

Internet Rechartering Update

We are very excited about this method to recharter our Scouting units. As with all new programs, there are issues that need to be worked through.

The following are things for you to keep in mind when you process your unit's recharter electronically:

- Computer processing requirements: Microsoft Internet Explorer version 5.5 or higher must be used. No other browser will provide full functionality. The system will work with a minimum 56KB dialup modem.
- Do not use any punctuation in fields when entering names, addresses, etc. This will cause problems processing your recharter in ScoutNet. For example: addresses will not certify and mail may not be delivered to your members. (Jones-Smith = JonesSmith etc...)
- Webelos transferring at recharter: All Pack's and Troop's have the same recharter month; the troop will have to pay the \$10.00 registration fee, and \$1.00 Ins. You cannot transfer the Webelos Scout for \$1.00. Don't check the Transfer box.
- Do not change names in member records to reflect nicknames. Please leave the names as they are in ScoutNet unless a name is misspelled.
- If your unit needs to reset its information, it has to be done before you submit your recharter. Keep in mind that once it has been reset, you must go in as a first time user again. After it has been submitted it cannot be reset. Any changes after that point will need to be made on their printout.
- Leaders who are re-registering may change positions at recharter time only without new applications. The Executive Officer (IH) signs off on the recharter approving changes.
- Keep passwords simple (something you will remember) and all letters, either lowercase or uppercase, or numbers. The password field is case sensitive and must be entered exactly the same each time.
- If using Packmaster or Troopmaster go to their website at www.troopmaster.com and download any patches out there that you have not downloaded. Do this prior to trying to upload your recharter.
- If your unit changes the IH, the change will not be reflected on the top first page of the roster. Cross off the old IH and write in the new one with address and date of birth. The new IH will be listed in the adult roster.
- If a unit has a reregistering non-paying position (IH or AP) also registering in a paying position as an MC, CC etc. they are considered to be new adult leaders. We still need new applications on them because they are new leaders.
- You must use the correct Social Security # for any adults you process. Failure to do so will cause "bad" background check report for that adult. If your unit has a new IH and you don't have their SS#, please leave that field blank. Do not make up a SS#. The message it gives is only a warning and not an error. You do need a **Date of Birth**.
- You cannot multiple leaders in the same unit in more than one position. The only exception is the CR with CC (or MC) positions. The CR is permitted to hold the second CC or MC position and may also be the IH (or an AP).
- Remember to add \$1.00 per person (Youth and Adults) for insurance to the total you send into the Scout Office with your recharter.

Please contact the Council's Registration Department, (806) 358-6500, if you have any questions or comments concerning the Internet Rechartering process. With your help we will continue to improve this new process.

*IH = Executive Officer/Chartered organization Head CR = Chartered organization Representative
CC = Committee Chairman MC = Committee Member AP = Adult Partner*