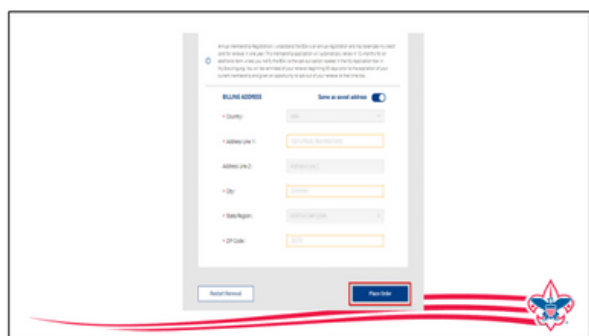
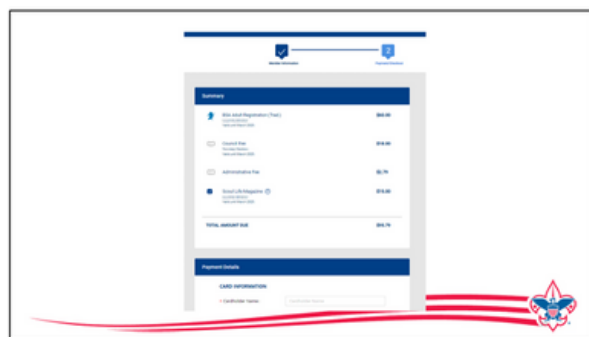
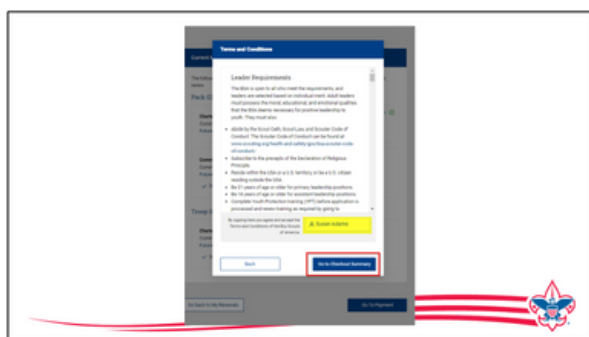
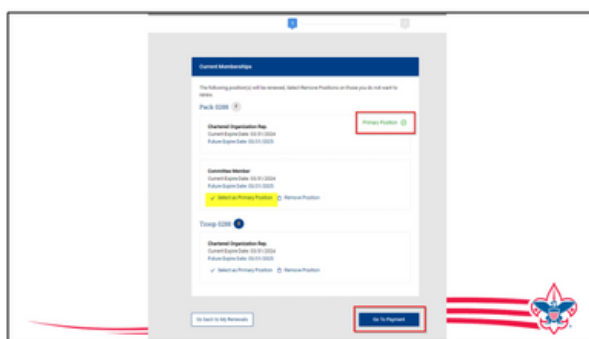
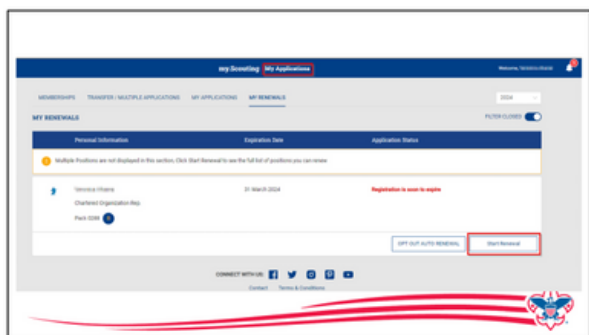




# CAC Individual Renewal Guide



## Overview of the Individual Renewal Process:

- All individuals in Scouting are now on their own 12 month membership term.
- Individual Renewal is completed on My.Scouting.org through a member going to their account.
- There are two methods for members to renew, one is for the family or the person to do their own renewal, and the other is to allow the unit to pay for renewals.
- The renewal will be applied to whatever position is listed as the member's primary position, and all other position registration terms will be based off the primary position.
- If a unit chooses to pay for individual renewals of people in their unit, a Key 3 leader of said unit can do this through the unit's Organization Manager and Roster page on My.Scouting.org or by calling the council office. Renewal payments will be processed using the unit's registration account if they choose to pay through the council office. Keep in mind that the earliest an individual can be renewed is 60 days before their membership expires.
- Individuals will begin receiving email notifications to renew their membership starting 60 days out. Key 3 leaders will also receive notifications about upcoming member expirations.
- To simplify the process, individuals have the ability to turn on Auto Renewal in their accounts that will renew a person's membership before it expires. They will need to have credit/debit card uploaded to enable this.
- All individuals have a grace period of 90 days to renew once their expiration date passes.
- For individuals with multiple registrations, you only have to renew your primary registration, which can be designated through the process. All other positions will default to the term of the primary registration.

## How to Complete an Individual Renewal

- If you are a parent or an adult leader, you have the ability to do a renewal through My.Scouting.org that allows you to see your registration, see if you have any multiple registrations, and then select your primary registration.
- Click on "My Applications" and then "Start Renewal" when it appears.
- Select what your primary position will be, then "Go to Payment" then "Checkout Summary"
- Select "Place Order" to submit the renewal. An email notification will be sent to the email address on file.