

MULTIPLE REGISTRATIONS


Be sure that you check for individuals that may have MULTIPLE registrations. It is VERY important that if you have them it is coordinated so the fees for them are only paid ONCE.

You adjust this in Stage 4 in the SUMMARY. You can go back still at this point so don't worry about going ahead and getting this done even if you may need to go back and add or remove members or modify something else at a later time.

NOTE: That for LDS units all the fees show on this screen as \$0.00 but it is still VERY IMPORTANT that you do this step because each person is still paid for to national. If you do not do this step for people who have multiple positions (such as in a pack and a troop) then the church will end up paying twice or more for the same person.

This is the stage where you can indicate someone is multiple. You need to know WHERE they are PAID. WHAT UNIT? OR are they paid in a District Position? It is recommended that all those who pay their own fees to pay in the District (or have units who pay their fees who are willing and able to make an additional check to the council to also pay through the District.) This is to help ensure that unit recharterers do not cause people to be removed from the district charter. This is how to indicate people are paid elsewhere so they will not be charged for on your charter.

Click UPDATE:



Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster**
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary

STEP 1 OF 2: UPDATE FEES: MULTIPLE REGISTRATIONS AND *BOYS' LIFE*.

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

| Update Fees | Name | Birth Date | Boys' Life Fee | Member Fee | Total Fee | Adult / Youth |
|------------------------|------|------------|----------------|------------|-----------|---------------|
| Update | | 02/01/1951 | \$0.00 | \$33.00 | \$33.00 | Adult |
| Update | | 08/12/1977 | \$0.00 | \$33.00 | \$33.00 | Adult |
| Update | | 06/15/1970 | \$0.00 | \$33.00 | \$33.00 | Adult |
| Update | | 11/26/1968 | \$0.00 | \$33.00 | \$33.00 | Adult |
| Update | | 06/20/1948 | \$0.00 | \$33.00 | \$33.00 | Adult |
| Update | | 07/28/1969 | \$0.00 | \$33.00 | \$33.00 | Adult |

BOYS' LIFE <-- Please click the *Boys' Life* button to verify and select 100% *Boys' Life* Recognition for your unit.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = \$\$\$\$.\$\$

Here is where you make changes to fees.

NEXT

If paid in another Unit select Member paid in another Unit and indicate unit, type, add number, then save.

Update Fee Status - Google Chrome

Secure | <https://scoutnet.scouting.org/ucrs/UI/Summar...>

Fee status for

☐ Member paid in this unit

☒ Member paid in another unit

☒ Unit ☐ Council

Type: Number:

☐ Sign up for Boys' Life

RESET **SAVE**

If paid in the District select Member paid in another Unit then Council. Then list Position and District Name and Save.

The form is titled "Fee status for : [text input]". It contains three radio button options: "Member paid in this unit", "Member paid in another unit", and "Unit Council". Below these are two text input fields labeled "Position:" and "District:". At the bottom is a checkbox labeled "Sign up for Boys' Life" and two buttons labeled "RESET" and "SAVE". Red arrows point to the "Member paid in another unit" radio button, the "Unit" radio button, the "Position:" field, the "District:" field, and the "SAVE" button.

Fee status for : [text input]

☐ Member paid in this unit

☒ Member paid in another unit

☐ Unit ☒ Council

Position: [text input]

District: [text input]

☐ Sign up for Boys' Life

RESET **SAVE**

You also have the opportunity to add boys life to anyone if that was missed.