

Scoutbook - New Unit Payment Logs

The world we find ourselves in today has prompted our organization to provide you with the right tools to continue Scouting in your communities. As part of this effort, we have been working on a way for your units to accept and make payments for renewal/rechartering and other items for unit operation in Scoutbook through PayPal.

We plan to have this released and available to you by Thursday, September 3, 2020. We've developed the following FAQ regarding this new feature.

As a unit leader, how do I setup the unit's PayPal Business account to accept unit dues in Scoutbook?

If the unit does not have a PayPal Business account, the unit leader may visit [PayPal.com](https://www.paypal.com) and create a business account. Units should follow the same procedures in creating the PayPal Business account as they do/did when establishing their bank account. Once established, follow the steps below.

If the unit already has a PayPal Business account, login to [PayPal.com](https://www.paypal.com). Navigate to My Apps & Credentials page, use the toggle to switch to live testing apps. Navigate to Rest API apps and click Create App. The app details page opens and displays the credentials. Copy and save the Client ID and Secret (Access Key). Click Save.

Login to [Scoutbook.com](https://www.scoutbook.com), navigate to the Edit Unit page. There, use the toggle to Enable PayPal, enter PayPal Client ID and Access Key. Click on the Update button. The unit is now ready to accept unit dues payment using PayPal.

Only the Unit Treasurers or Unit Admins can enable PayPal for unit payment dues.

Can all units enable PayPal for unit dues payments?

Yes, all units can enable PayPal to receive unit dues payments. However, as a precaution, councils may block units from using PayPal even if the unit has already enabled PayPal in Scoutbook..

Who pays for any PayPal processing fees?

The unit is responsible for any fees associated with accepting payments through PayPal.

How do I use PayPal to pay unit dues?

In Scoutbook, parent/guardians can navigate to their Scout's account page, select payment logs and add a payment. In Categories, select PayPal Payment. All payments will be credited to the

unit's PayPal account and not the BSA National Office.

In the Scouting App, parents/guardian can navigate to their Scout's dashboard. Then, click on Payment Logs. Identify which due you wish to pay, then click the Pay button. You can then complete the transaction through PayPal.

How do I track my payment?

In Scoutbook, navigate to your Scout's account page, select payment logs and see a list of payments made.

In the Scouting App, navigate to your Scout's dashboard. Then, click on Payment Logs. Under the Paid tab, you'll see the list of payments made.

Can I cancel my payment?

No, payments made to the unit's PayPal account cannot be cancelled from Scoutbook or the Scouting App. Please contact the Unit Treasurer or Unit Admin and use the PayPal Payment ID for reference. The PayPal Payment ID can be found when viewing the payment logs in both the Scouting App and Scoutbook.

How do I get a refund for my payment?

Payments made to the unit's PayPal account cannot be refunded from Scoutbook. This must be done through PayPal. Please contact the Unit Treasurer or Unit Admin and use the PayPal Payment ID for reference. The PayPal Payment ID can be found when viewing the payment log. In the Scouting App, this number is referenced as your confirmation number.

If you have additional questions, we encourage you to visit <https://help.scoutbook.com>. This is a great place to also find out when more features and functions roll out through Scoutbook.

Thank you for all that you do to support the Scouting movement. We hope you find this new feature will help simplify these types of transactions in your units.

Yours in Scouting,

The Scoutbook Team