MMMS ONLINE User Resource Handbook







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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:

	ILY FRATERNITY
My Membership Record Online	Paturning Lisans
As a first time user, you will need to set up a user profile before you can pay your dues online. This is a one time process.	User ID Foract Your User ID? Password Sign In
Read all areas of the screen carefully for instructions on how to proceed.	Please enter your User I have created in the Man My Membership Record
Engister Your Messen 30	If your User Id is your Moose ID Do NOT include leading zeros when entering your Moose ID. If you have forgotten your Password, enter your User ID and click the Torgot Your Password?' link.
w users click	 If you have forgotten your User ID, enter your MODEE LD. Number in the User ID box and click the "Forgot Your Password?" link.

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,

 \Rightarrow 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:

Notee Divine Registration Enter Moree 10 - Microsoft Enternet Explores Edit Yaw Pyrottes Inde 1945 + → · ② (2) (3) (3) Address (3) http://63.008.77.009/microsoft/fic/Reg	ister aspo
MOOSE THE FAMIL	Y FRATERNITY
My Membership Record Online Enter Moose II	D
1. Enter Moose LD. 2. Set Email 3. Yerify Email 4. Set Password	26
House ID: Last Name:	
Return to Legin Co Vour User ID is your MOD Do NDT Include any lea Your Password is your last name as spelled on your	etimue SE LD, Number, ding zeroes, membership card or dues renewal notice,
	Click "Continue" after entering your Moose and Last Name

- 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:

Moose Onl	ine Registration verify Email - Microsoft Internet Explorer
de gale j	Yew Favorites Look Help
$x \rightarrow z$	Address 🔕 http://63.208.77.209/nnmsweb/fdsEnailinstructions.aspx.
Interna	OOSETHE FAMILY FRATERNITY
My Me	mbership Record Online
1	Verify Email Address
1. Enter	rMoose I.D. 2. Set Email 3. Yerify Email 4. Set Password
	To Activate Your Account:
	 Close this Internet browser.
	 Open the email account at the address treymar76-moose@yahoo.com. Look for a message with the subject: "Ny Membership Record Online Email Confirmation." Click on the link in the email message to continue the activation process.
	If you wish to correct or change your email address again, please click on the link below.
	Change Email Again
0 1997-20	D6 Moose International, The Family Fraternity: All rights reserved.

- 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.

MODSE My Membership Record Online Email Confirmation Request registrationconfirmation@monocintlorg CP To: treymer76-moses@yshop.com	Standard Header * aniser 15, 2006 12:15:26 PM
Dear MOOSE Member, You have changed your registered email address for the 'My Membership Record Online' wet	site. In case you
ever longet your password, you may request that an email be sent to this address with your cur clicking on the Forget Your Password? Ink on the 'My Membership Record Online' Login so To confirm that this email address is unlid, clease click on the lock below, which will activate up	ren. av secout Br
clicking on the link below, you will be taken to 'My Membership Record Online' where you m membership information or pay your dues.	Click the link to return to the Moose web site.
http://slapp.dewblhllMS2_WEP/VenityEmail_agen/ key=tEmOgadaSoFGTaZaEagkmwhZ7M126a5L7JT0KRGH962Bc7p6my8962BGEc6GNrl	Note : If you can not click the link, cut and paste it into the
If you arrive at an error screen, please try copying the above link into the Address bar of your Please do not explore this Final	address section of Internet Explorer.
If you need further assistance, please contact the Moose Help Desk at (630) 906-3658	

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

Mosse Unline Registration Set Password - Nicrosoft Internet Explorer	
Elle Edit View Favorites Iools Help	
+ + + → - ③ 🖸 🖄 🎒 Address 🌉 http:///63.208.77.209/MMMtSWEB/IckSetPassword.aspx	
MOOSETHE FAMILY FRA	TERNITY
My Membership Record Online	
Set Password	
1. Enter Moose I.D. 2. Set Email 3. Verify Email 4. Set Password	
New Password	
Retype New Password	
Finish Password must have between 6 and 20 characters, inc Password must have at least one effer and one num	lusive. ber.
	Click the "Finish" button after entering your password and password confirmation.

- 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 Unline My Mem	berships - Microsoft Intern	et Explorer	
Die Edit Verv Pavori	en Itale Help		
$\leftarrow \cdot \rightarrow \cdot \odot \odot \odot \Box$	Address 🔕 http://	63.208.77.209/mmsweb(*	dsHenberships aspi
MOO International, inc	SETHE	FAMI	LY FRATERNITY
My Membership	5	Trey Mar	ws [Hv:Henberships] [Heneoe Account] [Adminifienu] [Logout]
Member ID 17901	535 Membe	r Name Marcus, Tray	
		Members	hips
FRU Type	FRU Number FR	U Name Statu	•
LODGE	1368 St Che	lez Active	Belect
Help by phone: (630) 9	06-3658		
© 1997-2006 Moose In	lernational, The Family Fra	ternit) All rights reserv	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:

- \Rightarrow Click the "**Select**" button next to the Fraternal Unit.
 - The screen on the following page will open.

	Trey Hartus (httl://initestual Manaza Accauti i.5don.Ma
odge Membership	
ine.	mper information
Hender ID 01701535	Current Bues:
FRU Number 1368	Durse have based sold
FRU Name St Charles	through 07/31/2007.
Name	Membership
First Rame Tray	Membership Status Active
Middle Name N	Individual Status Menber
Last Name Marsure	No Hail
Suffix	Do Not Solidat
	Housekaver neskretit. Hw
Primary Address	Secondary Address
Address 1 1121 W DICEN WE #254	Address 1
Address 2	Address 2
City NAPERVILLE	Oty
State Simu	State
Zip code 50563	Zip code
Country United States	Gaustry
Active E	Active II
Contact	Dates
Home Phone (815) 501-7521	Birthdata 0/11/1975
Work Phone	Enrollment 07/20/2006
Work Ext.	Dues Expiration 07/31/2007
Fax	Legion
Email traymer76-modes@yahao.com	Fellow
	Pilgrim
Life Member	Past Governor
ife Hember Date	25 Oub
Re Member Type	Status Changed 07/26/2006
	Last Changed 09/15/2006
Sponsor	Sponsor History
Sponsor Remar Bryan Sebastian	Current Campaign ()
HED 10687031	Past Campaign
LODGE Rumber 1368 St Charles, 3.	Lifetame 0

*****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:

	State	Jlinois		State			
	Zip code	60563		Zip code			
	Country	United States		Country			
	Active	R		Active			
		Contact			Dates		
	Home Phone	(815) 501-7521		Birthdate	9/11/1976 💌		
	Work Phone			Enrollment	07/20/2006		
	Work Ext.			Dues Expiration	07/31/2007		
	Fax			Legion			
	Email	treymar76-moose@yahoo.com		Fellow			
				Pilgrim			
		Life Member		Past Governor			
	Life Hember Date		_	25 Club			
	Life Member Type			Status Changed	07/26/2006		
				Last Changed	09/15/2006		
		Sponsor		S	ponsor Histor	v	
	Sponsor Name	Bryan Sebastian		Current Campaign	D		
	HID	10887031		Past Campaign	0	Click "Edit" to update the	
	LODGE Number	1368 St Charles, 1.		Lifetime	D	Member information.	
Help	by phone: (630) 906-	Edit	Save	Reset Ck	550		

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:

🛃 Mouse Online My Memberships - Microso	ft Internet Explorer				
Die Edit Verv Pavorites Loois Help					
+ - → - ◎ ② ④ ④ Addmm	🕘 http:///63.208.77.2	09,Immisweb(TdsMem)	berships, aspx		
				_	
MOOSETHE FAMILY FRATERNITY					
My Memberships		Trey Marcus	No Manberships] (Mana	e Account	[Administrat] [Losout]
Member ID 17901535	Member Name	Marcus, Truy			
		Memberships			
FRU Type FRU Number	FRU Name	Status			Click the "Manage Account"
LODGE 1368	St Chadez	Active	Belect		link to access the Account
Help by phone: (630) 906-3658	enis Ersternity All	righty paramound			

You will be directed to the Manage Account page:



*****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.



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.



1. Click on the "**Pay dues**" icon

You will see the renewal information as shown here:



2. Click on the "**Submit Payment**" button. You will see your shopping cart, which will contain your dues:

		anage Accounci [Aumin Menu] [Logouci
Shopping C	art	
	Shopping Cart Items	
	When you are finished adding dues, click the "Proceed To Checkout" button to pay for the dues that you have selected.	to enter your credit card information
	Item	Amount
	View Remove LODGE 1715 Shelbyville Dues - James Bruhn	\$40.00
	Remove All Items from Cart Proceed T	o Checkout
lp by phone: (6:	0) 906-3658	
B. Click th	ne "Proceed to Checkout" button.	Click "Proceed
The Pa	wment Information screen will open	to Checkout."
MOC International, in	SETHE FAMILY FRATEF	RNITY (dom/2004) (logent)
MOO International, in ayment Infor	SETHE FAMILY FRATER	RNITY Interview (Longest)
Payment Infor	SETHE FAMILY FRATER James Bruhn [by/Mechanitus] [burner_Account] mation the Great Silling Address you enter below is the same as the information listed on your or correct, please change it now. This will not affect your making address, as it will only be used to device that information must be critered.	RNITY [Adm: Meni] [Logiss5] refit cardbil. If the a verify the charge.
Payment Infor	SETHE FAMILY FRATE Summe Bruter (by Mechanica) (Menan Account) mation the Gredit Card Stilling Address you enter below is the same as the efformation listed on your or served, please change it now. This will not affect your making address, as it will only be used to alcute that information must be critered. Gredit Card Billing Information	RNITY [Adm: Menil [Logisse] refit card bill. If the a verify the charge.
Payment Infor Plase verify that informations is not NOTE: Baild fields of Note:	SETTIE FAMILY FRATER	Example 2 (Logast)
Payment Infor Please verify that information is not NOTE: Baid fields of Name Addresse 1	SETTING FAMILY FRATER James Bruhn Dr. Mechanitus Drease Account mation the Great Card Milling Address you outer below is the same as the information interior nyour or correct, please change it now. This will not affect your making address, as it will only be used to alkate that information must be entered. Credit Card Billing Information	Column Mercul [Source]
Payment Infor Plase verify that SOTE Baid fields a Name Address 1 Address 2	SETTINE FAMILY FRATER	Example of the charge.
Payment Infor Plesse verify that information is not Note: Bold fields in Name Address: 1 Address: 2 City	SETTINE FAMILY FRATER	Change any informati
Payment Infor Payment Infor Please verify that Information is not Note: Baid tables is Name Address 1 Address 2 City State	SETTINE FAMILY FRATE	Change any informati here if needed
Payment Infor Please verify that information is not Note: Daid fields of Note: Daid fields of	SETTING OF BLOCK SPELEVILLE Nertucky Neruck Nertuck Nertuck Neruck Neruck Nertuck	Change any informati here, if needed.
Payment Infor Payment Infor Please verify that information is not Note: Bold fields at Address 1 Address 2 City State 20 Code Country	SETTINE FAMILY FRATE James Bully Dr. Machanima Dr. Machan	Change any informati here, if needed.
Payment Infor Payment Infor Please verify that Information is not Norre: Bold helds is Norre:	SETTINE FAMILY FRATE Second States that information interferences in the some on the information interference intervents that for the Great States Address you enter belies in the same on the information interference intervents the Great Carel States Address you enter belies in the same on the information interference intervents the Great States There. This will not affect your making address, as it will only be used to advecte that information must be entered.	Change any informati here, if needed.
Payment Infor Please verify that information is not NOTE: Baid fields of NOTE: Baid fields of NOTE: Baid fields of Note: 2 City State 2p Code Country Estail	SETTINE FAMILY FRAME Second Second S	Change any informati here, if needed.
Payment infor Please verify that informations is not Name Address 1 Address 2 City State 2p Code Country Essail	SETTIE FAMILY FRATE Second Constant of the second officers was ended on your of reation The Credit Cont officers was enter below is the same on the information letted on your of correct, please change it now. The will not affect your making address, as it will only be used to deter that information must be entered. Credit Card Billing Information SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE Nettocky SPELEVILLE SPEL	Change any informati here, if needed. Enter Credit Card information here.
Payment infor Plase verify that information is not Name Address 1 Address 2 City State 2p Code Country Essail	SETTIE FAMILY FRATE Security (NV. Mechanica) (NV. Mecha	Change any informati here, if needed. Enter Credit Card information here.

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:

🖥 Manne Online CVN Information - Microsoft Internet Explorer	0 • 0	
Visa or MasterCard: 1. Tum your card over 2. Look in the signature strip 3. You will find your card number or the last 4 digits of it. 4. The 3-digit number at the end is your CVIN number. If it is leaver (o.g. 4.5 digits) mile onter the last 3 of them.		
3 Digit Cant visification humber		
American Express: On the front of your card there is 4-digit CVN number It is above and to the right of the imprinted card number If it is longer (e.g. 4-5 digits) only enter the last 4 of them	Credit Ca Verificati Number	ard on (CVN)

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.:

If there is an error wi	CONFIRM BEFORE CHECKOUT Please confirm that the following information is co the address or payment information displayed, please corr Card button. Credit Card Billing Address	prrect. ect it now by clicking the Update	Credit
Namo	lamos Brutan	_	
Address 1	111 N NORRIDGE		
Address 2			
City	SHELBYVILLE		
State	KY		
Zip Code	40065		
Country	US		
	Credit Card Information		
Card Type	Visa		Click "Submit
Credit Card Number	XXXX-XXXX-XXXX-6781	/	Payment" when
Expiration Date (mm/y) 11/06		Teauy.
	Shopping Cart Items		
Item LODGE 1715 Shelbyville Du	Dues Exp Amount s - Tames Bruhn 3/31/2006 \$40.00		
		1 Item Total	: \$40.00
Cancel	ayment Update Credit Card Edit Shopping Ca	/ rt Submit Payment	

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:

der Complete	James Brahs Dhr.Manbarahital Dhr.acat.Account] [Admin.Mana]	[Logout]
	Online Receipt	
Your online renews PLEASE PRINT THIS	l is now complete. Thank you for renewing your membership. 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	Be sure to print a
Credit Card Num	er 000X-000X-000X-6781	receint
Expiration Date ()	nm/yy) 11/06	. eee.p.:
	Shopping Cart Items	
Phone Section 1997	Buss 5-2 Amount	
LODGE 474E Chultur	Re Dues - Tener Buler - 2021/2020 - 440-00	
0000C 1716 SHOLY	t Item Tata	1.640.00
-		
	Back To My Membership Print 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.

Moose Online My Mem	berships - Microsoft	Internet Explorer			
le <u>E</u> dit <u>V</u> iew F <u>a</u> vorit	es <u>T</u> ools <u>H</u> elp				
• • • • 🙆 🚯 🚮	🞒 🛛 Address 🧕	http://63.208.77.2	09/mmmsweb/fclsMem	berships.aspx	
MOO International, inc.	SETI	ie Fa	Trey Marcus	Y FRATE	
My Membership	S				
Member ID 17901	535	Member Name 🕅	Marcus, Trey		
			Memberships		
FRU Type	FRU Number	FRU Name	Status		
LODGE	1368	St Charles	Active	Select	Click "Admin
Help by phone: (630) 9	06-3658				Menu"."

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

MOOSE International, inc.		RATERNITY	
FRU Administrator Logi	n		
Login to access administrativ	e functions.		
	Administrator Login		
	Proternal Linit Passcode		
	Log in		Type the Passcode. into this field.
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:

No man dana dana dana dana dana dana dana	the state of the second s	2002 T Star
e for new Flavorites To	ola Fialh	
3 au · 🔘 · 💽 🖻	🙆 🔎 Search 🤿	Favalles 🥝 😥 - 💺 🚍 🛄 🗱
ataran 🕘 http://16.10.19.40/mwn	eco d 2 (bay Admin Fratemal Ur	nt.aspx
	THE	FAMILY FRATERNITY
Logged in as Admit	n for St Charles, IL LODG	z 1358 Sichard Sarr [https://www.com/] [human Accord] [kdontiteral [koosst]
Administration Home		YOU ARE IN TEST MODE
Administration Home		YOU ARE IN TEST MODE
Administration Home	Mamber	YOU ARE IN TEST MODE
Administration Home	Mamber Type	YOU ARE IN TEST MODE Fraternal Unit
Administration Home View Deposit List Search for Hember Pay Hember Dues Officer Hainbenance Administration Home	Number Type Name State	YOU ARE IN TEST MODE Fratemal Unit 1368 LODGE St Charles IL
Administration Home View Deposit List Search for Member Pay Hember Dues Officer Maintenance Administration Home Esit Administration	Number Type Name State Status Last Sync Date	YOU ARE IN TEST MODE Fraternal Unit 1368 LODGE St Charles IL Open 3/3/2008 8:50:46 AM

*****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	Deposit List							
search for names		Payout 10	Charge Type	Amount	Paid Date	Void Detr		
Pay Hember Dues	Clocks Select	395434	Menhership Dues	\$312.00	4/14/2008	and the second		
Officer Maintenance	Clock to Select	392365	Nembership Dues	\$354.00	4/7/2008			
Administration Home	Club to Select	199355	Ventersto fues	\$312.00	1/31/2008			
Esit Administrator	Clok to Select	205202	Numbership Dune	\$352.00	3/24/2005			
	Cirk to Select	383035	Nerthership Dues	\$744.00	3/12/2018			
ninter Friendly Versian	Citric to Salart	379828	Nembershitt Dues	\$455.00	3/30/2008			
	Click to Select	126543	Herbergho Dues	#1.008.00	1/1/2008			
	Cloc to Select	371840	Nerristant Duss	\$264.00	2/25/2008			
E CONTRACTOR E C	Click to Select	109974	Herbership Dues	#1.370.00	2/19/2009			
	Citik to Select	200303	Mambershitt Dues	\$508.00	2/11/2008			
	Click to Select	364435	Membership Dues	\$144.00	2/4/2008			
	Cick to Select	362107	Membership Dune	\$45.00	1/28/2008			
	Click to Select	359292	Menbership Dues	\$254.00	1/22/2008			
	Clob to Select	391100	Nembership Dues	\$250.00	1/14/2008			
	Club, to Select	353416	Herbership Dues	\$120.00	1/7/2008			
	Clob to Select	349647	Nerthership Dues	\$290.00	12/31/2007			
	Click to Select	140037	Meribership Dues	\$290.00	12/21/2007			
	Clob to Select	348120	Mambership Dues	\$338.00	12/17/2007			
	Click to Select	342034	Mentership Dues	\$264.00	12/30/2007			
	Cisk to Select	339234	Mambership Duas	\$554.00	12/3/2007			
	Cide to Select	339991	Herbersho Dues	\$722.00	11/21/2007			
	City to Select	332695	Nerthership Dues	\$1,108.00	11/9/2007			
	Click to Select	329461	Herbership Dues	1840.00	11/5/2007			
	Clock to Select	320175	Nertbetettp Duss	\$240.00	30/29/2007			
	Click to Select	324335	Herbership Dues	8146-00	90/22/2007			

Here is an example of the printer friendly version:

Print Close	10DGE 1715 - 9	belboville, KV	,	
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 International, inc.	E E	FA	MILY FRA	TERNIT
Logged in as Admin f	or Shelbyville, K	Y LODGE	Trey Marcus [My Memberships] [M	lanage Account] [Admin Menu] [Lo
Administration for Shelbyv	ille, KY LOD	GE: Sh	owing FRU Payout 138340	
View Deposit List			Deposit Informatio	on
Search for Member	Dougut ID	120	240	
Pay Member Dues	Charge Type	Me	mbershin Dues	
Administration Home	Pavee	She	lbyville	
Logout Admininstrator	Amount	\$78		
rinter Friendly Version	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
	Deat	7		
	Васк			

- 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 A	dmin Payout (Print Version) - Microsoft Interne	et Explorer 📃 🗖 🔀
Print Close			~
Charge Type: Payee: Shelby Amount: \$78. Paid Date: 08 Void Date:	Membership D ∧ville 00 /14/2006	lues	
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:

MOOSE International, inc.	THE FAMILY FRATERNITY
Search for Member	
View Deposit List	Member Search
Search for Hember	Member ID Search Member Name Search
Pay Hender Dues	
Logout Administrator	Member ID:
	Subme Sealed By Member ID or By Name.
telp by phone: (636) 906-3658	

To Search by Individual ID:

Edit Verv Perontes Tools P * • • • • • • Address	ele] http://63.206.77.209/www.novebi.jbayAdniviGradividi.edSearch 📩 💽 😡 🛛 [Le	es 🖞 Coogle 🍞 My Tahool 👘 I
Interniational, inc. Interniational, inc. Logged is as Admin earch for Member	In E FRANVIILY FINAN	CONTRACT marti: / Salam Manual + (Legeset)
Wew Deposit List	Member Search	
Search for Hember Pay Hember Dues Administration Home Logout Administrator	Member ID Search Hember ID: 17901535 Submit Search	
		Enter the Mem ID here.
	Himiber 10 TRU Type Name Address City to Select 17901535 LODGE Marcus, Trey 1121 W OGDEN WE	statos #254 Percer

To Search by Name:

MOOSE International, tec.	THE	FA	MI	Y FR	ATE	
Search for Member				Member Searc	h	
Search for Member Pay Member Du Administration Herr Logret Administrat Shopping Ca	Member ID First Nome: Last Namei st Status:	Search	fenber Nane : Us	Search		
Click here to view	5ut	imit Search				
individual Member Information.	Cleb. to: Select Cleb. to: Select Cleb. to: Select	Member 10362380 10907139 17092030	ID FRU Type LODGE LODGE LODGE	Name Jackson, Robert Jackson, Phil M Jackson, Andrew Jr.	Address 123 Main 58 19411 Holory In 323 West Ave	Status Henber Henber Menber
Help by phone: (630) 305-3658	Citic to Select	17910316	LODGE	Jackson, Tony St.	565 First Ave	Nenber

*****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 the 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:

ick the "Pa	y Jes" link.		Logged in		ánan fe	e Shelayetk	, KY LODGE Charl	ns Allen [25c]	Mendiacultural I D	Second Accounts I (Ar	mnManil (Lounst)
		Pay Member Dues									
		Double Clink a row in the	Est to se	e me	mber	information	6				
		Verw Dep	teil fier				M	mbers Wh	o Owe Dues		
		Search for	Member		_	Hosse ID	Name .	Dues Exp	Dues Amount	Address	City
		Pary Mand Administration	o House		1	10487798	Aller, Bob.A	03/31/2006	\$40.00	123 MAIN ST	SHELEVWILLE
		Logout Admini	netrator		0	10851309	Allen, Chuck	06/30/2006	\$40.00	510 SPRING DR	SHELBYVILLE
		2.			121	16543822	Basster, Bill	06/30/2008	\$40.00	THAT WESLEY	SHELEVWILLE
					D	10911343	Backst Johnny	06/30/2006	\$40.00	123 MAIN ST	SHELBYMILE
	Selec	t the Members to	-	1	D	10414877	Boolow, Erang	06/30/2008	\$40.00	355 W MAIN	SHELBYMILLE
	be ad	ded to the				10022628	Bruhm, Januar M	03/31/2006	\$40.00	111 N NORRIOGE	SHELBYMILLE
	Snop	ping Cart.			E	8256960	Byed Calvo	DE/30/2006	\$41.00	222 W MAIN	SHELBYMILLE
						16580838	Carlson, Tony	06/30/2006	\$40.00	BBE BOLDER LN	SHELBYMILLE
						9399914	Caller, Pokker	03/31/2006	\$41.00	22N555EAST WARREWALLE OR # 302	SHELBYMLLE
						10035453	Eook Jeny N	06/30/2006	\$40.00	245 W NAIN	SHELBYMLLE
						16534637	Cook, Frank E	03/31/2006	\$41.00	ZZ3 WEST RD	SHELBYWLLE:
							Add Sel	Number of C actual Coupor	eupons: 47 is to Sheppinj	Cart	 Click the "Add Selected Cou to Shopping (

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 for 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".

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International, Inc.		
A PARA	2	
Logged in as Admin fo	shebyvile, KY LODGE Charles Allen [thy Henterships] [Histope-Account] [Ad	nin Menul Baaavet1
ALC: NOT THE REAL		
Shopping Cart		
View Deposit List	Shopping Carl Itams	
Search for Member	When you are finished adding dues, click the "Proceed To Checkout" button to e	nter your credit
Administration Home	card information to pay for the dues that you have selected.	and a subsection of the
Logout Administrator	Deni Maria Denama 1995 Data de Casa - Million de C	Amount
Olive Landard Cart	New Remove LODGE 1715 Shelby vile Dues - Calvin Byrd	140.00
Click here to	2	Items Total \$60.00
view details.	Add More Dues Remove All Items from Cart Proceed	To Checkeut
		a company of the second se
telp by phone: (630) 906-3658		

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:

http://63.208.77.2	09 - Mosse Online View Shapping Cart Item - Mi	icrosoft 📃	
			1
	View Shopping Cart Item		
	Renewal Information		
Member ID	8258900		
Coupon #	00000000000052441607		
Expiration Date	06-30-2006		
1st Fraternal Unit	LODGE 1715 Shelbyville		
	1st Pratemal Unit Dues Amount:	\$40.00	
2nd Fraternal Unit	None		
	2nd Fratemal Unit Dues Amount:	\$0.00	
	Total Amount:	\$40.00	
L			
	Renewal Mailing Address		
Name	Calvin Byrd		
Address 1	222 W MAIN		
Address 2			
City	SHELBYVILLE		
State	KY		
Zip Code	40065		
Country	USA		
Email			
Help by phone: (630) 9	Close 06-3658		
Done		Internet	

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 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.

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The Officer Maintenance screen will open

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

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Officer Maintenance	Title	Name	Member ID	Home Phone	Start Date	End Date	Туре
Administration Home	Governor	Kunstman, David	010365293		05/01/2007		Officer
Exit Admininstrator	Administrator	Baldino, Peter V	017089251		05/01/2007		Officer
J	unior Governor	"VACANT"					Officer
Current Officer Reports	Treasurer	Johnson Juren M.Sr.	009594717		05/01/2007		Officer
	Preiate	Kunstman, Timothy	010623226		05/01/2007		Officer
T	rustee (1 Year)	Johns in Clifford	009850977		05/01/2007		Officer
Tr	ustee (2 Years)	D'Amipo, John	009729092		05/01/2007		Officer
Tr	ustee (3 Years)	Grand & Realt	030525663		05/01/2007		Officer
70	or Past Go V;	acant Office	82246		05/01/2007		Officer
Se	argeant At						Appointed Officer
	Inner Guard	"VACANT"					Appointed Officer
3	Outer Guard	"VACANT"					Appointed Officer

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

MOOS	E	THE I	FAMIL	YF	RAT	'ER	ΝΙΤ	Y
International, Inc.		an in think in a	n De Ante behein (in Decos Decision			-
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icer maintenance						SOU ARE	IN IEST	NODE
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Administration Home	1.1	Generate	fungtion David	010365253		05/01/2007		2.0
Esit Administrator		Adventured	Baltino Pater V	017089251		05/01/00000		
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	- B- 1	Jurier Gewenner	2.4 1.4 1.4					

The Edit Officer screen opens

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Logged in as Admin for St My Membership Record Or	Charles, 11. LODG2 1368 Richar Iline	d Barr 34/ Merpentpol	YOU ARE IN TEST MODE
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Pay Hember Dues	Title	3' Governor	
Officer Maintenance	Member		
Administration Home	Mandiar ID		
Exit Administrator	menute th		
	Start Date	4/15/2008	<u>M</u>
	End Date		
	Save	Reset	Member Field
	Enter or Edit Officer Inform	nation	

3. Click the Drop down arrow in the Member Field

The Member List Drop down will appear

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mm Attp://15.15.19.40/mvreco	d2/fc86d10ffcer.aspx?v1=18	02+978/(3+36)	+=20078//5=0	
MOOSE International, Inc.	THE FA	AMI 5 Sichard Ba	LY FRA	TERNITY
My Membership Recon	d Online		Ten to a sec	YOU ARE IN TEST MODE
Search for Hember			Edit Officer	
Pay Hember Dues	Title		Dr Governor	
Officer Haintenance	Member	er 🖉		
Exit Admininstrator	Member	1D	Abrahamain, Lavam L	1
	Start Dat	te.	Apular, Athro	
	End Date		Ahipren, John T	
			Akra, Donebl#	A
	Save	6	Alen, Leverne 3	
	• Enter or Edit Offic	cer informat	bn//	
		Meml List	per Selection Drop down	Scroll Bar

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

nternational, Inc. Logged in as Admin for St	: Charles, 11. LODG2 1368	Richard Ba	r 99 Herperigni	1 Panes Acc	ortî Edmo Mend. <mark>Eloq</mark>
ly Membership Record O	nline			YOU	ARE IN TEST MOD
View Deposit List			Edit Officer	_	
Search for Hember Pay Hember Dues	Title		3' Governar		
Administration Borne	Member		Aligueta John T		
Exit Administrator	Member ID	<u>.</u>	0000333333		
Contraction of the second	Start Date		4/15/2008		
	End Date			*	
	52/78	Ĺ	Feset	T I	Close
1	* Later or Et	elected the	Member N Member fie	lame in	

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.



Click the Officer Maintenance button on the Administration Home screen.

The Officer Maintenance screen will open

96 a) http://10.10.19.40/myr	ecord2/payAdminOfficerM	aintenance.aspx					
			-		_		
MOOS International, Inc.	ETHE	FAM	ILY	FR/	\TE	RN	ITY
Logged in as	Admin for St Charles, 1	L LODGE 1368 Richar	d Barr [Ny	Menberstros))	YOU	ARE IN 1	Menul I Buogo
View Deposit List	Year 2007	Show History					(Deletel (Edit
Search for Member	fi .		Office	rs			
Officer Haintenance	Tale	Namo	Hamber ID	Home Observe	Start Date	End Date	Tuno
Administration Home	Courses	Kandman David	010306303	Tione Fridae	DE /01/2007	Dio Date	Officer
Exit Admininstrator	Administrator	Raidino, Pater V	010000200	2	05/01/2007		Officer
	Junior Governor	Lee Robert F	000303659		05/01/2007		Officer
Current Officer Reports	Tressurer	Johnson Lauren M Sr	009594717	8	05/01/2007		Officer
	Prelate	Kunstman, Timothy	010623226		05/01/2007		Officer
	Trustee (1 Year)	Johnson, Offord	009850977		05/01/2007		Officer
	Trustee (2 Years)	D'Amico, John	009729092	2	05/01/2007		Officer
	Trustee (3 Years)	Gramme, Scott	010585663	5	05/01/2007		Officer
	Junior Past Governor	Barr, Richard G	004192246	9	05/01/2007		Officer
	Sergeant At Arms	"VACANT"					Appointed Offi
	Inner Guard	"VACANT"					Appainted Offi
		and the second second					Received Own

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

98 🔊 http://10.10.19.40/myra	acord2/payAdminOfficerty	laintenance.aspx					
MOOS	ETHE	FAM	ILY	FR/	١TE	RN	ITY
Logged in as A Officer Maintenance	vdmin for St Charles, I	L LODGE 1368 Richar	d Barr] (My)	Membershoos) (Menage Accou	ARE IN 1	restmol
View Deposit List	Year 2007	Show History					(Delete) IEs
Search for Member			Office	rs			
Officer Maintenance	Tale	Name	Hamber ID	U.s. Oheen	Card Date	C d D de	Time
Administration Home	Inte	IName	Member 10	Home Pricase	Start Uake	End Date	Туре
Exit Admininstrato	Governor	Ranstman, Javio	010355233	2	15/91/2007		Officer
	Valias Gauge av	Lee Reher F	017083251		05/01/2007		Officer
Current Officer Reports	Treatment	laboran Lauren M Sr	0005030303	a	05/01/2007		Officer
	Prelate	Zunstman Tenstinu	010623236		05/01/2007		Officer
	Toutee (1 Year)	Johnson Official	009850977		05/01/2007		Officer
	Trustee (2 Years)	D'Amico, John	809729092	2	05/01/2007		Officer
	Trustee (3 Years)	Gramme, Scott	010585663	5	05/01/2007		Officer
	1000 A	3	004192246	9	05/01/2007		Officer
C	Office Not \	/acant 📃	C.S. Market	22	STREET, STREET		Accounted O
		-				1	Apparted 0
	Outer Guard	-VACANT-		I,			Appointed O

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



The Edit Officer screen opens



- 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

View Deposit List Search for Hember Pay Hamber Does Officer Plaintenance	e (2007 📕	Show Matery		3	YOU ARE	IN TEST	MODE
View Deposit List Search for Piember Pay Humber Duss Officer Plaintenance	e (2007 🗮	Show Hetary					
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Officer Maintenance			Officers				1
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	Annatary	863 Her U	\$17988251		UBra Vauur		3
arrent Officer Reports	Amor Governar	ange. John 1	- WILLINGS		04/10/2008		U C
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- 5. Click to Highlight the Line Item that now shows Vacant.
- 6. Click Edit.

The Edit Officer screen opens

iternational, Inc. Logged in as Admin for 1	St Charles, IL LODG2 1368 Richard	Barr 39/Merser	n nava s	Account! [Ado	n Vend [Logist]
ly Membership Record (Online		1	OU ARE IN	TEST MODE
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	Start Date	4/15/2008	9		
	End Date		4		
	Save	Reset	Ē	Close	ğ
	• Enter or Edit Officer Inform	ation	Memt	oer Fie	ld Drop do

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

The Member List Drop down will appear

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y Membership Record O	nline		YOU ARE IN TEST MO
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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.

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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.