



**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 Hawkeye Area Council. See below for instructions.**

- **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.
- **Manually renew at the Hawkeye Area Council**
  - Print the Manual Pay option and submit payment to the Hawkeye Area Council in person or via the mail.

### **Important Info:**

- *Parents will have to create a 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 has already linked their Member ID with all of their children. If parents discover this has not happened, simply contact the Hawkeye Area Council at [tammy.erickson@scouting.org](mailto:tammy.erickson@scouting.org) or 319.862.0541.*

## 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 or Scout accounts. 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.
  - 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 at the Hawkeye Area Council office or via the mail to 660 32<sup>nd</sup> Ave SW, Cedar Rapids, IA 52404.

### **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 PAYMENT INFORMATION**

If paying in the office with a credit card, a 4% convenience fee will be added. ACH is not an option in office.



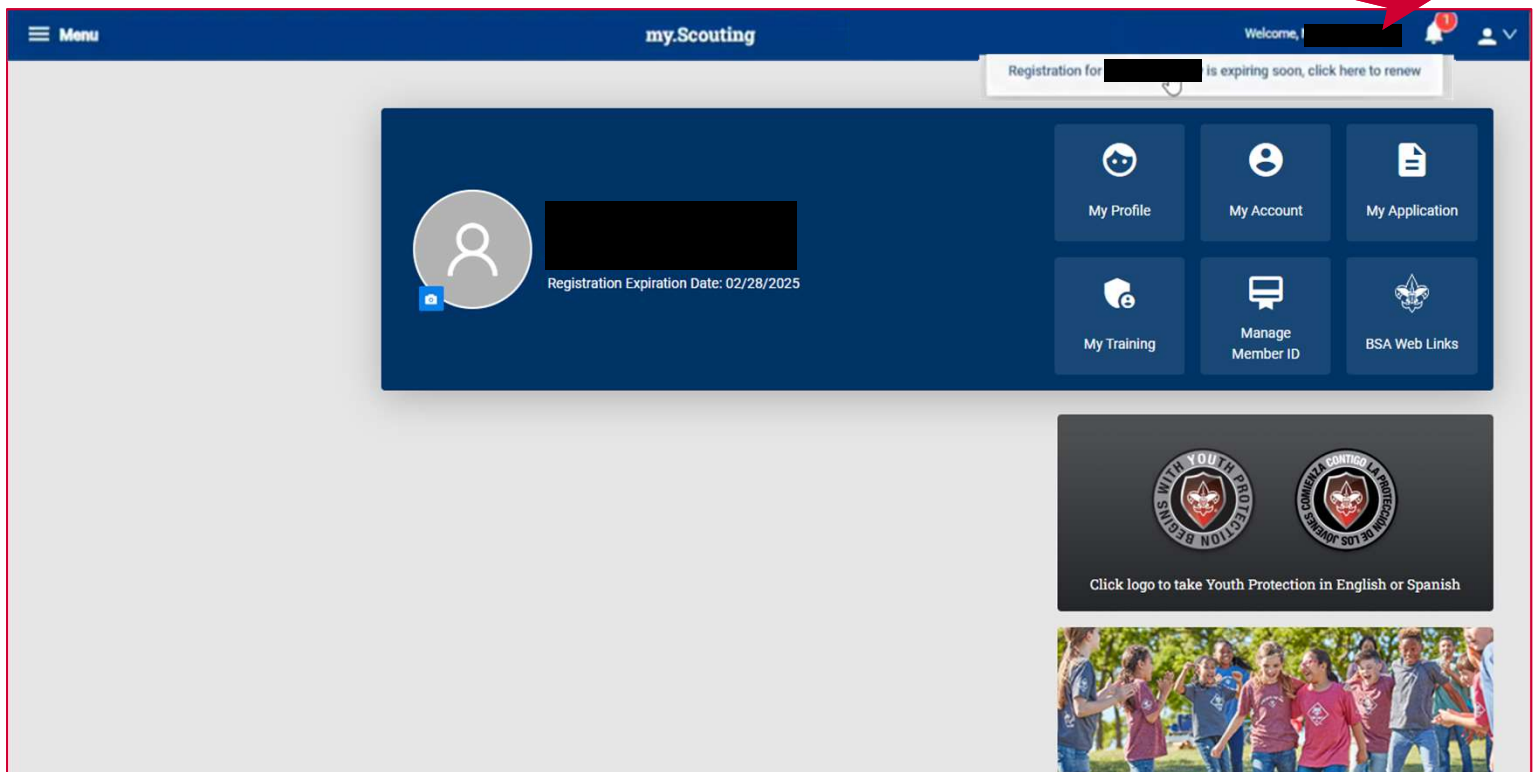
## OPTION 1: INDIVIDUALS RENEW REGISTRATION

WHEN PAYING ONLINE WITH CREDIT CARD

**Beginning 60 days before their expiration date, individuals will receive communications from the National Council and the Hawkeye 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](https://my.scouting.org) to renew the registration. You can also go to [my.scouting.org](https://my.scouting.org) and click the red notification icon 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.





## OPTION 1: INDIVIDUAL RENEWS REGISTRATION (continued)

**Current Memberships**

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Troop	Position	Current Expire Date	Future Expire Date	Primary Position
Troop 0399	Youth Member	03/31/2024	03/31/2025	Yes

[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)

**Summary**

BSA Youth Registration (Trad.) Dustin [redacted] Valid until February 2025.	\$80.00
Administrative Fee OLR	\$2.85
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: Sally Person

**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: 12/27

\* CVV: 411

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: USA

\* Address Line 1: 1325 W Walnut Hill Ln.

Address Line 2:

\* City: Washington

\* State/Region: DISTRICT OF COLUMBIA

\* ZIP Code: 20001

Restart Renewal Click to print for manual pay Place Order



## 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!

**Scoutmaster**

1325 W Walnut Hill Ln,  
Washington,  
DISTRICT OF COLUMBIA, 20001  
USA

District: Washington  
DC 11  
Order ID: 13643

BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<hr/>	
Total Amount	\$97.04
Total Paid	\$97.04

**Scoutmaster**

1325 W Walnut Hill Ln,  
Washington,  
DISTRICT OF COLUMBIA, 20001  
USA

District: Washington  
DC 11  
Order ID: 13643

BSA Youth Registration (Trad.)	\$ 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**

0098 Saint Anthony's Catholic Church

**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

my.Scouting | Organization Manager

Menu

Registration Expiration Date: 02/28/2025

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Click logo to take Youth Protection in English or Spanish

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 and  
select **Organization  
Manager**





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

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

**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-Bell	14050875	Committee Chair	F	03/31/2024
Logan Hootch	13100000	Youth Member	M	03/31/2024
Marquon Farmer	14010000	Youth Member	M	03/31/2024
Jeffrey Foster		Scoutmaster	M	03/31/2024
Bryan Scott		Scoutmaster	M	03/31/2024
Randy C. [Name]	80000000	Chartered Organization Rep. Executive Officer	M	03/31/2024

Troop 0301 John R. Bentley Youth Fund INC

**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-Bell	14050875	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan Hootch	13100000	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Marquon Farmer	14010000	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey Foster		Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024

Opt out of automatic renewal



## 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: [REDACTED]

\* Last Name: [REDACTED]

\* Card Number: 37 [REDACTED]

\* Expiration Date: [REDACTED]

\* CVV: [REDACTED]

\* Email Address: [REDACTED]

**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

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	
Amarie [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
4 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

	<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 HAWKEYE AREA COUNCIL

**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 and  
select **Organization  
Manager**



## OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECTLY TO THE HAWKEYE AREA COUNCIL

Troop 1927

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

**Roster**

Transfer in

Position Manag

Reports

my.Scouting | Organization Manager

Troop 1927 Lake Cable Recreation Association

Troop 1927 Lake Cable Recreation Association

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

**STEP 3:**  
Click on  
**Roster**

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## OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECTLY TO THE HAWKEYE AREA COUNCIL

Transfer
Renew
Compose
Print
Edit Profile
Export Roster
Filter

	Name	Member ID	Role		Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]		Assistant Scoutmaster Trained		<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	
<input type="checkbox"/>	[REDACTED]		Scoutmaster	M	Current	
<input type="checkbox"/>	[REDACTED]		Youth Member	F	Current	
<input checked="" type="checkbox"/>	Renewing Scout #1		Youth Member		Expired	07/31/2024
<input checked="" type="checkbox"/>	Renewing Scout #2		Youth Member	F	Expired	07/31/2024
<input type="checkbox"/>	[REDACTED]		Executive Officer	F	Current	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Chair Trained	F	Current	02/28/2025

1
2

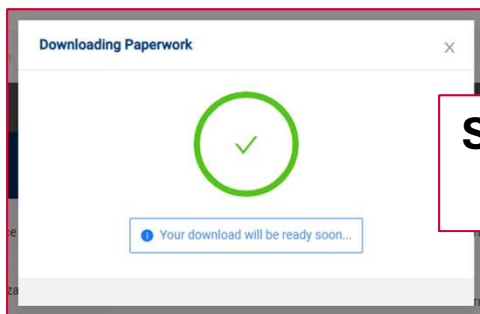
Membership Cards
Eagle Extension Report
Unit Payment of Membership Renewal
Youth Member Age Report

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

STEP 4: Select Scouts for renewal



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



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

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



BOY SCOUTS OF AMERICA®

Unit Payment of  
Membership Renewal

Page 1 of 1

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  
District  
Unit Type  
Unit Number  
Date Printed

Buckeye Council 436  
Hetuck 11  
Troop  
1927  
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>

Deliver **check** or **cash** (credit cards with fee) along with this print out directly to the Hawkeye Area Council Service Center, or mail to:

**Hawkeye Area Council**  
**660 32<sup>nd</sup> Ave SW | Cedar Rapids, IA 52404**