

## Directions for the *New Internet Rechartering Process for Unit Key-3 (or Key-3 Delegate)*

**[Rechartering is available 90 days before current charter expires.]**

1. Collect and scan all needed documents:
  - a. Applications (**completely filled out**) for all new members
  - b. YPT, CBC authorizations, and PA clearances as needed
  - c. All documents (except applications) for any one individual should be bundled into a single Zip folder
2. Open your internet browser and clear the cache.
3. Log in to My.Scouting with your usual user name and password.
4. Select BSA Web Links from the menu on the left side.
5. Select Internet Advancement 2.0.
6. Take the Tour or Skip the Tour
7. Click on the Recharter button at the bottom of the left column.
8. Refresh frequently, and be patient after every change made.
9. The down-arrow next to the Scout emblem in the top right tool bar will allow changing units for those of you involved with more than one unit.
10. Manage Members link:
  - a. Add a new member or create an invitation to a potential member (no one checked)
    - i. Be prepared to upload the fully complete and signed application
  - b. Mark as a multiple or delete a checked member
11. Upload Documents link:
  - a. For YPT, CBC, and PA Clearances
  - b. Attach file of documents to checked individual (see item 1 above)
  - c. Only one upload per person – collect all such documents into a Zip folder
12. Pencil Icon (you might need to use the browser's scaling feature to see it):
  - a. Allows you to change the person's role in the unit
13. Scout Life magazine subscription:
  - a. Click the radio-button to change the subscription status
  - b. Only works in the Primary registration unit for those with multiple registrations
14. When everything is set, click the Validate Recharter and Pay button at the bottom right:
  - a. Choose Pay at Council
  - b. Click on Pay and Post
  - c. This is supposed to trigger a letter to the COR to be signed as approved.
  - d. Also get the hard-copy of the charter agreement signed, and return it to Council with your payment.
15. Click on the Settings Gear on the right in the top tool bar to get help or sign out.
  - a. If you need to interrupt the process, click the sign out link
  - b. You may start the program up again later – all previous work has been saved

If you have questions or encounter problems with this rechartering process, please contact Doug Cashing by email at [dcashing@sbu.edu](mailto:dcashing@sbu.edu) . Include a brief description of the issue, your phone number, and times that you could take a call if needed. I'll try to get you the information you need via return email, but some problems might take a chat by phone.