



# Mountain Lake District Recharter Plan 2011



# Agenda

- What's New This Year
- Recharter process
- Recharter Day
- Questions

# Rechartering A – Z

You need a P.L.A.N.

**P** reparation

**L** eadership

**A** ttitude

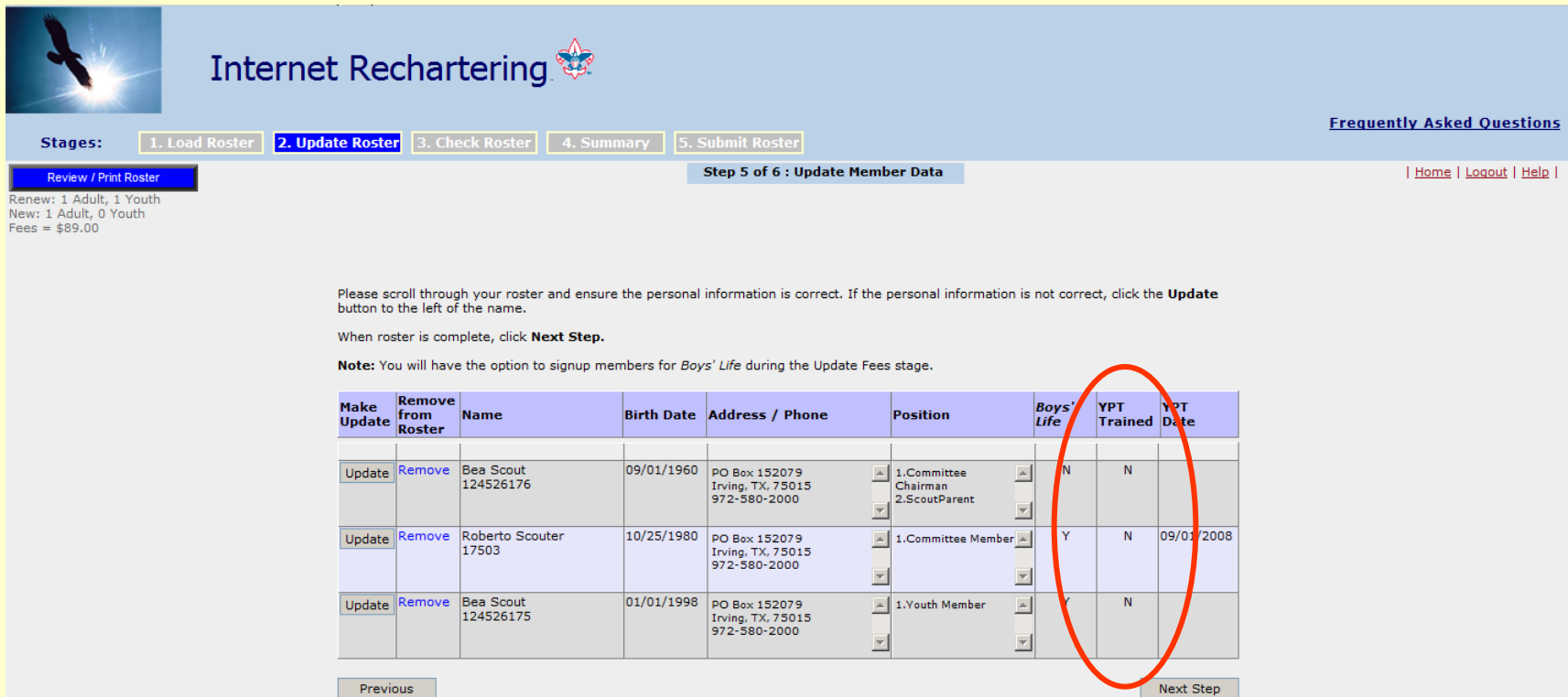
**N** o excuses

# What's New This Year

- **New** update unit roster online capability
- **New** Youth Protection Training status detail
- **New** entry pick list for Ethnic Background
- **New** renewal report presentation format
- **New** information is displayed for registrants

# What's New This Year

Stage 2, Step 5: Update Member Data:  
YPT information has been added. Adults who have current Youth Protection Training will show "Y" flag



The screenshot shows the 'Internet Rechartering' web application. At the top left is a logo of an eagle. The main header reads 'Internet Rechartering' with a Scout logo. Below the header is a navigation bar with five stages: '1. Load Roster', '2. Update Roster' (highlighted in blue), '3. Check Roster', '4. Summary', and '5. Submit Roster'. To the right of the navigation bar is a link for 'Frequently Asked Questions'. Below the navigation bar is a blue button labeled 'Review / Print Roster' and a breadcrumb trail 'Step 5 of 6 : Update Member Data'. On the right side, there are links for 'Home', 'Logout', and 'Help'. Below the navigation bar, there is a summary of roster statistics: 'Renew: 1 Adult, 1 Youth', 'New: 1 Adult, 0 Youth', and 'Fees = \$89.00'. The main content area contains instructions: 'Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.' and 'When roster is complete, click **Next Step**.' A note states: 'Note: You will have the option to sign up members for *Boys' Life* during the Update Fees stage.' Below the text is a table with columns: 'Make Update', 'Remove from Roster', 'Name', 'Birth Date', 'Address / Phone', 'Position', 'Boys' Life', 'YPT Trained', and 'YPT Date'. The table contains three rows of member data. A red oval highlights the 'Boys' Life' and 'YPT Trained' columns. The first row shows a committee chairman with 'N' in both columns. The second row shows a committee member with 'Y' in 'Boys' Life' and 'N' in 'YPT Trained', with a 'YPT Date' of '09/01/2008'. The third row shows a youth member with 'Y' in 'Boys' Life' and 'N' in 'YPT Trained'. At the bottom of the table are 'Previous' and 'Next Step' buttons.

Renew: 1 Adult, 1 Youth  
New: 1 Adult, 0 Youth  
Fees = \$89.00

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

**Note:** You will have the option to sign up members for *Boys' Life* during the Update Fees stage.

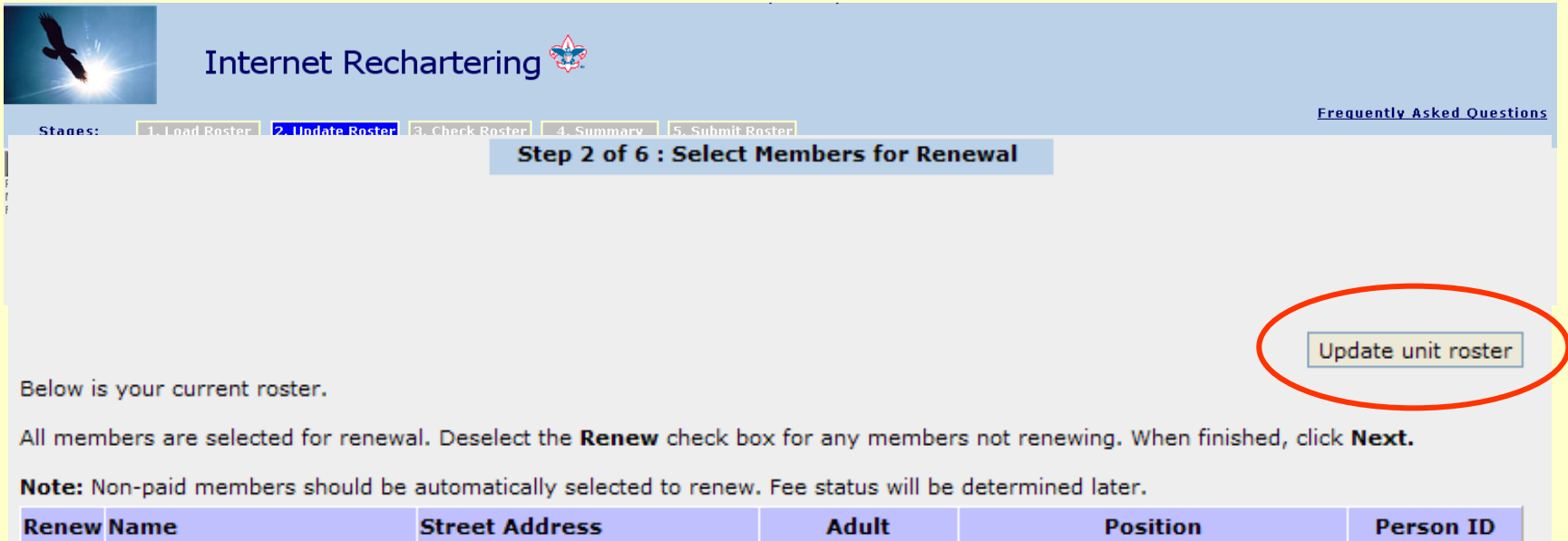
Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Boys' Life	YPT Trained	YPT Date
Update	Remove	Bea Scout 124526176	09/01/1960	PO Box 152079 Irving, TX, 75015 972-580-2000	1. Committee Chairman 2. ScoutParent	N	N	
Update	Remove	Roberto Scouter 17503	10/25/1980	PO Box 152079 Irving, TX, 75015 972-580-2000	1. Committee Member	Y	N	09/01/2008
Update	Remove	Bea Scout 124526175	01/01/1998	PO Box 152079 Irving, TX, 75015 972-580-2000	1. Youth Member	Y	N	

Previous Next Step


# What's New This Year

In Stage 2 (Update Roster), Step 2 (Select Members) hit the "Update unit roster" button to:

- update the YPT flag, or
- add any new members that have been registered since you initially loaded your membership data



The screenshot shows the "Internet Rechartering" web application. At the top left is a logo featuring an eagle. The page title is "Internet Rechartering" with a small logo to its right. On the right side, there is a link for "Frequently Asked Questions". Below the title, a progress bar shows five stages: "1. Load Roster", "2. Update Roster", "3. Check Roster", "4. Summary", and "5. Submit Roster". The current stage is "Step 2 of 6 : Select Members for Renewal". A red oval highlights the "Update unit roster" button. Below the button, the text reads: "Below is your current roster." followed by "All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**." A **Note** states: "Non-paid members should be automatically selected to renew. Fee status will be determined later." At the bottom, a table header is visible with columns: "Renew", "Name", "Street Address", "Adult", "Position", and "Person ID".

Internet Rechartering 

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#) [Frequently Asked Questions](#)

**Step 2 of 6 : Select Members for Renewal**

[Update unit roster](#)

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

**Note:** Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
-------	------	----------------	-------	----------	-----------

# What's New This Year

Add New Adult has Ethnic Background selection required

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#) [Frequently Asked Questions](#)

[Review / Print Roster](#) **Step 4 of 6 : Add New Member** | [Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 13 Youth  
New: 4 Adult, 2 Youth  
Fees = \$551.00

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**Page 2 : Add Personal Data for John Doe**

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**\*\* Social Security number is required and will be entered by your council from the adult application.**

Country : <input type="text" value="US"/>	Address type : <input type="text" value="Home"/>
Address 1 : <input type="text"/>	
Address 2 : <input type="text"/>	
City : <input type="text"/>	State : <input type="text"/>
Zip : <input type="text"/> - <input type="text"/>	
Home telephone type : <input type="text" value="US telephone"/>	Home telephone : <input type="text"/> - <input type="text"/> - <input type="text"/>
Business telephone type : <input type="text" value="US telephone"/>	Business telephone : <input type="text"/> - <input type="text"/> - <input type="text"/>
Date of birth (mm/dd/yyyy) : <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text"/>	ext: <input type="text"/>
Driver license number : <input type="text"/>	<b>Ethnic background : <input type="text" value="Selected&gt;Choose Ethnic"/></b>
Sex : <input type="text" value="Choose M/F"/>	Driver license state : <input type="text"/>
	Mother's Last Name : <input type="text"/>

# What's New This Year – New Package Layout

- **UNIT CHARTER RENEWAL REPORT PACKAGE**

Takeany : Troop 0103

**New Adult Members**

(The application form(s) for new adult member(s) must be submitted with the UCRS Charter Renewal Package)

- **Name** Volunteer **Member ID** 100000000

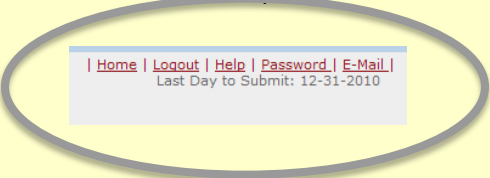
CHARTER RENEWAL APPLICATION

- Unit: Troop 0103
- District: Gold District County: Jefferson
- Unit Status: R Term: 12 months
- Expire Date: 03/31/2009
  
- Chartered Org:
- Executive Officer:
- Boys' Life:
  - Term: 12 months
  - Begins: 06/2008
  - Ends: 05/2009

DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must Submit this unit to obtain the final version of the Charter Renewal Application.

- 208 Months Completed Tenure 100% Boys' Life: Y

**The Draft Unit Charter Renewal Report Package is available during the online unit renewal to verify if correct information was entered and is checked before submittal to the council is done**



| [Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |

Last Day to Submit: 12-31-2010

Use the Home link to return to Stage 2 to update the member information until you hit submit (Stage 5)

# Overall Process

- Use Advancement to print current roster
- Compare roster to unit records
- Gather information
  - Applications
  - Copies
- 60 Days out log into Re-Charter website
- Update information

# Internet Advancement

- Atlantabsa.org or MyScouting.org

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL <http://atlantabsa.org/openrosters/viewHomepage.asp?orgkey=1474>. The browser's search bar is set to Google. The website displayed is the Atlanta Area Council of Boy Scouts of America. The page header includes the BSA logo and the text "BOY SCOUTS OF AMERICA". Below this is a navigation menu with links for Home, Scouting in Your Area, Donate, Shop, Sponsors, ScoutSource, Youth Protection, and MyScouting. A secondary navigation bar contains links for My Profile, Training, Unit Tools, District Tools, Events, and Community. The main content area features a "Youth Protection Training Notice" with the following text: "You do not have to be a registered member or have a member ID to take Youth Protection training. To take Youth Protection training: 1. From the menu on the left, click E-Learning. 2. From the General tab, scroll down to Youth Protection Training and click Take Course. 3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council. 4. When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. After you receive your membership card, log onto MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training records, and any other MyScouting training records, to your BSA membership." Below this notice is a "Welcome to the NEW MyScouting!" section. On the right side of the page, there is a "FOLLOW" section with social media icons for RSS, Facebook, and Twitter, and a "DIGITAL MAGAZINE" section with a thumbnail image and the text "Click to launch the full edition in a new window." The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

# Start the Process



My Web Search [Search] Address [http://atlantabsa.org/openrosters/view\\_homepage.asp?orgkey=1456](http://atlantabsa.org/openrosters/view_homepage.asp?orgkey=1456)

Web Search [Se.] Links [SnagIt]

Google [Go] [Bookmarks] [Check] [Look for Map] [AutoFill] [Send to]

BOY SCOUTS OF AMERICA®

Calendar • Newsletter • Join E-List • Search • Sitemap

## Atlanta Area Council

HOME | ABOUT US | JOIN SCOUTING | SUPPORT BSA | PROGRAMS/SERVICES | CAMPING | NEWS/EVENTS

Resources - Forms - Flyers  
Training  
**Activities**  
Advancement  
Camping  
Commissioners  
Scouting Links



### Council Programs and Services

The Atlanta Area Council provides a number of programs and services for Scouts and Scouters through out its 13 county territories. Training, Activities, Advancement and Camping.

Unit Service primarily comes through the Commissioner Staff which has contact with every unit in our council. Links to each of the in the menu to the left.

# Internet Advancement



## Internet Advancement

[Frequ](#)

### Registration

To register for Internet Advancement, enter the unit ID number provided by your council, your unit type, and your four-digit unit number. If you do not have the unit ID, please contact your council.

Unit ID :

Unit type :  ▼

Unit number :

# Confidentiality Agreement

Internet Advancement 

## Registration: Confidentiality Agreement

### Confidentiality Statement

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

**I agree.    I disagree.**

# Registration

**Registration: Information and Password**

Please enter your contact information and create your password to complete the registration.

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number :  -  -  -  (ext)

**Write down  
this  
password**

# Load Roster

Atlanta Area Council: Troop 0540



## Internet Advancement

es:

**1. Load Roster**

2. Update Member

3. Submit Report

**Load Roster**

To begin Internet Advancement you must first load your roster:

**Load Roster**

<-- Click here to load your roster with your advancement information from the council.

**Upload Advancement File**

<-- Click here if you are prepared to upload your unit advancement records from an advancement file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

The time required for Load Roster varies by unit size and it may take several minutes or more to complete this Stage.

# Review Roster

Atlanta Area Council: Troop 0540



## Internet Advancement

Stages:

1. Load Roster

2. Update Member

3. Submit Report

Select Members for Advancement

Review Unit Roster

Unit Advancement Summary

Member Summary

Review Advancement Report

Below is your current roster.

To add ranks, merit badges, and awards to a youth member, click the appropriate button to the left of the member's name. Prompts will guide you if you enter incorrect information.

When you are finished, click **Next**.

Next

Ranks	Merit Badges	Awards	Name	Street Address	Program	Sex
				1750 Talleybr		

# Sample Printout

## Atlanta Area Council Troop 0540

### Unit Roster

Report Date: 10/08/2008

Unit: Troop 0540

District: Mountain Lake

Unit Status: R

County: Cobb

Term: 12 months

Expire Date: 01/31/2009

Chartered Organization:

Due West United Methodist Church  
3956 Due West Rd NW  
Marietta, GA 30064

Executive Officer:

Tom Davis  
3956 Due West Rd NW  
Marietta, GA 30064

Boys' Life:

Term: 12 months  
Begins: 04/2008  
Ends: 03/2009

511 Months Completed  
Tenure

100% Boys' Life: Y Top Leader Trained: N

Quality Unit  
2007: Y

Quality Unit  
2008: N

Quality Unit  
2009: N

Quality Unit  
2010: N

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#### Adult Members

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Position

Name

Address

RL

Person ID

M/F

Phone

# Start the Recharter Process

The image shows a screenshot of the Atlanta Area Council Boy Scouts of America website. The main header features the council logo and name, along with navigation links for CALENDAR, NEWSLETTER, JOIN E-LIST, SEARCH, and SITEMAP. Below the header is a navigation bar with links for HOME, ABOUT US, 100TH ANNIVERSARY, JOIN SCOUTING, SUPPORT BSA, PROGRAM/SERVICES, CAMPING, and NEWS/EVENTS. The main content area is titled "Council Programs and Services" and includes a sidebar menu with categories like Resources - Forms - Flyers, Activities, Advancement, Camping, Commissioners, Health & Safety, Scouting Links, Training, and Forms and Resources. A red arrow points to the "Internet Rechartering" link in the Training section. The main content area contains a large image of a group of people and a white hard hat. Below the image, there is a section titled "The Atlanta Area Council provides a number of programs and services for your territory. Program includes Training, Activities, and Advancement." and another section titled "Unit Service primarily comes through the Commission. These areas are located in the menu to the left." The bottom of the page features a "My Profile" section with a "Youth Protection Training Notice" and a "Welcome to the NEW MyScouting!" message. A red arrow points to the "Youth Protection Training Notice" section. The page also includes a search bar, a "FOLLOW" section with social media icons, and a "DIGITAL MAGAZINE" section with a "Click to launch the full edition in a new window." link. The footer shows the URL "http://www.atlantabsa.org/openrosters/ViewOrgPageLink.asp?LinkKey=6661&orgkey=1456" and the text "Done Internet 100%".

ATLANTA AREA COUNCIL  
BOY SCOUTS OF AMERICA

CALENDAR NEWSLETTER JOIN E-LIST SEARCH SITEMAP

HOME ABOUT US 100TH ANNIVERSARY JOIN SCOUTING SUPPORT BSA PROGRAM/SERVICES CAMPING NEWS/EVENTS

Council Programs and Services

Resources - Forms - Flyers  
Activities  
Advancement  
Camping  
Commissioners  
Health & Safety  
Scouting Links  
Training  
Forms and Resources

Commissioners Corner  
Commissioner Information  
College of Commissioner Science  
Commissioners' Conference  
Internet Rechartering  
Internet Rechartering Tutorial

The Atlanta Area Council provides a number of programs and services for your territory. Program includes Training, Activities, and Advancement.

Unit Service primarily comes through the Commission. These areas are located in the menu to the left.

ATLANTA AREA COUNCIL  
BOY SCOUTS OF AMERICA

Welcome gwb999  
View Full Profile »

Search BSA SEARCH

Home Scouting in Your Area Donate Shop Sponsors ScoutSource Youth Protection MyScouting

My Profile Training Unit Tools District Tools Events Community

My Profile  
Update My Profile

Training  
E-Learning  
Training Validation

Unit Tools  
DIRECTV Online Toolkit  
National Safety Council  
Defensive Driving Course  
Internet Advancement  
Internet Rechartering  
ScoutParents  
Tour Permits  
BeAScout

District Tools  
Unit Visit Tracking

Events  
Event Registration

Community

**Youth Protection Training Notice**  
You do not have to be a registered member or have a member ID to take Youth Protection training.  
To take Youth Protection training:  
1. From the menu on the left, click E-Learning.  
2. From the General tab, scroll down to Youth Protection Training and click Take Course.  
3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council.  
4. When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. After you receive your membership card, log on to MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training records, and any other MyScouting training records, to your BSA membership.

**Welcome to the NEW MyScouting!**  
Thank you for setting up your MyScouting account. Through your account, you now have access to even more Scouting resources. MyScouting was created to better support your role in Scouting. Over time, new resources will be added and you will be able to see content specific to your position/rank. MyScouting will also be used to

**FOLLOW »**  
RSS Facebook Twitter YouTube

**DIGITAL MAGAZINE**  
Click to launch the full edition in a new window.

Done Internet 100%

# Log-in



## Internet Rechartering



[Frequently Asked Questions](#)

**Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:**

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

### **New member applications**

For additional adult or youth membership applications: [Membership Applications](#).

### **Adobe Acrobat Reader**

You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here -->

[First Time User](#)

To login, please click here -->

[Returning User](#)



# Start Process



## Internet Rechartering

[Frequently Asked Questions](#)

### Registration

[Login](#) | [Help](#) |

To register for Internet Rechartering, enter the access code provided by your council, your unit type, and your unit number.  
If you do not have the Access Code, please contact your council.

Access code :

Unit type :

Unit number :



## Internet Rechartering

[Frequently Asked Questions](#)

### Registration: Confidentiality Agreement

[Login](#) | [Help](#) |

#### Confidentiality Statement

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

[I agree.](#)   [I disagree.](#)

# Sign-on Process



Internet Rechartering 

[Frequently Asked Questions](#)

**Registration: Information and Password** [Login](#) | [Help](#)

Please enter your contact information and create your password to complete the registration process.

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number :  -  -  -  (ext)

**WRITE DOWN THE  
PASSWORD YOU  
SELECTED!**



**Account registration is simple to complete and requires name, password, e-mail address, and telephone number of the unit renewal processor.**

# The 5 Stages of Internet Recharter



## Internet Rechartering

Stages:

**1. Load Roster**

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

[Frequently Asked Questions](#)

| Roster Review |  
Renew: 0 Adult, 0 Youth  
New: 0 Adult, 0 Youth

**Internet Rechartering Overview**

| [Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#) |  
Last Day to Submit: 07-31-2008

There are five stages in the Internet Rechartering process:

<b>Stage 1</b> Load Roster	You choose whether to load the unit information either from the council or upload your unit record information from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.
<b>Stage 2</b> Update Roster	You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.
<b>Stage 3</b> Check Roster	Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.
<b>Stage 4</b> Summary	You complete a final review of the membership roster and fees and make any final changes.
<b>Stage 5</b> Submit Roster	You submit your final roster and print your Charter Renewal Packet for submittal to your council.

Internet Rechartering is available until the Last Submit Date shown above.

You may leave the process and return later. Internet Rechartering will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including new member applications with appropriate signatures, before beginning this process. You must complete Internet Rechartering on a computer connected to a printer.

To begin the process, click here-->

[Begin](#)

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See Appendices at the bottom of this presentation for the full preview of the Internet Recharter System

# Recharter Day - Unit Checklist

- Use checklist in packet
- Printed out from Stage 5 (not before)
  - Signed by the Charter Organization Executive Officer (not the COR)
  - Signed by the Unit Leader
- Applications for all adults and youth listed as “new”
  - Applications are complete (copy won’t do)
- Youth Protection Certificates
- Bring 4 signed blank checks
- Centennial Quality Unit form
  - With attainment numbers
  - Signed by Unit Leader and Unit Commissioner
- District Award of Merit nomination(s)
- Dedicated Deer recipient names
- Updated Yellow Pages/Contact List entries
- FOS presentation date
- OA registration list (Adults – all units, and Youth – Troops only)
- Pioneer Award Form
  - Filled in with achievements
  - Signed by Unit Leader and Unit Commissioner

# Recharter Day


- When - Saturday - December 11, 2010
- Where –
  - Troop 540 Boy Scout Building
  - 3956 Due West Road
- Time – by appointment 9am to 2pm
- Note – early recharterers by appointment

# Questions

- Contacts
  - Your commissioner
  - Dan Morgan
    - Cell: (404) 735-5981
    - Home Office: (770) 529-7520
    - Email: [bsacommissionerdan@gmail.com](mailto:bsacommissionerdan@gmail.com)
  - Ron Lundgren
    - Home:(770) 426 8392
    - Email: [ronl@us.ibm.com](mailto:ronl@us.ibm.com)
- AAC
  - Kate Hagan – 770 956-3186 (khagan@bsamail.org)

# Backup

# Confidentiality

**Tutorial** Instructions 

[Login](#) [Load Roster](#) [Update Roster](#) [Check Roster](#) [Update Fee](#) [Submit Roster](#)

**Confidentiality Statement**

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.


[I agree.](#)   [I disagree.](#)

**Instructions**

**Protecting members' personal information is serious business.**

**Click the "I agree" button to acknowledge your acceptance of the confidentiality agreement.**

# Register

**Tutorial** Instructions 

[Login](#) [Load Roster](#) [Update Roster](#) [Check Roster](#) [Update Fee](#) [Submit Roster](#)

## Registration: Contact Information and Password

Please enter your contact information and create your password to complete the registration.

First Name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter Password :

E-Mail :

Re-enter E-Mail :

Phone Number :  -  -  -  (Ext)


**Instructions**

Now we'll need your contact information.

Enter "**eagles**" as your password. Then click the "**Register**" button to complete registration.

# Stages

## Tutorial

Instructions

[Login](#) [Load Roster](#) [Update Roster](#) [Check Roster](#) [Update Fee](#) [Submit Roster](#)

There are five stages in the Internet Rechartering process:

<b>Stage 1</b> Load Roster	You choose whether to load the unit information either from the council or from information from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutLink.
<b>Stage 2</b> Update Roster	You select the members you wish to renew, promote members, add new members, and review the adult positions required in your unit.
<b>Stage 3</b> Check Roster	Internet Rechartering automatically checks the roster against the BSA rules and regulations. You make any corrections necessary.
<b>Stage 4</b> Update Fees	You complete a final review of the membership roster and fees and make any corrections necessary.
<b>Stage 5</b> Submit Roster	You submit your final roster and print your Charter Renewal Packet for submittal to your council.

### Instructions

Take a few minutes to read this page. It explains the stages of the online charter renewal process.

Then click the **"Begin"** button to start the charter renewal process.


Internet Rechartering is available until the Last Submit Date shown above.

You may leave the process and return later. Internet Rechartering will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including new member applications with appropriate signatures, before beginning this process. You must complete Internet Rechartering on a computer connected to a printer.

To begin the process, click here--> [Begin](#)

# Load Roster

**Tutorial** Instructions 

Login Load Roster Update Roster Check Roster Update Fee Submit Roster

To begin Internet Rechartering, choose one of the following options:

[Load Council Information](#) <-- Click here if you want to load your roster with council information and do not have a recharter file.

[Upload Recharter File](#) <-- Click here if you are prepared to upload your unit recharter file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or other rechartering software.

**Warning:** Once you have chosen one of the above options, you cannot choose the other choice, you must call the council and ask them to reset your unit. You must then rebegin the process again.


**Instructions**

You can load your unit's most current information by either loading council information using this website or by uploading a UMS file.

Click the "Load Council Information" button or "Upload Recharter File" button to load your roster information.

# Download Council Information

## Tutorial

Instructions  
Login Load Roster Update Roster Check Roster Update Fee Submit Roster

Welcome to Stage 2: Update Roster.

To update your roster, you perform the following steps:

- 1. Update chartered organization information.**  
Review your chartered organization information and make any necessary changes.
- 2. Select members for renewal.**  
Select for renewal only the members who will be renewing with your unit.
- 3. Promote members.**  
Select members from another unit to become members of your unit
- 4. Add new members.**  
Add new adults and/or new youth to your roster.
- 5. Update member data.**  
Update the personal information about the members on your roster, such as birthday, occupation.
- 6. Update adult positions.**  
Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next Step**.

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

Next Step

### Instructions

You have loaded your unit's most current information into the UCRS. Now we'll look at the five steps for updating your unit information.

Click the "**Next Step**" button to review your charter organization information.

# Upload Charter Information

The screenshot shows a web application interface with a blue header bar containing the word "Tutorial" in red. Below the header is a navigation menu with buttons for "Login", "Load Roster", "Update Roster", "Check Roster", and "Upload Roster". The main content area is a light gray box with a white background, containing a tutorial. The tutorial text is as follows:

There are three steps to uploading your unit information from a recharter file:

- 1. Upload recharter file.**  
Once you upload the recharter file, Internet Rechartering will verify the file format.  
  
You will be asked to review the chartered organization information to ensure Internet Rechartering will match your member records to the council information are processed automatically.
- 2. Identify new members.**  
Internet Rechartering will display all the names from the recharter file that do not have exact matches with the council information. You will be asked to identify which members from the recharter file are new members in your unit.
- 3. Match renewing members.**  
You will match the remaining members in the recharter file with the members in the council information and correct any differences.

To upload the file, click **Browse** and locate the recharter file for your unit in the dialog box. Click **Open**

Once you have located the file click the **Verify File** button. The system will read the recharter information from the file for verification.

At the bottom of the tutorial box, there is a text input field, a "Browse..." button, and a "Verify File" button. Below the input field is a "Previous" button.

An "Instructions" pop-up box with a blue border and a close button in the top right corner is overlaid on the right side of the tutorial. It contains the text: "Click the 'Browse' button to select file to upload."

# Using Council Info

**Tutorial** Instructions

**Login** **Load Roster** **Update Roster** **Check Roster** **Update Fee** **Submit Roster**

Unit type: Team Unit number: 6002

Unit expire date: 12/31/2003 District: D04A Salt Lak

Charter organization: LDS-17th & N 17th Ward/S L Stake

Country:

Address 1:

Address 2:

City:  ZIP Code:

State:

U.S. telephone number:  -  -  -  (Ext)

Foreign telephone number:  -  -  -  (Ext)

Unit term (months): 12 Unit new expire date: 12-31-2004

100% Boys' life

**Instructions**

**Here's your charter organization information. You probably won't need to change anything here.**

**Enter "555 555 5555" as your charter organization's telephone number in the U.S. telephone number text field.**

# Verify Adults

## Tutorial

Instructions

Login Load Roster Update Roster Check Roster Update Fee Submit Roster

Below is your current roster, uncheck the box for any member not renewing. Make sure the box is checked for those renewing (fee status will be determined later). When finished, please click the Next button at the bottom of the page to review your changes.

Renew	Name	Street Address	Adult
<input checked="" type="checkbox"/>	Ruth Barrett	2871 Morningside Dr	Ac
<input checked="" type="checkbox"/>	Ruben Birth	2738 Delsa Dr	Ac
<input checked="" type="checkbox"/>	Jeremy Christensen	2750 Delsa Dr	Adult
<input checked="" type="checkbox"/>	Rolene Grimm	3954 Nora Cir	Adult
<input checked="" type="checkbox"/>	Jonathan Hinckley	3027 Delsa Dr	Adult

Previous Next

### Instructions

To select a member who is not renewing, click the checkbox next to **Ruth Barrett's** name.

Then click the **"Next"** button to review your work.

# Reminder on Adults

## Tutorial

Instructions

Login Load Roster Update Roster Check Roster Update Fee Submit Roster

### Instructions

After reviewing your work, click the **"Next Step"** button to begin adding adult members.

The following table(s) list those members who will be renewed with your unit and those who will not. If these lists are incorrect, please click the Previous button on the bottom of the page to make corrections. When the lists are correct, please click the Next Step button on the bottom of the page to proceed.

NOTE: You will be provided with the opportunity to add new members and change member information later in the process.

**Following members are selected for renewal.**

No.	Name	Street Address	Adult/Youth
1.	Ruben Birth	2738 Delsa Dr	Adult
2.	Jeremy Christensen	2750 Delsa Dr	Adult
3.	Rolene Grimm	3954 Nora Cir	Adult


**Following members will NOT be renewed.**

No.	Name	Street Address	Adult/Youth
1.	Ruth Barrett	2871 Morningside Dr	Adult

Previous Next Step

# Promote Adults/Scouts

## Tutorial

Instructions

Login Load Roster Update Roster Check Roster Update Fee Submit Roster

### Instructions

Click the "**Promote**" button to see Unit Selection screen.

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous Members for Renewal**. When you have completed the Promotions process, you will be returned to the Main Menu.

When you click **Promote** you will see a Unit Selection screen that will display any units that are in your organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (and ship only) you will see your own unit listed also.


By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will be taken to the Unit Selection screen. If you do not complete all promotions at this time, you will be able to return later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

Previous Promote Next Step

# Adding

## Tutorial

Instructions

Login Load Roster Update Roster Check Roster Update Fee Submit Roster

In this step of the Update Roster Stage, you can add new adults and youth to your roster. We will begin first with adults. When finished, click the Next button below to add new youth.

### Instructions


At this page, you have the option to add a new adult or click the next button to add a new youth member.

Click the **"New Adult"** button to add a new adult member.

To add new adult, please click here -> New Adult

Next

# Add Adults

**Tutorial** Instructions 

## Add Adult

**Page 1 : Add Adult**

Transfer into this Unit :

First name :  Middle name :

Last name :  Suffix :

Primary position in unit :  Position 2 :


Position 3 :  Position 4 :

**Instructions**

Now click the **"Next"** button to add personal data for this adult.

# Fill in required fields

## Tutorial

Instructions

Login Load Roster Update Roster Check Roster Update Fee Submit Roster

### Add Adult

**Page 1 : Add Adult**

Transfer into this Unit :

First name :

Last name :

Primary position in unit :

Position 3 :

Middle name :

Suffix :

Position 2 :

Position 4 :

Cancel Reset Next

#### Instructions

Now click the **"Next"** button to add personal data for this adult.

# Tutorial

Instructions



Login

Load Roster

Update Roster

Check Roster

Update Fee

Submit Roster

In this step of the Review Roster Stage, you can add new youth to your roster. Click the Next Step button below when you are finished adding youth to your unit.

## Instructions

At this page, you have the option to add a new youth or click the next button to add a new youth member.

Please click the "New Youth" button to add a new youth member.

To add new youth, please click here ->

New Youth

Next Step

# Tutorial

Instructions



Login

Load Roster

Update Roster

Check Roster

Upd

## Page 1 : Youth

Check this box if Youth is   
Transfer to this Unit :

First name :

Middle name

Last name :

Suffix

Country :

Address type :

Address 1 :

Address 2 :

City :

State

Zip code :  -

Cancel

Reset

Next

On this page, you will be able to add youth members.

Type **"John"** next to the **First Name:** text.

Then click the **"Next"** button to continue entering information for this youth member.

# Tutorial

Instructions



Login

Load Roster

Update Roster

Check Roster

Update Fee

Submit Roster

## Instructions

To update a member's home telephone number, click the "Update" text link next to **Jurgen Combs** name.

Please scroll through your roster and ensure the personal information is correct. If the personal information is correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

**Note:** You will have the option to signup members for *Boys' Life* during the Update Fees stage.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Life
<a href="#">Update</a>	<a href="#">Remove</a>	Jurgen Combs	08/27/1958	137 N Judd St Fort Worth, TX, 76108 817-246-0224	<input type="button" value="▲"/> 1.Committee Member <input type="button" value="▼"/> 2.Venturing Crew Assoc. Advisor	<input type="button" value="▲"/> N
<a href="#">Update</a>	<a href="#">Remove</a>	Samantha Combs	11/04/1965	137 N Judd St Fort Worth, TX, 76108 817-246-0224	<input type="button" value="▲"/> 1.Venturing Crew Assoc. Advisor <input type="button" value="▼"/>	<input type="button" value="▲"/> N



Login

Load Roster

Update Roster

Check Roster

Update Fee

Submit Roster

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the Current column indicates the number of individuals currently filling the position. The number in the minimum and maximum requirements columns indicates the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** text link to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

**Note:** Quality Unit Recognition requires an assistant unit leader.

**Instructions**


To update a member's position, click the **"Update"** text link next to Robert Stinner's name.

Update	Name	Unit Position
<a href="#">Update</a>	Byron Myles	Executive Officer
<a href="#">Update</a>	Thomas Vanderburg	Chartered Organization Rep.
<a href="#">Update</a>	Thomas Vanderburg	Committee Chairman
<a href="#">Update</a>	Jurgen Combs	Committee Member
<a href="#">Update</a>	Nathan Lunceford	Committee Member
<a href="#">Update</a>	Robert Stinner	Chartered Organization Rep.

**Unit Adult Positions**

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	4
Venturing Crew Advisor	1	1	1
Venturing Crew Assoc. Advisor	-	-	4

# Check Roster

**Tutorial** Instructions 

[Login](#) | [Load Roster](#) | [Update Roster](#) | [Check Roster](#) | [Update Fee](#) | [Submit Roster](#)

In this stage, your unit information will be validated against BSA unit requirements. When Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.

To begin validation, please click here--> [Check Roster](#)

If you need to make more changes to your roster before having it checked, you can:  
[Update Roster](#) | [Update Roster for Renewal](#) | [Promote Members](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#)

**Instructions**

Click the "**Check Roster**" button to check your data.

# Check Roster

The screenshot shows a web application window titled "Tutorial" with a close button in the top right corner. Below the title bar is a navigation menu with buttons for "Login", "Load Roster", "Update Roster", "Check Roster", "Update Fee", and "Submit Roster". The "Check Roster" button is highlighted in dark blue. The main content area features a light gray message box with the text: "Congratulations the validation was completed without errors. Please click the Next Stage button to continue." To the left of this message is a blue-bordered instruction box with a yellow header "Instructions" containing the text: "You'll see this message if you have no errors or warnings. Click the 'Next Stage' button to view a summary of your work." To the right of the message box is a "Next Stage" button.

**Tutorial** Instructions

Login Load Roster Update Roster **Check Roster** Update Fee Submit Roster

Congratulations the validation was completed without errors. Please click the Next Stage button to continue.

**Instructions**


You'll see this message if you have no errors or warnings.

Click the "**Next Stage**" button to view a summary of your work.

Next Stage

# Update

## Tutorial

Instructions

[Login](#) | [Load Roster](#) | [Update Roster](#) | [Check Roster](#) | [Update Fee](#) | [Submit Roster](#)

Your unit roster has been completed and validated. You can now review the final roster and fees.

To review your final roster, please click here--> [Summary](#)


If you wish to make more changes to your roster before having it checked, you can:

[Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#) |

### Instructions

Click the "**Summary**" button to review your roster before submitting it to your local council.

# Update Youth

**Tutorial** Instructions 

[Login](#) [Load Roster](#) [Update Roster](#) [Check Roster](#) [Update Fee](#) [Submit Roster](#)

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit. From the Update screen, you can make an individual a multiple member or add a registration fee.

Charter fee = \$20


Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee			
<a href="#">Update</a>	<b>Corey Gunderson</b>	<b>07/09/1992</b>	<b>\$0.00</b>	<b>\$10.00</b>			
<a href="#">Update</a>	Keira Koslowsky	02/11/1958	\$0.00	\$10.00			
<a href="#">Update</a>	Nathan Lunceford	12/29/1969	\$0.00	\$10.00	\$10.00	Adult	
<a href="#">Update</a>	Byron Myles	03/20/1977	\$0.00	\$0.00	\$0.00	Adult	
<a href="#">Update</a>	Lauren Vanderburg	07/09/1982	\$0.00	\$10.00	\$10.00	Adult	
<a href="#">Update</a>	Thomas Vanderburg	08/09/1979	\$0.00	\$10.00	\$10.00	Adult	
<a href="#">Update</a>	Justy Brown	06/04/1987	\$0.00	\$10.00	\$10.00	Youth	
<a href="#">Update</a>	Michelle Busby	04/07/1988	\$0.00	\$10.00	\$10.00	Youth	

**Instructions**

Click the **"Update"** text link next to **Corey Gunderson's** name.

[Next Stage](#)

# Boys Life

**Tutorial** Instructions 

**Login** **Load Roster** **Update Roster** **Check Roster** **Update Fee** **Submit Roster**

Below is your current unit roster of individuals to *Boys' Life*. From this page, you can update the fee status for each individual. There is no registration fee.

Charter fee = \$20

**Update Fee Status -- Web Page Dialog**

**Fee status for Ruben, Birth**

Member paid in this unit

Member paid in another unit

Sign up for Boys Life

Update Fees	Name	Birth	Unit	Fee	Unit	Fee	Age
<a href="#">Update</a>	<b>Corey Gunderson</b>						
<a href="#">Update</a>	Keira Koslowsky						
<a href="#">Update</a>	Nathan Lunceford						
<a href="#">Update</a>	Byron Myles						
<a href="#">Update</a>	Lauren Vanderburg						
<a href="#">Update</a>	Thomas Vanderburg	08/09/1979		\$0.00	\$10.00	\$10.00	Adult
<a href="#">Update</a>	Justy Brown	06/04/1987		\$0.00	\$10.00	\$10.00	Youth
<a href="#">Update</a>	Michelle Busby	04/07/1988		\$0.00	\$10.00	\$10.00	Youth

**Instructions**

Click the checkbox next to the "Sign Up for Boys Life" text .

# Tutorial

Instructions



Login

Load Roster

Update Roster

Check Roster

Update Fee

Submit Roster

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

**Warning:** Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

## Instructions

Click the "**Submit to Council**" button to confirm that you have completed your online charter renewal.

Before submitting, click this [Review /Print Roster](#) link.

To submit your roster to the council, click here -->

# Print Renewal

The screenshot shows a web application interface with a blue header bar. On the left of the header is the word "Tutorial" in red, and on the right is the word "Instructions" in blue next to a close button (an 'X' in a square). Below the header is a row of six buttons: "Login", "Load Roster", "Update Roster", "Check Roster", "Update Fee", and "Submit Roster". The "Submit Roster" button is highlighted in dark blue. Below this row is a large light gray box containing a "Success" message. The message reads: "Congratulations. Your charter renewal information has been submitted. You're done with the online part of the Unit Charter Renewal process. Please click the Renewal Application button below to view the Unit Charter Renewal Pages for your Unit. Print the application, secure signatures, attach new member applications, include fees and deliver to your council." To the right of this message is a button labeled "Print Renewal Application". In the bottom left corner, there is a blue-bordered box with a yellow header "Instructions" and the text: "Click the 'Print Renewal Application' button to generate a paper version of your charter renewal."

**Tutorial** Instructions

Login Load Roster Update Roster Check Roster Update Fee **Submit Roster**

**Success**

Congratulations. Your charter renewal information has been submitted. You're done with the online part of the Unit Charter Renewal process. Please click the Renewal Application button below to view the Unit Charter Renewal Pages for your Unit. Print the application, secure signatures, attach new member applications, include fees and deliver to your council.

**Instructions**

Click the "**Print Renewal Application**" button to generate a paper version of your charter renewal.

Print Renewal Application

# Generating a transfer file from TroopMaster

The screenshot displays the TroopMaster 2007 software interface. The main window title is "Troopmaster 2007". The menu bar includes "File", "Activities", "Adults", "Advancement", "Fundraisers", "Mic-O-Say", "O/A", "Reports", "Scouts", "Unit", and "Help". The "Reports" menu is open, showing a list of report categories: "Activities", "Adult Members", "Awards/Advancement", "Fundraiser", "Labels/Envelopes", "Merit Badge Counselors", "Mic-O-Say", "Order of the Arrow", "Points Of Contact", "Scout/Unit: General", "Varsity", "Venturing", and "Sea Scout". The "Scout/Unit: General" category is selected, and its sub-menu is open, listing various reports: "Individual Personal Data...", "Scout Leadership History...", "Scout Leadership Roster...", "Scout Training List...", "User Defined Fields/Remarks...", "Birthday List", "Council Recharter", "Email List...", "General Purpose Worksheet...", "General Purpose Matrix...", "Health Form Status...", "Medical/Special Needs...", "Photo Directory...", "Service Years...", "Swimming Levels...", "Unit General Information", "Unit/Patrol Awards...", "Unit Phone List...", "Unit Roster...", and "Unit Vehicles...". The "Council Recharter" option is highlighted, and its sub-menu is open, showing "Annual Recharter..." and "Additional Enrollment...". The background of the software window features a scenic painting of a river, mountains, and a boat. The text "Troop 2143" is visible in the top left corner of the main window area.

Annual unit recharter report for council (ScoutNET)

# Generating a transfer file

- Note that when specifying the file location, you are simply specifying the folder in which to place the file, not the filename
- The file itself is a comma-separated value (.csv) file, whose name is in the form: CHTxnnnn.csv
  - where x =
    - C for Cub Pack
    - S for Scout Troop
    - P for Venture Crew or Ship
    - V for Varsity Team
    - E for Explorer Post
  - and nnnn = unit number
    - For example, CHTS2143.csv = Troop 2143's transfer file
- This file is automatically produced in the format compatible with the National BSA database called ScoutNet
  - Not only is there no need to edit this file, you will mess it up if you do so