

RECHARTER HELPS

Individual Renewal Steps*

FOR PARENTS & VOLNTEERS

- 1 LOGIN
at my.scouting.org
- 2 SELECT THE NOTICE ICON
found in the top right corner
- 3 SELECT POP UP OPTION
“Registration for John Doe
is expiring soon, click here
to renew”
- 4 REVIEW INFORMATION
Select “Go to Payment”
- 5 AGREE TO THE TERMS & CONDITIONS
- 6 CONFIRM/EDIT SCOUT LIFE SUBSCRIPTION
- 7 SELECT “PLACE ORDER”
- 8 SELECT “COMPLETE REGISTRATION”

Unit Renewal Steps**

MY UNIT KEY 3

- 1 LOGIN
at my.scouting.org and go to
Organization Manager
- 2 CLICK ON “UNIT RENEWAL” ON THE MENU
- 3 VALIDATE INFORMATION
- 4 REVIEW INFORMATION
Make any necessary changes
- 5 ENTER YOUR NAME IN THE SIGNATURE FIELD
- 6 PAY & SUBMIT

For help with the
renewal process,
please reach out to
Brittany Pope at
bpope@pccscouting.org

*The Individual renewal fee can be paid
by the individual, their parent, or the unit.
Individual renewals are good for one
calendar year.

**The annual charter agreement is also
required and must be turned in to the
council office; it is not part of the online
recharter process.