Question	Answer
Q	**What are the Rechartering system requirements?**
A	Rechartering is supported by Microsoft Internet Explorer version 7.0 or higher, and no other browser provides full functionality. Rechartering requires a minimum 56-KB dialup modem connection. Faster connections such as DSL and cable Internet are recommended and result in faster data transmission from the Web site.
Q	**How do I get the unit access code for Rechartering?**
A	Contact the local council. The council prints the access code from PAS, Membership Reports, Recharter and General Ledger. Select the UCRS Access Code Report. The council determines the best method for access-code distribution to the units.
Q	**Can anyone view unit data using the access code the council provides?**
A	No. Access codes are unique to each BSA unit and must be used in combination with the proper unit type (pack, troop, team, crew, or ship) and number.
Q	**Should the council prepare a charter renewal packet for each unit as it has in the past?**
A	Yes. You can include elements of the rechartering process in the packet. For example, the packet could include the council's Web address, instructions for linking to Rechartering, and the timeframe for completing electronic renewals. It could also include the Rechartering access code. Distribution and control of the access code is part of the council's charter renewal campaign plan. You might also include general BSA guidelines for unit charter renewal, extra forms, and a current unit roster.
Q	**What is the local council's support and administration role for Rechartering?**
A	The council serves as a *help desk* for its units using Rechartering. Council staff should be familiar with Rechartering and able to answer questions from units. The Rechartering online help is a good source of reference material for council support personnel and unit end-users. Additionally, the council administers Rechartering and provides access codes, monitors unit activity, resets passwords, resets data, and creates reports requested by council management for staff and commissioners.
Q	**What about questions concerning unit-management software (UMS)?**
A	The council should be able to answer questions about uploading a UMS file to start the

Question	Answer
	Rechartering process. If there is a problem with a UMS file, however, it is the unit's responsibility to contact the vendor who sold and supports that product and request assistance.
Q	**What Rechartering support materials are available to councils for training and providing Rechartering support?**
A	Rechartering resources are available on the MyBSA MyTraining page. From the MyBSA Home page, click Knowledge Base, and then click MyTraining. The Internet Rechartering section contains materials including an updated PowerPoint presentation. This material is also available in the ScoutNET Support Site.
Q	**What other tools are available for orientation of volunteers and staff?**
A	The tutorial is available from the Internet Rechartering Welcome screen. You can link to the tutorial from your council Web site. Within Rechartering, you can access online help. It is important to show both the volunteers and staff how to access the help files, which include a search capability, table of contents, and frequently asked questions.
Q	**If the council does not want a specific unit to use the Rechartering process, what should be done?**
A	The council may choose not to provide the unique access code to the unit, or it can block the unit by using the Block Unit process in Unit Management. If Block Unit is done while a unit is working online, it will prevent the unit from logging in again until the block is removed. Changing the password is only a temporary means of blocking a unit. Council management should determine if and when to block a unit's participation and should explain to the unit leader why the unit is not eligible to use the online process.
Q	**Does Rechartering support the BSA requirements for Youth Protection Training (YPT) for adult registrants?**
A	Yes. Rechartering has been enhanced to show if the adult meets the current Youth Protection Training requirement by displaying a Y/N flag indicating the adult is within two years of having completed YPT based on the effective date of the new charter term. This information can be refreshed online by clicking Update unit roster in Stage 2, Step 2. Select Members for Renewal. If an adult completes the training and the PAS record is updated, the

Question	Answer
	unit will see the change in status when this update occurs. Update unit roster may be done at any time until submittal of the unit renewal to the council occurs.
Q	**Does Rechartering support the entry of Ethnic Background for new registrants?**
A	Yes. An Ethnic Background selection must be made for any new adult or youth registrant entered online. If this information was not completed on the youth or adult application, the unit renewal processor selects Not Provided. If an applicant entered multiple background selections, the processor selects Other.
Q	**What other functionality does Update unit roster provide in Rechartering?**
A	Update unit roster allows the renewal processor to add new youth and adult registrants to the unit while working online after the council has posted new registrants in PAS. This update process does not change or reset the work in progress. If a unit has already entered a new adult or youth, however, the previously entered record will need to be removed. The unit will know which record to remove because that record will not display a person ID in Rechartering. Records that have an ID came from ScoutNET PAS.