



**INTERNET
RECHARTERING**

INTERNET RECHARTERING

Benefits

- Easy to use
- Increased accuracy because unit is using ScoutNET data
- Saves time for unit and council

The Process

- Unit receives access code
- Go to the council Web site and select Internet Rechartering
- Complete the rechartering process
- Print recharter applications
- Obtain necessary signatures
- Forward charter application, member applications, and money to the council

HOW IT WORKS



Unit Charter Renewal System

[Login](#) | [Help](#) |

Welcome to the registration page for the Boy Scouts of America's online Unit Charter Renewal System.
To complete the registration process, you must have the Access Code - provided to you by your council.
If you do not have the Access Code, please contact your council.

Access code :

Unit type :

Unit number :


UCRS Registration - Microsoft Internet Explorer provided by BSA ScoutNet 2000 v.8

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail Stop

Address <https://scoutnet.scouting.org/ucrs/UI/Registration/wbfValidateRegisterUnit.aspx> Go

Circle Ten Council: Crew 1930



Unit Charter Renewal System

[Login](#) | [Help](#) |

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.](#)

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start TRAVEL Quency - Mic... Document5 - Microsof... UCRS Registration - ... Inbox - Microsoft Out... 3:25 PM



Unit Charter Renewal System

[Login](#) | [Help](#) |

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

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

Re-enter E-Mail :

Phone number : - - - (Ext)

Unit Charter Renewal System

Progress: **1. Load Roster** | 2. Update Roster | 3. Check Roster | 4. Update Fee | 5. Submit Roster

Review |
Adult, 0 Youth
Adult, 0 Youth

| [Home](#) | [Logout](#) | [Help](#) |

Welcome to the Load Roster stage. To start the charter renewal process, you must choose whether to renew with information retrieved from your council or with information uploaded from your Unit Management Software (PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft).

Choose this button if you do not have an upload file from UMS and want to renew with council information.

Choose this button if you are prepared to upload a UMS file (chtPXXXX.csv, where P represents the program type of your unit and XXXX represents your unit number).

Load Council Information

Upload UMS File

Cradle Of Liberty Council: Pack 0147

**Unit Charter Renewal System****Stages:** 1. Load Roster | 2. Update Roster | 3. Check Roster | 4. Update Fee | 5. Submit Roster| Roster Review |
Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth**Step 1 of 5 : Update Charter Information**[Home](#) | [Logout](#) | [Help](#) |Please review and update your Charter Organization information.
When completed click Next Step.

Unit type:	Pack	Unit number:	0147
Unit expire date:	05/31/2004	District:	Triune
Charter organization:	Evangelical Luth Church Of The Trinity		
Country:	US		
Address 1:	2300 S 18th St		
Address 2:			
City:	Philadelphia	ZIP code:	19145 3730
State:	PA		
U.S. telephone number:	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	Foreign telephone number:	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
	(Ext)		(Ext)
Unit term (months):	12	Unit new expire date:	05-31-2005
Check box if unit qualifies for 100% Boy's Life recognition :	<input type="checkbox"/>		



Unit Charter Renewal System

Stages: 1. Load Roster | **2. Update Roster** | 3. Check Roster | 4. Update Fee | 5. Submit Roster

[Roster Review](#)

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Step 2 of 5 : Select Members for Renewal

[Home](#) | [Logout](#) | [Help](#)

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

Renew	Name	Street Address	Adult
<input checked="" type="checkbox"/>	Migdalia Dieppa	6000 S. ...	Adult
<input checked="" type="checkbox"/>	Cheryl Hanley	1 ...	Adult
<input checked="" type="checkbox"/>	John Hanly	1 ...	Adult
<input checked="" type="checkbox"/>	Rosemary Kirby	2 ...	Adult
<input checked="" type="checkbox"/>	Bob Kirk	4 ... e	Adult
<input checked="" type="checkbox"/>	George Schaefer Jr	1 ...	Adult
<input checked="" type="checkbox"/>	Rev Richard Trudo	2 ...	Adult
<input checked="" type="checkbox"/>	William Wigmore	1 ...	Adult

Renew	Name	Street Address	Youth
<input checked="" type="checkbox"/>	Richard Michetti	1 ...	Youth(Cub Scouts)
<input checked="" type="checkbox"/>	Nicolas Proietto	1 ...	Youth(Cub Scouts)

Renew	Name	Street Address	Youth
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Unit Charter Renewal System

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Update Fee 5. Submit Roster

Step 2 of 5 : Select Members for Renewal

[Home](#) | [Logout](#) | [Help](#) |

[Roster Review](#)

Renew: 8 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = \$194.00

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 if needed.

Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
1.	Migdalia Dieppa		Adult
2.	Cheryl Hanley		Adult
3.	John Hanly		Adult
4.	Rosemary Kirby		Adult
5.	Bob Kirk		Adult
6.	George Schaefer Jr		Adult
7.	Rev Richard Trudo		Adult
8.	William Wigmore		Adult
11.	Frank Del Rossi		Youth(Webelos)
12.	Paul Domenick		Youth(Webelos)
13.	Zachary Hanley		Youth(Webelos)



Unit Charter Renewal System

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Update Fee 5. Submit Roster

[Roster Review](#)

Renew: 8 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = \$194.00

Step 3 of 5 : Add New Member

[Home](#) | [Logout](#) | [Help](#) |

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.

To add new adult, please click here >

[New Adult](#)

[Previous](#)

[Next](#)



Unit Charter Renewal System

Stages: 1. Load Roster | 2. Update Roster | 3. Check Roster | 4. Update Fee | 5. Submit Roster

[Roster Review](#)

Step 3 of 5 : Add New Member

[Home](#) | [Logout](#) | [Help](#)

Renew: 6 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = \$194.00

Page 1 : Add Adult

Transfer into this Unit :

First name :

Middle name :

Last name :

Suffix :

Primary position in unit :

Position 2 :

Position 3 :

Position 4 :

Cancel

Reset

Next

**Unit Charter Renewal System**Stages: 1. Load Roster | **2. Update Roster** | 3. Check Roster | 4. Update Fee | 5. Submit Roster[Roster Review](#)Renew: 8 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = \$194.00**Step 3 of 5 : Add New Member**[Home](#) | [Logout](#) | [Help](#)**Page 2 : Add Personal Data for education**Social security number : Country : Address type : Address 1 : Address 2 : City : State : Zip : - 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 :

INTERNET RECHARTERING

New Applicant - Microsoft Internet Explorer provided by BSA ScoutNet 2000 v.8

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://scoutnet.scouting.org/ucrsqa/UI/UCRSProcess/Youth1of5.aspx> Go

Circle Ten Council: Troop 0103

Unit Charter Renewal System

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Update Fee 5. Submit Roster

[Roster Review](#) | Renew: 14 Adult, 27 Youth | New: 0 Adult, 1 Youth | Fees = \$450.80

Step 3 of 5 : Add New Member | [Home](#) | [Logout](#) | [Help](#)

Page 1 : Youth

Check this box if Youth is Transfer to this Unit:

First name : donny Middle name :

Last name : Brown Suffix :

Country : US Address type : Home

Address 1 : 1314 W. 73rd

Address 2 :

City : Roundtree State : TX

Zip code : 76054 -

Cancel Reset Next

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Done Internet

start TRAVEL Quency - Mic... Document5 - Microsof... Inbox - Microsoft Out... New Applicant - Micro... 4:08 PM

INTERNET RECHARTERING

New Applicant - Microsoft Internet Explorer provided by BSA ScoutNet 2000 v.8

File Edit View Favorites Tools Help

Address <https://scoutnet.scouting.org/ucrsqa/UI/UCRSProcess/youth2of5.aspx>

Circle Ten Council: Troop 0103

Unit Charter Renewal System

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Update Fee 5. Submit Roster

Step 3 of 5 : Add New Member

[Home](#) | [Logout](#) | [Help](#)

[Roster Review](#)
Renew: 14 Adult, 27 Youth
New: 0 Adult, 1 Youth
Fees = \$450.80

Page 2 : Youth Data for Donny Brown

Telephone type :	US telephone	Home telephone :	654 - 123 - 3354
Date of birth : (mm-dd-yyyy)	4 - 26 - 1990	Youth grade :	Choose Youth grade
Ethnic background :	Caucasian	Boys' Life :	<input checked="" type="checkbox"/>
Sex :	Male	Youth e-mail :	

Cancel Reset Next

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INTERNET RECHARTERING

New Applicant - Microsoft Internet Explorer provided by BSA ScoutNet 2000 v.8

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://scoutnet.scouting.org/ucrsqa/UI/JCRSProcess/youthDecision.aspx> Go

Circle Ten Council: Troop 0103

Unit Charter Renewal System

Stages: 1. Load Roster 2. Update Roster **3. Check Roster** 4. Update Fee 5. Submit Roster

Step 3 of 5 : Add New Member

[Home](#) | [Logout](#) | [Help](#)

[Roster Review](#)
Renew: 14 Adult, 27 Youth
New: 0 Adult, 1 Youth
Fees = \$450.80

Page 3 : Parent / Guardian for Donny Brown

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

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Done Internet

start TRAVEL Quency - Mic... Document5 - Microsof... Inbox - Microsoft Out... New Applicant - Micro... 4:09 PM

**Unit Charter Renewal System**Stages: 1. Load Roster | 2. Update Roster | **3. Check Roster** | 4. Update Fee | 5. Submit Roster[Roster Review](#)Renew: 14 Adult, 27 Youth
New: 0 Adult, 1 Youth
Fees = \$450.80**Step 3 of 5 : Add New Member**[Home](#) | [Logout](#) | [Help](#) |**Page 4 : Parent / Guardian for Donny Brown**Relationship : Guardian :

Select	Name
<input type="radio"/>	Millie Arnold
<input type="radio"/>	Dennis Arnold
<input type="radio"/>	Dennis Arnold
<input type="radio"/>	Ron Boling
<input type="radio"/>	Susan Brogdon
<input type="radio"/>	William Hayden
<input type="radio"/>	Louis Holman
<input type="radio"/>	Debbie Holman
<input checked="" type="radio"/>	Billy Jared
<input type="radio"/>	Donna Jared
<input type="radio"/>	Jason Jones
<input type="radio"/>	Michael Owen
<input type="radio"/>	Nancy Towner

New Applicant - Microsoft Internet Explorer provided by BSA ScoutNet 2000 v.8

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Mailbox RSS Add-ons

Address <https://scoutnet.scouting.org/ucrsqa/UI/UCRSProcess/youth3of5.aspx> Go

Circle Ten Council: Troop 0103

Unit Charter Renewal System

Stages: 1. Load Roster | 2. Update Roster | **3. Check Roster** | 4. Update Fee | 5. Submit Roster

Step 3 of 5 : Add New Member | [Home](#) | [Logout](#) | [Help](#)

[Roster Review](#)
Renew: 14 Adult, 27 Youth
New: 0 Adult, 2 Youth
Fees = \$471.60

Page 4 : Parent / Guardian for Billy Brown

Relationship :	<input type="text" value="Stepfather of"/>	Guardian :	<input type="checkbox"/>
First name :	<input type="text" value="Robert"/>	Middle name :	<input type="text"/>
Last name :	<input type="text" value="Brown"/>	Suffix :	<input type="text"/>
Address same as youth :	<input checked="" type="checkbox"/>	Address type :	<input type="text" value="Home"/>
Country :	<input type="text" value="US"/>	State :	<input type="text" value="TX"/>
Address 1 :	<input type="text" value="1256 N. 78th"/>		
Address 2 :	<input type="text"/>		
City :	<input type="text" value="Roundtree"/>		
Zip code :	<input type="text" value="66548"/>		

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Done Internet

start TRAVEL Quency - Mic... Document5 - Microsof... Inbox - Microsoft Out... New Applicant - Micro... 4:14 PM



Unit Charter Renewal System

Stages: **1. Load Roster** | 2. Update Roster | **3. Check Roster** | 4. Update Fee | 5. Submit Roster

[Roster Review](#)

Step 3 of 5 : Add New Member

[Home](#) | [Logout](#) | [Help](#)

Renew: 14 Adult, 27 Youth
New: 0 Adult, 2 Youth
Fees = \$471.60

Page 5 : Parent / Guardian for Billy Brown

Telephone type :	<input type="text" value="US telephone"/>	Home telephone :	<input type="text" value="605"/> - <input type="text" value="665"/> - <input type="text" value="4656"/>	
Telephone type :	<input type="text" value="US telephone"/>	Business telephone :	<input type="text"/> - <input type="text"/> - <input type="text"/> x <input type="text"/>	
Date of birth : (mm-dd-yyyy)	Month <input type="text"/> - Day <input type="text"/> - <input type="text"/>	Sex :	<input type="text" value="Male"/>	
Occupation :	<input type="text" value="Choose Occupation"/>	Employer :	<input type="text"/>	
Previous scouting experience :	<input type="text"/>	Parent e-mail :	<input type="text"/>	
		<input type="button" value="Reset"/>	<input type="button" value=" << Back"/>	<input type="button" value=" Save"/>

Cradle Of Liberty Council: Pack 0147



Unit Charter Renewal System

Stages: **1. Load Roster** | **2. Update Roster** | 3. Check Roster | 4. Update Fee | 5. Submit Roster

[Roster Review](#)

Step 4 of 5 : Update Member Data

[Home](#) | [Logout](#) | [Help](#)

Renew: 8 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = \$194.00

Below is a list of individuals currently in your new roster. In this step you have the opportunity to update personal information about these individuals. Please scroll through your roster and click the Update button for those individuals requiring changes. Click the Next Step button at the bottom of the page when complete.

** You will have the option to sign up members for Boys' Life subscription at the Update Fee Stage.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Boys' Life
Update	Remove	Migdalia Dieppa	12/28/1974	1000 ... 2	1.Den Leader	N
Update	Remove	Cheryl Hanley		5	1.Cubmaster	N
Update	Remove	John Hanly		5	1.Webelos Leader	N
Update	Remove	Rosemary Kirby		5	1.Committee Chairman	N



Unit Charter Renewal System

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Update Fee 5. Submit Roster

[Roster Review](#)

Renew: 8 Adult, 5 Youth

New: 0 Adult, 0 Youth

Fees = \$194.00

Step 5 of 5 : Update Member Position

[Home](#) | [Logout](#) | [Help](#)

Below is the table lists the table indicate minimum and position(s) for "Current" col

Remember th

Update	Position	Min	Max	Current
	Executive Officer	1	1	1
	Chartered Organization Rep.	1	1	1
	Committee Chairman	1	1	1
	Committee Member	2	-	3
	Pack Trainer	-	-	0
	Cubmaster	1	1	1
	Assistant Cubmaster	-	-	0
	Tiger Cub Den Leader	-	-	0
	Den Leader	1	-	1
	Webelos Leader	-	-	1
	Asst. Den Leader	-	-	0
	Assistant Webelos Leader	-	-	0
	Tiger Cub Adult	-	-	0
Update	George Schaefer Jr Committee Member			
Update	William Wigmore Committee Member			

	Min	Max	Current
Unit Adult Positions	1	1	1
Rep.	1	1	1
	1	1	1
	2	-	3
	-	-	0
	1	1	1
	-	-	0
	-	-	0
	1	-	1
	-	-	1
	-	-	0
	-	-	0
	-	-	0

Unit Adult Positions right-hand column in the must be within the e. To change the their position. When the n of the page.



Unit Charter Renewal System

Stages: [1. Load Roster](#) - [2. Update Roster](#) - [3. Check Roster](#) - [4. Update Fee](#) - [5. Submit Roster](#)

[Roster Review](#)

Renew: 8 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = \$194.00

[Home](#) | [Logout](#) | [Help](#)

Validation completed with Warnings:

WARNING: Zachary Hanley is in a grade later than the valid grades for Youth Member.

Reconcile Warning Options:

- [Click here](#) to enter the correct grade for the unit registrant.
- [Click here](#) to select the correct program level for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

WARNING: Zachary Hanley is too old for Youth Member.

Reconcile Warning Options:

- [Click here](#) to enter the correct date of birth for the unit registrant.
- [Click here](#) to select the correct program level for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

WARNING: Frank Del Rossi is in a grade later than the valid grades for Youth Member.

Reconcile Warning Options:

- [Click here](#) to enter the correct grade for the unit registrant.

Cradle Of Liberty Council: Pack 0147



Unit Charter Renewal System

Stages: [1. Load Roster](#) | [2. Update Roster](#) | [3. Check Roster](#) | **[4. Update Fee](#)** | [5. Submit Roster](#)

[Roster Review](#)
 Renew: 8 Adult, 5 Youth
 New: 0 Adult, 0 Youth
 Fees = \$194.00

[Home](#) | [Logout](#) | [Help](#)

Below is a list of individuals in your new roster. In this step you have the opportunity to update fee status and Boys' Life information about these individuals. Please scroll through your roster and click the Update button for those individuals whose fees are incorrect. Click the Next Stage button at the bottom of the page when complete.

Charter fee = \$20

Update Fee	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update	Migdalia Dieppa		\$0.00	\$10.00	\$10.00	Adult
Update	Cheryl Hanley		\$0.00	\$10.00	\$10.00	Adult
Update	John Hanly		\$0.00	\$10.00	\$10.00	Adult
Update	Rosemary Kirby		\$0.00	\$10.00	\$10.00	Adult
Update	Bob Kirk		\$0.00	\$10.00	\$10.00	Adult
Update	George Schaefer Jr		\$0.00	\$10.00	\$10.00	Adult
Update	Rev Richard Trudo		\$0.00	\$0.00	\$0.00	Adult
Update	William Wigmore		\$0.00	\$10.00	\$10.00	Adult
Update	Frank Del Rossi		\$10.80	\$10.00	\$20.80	Youth
Update	Paul Domenick		\$10.80	\$10.00	\$20.80	Youth
Update	Zachary Hanley		\$10.80	\$10.00	\$20.80	Youth
Update	Richard Michetti		\$10.80	\$10.00	\$20.80	Youth
Update	Nicolas Proietto		\$10.80	\$10.00	\$20.80	Youth

[Next Stage](#)

CHARTER RENEWAL APPLICATION

Unit: Troop 0299

District: Tonkawa

Unit Status: R

County:

Term: 12 months

Expire Date: 03/31/2005

Charter Org:

Flower Mound 2nd Ward-Church Lds
1141 Butterfield
Flower Mound, TX 75028

Executive Officer:

1709 Marian Ln
Flower Mound, TX 75028

Boys' Life: 0

Term: 12 months
Begins: 06/2004
Ends: 05/2005

Executive Officer
Certification:

Signature

Registration:

Qty: Fee:

Paid Youth 14 \$140.00

Multiple Youth 0 \$0

Paid Youth BL 0 \$0

Paid Adults 9 \$90.00

Multiple Adults 1 \$0

Paid Adult BL 0 \$0

Charter Fee 20.00

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)

Council Representative
Certification:

Signature

Total Fee Submitted \$250.00

147 Months Completed Tenure

100% Boys' Life: N

Adult Members



Unit Charter Renewal System

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Update Fee 5. Submit Roster

[| Roster Review |](#)

Renew: 8 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = \$194.00


[| Home | Logout | Help |](#)

In this stage you submit the final version of your roster to council headquarters and print your final paperwork to send to the council along with your fee payment.

Once you submit, the only way to make further changes to your roster will be to note these changes directly on the printed roster.

If you would like to review a draft your roster before submitting, click the [| Roster Review |](#) link.

In the next step you will be required to print your recharter roster for signatures and submission to your council. When ready, click the Submit to Council button.



Submit to Council

Tutorial

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

Update Charter

Unit type: Team

Unit expire date: 12/31/2003

Charter organization: 5th Street and

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

Unit term (months): 12

100% Boys' life [Update Roster](#)[Update Charter Information](#)[Select Members for Renewal](#)[Add New Member - Adult](#)[Add New Member - Youth](#)[Update Member Information](#)[Update Position Information](#)

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.**

ZIP Code: Foreign telephone number: - - - (Ext)

Unit new expire date: 12-31-2004

[Next Step](#)

Load Roster - Stage One

After you have logged in, you will be taken to the dynamic home page. This home page will change depending on how many steps of the process are left uncompleted. The first time the user logs in, the home page will list all the steps in the process.

To load the roster:

1. At the home page, click **Begin**.
2. At the Load Roster Welcome page, click **Load Roster**.

Result: The existing PAS data is loaded into Internet Rechartering for editing, and the user is taken to the Update Roster page.

Important: Once you have selected a method for loading the roster, you cannot go back and use the other method for loading the roster without having the council "reset" the unit. If at a later time you would like to purge your UMS data, you must call the council to reset the unit.

