🛑 Withdrawing Member Renewals Started by the Unit

If a renewal batch was started but needs to be withdrawn, follow these steps:

1. 👤 **Log In**
   The person who initiated the renewal must log into their https://my.scouting.org account.
2. 🏕️ **Select Your Unit**
   Choose the unit where you want to close the renewal.
3. 🏢 **Go to Organization Manager**
   Click on **Organization Manager**
4. 📋 **Open the Roster**
   Select the **Roster** to view member details.
5. 🔍 **Scroll to Renewal Batches**
   Scroll down until you find **Unit Paid Membership Renewal Batches**.
6. 🗑️ **Withdraw the Batch**
   Click the **Trash Can icon** next to the incomplete batch to withdraw it.

⚠️ **Note:** You can only withdraw batches that are **incomplete**.
