Explorer Renewal

Explorer Renewal
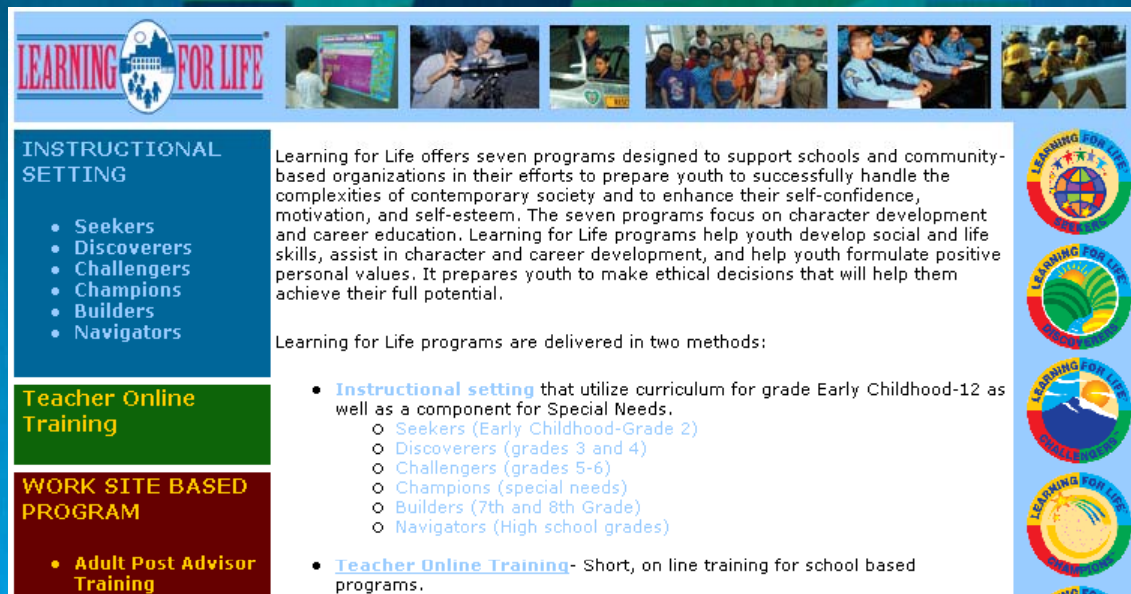
What is Explorer Renewal?

A method to renew Exploring posts online.

Post roster information up-to-date from Learning for Life office.

Post decides which post adult leader will prepare and submit their renewal.

MyParticipation

Go to www.learningforlife.org to access
MyParticipation and create an account.

─Be ready to enter your member ID.

MyParticipation

MyParticipation options:

- My Profile—update your account information and member ID.

  – Already have an account? Keep the same user name and password to log on to MyParticipation.

- My Training—access to E-Learning.

- My Tools—systems that support Exploring leaders.

MyParticipation logon screen

MyParticipation home page

Update My Profile page

E-Learning for Exploring leaders

Posts can create and submit Outing applications to LFL office

Explorer Renewal

Renewal Processor (RP):

The Exploring leader designated to renew an Exploring post is the renewal processor.

The renewal processor (RP) must hold one of these adult positions: Post Committee Chair, Post Committee Member, Explorer Advisor, or Associate Advisor.

Explorer Renewal

Access Window:

The Access window is open from two months before to no more than two months after expiration. (Check with the LFL office for exact information.)

If a post is not within the access window, a message will display if it is selected for renewal.

Explorer Renewal

SSN Required?

RPs do not enter Social Security numbers; this is entered at the Learning for Life office.

The adult application is required and must be submitted with the post renewal for new adult leaders.

Explorer Renewal

Form 28-573:

If it applies to adults in your post, submit the signed Form 28-573 to the Learning for Life office with your renewal application.

Follow the instructions of your Learning for Life office in regard to Form 28-573 Certification.

Explorer Renewal

Stage 1

- Review the Help document from <u>Help</u> link.
- Select the post for renewal (you may have several selections if you are associated with more than one post).
- Accept the Confidentiality Statement.
- Load the roster information for that post.

The Post drop-down may have more than one selection. Make the appropriate selection for the post to be renewed and click Submit.

Welcome screen provides instructions for using system
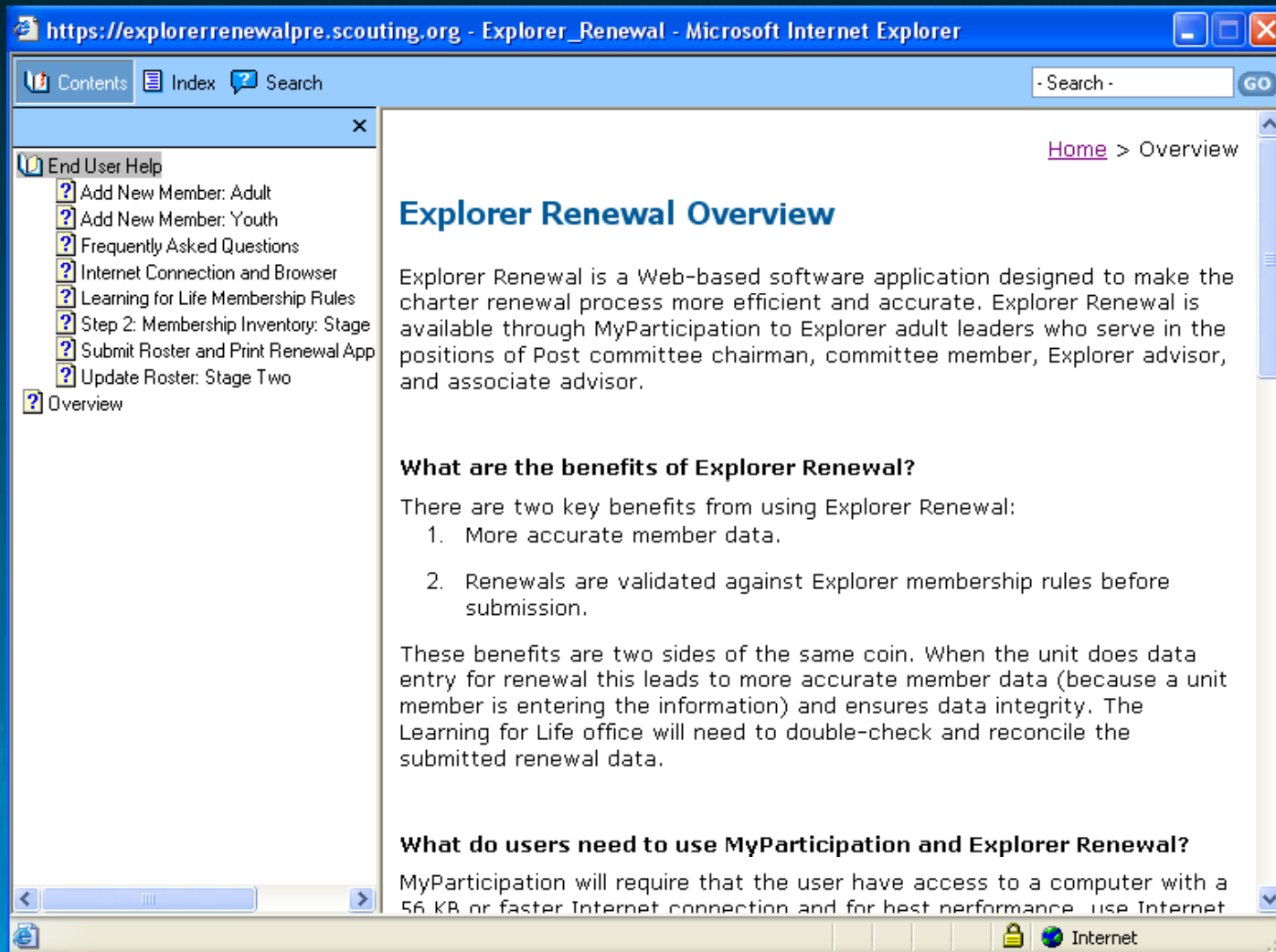
Explorer Renewal end user Help is available online

The RP must select "I agree" for the Confidentiality Statement

Review the Stage descriptions at Explorer Renewal Overview

When RP is ready to begin, click Load Post Information to load roster

Explorer Renewal

Stage 2, Step 1

Update information for the post organization, if needed.

Organization telephone number is required.

Explorer Renewal

Stage 2, Step 2

Select members for renewal from the current roster.

Roster will display all adults with current adult positions and all youth members.

If a member is not renewing, uncheck the box.

Explorer Renewal

Review / Print Roster

Step 2 of 5 : Select Participants for Renewal

| Home | Logout | Help |

Renew: 9 Adult, 32 Youth
New: 0 Adult, 0 Youth
Fees = $420.00

Start Over

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position

Renew	Name	Street Address	Youth	Position

Review / Print Roster

Step 2 of 5 : Select Participants for Renewal

| Home | Logout | Help |

Renew: 9 Adult, 31 Youth
New: 0 Adult, 0 Youth
Fees = $410.00

Start Over

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step**.

NOTE: You will be able to add members and change member information later in the process.

Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth

After members are selected for renewal; new roster is confirmed

Review / Print Roster

Start Over

Renew: 9 Adult, 31 Youth
New: 1 Adult, 0 Youth
Fees = $420.00

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position

Microsoft Internet Explorer

You are about to reset your Post roster entries and start over.

Please be certain that you want to take this action as you will lose all changes you have made.

Once reset has occurred, you must click Load Roster to continue or you may log out and return at a later time and Load Roster.

Load roster will refresh your data with the most current information.

Do you wish to reset your Post data and start over?

OK   Cancel

Advisor

Stage 2, Step 2, provides the special "Start Over" feature for the RP.

The RP should not make this selection unless the intent is to Load Post Information again.

Load Post Information will cause all changes to be reset.

This feature may be used at any time by navigating to Stage 2, Step 2.

Explorer Renewal

Stage 2, Step 3

Add Members

Complete personal, business, and youth information for new members.

Complete Add New Adult first and then Add New Youth; separate forms are provided.

Stage 2, Step 3--Add New Participant begins with New Adult

Enter the first, middle, and last name and select the adult position

Review / Print Roster

Renew: 9 Adult, 31 Youth
New: 0 Adult, 0 Youth
Fees = $410.00

| Home | Logout | Help |

Page 2 : Add Personal Data for Exploring Adult

** Social Security number or Form 28-573 certification is required and will be entered by your Learning for Life office.

Country : US

Address type : Home

Address 1 : PO Box 152225

Address 2 :

City : Irving

State : TX

Zip : 75015 - 2225

Home telephone type : US telephone

Home telephone : 972 - 580 - 2433

Business telephone type : US telephone

Business telephone:

ext:

Date of birth(mm/dd/yyyy) : 7 1 1960

Ethnic background : Selected>Choose Ethnic

Driver license number :

Driver license state :

Sex : Male

Mother's last name:

Cancel   Reset   Next

Page 2 for the new adult is entered with required information

Explorer Renewal   1/2010

Page 3 for the new adult has the remaining requested information

Review / Print Roster

Renew: 9 Adult, 31 Youth
New: 1 Adult, 0 Youth
Fees = $430.00

| Home | Logout | Help |

Page 1 : Youth

First name : New   Middle name : Test
Last name : Explorer   Suffix :
Country : US   Address type : Home
Address 1 : PO Box 152225
Address 2 :
City : Irving   State : TX
Zip code : 75015 - 2225

Cancel   Reset   Next

Stage 2, Step 3 has entry form for Add New Youth information.

Begin by entering first, middle, and last name and the member address. Foreign addresses are entered by selecting country.

Review / Print Roster

Renew: 9 Adult, 31 Youth
New: 1 Adult, 0 Youth
Fees = $430.00

Page 2 : Youth Data for New Explorer

Telephone type : US telephone

Home telephone : 972 - 580 - 2433

Date of birth :
(mm-dd-yyyy) 3 - 3 - 1994

Youth grade : Grade - 10

Ethnic background : Choose Ethnic backgrou

Sex : Male

Youth e-mail : textexplorer@abcde.com

Cancel   Reset   Next

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Review / Print Roster

Renew: 9 Adult, 31 Youth
New: 1 Adult, 0 Youth
Fees = $430.00

Page 3 : Parent / Guardian for New Explorer

Is the Parent / Guardian an adult member of this Post?

No   Yes

Complete required information; if adult is already in this post, select Yes

If parent is not post leader, add information for parent of new youth

Complete requested parent information and save new record

Explorer Renewal

Stage 2, Step 4

Update Participant Data

- Review member data; change if needed.

- Use Update to edit member information.

- Use Remove to delete member from renewal.

Information for all members, renewed and new, is shown

Explorer Renewal

Stage 2, Step 5

Update Position

- Review member positions and make changes if needed.

- LFL adult requirements displayed on right.

- Current column shows current adult roster.

Review / Print Roster

Renew: 9 Adult, 31 Youth
New: 1 Adult, 1 Youth
Fees = $440.00

Below is the list of required positions for your Post and information on who is filling these positions.

The Post Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step.**

The Current column displays all post leader names and positions.

The Unit Adult Positions provides the minimum and maximum number of adults that must hold each listed position.

Unit Adult Positions :

Position	Min	Max	Current
Executive Officer	1	1	1
Post Committee Chairman	1	1	1
Post Committee Member	2	-	6
Explorer Post Advisor	1	1	1
Post - Explorer Post Associate Advisor	-	-	2

The RP cannot continue until any errors are resolved.

Explorer Renewal

Stage 3

Check Roster

- Review the information selected for your post renewal.

- Make changes as needed; errors must be resolved to continue with renewal.

Once any errors are resolved in Check Roster, the RP validates again to continue; if there are no errors the "Congratulations" message displays.

Explorer Renewal

Review Draft Renewal Application

• Reviewing draft is available at all times after members are confirmed in Stage 2, Step 2.

• Click on Review/Print Roster to see the draft renewal application.

• The draft shows all work in progress and the fee calculations.

UNIT RENEWAL REPORT PACKAGE

Post 0187 Philadelphia International Airport

New Adult Members
(The application form(s) for new adult member(s) must be submitted with the Unit Renewal Report Package)

Name and Person ID

Exploring Test Adult

New Youth Members
(The application form(s) for new youth member(s) must be submitted with the Unit Renewal Report Package)

Name and Person ID

Newest Test Explorer

EXPLORER RENEWAL
APPLICATION

Unit: Post 0187
District: LFL/Exploring   County:
Unit Status: R   Term: 12 months   Expire Date: 12/31/2010

Organization: Executive Officer:
Philadelphia International Airport   Term: 12 months
Phila. Int l Airport - Terminal E   Philadelphia International Airport Terminal A   Begins: 03/2010
2nd Fl.   West   Ends: 02/2011
Philadelphia, PA 19153   US Customs and Border Portection
                                       Phila, PA 19153

The draft application has roster information and fee calculations

MULTIPLE REPORT

Multiple Adult Members

Name and Person ID	Position	Multiple From
Edward Test Adult 123456789	Post Committee Chairman (PCC)	Post 0188

DROPPED REPORT

Dropped Youth members

Position	Name	Person ID	Address	DOB	M/F	Phone
Youth Member	Richard B Testing	122345678	1023 Water St Philadelphia, PA 19100	12/22/1992	M	H (972) 580-2433

NO FEE REPORT

No Fee Adult

Name and Person ID	Position
Edward Test Adult 123456789	Executive Officer (IH)

Renewal Report Package shows multiples, dropped members, and the no fee adult

Explorer Renewal

Stage 4

Summary – Step 1

- Update fees.
- Confirm multiples (paid in another post).
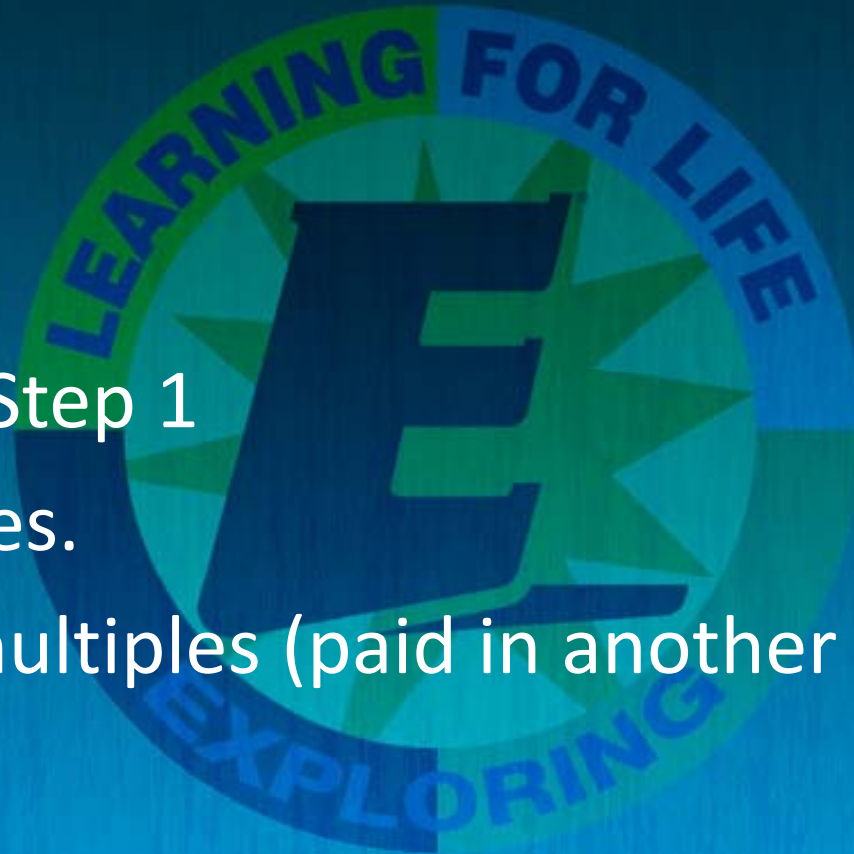
Stages: 1. Load Roster | 2. Update Roster | 3. Check Roster | **4. Summary** | 5. Submit Roster

Review / Print Roster
Renew: 9 Adult, 32 Youth
New: 1 Adult, 1 Youth
Fees = $440.00

Summary

| Logout | Help |
Last Day to Submit: 02-28-2010

Your Post roster has been completed and validated. You can now review the final roster and fees.

To review your final roster, please click here--> Summary

If you wish to make more changes to your roster before having it checked, you can:

| Update Organization | Select Participants for Renewal | Add Participant | Update Participant | Update Participant Position |

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Stage 4 – Summary begins by clicking the Summary button

The hyperlinks allow return navigation to Stage 2

Update Fees, Step 1, shows each member and fee calculation

To show multiple positions (no fee being paid) click Update at Update Fees.

Window will open and display option to click on "Member paid in another post."

Change the radio button to this option and click Save.

Continue the entry by entering post number (or LFL office) and click Save

After saving, the multiple member will have $0 member fee.

Explorer Renewal

Stage 4

Summary – Step 2 (if non-renewed youth).

Non-renewals

Review non-renewing youth members and select reasons for non-renewal.

Information on non-renewals goes to LFL office.

Review / Print Roster

Renew: 9 Adult, 32 Youth
New: 1 Adult, 1 Youth
Fees = $440.00

Step 2 of 2: Membership Inventory

| Home | Logout | Help |

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

[Yes ▼]

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each youth member to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason and click **Save**. If you wish to have record of the reasons selected, make notes before your unit renewal is submitted as this information is not available to view after submittal.

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Choose one reason why each youth member did not renew and click Save to select the reason.**

Please select the reason that most closely matches why the youth is not rechartering with your unit.

1. Changed programs (e.g. joined program other than Exploring)
2. Too old for program (e.g. over 21 for Exploring)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member
122163815	Richard Testing	1023 Water St	○ 1 ○ 2 ○ 3 ⦿ 4 ○ 5 ○ 6

[Save]

The reason for non-renewal cannot be blank for Richard Testing (Person ID: 122163815)

[Next]

Contact question must be answered and reason for non-renewal entered

After saving the reason for non-renewal, go to Stage 5.

Explorer Renewal

Stage 5

Review the draft renewal report package.

    If changes are still needed, click <u>Home</u> link to navigate to Stage 2 – Steps 1 to 5.

Submit the renewal

    Print the Renewal Report Package.

Obtain approval signatures and attach forms requested by the LFL office.

Submit Roster requires review of draft application before Submit
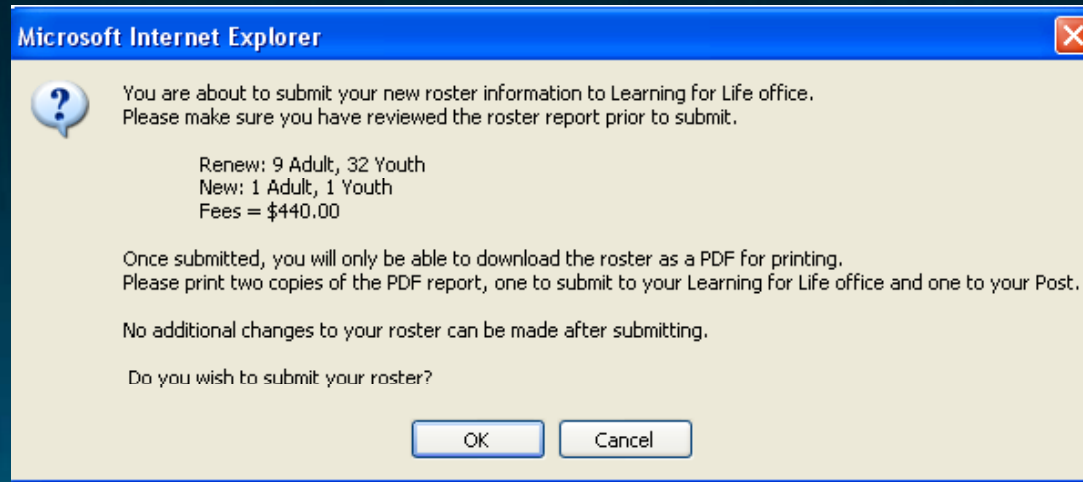
Clicking Submit to office requires final OK before submittal is sent

Explorer Renewal Survey is completed during submit process

After submittal, the RP clicks Print Renewal Application

Executive Officer
Certification: _____
                                        Signature

Our Organization approves this application and all participating adults.

Registration:	Qty:	Fee:
Paid Youth	23	$230.00
Multiple Youth	0	$0
Paid Adults	5	$50.00
Multiple Adults	0	$0
No Fee Adults	1	$0
Participation Fee		$20.00
Total Fee Submitted		$300.00

Post Advisor Certification: _____
                                        Signature

85 Months Completed Tenure

Renewal Report Package opens as PDF. It prints with the signature lines for both the Executive Officer Certification and the Explorer Advisor Certification.

Please attach to this report package the application forms for all new adult and youth members and any other forms requested by your Learning for Life Office. Please have the Post Renewal Application reviewed and signed by your Executive Officer and your Explorer Advisor. If your Post is going to use the Form 28-573 process please submit the completed and signed Form 28-573 Certification with this renewal. The final step is to submit the renewal report package to your Learning for Life Office with the requested fee payment. Please print below the name, telephone, and e-mail address of a person who may be contacted should there be questions about this renewal.

Thank you.

Post Contact Person _____

Telephone Number _____

E-Mail Address _____

Last page of the Renewal Report Package has instructions and requests additional contact information. All pages of this Report go to the LFL office with forms and fees.

Learning for Life offers seven programs designed to support schools and community-based organizations in their efforts to prepare youth to successfully handle the complexities of contemporary society and to enhance their self-confidence, motivation, and self-esteem. The seven programs focus on character development and career education. Learning for Life programs help youth develop social and life skills, assist in character and career development, and help youth formulate positive personal values. It prepares youth to make ethical decisions that will help them achieve their full potential.

Learning for Life programs are delivered in two methods:

- **Instructional setting** that utilize curriculum for grade Early Childhood-12 as well as a component for Special Needs.
  - Seekers (Early Childhood-Grade 2)
  - Discoverers (grades 3 and 4)
  - Challengers (grades 5-6)
  - Champions (special needs)
  - Builders (7th and 8th Grade)
  - Navigators (High school grades)
- **Teacher Online Training**- Short, on line training for school based programs.

INSTRUCTIONAL SETTING

- Seekers
- Discoverers
- Challengers
- Champions
- Builders
- Navigators

Teacher Online Training

WORK SITE BASED PROGRAM

- **Adult Post Advisor Training**

Go to MyParticipation at www.learningforlife.org