

# Internet Rechartering 2.0

## User Guide

### Exploring Addendum

updated 9/12/2022

Even though Exploring is part of Learning for Life, an affiliate of the Boy Scouts of America (BSA) and not part of BSA itself, BSA's Internet Recharter is the tool to renew Exploring unit (Post/Club) registration. Exploring units will follow the instructions listed above with the following variations:

#### Terminology

You will see some BSA terminology in this tool that is different from Exploring terminology

<b>BSA term</b>	<b>Exploring term</b>
Chartered Organization	Participating Organization
Recharter	Renewal

#### Access/Logging on

For Exploring, Internet Rechartering may be accessed by the Unit Leader (Post Advisor, Club Sponsor) or Post Committee Chairman. Exploring does not have a Chartered Organization Representative position, nor does it have the ability to designate a "Key 3 Delegate" to share additional access. If your club has a Post Committee Chairman listed on the existing roster, this individual may be able to access Internet Rechartering. Individuals in eligible positions can access Internet Rechartering by logging into their Scoutbook.com or my.Scouting Account or directly at <https://advancements.scouting.org/>

## Editing the roster

- Scout Life – Toggle off – No subscription has been added to the registration
- Scout Life – Toggle on – Subscription has been added to the registration

Scout Life is BSAs youth magazine and results in an additional fee. This should default to “off.”

## Adding an Existing Member of Another Unit

Click on Manage Members>Add New Member>Click Existing Member>Enter all required information>Click the Add Member button. The member will show a “+” by their name to indicate they are paying their registration fees in another Exploring unit. If they are paying their registration fees in your unit, click the checkbox by their name>Click Manage Members>Click Unmark as Multiple.

For Exploring, no fee ‘multiple’ registrations can only be performed between Exploring units (posts or clubs). Multiple registrations are **NOT** permitted between Exploring/LFL units and traditional BSA units.

## Uploading a Group of Documents into the Renewal

This function can also be used to upload the Criminal Background Check Exemption Form ([Form 28-573](#)) for employees of governmental agencies, if criminal background checks have previously been made as a condition of employment. . As noted in “Promoting a Member,” to promote an under 18-year-old Explorer to an Exploring Participant you must first delete them from the current roster and then add them as a new member using the “New Paper Application” option. Exploring Participants are not authorized to utilize the Criminal Background Check Exemption and [Form 28-573](#) cannot be used in registering over 18-year-old Exploring Participants.

## Adding a Multiple

Note: The Executive Officer can multiple into another adult position in an Exploring unit but must pay the fee for that position.

## Validate Recharter and Pay

This step is where the minimum number of adult position registrations is validated and is different for posts and clubs.

### Exploring Posts

The screenshot shows the 'Internet Advancement Recharter' interface. A modal dialog titled 'Validate recharter' is open, displaying the following messages:

- Error:** Recharter has the following issues:
- Warning:** You may proceed to payment, but the issue will need to be resolved in the future. Fix issues now to save council time and resources.
- Error:** You cannot proceed to payment until the issue is resolved.
- Error:** Unit does not have the required amount of leadership positions:
  - Executive Officer - Expected: 1 | Actual: 0
  - Post Committee Chairman - Expected: 1 | Actual: 0
  - Post Committee Member - Expected: 2 or more | Actual: 1
  - Explorer Post Advisor - Expected: 1 | Actual: 0

The dialog includes 'CONTINUE EDITING' and 'PROCEED TO PAYMENT' buttons. The background shows a table of recharter items with columns for First Name, Last Name, Member ID, YPT, CBC Auth, Scout Life, and Total. A 'Validate Recharter and Pay' button is visible at the bottom right of the interface.

For Exploring Posts, the required amount of adult leadership positions is:

Executive Officer (IH) – 1

Post Committee Chairman (PCC) – 1 (Can register new youth and adults, add or remove people from the roster at renewal time)

Post Committee Member (PCM) – 2

Exploring Post Advisor (EA) – 1 (Can register new youth and adults, add or remove people from the roster at renewal time)

Post Associate Advisors are not a required position, but one or more Associate Advisors is recommended once the above positions have been filled.

## Exploring Clubs

The screenshot shows the 'Internet Advancement Recharter' application interface. A 'Validate recharter' dialog box is open, displaying the following error messages:

- Error**: Recharter has the following issues:
- Warning**: You may proceed to payment, but the issue will need to be resolved in the future. Fix issues now to save council time and resources.
- Error**: You cannot proceed to payment until the issue is resolved.
- Error**: Unit does not have the required amount of leadership positions
  - Executive Officer - Expected: 1 | Actual: 0
  - Exploring Sponsor - Expected: 1 | Actual: 0
  - Associate Sponsor - Expected: 1 or more | Actual: 0
- Warning**: Leaders do not have current YPT

The dialog box includes two buttons: 'CONTINUE EDITING' and 'PROCEED TO PAYMENT'. The background shows a table of recharter items with columns for First Name, Last Name, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. A 'Validate Recharter and Pay' button is visible at the bottom right of the application.

For Exploring Clubs, the required amount of adult leadership positions is:

Executive Officer (IH) – 1

Club Sponsor (ES) – 1 (Can register new youth and adults, add or remove people from the roster at renewal time)

Club Associate Sponsor (AS) – 1 or more

Internet Recharter presently allows the registration of a Post Committee Chairman and Post Committee Members in Exploring Clubs, but these are not actually defined for Exploring Clubs and are not required.

## Signature and Approval

The Adobe Acrobat Sign document that is automatically generated by the Internet Rechartering application and sent to the key unit leaders approves the roster for an Exploring Unit and allows the council registrar to post the renewal. The Memorandum of Understanding ([Form 800-737](#)) should be manually signed and given to your Exploring representative.