

Internet Rechartering

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

Internet Rechartering Tutorial Instructions

The Internet Rechartering Tutorial provides you a high-level interactive simulation of the online charter renewal system.

Follow the instructions in the blue Instruction box displayed on each page. If you need to move the Instruction box, you can click and drag the Instruction box to another location on the page. You can view different stages of the renewal process by clicking the pulldown menus at the top of the pages.

Click the Welcome button to begin.

Updated: 1 November 2006

[Welcome](#)

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Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new members with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

New member applications

For additional adult or youth membership applications: [Membership Applications](#).

Adobe Acrobat Reader

You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here -->

[First Time User](#)

To login, please click here -->

[Returning User](#)

Instructions

Here's the online charter renewal Welcome page. Please take a moment to read the welcome message before beginning this high-level introduction to the online charter renewal system.


When you're ready, click the "First Time User" button to login as a new user.

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Registration

To register for Internet Rechartering, enter the following information. The access code is provided by your provider.

Access code:

Unit type: 

Unit number:

Instructions

Enter "**000111999**" for the access code and "**0001**" for the unit number. Then click the "**Continue**" button to **login as a new user**.

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Registration

To register for Internet Rechartering, enter the following information. The access code is pro

Access code:

Unit type:

Unit number:

Instructions

Enter "**000111999**" for the access code and "**0001**" for the unit number. Then click the "**Continue**" button to login as a new user.

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Confidentiality Statement

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

[I agree.](#) [I disagree.](#)

Instructions

Protecting members' personal information is serious business.

Click the "[I agree](#)" button to acknowledge your acceptance of the confidentiality agreement.

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Registration: Contact Information and Pass

Please enter your contact information and create your password to complete the registration.

First Name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter Password :

E-Mail :

Re-enter E-Mail :

Phone Number : - - - (Ext)

Instructions

Now we'll need your contact information.

Enter "**eagles**" as your password. Then click the "**Register**" button to complete registration.



Login

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Submit Roster

Registration: Contact Information and Pass

Please enter your contact information and create your password to complete the registration.

First Name : Last name : Password (alpha numeric, 6+ characters) : Re-enter Password : E-Mail : Re-enter E-Mail : Phone Number : - - - (Ext)

Instructions

Now we'll need your contact information.

Enter "**eagles**" as your password. Then click the "**Register**" button to complete registration.

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There are five stages in the Internet Rechartering process:

Stage 1 Load Roster	You choose whether to load the unit information either from the council or from information from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutLink.
Stage 2 Update Roster	You select the members you wish to renew, promote members, add new members, and update information, and review the adult positions required in your unit.
Stage 3 Check Roster	Internet Rechartering automatically checks the roster against the BSA rules and regulations. You make any corrections necessary.
Stage 4 Update Fees	You complete a final review of the membership roster and fees and make any corrections necessary.
Stage 5 Submit Roster	You submit your final roster and print your Charter Renewal Packet for submittal to your council.

Instructions

Take a few minutes to read this page. It explains the stages of the online charter renewal process.

Then click the **"Begin"** button to start the charter renewal process.

Internet Rechartering is available until the Last Submit Date shown above.

You may leave the process and return later. Internet Rechartering will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including new member applications with appropriate signatures, before beginning this process. You must complete Internet Rechartering on a computer connected to a printer.

To begin the process, click here-->

[Begin](#)

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

To begin Internet Rechartering, choose one of the following options:

[Load Council Information](#)

<-- Click here if you want to load your roster with council information and do not have a recharter file.

[Upload Recharter File](#)

<-- Click here if you are prepared to upload your unit recharter file (PackMaster/TroopMaster, Rank N' File, Scoutmate, or other file).

Warning: Once you have chosen one of the above options, you cannot choose the other choice, you must call the council and ask them to reset your unit. You must then rebegin the process again.

Instructions

You can load your unit's most current information by either loading council information using this website or by uploading a UMS file.

Click the "**Load Council Information**" button or "**Upload Recharter File**" button to load your roster information.

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Welcome to Stage 2: Update Roster.

To update your roster, you perform the following steps:

1. **Update chartered organization information.**
Review your chartered organization information and make any necessary changes.
2. **Select members for renewal.**
Select for renewal only the members who will be renewing with your unit.
3. **Promote members.**
Select members from another unit to become members of your unit
4. **Add new members.**
Add new adults and/or new youth to your roster.
5. **Update member data.**
Update the personal information about the members on your roster, such as birthday, occupation.
6. **Update adult positions.**
Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next Step**.

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

[Next Step](#)

Instructions

You have loaded your unit's most current information into the UCRS. Now we'll look at the five steps for updating your unit information.

Click the "Next Step" button to review your charter organization information.

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Instructions

Here's your charter organization information. You probably won't need to change anything here.

Enter "**555 555 5555**" as your charter organization's telephone number in the **U.S. telephone number** text field.

Unit type: Team

Unit number: 6002

Unit expire date: 12/31/2003

District: D04A Salt Lak

Charter organization: LDS-17th & N 17th Ward/S L Stake

Country: Address 1: Address 2: City: ZIP Code: State: U.S. telephone number: - - - (Ext)Foreign telephone number: - - - (Ext)

Unit term (months): 12

Unit new expire date: 12-31-2004

100% Boys' life [Next Step](#)

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Below is your current roster, uncheck the box for any member not renewing. Make sure the box is checked for those renewing (fee status will be determined later). When finished, please click the Next button at the bottom of the page to review your changes.

Renew	Name	Street Address	Adult
<input type="checkbox"/>	Ruth Barrett	2871 Morningside Dr	Adult
<input checked="" type="checkbox"/>	Ruben Birth	2738 Delsa Dr	Adult
<input checked="" type="checkbox"/>	Jeremy Christensen	2750 Delsa Dr	Adult
<input checked="" type="checkbox"/>	Rolene Grimm	3954 Nora Cir	Adult
<input checked="" type="checkbox"/>	Jonathan Hinckley	3027 Delsa Dr	Adult

[Previous](#)[Next](#)

Instructions

To select a member who is not renewing, click the checkbox next to **Ruth Barrett's** name.

Then click the **"Next"** button to review your work.

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Instructions

After reviewing your work, click the **"Next Step"** button to begin adding adult members.

The following table(s) list those members who will be renewed with your unit and those who will not. If these lists are incorrect, please click the Previous button on the bottom of the page to make corrections. When the lists are correct, please click the Next Step button on the bottom of the page.

NOTE: You will be provided with the opportunity to add new members and change member information later in the process.

Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
1.	Ruben Birth	2738 Delsa Dr	Adult
2.	Jeremy Christensen	2750 Delsa Dr	Adult
3.	Rolene Grimm	3954 Nora Cir	Adult

Following members will NOT be renewed.

No.	Name	Street Address	Adult/Youth
1.	Ruth Barrett	2871 Morningside Dr	Adult

[Previous](#)[Next Step](#)

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In this step of the Update Roster Stage, you can add new adults and youth to your roster. We will begin first with adults. When finished, click the Next button below to add new youth.

Instructions

At this page, you have the option to add a new adult or click the next button to add a new youth member.

Click the "**New Adult**" button to add a new adult member.

To add new adult, please click here ->

[New Adult](#)[Next](#)

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

Add Adult

Page 1 : Add Adult

Transfer into this Unit : First name : Last name : Primary position in unit : Position 3 : Middle name : Suffix : Position 2 : Position 4 :

Instructions

Click the list box labelled
"Primary position in unit".

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Add Adult

Page 1 : Add Adult

Transfer into this Unit : First name : Last name : Primary position in unit : Position 3 :

- Choose position
- Executive officer
- Chartered organization re
- Committee chairman
- Committee member
- Cubmaster
- Assistant Cubmaster
- Pack trainer
- Den leader
- Assistant den leader
- Webelos den leader

Middle name : Suffix : Position 2 : Position 4 :

Instructions

Select the "**Den leader**" option.



Page 2 : Add Personal Data for Chester Williams

Instructions

Enter **"777000111"** in the **Drivers license number:"** text field.

Then click the **"Next"** button to add business data for this adult.

Social security number :

Country :

Address type :

Address 1 :

Address 2 :

City :

Zip : -

State :

Home telephone type :

Home telephone : - -

Business telephone type :

Business telephone: - -
ext:

Date of birth (mm/dd/yyyy) :

Ethnic background :

Driver license number :

Driver license state :

Sex :

Cancel

Reset

Next

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

From this page, you can add new adults. When finished adding new adults, click **Next**.

Instructions

At this page, you have the option to add a new adult or click the next button to add a new youth member.

Click the "**Next**" button to add a new youth.

To add new adult, please click here ->

[New Adult](#)[Next](#)

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

In this step of the Review Roster Stage, you can add new youth to your roster. Click the Next Step button below when you are finished adding youth to your unit.

Instructions

At this page, you have the option to add a new youth or click the next button to add a new youth member.

Please click the "**New Youth**" button to add a new youth member.

To add new youth, please click here ->

[New Youth](#)[Next Step](#)

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update](#)

Page 1 : Youth

Check this box if Youth is
Transfer to this Unit :

First name :

Middle name :

Last name :

Suffix :

Country :

Address type :

Address 1 :

Address 2 :

City :

State :

Zip code : -

On this page, you will be able to add youth members.

Type "John" next to the First Name: text.

Then click the "Next" button to continue entering information for this youth member.

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

Page 3 : Parent / Guardian for John White

Is the Parent / Guardian an adult member of this unit?

Instructions

All youth members must include information about their parent or guardian.

Click the "**No**" button to continue.

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Parent/Guardian Relationship

Page 4 : Guardian / Relative for John White

Relationship : First name : Last name : Country : Address 1 : Address 2 : City : State : Zip code : - Guardian : Middle name : Suffix : Address type :

Instructions

Enter "**591 Planet Street**" in the **Address 1** text field.

Then click the "**Next**" button to continue.

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

Instructions

You have successfully added this youth's personal and parent/guardian data.

Please click the "OK" button to continue.


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[Submit Roster](#)

Instructions

To update a member's home telephone number, click the **"Update"** text link next to **Jurgen Combs** name.

Please scroll through your roster and ensure the personal information is correct. If the personal information is correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

Note: You will have the option to signup members for *Boys' Life* during the Update Fees stage.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Life
Update	Remove	Jurgen Combs	08/27/1958	137 N Judd St Fort Worth, TX, 76108 817-246-0224	<input type="button" value="▲"/> 1.Committee Member <input type="button" value="▼"/> 2.Venturing Crew Assoc. Advisor	<input type="button" value="▲"/> N
Update	Remove	Samantha Combs	11/04/1965	137 N Judd St Fort Worth, TX, 76108 817-246-0224	<input type="button" value="▲"/> 1.Venturing Crew Assoc. Advisor <input type="button" value="▼"/>	<input type="button" value="▲"/> N


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[Check Roster](#)
[Update Fee](#)
[Submit Roster](#)

Instructions

To update a member's position, click the **"Update"** text link next to Robert Stinner's name.

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the Current column is the number of individuals currently filling the position. The number in the Min and Max columns are the minimum and maximum requirements. To change the position(s) for an individual, click the **"Update"** text link to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

Note: Quality Unit Recognition requires an assistant unit leader.

Update	Name	Unit Position
Update	Byron Myles	Executive Officer
Update	Thomas Vanderburg	Chartered Organization Rep.
Update	Thomas Vanderburg	Committee Chairman
Update	Jurgen Combs	Committee Member
Update	Nathan Lunceford	Committee Member
Update	Robert Stinner	Chartered Organization Rep.

Unit Adult Positions

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	4
Venturing Crew Advisor	1	1	1
Venturing Crew Assoc. Advisor	-	-	4

[Login](#)[Load Roster](#)[Update Roster](#)[Check Roster](#)[Update Fee](#)[Submit Roster](#)

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Position must be filled within the minimum number of days to the left of the individual's birthday.

When the Current position is filled, the Update button will be disabled.

Note: Quality Unit positions are not required.

Update	Name
Update	Byron M
Update	Thomas
Update	Thomas
Update	Jurgen Combs
Update	Nathan Lunceford
Update	Robert Stinner

wbfEditRoster -- Web Page Dialog

Please update the position(s) for Robert Stinner

Primary position in unit :

Second position :

Third position :

Fourth position :

Committee Member	Committee Mem
Venturing Crew	Venturing Crew
Venturing Crew	Venturing Crew
Advisor	Advisor

column must be filled. The Update button to the right of the column must be disabled.

Instructions

Click the drop down list box next to the **Primary position in unit:** text.

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ERROR:

Some of the unit information you entered contains one or more errors. An error is caused by information that falls outside the BSA's rules for membership.

Please investigate the source of these errors. You cannot complete the charter renewal process until these errors are resolved.

To go to the screen to correct the associated error or warning, click the chosen corrective action. Internet Rechartering will take you to the screen to make the correction.

After the errors are corrected, click **Re-Validate** to recheck the roster.

ERROR: Jurgen Combs cannot register for both positions. Only one position can be registered : Committee Member or Venturing Crew Assoc. Advisor.
Reconcile Error Options:

- [Click here](#) to select the correct position for the unit registrant by removing either the primary or the non-primary paid position.
- [Click here](#) to remove the unit registrant from the renewal roster.

Please review the errors and make correction(s). Please click the **Re-Validate** button to check your data after making correction(s).

[Re-Validate](#)

Instructions

You'll see this message if you have errors or warnings. Errors must be corrected before you can continue.

Click the "**Re-Validate**" button to view a successful roster check.

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Your unit roster has been completed and validated. You can now review the final roster and fees.

To review your final roster, please click here-->

[Summary](#)

If you wish to make more changes to your roster before having it checked, you can:

[Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#) |

Instructions

Click the "**Summary**" button to review your roster before submitting it to your local council.


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[Update Fee](#)
[Submit Roster](#)

Instructions

Click the **"Update"** text link next to **Corey Gunderson's** name.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit. You can also update the fee status of individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member or non-member with or without a registration fee.

Charter fee = \$20

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee			
Update	Corey Gunderson	07/09/1992	\$0.00	\$10.00			
Update	Keira Koslowsky	02/11/1958	\$0.00	\$10.00			
Update	Nathan Lunceford	12/29/1969	\$0.00	\$10.00	\$10.00	Adult	
Update	Byron Myles	03/20/1977	\$0.00	\$0.00	\$0.00	Adult	
Update	Lauren Vanderburg	07/09/1982	\$0.00	\$10.00	\$10.00	Adult	
Update	Thomas Vanderburg	08/09/1979	\$0.00	\$10.00	\$10.00	Adult	
Update	Justy Brown	06/04/1987	\$0.00	\$10.00	\$10.00	Youth	
Update	Michelle Busby	04/07/1988	\$0.00	\$10.00	\$10.00	Youth	

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Below is your current unit roster of individuals to *Boys' Life*. From this page, you can update the registration fee.

Charter fee = \$20

Update Fees	Name
Update	Corey Gunderson
Update	Keira Koslowsky
Update	Nathan Lunceford
Update	Byron Myles
Update	Lauren Vanderburg
Update	Thomas Vanderburg
Update	Justy Brown
Update	Michelle Busby

Update Fee Status -- Web Page Dialog

Fee status for Ruben, Birth

Member paid in this unit

Member paid in another unit

Sign up for Boys Life

Name	Age	Fee	Fee	Age
Corey Gunderson	10.	\$10.00	\$10.00	Adult
Keira Koslowsky		\$10.00	\$10.00	Adult
Nathan Lunceford		\$0.00	\$0.00	Adult
Byron Myles		\$10.00	\$10.00	Adult
Lauren Vanderburg		\$10.00	\$10.00	Adult
Thomas Vanderburg	08/09/1979	\$0.00	\$10.00	Adult
Justy Brown	06/04/1987	\$0.00	\$10.00	Youth
Michelle Busby	04/07/1988	\$0.00	\$10.00	Youth

Instructions

Click the **"Save"** button.

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[Update Fee](#)
[Submit Roster](#)

Instructions

Click the **"Next Stage"** button to continue.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit. You can make an individual a multiple member. There is no registration fee.

Charter fee = \$20

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee			
Update	Corey Gunderson	07/09/1992	\$12.00	\$10.00			
Update	Keira Koslowsky	02/11/1958	\$0.00	\$10.00			
Update	Nathan Lunceford	12/29/1969	\$0.00	\$10.00	\$10.00		Adult
Update	Byron Myles	03/20/1977	\$0.00	\$0.00	\$0.00		Adult
Update	Lauren Vanderburg	07/09/1982	\$0.00	\$10.00	\$10.00		Adult
Update	Thomas Vanderburg	08/09/1979	\$0.00	\$10.00	\$10.00		Adult
Update	Justy Brown	06/04/1987	\$0.00	\$10.00	\$10.00		Youth
Update	Michelle Busby	04/07/1988	\$0.00	\$10.00	\$10.00		Youth

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Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

Instructions

Click the "**Submit to Council**" button to confirm that you have completed your online charter renewal.

Before submitting, click this [| Review /Print Roster |](#) link.

To submit your roster to the council, click here --> [Submit to Council](#)

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Success

Congratulations. Your charter renewal information has been submitted. You're done with the online part of the Unit Charter Renewal process. Please click the Renewal Application button below to view the Unit Charter Renewal Pages for your Unit. Print the application, secure signatures, attach new member applications, include fees and deliver to your council.

Instructions

Click the "**Print Renewal Application**" button to generate a paper version of your charter renewal.

[Print Renewal Application](#)

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UNIT CHARTER RENEWAL REPORT PACKAGE

Longhorn Council : Crew 1000

CHARTER RENEWAL APPLICATION

Unit: Crew 1000

District: Venturing

Unit Status: R

County: Tarrant

Term: 12 months

Expire Date: 09/30/2007

Charter Org:

Brewer Middle School-HYPE
1000 S Cherry Ln Ste A
Fort Worth, TX 76108

Executive Officer:

Byron Keith Myles
4253 Rufe Snow Dr
North Richland Hills, TX 76180

Boys' Life: 0

Term: 12 months
Begins: 12/2006
Ends: 11/2007

Instructions

You have successfully updated your unit's charter renewal information. The top page of the printable charter renewal form is displayed.

Click the "**Instructions**" text at the top right of the page to return to the beginning of the tutorial.

CHARTER RENEWAL APPLICATION

Unit: Pack 9251

District: Three Rivers

Unit Status: R

County:

Term: 12 months

Expire Date: 03/31/2008

Charter Org:

Tri-City American Legion Post 513
400 Old Highway 8
New Brighton, MN 55112

Executive Officer:

Norbert Norris Stachowski
400 Old Highway 8 NW
New Brighton, MN 55112

Boys' Life: 1

Term: 12 months
Begins: 06/2007
Ends: 05/2008

Executive Officer
Certification:

Signature

Registration:

Qty: Fee:

Our Organization approves this application and all reregistering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative. (Complete information is on instruction sheet no. 28-420)

Paid Youth	<u>12</u>	<u>\$120.00</u>
Multiple Youth	<u>0</u>	<u>\$0</u>
Paid Youth BL	<u>1</u>	<u>\$12.00</u>
Paid Adults	<u>8</u>	<u>\$80.00</u>
Multiple Adults	<u>0</u>	<u>\$0</u>
No Fee Adults	<u>3</u>	<u>\$0</u>
Paid Adult BL	<u>0</u>	<u>\$0</u>
Charter Fee		<u>20.00</u>

Council Representative
Certification:

Signature

Unit Leader Certification:
by Cubmaster

Signature

Total Fee Submitted

\$232.00

18 Months Completed Tenure

100% Boys' Life: N

Adult Members

Position	Name	Address	BL	DOB	M/F	Phone
Committee Member	Teresa Ann Anderson	3825 Reservoir Blvd	N	08/14/1964	F	H (763) 789-6491

Thank You for using Internet
Rechartering