



Online Explorer Post Renewal Overview

Explorer Post Renewal is a web-based software application designed to make the renewal process more efficient and accurate. Explorer Post Renewal is available through MyParticipation.org. This is only available to Explorer adult leaders who serve in the positions of Post committee chairman, committee member, Explorer advisor, or associate advisor.

What are the benefits of Explorer Renewal?

1. More accurate member data.
2. Renewals are validated against Explorer membership rules before submission.

A Post that enters data for renewal results in more accurate member data (because a Post member is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

What do users need to use MyParticipation and Online Post Renewal?

MyParticipation requires users to have access to a computer with a 56 KB or faster Internet connection. For optimal performance, use Internet Explorer 7.0 and above; no other browsers are supported.

What can I NOT do in the Online Post Renewal system?

Explorer Renewal is only for renewal and does not permit changing the district, organization name, or Post expiration date. These changes may only be made by the Learning for Life Office.

Online Post Renewal uses person records from the national LFL database. The record for one person must never be changed to that of another person. Names may be corrected to ensure that proper names are used and to correct misspellings, but for no other reason.

The Renewal Report Package includes a Name Change report. The Name Change report allows for name changes and includes a reminder that one person's record may not be changed with another person's information.

What are the steps in the Online Post Renewal process?

The first Post committee member/Advisor to log in to the online system (MyParticipation.org) is automatically designated as the "Post renewal processor", or the **RP**. The system resets each year. So the first person that logged in last year will not be recognized as the RP the following year. The RP follows the intuitive process on the secure internet site to create a renewal file.

Step by Step Process

1. The Post eligible for renewal designates an adult member as the RP.
2. The RP gathers all the information and **signed** forms needed for renewal:
 - a. Member number (from Exploring card or from the LFL office)
 - b. Applications for *NEW* youth and adults
 - c. Applications for adults changing positions
 - d. Form 28-573 (Criminal Background Check Waiver), if applicable
 - e. Exploring Memorandum of Understanding
3. With the renewal information at hand, the RP logs into their MyParticipation.org account, clicks on the "My Tools" tab, and clicks the Online Post Renewal menu link.
4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:
 - a. **Load Post Information:** Use the Post information.
 - b. **Update the Roster:** update organization information (if needed), select the current youth and adult members to renew on next year's roster, add *NEW* youth and adult members, update member data, and update member positions.
Change the name of your new Organization Head, if applicable, during this step!
 - c. **Check the Roster:** Validate that the data to be submitted conforms to LFL rules.
 - d. **Update Member Fees:** Update fees (e.g., assign multiple status if applicable).
Multiple Status means a youth/adult is registered in more than one Post and/or Club.
5. After double-checking the information, the RP submits the file and **prints** the Renewal Report package.
6. The RP sends the **signed** paperwork and fees to the local Learning for Life office for processing.

QUESTIONS?

Contact the Member Care Contact Center

972-580-2489

MyParticipation@learningforlife.org

