

MMMS ONLINE

User Resource Handbook



Table of Contents

Section 1 - Logging In To MMMS Online	4
Section 2 - Registering for the First Time.....	5
Section 3 - My Memberships	8
Section 4 - Account Management.....	11
Section 5 - Paying Your Dues.....	13
Section 6 - Logging in as an Administrator.....	18
Section 6 - View Deposit List	20
Section 7 - Search for Members	23
Section 8 - Pay Member Dues	25
Section 9 - Officer Maintenance – (Available May 1, 2008).....	28
Adding an Officer to a Office Showing as Vacant.....	28
Adding a Member to an Office to an Office that does not show as Vacant	32

MMMS ONLINE USER DOCUMENTATION

Welcome to MMMS Online! With MMMS Online you may view and update your Moose Account information on the web, and pay your lodge, chapter or legion dues online with a credit card.

If you are an administrator, Recorder or Moose Legion Secretary, you may also view your Fraternal Unit's deposit information, search for members in your unit, and pay other member's dues for them.

This document describes how to use MMMS Online for Members, Administrators, Recorders and Moose Legion Secretaries.

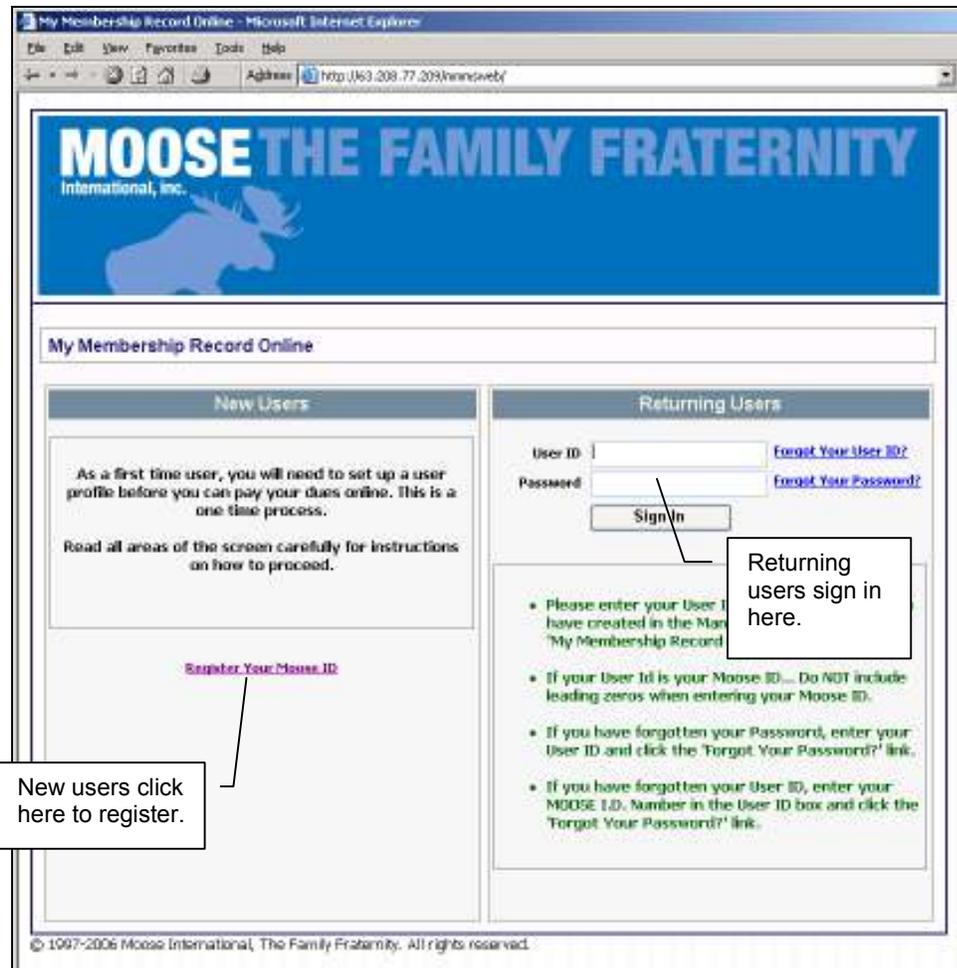
SECTION 1 - LOGGING IN TO MMMS ONLINE

1. Log in to the Moose International Website and Click on the Member Information and Address Changes Box.



Note: the example screenshots in this document may have a different address than the one you are using, because this document was created using a test web server.

You should see the following screen:



If you know your User ID and Password:

1. Type your ID and Password into the appropriate fields.
2. Click the **"Sign In"** button.
3. Continue with Section 3 - My Memberships.

If you have not yet registered,

⇒ Click the **"Register Your Moose ID"** link.

SECTION 2 - REGISTERING FOR THE FIRST TIME

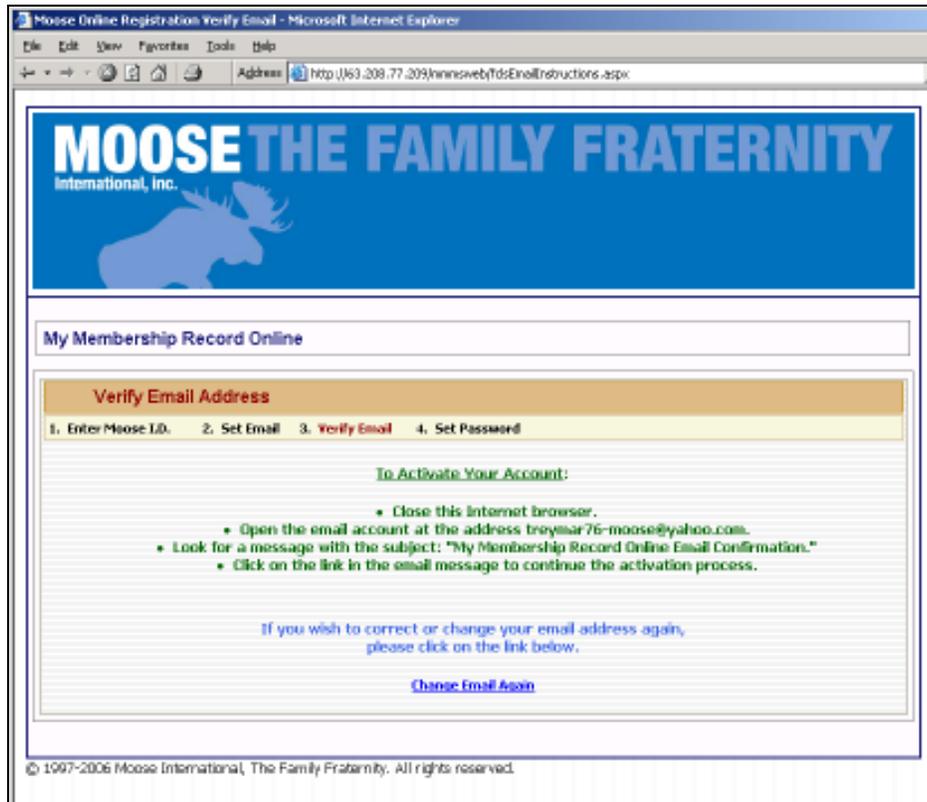
After clicking the “Register Your Moose ID” link on the login screen, you will see the following screen:

1. Type in your Moose ID number, and your last name.
2. Click the “**Continue**” button.
Now you will be asked to enter your email address:

3. Type in your email address in both boxes.
4. Click the “**Continue**” button.

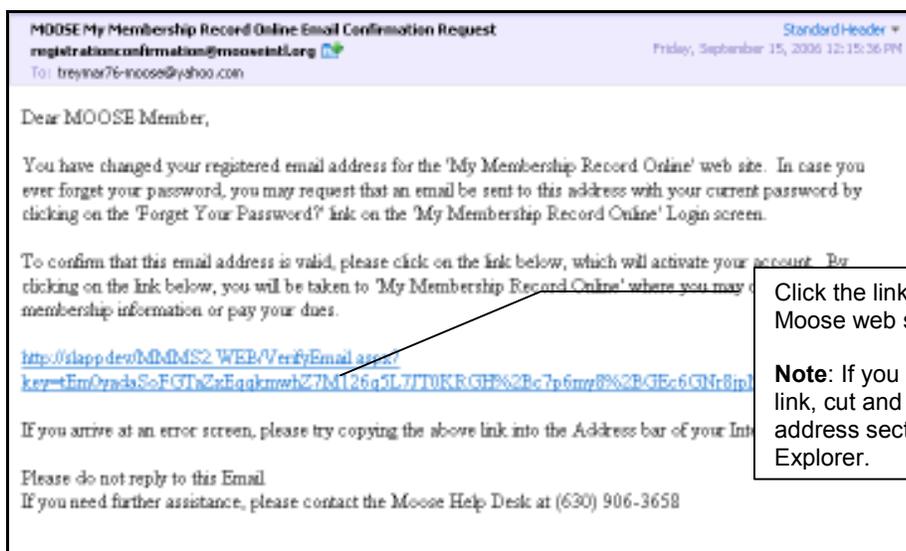
Note: It is best to use an email address that you can check from the computer you are using, because you will receive an email with a link to continue the registration process.

After entering your email address, you will see the following screen:

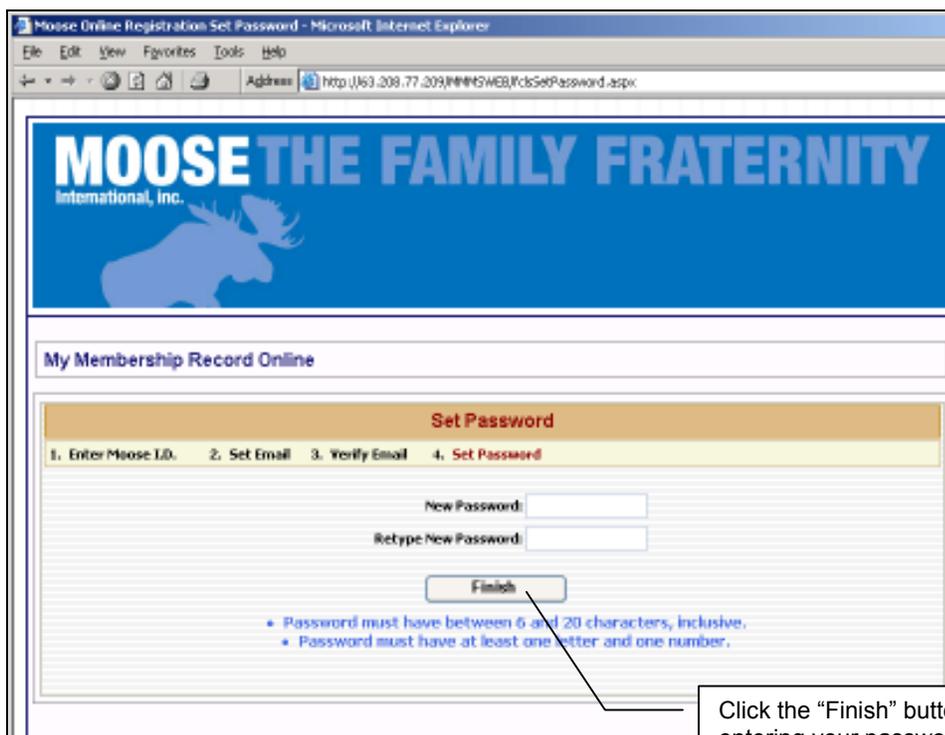


5. Follow the instructions on the screen, which say to close the Internet Explorer Window and check your email.
Soon (usually less than one minute) you will receive an email containing a link that you may click on to continue the registration process:
6. Access your email account and locate the “**My Membership Record Online**” email that was sent.

NOTE: If the confirmation email does not appear in your Inbox, please check your “Bulk” or “Junk Mail” box. Some ISP’s will route the confirmation message there instead.



7. Click on the link in the email to bring you to the **Set Password** screen.



8. Type in a password of your choice and then retype it.

9. Click **“Finish”**.

You have now completed the registration process and you should now see the “My Memberships” screen.

SECTION 3 - MY MEMBERSHIPS

If you typed in your login information correctly, you should see this screen:

Moose Online My Memberships - Microsoft Internet Explorer
Address: http://63.208.77.209/innisweb/tdsMemberships.aspx

MOOSE THE FAMILY FRATERNITY
International, Inc.

Trey Marcus | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

My Memberships

Member ID: 17901525 Member Name: Marcus, Trey

FRU Type	FRU Number	FRU Name	Status	
LODGE	1368	St Charles	Active	Select

Help by phone: (630) 986-3658
© 1997-2006 Moose International, The Family Fraternity. All rights reserved.

Membership information for one or more Fraternal Units.

On the “My Memberships” screen you should see your Member ID and your name, as well as each of the Fraternal Units that you belong to. (All Lodges or Chapters and Legions.) In the example above, Trey has only one membership for Lodge 1368, in St. Charles.

If you want to see more information about one of your memberships:

- ⇒ Click the “**Select**” button next to the Fraternal Unit.
The screen on the following page will open.

MOOSE THE FAMILY FRATERNITY

International, Inc.



Trey Martus | [My Membership](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

My Lodge Membership

Member Information

Member ID: 017001535

FRU Number: 1368

FRU Name: St Charles

Current Dues:

Dues have been paid through 07/31/2007.

Name

First Name: Trey

Middle Name: N

Last Name: Martus

Suffix:

Membership

Membership Status: Active

Individual Status: Member

No Mail:

Do Not Solicit:

Hooselaven Resident: No

Primary Address

Address 1: 1121 W OGDEN AVE #254

Address 2:

City: NAPEL/ILL

State: Illinois

Zip code: 60563

Country: United States

Active:

Secondary Address

Address 1:

Address 2:

City:

State:

Zip code:

Country:

Active:

Contact

Home Phone: (815) 503-7522

Work Phone:

Work Ext.:

Fax:

Email: treymar76-moose@yahoo.com

Dates

Birthdate: 0/11/1975

Enrollment: 07/20/2006

Dues Expiration: 07/31/2007

Legion:

Fellow:

Pilgrim:

Past Governor:

25 Club:

Status Changed: 07/26/2006

Last Changed: 09/15/2006

Life Member

Life Member Date:

Life Member Type:

Sponsor

Sponsor Name: Bryan Sebastian

MOE: 10687031

LODGE Number: 1368 St Charles, IL

Sponsor History

Current Campaign: 0

Past Campaign: 0

Lifetime: 0

Edit

Save

Reset

Close

Help by phone: (630) 906-3658

© 1997-2006 Moose International, The Family Fraternity. All rights reserved.

*****Example:** Here you can see Trey's name, address and contact information, as well as his member status and Dues status (in red). If Trey's Lodge membership was coming due soon (or his dues had expired but he had not been dropped yet), instead of seeing "Dues have been paid through 07/31/2007", he would have seen a button that says, "Click Here to Pay Dues". An example of Paying Dues is in Section 5 - Paying Your Dues.

At the bottom Trey can see who sponsored him, as well as his Sponsor History. He can also modify certain fields:

The screenshot shows a web-based member profile form for 'Trey'. The form is divided into several sections:

- Top Section:** Fields for State (Illinois), Zip code (60563), Country (United States), and Active status (checked).
- Contact Section:** Fields for Home Phone ((815) 501-7521), Work Phone, Work Ext., Fax, and Email (treynr76-moose@yahoo.com).
- Dates Section:** Fields for Birthdate (9/11/1976), Enrollment (07/20/2006), Dues Expiration (07/31/2007), Legion, Fellow, Pilgrim, Past Governor, 25 Club, Status Changed (07/26/2006), and Last Changed (09/15/2006).
- Life Member Section:** Fields for Life Member Date and Life Member Type.
- Sponsor Section:** Fields for Sponsor Name (Bryan Sebastian), MID (10887031), and LODGE Number (1368 St Charles, IL).
- Sponsor History Section:** Fields for Current Campaign (0), Past Campaign (0), and Lifetime (0).

At the bottom of the form are buttons for Edit, Save, Reset, and Close. A callout box with an arrow pointing to the 'Edit' button contains the text: "Click 'Edit' to update the Member information." The footer of the form reads "Help by phone: (630) 906-3658".

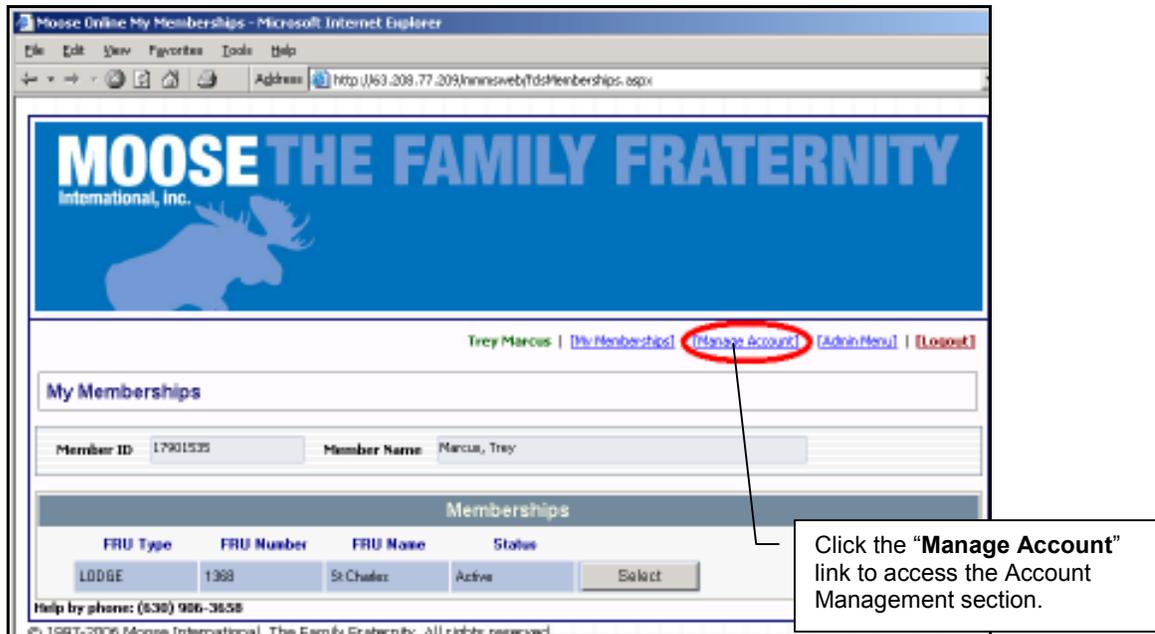
To Edit Your Information:

1. Click the **"Edit"** button
2. Make the changes
3. Scroll down and click the **"Save"** button.

SECTION 4 - ACCOUNT MANAGEMENT

You may modify your User ID, password and email information.

1. Click the **“Manage Account”** Link at the top of the screen:



Moose Online My Memberships - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://63.208.77.209/membersweb/TdsMemberships.aspx

MOOSE THE FAMILY FRATERNITY
International, Inc.

Trey Marcus | [My Memberships](#) | **[Manage Account](#)** | [Admin Menu](#) | [Logout](#)

My Memberships

Member ID: 17901535 Member Name: Marcus, Trey

Memberships

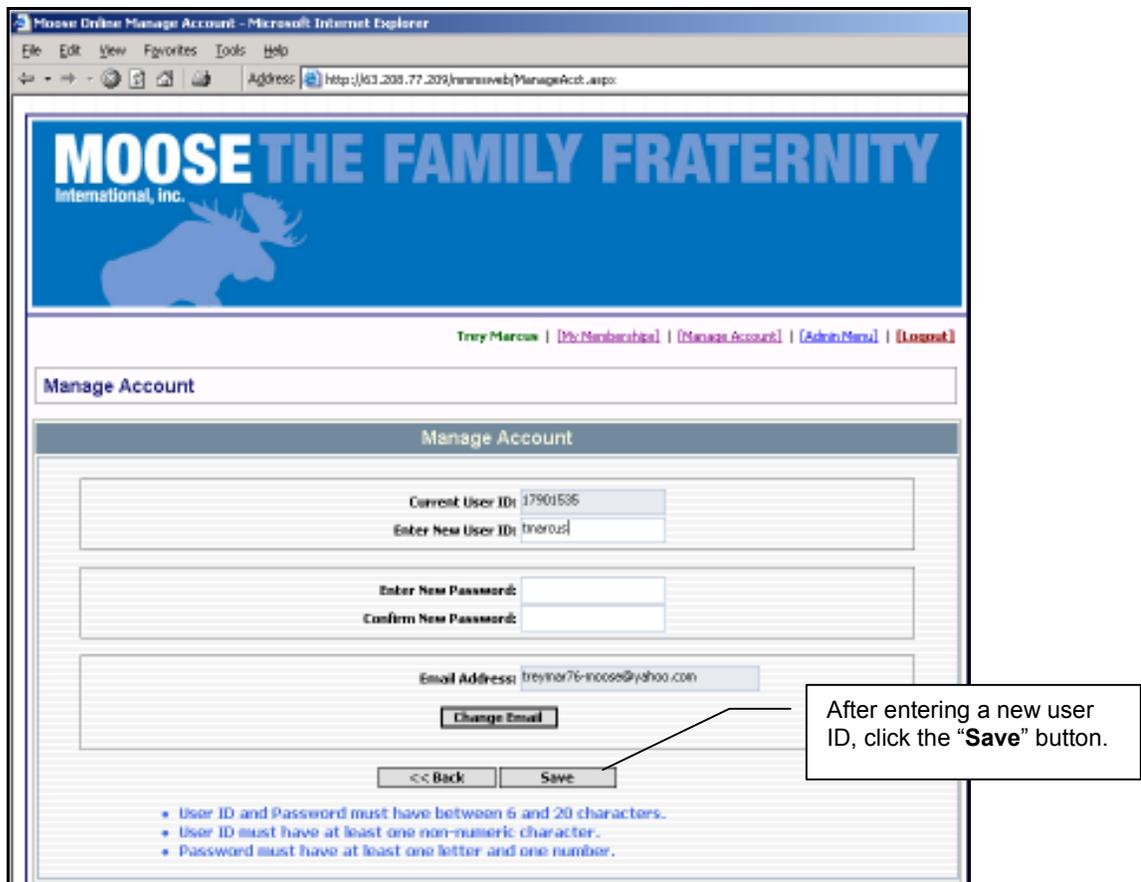
FRU Type	FRU Number	FRU Name	Status	
LODGE	1368	St Charles	Active	Select

Help by phone: (530) 986-3658

© 1997-2006 Moose International, The Family Fraternity. All rights reserved.

Click the **“Manage Account”** link to access the Account Management section.

You will be directed to the **Manage Account** page:



Moose Online Manage Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://63.208.77.209/membersweb/ManageAct.aspx

MOOSE THE FAMILY FRATERNITY
International, Inc.

Trey Marcus | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

Manage Account

Manage Account

Current User ID: 17901535
Enter New User ID:

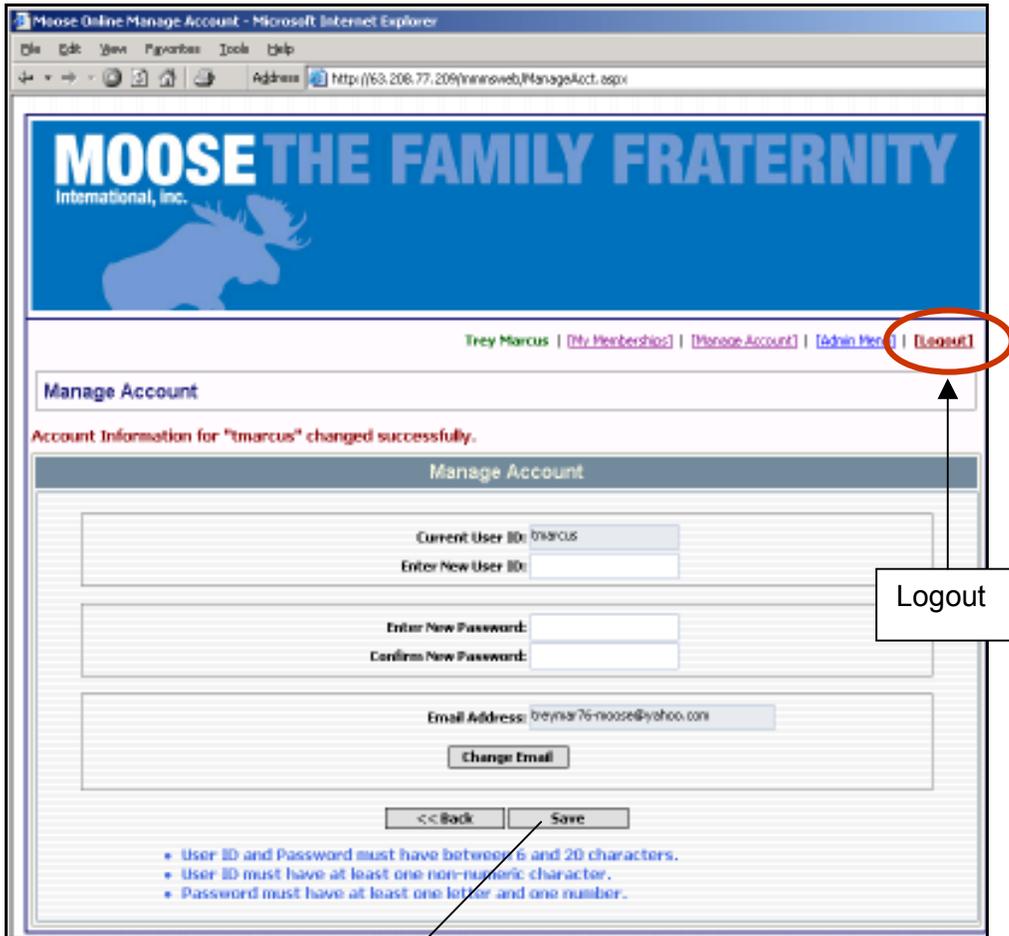
Enter New Password:
Confirm New Password:

Email Address: treymar76-moose@yahoo.com

- User ID and Password must have between 6 and 20 characters.
- User ID must have at least one non-numeric character.
- Password must have at least one letter and one number.

After entering a new user ID, click the **“Save”** button.

*****Example:** Here Trey is changing his User ID from his Moose ID, to tmarcus. After he clicks the “**Save**” button he can see his User ID has been updated. Trey has finished modifying his account and so he decides to logout.



Click here to “Save”

SECTION 5 - PAYING YOUR DUES

If your membership is coming due soon, or your membership has expired within the last 6 months, you may pay your dues online. If you are eligible to pay your dues online you will see the following icon on the screen when you view your membership information.

MOOSE THE FAMILY FRATERNITY
International, Inc.

James Bruhn | [My Membership](#) | [Manage Account](#) | [Admin Portal](#) | [Logout](#)

My Lodge Membership

Member Information

Member ID: 010022620	Click Here To: Pay Dues
FRU Number: 1715	
FRU Name: Shelbyville	

Name	Membership
First Name: James	Membership Status: Expired
Middle Name: M	Individual Status: Member

Click the "Pay Dues" icon.

1. Click on the "Pay dues" icon

You will see the renewal information as shown here:

Confirm Member Renewal

Please confirm that the renewal you have selected is the renewal you wish to pay.

Confirm Renewal

Renewal Information

Member ID:	010022620		
Coupon #:	00000000000048586131		
Expiration Date:	03/31/2006		
1st Fraternal Unit:	LODGE 1715 Shelbyville	1st Fraternal Unit Dues Amount:	40.00
2nd Fraternal Unit:	None	2nd Fraternal Unit Dues Amount:	\$0.00
		Total Amount:	40.00

Renewal Mailing Address

Name:	James Bruhn
Address 1:	111 N NORRIDGE
Address 2:	
City:	SHELBYVILLE
State:	KY
Zip Code:	40065
Country:	USA
Email:	ejskra@mooseintl.org

Cancel Submit Payment

Click "Submit Payment."

2. Click on the "Submit Payment" button.

You will see your shopping cart, which will contain your dues:

MOOSE THE FAMILY FRATERNITY
International, inc.

James Bruhn | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Shopping Cart

Shopping Cart Items

When you are finished adding dues, click the "Proceed To Checkout" button to enter your credit card information to pay for the dues that you have selected.

	Item	Amount
View Remove	LODGE 1715 Shelbyville Dues - James Bruhn	\$40.00
1 Item Total: \$40.00		

[Remove All Items from Cart](#) [Proceed To Checkout](#)

Help by phone: (630) 906-3658

3. Click the **"Proceed to Checkout"** button.
The Payment Information screen will open.

Click **"Proceed to Checkout."**

MOOSE THE FAMILY FRATERNITY
International, inc.

James Bruhn | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Payment Information

Please verify that the Credit Card Billing Address you enter below is the same as the information listed on your credit card bill. If the information is not correct, please change it now. This will not affect your mailing address, as it will only be used to verify the charge.

NOTE: Bold fields indicate that information must be entered.

Credit Card Billing Information

Name: James Bruhn
 Address 1: 111 RAINBOW RIDGE
 Address 2:
 City: SHELBYVILLE
 State: Kentucky
 Zip Code: 40065
 Country: United States
 Email: ajbru@mooseintl.org
 Billing confirmation will be sent to this email address.

Credit Card Information

Card Type: Visa
 Credit Card Number:
 Expiration Date (MM/YY):
 CVN: [What is this?](#)

[Clear Fields](#) [Cancel Payment](#) [Continue](#)

Change any information here, if needed.

Enter Credit Card information here.

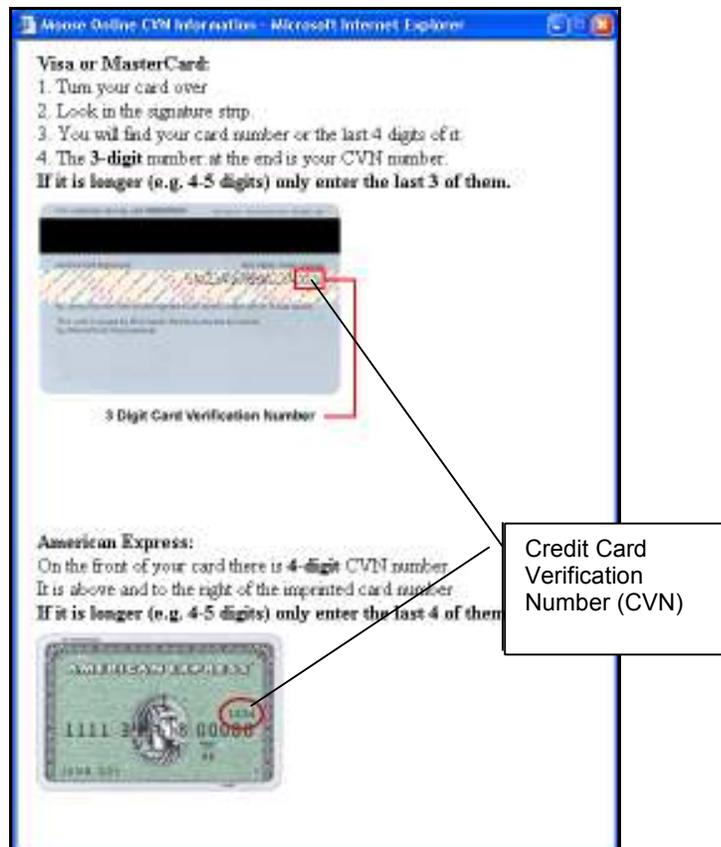
Click "Continue" when ready.

Your address will automatically be filled in.

4. Check the name and address associated with the credit card you are going to use.
5. Change any incorrect information now.
6. Enter the Credit Card information, including the CVN number.

Note: If you need help with the CVN number, click the “What is this” link and it will display the following information:

Credit Card Verification (CVN) information is displayed below:



7. Click the “**Continue**” button after you are finished entering your Credit Card Information.
You will see the confirm transaction screen as shown on the following page.:

CONFIRM BEFORE CHECKOUT
 Please confirm that the following information is correct.
 If there is an error with the address or payment information displayed, please correct it now by clicking the [Update Credit Card](#) button.

Credit Card Billing Address	
Name	James Bruhn
Address 1	111 N NORRIDGE
Address 2	
City	SHELBYVILLE
State	KY
Zip Code	40065
Country	US

Credit Card Information	
Card Type	Visa
Credit Card Number	XXXX-XXXX-XXXX-6781
Expiration Date (mm/yy)	11/06

Shopping Cart Items			
Item	Dues Exp	Amount	
LODGE 1715 Shelbyville Dues - James Bruhn	3/31/2006	\$40.00	
			1 Item Total: \$40.00

Click "Submit Payment" when ready.

You may now cancel the payment, update your shopping cart, or submit the payment. If you are ready to make the payment,

8. Click "Submit Payment".

You will be shown your completed order information:

James Bruhn | [My Membership](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

Order Complete

Online Receipt

Your online renewal is now complete. Thank you for renewing your membership.
 PLEASE PRINT THIS RECEIPT FOR YOUR RECORDS

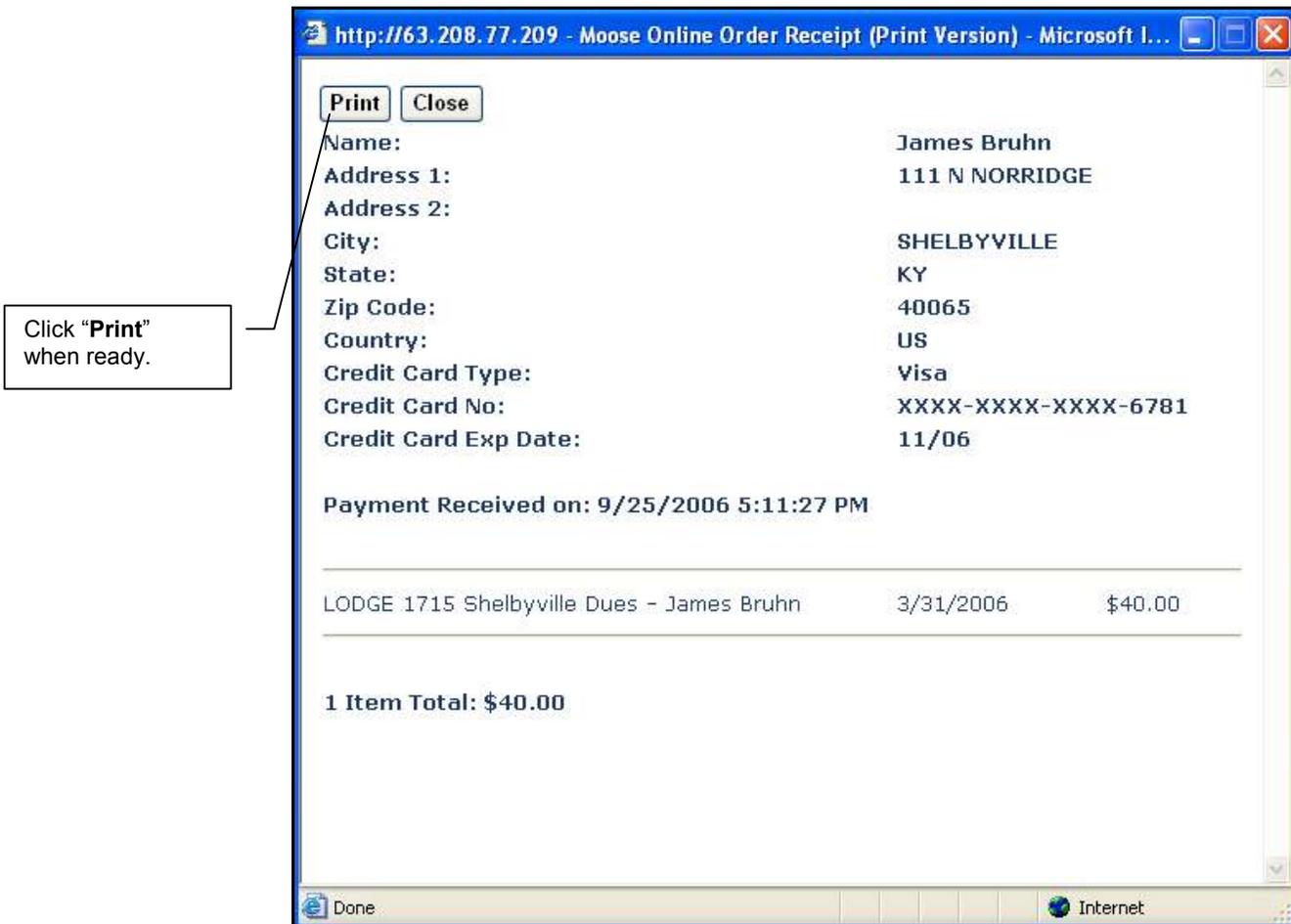
Credit Card Billing Address	
Name	James Bruhn
Address 1	111 N NORRIDGE
Address 2	
City	SHELBYVILLE
State	KY
Zip Code	40065
Country	US

Credit Card Information	
Card Type	Visa
Credit Card Number	XXXX-XXXX-XXXX-6781
Expiration Date (mm/yy)	11/06

Shopping Cart Items			
Item	Dues Exp	Amount	
LODGE 1715 Shelbyville Dues - James Bruhn	3/31/2006	\$40.00	
			1 Item Total: \$40.00

Be sure to print a receipt.

9. Click the **"Print Receipt"** button if you would like to print a receipt.
A popup screen will appear:



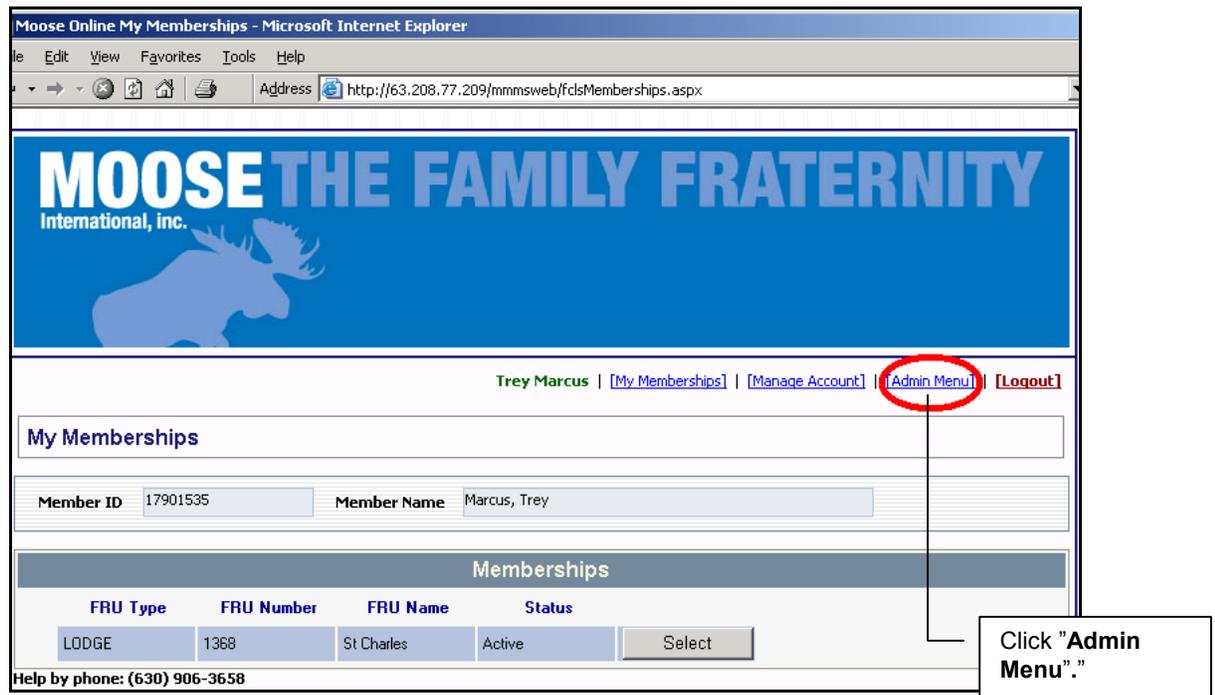
10. Click the **"Print"** button.
11. Select which printer you would like to print to.
12. Click **"Print"**.
13. Click the **"Close"** button when you are finished.

This concludes the documentation for regular members. The following documentation is for Fraternal Unit administrators, and it explains the additional features available to them.

SECTION 6 - LOGGING IN AS AN ADMINISTRATOR

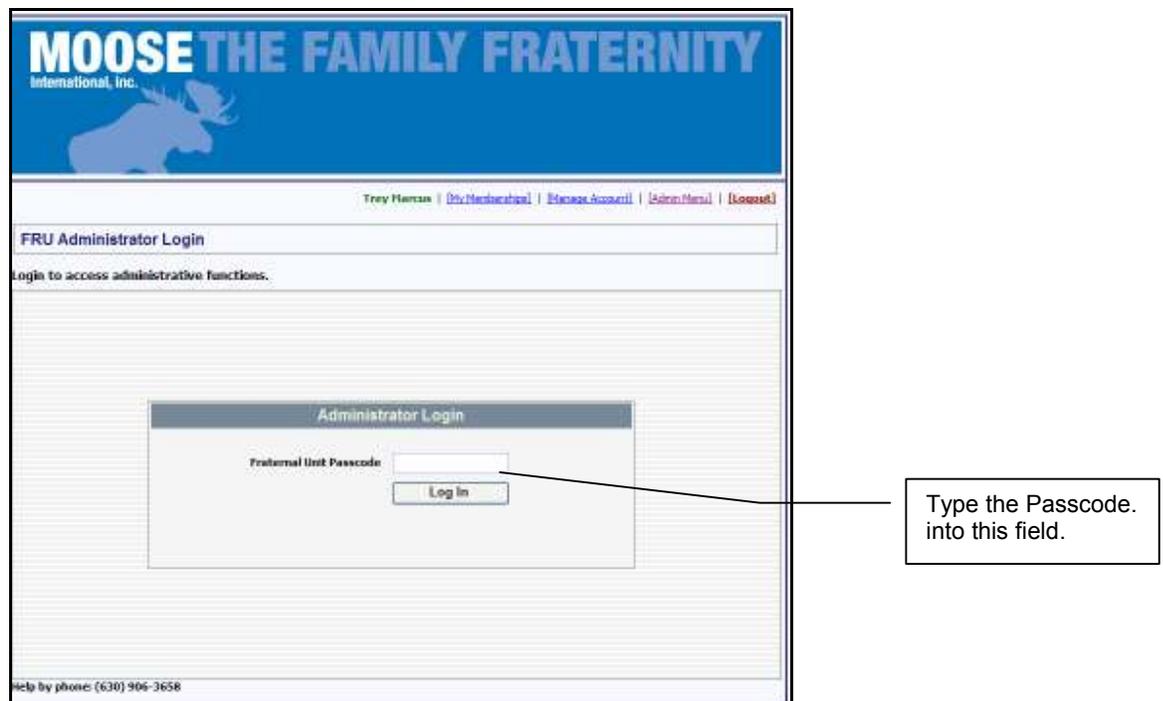
Any Administrator, Recorder or Moose Legion Secretary, if they know their Fraternal Unit Pass Code may log in on the FRU Administrator Login screen.

1. Log into MMMS Online.
2. Click on the “**Admin Menu**” Link at the top of the page:
The FRU administrator Login screen appears.



The screenshot shows the 'Moose Online My Memberships' page in Microsoft Internet Explorer. The browser address bar shows 'http://63.208.77.209/mmsweb/fclsMemberships.aspx'. The page header features the 'MOOSE THE FAMILY FRATERNITY International, inc.' logo. Below the header, the user 'Trey Marcus' is logged in, with links for 'My Memberships', 'Manage Account', 'Admin Menu', and 'Logout'. The 'Admin Menu' link is circled in red. A callout box with a line pointing to the link contains the text: 'Click "Admin Menu".' Below the navigation links, there is a 'My Memberships' section with a search bar. Underneath, member information is displayed: Member ID 17901535, Member Name Marcus, Trey. A table titled 'Memberships' lists one entry: LODGE, 1368, St Charles, Active, with a 'Select' button. At the bottom, it says 'Help by phone: (630) 906-3658'.

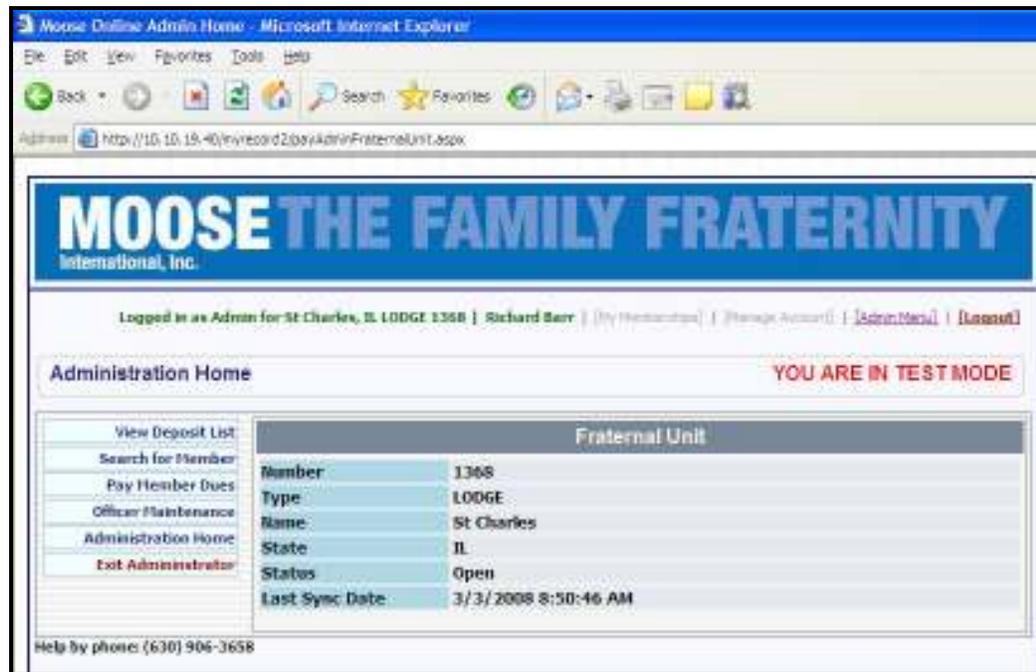
3. Type in the 10-digit Fraternal Unit Passcode for the Fraternal Unit you would like to manage:



The screenshot shows the 'FRU Administrator Login' screen. The page header is the same as the previous screenshot. Below the header, there is a section titled 'FRU Administrator Login' with the text 'Login to access administrative functions.' In the center, there is a box titled 'Administrator Login' containing a text input field labeled 'Fraternal Unit Passcode' and a 'Log In' button. A callout box with a line pointing to the input field contains the text: 'Type the Passcode. into this field.' At the bottom, it says 'Help by phone: (630) 906-3658'.

Note: If you do not know the Fraternal Unit Passcode, contact the Moose International Help Desk to obtain it.

Once you are logged in, you will see the Administrator Home page for the fraternal unit you are managing:



*****Example:** You can see that Trey has logged into Lodge 1368. On the left side of the screen there is a menu of additional options available to Administrators, Recorders And Moose Legion Secretaries including:

- **View Deposit List** – view payments received from Moose International
- **Search for Member** – search by name or individual ID
- **Pay Member Dues** – select from a list of Members who currently owe dues
- **Officer Maintenance** – enter or edit FRU officers
- **Administration Home** – go back to the page displayed above
- **Exit Administrator** – log out of the administrator portion of this website

Let's look at each of these options individually.

SECTION 6 - VIEW DEPOSIT LIST

1. Click “**View Deposit List**” from the Admin menu on the left side.
The following screen will appear:

Note: If there are more items in the list than can fit on one screen, a link called “**Next**” will appear at the bottom of the list.

2. Click the link called “**Click to Select**” if you would like to see more information for a particular deposit.
3. Click “**Next**” to view another page in the list.
4. Click the “**Printer Friendly Version**” link, which can be found directly below the Admin Menu selections to print all Items from all pages and to see a version better suited for printing:

View Deposit List YOU ARE IN TEST MODE

		Deposit List				
		Payout ID	Charge Type	Amount	Paid Date	Void Date
Click to Select		395484	Membership Dues	\$312.00	4/14/2008	
Click to Select		392302	Membership Dues	\$384.00	4/7/2008	
Click to Select		389358	Membership Dues	\$312.00	3/31/2008	
Click to Select		386301	Membership Dues	\$252.00	3/24/2008	
Click to Select		383035	Membership Dues	\$744.00	3/17/2008	
Click to Select		379825	Membership Dues	\$488.00	3/10/2008	
Click to Select		376543	Membership Dues	\$1,008.00	3/3/2008	
Click to Select		373440	Membership Dues	\$864.00	2/25/2008	
Click to Select		369974	Membership Dues	\$1,376.00	2/19/2008	
Click to Select		366668	Membership Dues	\$508.00	2/11/2008	
Click to Select		364435	Membership Dues	\$144.00	2/4/2008	
Click to Select		362307	Membership Dues	\$48.00	1/28/2008	
Click to Select		359292	Membership Dues	\$264.00	1/22/2008	
Click to Select		356186	Membership Dues	\$288.00	1/14/2008	
Click to Select		353436	Membership Dues	\$120.00	1/7/2008	
Click to Select		349647	Membership Dues	\$296.00	12/31/2007	
Click to Select		348037	Membership Dues	\$250.00	12/21/2007	
Click to Select		345120	Membership Dues	\$338.00	12/17/2007	
Click to Select		343034	Membership Dues	\$264.00	12/10/2007	
Click to Select		339234	Membership Dues	\$854.00	12/3/2007	
Click to Select		335991	Membership Dues	\$722.00	11/21/2007	
Click to Select		332895	Membership Dues	\$1,188.00	11/9/2007	
Click to Select		329461	Membership Dues	\$840.00	11/5/2007	
Click to Select		326878	Membership Dues	\$240.00	10/29/2007	
Click to Select		324305	Membership Dues	\$146.00	10/22/2007	

[Next](#)

Help by phone: (630) 906-3658

Here is an example of the printer friendly version:

Payout ID	Charge Type	Amount	Paid Date	Void Date
138340	Membership Dues	\$78.00	8/14/2006	
133111	Membership Dues	\$52.00	7/28/2006	
128495	Membership Dues	\$208.00	7/18/2006	
123636	Membership Dues	\$130.00	7/7/2006	
122425	Membership Dues	\$52.00	6/29/2006	
119294	Membership Dues	\$52.00	6/23/2006	
116190	Membership Dues	\$130.00	6/19/2006	
113117	Membership Dues	\$260.00	6/14/2006	
109701	Membership Dues	\$182.00	6/9/2006	6/9/2006
106402	Membership Dues	\$26.00	6/2/2006	
100685	Membership Dues	\$26.00	5/19/2006	
96435	Membership Dues	\$26.00	5/5/2006	
91750	Membership Dues	\$104.00	4/24/2006	
89161	Membership Dues	\$130.00	4/17/2006	

At the top of the Printer Friendly Version, there are two buttons.

5. Click **Print** to print the list using the popup printer selection screen.
6. Click **Close** after printing the List or to close the printer friendly version window without printing the List.

When you click “Click to Select” to open a specific deposit, a screen like this will open.

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for Shelbyville, KY LODGE | Trey Marcus | [\[My Memberships\]](#) | [\[Manage Account\]](#) | [\[Admin Menu\]](#) | [\[Logout\]](#)

Administration for Shelbyville, KY LODGE: Showing FRU Payout 138340

[View Deposit List](#)
[Search for Member](#)
[Pay Member Dues](#)
[Administration Home](#)
[Logout Administrator](#)
Printer Friendly Version

Deposit Information

Payout ID	138340
Charge Type	Membership Dues
Payee	Shelbyville
Amount	\$78.00
Paid Date	08/14/2006
Void Date	

Deposit Details

Bill To	Member ID	Charge	Amount
Greeger, Joe	10120974	Dues 04/01/2006 Through 03/31/2007	\$26.00
Johnson, Rob	17714341	Dues 07/01/2007 Through 06/30/2008	\$26.00
Wagner, Tim	10405903	Dues 10/01/2005 Through 09/30/2006	\$26.00

[Back](#)

7. Click the “Printer Friendly Version” link to see individual deposit information in a version better suited for printing:
8. Click “Print”
9. Click “Close”

http://63.208.77.209 - Moose Online Admin Payout (Print Version) - Microsoft Internet Explorer

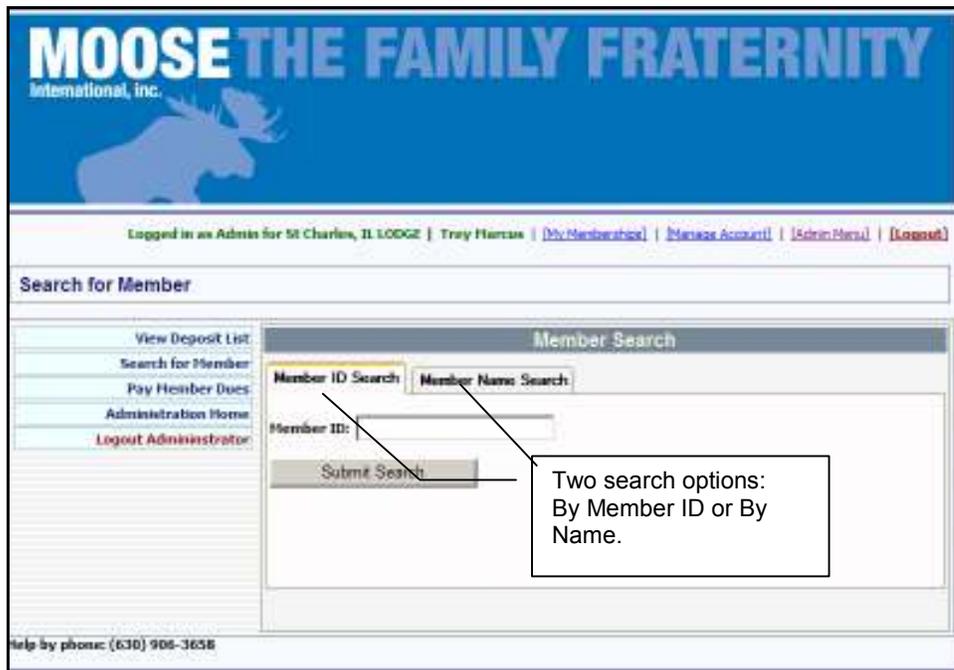
Print Close

Payout ID: 138340
 Charge Type: Membership Dues
 Payee: Shelbyville
 Amount: \$78.00
 Paid Date: 08/14/2006
 Void Date:

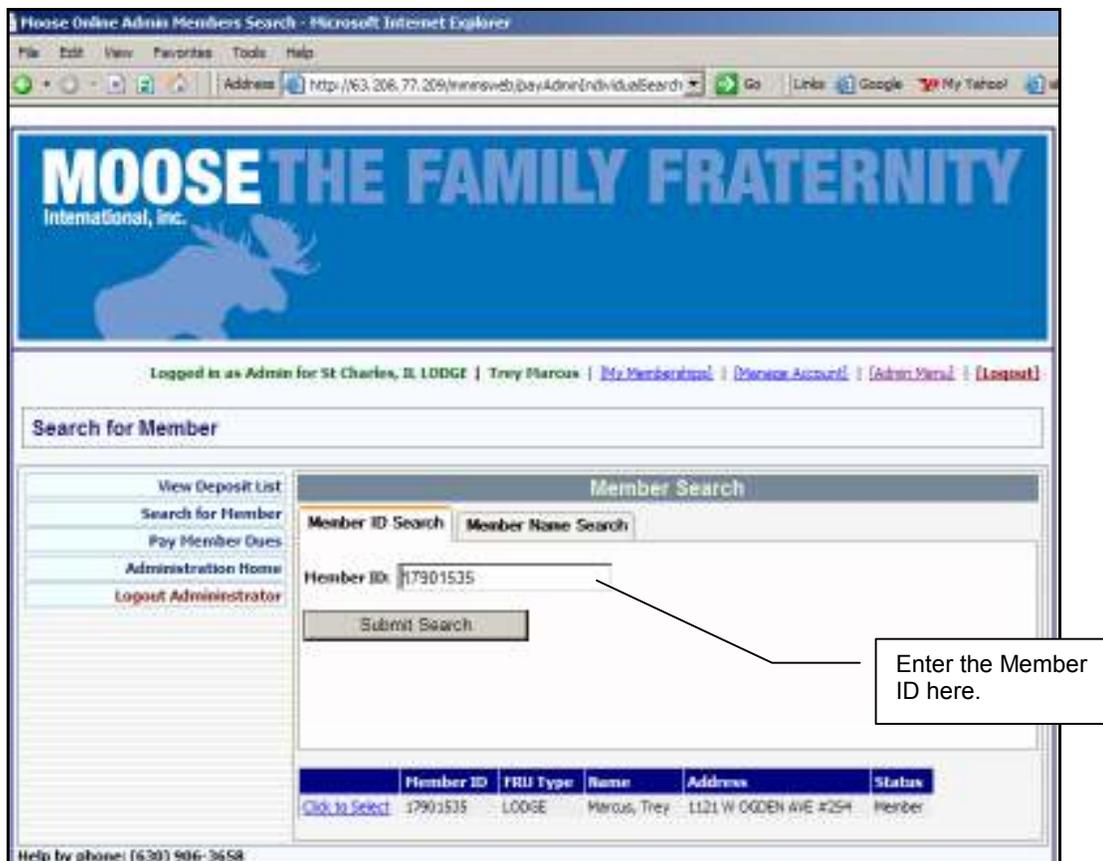
Bill To	Member ID	Charge	Amount
Greeger, Joe	10120974	Dues 04/01/2006 Through 03/31/2007	\$26.00
Johnson, Robert	17714341	Dues 07/01/2007 Through 06/30/2008	\$26.00
Wagner, Tim	10405903	Dues 10/01/2005 Through 09/30/2006	\$26.00

SECTION 7 - SEARCH FOR MEMBERS

You may search for members by either Individual ID, or by name:



To Search by Individual ID:



To Search by Name:

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for Shelbyville, KY LODGE | Charles Allen | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

Search for Member

View Deposit List
Search for Member
Pay Member Dues
Administration Home
Logout Administrator
Shopping Cart

Member Search

Member ID Search | Member Name Search

First Name:
Last Name:
Status:

Submit Search

	Member ID	FRU Type	Name	Address	Status
Click to Select	10362301	LODGE	Jackson, Robert	123 Main St.	Member
Click to Select	10907139	LODGE	Jackson, Phil M.	19411 Hickory Ln	Member
Click to Select	17092030	LODGE	Jackson, Andrew Jr.	521 West Ave	Member
Click to Select	17910316	LODGE	Jackson, Tony Sr.	555 First Ave	Member

Help by phone: (630) 906-3658

Click here to view individual Member Information.

*****Example:** In this case we searched for any member of this Lodge with the last name of Jackson. The search results show all members of Lodge 1715 that have the last name Jackson.

Clicking on the **“Click to Select”** link will display the same member information that can be seen when displaying your own member information under **“My Memberships”**.

Note: Even though you can edit the information under **“My Memberships,”** you **cannot** edit another member’s information when logged in through the administrator tool. Only a member or the help desk at Moose International can change a member’s personal information.

If you search for a member who currently owes dues, when you view that member’s details, the **“Pay Dues”** icon will appear and you can add that coupon to your shopping cart.

SECTION 8 - PAY MEMBER DUES

Perhaps one of the most useful features of the FRU administration is the ability to pay multiple members' dues simultaneously.

As described above in Section 7 - Search for Members, the administrator could use the searching feature to find each member, click on their details, and then click the **"Pay Dues"** icon. However, if for example the administrator wanted to pay 10 members' dues simultaneously this would be cumbersome and tedious.

To pay Multiple Members Dues Simultaneously:

1. Click the **"Pay Member Dues"** link.

A list of all members who owe dues will be displayed:

Click the **"Pay Member Dues"** link.

Select the Members to be added to the Shopping Cart.

Click the **"Add Selected Coupons to Shopping Cart"**

Moose ID	Name	Dues Exp	Dues Amount	Address	City
<input type="checkbox"/>	10467799 Allen, Bob A	03/31/2006	\$40.00	129 MAIN ST	SHELBYVILLE
<input type="checkbox"/>	10951309 Allen, Chuck	06/30/2006	\$40.00	510 SPRING DR	SHELBYVILLE
<input checked="" type="checkbox"/>	16543822 Banter, Bill	06/30/2006	\$40.00	11432 WESLEY	SHELBYVILLE
<input type="checkbox"/>	10911343 Becker, Johnny	06/30/2006	\$40.00	123 MAIN ST	SHELBYVILLE
<input type="checkbox"/>	10414977 Booker, Craig	06/30/2006	\$40.00	255 W MAIN	SHELBYVILLE
<input type="checkbox"/>	10022628 Bruhn, James M	03/31/2006	\$40.00	111 N NORRIDGE	SHELBYVILLE
<input checked="" type="checkbox"/>	8258900 Byrd, Calvin	06/30/2006	\$40.00	222 W MAIN	SHELBYVILLE
<input type="checkbox"/>	18990938 Carlson, Tony	06/30/2006	\$40.00	88 E BOLDER LN	SHELBYVILLE
<input type="checkbox"/>	8089614 Carter, Robbie	03/31/2006	\$40.00	228005 EAST WARRENVILLE DR # 202	SHELBYVILLE
<input type="checkbox"/>	10035453 Cook, Jerry M	06/30/2006	\$40.00	245 W MAIN	SHELBYVILLE
<input type="checkbox"/>	18734637 Cook, Frank E	03/31/2006	\$40.00	223 WEST RD	SHELBYVILLE

Number of Coupons: 47

Add Selected Coupons to Shopping Cart

If the list of members is longer than can fit on the page, a vertical scrollbar will appear so that you can scroll down to see all of the members.

2. Check the box on the left side of each member whose dues you would like to pay.
3. Click the **"Add Selected Coupons to Shopping Cart"** button.

You will now see your shopping cart:

Note: Once your shopping cart has at least one item in it, the administrator menu on the left side of the screen will contain a link for **"Shopping Cart"**.



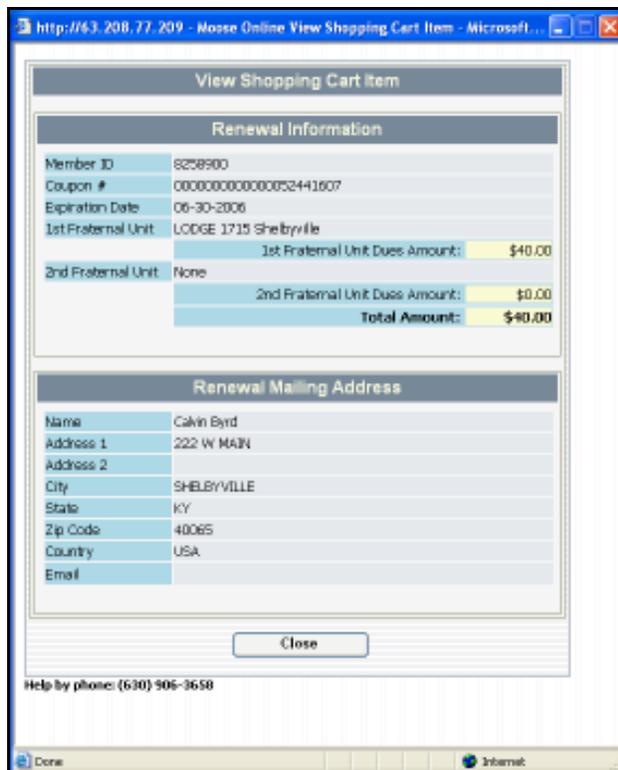
You may remove any item individually by clicking the “**Remove**” link,.

You may remove all items by clicking the “**Remove All Items from Cart**” button.

You may add more items to the cart by clicking the “**Add More Dues**” button.

You may make the payment by clicking the “**Proceed to Checkout**” button

You may view the details of each coupon in the cart by clicking the “**View**” link on the left side of the row: Here is an example of a coupons detail:



4. Click the “**Close**” button to close the cart item details.

5. Click the “**Proceed to Checkout**” button to pay the dues in the shopping cart.

Proceed To Checkout

The remainder of the process for submitting a payment is identical to paying individual members’ dues, as described in the **Chapter 5 - Paying your Dues**. The only difference is that now you may have multiple items in your shopping cart, and each screen all the way to your printable receipt will reflect this.

6. Click the “**Logout**” button (on the left side of the screen.)

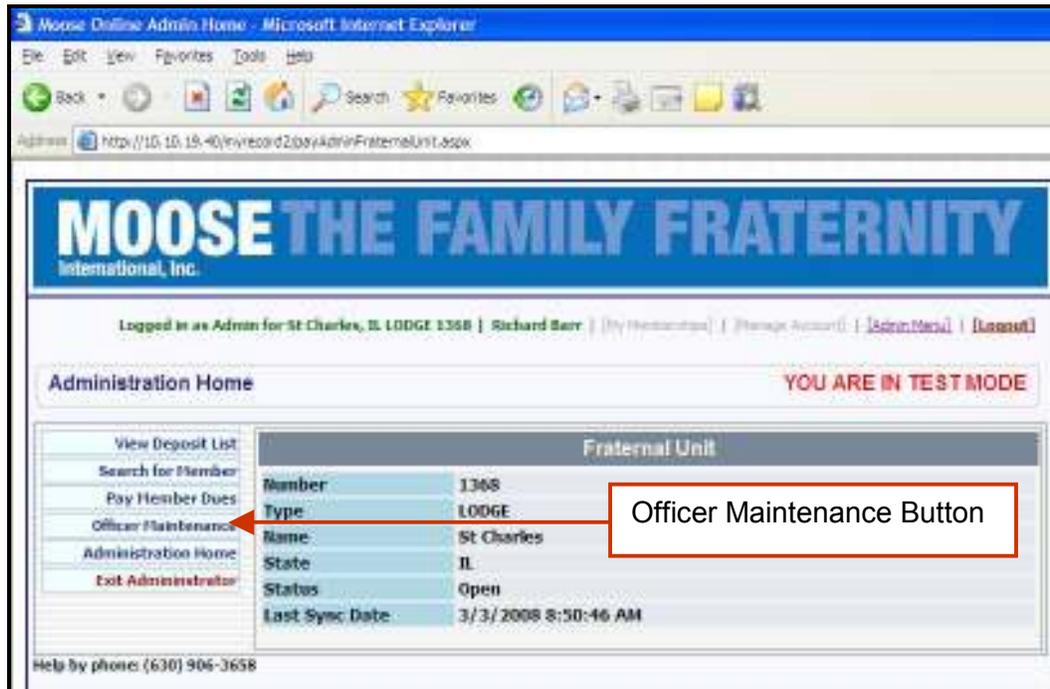
Note: If you currently have items still remaining in your shopping cart when you click the logout button, you will be asked if you are sure you want to log out.

SECTION 9 - OFFICER MAINTENANCE – (AVAILABLE MAY 1, 2008)

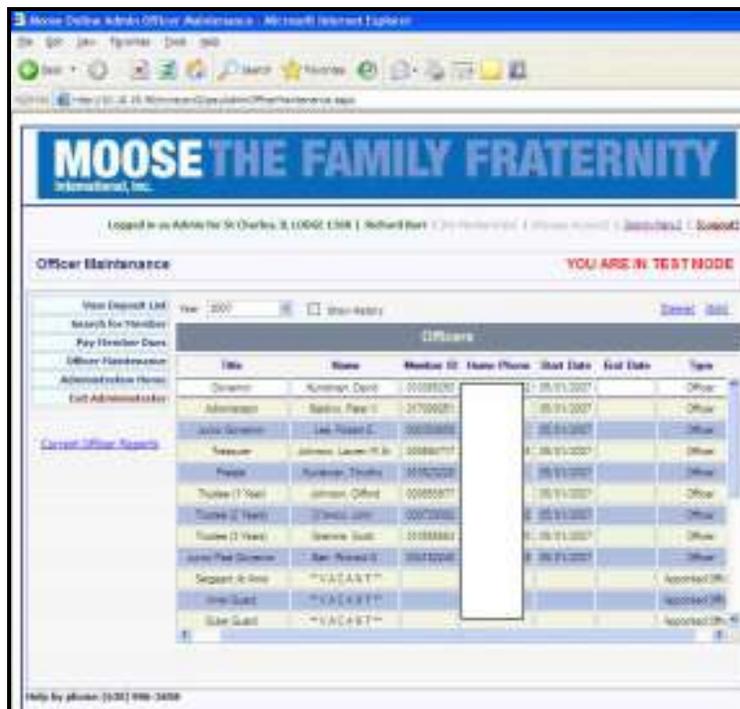
Entry of Fraternal Unit Elected Officers, Appointed Officers and Chairmen of Standing Committees is to be performed in the Officer Maintenance function found on the left side of the Administration Home screen.

Adding an Officer to a Office Showing as Vacant

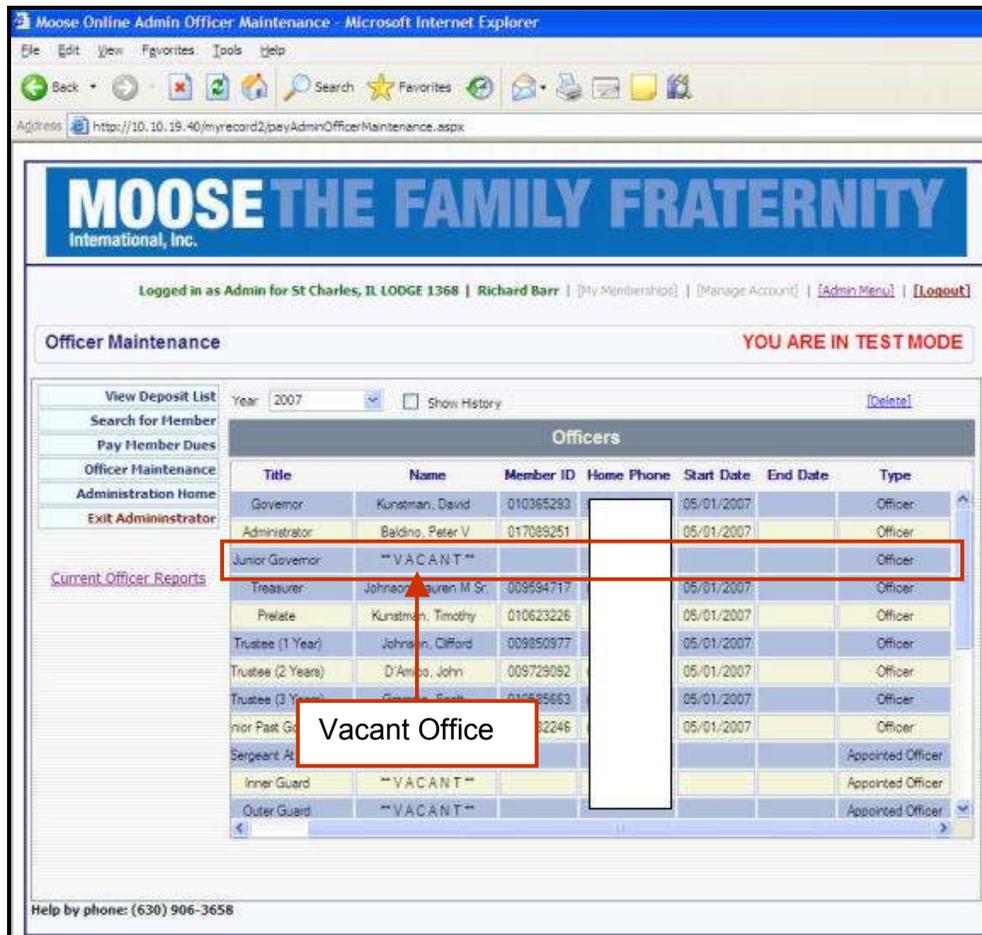
Click the **Officer Maintenance** button on the Administration Home screen.



The Officer Maintenance screen will open



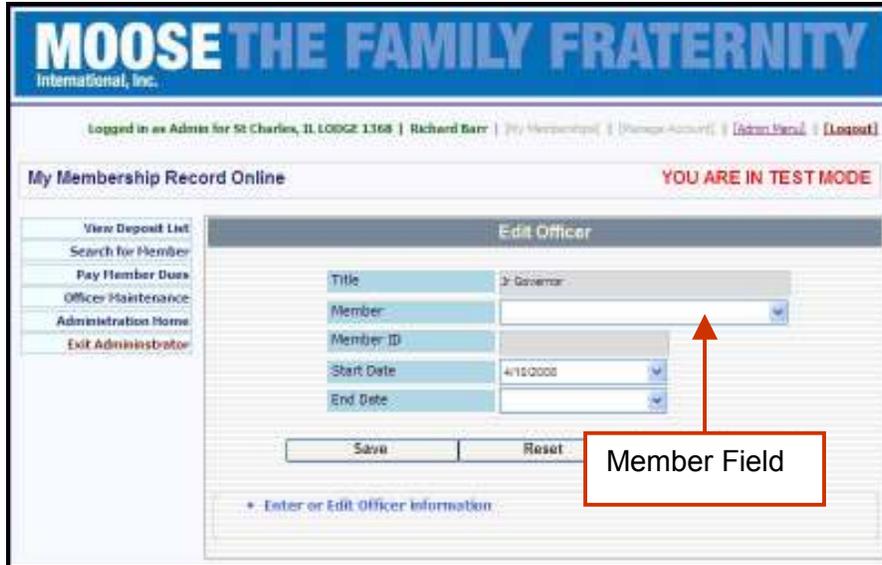
To enter an Officer or Chairman into an Office that is currently showing as Vacant on the Officer Maintenance screen:



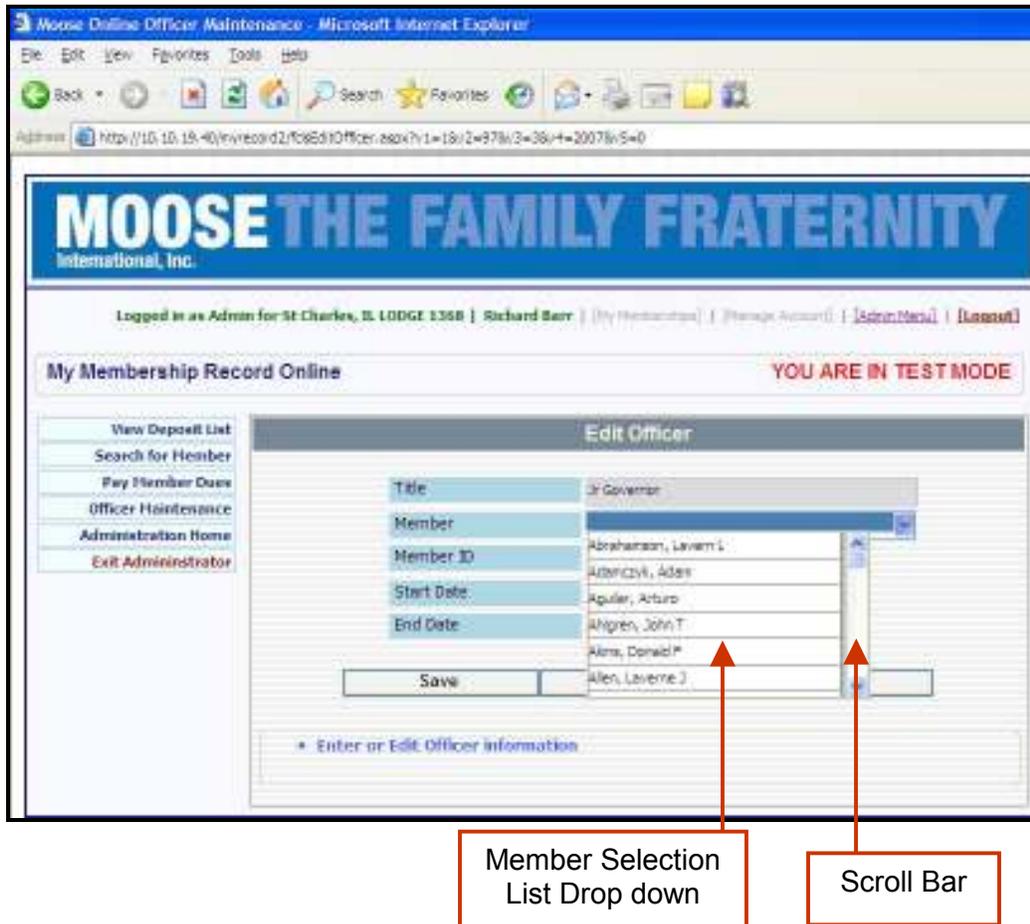
1. Click the Line Item for the Office. (The Line Item turns All White)
2. Click the **Edit** button.



The Edit Officer screen opens



3. Click the **Drop down arrow** in the Member Field
The Member List Drop down will appear



4. Click the **Name** of the Member holding that Office in the Member Selection List drop down to enter that Members Name in the Member field.
Use the Scroll Bar to scroll down through the list of Member until you find the Member Name desired.

The screen will open with the selected name in the Member field

The screenshot shows the 'MOOSE THE FAMILY FRATERNITY International, Inc.' website. The user is logged in as 'Admin for St Charles, IL LODGE 1368 | Richard Barr'. The page title is 'My Membership Record Online' and it indicates 'YOU ARE IN TEST MODE'. The main content area is titled 'Edit Officer' and contains a form with the following fields:

Title	3- Governor
Member	Aringer, John T.
Member ID	00000333
Start Date	4/12/2008
End Date	

At the bottom of the form are three buttons: 'Save', 'Reset', and 'Close'. A red box highlights the 'Member' field, and a red arrow points to it from a text box below that says 'Selected Member Name in the Member field'.

5. Click **Save** to save the selection in the Officers List on the Officer Maintenance screen.
-or-
Click **Reset** to clear the Member selection and choose a different Member.
-or-
Click **Close** to close the Edit Officer screen without saving the selected Member to that Office.
6. Return to the Officer Maintenance screen to make sure the correct Member is listed for that Office.

Adding a Member to an Office to an Office that does not show as Vacant

Click the **Officer Maintenance** button on the Administration Home screen.

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Administration Home **YOU ARE IN TEST MODE**

View Deposit List
Search for Member
Pay Member Dues
Officer Maintenance
Administration Home
Exit Administrator

Fraternal Unit

Number	1368
Type	LODGE
Name	St Charles
State	IL
Status	Open
Last Sync Date	3/3/2008 8:50:46 AM

Help by phone: (630) 906-3658

The Officer Maintenance screen will open

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Officer Maintenance **YOU ARE IN TEST MODE**

View Deposit List
Search for Member
Pay Member Dues
Officer Maintenance
Administration Home
Exit Administrator

Current Officer Reports

Officers

Title	Name	Member ID	Home Phone	Start Date	End Date	Type
Governor	Kunstman, David	010365293		05/01/2007		Officer
Administrator	Baldino, Peter V	017089251		05/01/2007		Officer
Junior Governor	Lee, Robert E	000303659		05/01/2007		Officer
Treasurer	Johnson, Lauren M Sr	009594717		05/01/2007		Officer
Prelate	Kunstman, Timothy	010623226		05/01/2007		Officer
Trustee (1 Year)	Johnson, Clifford	009850977		05/01/2007		Officer
Trustee (2 Years)	D'Amico, John	009729092		05/01/2007		Officer
Trustee (3 Years)	Gramme, Scott	010585663		05/01/2007		Officer
Junior Past Governor	Barr, Richard G	004182246		05/01/2007		Officer
Sergeant At Arms	** V A C A N T **					Appointed Offi
Inner Guard	** V A C A N T **					Appointed Offi
Outer Guard	** V A C A N T **					Appointed Offi

Help by phone: (630) 906-3658

To enter an Officer or Chairman into an Office that is not showing as Vacant on the Officer Maintenance screen.

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Officer Maintenance YOU ARE IN TEST MODE

View Deposit List Year: 2007 Show History [Details] [Edit]

Search for Member

Pay Member Dues

Officer Maintenance

Administration Home

Exit Administrator

Current Officer Reports

Title	Name	Member ID	Home Phone	Start Date	End Date	Type
Governor	Kunzman, David	010365293		05/01/2007		Officer
Administrator	Baldino, Peter V	017089251		05/01/2007		Officer
Junior Governor	Lee, Robert E	000303659		05/01/2007		Officer
Treasurer	Johnson, Lauren M Sr	009594717		05/01/2007		Officer
Prelate	Kunzman, Timothy	010623226		05/01/2007		Officer
Trustee (1 Year)	Johnson, Clifford	009850977		05/01/2007		Officer
Trustee (2 Years)	D'Amico, John	009729092		05/01/2007		Officer
Trustee (3 Years)	Gramme, Scott	010585663		05/01/2007		Officer
		004182248		05/01/2007		Officer
						Appointed Offi
						Appointed Offi
Outer Guard	-- VACANT --					Appointed Offi

Office Not Vacant

Help by phone: (630) 906-3658

1. Click the **Line Item** for the Office. (The Line Item turns White)
2. Click the **Edit** button.

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

Officer Maintenance YOU ARE IN TEST MODE

View Deposit List Year: 2007 Show History [Details] [Edit]

Search for Member

Pay Member Dues

Officer Maintenance

Administration Home

Exit Administrator

Title	Name	Member ID	Home Phone	Start Date	End Date	Type
Governor	Kunzman, David	010365293		05/01/2007		Officer
Administrator	Baldino, Peter V	017089251		05/01/2007		Officer
Junior Governor	Abigan, John T	000283333		04/10/2008		Officer

Edit Button

The Edit Officer screen opens

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | (No Helpdesk) | (Manage Account) | (Admin Menu) | (Logout)

My Membership Record Online **YOU ARE IN TEST MODE**

Edit Officer

Title: Governor
Member: Kunzman, David
Member ID: 010365293
Start Date: 5/1/2007
End Date: 5/1/2008

Save Reset Close

• Enter or Edit Officer information

End Date Field

3. Enter a **Date** in the **End Date** field for the Member currently listed for that Officer position.
4. Click **Save**.

The Officer Maintenance screen opens with the Office showing as Vacant

MOOSE THE FAMILY FRATERNITY
International, Inc.

Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | (No Helpdesk) | (Manage Account) | (Admin Menu) | (Logout)

Officer Maintenance **YOU ARE IN TEST MODE**

Year: 2007 Show History [Details](#)

Officers

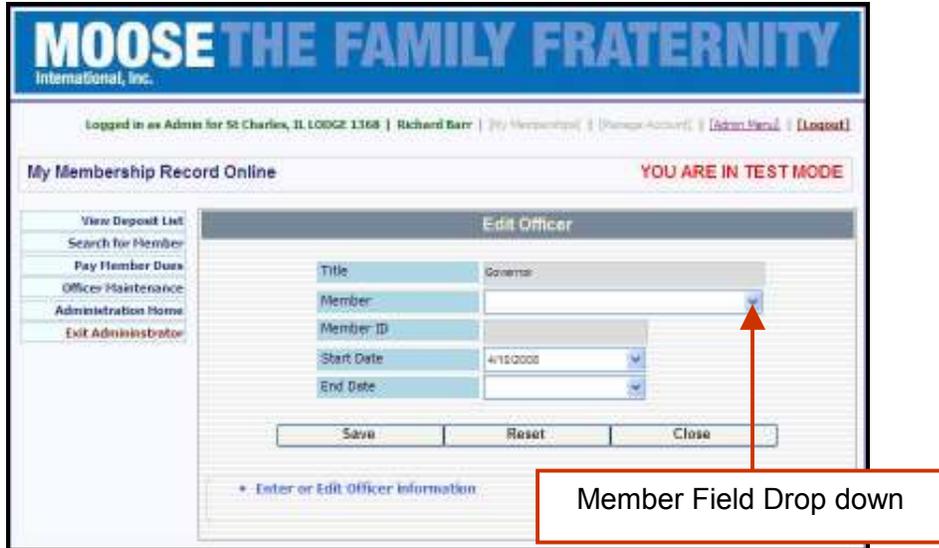
Title	Name	Member ID	Home Phone	Start Date	End Date	Type
Governor	"VACANT"					OF
Administrator	Bede, Peter V	017783251		05/01/2007		OF
Junior Governor	Wright, John T	000283333		04/10/2008		OF
Treasurer	Johnson, James M Sr	008894717		05/01/2007		OF
Prelate	Kunzman, Timothy	010523225		05/01/2007		OF
Trustee (1 Year)	Johnson, Clifford	008852977		05/01/2007		OF
Trustee (2 Year)	D'Amico, John	008728882		05/01/2007		OF
Trustee (3 Year)	Garnick, Scott	010888883		05/01/2007		OF
Junior Past G				05/01/2007		OF
Sequent						Report
Inner G						Report
Outer Guard	"VACANT"					Report

Office Vacant

Help by phone: (630) 906-3658

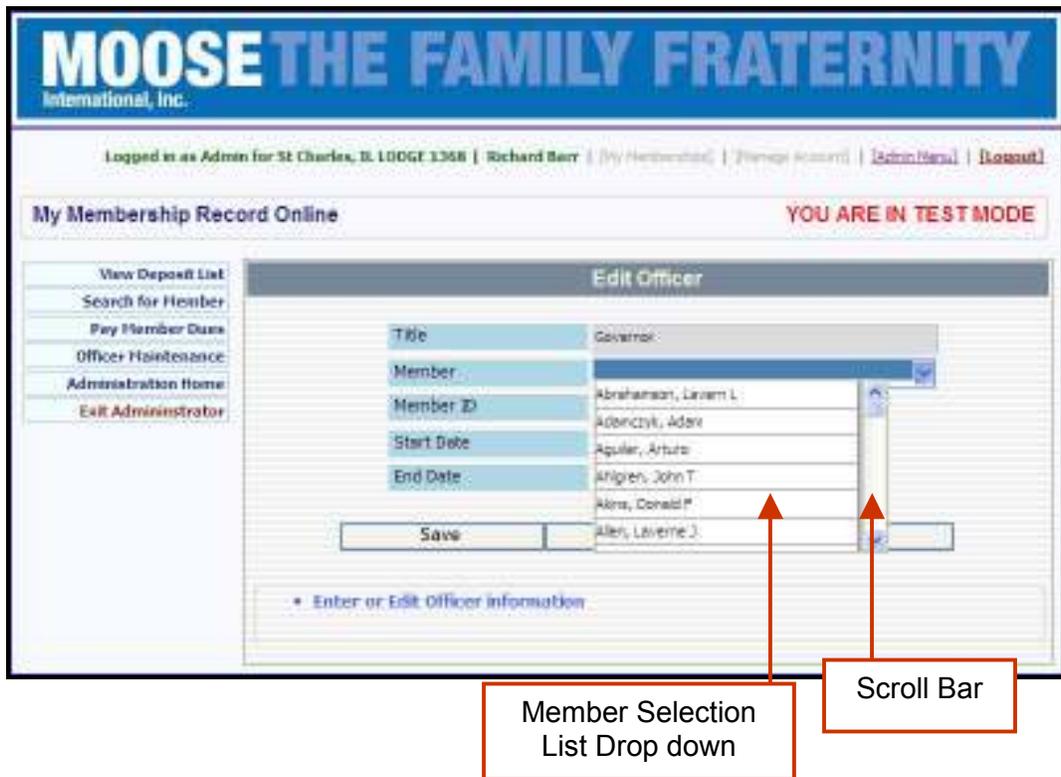
5. Click to Highlight the **Line Item** that now shows Vacant.
6. Click **Edit**.

The Edit Officer screen opens



7. Click the **Drop Down arrow** in the Member field.

The Member List Drop down will appear



8. Click the **Name** of the Member holding that Office in the Member Selection List Drop down to enter the Members Name in the Member field.

Use the Scroll Bar to scroll down through the list of Members until you find the Member Name desired.

The screen will now show the selected name in the Member field.

The screenshot shows the 'MOOSE THE FAMILY FRATERNITY International, Inc.' logo at the top. Below the logo, it says 'Logged in as Admin for St Charles, IL LODGE 1368 | Richard Barr | My Membership | My Account | Admin Panel | Logout'. The main heading is 'My Membership Record Online' with a red notice 'YOU ARE IN TEST MODE'. On the left is a navigation menu with options: View Deposit List, Search for Member, Pay Member Dues, Officers Maintenance, Administration Home, and Exit Administrator. The main content area is titled 'Edit Officer' and contains a form with the following fields: Title (Governor), Member (Richard Barr), Member ID (01800057), Start Date (4/12/2008), and End Date. At the bottom of the form are 'Save', 'Reset', and 'Close' buttons. A red arrow points from the 'Member' dropdown to the text 'Selected Member Name in the Member Field' which is enclosed in a red box.

9. Click **Save** to save the selection in the Officers List on the Officer Maintenance screen.
-or-
Click **Reset** to clear the Member selection and choose a different Member.
-or-
Click **Close** to close the Edit Officer screen without saving the selected Member to that Office.
10. Return to the Officer Maintenance screen to make sure the correct Member is listed for that Office.