

INDIVIDUAL REGISTRATION RENEWAL

OPTION 1 | INDIVIDUALS RENEW REGISTRATION

Beginning 60 days before their expiration date, all currently registered volunteers/parents of registered Scouts will receive communication from the National Council that will prompt them to renew their registration. To renew this way, simply:

- Click on the link in the email, which will take you to **my.scouting.org** to renew their registration. Navigate to **My Application**, on the home screen or click the **red notification button** in the top right-hand corner.
- Follow the steps to renew and pay your annual registration in just a few clicks.

Important Reminders:

- Parents will have to create a my.scouting.org account to complete this process, if they do not already have an account.
- If your unit does not have “Auto Approve” set for renewals, a unit leader will need to approve each individual’s renewal.
- For parents with multiple Scouts, they will only need to create one account as my.scouting.org has already linked their Member ID with all of their children registered in Scouts. If parents discover this has not happened or have other issues, please contact Three Fires Council at 630-584-9250 or tfcregistrar@Scouting.org.

OPTION 2 | UNIT RENEWS INDIVIDUAL

Using this method, individuals can pay their annual registration to the unit and the unit can renew registrations on their behalf through my.scouting.org. 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**.
- The unit leader then selects the desired members, who are eligible to renew, and then simply clicks **Renew** in the header bar.
 - Scouts Life subscriptions will be selected by default. If you have members who do not want to subscribe to Scouts’ Life, uncheck the box.
- **There will be a summary page showing totals and directs the unit to pay. Please note that there is an ACH payment fee of \$1.00 or a Credit Card fee of 3%.**
 - **There is also an option to Pay at Council.** You will need to print the receipt/renewal order
- If your unit is not set to “Auto Approve” renewals, the youth leader will need to go back to “Roster” and click on the “Membership Renewal Orders”. Here you will see members who have renewed and are waiting for approval. Simply check the boxes and approve.

Important Reminders:

- Units can only renew members 60 days before through 60 days after the individual’s expiration date.
- Units can complete this process at any time and as many times as needed. This means that units do not need to wait to renew everyone’s membership at once. It can and should be done as individuals pay.
- Units can also Opt-Out a member from renewing if they have left the unit. This will remove the individual from the roster.
- Multiple registrations can also be viewed by the unit and leader positions can be adjusted along with primary position.
- All renewals are for 12 months and begin the day after the expiration date of the current registration.

***Important Note on Three Fires Council Scholarship Requests: If an individual is requesting a scholarship, payment should not be made at time of renewal. The individual or unit should renew and select “Pay to Council”. The renewal receipt/renewal order should then be attached to the scholarship form and submitted to Three Fires Council.**