



There are two options for individuals to renew their Scouting membership:

OPTION 1: INDIVIDUAL RENEW REGISTRATION

Beginning 60 days before their expiration date, individuals will receive communication from the National Council that will prompt them to renew their registration. To renew this way, individuals can either renew online or manually with the Pacific Crest Council. See below for instructions.

- **Renew online at my.scouting.org**
 - Click on the link in the email that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org to and click the red notification button on the top right-hand corner.
 - This will direct individuals to pay online and renew their registration in a few clicks.
- **Manually renew at the Pacific Crest Council**
 - Fill out the **Individual Registration Renewal Form** and submit payment and the form to the Pacific Crest Council in person or via the mail.

Important Info:

- *Parents will have to create a my.scouting.org account if they do not have one already.*
- *For parents with multiple Scouts, they will only need to create one account as my.scouting.org has already linked their Member ID with all of their children. If parents discover this has not happened, simply contact the Pacific Crest Council at brittany.zuberbier@scouting.org or 541-284-4387, jody.stonebrook@scouting.org or 541-727-6663, or heather.volkman@scouting.org or 541-727-6673.*

OPTION 2: UNIT RENEWS INDIVIDUAL

Using this method, individuals can pay the unit and the unit can renew registrations on their behalf. This is ideal for units who pay for renewals through funds from the popcorn sale or other fundraisers. To renew this way:

- A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Roster**.
- **To renew by credit card or ACH payment online:**
 - The unit leadership selects members who are eligible to renew and then simply clicks **Renew** in the header bar.
 - There will be a summary page showing totals and directs the unit to pay. *Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.*
- **To renew and pay at the council office via check or cash:**
 - The unit leadership selects members who are eligible to renew and then simply clicks **Print** in the header bar and then clicks **Unit Payment of Membership Renewal**. Here you can download a report and submit payment to Pacific Crest Council, 2525 Martin Luther King Jr Blvd, Eugene, OR 97401 or 3039 Hanley Road, Central Point, OR 97502.
- If your unit is not set to “Auto Approve” then you will need to go back to “Roster” and Click on the “Membership Renewal Orders” and find any member renewals that are waiting for approval.

Important Info:

- *Units can only renew members beginning two months before their expiration date through the two months “lapsed” period after their expiration date.*
- *Units can complete this process at any time and as many times as they want! This means that if units are waiting on payment from individuals, they can come back and renew them once payment is made to the unit.*
- *Units can also **Opt-Out** a member from renewing if they have left the unit. This will remove them from the roster.*
- *You can also see a person’s multiple registrations by clicking **Show Multiple Registrations**. To continue with the renewal, click **Create Renewal Orders**.*
- *Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.*

IMPORTANT UNIT APPROVAL PROCESS: If your unit is not set to “Auto Approve” then with each option above, the unit will need to go to **Organization Manager**, then click on **Roster**, and click on the **Membership Renewal Orders** and find any member renewals that are waiting for approval.



OPTION 1: INDIVIDUALS RENEW REGISTRATION WHEN PAYING ONLINE WITH CREDIT CARD

Beginning 60 days before their expiration date, individuals will receive communications from the National Council that will prompt them to renew their registration. To renew this way, simply:

- Click on the link in the emails that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org to and click the red notification button on the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

STEP 1: Log in to my.scouting.org and click on the **red notification icon** in the top right corner.



The screenshot shows the my.Scouting website interface. At the top, there is a blue navigation bar with a "Menu" icon on the left, the "my.Scouting" logo in the center, and a "Welcome, [redacted]" message on the right. A notification banner in the top right corner reads "Registration for [redacted] is expiring soon, click here to renew". Below the navigation bar, there is a dark blue dashboard area. On the left, there is a user profile section with a circular icon and the text "Registration Expiration Date: 02/28/2025". To the right of the profile are six navigation buttons: "My Profile", "My Account", "My Application", "My Training", "Manage Member ID", and "BSA Web Links". Below the dashboard, there are two circular logos for Youth Protection training, one in English and one in Spanish, with the text "Click logo to take Youth Protection in English or Spanish". At the bottom of the page, there is a photograph of a group of young people in BSA uniforms.



OPTION 1: INDIVIDUAL RENEWS REGISTRATION (continued)

1 Member Information

2 Payment/Checkout

Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Troop	Position	Current Expire Date	Future Expire Date	Primary Position
Troop 0399	Youth Member	03/31/2024	03/31/2025	Yes

Go back to My Renewals

Go To Payment

Copyright Boy Scouts of America 2024

STEP 2: A popup will display showing the registration(s) to renew. If adults are multiplied in other units, it will show here.

Terms and Conditions

Welcome to the BSA!

The BSA makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships. The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of the BSA. The BSA local and national council provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

Parent/Legal Guardian Role in Scouting

Scouting uses a fun program to promote character development, citizenship training, leadership, and mental and physical fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

Dustin Person

Back

Go to Checkout Summary

For adults: a popup will display that will require an acknowledgement that they agree with the Terms and Conditions.



OPTION 1: INDIVIDUAL RENEWS REGISTRATION (continued)

Member Information 2
Payment/Checkout

Summary

	BSA Youth Registration (Trad.) Dustin [redacted] Valid until February 2025.	\$80.00
	Administrative Fee OLR	\$2.85
<input checked="" type="checkbox"/>	Scout Life Magazine Dustin [redacted] Valid until February 2025.	\$15.00
TOTAL AMOUNT DUE		\$97.85

Payment Details

CARD INFORMATION

* Cardholder Name:

STEP 3: Proceed to check out.
Note: The default is to subscribe to Scout Life. You will need to “uncheck” the box if you do not wish to subscribe.

STEP 4: Proceed to pay. Individuals can pay online by selecting **Place Order**. Or select **Click to print for manual pay** to pay the council or to pay the unit.

* Expiration Date:

* CVV:

Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.

BILLING ADDRESS Same as saved address

* Country:

* Address Line 1:

Address Line 2:

* City:

* State/Region:

* ZIP Code:



OPTION 1: INDIVIDUAL RENEWS REGISTRATION (continued)

Your Receipt

Application ID:
Transaction Date: February 14, 2024
Unit: Troop 0098 Saint Anthonys Catholic Church

Welcome to Boy Scouts of America!

We're excited you've decided to build a Scouting adventure with the organization listed above.

Once your registration has been processed, you will receive an email with contact information, a membership card, and additional details about Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

ScoutLife
1325 W Walnut Hill Ln.
Washington, DISTRICT OF COLUMBIA, 20001 USA

District: Washington DC 11
Order ID: 13643

BSA Youth Registration (Trial)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
Total Amount	\$ 97.04
Total Paid	\$ 97.04

ScoutLife, 2024
USA

BSA Youth Registration (Trial)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
Total Amount	\$ 97.04
Total Paid	\$ 97.04
Amount Due	\$ 0.00

YOUR TROOP
Catholic Church

YOUR COUNCIL
National Capital Area Council

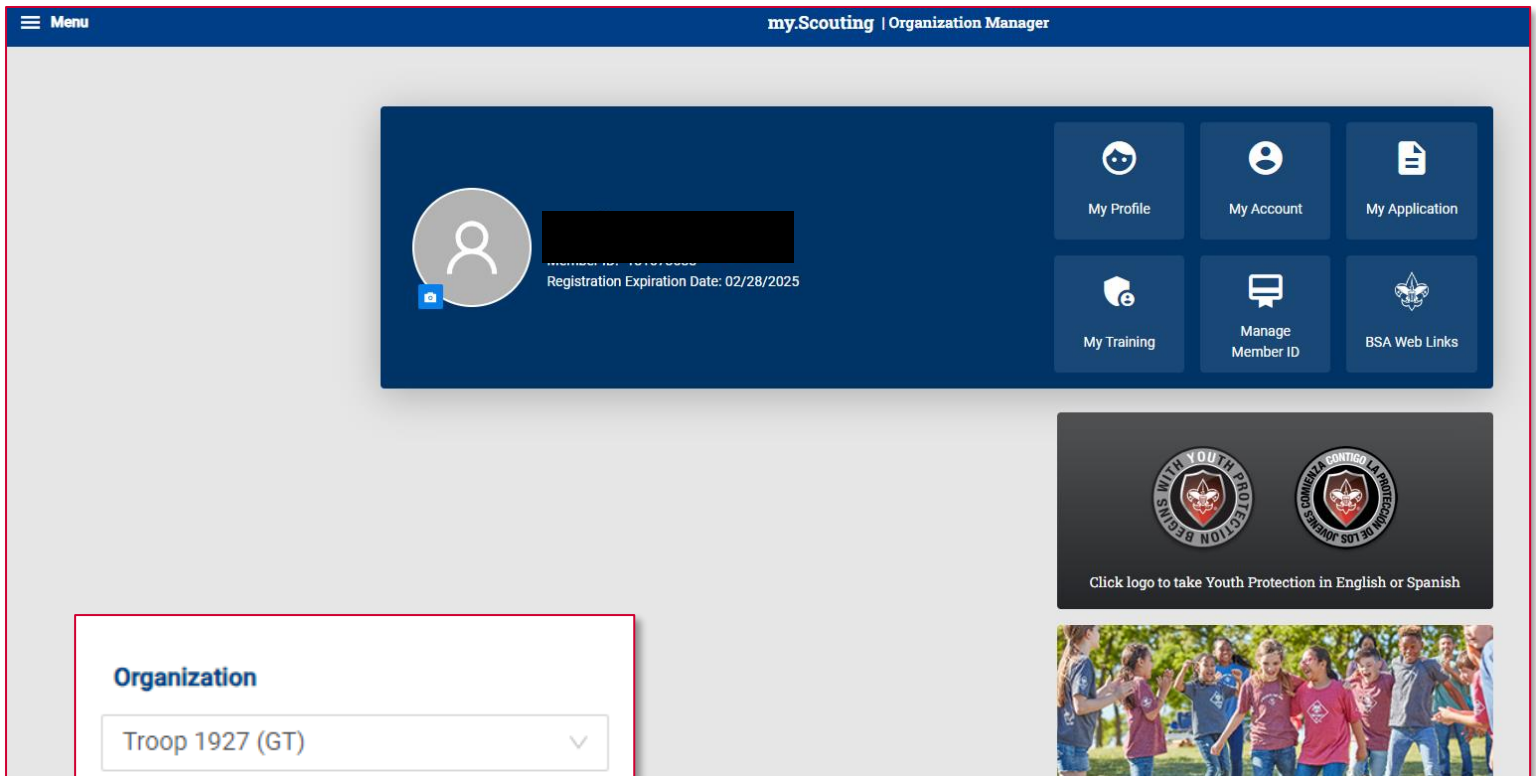
Post Receipt

Complete Registration

STEP 5: Once the Credit Card process is completed, your receipt will show. Click on the “Complete Registration” Tab at the bottom and you will be directed back to your applications in my.scouting.



OPTION 2: UNIT RENEWS INDIVIDUAL WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT



STEP 1: Log in to
my.scouting.org

STEP 2: Click on the
Menu button and
select **Organization
Manager**



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

STEP 3: Click on Roster

STEP 4: Select members to renew

STEP 5: Click renew to renew selected members

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Expiration Date
Mary Kendall	14000875	Committee Chair	F	03/31/2024
Logan H...	13...	Youth Member	M	03/31/2024
Marqu...	14...	Youth Member	M	03/31/2024
Jeffrey Foster		Scoutmaster	M	03/31/2024
Bryan S...		Outmaster	M	03/31/2024
Randy C...	85...	Chartered Organization Rep. Executive Officer	M	03/31/2024

Troop 0301 John R. Bentley Youth Fund INC

STEP 6: You can also opt-out members who are no longer in Scouting

Roster

Search

Transfer Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Kendall		Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan H...		Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024
Marqu...		Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey Foster		Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024

Opt out of automatic renewal



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Unit Paid Membership Renewal

John [redacted] Scout Life Subscription

Troop 0010

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

Primary Position

Show Multiple Registrations

Cortney [redacted] Scout Life Subscription

Troop 0010

New Member Coordinator (NM) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

[← Back to roster](#) [Create Renewal Orders](#)

STEP 7: A list of the members you are renewing displays.

NOTE: Scout Life will be selected by default. If you have members who do not want to subscribe, uncheck the box.

You can also see a person's multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.

Payment Summary

	Traditional Adult Quantity: 4	\$240.00
	Scout Life Domestic Rates Quantity: 3	\$45.00
	Council Fee Quantity: 4	\$0.00
	Administrative Fee Credit Card Processing Fee (3%)	\$8.55
	TOTAL AMOUNT DUE:	\$293.55
	AMOUNT PAID:	\$0.00

[Credit Card](#) [ACH Payment](#)

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

* Expiration Date:

* CVV:

* Email Address:

STEP 8: Enter payment information. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Unit Orders

Name	Status	Type	Paid	Approved
Mary [REDACTED]	Initiated	Traditional Adult	No	
Marque [REDACTED]	Initiated	Traditional Youth	No	
Logan [REDACTED]	Initiated	Traditional Youth	No	
Jeffre [REDACTED]	Initiated	Traditional Adult	No	
Seth [REDACTED]	Initiated	Traditional Youth	No	
Bryan [REDACTED]	Initiated	Traditional Adult	No	
Seth [REDACTED]	Initiated	Traditional Youth	No	
Aman [REDACTED]	Initiated	Traditional Adult	No	
Charles [REDACTED]	Initiated	Traditional Adult	No	
Randy [REDACTED]	Initiated	Traditional Adult	No	

Unit Orders By Batch

Created By	Created On	Number of Orders	Paid	
Mary Barfield	02/05/2024, 11:06:25 am	10	No	GO TO PAYMENT

STEP 9: Go back to Roster. Then select Unit Orders and/or Unit Orders by Batch. Then click **Go to Payment**.

Payment Summary

Traditional Adult Quantity: 4	\$240.00
Scout Life Domestic Rates Quantity: 4	\$60.00
Council Fee Quantity: 4	\$8.16
Administrative Fee Credit Card Processing Fee (3%)	\$9.24
TOTAL AMOUNT DUE:	\$317.40
AMOUNT PAID:	\$0.00

Pay With Saved Method

Master Card
xxxxxxx5114
Name on Card: James Son
Updated On: 02/08/2024 16:41

[Pay With Saved Payment Method](#)

> Pay With New Method

STEP 10: Submit payment.



OPTION 2: UNIT RENEWS INDIVIDUAL WHEN PAYING DIRECTLY TO THE PACIFIC CREST COUNCIL

The screenshot shows the my.Scouting Organization Manager interface. At the top, there is a blue navigation bar with a 'Menu' button on the left and the text 'my.Scouting | Organization Manager' on the right. Below the navigation bar, there is a dark blue header area. On the left side of this header, there is a circular profile picture placeholder and a registration expiration date of '02/28/2025'. On the right side, there are six buttons: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. Below the header, there is a section for Youth Protection training with two circular logos and the text 'Click logo to take Youth Protection in English or Spanish'. At the bottom of the screenshot, there is a photograph of a group of scouts.

The dropdown menu for 'Organization Manager' is open, showing a list of options. The selected option is 'Troop 1927 (GT)'. The other options are: Application Manager, Invitation Manager, Roster, Trained Leader Report, Training Manager, and YPT Reports.

STEP 1: Log in to my.scouting.org

STEP 2: Click on the Menu button and select **Organization Manager**



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE PACIFIC CREST 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]		Assistant Scoutmaster Trained	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Scoutmaster	M	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Youth Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	Renewing Scout #1		Youth Member	F	Expired	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	Renewing Scout #2		Youth Member	F	Expired	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	[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 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE PACIFIC CREST 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	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Scoutmaster	M	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Youth Member	F	Current	<input type="checkbox"/>	02/28/2025
<input checked="" type="checkbox"/>	Renewing Scout #1		Youth Member	F	Expired	<input type="checkbox"/>	07/31/2024
<input checked="" type="checkbox"/>	Renewing Scout #2		Youth Member	F	Expired	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	[REDACTED]		Executive Officer	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Chair <small>Trained</small>	F	Current	<input type="checkbox"/>	02/28/2025

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

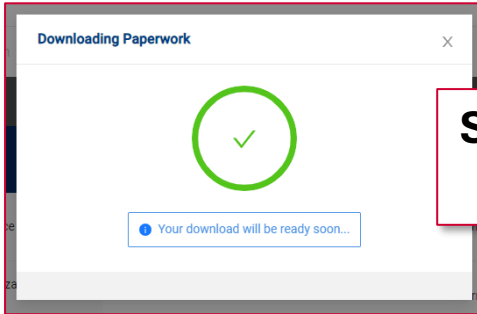
STEP 5: Click Print then click Unit Payment of Membership Renewal

STEP 4: Select Scouts for renewal

< 1 2 >



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE PACIFIC CREST COUNCIL



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

STEP 7: Submit this paperwork and payment to the Pacific Crest Council. See below for more details.

Page 1 of 1

BOY SCOUTS OF AMERICA®

Unit Payment of Membership Renewal

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	Buckeye Council 436
District	Hetuck 11
Unit Type	Troop
Unit Number	1927
Date Printed	07/31/2024

Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
Bella	Kandstorfer	Youth Member	140386596	Yes
Sophie	Kandstorfer	Youth Member	140386670	Yes

Members to be renewed: 2

Fees Due	Total	Amount
BSA Youth Registration	2 youth(s)	\$ 170.00
BSA Adult Registration	0 adult(s)	\$ 0.00
Council Program Fees	2 fee(s)	\$ 2.00
Scout's Life Magazine Subscription	2 subscription(s)	\$ 30.00
	Total	\$ 202.00

Deliver **payment** along with this print out directly to:

Pacific Crest Council

2525 Martin Luther King Jr Blvd, Eugene, OR 97401

--OR -- 3039 Hanley Road, Central Point, OR 97502

Scouting Registration Renewal Form

PACIFIC CREST COUNCIL

Time flies when you're on the Scouting trail! It's been nearly a year since your family embarked on this new adventure. Along the way, your Scout has had the chance to discover personal growth, outdoor adventure, and belonging with their friends. Your family may have discovered more time together as you participated alongside each other and created priceless memories.

It is now time to renew your Scouting membership. The renewal process is an easy one that you'll be able to complete online at my.scouting.org or by filling out the form below and submit payment to Pacific Crest Council, 2525 Martin Luther King Jr Blvd, Eugene, OR 97401 **-OR-** 3039 Hanley Road, Central Point, OR 97502. Payment may be made in the form of check or cash when mailing or via card at the office.

Fees to Renew:

- **\$91 for Cub Scouts, Scouts BSA, Venturing and Ship** participants (\$85 National Fee + \$6* Local Insurance)
- **\$71 for all adult volunteers** (\$65 National Fee + \$6* Local Insurance)
- **\$25 for Merit Badge Counselors** (fee applies only for MB Counselors not already registered as leaders)
- **\$15 for Scout Life** magazine subscription
- **\$56 for Explorer Post youth and adults** (\$50 National Fee + \$6* Local Insurance)

If you have any questions or concerns about the renewal process, please contact us at 541-485-4433 **-OR-** 541-664-1444.

Unit Type (circle one): Pack Troop Crew Ship Post

Unit Number (ex. 1001): _____

What type of registration are you renewing?

- \$91 Youth Registration** **\$71 Adult Registration** **\$15 Scout Life Subscription**
 \$25 Merit Badge Counselor **\$56 Explorer Registration**

PARTICIPANT INFORMATION

First Name: _____ Last Name: _____

BSA Member ID: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Email address will be used for future renewals and other Pacific Crest Council information.

For Internal Use Only:

Received on: _____

Renewal Processed on: _____