

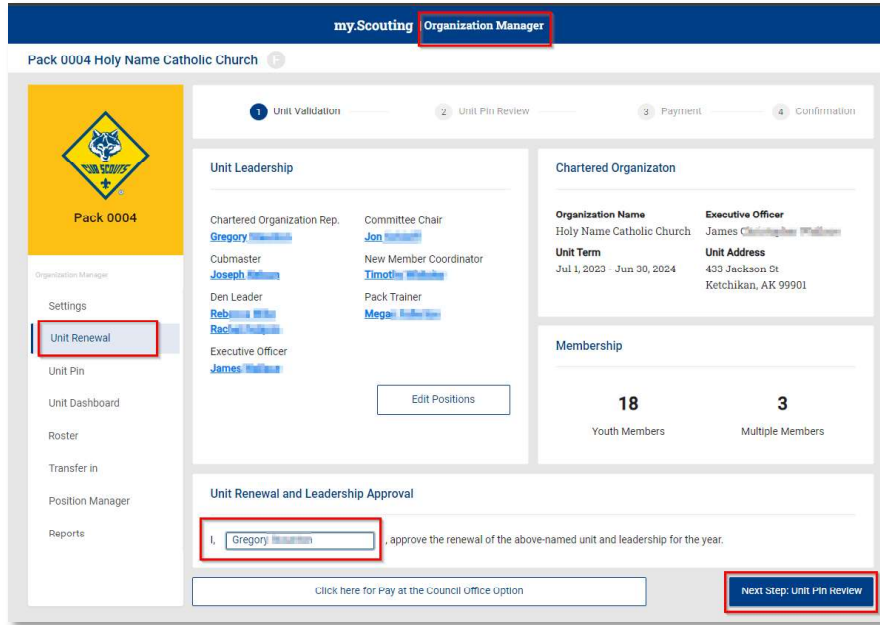
# Unit and Member Renewal Approvals

Renewals processed at the council, or anything processed through Additional Registration, does not require an approval.

There are three scenarios where an approval is required.

## 1. A Key 3 member or their delegate approving a unit renewal.

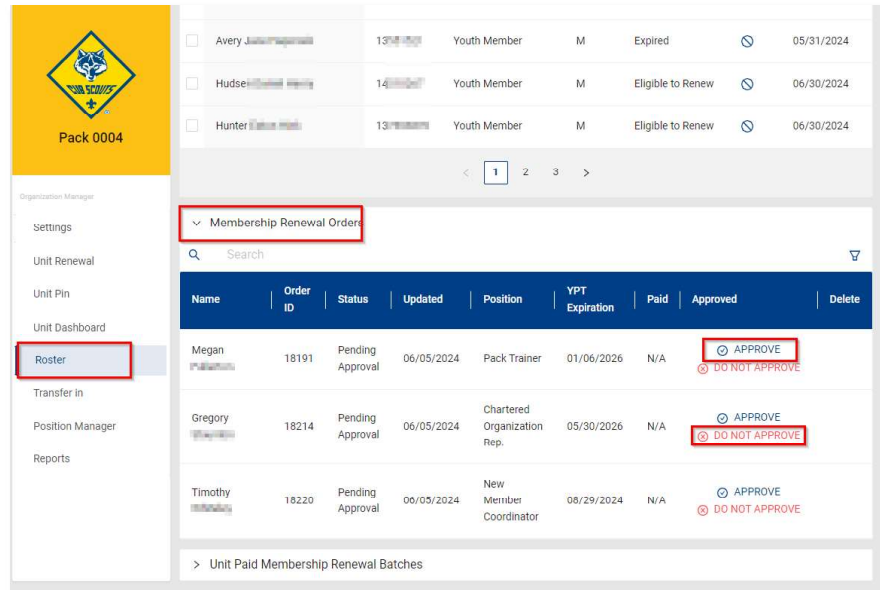
Registrar Tools>Organization Manager>Unit Renewal



## 2. A Key 3 member or their delegate approving an individual (unit or non-unit) that renewed themselves, or were renewed by a parent/guardian, through auto renewal (My Applications).

Registrar Tools>Organization Manager>Roster>Membership Renewal Orders

NOTE: Do not approve will automatically issue a refund.



3. Registrar approving a unit renewal. This is completed by the registrar in Registrar Tools.

Registrar Tools>Unit Renewal

Select the unit in “Unit Renewal” and once validated, type in “on File” and then proceed to the next step

The screenshot shows the 'my.Scouting Registrar Tools' interface for 'Great Alaska Council 610'. The main content area is for 'Pack 0004 Holy Name Catholic Church'. A progress bar at the top indicates four steps: 1. Unit Validation (active), 2. Unit Pin Review, 3. Payment, and 4. Confirmation. The interface is divided into several sections:

- Unit Leadership:** Lists roles and names: Chartered Organization Rep. (Greg), Committee Chair (Jo), Cubmaster (Jose), New Member Coordinator (Timothy), Den Leader (Rebecca), Pack Trainer (Megan), and Executive Officer (James). An 'Edit Positions' button is located below this list.
- Chartered Organization:** Displays 'Organization Name' (Holy Name Catholic Church), 'Executive Officer' (James), 'Unit Term' (Jul 1, 2023 - Jun 30, 2024), and 'Unit Address' (433 Jackson St, Ketchikan, AK 99901).
- Membership:** Shows '18 Youth Members' and '3 Multiple Members'.
- Unit Renewal and Leadership Approval:** A text input field contains 'On File', followed by the text 'approve the renewal of the above-named unit and leadership for the year.' Below this is a button that says 'Click here for Pay at the Council Office Option' and a red-bordered button labeled 'Next Step: Unit Pin Review'.

The left sidebar contains navigation options: Search, Dashboard, New Unit, Unit Renewal (highlighted with a red box), Redistricting, Position Manager, Maintenance, Data Management, Reports, User Guide, Criminal Background Ch..., and Additional Registration.