



## Online Explorer Renewal Overview

Explorer Renewal is a web-based software application designed to make the renewal process more efficient and accurate. Explorer Renewal is available through [MyParticipation.org](https://MyParticipation.org). This is only available to Explorer adult leaders who serve in the positions of Post committee chairman, committee member, Explorer advisor, associate advisor, Sponsor or associate sponsor.

### 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 MyParticipation and Online Explorer Renewal?

MyParticipation requires users to have access to a computer with a 56 KB or faster Internet connection. **The supported browsers are Chrome, Firefox, and Internet Explorer 9, 10, and 11.**

### 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.

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 allows for name changes and includes a reminder that one person's record may not be changed with another person's information.

### What are the steps in the Online Post Renewal process?

The first committee participant/Advisor/Sponsor to log in to the online system ([MyParticipation.org](https://MyParticipation.org)) is automatically designated as the "renewal processor", or the **RP**. The system resets each year. So the first person that logged in last year will not be recognized as the **RP the following year**. The RP follows the intuitive process on the secure internet site to create a

renewal file.

### 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. Participant number (from Exploring card or from the LFL office)
  - 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 Memorandum of Understanding
3. With the renewal information at hand, the RP logs into their [MyParticipation.org](http://MyParticipation.org) account, clicks on the "My Tools" tab, and clicks the Online Explorer Renewal menu link.
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 current 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.*
5. After double-checking the information, the RP submits the file and **prints** the Renewal Report package.
6. The RP sends the **signed** paperwork and fees to the local Learning for Life office for processing.

## QUESTIONS?

Contact the Member Care Contact Center

972-580-2489

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