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.
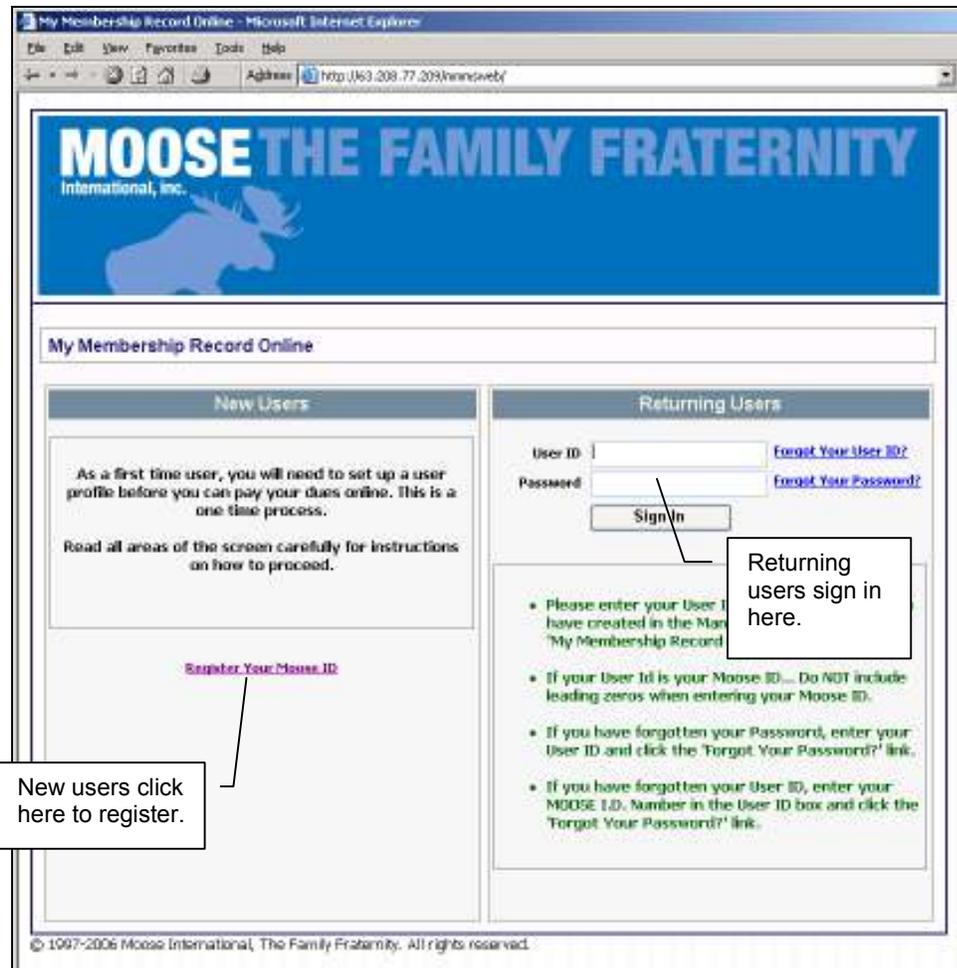
SECTION 1 - LOGGING IN TO MMMS ONLINE

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:

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:

Click "Continue" after entering your Moose ID 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:

After entering your email and email confirmation, click "Continue".

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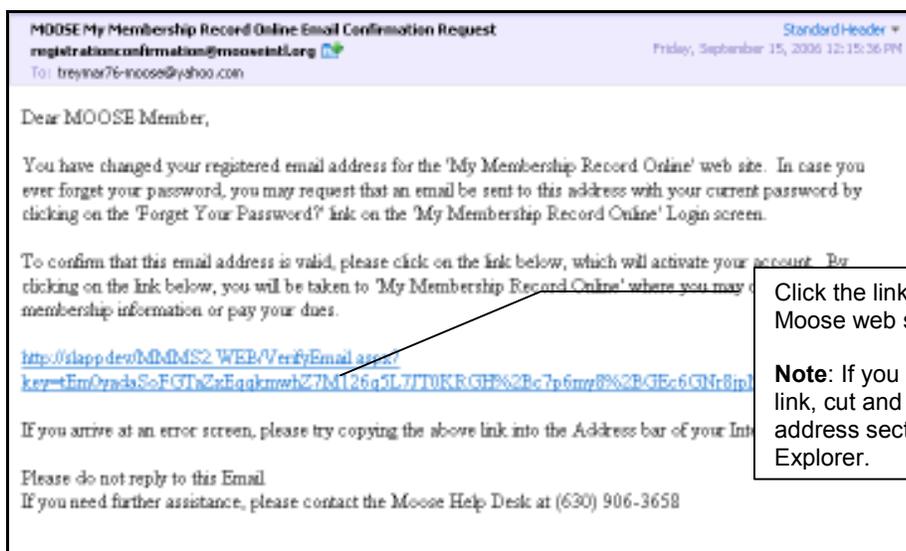4. Click the "**Continue**" button.

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:*
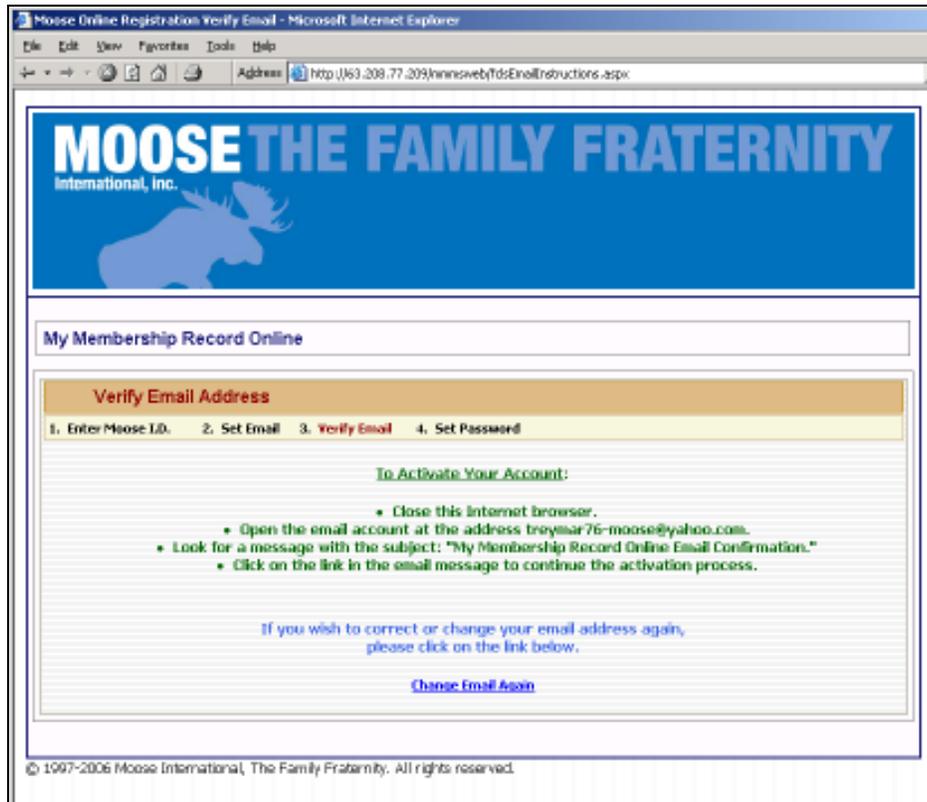
5. Follow the instructions on the screen, which say to close the Internet Explorer Window and check your email.
   Soon (usually less than one minute) you will receive an email containing a link that you may click on to continue the registration process:

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.

MOOSE My Membership Record Online Email Confirmation Request
registrationconfirmation@mooseintl.org
To: treymar76-moose@yahoo.com

Standard Header ▼
Friday, September 15, 2006 12:15:36 PM

Dear MOOSE Member,

You have changed your registered email address for the 'My Membership Record Online' web site. In case you ever forget your password, you may request that an email be sent to this address with your current password by clicking on the 'Forget Your Password?' link on the 'My Membership Record Online' Login screen.

To confirm that this email address is valid, please click on the link below, which will activate your account. By clicking on the link below, you will be taken to 'My Membership Record Online' where you may ~ membership information or pay your dues.

http://slappdev/MMMS2 WEB/VerifyEmail.aspx?
key=tEmOyndaSoFGTnZxEqqkmwhZ7M126q5L7JT0KRGH%2Bc7p6my8%2BGEc6GNr8jpl

If you arrive at an error screen, please try copying the above link into the Address bar of your Inte

Please do not reply to this Email
If you need further assistance, please contact the Moose Help Desk at (630) 906-3658

> Click the link to return to the Moose web site.
>
> **Note**: If you can not click the link, cut and paste it into the address section of Internet Explorer.

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

> Click the "Finish" button after entering your password and password confirmation.
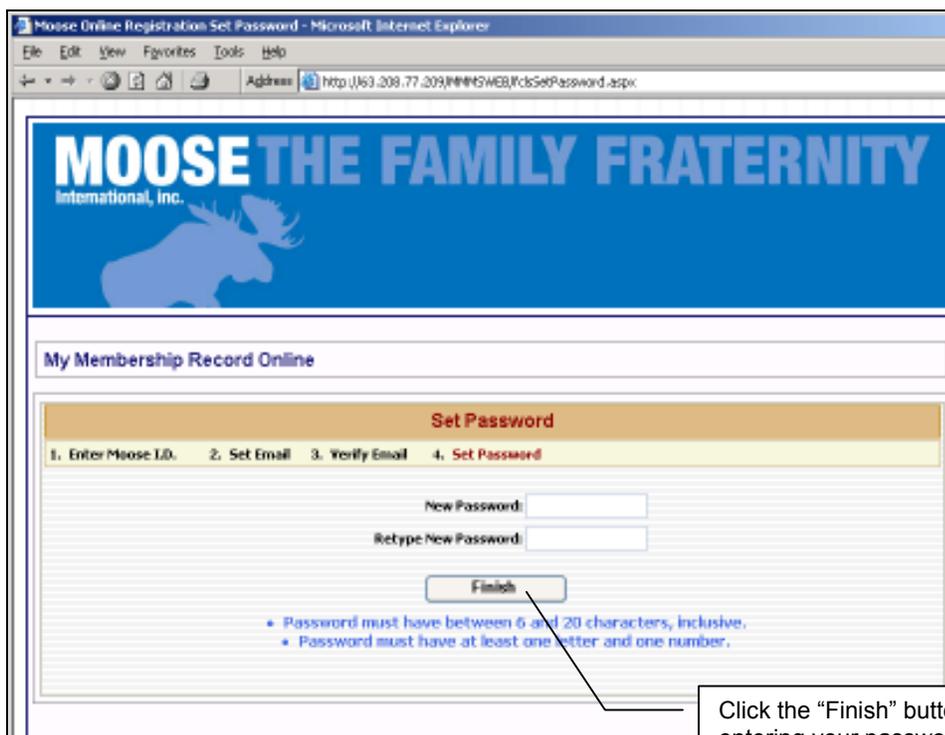
8. Type in a password of your choice and then retype it.

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:

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.
   T*he screen on the following page will open.*

MOOSE THE FAMILY FRATERNITY
International, Inc.

My Lodge Membership

Member Information

Member ID	017901535
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	Marcus
Suffix	

Membership

Membership Status	Active
Individual Status	Member
No Mail	☐
Do Not Solicit	☐
Moosehaven Resident	No

Primary Address

Address 1	1121 W OGDEN AVE #254
Address 2	
City	NAPERVILLE
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) 501-7521
Work Phone	
Work Ext.	
Fax	
Email	treymar76-moose@yahoo.com

Dates

Birthdate	9/11/1976
Enrollment	07/20/2006
Dues Expiration	07/31/2007
Legion	
Fellow	
Pilgrim	
Post 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
HID	10887031
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

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Posted on Site: 04/28/2008

***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:

Click "Edit" to update the Member information.

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:

Click the "**Manage Account**" link to access the Account Management section.

*You will be directed to the **Manage Account** page:*
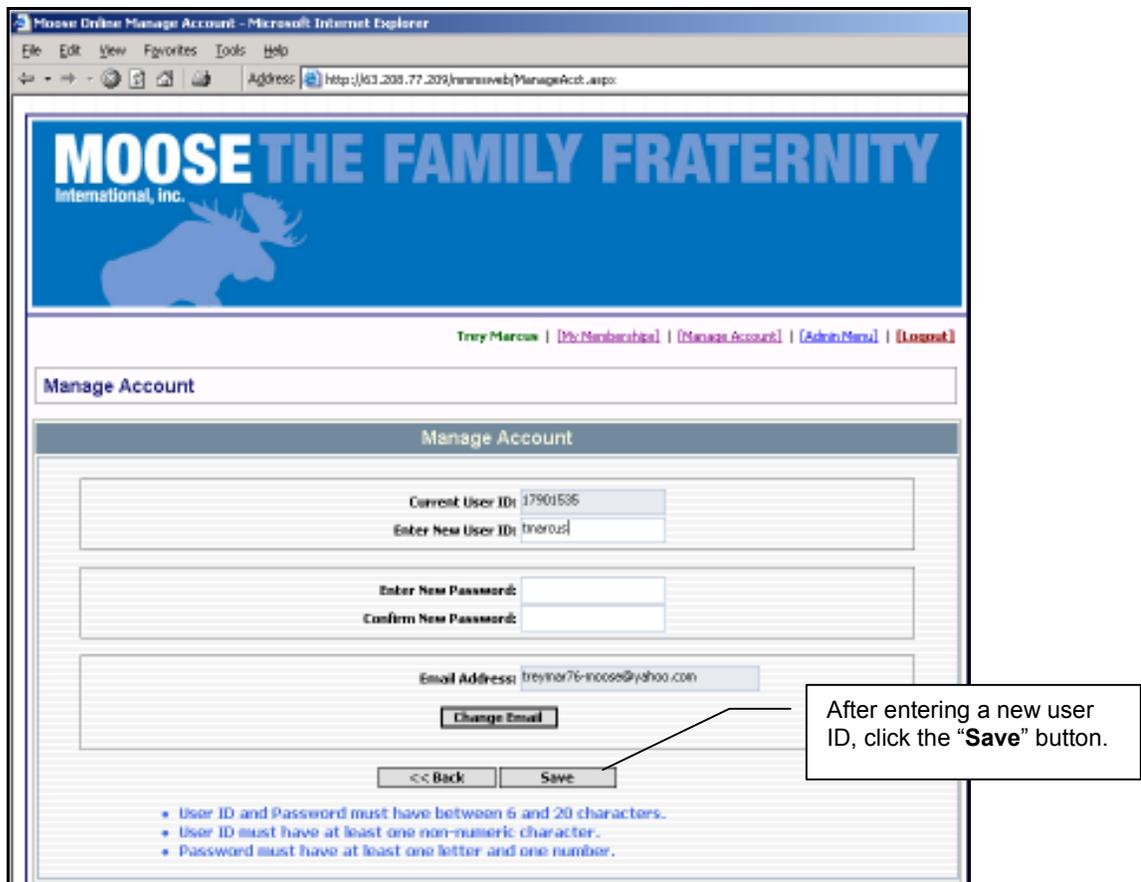
After entering a new user ID, click the "**Save**" button.

- 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.

***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.

Logout
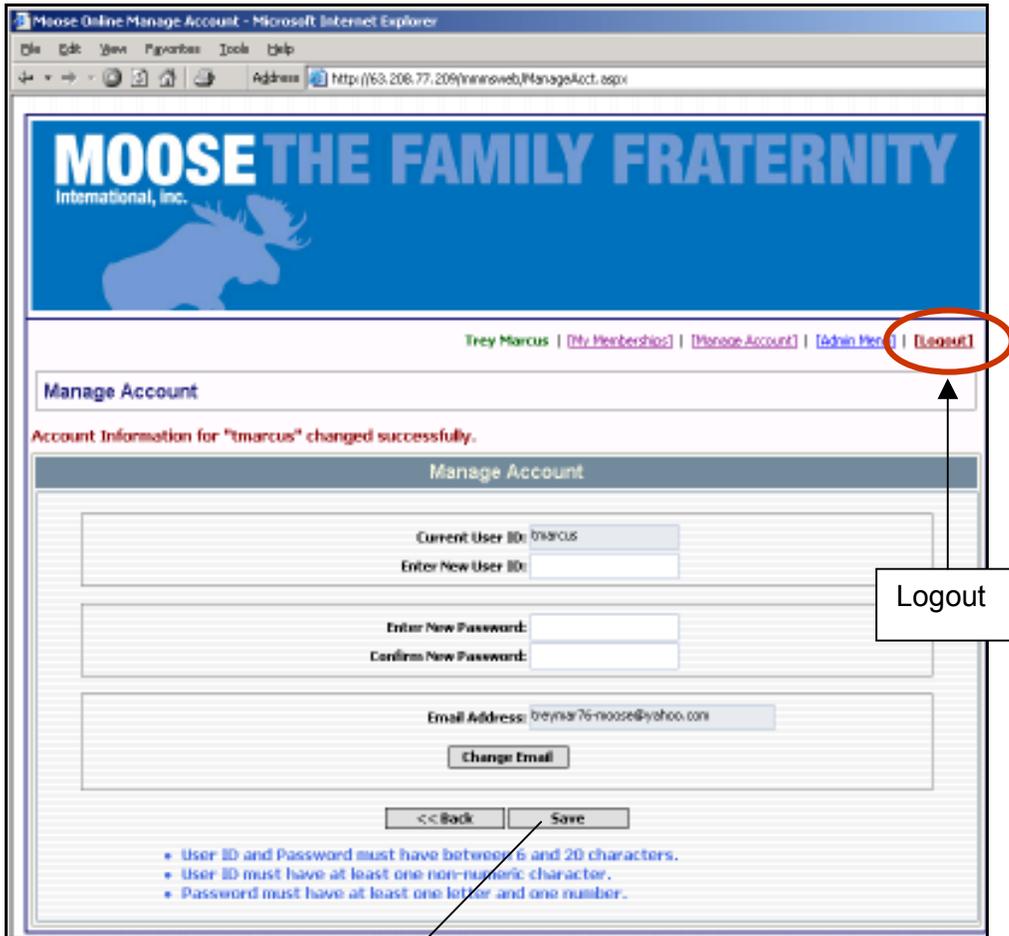
Click here to "**Save**"

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.

Click the "**Pay Dues**" icon.

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

You will see the renewal information as shown here:

Click "**Submit Payment.**"

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

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

Click "**Proceed to Checkout**."

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

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 N NORRIDGE
Address 2	
City	SHELBYVILLE
State	Kentucky
Zip Code	40065
Country	United States
Email	ajdvat@mooseintl.org
	Billing confirmation will be sent to this email address.

Change any information here, if needed.

Credit Card Information

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

Enter Credit Card information here.

Click "Continue" when ready.

Clear Fields   **Cancel Payment**   **Continue**

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:
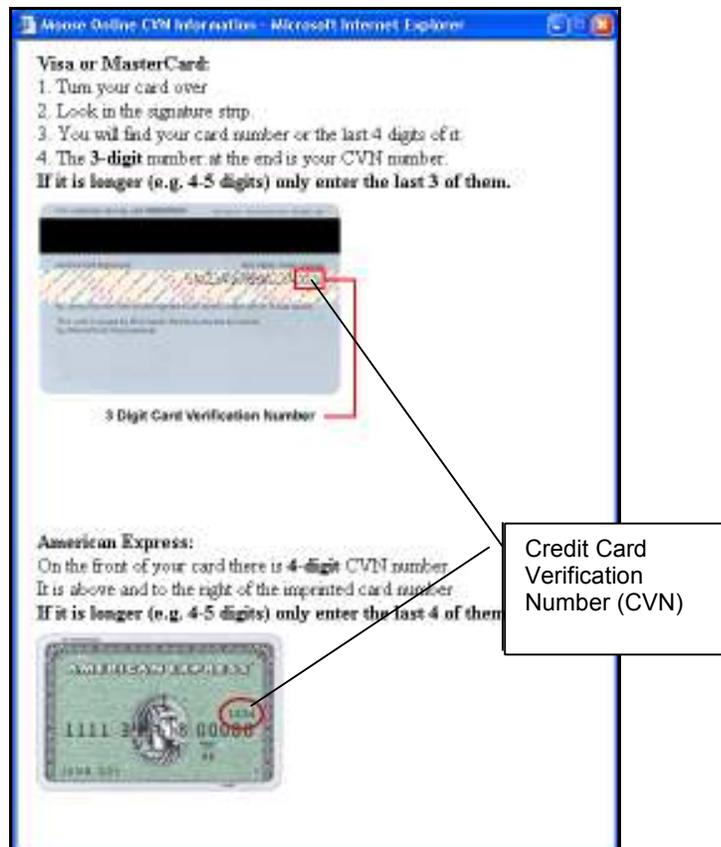
7. Click the "**Continue**" button after you are finished entering your Credit Card Information.

   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

Click "**Submit Payment**" when ready.

Shopping Cart Items

| Item | Dues Exp | Amount |
| LODGE 1715 Shelbyville Dues - James Bruhn | 3/31/2006 | $40.00 |

1 Item Total: $40.00

[Cancel Payment] [Update Credit Card] [Edit Shopping Cart] [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:

James Bruhn | [My Memberships] | [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

Be sure to print a receipt.

Shopping Cart Items

| Item | Dues Exp | Amount |
| LODGE 1715 Shelbyville Dues - James Bruhn | 3/31/2006 | $40.00 |

1 Item Total: $40.00

[Back To My Membership] [Print Receipt]

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

Click "**Print**" when ready.

Window title: http://63.208.77.209 - Moose Online Order Receipt (Print Version) - Microsoft I...

Name:	James Bruhn
Address 1:	111 N NORRIDGE
Address 2:	
City:	SHELBYVILLE
State:	KY
Zip Code:	40065
Country:	US
Credit Card Type:	Visa
Credit Card No:	XXXX-XXXX-XXXX-6781
Credit Card Exp Date:	11/06

Payment Received on: 9/25/2006 5:11:27 PM

| LODGE 1715 Shelbyville Dues – James Bruhn | 3/31/2006 | $40.00 |

1 Item Total: $40.00

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.

Click "**Admin Menu**."

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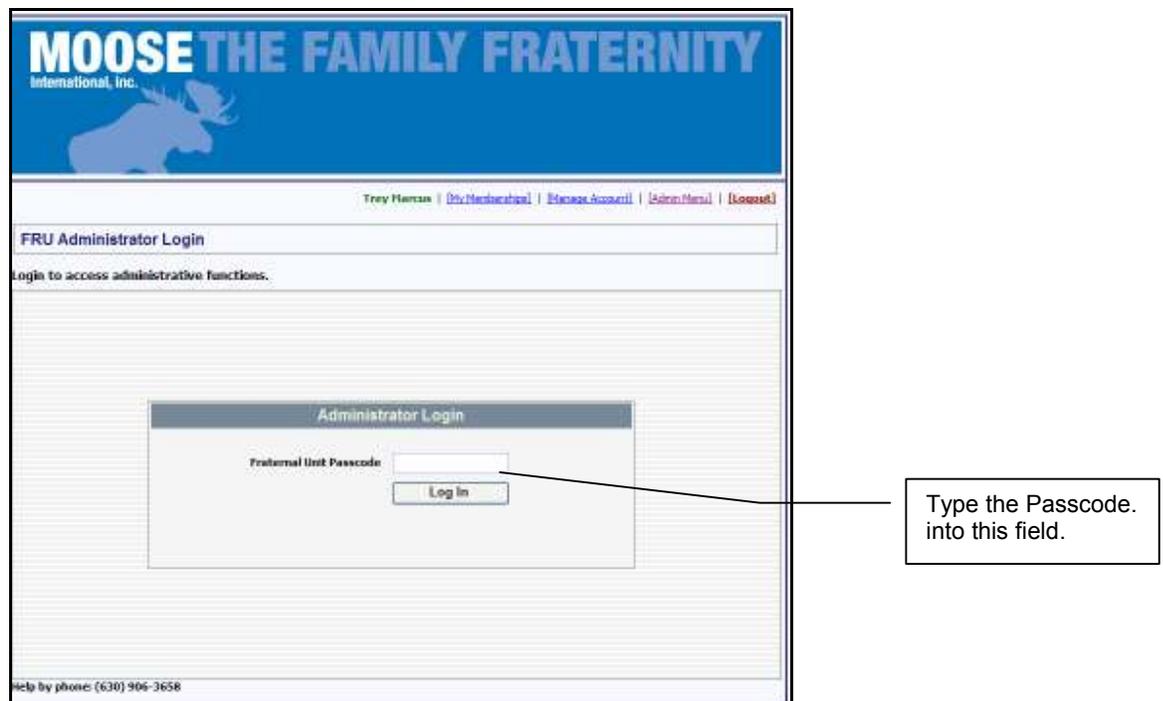
Type the Passcode. into this field.

Once you are logged in, you will see the Administrator Home page for the fraternal unit you are managing:
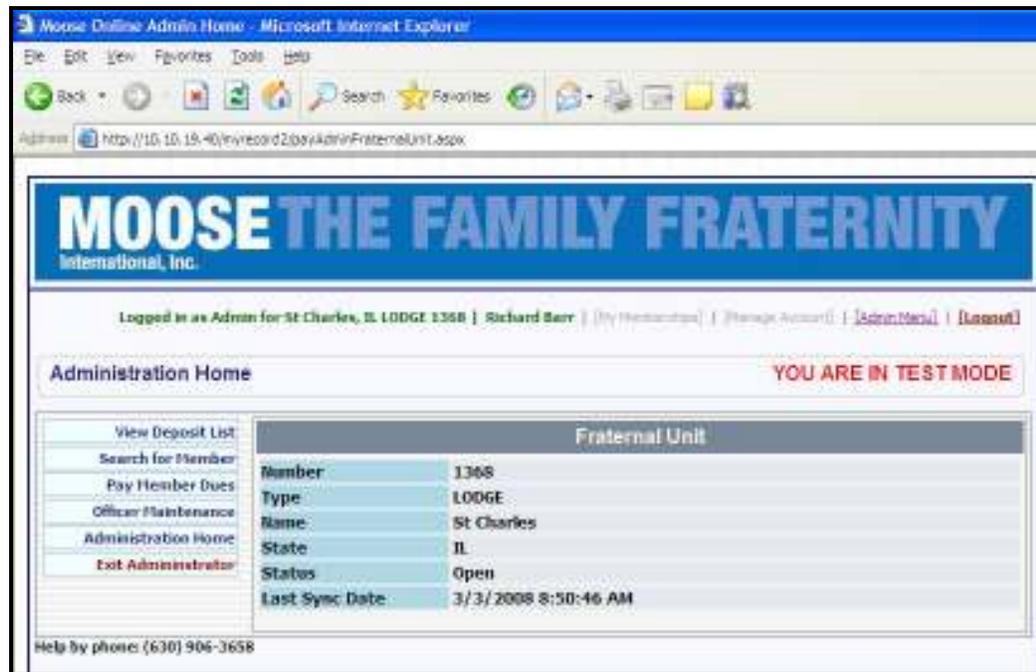
***Example**: You can see that Trey has logged into Lodge 1368. On the left side of the screen there is a menu of additional options available to Administrators, Recorders And Moose Legion Secretaries including:

- **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:

Here is an example of the printer friendly version:

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.

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**"

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:

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 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:

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

Select the Members to be added to the Shopping Cart.

Click the "**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 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".

Click here to View details.

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:
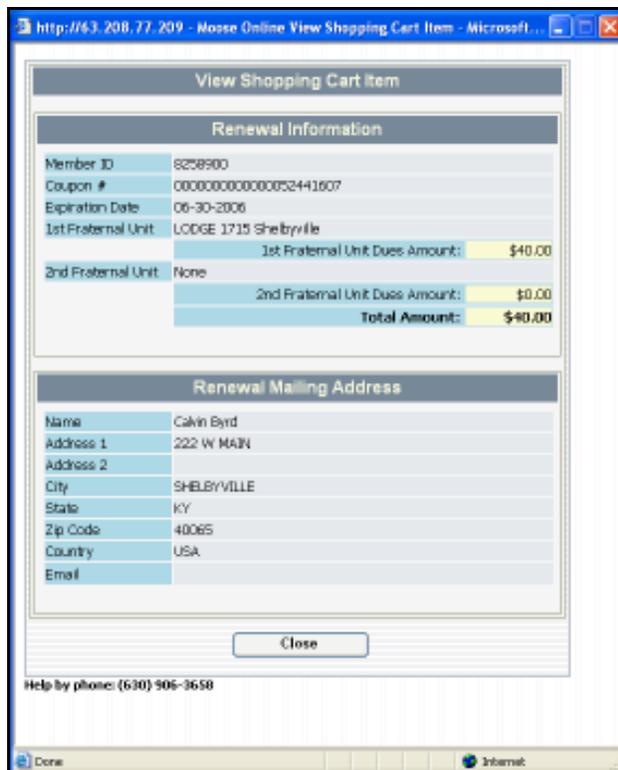
4. Click the "**Close**" button to close the cart item details.

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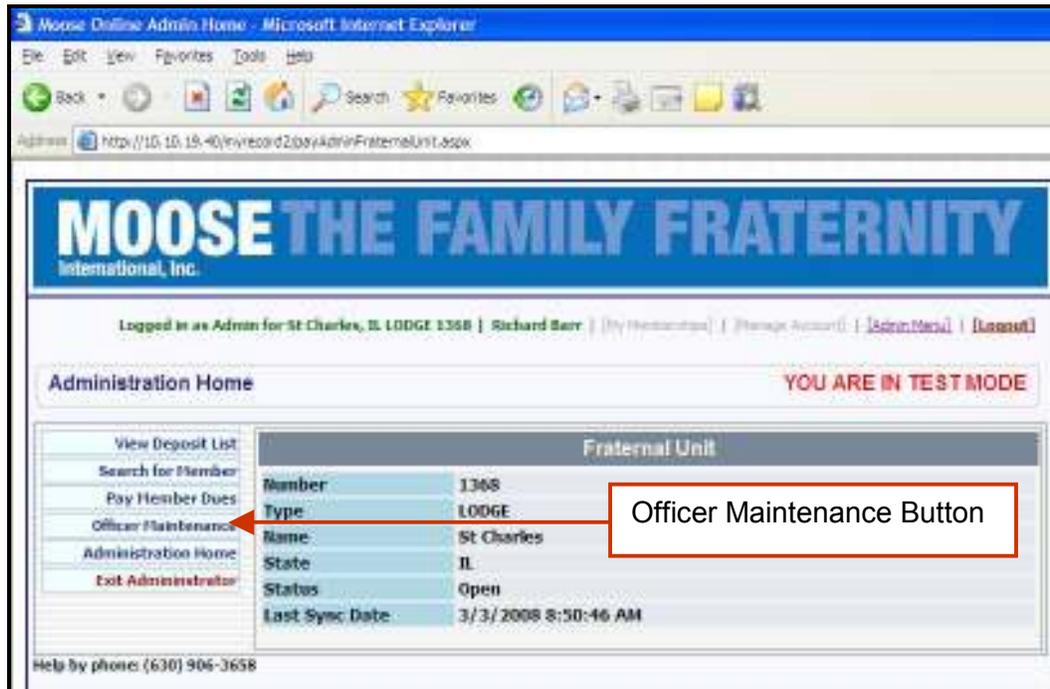
The Officer Maintenance screen will open
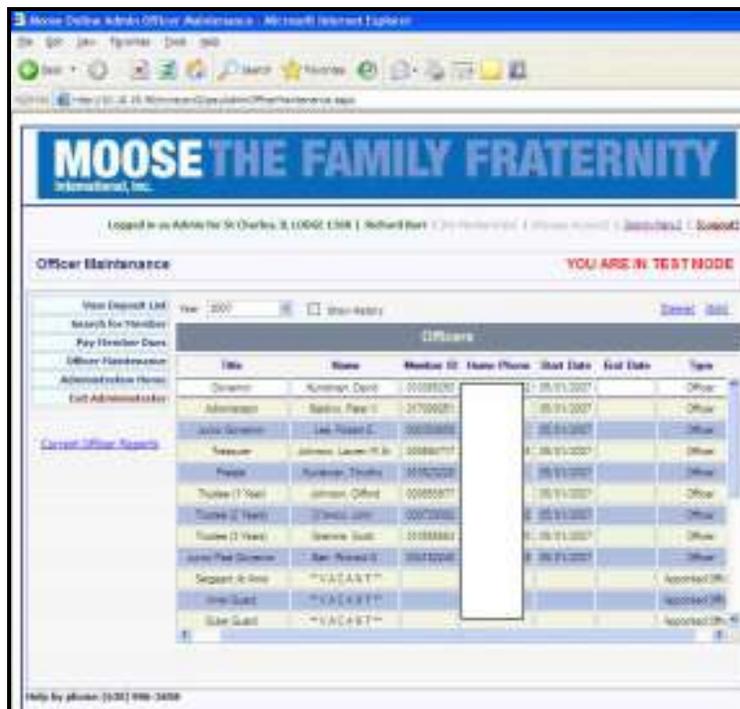
To enter an Officer or Chairman into an Office that is currently showing as Vacant on the Officer Maintenance screen:

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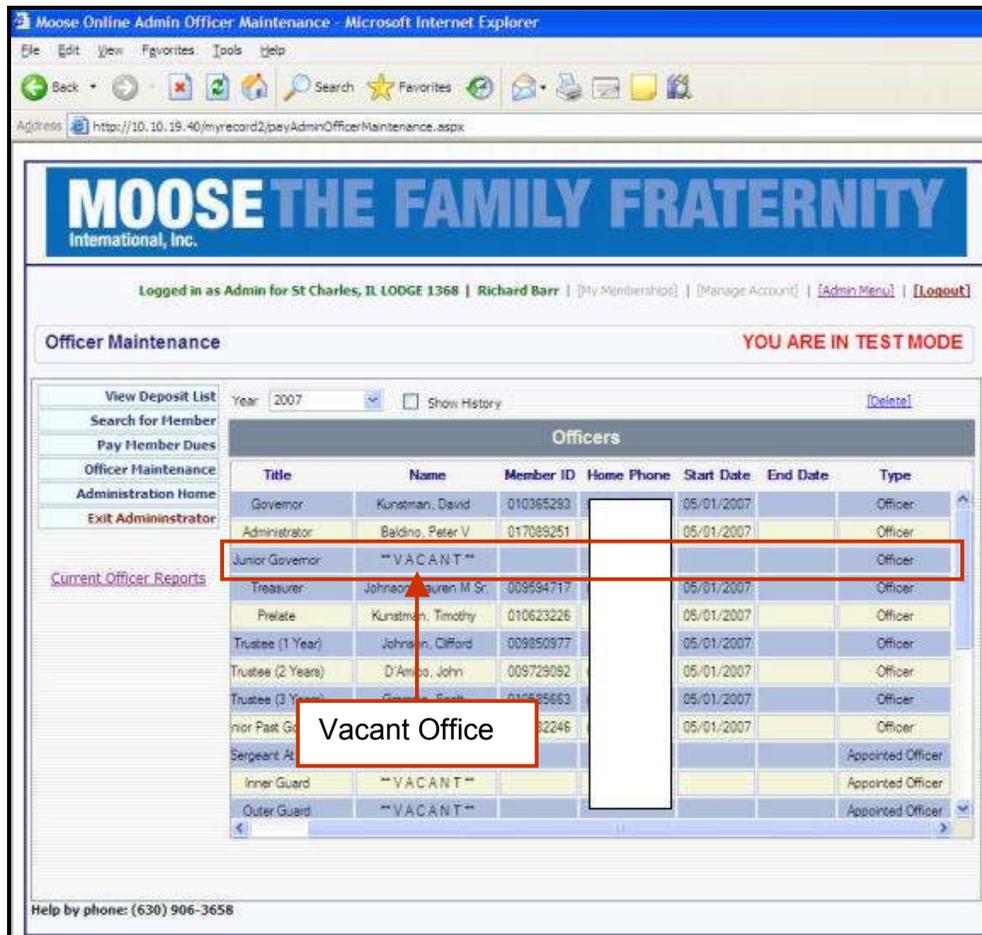
1. Click the Line Item for the Office. (The Line Item turns All White)
2. Click the **Edit** button.
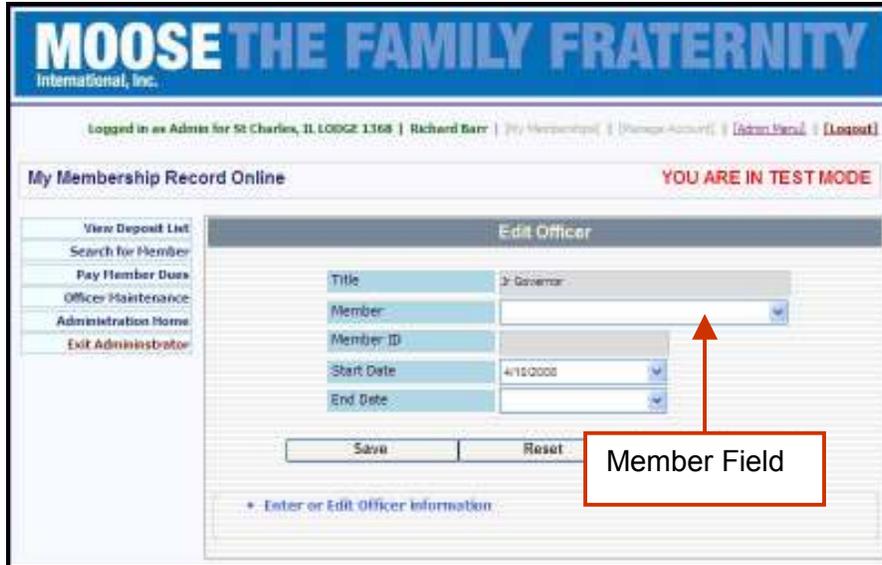
Edit Button

The Edit Officer screen opens

3. Click the **Drop down arrow** in the Member Field

The Member List Drop down will appear

Member Selection List Drop down
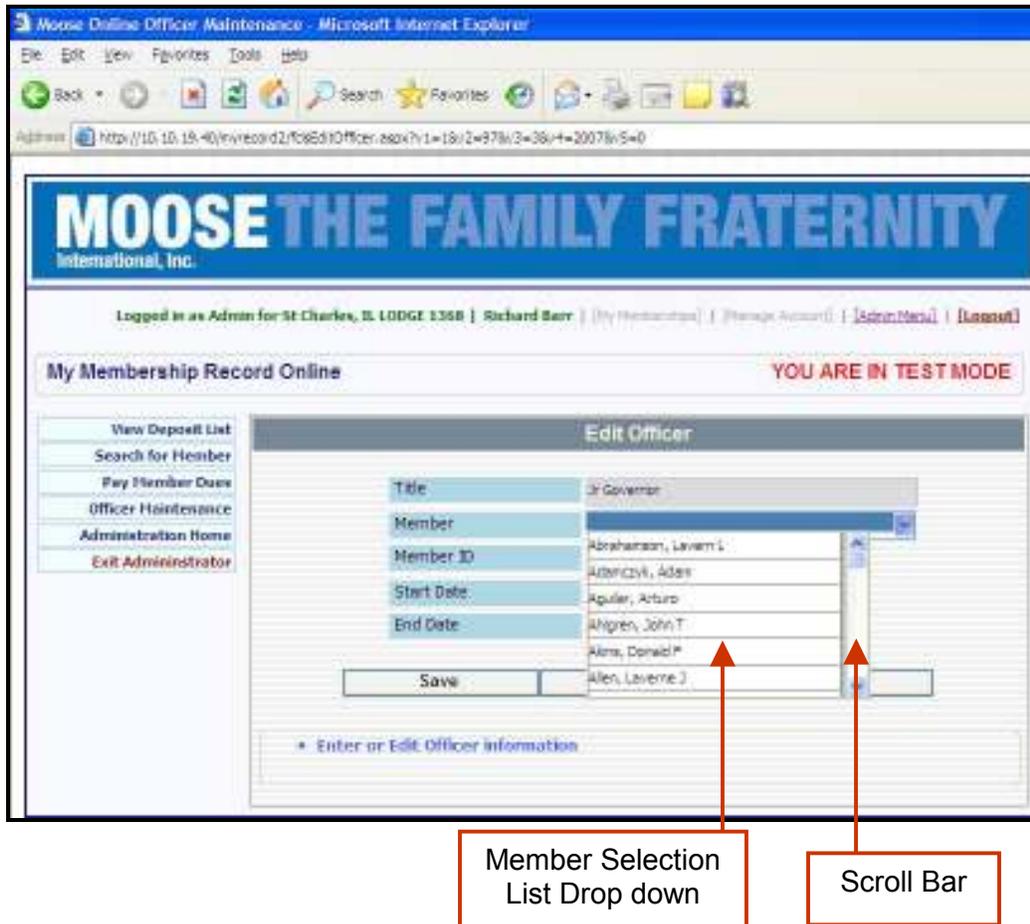
Scroll Bar

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

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.

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 not showing as Vacant on the Officer Maintenance screen.

Office Not Vacant

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

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.**

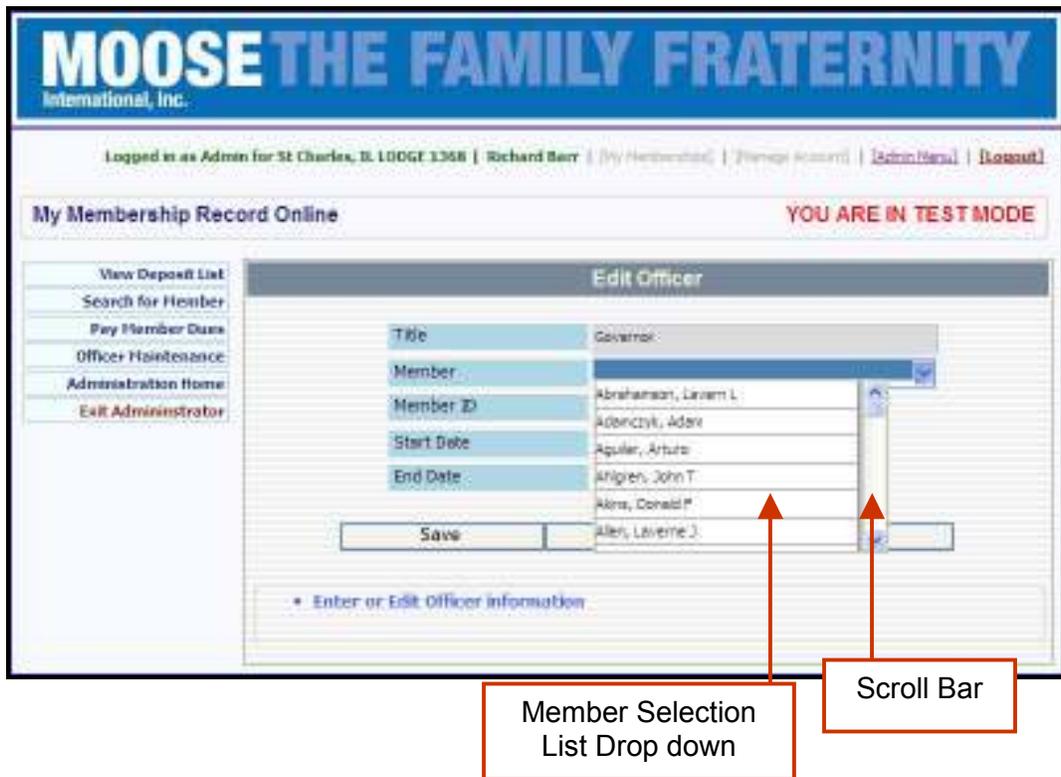The Officer Maintenance screen opens with the Office showing as Vacant

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

6. Click **Edit.**

The Edit Officer screen opens
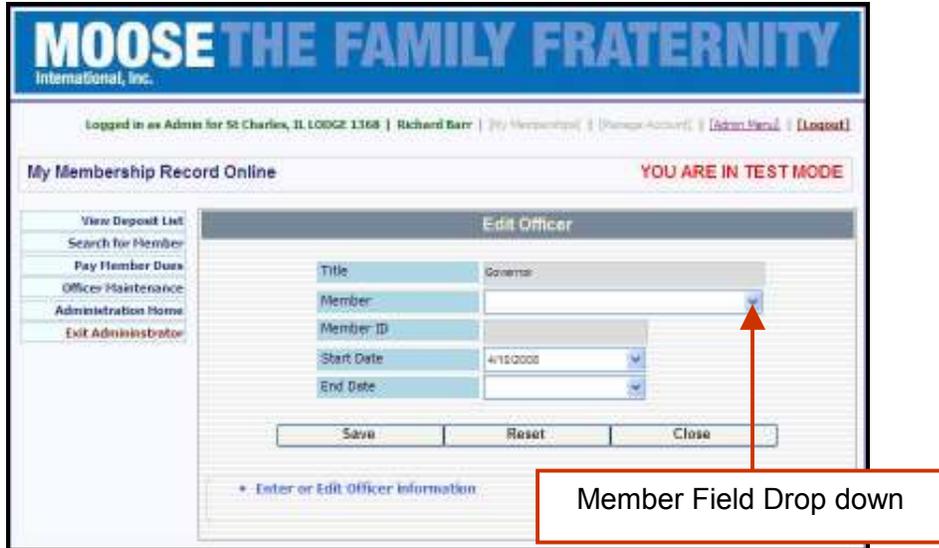
Member Field Drop down

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

The Member List Drop down will appear

Scroll Bar

Member Selection
List Drop down

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.

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.