

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 you have not, please contact Supreme's Customer Service Department at (800) 380-9995. Your DD should also be able to help.

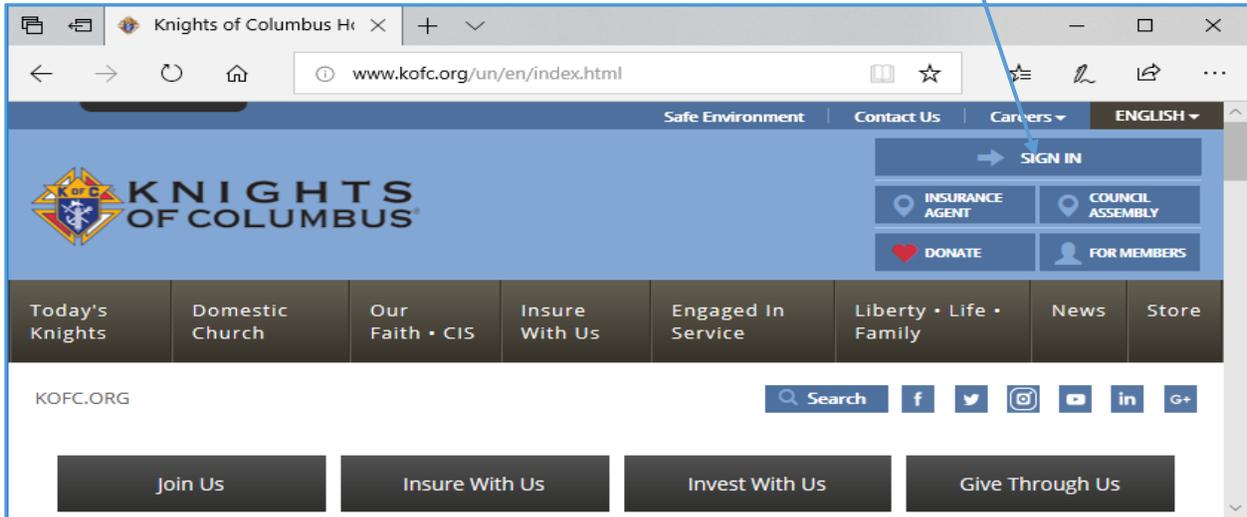


Fig 1

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).

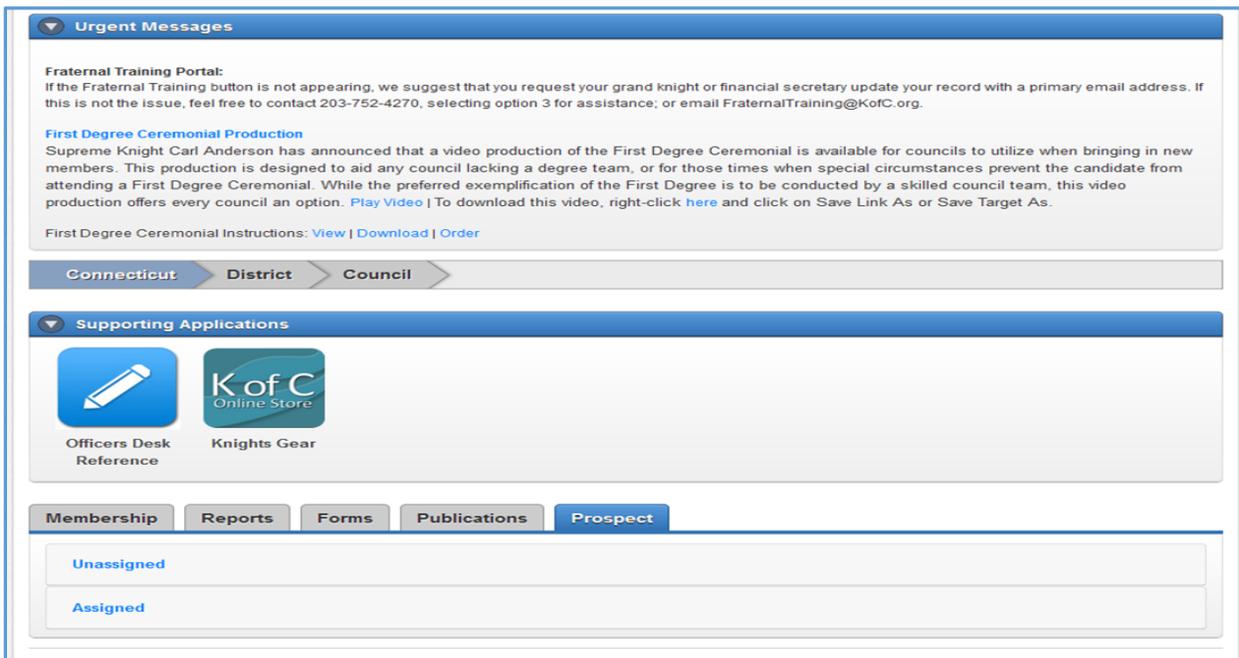


Fig 2

How do these names appear on your Assigned list? These are men who have visited the Supreme web site (or Alberta State web site) and based on what they have read, are motivated to join the Knights. They have clicked on the “Join Us” button on the KC website, which prompts the applicant to supply information including: name, contact info, and parish they attend. To complete the application, they also provided credit card info to pay \$30.00 annual membership. (They are motivated)

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 which 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 spot and assign the member to a council.

This will also generate an e-mail to the GK at: [GK####@kofc.ac.ca](mailto:GK####@kofc.ac.ca) (#### is your council number)

| 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           |

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.

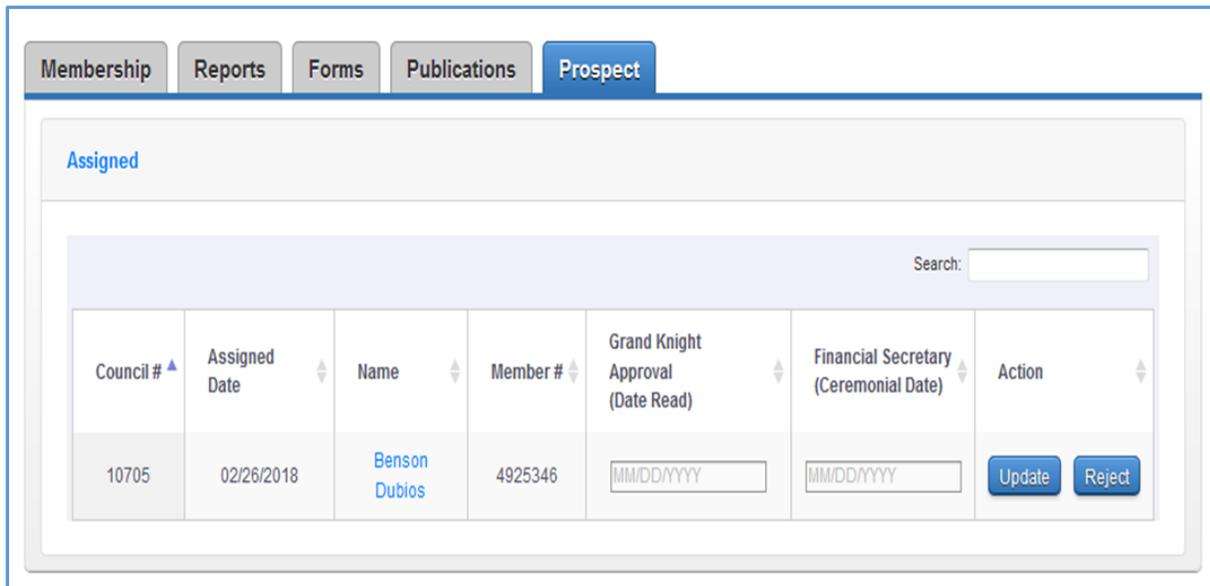


Fig 4

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 if the member is interested helping with any programs the council runs (or programs they would be interested in).

If the answer 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 is NO,

Then the Grand Knight 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.

(We would highly recommend re-visiting with the prospective Br Knight within 3 months or invite him to assist on a program.)

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](mailto:onlinemembershipdirector@kofc.ab.ca)