Unit Procedure for Processing a Unit Renewal
(Basic process is the same regardless if it is the unit or the council processing the renewal.)
August 2025

All validation errors will have to be resolved before the renewal can be posted. It is suggested to check for and resolve anything that will return a validation error before initiating the renewal process.

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.

2. A unit can renew three months prior to expiration.
   Expiration date = June 30, renewal opportunity begins April 1.

3. A unit has a two-month lapsed period after the unit expires.
   Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.

4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

   Validation Codes in Unit Renewal:

   ***Errors* (red) will not let you proceed.**

   ***Warnings* (yellow) will allow you to proceed.**

   a. *Leaders do not have current annual Safeguarding Youth Training – **Error.(most common)***
   b. *Unit does not have required number of leadership positions – **Error.***
   c. *Leaders are less than 18 years old – **Error.***
   d. *Youth do not meet the age/grade requirement for the program – **Error.***
   e. *Leaders do not have completed CBC Authorizations – **Warning***
   f. *Adults do not have SSN – **Warning***

5. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use "Position Manager" also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.

6. Have payment information available to pay the Unit Renewal fee ($100.00).

7. Proceed with unit renewal.

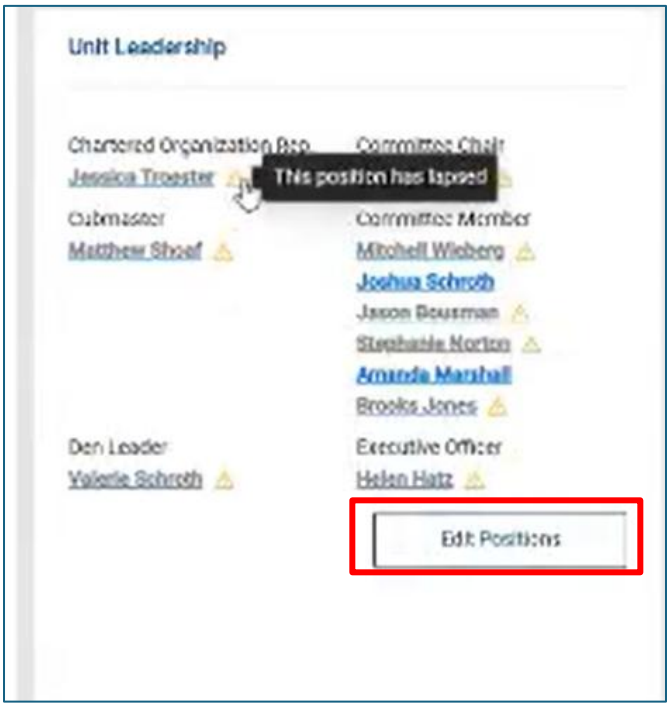
Other than access point, the unit renewals are processed the same way regardless if it is the unit processing the renewal or the council processing the renewal.

Log in to my.Scouting>Org Manager>Unit Renewal.

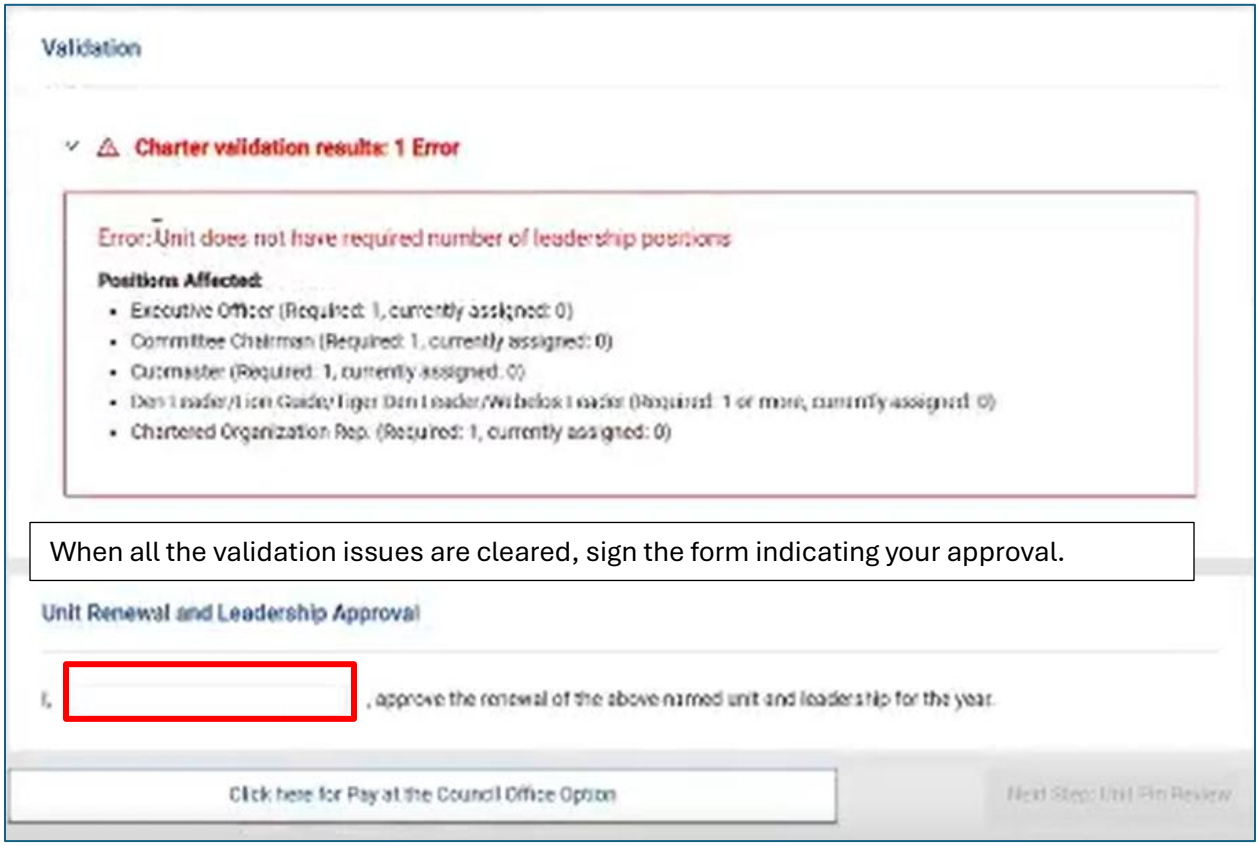
If the Key 3 member processing the unit renewal is a member of multiple units, be sure the correct unit is selected for processing.
Accessing the unit renewal automatically initiates the validation process. If any errors are found, they will have to be resolved before you can proceed.

If a leader is listed in grey, that means that leader has lapsed. If the leader is in a required position, they will have to be renewed before you can proceed with renewing the unit.
If the leader is listed in blue, their registration is current.

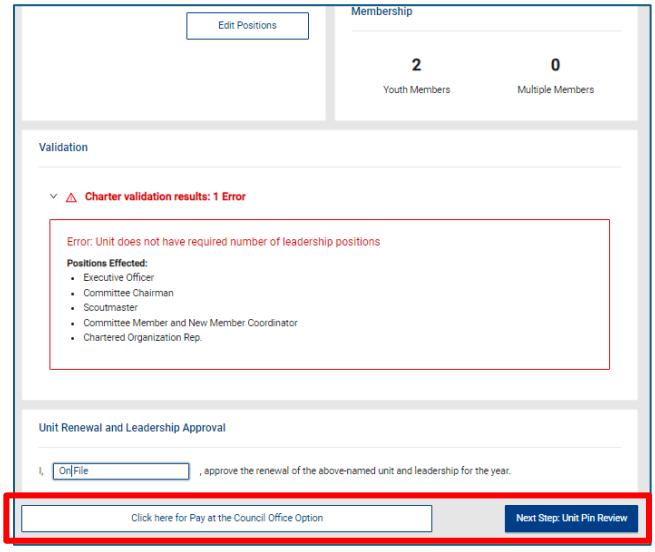
You can select Edit Positions to be taken to the Position Manager to make any necessary changes in position. Changes in Position Manger can only be completed if the member is not expired. If they are expired, renew their membership, and wait overnight for it to post. Then return to the renewal process where the validation process will run again.



Scroll down to see any Validation Errors.
In this example, the error is regarding “not enough required number of leadership, but currently there are 0”. Be aware, there are also instances where there could be too many assigned to a specific role resulting in the error. This will be reflected in the number following the error message.

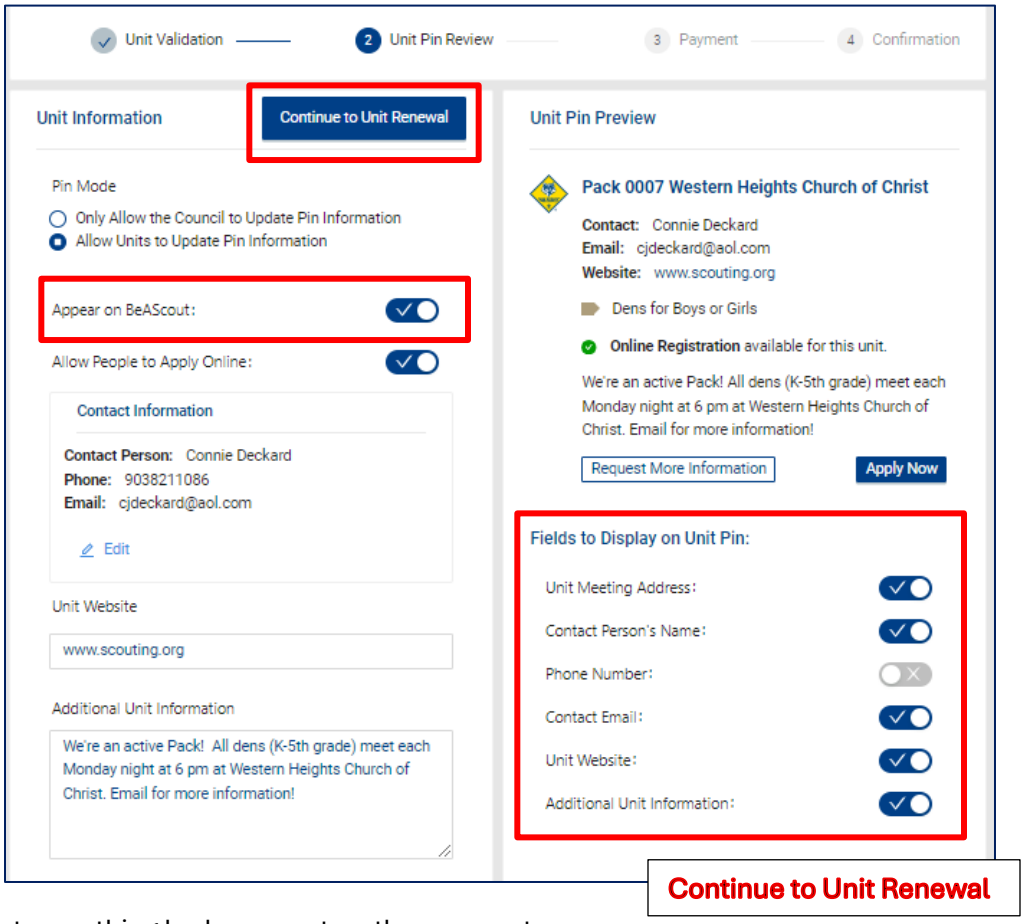


Selecting “Click here for Pay at the Council Office Option” creates a renewal summary document to take to the council along with your payment.
Select “Next Step Unit Pin Review.”



Review the unit pin information making any necessary edits. Make sure that if “Appear on BeAScout” is selected, that there are fields selected to display. Otherwise, you will receive an error when trying to advance the process to the next step.

Once the unit pin information is correct, select “Continue to Unit Renewal.”

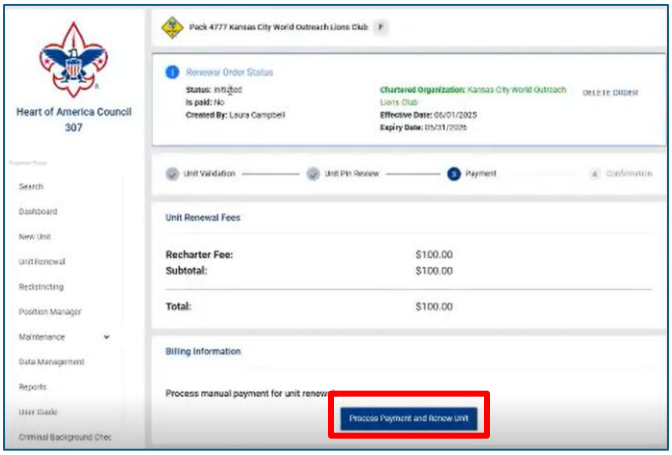


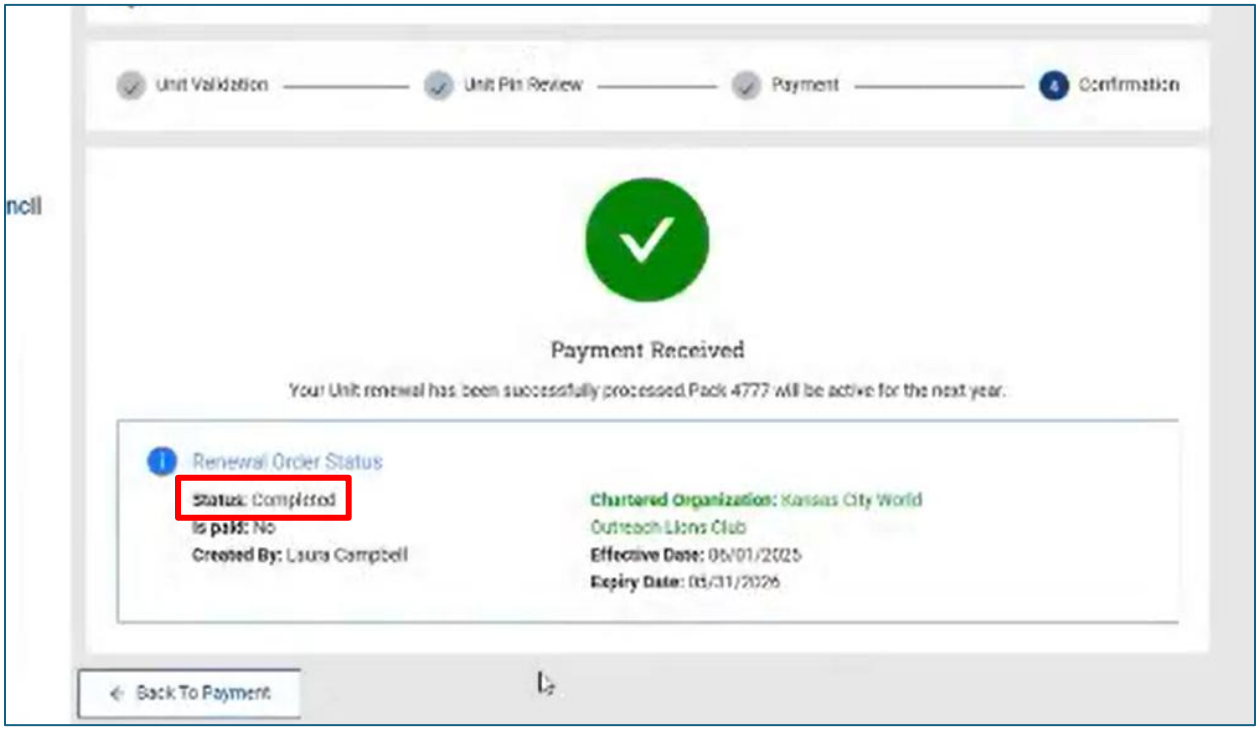
Review that everything looks correct on the payment summary screen.

The unit renewal has been successfully created. While the unit is in the initiated status, the council has the ability to “delete order” if needed. If the renewal is at any other status, the Delete Order option will not be displayed for the council to select.

The fees listed should only be the $100 unit renewal fee.

Enter the units payment information. Select “Process Payment and Renew Unit.”



You will get a success message as well as a payment received message.

For unit payments it can take up to 4 business days for payments to be received. Once payment is received, the status will update to “Pending Approval” (by the council).