🔄 Unit Renewal of Members Instructions

(This does not renew your unit—only the members)

All member renewal processed by the unit are done through **my.scouting.org** by any of the **Key 3**.

⚠️ Important Notes

- **Notify all families and leaders** in advance: They **should not pay** the renewal fee if the unit is handling renewal.
- Renewals can only occur **during each member's eligible renewal window**.
- The system allows you to renew **all members** (who are eligible) or **select individuals**. If a member has already started their renewal but hasn't completed it, they must **withdraw their renewal** before you can renew it on their behalf.

🧭 Step-by-Step Instructions

🔐 1. Log In

- Any of the **Key 3** logs into my.scouting.org.
- From the **Menu**, select your **UNIT**
  *(under **ORGANIZATION**, not **Organization Manager**).*

📋 2. Access the Roster

- Select **ROSTER** from the menu.

🚫 3. Opt-Out Members Not Renewing

- Click the box to the left of the member's name.
- Click the **OPT-OUT** symbol.
- A confirmation window will pop up—confirm the opt-out.
- If you accidentally opt-out a member, email membership@scoutingboston.org with:
  - Unit type
  - Unit number
  - Member's full name
    (They will be opted back in manually.)

🔁 4. Renew Eligible Members

- Select members eligible for renewal
  (status must be "Eligible for Renewal").
- Click the box to the left of each name.
- Click **RENEW**
  (button appears in the black bar above the roster once members are selected).

📰 5. Adjust Scout's Life Subscription

- **Scout's Life** is selected by default.
- Uncheck **Scout's Life** for any member who does **not** want the subscription.

📜 6. Create Renewal Orders

- Click **CREATE RENEWAL ORDERS** *(bottom right).*
- A summary page will appear—**take a screenshot** for your records.
- Choose your payment method:
  - Credit Card
  - Check
- Complete the payment
  (Processing may take a few days.)

📊 7. Check Renewal Status

- Scroll down in the **Roster** to find:
  - **Unit Paid Membership Renewal Batches**
- If you created a batch but didn't complete payment, you can finish it here.

💸 Fee Summary

Member Type	Registration Fee	Council Fee	Scout's Life (Optional)	Service Fee (3%)
Youth	$85.00	$75.00	$15.00	+ 3%
Adult	$65.00	$15.00	$15.00	+ 3%
