

# 2018 RECHARTERING TIPS FOR ALL UNITS

1. For best results **USE INTERNET EXPLORER**. Firefox, Safari, and Chrome are compatible but you may come up with warnings. NOT compatible with Mac!
2. **LOG ON AS A FIRST TIME USER WITH YOUR 2018 ACCESS CODE** even if you did the charter last year. New Internet Recharter access codes are issued every year. Use the one provided with this packet.
3. Disable your "popup blocker" to allow all processes.
4. **LEAVE ALL GRADES AS SHOWN**. Exception: If a Scout is currently listed in the wrong grade, change only that Scout. The National office automatically advances all grades on June 1.
5. Please ensure you update or add adult leader and family email addresses for all members.
6. **Do not type over an existing leader's record**. Create a new record for new leaders. Attach a completed application for any new member. The current Adult Leader Application must be used as it contains two pages that must be signed by the adult.
7. A chartering organization that registers more than one unit **MUST** register the same Executive Officer and Chartered Organization Representative [COR] on all units. The COR only pays once.
8. Ranks can only be updated through the Internet Advancement system at <https://scoutnet.scouting.org/iadv/UI/home/default.aspx>
9. Before the submit button is clicked, go to stage 2 and click the UPDATE UNIT ROSTER button. This will import adult and youth members added to the unit roster by the council. It will also refresh the state of the Youth Protection Training completion.
10. Once submitted online, print all pages, obtain required signatures, attach completed applications for anyone listed on Page 1, and turn in to your Unit Commissioner for review and or to the Scout office with the form of payment.
11. Submit two checks (one if no new apps are being submitted with your units recharter) payable to **MAUI COUNTY COUNCIL, BSA. On time recharter due by Friday, NOVEMBER 30, 2018!**
12. ***If you have ANY questions about the online rechartering process please contact your Unit Commissioner or the Council Service Center. We're here to help you. Call 808-244-3724***

