

MEMBERSHIP RENEWAL 2026 – 2027

***Unit Procedure for Processing a Unit Renewal – Click - [Unit Procedure for Processing a Unit Renewal](#).**

This is the process to renew the Unit's annual Charter fee during your annual renewal – the \$100...this process only renews the Unit, not the members, which is a separate process based on the joining date or their last renewal date.

Unit renewal is found in the Organization Manager and available to the Unit Key 3 members (not delegates). **A Unit can renew two months (60 days) prior to expiration – highly recommended.**

Adults must be current with SYT & correct leadership is needed to complete. **Go to [my.scouting.org/Organization Manager/](https://my.scouting.org/Organization%20Manager/) Unit Renewal to process.**

Beginning 60 days before their expiration date, individuals will receive communication from the National Council that will prompt them to renew their membership.

The Unit Key 3/ Key 3 Delegates will receive emails for upcoming renewals.

Unit Pay – Click – [Key Steps for Membership & Unit Renewal](#) – Steps for Units Renewing Members.

Units (Key 3) can process youth renewals for their unit, while only the COR is authorized to handle adult renewals. The system provides the option to renew all members or select specific individuals.

You can do this multiple times during the month so if you leave someone off you can always renew their membership later.

Unit Pay for member renewal is found in my.Scouting>Organization Manager>Roster. The “Renew” feature displays on the roster header bar when a participant is selected.

Unit initiated Renewals can be completed 90 days out in advance instead of 60 days. Members initiated is still at 60 days. Consider reminding your members early (more than 2 months before renewal) if the unit is paying for them, and ask the parents to ignore those emails, since the unit is paying.

Individual Registration Renewal - Click – Individual Registration Renewal Adult/Self or Parent/Youth and Key Steps for Membership & Unit Renewal

Parents and leaders can renew their registration online two months before the membership expires.

My.Scouting displays a reminder notice in the upper right corner upon login when your registration is due to renew within two months. A membership renewal notice is also sent via email & text with a link that can be used to renew the registration. The notice will be sent 60, 30, 15, 7 and 1 day(s) out, as well as 1 week after expiration until the registration is renewed.

In my.Scouting, click on the red notification icon to open the renewal page.

Positions eligible to renew will be listed. If there is more than one position, make sure the appropriate one is selected as primary. That is the one that will show you as paid. This is also your opportunity to change which is marked as primary if needed.

Parent must be linked to youth as their parent/guardian. **Click – Instructions for adding a second parent/ guardian to a youth account.**

In most cases, youth only have one parent relationship set up in my.scouting. This is problematic as that parent may not be the person who works most directly with the youth on Scouting activities but maybe completed the sign up at registration. With this in mind, when online renewals are sent there is a possibility that they are sent to the least Scouting parent

In order to remedy the above, when a parent goes into Scoutbook Plus, the system will check if their access is based on a Scoutbook connect and whether they have an my.scouting relationship established. If not, we are sharing with the parent that their parent relationship is not verified and giving instructions on how to verify (click above).

All relationships need to be verified by 12/31/2025.

Renewing Multiple Positions – Click – Renewing Multiple Positions

All positions (paid and multiple) eligible to renew will be displayed on the renewal screen.

Confirm: correct position is marked as primary (paid), you can change the designation. You can remove a position by clicking the trash can icon under the appropriate position.

Additional Information:

- In Organization Manager/ Roster - The only people you will renew are the ones that are eligible to renew listed ... the others will renew at their expiration date. Units should be keeping an eye on this list monthly, so they know who's coming up for renewal...renewals can process 60 days out. **Unit Key 3 can pull a report in Organization Manager – Reports - Members Due to renew.**
- To check who has renewed and paid:
Go to Organization Manager/ Roster – scroll to the bottom:
Membership Renewal Orders – Individuals paying on their own, you can check status (hover over word status)
Unit Paid Membership Renewal Batches – show Unit payments only.
If the Registrar renews an individual for the Unit, the person will not show up in either.
- **Opt-Out** - Units can Opt-Out a member from renewing if they know they have left the Unit, select the Opt-Out box. Parents can select opt out of renewal when processing the youth renewal if they don't plan on continuing, this will stop the notification emails. Participants must be current / eligible to renew to opt-out. Opt-Out cannot be unselected, you would have to contact the registrar to have it corrected.
- Processing **NEW** Applications will not change during the year - it doesn't tie into the renewal process. Paper apps /emailed apps (unit can call & pay or parent can call) or online registrations. **NEW applications register for 12 months.** Renewal dates start at the 1st of the month...EX: register on 07/15/2025, start date is 07/01/2025, renewal date is 06/30/2026.

To ensure your units are ready for the Membership drive season, please refresh the settings for the Unit Pin. This is done in Organization Manager by the unit Key-3 or a delegate

Contact me...if you need help or just have a question...

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