

How to Select Someone as a Multiple

In Step 4: Summary.

Click update next to the name and then click member paid in another unit. Then identify which unit.

Click Save.

No fee will show for that member.

The screenshot shows the ScoutNet interface for updating fees. The main area is titled "STEP 1 OF 2: UPDATE FEES: MULTIPLE REGISTRATIONS AND BOYS' LIFE." Below this, it states: "If all members are selected for renewal, Step 2 will not be required." A message reads: "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."

A table lists the current roster with columns for Name, Birth Date, Boys' Life, Member Fee, Total Fee, and Adult/Youth. The table contains three rows, each with an "Update" link.

A modal window titled "Fee status for Tiernan Keane" is open, showing two radio button options: "Member paid in this unit" (selected) and "Member paid in another unit". There is also a checkbox for "Sign up for Boys' Life" and "RESET" and "SAVE" buttons.

On the right, a "ROSTER REVIEW" box displays: "Review / Print Roster", "Renew: 6 Adult, 5 Youth", "New: 0 Adult, 0 Youth", and "Fees = \$420.00".

A "NEXT" button is located at the bottom center of the main content area.