



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 Bay-Lakes Council. See below for instructions.

Important Info:

- Parents will have to create a my.scouting.org account if they do not have one already, with their BSA ID number. If you do not know your BSA ID number, contact the council office (920) 734-5705.
- Scouts Life magazine subscription will auto default on all renewals. See page 4 on where to unsubscribe.
- **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.
 - If red notification doesn't appear, click the menu in upper left and select My Application. Select the My Renewals tab in the gray header and click the renewal button to the right of the member renewing.
 - Please note: there is a credit card fee of 3%.
- **Manually renew at the Bay-Lakes Council**
 - Fill out the **Individual Registration Renewal Form** and submit the form and payment payable to the Bay-Lakes Council in person or via the mail to 2555 Northern Rd., Appleton, WI 54914.

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. 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.
 - Scouts Life magazine subscription will auto default on all renewals. See page 8 on where to unsubscribe.
 - 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 the clicks **Unit Payment of Membership Renewal**. Here you can download a report and submit payment to the Bay-Lakes Council office or via the mail to 2555 Northern Rd., Appleton, WI 54914.
 - **Verify if the member(s) renewing want the Scouts Life Subscription prior to sending in payment. See page 13.**
- 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 should complete this process monthly for units following option 2.
- 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

A 3% Credit Card Fee applies

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 or the My Application under the Menu to the left, then select the My Renewals in the gray header. Click the renew button to renew member.
- 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 or the **My Application** under the **Menu** to the left.

The screenshot displays the my.scouting.org user interface. At the top, there is a 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 at the top right states 'Registration for [redacted] is expiring soon, click here to renew'. Below the navigation bar, there is a user profile section with a circular profile picture icon, a redacted name, and a 'Registration Expiration Date: 02/28/2025'. To the right of the profile section is a grid of six navigation buttons: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. Below this grid, 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 photo of a group of scouts in a field.



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 0399

Youth Member Primary Position ✓

Current Expire Date: 03/31/2024
Future Expire Date: 03/31/2025

[Go back to My Renewals](#) [Go To Payment](#)

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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 Anthony's 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 (Tried)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
Total Amount	\$ 97.04
Total Paid	\$ 97.04

ScoutLife, 2024-1-1
USA

BSA Youth Registration (Tried)	\$ 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
Troop 0098

YOUR COUNCIL
National Capital Area Council

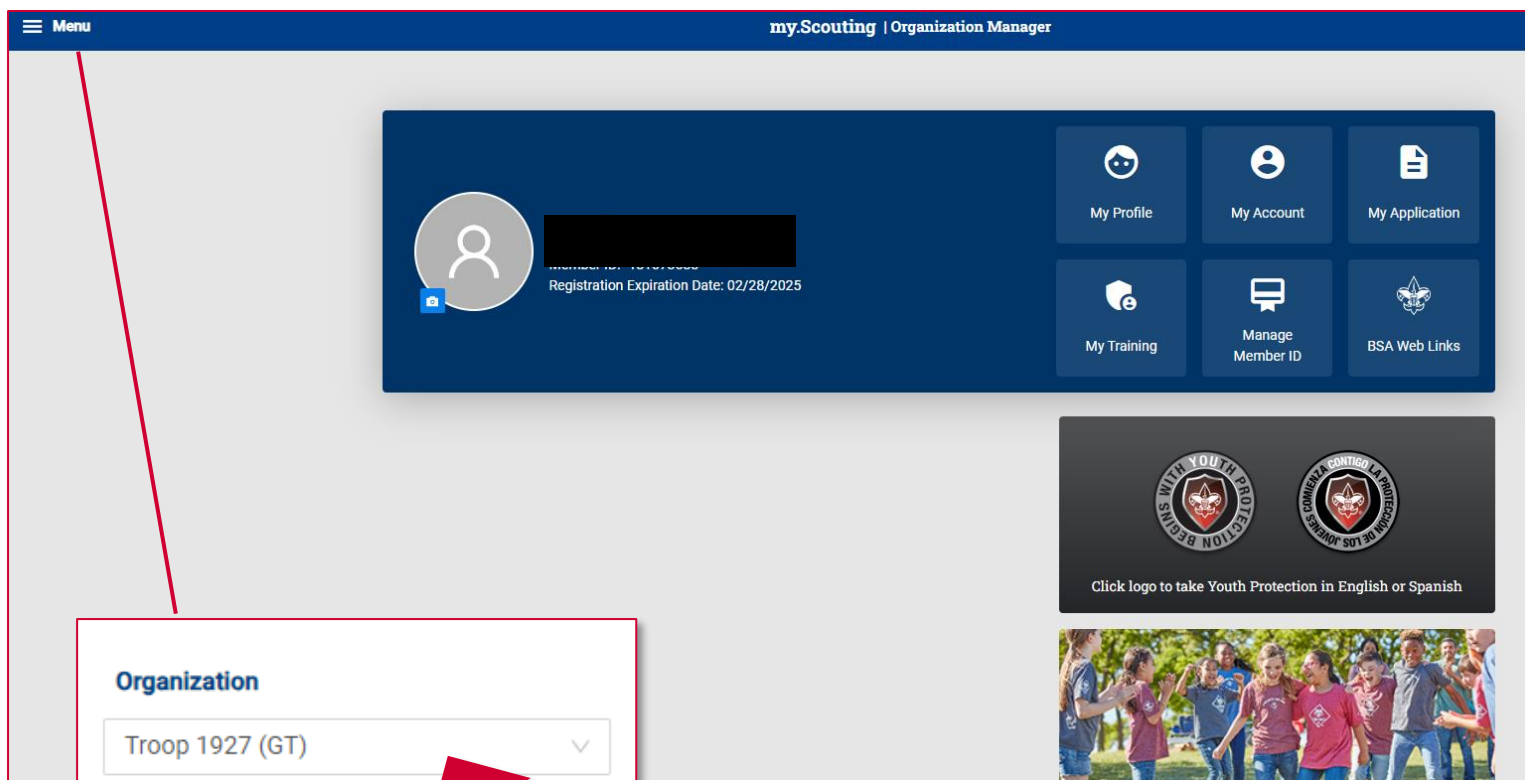
Print Receipt

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



Organization

Troop 1927 (GT) ▾

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

STEP 1: Log in to my.scouting.org

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

(If Key 3 member for multiple units, select applicable unit from dropdown under Organization.)



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

STEP 3: Click on **Roster**

STEP 4: Select members to renew

STEP 5: Click **renew** to renew selected members

Name	Member ID	Role	Gender	Expiration Date	
Mary Kennedy	14000875	Committee Chair	F	03/31/2024	
Logan	13	Youth Member	M	03/31/2024	
Marqus Farmer	14000875	Youth Member	M	03/31/2024	
Jeffrey Foster		Scoutmaster	M	Initiated	03/31/2024
Bryan		Outmaster	M	Initiated	03/31/2024
Randy		Chartered Organization Rep. Executive Officer	M	Initiated	03/31/2024

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

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Kennedy	14000875	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan	13	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Marqus Farmer	14000875	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey Foster		Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024



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 for each member unsubscribing.

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

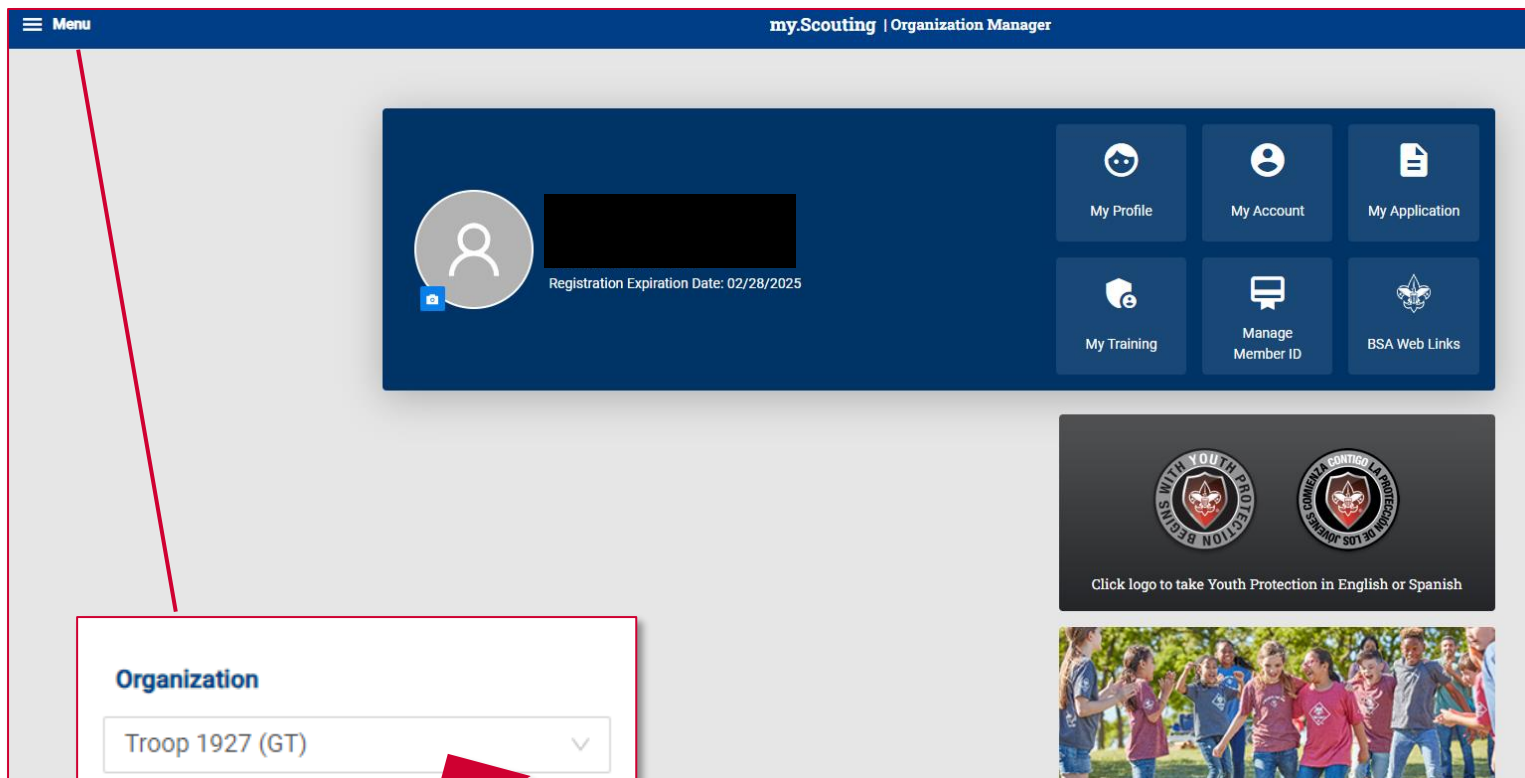
[Pay With Saved Payment Method](#)

> Pay With New Method

STEP 10: Submit payment.



OPTION 2: UNIT RENEWS INDIVIDUAL WHEN PAYING DIRECTLY TO THE BAY-LAKES COUNCIL



STEP 1: Log in to my.scouting.org

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

(If Key 3 member for multiple units, select applicable unit from dropdown under Organization.)



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE BAY-LAKES 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 BAY-LAKES 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

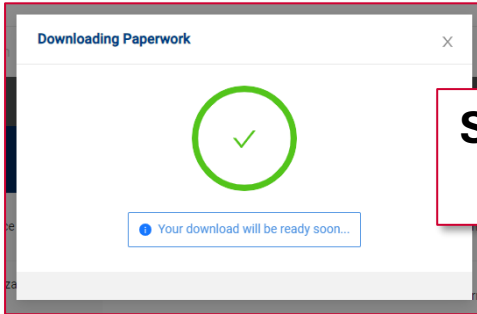
STEP 5: Click Print then click Unit Payment of Membership Renewal

STEP 4: Select Scouts for renewal

< 1 2 >




OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE BAY-LAKES COUNCIL



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

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: Bay-Lakes Council 635
 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

STEP 7: Submit this paperwork and payment to the Bay-Lakes Council. See below for more details.

Note: Verify and change to Yes or No for any Scout Life Subscriptions here. Update price prior to submitting payment.

Deliver **check** or **cash** along with this print out directly to the Bay-Lakes Council Service Center, or mail to:
Bay-Lakes Council
 2555 Northern Road | Appleton, WI 54914

Scouting Registration Renewal Form

BAY-LAKES 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 the Bay-Lakes Council office in Appleton, WI or via the mail to 2555 Northern Rd., Appleton, WI 54914. Payment may be made in the form of check or cash when mailing or via card at the Bay-Lakes Council office.

Fees to Renew:

- **\$85 for Cub Scouts, Scouts BSA, Venturing and Sea Scout** participants (\$85 National Fee)
- **\$65 for all Cub Scouts, Scouts BSA, Venturing and Sea Scout adult volunteers** (\$65 National Fee)
- **\$50 for all Exploring Post & Club Youth & Adults** (\$50 National Fee)
- **\$25 for Merit Badge Counselors** (fee applies only for MB Counselors not already registered as leaders)
- **\$15 for Scout Life** magazine subscription

- **+\$12 Council Program fee effective October 1, 2024** (apply to all renewals in addition to costs above after Oct.1)

If you have any questions or concerns about the renewal process, please contact us at 920-734-5705 or by emailing application@baylakesbsa.org

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

Unit Number (ex. 1001): _____

What type of registration are you renewing?

- \$85 Youth Registration** **\$65 Adult Registration** **\$15 Scout Life Subscription**
- \$50 Exploring Youth & Adult Registration**
- \$12 Council Program Fee (Effective 10/1/2024)**

PARTICIPANT INFORMATION

First Name: _____ Last Name: _____

BSA Member ID: _____

Email Address: _____

Email address will be used for future renewals and other Bay-Lakes Council information.

For Internal Use Only:

Received on: _____

Renewal Processed on: _____