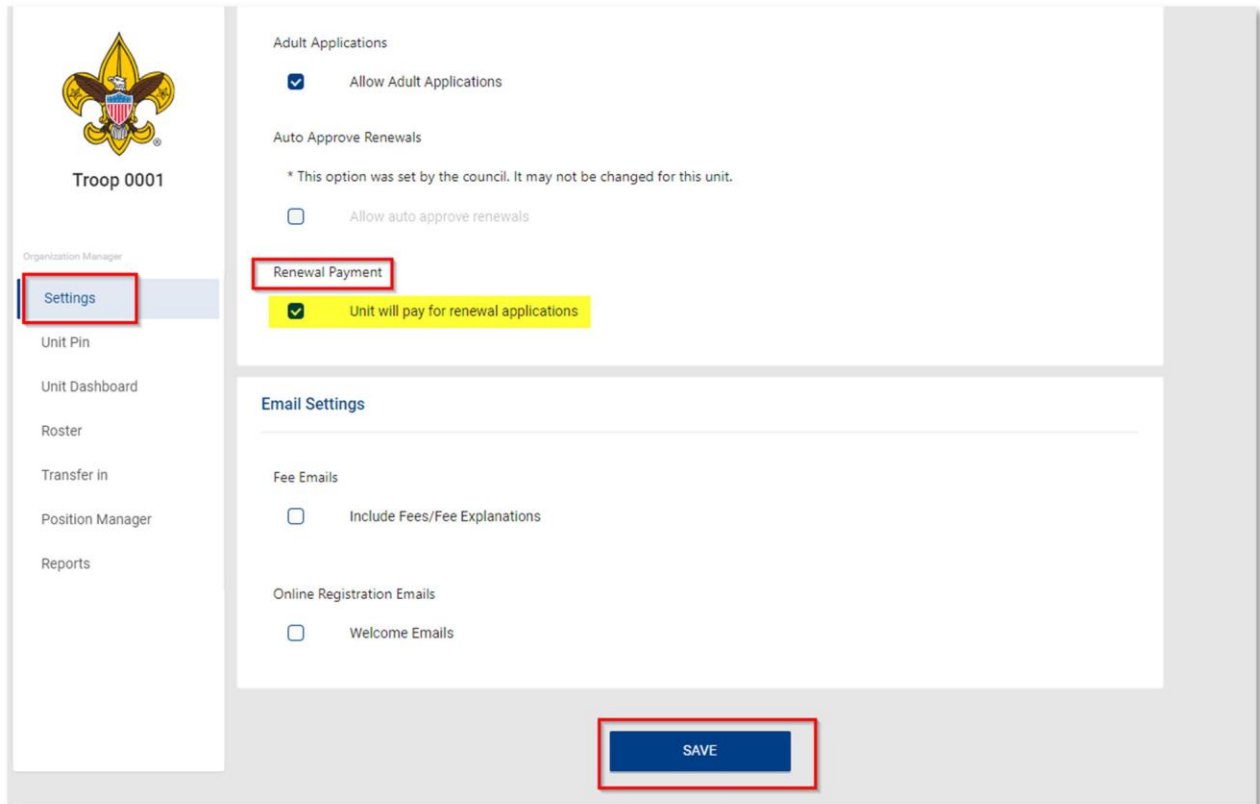


# Unit Setting to Pay Member Renewal Fees

1/1/2024

Unit can choose to pay for members (youth and/or adults) as their membership renewals come up. The Unit Key-3 will get notification monthly of any members whose registration is set to expire.

The Unit Key-3 has access to the Organization Manager Page in My.Scouting and can choose if they want to be able to pay for members registration.



Click the “Renewal Payment” box called “unit will pay for renewal applications” and then click save. After the overnight SYNC, you will be able select members to renew in your roster.

## Sample look at Renewing Members in Roster

Only members that you select will be renewed, this is not an auto process. Members can still renew on their own, allowing you flexibility on who the unit pays for. You can also “Opt-Out” a member who has quit scouting or left your unit.

The screenshot displays the 'Roster' page for Troop 0002, Richmond Police Athletic League. The interface includes a sidebar with navigation options like 'Settings', 'Unit Pin', 'Unit Dashboard', 'Roster', 'Transfer in', 'Position Manager', and 'Reports'. The main content area shows a table of members with columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. A 'Renew' button is highlighted in red in the top navigation bar. The table lists several members, including John D., Pedro, Steph, Jasen, Lanuo Kaufuf, Juan, Jorge, Timot Pohl, Fred A., and Mark T.

<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	John D.	1018	Committee Member + Trained	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	Pedro	1403	Youth Member	M	Current	<input type="checkbox"/>	07/31/2024
<input checked="" type="checkbox"/>	Steph	1134	Assistant Scoutmaster Key 3 Delegate + Trained	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	Jasen	1330	Youth Member	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	Lanuo Kaufuf	1481	Youth Member	F	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	Juan	1362	Youth Member	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input checked="" type="checkbox"/>	Jorge	1220	Committee Member + Trained	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	Timot Pohl	1181	Assistant Scoutmaster + Trained	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	Fred A.	7572	Scoutmaster + Trained	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023
<input type="checkbox"/>	Mark T.	1484	Chartered Organization Rep. Executive Officer	M	Eligible to Renew	<input type="checkbox"/>	12/31/2023

The selected members will show in the below screen allowing you to edit Scout's Life Subscription settings and adjust for multiple positions. When this is all set, you create a renewal order.

**Troop 0002 Richmond Police Athletic League**

**Unit Paid Membership Renewal**

**John**  Scout Life Subscription

Troop 0002

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

Primary Position

Show Multiple Registrations

**Stephen**  Scout Life Subscription

Troop 0002

Assistant Scoutmaster (SA) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

**Jorge**  Scout Life Subscription

Troop 0002

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

Primary Position

Show Multiple Registrations

**Timothy**  Scout Life Subscription

Troop 0022

Committee Chair (CC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

**Create Renewal Orders**

Once you create a renewal order, you pay using an ACH set up or a Credit Card (like Internet Rechartering)

Richmond Police Athletic League B

### Payment Summary

Traditional Adult Registrations Quantity: 4	\$320.00
Council Fees Quantity: 4	\$40.00
Administrative Fee Quantity: 4	\$12.60
Scout Life Domestic Rate Quantity: 3	\$45.00
<b>TOTAL AMOUNT DUE:</b>	<b>\$417.60</b>

**Credit Card Information**

American Express  
xxxxxxx0005

[Update Unit Credit Card](#)

Cancel **OK**

Primary Position Future Expiry Date: 12/31/2024