

INTERNET RECHARTERING

The Mississippi Valley Council is excited to offer Internet Rechartering to your unit. We think you'll love this new method for rechartering, because you'll be completing the charter renewal information yourself – which ensures that it will be correct – and you can do it from your home or office, anytime that it's convenient for you. It's a secure, easy-to-use application accessed from the Mississippi Valley Council's Website at www.mississippivalleybsa.org. ***Be sure to attend training at your September and October Roundtables.***

Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. From 60 to 45 days before the unit charter expiration date, the renewal processor should gather recharter material and log onto the Council Website at www.mississippivalleybsa.org and select *Internet Rechartering*.
3. You must use Microsoft Internet Explorer browser. You can access the Internet with AOL, but you must open Internet Explorer browser to view the Webpage correctly.
4. Select First-Time User and enter the unit access code:

5. Select the unit type and enter the unit number (all four digits).
6. Create a password as instructed.
7. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.
8. You receive your data from one of two sources. Unit-management software, such as TroopMaster or PackMaster, can provide a file that can be uploaded (*Upload UMS File*). Most units, however, will choose to populate their data from ScoutNET (*Load Council Information*).
9. You can access the *Tutorial* from any step of the process.

Here's how to wrap it up:

10. When you've completed all the information to recharter the unit, click the *Submit* button.
11. Print the Unit Charter Renewal Report Package, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. ***Acquire the appropriate signatures on the application, then take the entire packet along with new applications and fee payments to the Council Office or to the District turn-in meeting.***