

These user notes are targeted for: Grand Knights, Financial Secretaries, and District Deputies.

To process online members into your council's roster, you will need to "Sign In" to Officers Online from the Supreme website, as indicated in Fig 1 below.

When you are first recorded in Supreme's records as holding one of the above officer positions, you should receive documentation on how to sign in. If not, please contact Supreme's Customer Service Department at (800) 380-9995, or e-mail ExpertFS@KofC.org. Your DD should also be able to help.

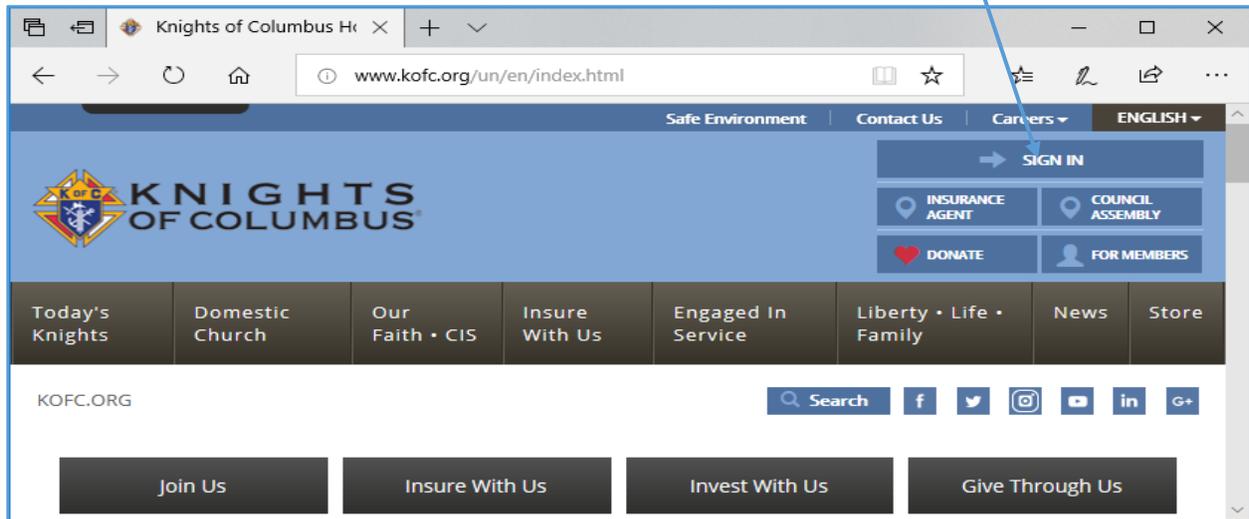


Fig 1

Once you are logged in, you should see a screen similar to Fig 2 below. Click on the "Prospect" tab and you will see online members (if any) assigned to your council (see Fig 4, page 3).

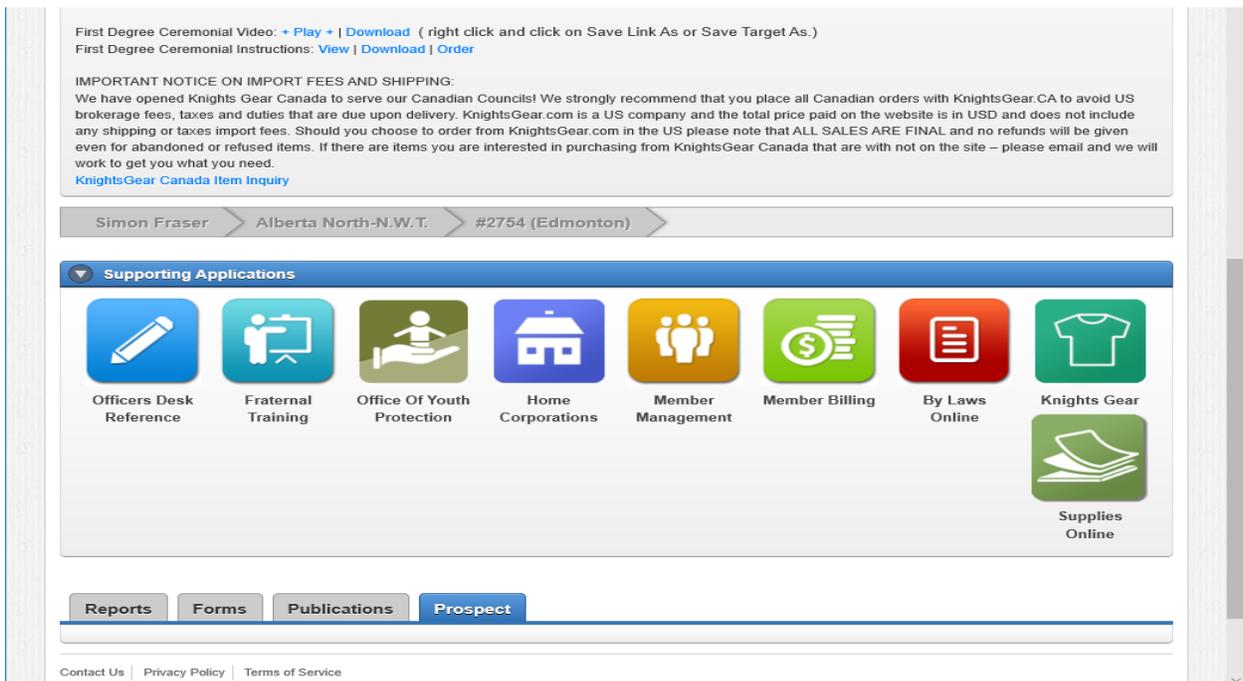


Fig 2

How do these names appear on your Assigned list? These are men who have visited the Supreme web site (or Alberta State web site). They were invited to visit either site by:

- Their name was put into a council’s Landing page, and electronic communication from Supreme expounded on what the Knights are, encouraged them to take the next step, or
- Encouraged by conversations with council Knights, or
- Other online information they read.

Based on information received, they decided to join the Knights. They went to the KC website and clicked on the “Join Us” button, which prompts the applicant to supply information including: name, contact info, and which parish they attend. They have also attested to 3 separate questions that they are eligible to be Knights (they are: Male, 18 plus years old, are Catholic). To complete the application, they also provided credit card info to pay the \$30.00 annual membership. (They are motivated)

Part of my job as State Online Membership Director is to assign these men in the State Unassigned folder to councils in the Alberta NWT jurisdiction.

When I click on the online member’s name, a new screen appears which provides contact information for that member. (See Fig 3 below). One of the data fields is the parish they attend. I will check the Alberta KC state roster to find which council is at that parish (or nearest council), and enter that council number in the appropriate online cell, which assigns the member to that council. This will also generate an e-mail to the Financial Secretary and Grand Knight.

Name			
Title			
First Name	Jon	Initial	
Last Name	Smith	Suffix	
Current Address			
Street Address	950 Mix Ave	City	Hamden
State/Province	CT	Zip/Postal Code	065145156
Country			
Contact Information			
Cell Phone	614-286-5900	Email Address	SJ@TEST.COM
Current Council Information			
Current Council	98006	Age	24
Parish	church	Years of Service	1

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Fig 3

Below in Fig 4 is a sample of what the Grand Knight and Financial Secretary of the assigned council will see when they click on their prospect Tab. (They will only see the members assigned to their council). Clicking on the “Members Name” will bring up a screen similar to Fig 3 above.

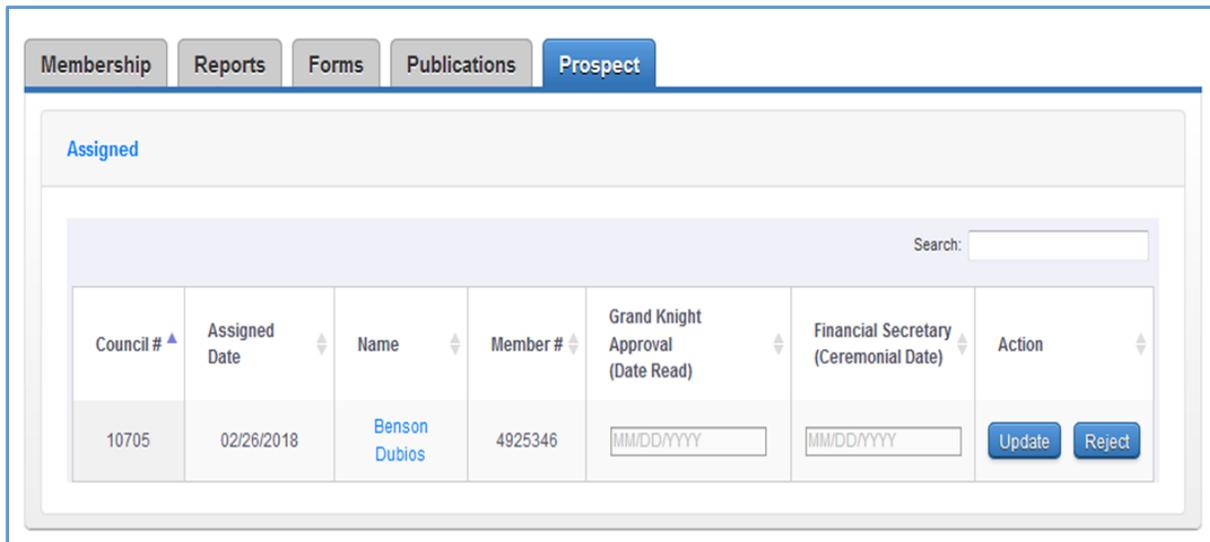


Fig 4

From the contact information, the GK (and admissions committee) will need to contact the online member and have an admissions type of meeting. Topics to discuss should include verifying that they qualify to be a Knight (male, 18 plus years of age, Catholic in communion with holy see), and find out which council programs the member is interested in helping with (or any potential new programs they would be interested in).

If the answer to admissions meeting is YES;

- Then the GK will enter the date the online member was read into council records, and click on the “update button.
- The online member is then taken to a first degree initiation ceremony.
- The Financial Secretary will enter the date of the first degree, and click on the update button.

This will transfer the online member into your council’s roster as a first degree member. There is no need to mail a completed form 100 to the Supreme office.

This will be a +1 toward the council membership quota.

If the online member has KC insurance, that will be a +1 toward council insurance quota.

If the answer to the admissions meeting is NOT AT THIS TIME;

Keep the lines of commination open. Check back with the online member from time to time. Invite him to be involved in council programs, activities, or celebrations. Pray that he eventually says YES.

If the answer to admissions meeting is NO, as he does not qualify;

Then the Grand Knight / Financial Secretary will click on the “Reject” button. A drop down box should appear with reasons for rejection. Select the most appropriate choice, and the member will reappear in the unassigned folder of the State Online Membership Director.

The District Deputy will see information similar to Fig 4 above, but he will see names assigned to all councils he is responsible for. If it appears that a council is taking too long to process a member, the DD should have a conversation with that council.

If you have questions, please contact Br. Robert Reti at: onlinemembershipdirector@kofc.ab.ca