

Worthy Grand Knight and Worthy Financial Secretary,

Please be aware that you may have one or more eMembers looking to join your council. You can find their contact information on the Supreme website's Officers On-Line page. Look for the tab marked "View Assigned Prospects" in the area of your council reports.

You can now find, track and transfer Online Members in Officers Online. If your council accepts that member's application for transfer, they can complete the transfer process without submitting a Form 100. After the eMember attends his Admissions Degree, all you have to do enter the member's first degree date in Officers Online. If men who join online say they want to join a council, please don't make them wait! Let's make sure we make it happen. Remember your council will receive credit and count towards Star Council goals for a new member when transferring an eMember in to your council. Please contact the eMember(s) as soon as possible and invite them to join your council!

Finding and Assigning Online Members

All Online Members who express interest in joining a local council will appear under the new "Prospect" tab in Officers Online.

The screenshot shows the Officers Online software interface. At the top, there is a blue header bar with the title 'Officers Online'. Below the header, there is a message about Grand Knight Training Period and First Degree Ceremonial Production. The main navigation bar includes 'Councils', 'District', and 'Council'. Under the 'Council' tab, there is a 'Supporting Applications' section with icons for 'Officers Deck Reference' and 'Knights Guide'. Below this, there is a 'Prospect' tab, which is highlighted with a red border. The 'Prospect' tab has two sub-sections: 'Assigned' and 'Unassigned'. The 'Assigned' section is currently selected and displays a table with columns: Council#, Assigned Date, Name, Number, Grand Knight Approval (Degree Held), Financial Secretary (Ceremony Date), and Action. The table contains one row of data: Council# 10725, Assigned Date 8/20/2018, Name Benson Dutchie, Number 4925346, Grand Knight Approval (Degree Held) MM/DD/YYYY, Financial Secretary (Ceremony Date) MM/DD/YYYY, and Action buttons 'Update' and 'Delete'.

Transferring Online Members

Online Members "assigned" as prospects to councils will appear in the council's Prospect tab in Officers Online. This tab will only be seen by grand knights and financial secretaries. Councils will not have an "Unassigned" tab.

The screenshot shows the Officers Online software interface for a specific council. The top navigation bar includes 'Membership', 'Reports', 'Forms', 'Publications', and 'Prospect'. The 'Prospect' tab is selected and highlighted with a red border. Below the tab, there is a sub-section titled 'Assigned'. A table displays assigned prospects with columns: Council#, Assigned Date, Name, Number, Grand Knight Approval (Degree Held), Financial Secretary (Ceremony Date), and Action. The table contains one row of data: Council# 10725, Assigned Date 8/20/2018, Name Benson Dutchie, Number 4925346, Grand Knight Approval (Degree Held) MM/DD/YYYY, Financial Secretary (Ceremony Date) MM/DD/YYYY, and Action buttons 'Update' and 'Delete'.

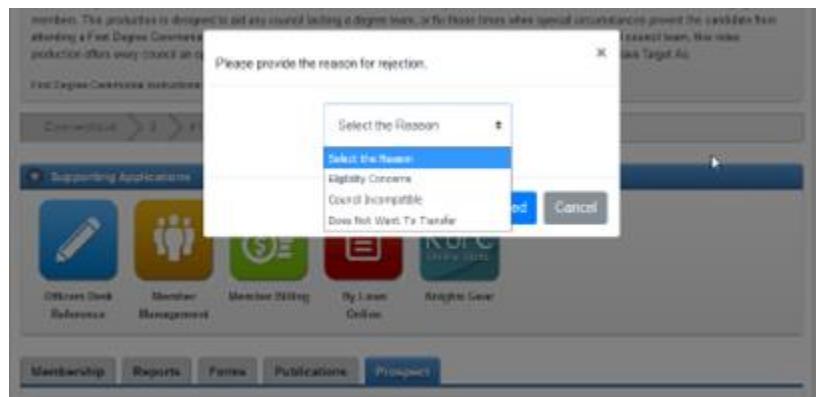
Once the council has gone through the admissions process, and the member has taken his First Degree, they can transfer him by simply adding the date read in the “Grand Knight Approval (Date Read)” section, and the First Degree date in the “Financial Secretary (Ceremonial Date)” section, and clicking the update button. These two dates can be added separately, but once the First Degree date is added, the transfer will be processed.

Once the update is submitted, the member will be automatically transferred into his new council. The council will not need to submit a Form 100.

Remember: councils will receive a +1 membership quota credit when an Online Member converts into their council. If the Online Member is an insurance client, the council will also receive a +1 insurance quota credit for member.

Rejecting Transfers

If, for some reason, the Online Member is not going to transfer into the assigned council, the council may “reject” the member by clicking “reject” and selecting a reason from the drop-down menu.



Please feel free to reach out to me if you have any questions or concerns.

Vivat Jesus!

Larry Becker
Assistant State Chairman, Arizona Rosary Celebration
State eMembership Chariman, Arizona State Council
Past State Deputy, Arizona State Council
Cell: 480.760.5122
azlarry@cox.net