East Carolina Council Boy Scouts of America

Internet Rechartering Update

August 14, 2012

We are excited about using this method to recharter our Scouting units again this year. We have had so much success with this program and look forward to all units using it to recharter.

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 56-KB 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.
- Webelos transferring at recharter: If the pack and troop have the same recharter month, the troop will have to pay the $15 registration fee. You cannot transfer the Webelos Scout for $1. 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 the 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.
- When an executive officer (IH) or a Tiger Cub adult (AP) is given a registered position for the first time in the unit, the Social Security number is required.
- **You must use the correct SS# 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 DOB.**
- You cannot multiple leaders in the same unit in more than one position. The only exception is the CR with CC (or MC) position. If you multiple any other leader in two positions we will delete the multiple position. The CR is permitted to hold the second CC or MC position and may also be the IH.
- Do not roll up the grade for next year. The system will automatically roll up Tiger Cubs, Cub Scouts and Webelos the first weekend in June.

Please contact Judy Phillips, Council Registrar, by phone at 252-522-1521 or email at judy.phillips@scouting.org. if you have any questions or comments concerning the Internet Rechartering process.