



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

## OPTION 1: INDIVIDUAL RENEWS 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 Alamo Area Council. See below for instructions.**

- **Renew online at [my.scouting.org](http://my.scouting.org)**
  - Click on the link in the email that will direct individuals to [my.scouting.org](http://my.scouting.org) to renew the registration. You can also go to [my.scouting.org](http://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 Alamo Area Council**
  - Fill out the **Individual Registration Renewal Form** and submit payment and the form to the Alamo Area Council in person or via the mail or through the online portal link is attached <https://form.jotform.com/232484862035054>
  - **If you submit through the online portal, you will need to call in to make payment.**
  - **Council office hours are Monday-Thursday 9:00am to 5:00pm**

### **Important Info:**

- *Parents will have to create a [my.scouting.org](http://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](http://my.scouting.org) has already linked their Member ID with all of their children. If parents discover this has not happened, simply contact the Alamo Area Council at 210-341-8611.*

## 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](http://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 the council office, or via the mail to 2226 NW Military Hwy, SATX 78213 or through the online portal <https://form.jotform.com/232484862035054> **If you use the online portal you will need to call in to make payment. Council office hours are Monday-Thursday 9:00am to 5:00pm.**
- 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 and the Alamo Area 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](https://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 red notification icon is visible in the top right corner. Below the navigation bar, a white notification box states: "Registration for [redacted] is expiring soon, click here to renew". The main content area features a dark blue header with a user profile section on the left, including a profile picture icon and the text "Registration Expiration Date: 02/28/2025". To the right of the profile section are six navigation buttons: "My Profile", "My Account", "My Application", "My Training", "Manage Member ID", and "BSA Web Links". Below these buttons, there are two circular logos for "WITH YOUTH PROTECTION BEGINS" and "CONTRIBUYENDO A LA PROTECCIÓN DE LOS JOVENES", with the text "Click logo to take Youth Protection in English or Spanish" underneath. 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 0399**

<b>Youth Member</b>	Primary Position <input checked="" type="checkbox"/>
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.

[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
<b>TOTAL AMOUNT DUE</b>		<b>\$97.85</b>

### 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
<hr/>	
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
<hr/>	
Total Amount	\$97.04
Total Paid	\$97.04
Amount Due	\$0.00

YOUR TROOP  
Troop 0098

YOUR COUNCIL  
National Capital Area Council

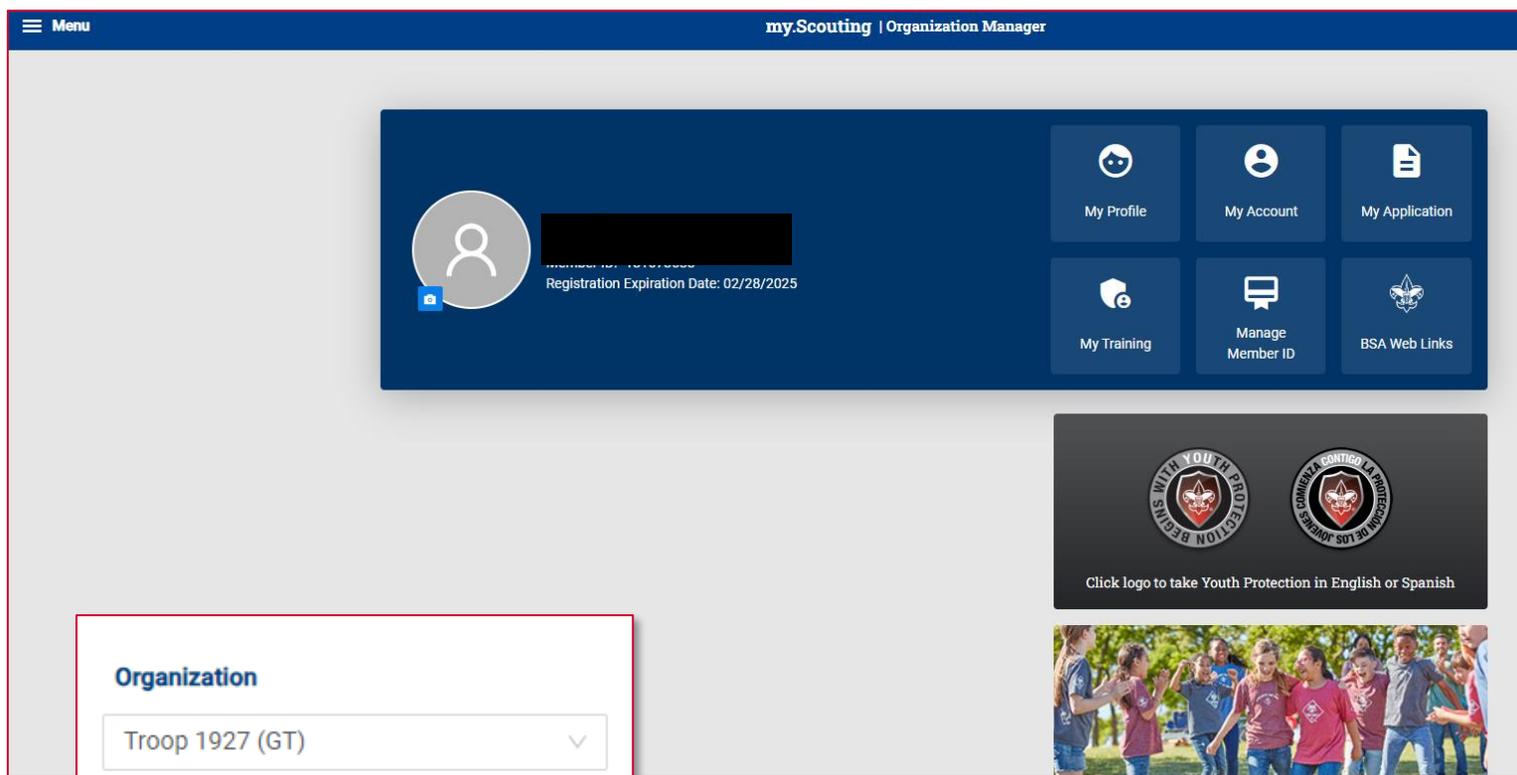
Print Receipt

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



**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

**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 H...	13...	Youth Member	M	03/31/2024
Marqus Farmer	14...	Youth Member	M	03/31/2024
Jeffrey Foster		Scoutmaster	M	Initiated 03/31/2024
Bryan S...		Outmaster	M	Initiated 03/31/2024
Randy C...	85...	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 H...	13...	Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024
Marqus Farmer	14...	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.*

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

	<b>Traditional Adult</b> Quantity: 4	\$240.00
	<b>Scout Life Domestic Rates</b> Quantity: 3	\$45.00
	<b>Council Fee</b> Quantity: 4	\$0.00
	<b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$8.55
	<b>TOTAL AMOUNT DUE:</b>	\$293.55
	<b>AMOUNT PAID:</b>	\$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	<a href="#">GO TO PAYMENT</a>

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

### Payment Summary

	<b>Traditional Adult</b> Quantity: 4	\$240.00
	<b>Scout Life Domestic Rates</b> Quantity: 4	\$60.00
	<b>Council Fee</b> Quantity: 4	\$8.16
	<b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$9.24
	<b>TOTAL AMOUNT DUE:</b>	\$317.40
	<b>AMOUNT PAID:</b>	\$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 ALAMO AREA COUNCIL

The screenshot shows the 'my.Scouting | Organization Manager' interface. At the top left is a 'Menu' button. The main header area contains a user profile section with a placeholder for a photo and the text 'Registration Expiration Date: 02/28/2025'. To the right of the profile are six buttons: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. Below these buttons 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 right of the main content area is a photograph of a group of scouts.

The dropdown menu for 'Organization' is open, showing the following options:

- 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 and select **Organization Manager**



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE ALAMO AREA 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 <span>Trained</span>	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 ALAMO AREA 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

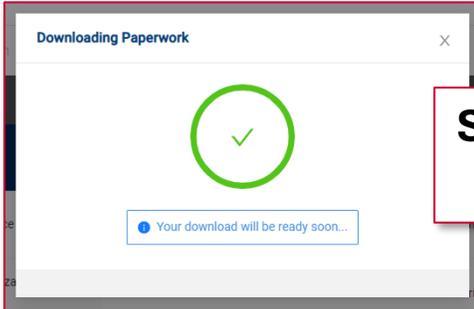
**STEP 5: Click Print then click Unit Payment of Membership Renewal**

**STEP 4: Select Scouts for renewal**

< 1 2 >



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THE ALAMO AREA COUNCIL



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



BOY SCOUTS OF AMERICA®

Unit Payment of  
Membership Renewal

**STEP 7:** Submit this paperwork and payment to the Alamo Area Council. See below for more details.

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
	<b>Total</b>	<b>\$ 202.00</b>

Bring this form and payment to the Alamo Area Council Service, or mail to:  
**Alamo Area Council**  
**2226 NW Military Hwy | San Antonio, TX 78213**  
 Forms can also be submitted through the online portal at  
<https://form.jotform.com/232484862035054>