

Internet Rechartering Frequently Asked Questions

How does Internet Rechartering work in my browser?

To use Internet Rechartering, use Internet Explorer 11.0 or higher (with Compatibility View turned off). Also, JavaScript must be enabled in Internet Explorer. Or you may use the supported browsers of Firefox or Chrome.

Why can't I click the Back button on my browser?

If you click the browser's Back button after entering information, you will lose information you entered. To return to a previous window, click the Previous button on the Internet Rechartering screen.

How can I print the roster before the final steps?

Go to **Review Roster** on the right panel and click Review/Print Roster. The roster appears in a new window. You can print this page, but this roster is not final and cannot be turned in to the council.

How do I resolve an error at Print Renewal Application after Submittal?

To view and print the final roster, you must have Adobe Reader

How do I resolve a processing error if it occurs at Check Roster?

This is highly unusual. A processing error when clicking Check Roster step may mean there is an invalid birth year on a record in the roster. To fix this, view birth dates for members uploaded into Internet Rechartering and correct any invalid dates.

Can an adult hold two positions in the same unit?

Generally, the chartered organization representative (CR) is the ONLY adult allowed to hold two positions in the same unit. The CR may hold only the additional position of committee chairman (CC) or multiple committee member (MC). The CR's additional position is always multiple in the same unit. The Executive Officer (IH) may also hold a volunteer position, such as CR, or serve in another position. Tiger Adult and Lion Adult are not volunteer positions and may hold an adult leader position. In the Lion Pilot Program, some duplication is also allowed.

After Load Roster is done, why might an adult not have a leader position?

If an adult was previously registered as Parent Coordinator, this position will not display on the roster for that adult. The Parent Coordinator has been discontinued by BSA. You should select the New Member Coordinator (NM) position to replace Parent Coordinator. Or you may select another position for this person if the adult is renewing. You will not be able to proceed past Check Roster unless this is resolved.

What is the Update Unit Roster function and when should it be used?

Update Unit Roster will refresh member data to add new records and update Youth Protection status from the council's information. This should be done multiple times during the renewal process, especially if done over one or more days. For example, if the unit accepted Online Registration members or the council processed new members, adult or youth, use this feature. And if there are adults without Youth Protection that is current, do this to update status if the record may have changed from having completed a course online. This avoids duplicate entry and saves you time. If you are in a later Stage step and use this process and there is a new record added, it will return you Select Members for Renewal. If the member will renew then leave the record checked and navigate to your prior step.

What is a "transfer" member?

NO Transfers are allowed at recharter.

How does Promote Members function for youth registrants?

Youth members will not be shown for selection unless age eligible to join the promoting unit. For youth who are old enough to be adult leaders, the record of the youth may be selected for an adult position. Use Promote Members instead of creating a new adult record to maintain the continuity of the person's history and to avoid duplication.

What is the process for resolving an error with Youth Protection Training?

Youth Protection is required to be current for each adult leader as of the effective date of the new charter term. If YPT is not current, then at Check Roster an error will occur that must be resolved. Update Unit Roster is used to find if an existing registrant has recently completed training. Errors are also resolved if the adult provided their YPT completion certificate, Enter the course and date completed on the person record at Update Member Data. Keep a copy of the certificate to turn in to the Council with the unit renewal. If an adult is new, YPT completion is entered as the record is created. If an adult was promoted without YP, enter the completion. Each volunteer adult leader is verified for YPT being current on her or his record.

How does the optional electronic approval work for the unit renewal?

The unit renewal processor will find the approval feature in the Submit stage. For approval to occur the renewal processor gives account access to the chartered organization representative or to the executive officer. (Assuming this person is not the processor.) The approver reviews the roster and, if satisfied, selects their name from a pick list, enters their initials, and provides their electronic signature. When this is saved, approval has been given. If back navigation is done to make others changes, approval is reset and must be done again.

What if electronic approval is not used?

After Submit to the Council, the renewal processor prints the renewal report requested by the Council and physical signatures are obtained.

How does the optional online payment work for the unit renewal?

Online payment using credit card is available in the Submit stage following online approval. The credit card entry form is open by default and will display the calculated registration fees. If there is applicable fee for Accident Insurance this will display. A 3% Convenience Fee will be added to the fee subtotal to arrive at the Total Fee due. The convenience fee offsets the cost of credit card processing. If the unit processor continues then the valid credit card information is entered and saved. Upon acceptance, the Credit Card Payment Confirmation will display. This will also appear on the unit renewal application following Submittal. No further changes can be made to the unit roster once payment is made.

What if online payment is not used?

The unit renewal processor will click the Cash Payment button if credit card payment is not selected. The total fees due will then be remitted to the council by check, unit deposit account charge, if authorized, or in cash or another accepted form of tender.

When should an Adult Application be completed and submitted to the Council?

The following is required: All new adult volunteer leaders must complete the Adult Application and provide their certificate of completion for Youth Protection Training. This applies to any adult record entered online during Internet Rechartering, any youth member who is promoted to an adult position during Internet Rechartering, and any adult who was previously only in the position of Executive Officer, Lion Adult Partner, and Tiger Adult. For youth in Venturing and Sea Scouts who become Venturing Participants at age 18, the Adult Application is required to comply with authorization to conduct a Criminal Background Check. If done during Internet Rechartering, the Adult Application must be submitted to the Council.