

**Unit Renewal Guide for Unit Key 3 Member to
Renew Individual Members of the Unit
December 2025**

Reminders:

- Key 3 members or their delegates can renew the youth.
- COR/CUR or their delegate can renew the adults as well as the youth.
- This process only renews the selected individuals. The unit renewal process is a separate process.
- A unit can renew their members three months prior to expiration.

Expiration date = June 30, renewal opportunity begins April 1.

- There is a two-month lapsed period after the member expires.

Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Roster.

Review the columns “Renewal Order Status” and “Renewal Status” to know who is within their renewal window. For example, the record indicated below is **Eligible to Renew**, but their Order Status is **Submitted**, which means a renewal is already in progress for this individual.

Name	Member ID	Role	Gender	Grade	SL	Registration Status	Renewal Order Status	Renewal Status	Opt Out	Expiration Date
Seah Anko	14369919	Youth Member	M	Third Grade		Transfer	N/A	Current		12/31/2025
Clyton Carter	141493137	Youth Member	M	First Grade		Transfer	N/A	Current		01/31/2026
William Edward Florio	140268991	Chartered Organization Rep. Executive Officer	M			Re-Register	Submitted	Eligible to Renew		06/30/2025 06/30/2025

Here, we see two individuals that are “Eligible to Renew” and have an Order Status of “N/A”, indicating a renewal has not been started yet, and is eligible to renew.

This is also where an individual can be opted out if they are not going to continue with the unit. Opting out will stop all renewal reminder communications from going to the individual. The unit can opt someone out, but only the council can opt them back in.

Select each person to be renewed by checking the box by each name.

Name	Member ID	Role	Gender	Grade	SL	Registration Status	Renewal Order Status	Renewal Status	Opt Out	Expiration Date
Finley Moiratty	141169034	Youth Member	M	Fourth Grade		New	N/A	Eligible to Renew		08/31/2025
Liam Edward Sands	141264509	Youth Member	M	First Grade		New	N/A	Eligible to Renew		08/31/2025

Scroll up to the grey bar and select “Renew”.

Name	Member ID	Role	Gender	Grade	SL	Registration Status	Renewal Order Status	Renewal Status	Opt Out	Expiration Date
Transfer Renew Print Edit Profile Export Roster Filter										

Now you are on the Unit Paid Membership Renewals page. From here you can opt out or in of Scout Life as needed.

Select “Create Renewal Order”.

A message “registration renewal created” will flash on the screen but that is not the end of the process.

Note: At the bottom of this screen, there is now an option to “print and pay at council” that is not reflected in this screenshot. This is what you would select to print the fee summary to take to the council if you are paying there instead of electronically.

Pack 1066 St. Paul Lutheran Church

Unit Paid Membership Renewal

Evan Kitzmiller ☒ Scout Life Subscription

Pack 1066

Youth Member (M) ☐ Current Expiry Date: 08/31/2025
Future Expiry Date: 08/31/2026

☒ Primary Position

Finley Moaratty ☒ Scout Life Subscription

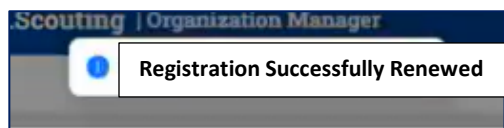
Pack 1066

Youth Member (M) ☐ Current Expiry Date: 08/31/2025
Future Expiry Date: 08/31/2026

☒ Primary Position

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

A message will show confirming the registration was successfully renewed. However, this is not the end of the process. Be sure to continue from here.



You can still remove someone from the Payment Summary screen by clicking on Remove.

The screenshot shows the 'Payment Summary' screen. At the top, there is a table with two rows of member information:

Member Name	Member Type	Amount
Evan Kitzmiller Traditional Youth	Youth Member	\$180.00
Finley Moaratty Traditional Youth	Youth Member	\$180.00

Below the table, there is a summary section:

Subtotal:	\$360.00
Administrative Fee: Credit Card Processing Fee (3%)	\$10.80
TOTAL AMOUNT DUE:	\$370.80
AMOUNT PAID:	\$0.00

At the bottom, there are two payment options: 'Card Payment Option' and 'Bank Account Payment Option'. The 'Card Payment Option' is selected. Below it, there are fields for Card number, Expiration date, Security code, Full name, Country or region (United States), and Address. There is a toggle for 'Save Payment Method' and a 'Submit Payment' button.

Choose either Card or Bank Account for your payment method and complete the information. You have the option to securely save the payment method for use later on if preferred.

Select Submit Payment.

A success message that the batch was successfully created as well as a unit renewal payment was submitted for processing. This does not mean the funds have been received yet.

Select Return to Roster

The screenshot shows the 'Payment Summary' screen after a successful payment. At the top, there is a table with two rows of member information:

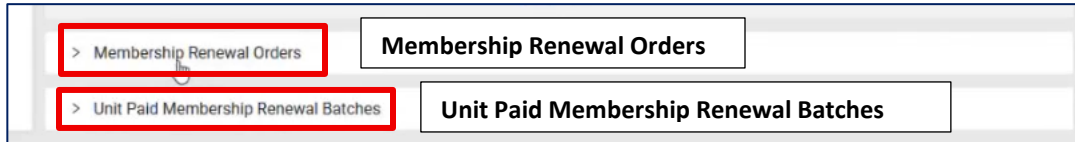
Member Name	Member Type	Amount	Action
Evan Kitzmiller Traditional Youth	Youth Member	\$180.00	Remove
Finley Moaratty Traditional Youth	Youth Member	\$180.00	Remove

Below the table, there is a summary section:

Subtotal:	\$360.00
Administrative Fee: Credit Card Processing Fee (3%)	\$10.80
TOTAL AMOUNT DUE:	\$370.80
AMOUNT PAID:	\$370.80

At the bottom, there is a green checkmark icon and a message: 'Payment has been processed.' Below this message is a red box containing the text 'Return to Roster'.

Scroll down and click on Membership Renewal Orders. This section will expand and show all membership renewal orders that have been completed regardless if they were processed by the unit or by the individual.



The section Unit Paid Membership Renewal Batches can be expanded to see renewals that have been processed exclusively by the unit.

Notice the status says Initiated. If you refresh the page it will progress to Submitted. As long as the status is at initiated, the batch can be deleted if needed by the unit by clicking the trashcan on the right. But once it passes that status, it can no longer be deleted. You will need to contact your local council so they can initiate a ticket with National Member Care for assistance.

Once the status is submitted, that means the payment has not been received by National yet. From submitted, the status will advance to Completed once the payment has been received.

Unit Paid Membership Renewal Batches									
Created By	Created On	Number of Orders	Paid	Delete					
+ William Floria	05/22/2025, 8:57:02 pm	1	Yes	GO TO PAYMENT					
- William Floria	07/08/2025, 9:34:27 am	2	No	GO TO PAYMENT					
Name	Order ID	Status	Updated	Position	SYT Expiration	Paid	Approved	Receipt	Delete
Evan Kitzmiller	1180512	Initiated	N/A	Youth Member	N/A	No	Yes		
Finley Moaratty	1180513	Initiated	N/A	Youth Member	N/A	No	Yes		