

## How to Access Membership Renewal Reports

1. Log into my.scouting.org
2. From the Menu, select the unit you wish to view from the dropdown, and then select Organization Manager.

### Organization

Troop 3275 (BT) 

 Application Manager

 Invitation Manager

 Organization Manager



3. Then select Reports.

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports



4. Below are some key reports for following up on who is due to renew, who has renewed, opted out, or dropped from the roster.

MEMBER OPTED-OUT REPORT

Run

This Report lists all members who have Opted to not renew.

MEMBERS DUE TO RENEW

Run

This report lists all members due to renew within 2 months or who are lapsed.

MEMBERS WHO HAVE RENEWED

Run

This report will list all members, youth and adult, who have renewed this year. You can adjust the date range as needed.

NON RENEWED MEMBERSHIP REPORT

Run

This report will allow you to identify all those who dropped their membership within a specified date range, youth and or adults.

5. There is a lapse period after their registration expiration date when they can still renew registration by logging into their my.scouting.org account.
- a. They can check their Notifications for the link.
  - b. The notification is also in Scoutbook.
  - c. They can also check My Application from the Menu, then My Renewals.
  - d. If necessary, contact the Registrar to re-send the renewal email from National which will contain the link to renew.