How to do things on our website

Access our newsletter:

This is available to anyone including the general public. <u>No password is necessary</u>. Just click on the newsletter button at the bottom of our home page.

For all "Not For the Public" information like personal contact data, meeting minutes, financial documents and/or any other confidential information, you must be a member of our council and an ID number and password are required.

To access our Members Only information:
1. Click the Members Only button (on the left).
2. Enter your K of C Members Number
3. Enter your birthday MMDDYYYY
     (two digits for your month and day and four digits for the year)
4. You are now on the Members Only Page

You can now access all of our confidential information and make changes to your own contact info and photo and this is where a Chairman can change or add to their events.

Information available in the "Members Only" area…

Members List (Most up to date phone numbers and email access for all members)
Complete Directory (More data but only updated yearly in PDF)
Meetings Minutes (Requires Microsoft Word)
Update our events (Chairmen and Co-Chairmen can change and add to their events)
Vote for Knight and Family of the Month
Treasurer Report
Financial Secretary Report
Update your volunteer hours (not currently being used by the council)
Elder Statesmen of our Council (a list of those who might need rides or just a call now and then)
Council Budget and Council By-Laws

For more specific help and direction…

Access our members list: (This is the easy way to reach all of our members)
             You don't need any other software to open this info.

1. Click the Members Only button (on the left).

2. Enter your K of C Members Number
3. Enter your birthday MMDDYYYY
   (two digits for your month and day and four digits for the year)
4. You are now on the Members Only Page
5. Click on the light blue button that says "Access Council Members List".

You can now send an email to other members by clicking the email button. You can also see their phone numbers. You can change your photo, email or phone number or keep track of the volunteer hours by scrolling to your name and clicking the "Update" button. Any changes you make will be updated at "Supreme".

Access our minutes:

You MUST have Microsoft Word on your computer to open the minutes file.

1. Click the Members Only button (on the left).
2. Enter your K of C Members Number
3. Enter your birthday MMDDYYYY
   (two digits for your month and day and four digits for the year)
4. You are now on the Members Only Page
5. Move down the page to "Access Council Meeting Minutes Library".
6. Click on the light blue button that says "Access Council Meeting Minutes Library".
   You are now in the minutes Library.
7. Click on the date of the minutes you wish to see.

Access our full directory:

1. Click the Members Only button (on the left).
2. Enter your K of C Members Number
3. Enter your birthday MMDDYYYY
   (two digits for your month and day and four digits for the year)
4. You are now on the Members Only Page
5. Move down to the "Council Documents Library".
6. Click the "Access Council Documents" button (Light Blue Button)

You are now in our council Documents area. Click on any document you wish to view.
The Full Directory is only updated a couple times per year as are most of the other documents on this page. For more up to date but limited contact information please use the Members List.

Access your event: (For Chairmen and Co-Chairmen)

If you are assigned to an event you can make changes, additions and updates to your event. Unfortunately you can NOT change the date. If you need to change a date you must contact a website administrator. To make changes to your event, follow steps 1 through 4 above and then click on the button: "Access Council Event Management Center".