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.

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 settings 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, online training for school based programs.

Explorer Renewal 1/2010
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.
Sign in to MyParticipation

User Name: [Blank]
Password: [Blank]

Forgot your User Name or password?
Frequently asked questions

Sign In

New to MyParticipation?
Create an account to:
- take Youth Protection and other training
- submit outing permit applications
- renew your post members

*Some of these tools require a Member ID.

Create an account

This page is not intended for users under 13 years of age. For a detailed privacy policy, click the Privacy Policy link below. This site supports Internet Explorer 7.0 (or more recent).
Welcome to MyParticipation!

Thank you for using MyParticipation. Through your account, you now have access to more resources in Learning for Life. MyParticipation was created to better support you in your role. Over time, new resources will be added and you will be able to see content specific to your position. MyParticipation will also be used to improve communication directly with you by providing opportunities for training and tools to assist you in your work with young adults.
Update My Profile page

<table>
<thead>
<tr>
<th>User Name:</th>
<th>explorer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
<td>Test Explorer</td>
</tr>
<tr>
<td>Public E-mail:</td>
<td><a href="mailto:postadult@fimail.org">postadult@fimail.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>PO Box 152225</td>
</tr>
<tr>
<td>City/State:</td>
<td>Irving, Texas</td>
</tr>
<tr>
<td>Country:</td>
<td>America (United States Of)</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>75015-2225</td>
</tr>
<tr>
<td>Phone:</td>
<td>972-680-2433</td>
</tr>
<tr>
<td>Email Opt-In:</td>
<td>yes</td>
</tr>
</tbody>
</table>

Membership Info

<table>
<thead>
<tr>
<th>LFL Office:</th>
<th>Select a Learning for Life Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member ID:</td>
<td></td>
</tr>
</tbody>
</table>

Explorer Renewal 1/2010
## E-LEARNING COURSE MANAGEMENT SYSTEM

Select one of the tabs below to view a list of all courses available in that category.

**NOTE:** Some Courses require you to have the latest version of Flash Player, a free browser plug-in available from Macromedia (Adobe). [Click here to download a free copy of the current version.](#)

### General

<table>
<thead>
<tr>
<th>Orientation Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Training</td>
</tr>
<tr>
<td>Explorer Leader Training</td>
</tr>
<tr>
<td>Youth Protection Training - Exploring Version</td>
</tr>
</tbody>
</table>

### Supplemental Training

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Swim Defense</td>
</tr>
<tr>
<td>Safety Afloat</td>
</tr>
<tr>
<td>Weather Hazards</td>
</tr>
</tbody>
</table>

**Course Status**  
- - Not Started  
- - In Progress  
- - Completed
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.
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 Help 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 and thank you for using Explorer Renewal from Learning for Life. Explorer Renewal allows you to complete the annual renewal of your Post and perform the following actions:

- Select participants from your existing roster,
- Promote youth participants to adult positions within the Post,
- Add new participants,
- Update participant information, and
- Print a summary of costs associated with the renewal.

Before beginning Explorer Renewal, collect all participant information, including forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new or returning user, you can consult help instructions about using Explorer Renewal.

Exploring Resources
For additional information on Exploring you may go to the Learning for Life site: www.learningforlife.org.

Adobe Acrobat Reader
You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To Continue, please click here --> Continue

This site supports Internet Explorer 7.0 or better with a minimum screen resolution of 1024x600. This site requires JavaScript to be enabled for your browser. ©2009 Learning for Life. All rights reserved. Privacy statement. Version 1.0.0.
Explorer Renewal Overview

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

What are the benefits of Explorer Renewal?

There are two key benefits from using Explorer Renewal:
1. More accurate member data.
2. Renewals are validated against Explorer membership rules before submission.

These benefits are two sides of the same coin. When the unit does data entry for renewal this leads to more accurate member data (because a unit 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 Explorer Renewal?

MyParticipation will require that the user have access to a computer with a 56 KB or faster Internet connection and for best performance, use Internet Explorer to access.

Explorer Renewal end user Help is available online
Confidentiality Statement

You are about to view information confidential to your Post. You accept the responsibility of maintaining the confidentiality of this information. You agree you will only share this information with the participants in your Post on a need to know basis.

You agree this information will not be distributed or shared outside of Learning for Life.

I agree.  I disagree.

©2009 Learning for Life. All rights reserved. Privacy statement: Version 1.0.0.
There are five stages in the Explorer Renewal process:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Load Roster</td>
<td>You choose whether to load the Post information either from Learning for Life or upload your Post roster information from third-party Post-management software that is certified as compatible.</td>
</tr>
<tr>
<td>2. Update Roster</td>
<td>You select the participants you wish to renew, promote participants, add new participants, edit participant information, and review the adult positions required in your Post.</td>
</tr>
<tr>
<td>3. Check Roster</td>
<td>Explorer Renewal automatically checks the roster against the Learning for Life rules for participation. You make any corrections necessary.</td>
</tr>
<tr>
<td>4. Summary</td>
<td>You complete a final review of the membership roster and fees and make any final changes.</td>
</tr>
<tr>
<td>5. Submit Roster</td>
<td>You submit your final roster and print your Explorer Renewal Report Package for submittal to your Learning for Life office.</td>
</tr>
</tbody>
</table>

Explorer Renewal is available until the Last Submit Date shown above.

You may leave the process and return later. Explorer Renewal will save your work, and you will begin at the beginning of the stage you were in when you left.

We recommend that you gather all the required information, including applications with appropriate signatures, before beginning this process. You must complete Explorer Renewal on a computer connected to a printer.

To begin the process, click here --> [Begin]
Explorer Renewal


Load Post Information

When RP is ready to begin, click Load Post Information to load roster.
Stage 2, Step 1

Update information for the post organization, if needed.

Organization telephone number is required.
Please review and update your participating organization information. When you have completed the changes, click Next Step.

Unit Type: Post
Post expire date: 12/31/2009
District: LFL/Exploring

Participating organization:
Country: US
Address 1: Philadelphia International Airport
Address 2: 2nd Fl.
City: Philadelphia
State: PA
ZIP code: 19153

U.S. telephone number: 972-560-2400
Foreign telephone number:
Unit term (months): 12
Unit new expire date: 12-31-2010

Next Step
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.
After members are selected for renewal; new roster is confirmed
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
Page 2: Add Personal Data for Exploring Adult

** Social Security number or Form 20-573 certification is required and will be entered by your Learning for Life office.**

Country: US
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: 
Date of birth (mm/dd/yyyy): 7/1/1960
Ethnic background: Selected
Driver license number:
Driver license state:
Sex: Male
Mother's last name:

Cancel  Reset  Next
Page 3 for the new adult has the remaining requested information.
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.
Page 2 : Youth Data for New Explorer

- Telephone type: US telephone
- Home telephone: 972-580-2433
- Date of birth: 3/3/1994
- Ethnic background: Select Ethnic background
- Sex: Male
- Youth e-mail: textexplorer@abode.com

Page 3 : Parent / Guardian for New Explorer

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

- Yes
- No

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.
Explorer 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.
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. The RP cannot continue until any errors are resolved.

<table>
<thead>
<tr>
<th>Position</th>
<th>Min</th>
<th>Max</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Officer</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Post Committee Chairman</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Post Committee Member</td>
<td>2</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td>Explorer Post Advisor</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Post - Explorer Post Associate Advisor</td>
<td>-</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>
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.
In this stage, your post information will be validated against Learning for Life requirements. When Explorer Renewal has finished validating your information, you will be informed of any errors or warnings concerning your roster. You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Explorer Renewal will provide you with suggestions on how to correct errors and warnings.

To begin validation, please click here—→ Check Roster

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

**ERROR:** Post Committee Member Exploring Adult is not allowed to hold more than one unit position. Reconcile Error Options:

- Click here to enter the correct position for the unit registrant and/or remove the duplicate position.
- Click here to remove the unit registrant from the renewal roster.
Congratulations!
The validation was completed without errors. Please click the Next Stage button to continue.

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
Unit Status: R
County:
Term: 12 months
Expire Date: 12/31/2010

Organisation:
Philadelphia International Airport
Phila Int 1 Airport - Terminal E
2nd Fl.
Philadelphia, PA 19153

Executive Officer:
Philadelphia International Airport Terminal A West
US Customs and Border Protection
Phila, PA 19153

Term: 12 months
Begins: 03/2010
Ends: 03/2011
The draft application has roster information and fee calculations.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Qty</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Youth</td>
<td>32</td>
<td>$320.00</td>
</tr>
<tr>
<td>Multiple Youth</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adults</td>
<td>10</td>
<td>$100.00</td>
</tr>
<tr>
<td>Multiple Adults</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>No Fee Adults</td>
<td>1</td>
<td>$0</td>
</tr>
<tr>
<td>Participation Fee</td>
<td></td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Total Fee Submitted: $440.00

28 Months Completed Tenure

DRAFT VERSION: This is a draft report only and cannot be used for renewal. You must submit this unit to obtain the final version of the Explorer Renewal Application.
Renewal Report Package shows multiples, dropped members, and the no fee adult

---

**MULTIPLE REPORT**
Multiple Adult Members

<table>
<thead>
<tr>
<th>Name and Person ID</th>
<th>Position</th>
<th>Multiple From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Test Adult 123456789</td>
<td>Post Committee Chairman (PCC)</td>
<td>0168</td>
</tr>
</tbody>
</table>

---

**DROPPED REPORT**
Dropped Youth members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Person ID</th>
<th>Address</th>
<th>DOB</th>
<th>M/F</th>
<th>Phone</th>
</tr>
</thead>
</table>

---

**NO FEE REPORT**
No Fee Adult

<table>
<thead>
<tr>
<th>Name and Person ID</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Test Adult 123456789</td>
<td>Executive Officer (IH)</td>
</tr>
</tbody>
</table>
Explorer Renewal

Stage 4

Summary – Step 1

• Update fees.
• Confirm multiples (paid in another post).
Stage 4 – Summary begins by clicking the Summary button

The hyperlinks allow return navigation to Stage 2
Below is your current Post roster. Click Update to update fee status for the individuals in your Post. From the Update screen, you can make an individual a multiple participant of your Post and pay no registration fee.

Participant fee = $20

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

Below is your current Post roster. Click Update to update fee status for the individuals in your Post. From the Update screen, you can make an individual a multiple participant of your Post and pay no registration fee.

Participant fee = $20

<table>
<thead>
<tr>
<th>Update</th>
<th>Name</th>
<th>Birth Date</th>
<th>Member Fee</th>
<th>Total Fee</th>
<th>Adult / Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>Kevin Advisor</td>
<td>08/26/1984</td>
<td>$10.00</td>
<td>$10.00</td>
<td>Adult</td>
</tr>
</tbody>
</table>

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.
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 submission.

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

<table>
<thead>
<tr>
<th>Person ID</th>
<th>Name</th>
<th>Street Address</th>
<th>Select one reason for each youth member</th>
</tr>
</thead>
<tbody>
<tr>
<td>122163815</td>
<td>Richard Testig</td>
<td>1023 Water St</td>
<td>1 2 3 4 5 6</td>
</tr>
</tbody>
</table>

The reason for non-renewal cannot be blank for Richard Testig (Person ID: 122163815)
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 Home 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
You are about to submit your new roster information to Learning for Life office. Please make sure you have reviewed the roster report prior to submit.

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

Once submitted, you will only be able to download the roster as a PDF for printing. Please print two copies of the PDF report, one to submit to your Learning for Life office and one to your Post.

No additional changes to your roster can be made after submitting.

Do you wish to submit your roster?

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.
Our Organization approves this application and all participating adults.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Qty</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
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<td>23</td>
<td>$230.00</td>
</tr>
<tr>
<td>Multiple Youth</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adults</td>
<td>5</td>
<td>$50.00</td>
</tr>
<tr>
<td>Multiple Adults</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>No Fee Adults</td>
<td>1</td>
<td>$0</td>
</tr>
<tr>
<td>Participation Fee</td>
<td></td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Total Fee Submitted: $300.00

85 Months Completed Tenure
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 ________________________________
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.

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