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Online Explorer Renewal Overview

Explorer Renewal is a web-based software application designed to make the renewal process more efficient and accurate. Explorer Renewal has transitioned to become part of Internet Rechartering. Each post will receive a unique Access Code (valid only for the current renewal) and will determine who from the post will register as a First Time User at http://scoutnet.scouting.org/ucrs

What are the benefits of Explorer Renewal?

1. More accurate participant data.

2. Renewals are validated against Explorer membership rules before submission.

A post or club that enters data for renewal results in more accurate participant data (because a participant is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

What do users need to use Internet Rechartering for the Online Post Renewal?

Internet Rechartering requires Internet connectivity. This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a minimum screen resolution of 800x600. The site requires JavaScript to be enabled for your browser.

FAQs for Council Support of Internet Rechartering for Explorer Post Renewals (including Club and STEM Lab)

Rechartering FAQs

What can I NOT do in the Online Post Renewal system?

Explorer Renewal is only for renewal and does not permit changing the district, organization name, or Post/Club expiration date. These changes may only be made by the Learning for Life Office. Before beginning there is an online PDF presentation and FAQ available to view.

Online Explorer Renewal uses person records from the national LFL database. The record for one person must never be changed to that of another person. Names may be corrected to ensure that proper names are used and to correct misspellings, but for no other reason.

The Renewal Report Package includes a Name Change report. The Name Change report shows any name changes and includes a reminder that one person's record may not be changed to another person's information.

What are the steps in the Online Post Renewal process?

The Post will be provided with the unique Access Code and the person designated by the chair to be the 'renewal processor' will register as First Time User. Thereafter the RP is a

Returning user on the secure internet site: http://scoutnet.scouting.org/ucrs

Step by Step Process

1. The Post or Club eligible for renewal designates an adult participant as the RP.

2. The RP gathers all the information and *signed* forms needed for renewal:

   a. The **Access Code** provided by the Council for the use of the Post.
   b. Applications for *NEW* youth and adults
   c. Applications for adults changing positions
   d. Form 28-573 (Criminal Background Check Waiver), if applicable
   e. Exploring Annual Memorandum of Understanding

3. With the renewal information at hand, the RP goes to http://scoutnet.scouting.org/ucrs and selects First Time User. Enter the Access Code and identify your Post and continue. The RP must agree to the Confidentiality Statement and complete the Registration form that includes entering name, e-mail information and setting the user password.

4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:

   a. **Load Post/Club Information:** Use the Post/Club information.

   b. **Update the Roster:** update organization information (if needed), select the c u r r e n t youth and adult participants to renew on next year's roster, add *NEW* youth and adult participants, update participant data, and update participant positions.

      Change the name of your new Executive Officer, if applicable, during this step!

   c. **Check the Roster:** Validate that the data to be submitted conforms to LFL rules.

   d. **Update Participant Fees:** Update fees (e.g., assign multiple status if applicable).

      Multiple Status means a youth/adult is registered in more than one Post and/or Club, based on the next Post registration term.

5. After double-checking the information, the RP submits the file and **prints** the Renewal Report package as requested by the Council. Two versions are available and only one need be printed. The Post/Club may do Online Approval. Online Payment is available, or RP may select 'Pay Direct to Council' and does the final step to **Submit** the renewal.

6. The RP sends the *signed* paperwork and fees, as appropriate, to the local Learning for Life office for processing.

QUESTIONS?

Contact the Member Care Contact Center

972-580-2489

www.exploring.org