

Knights of Columbus Online Membership Finding, Tracking and Transferring Online Members in Officers Online

Beginning Thursday, March 8, 2018, you can now find, track and transfer Online Members in Officers Online.

Online members will be assigned to your council as **member-prospects** if the member indicates that they'd like to join your council, or if your state team has assigned them to you as a member-prospect

And, if your council **accepts** that member's application for transfer, you can **complete the transfer process without submitting a Form 100**. All you have to do enter the member's first degree date in Officers Online.

This brief guide will show you how it works.

Finding and Transferring Online Members

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

The screenshot displays the Officers Online interface. At the top, there is a blue header with a dropdown arrow and the text "Urgent Messages". Below this, there are two informational sections: "Fraternal Training Portal" with a warning about email addresses and "First Degree Ceremonial Production" with a video link. A navigation bar shows "Connecticut" selected, with "District" and "Council" options. Below this is another blue header with a dropdown arrow and the text "Supporting Applications", which includes icons for "Officers Desk Reference" and "Knights Gear". At the bottom, a tabbed interface shows "Membership", "Reports", "Forms", "Publications", and "Prospect" (which is selected and highlighted in blue). Under the "Prospect" tab, there are two sub-sections: "Unassigned" and "Assigned", each with a blue link.

The prospect tab has two lists for state teams, “Unassigned” and “Assigned.” Councils will only have an “Assigned” section.

Online Members “assigned” as prospects to your council will appear in the your prospect tab in Officers Online. This tab will only be seen by grand knights and financial secretaries. District deputies will also have the ability to view assigned member-prospects for councils in their districts.

This “Assigned” list will include online members who have expressed interest in joining locally, and *have* said that they want to convert to **your** council. These members are automatically “assigned” to the council number they entered. The list may also include members who have been assigned to your council by your state team. This can occur when a member indicates that he wants to convert to a local council, but doesn’t know which council to join. The state will assign prospects based on where the member lives and which parish he belongs to.

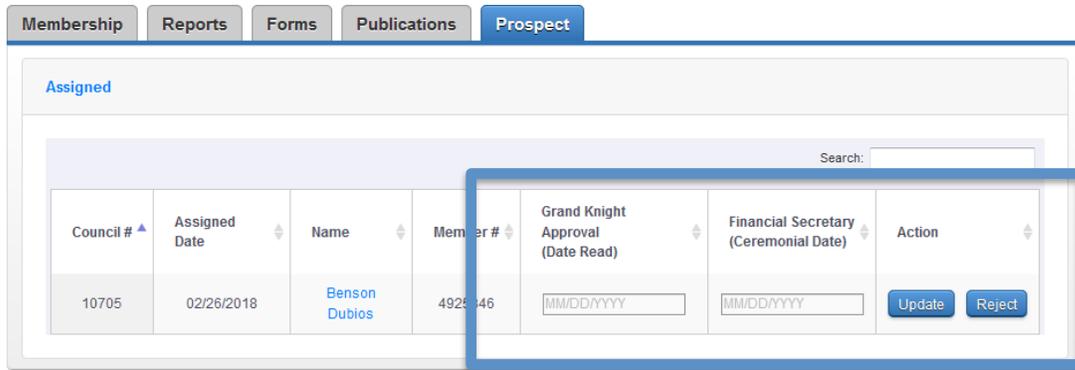
To **view additional information** about the member, including contact information, you can **click the member’s name**, and an info window will pop up.

Name			
Title			
First Name	Jon	Initial	
Last Name	Smith	Suffix	
Current Address			
Street Address	950 Mix Ave	City	Hamden
State/Province	CT	Zip/Postal Code	065145156
Country			
Contact Information			
Cell Phone	614-286-5900	Email Address	SJ@TEST.COM
Current Council Information			
Current Council	98006	Age	24
Parish	church	Years of Service	1

Back

Transferring (Or “Converting”) Online Members

Once your council has gone through the admissions process, and the member has taken his first degree, you can transfer him by simply adding the date read in the “Grand Knight Approval” section, and the first degree date in the “Financial Secretary (Ceremonial Update)” section, and clicking the update button. These two dates can be added separately, but once the first degree date is added, the transfer will be processed.



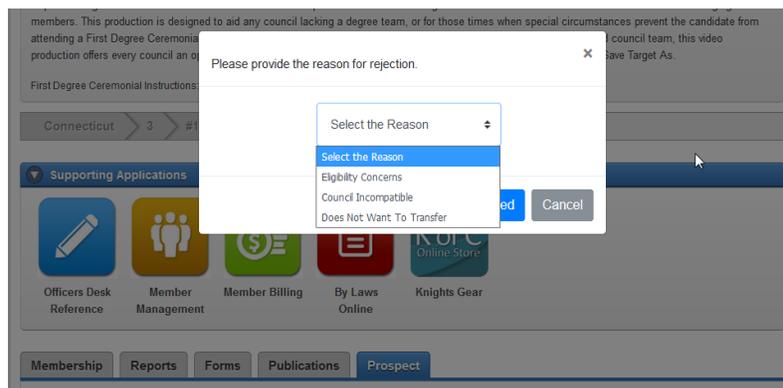
Council # ▲	Assigned Date	Name	Member #	Grand Knight Approval (Date Read)	Financial Secretary (Ceremonial Date)	Action
10705	02/26/2018	Benson Dubios	492546	MM/DD/YYYY	MM/DD/YYYY	<button>Update</button> <button>Reject</button>

Once the update is submitted, the member will be automatically transferred into his new council. You *will not* need to submit a Form 100. The member will no longer appear in the “Prospect” tab.

Remember: councils will receive a +1 membership quota credit when an online member converts into their council. If the online member is an insurance client, the council will also receive a +1 insurance quota credit for that member.

Rejecting Transfers

If, for some reason, the online member is not going to transfer into the assigned council, you may “reject” the member by clicking “reject” and selecting a reason from the drop-down menu.



Please provide the reason for rejection.

Select the Reason

- Select the Reason
- Eligibility Concerns
- Council Incompatible
- Does Not Want To Transfer

OK Cancel

Rejecting an online member for transfer will result in the member reappearing in the “Unassigned” section of the state’s “Prospect” tab, where the state can look into the matter further, and inform Supreme Council staff as needed.