

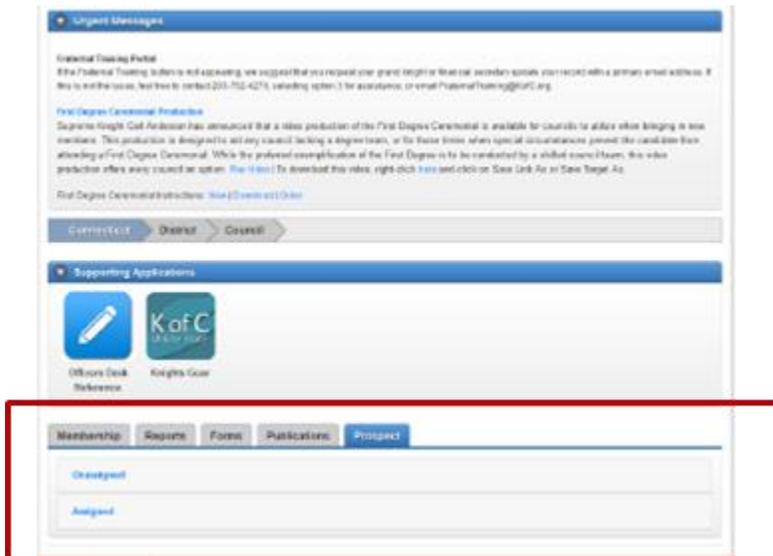
Worthy Grand Knight and Worthy Financial Secretary,

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 you 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!

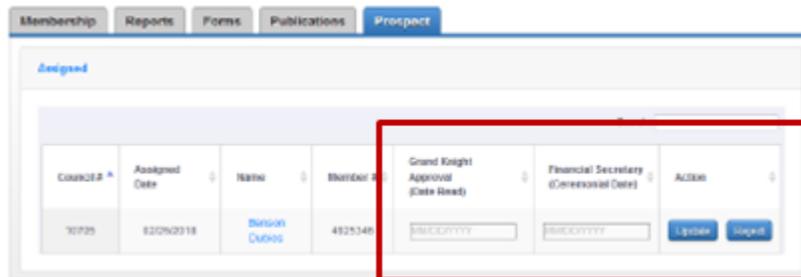
Finding and Assigning Online Members

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



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.



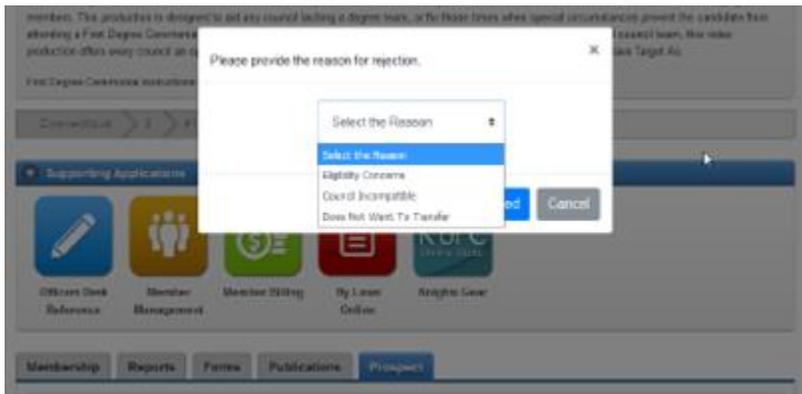
Once the council has gone through the admissions process, and the member has taken his First Degree, they can transfer him by simply adding the date read in the “Grand Knight Approval (Date Read)” section, and the First Degree date in the “Financial Secretary (Ceremonial Date)” section, and clicking 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
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