EXPLORING™

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

Q: **How does the Post get its access code for Internet Rechartering?**

A: The council provides it. The council prints the access code listing from PAS, Membership Reports, Recharter and General Ledger. Select the report called UCRS Access Code Report. The council decides the best method to distribute access codes to the Posts. Creating the access codes and using other ScoutNET PAS reports needs employee(s) with the role of Council UCRS Administrator. This is the same as done for Internet Rechartering currently.

Q: **Can the access code the council gives a unit be used to see another unit's data?**

A: The access code is unique for each unit and must be used in combination with the proper unit type (pack, troop, crew, ship, or post) and number to start as First Time User and for return login. The access code changes with each renewal.

Q: **When creating the access codes, how will the Council know if the Post is an Explorer Post or an Explorer Club or a STEM Lab?**

A: **Each access code is identified with the appropriate Unit Designation Code as follows:**
EX - Explorer Post
EC - Explorer Club
BP - Boy Pack
NA - Venturing Crew and Sea Scout Ship
FP - Family Pack
GP - Girl Pack
ST - STEM Lab
BT - Boy Troop
GT - Girl Troop
The report with the access codes may be created as a list and with additional options of an export file and a label format (using standard, 3-wide labels).

Q: **Should the council prepare a renewal packet for each Post?**

A: The council may decide to include the information on the Internet Rechartering process in a packet for Explorer Posts. If the Web site address is included, please direct the Post to: http://scoutnet.scouting.org/ucrs Other materials in the packet may be general to Post renewal and give other council instructions and payment information.

Q: **What is the local council's role for support and administration of Internet Rechartering?**

A: The council may need to answer questions from Posts and identify resources available to help doing the online renewal. There are FAQs, slide presentations, and a short Tutorial about the process. If the Post prepares ahead to know who will be renewed, in what positions, and if there are any new participants to add, the renewal will proceed quickly. The Council may be asked to assist with changing passwords and resetting data and creating reports for staff or volunteer use. Reports may be requested by council management for staff and volunteers.

Q: **What is in the Council Administration module in MyBSA – Unit Renewal page?**

A: The council may use the **Reports** tab to obtain an on-demand report for what units, including Posts, are using Internet Rechartering. And the **Unit Activity** tab allows search for units. The Council may use **Unit Function** to view the unit type, number, and organization name and the unit's expiration date. In addition, the current roster for the unit with changes to-date, and the capability to reset the processor password, and reset the unit data so the unit can start over is provided.

Q: **Are there different versions of Internet Rechartering?**

A: Please note that the prior Online Post Renewal in the My Participation site was discontinued. The new renewal process will lessen council support activity. These are the versions of Internet Rechartering in use during the next three months.
Version 8 – For Units that expire on or before November 30, 2019. Units with these dates must Submit by 10/15/2019. Version 9 – For Units that expire on December 31, 2019. Units expiring December 31 will be able to use Version 9 until 10/31/2019 at which time it is replaced. Version 10 – Will be used for Units expiring on December 31, 2019, and after, and will contain the new fee for 2020 renewal. Units that begin with Version 9 will change over to Version 10.