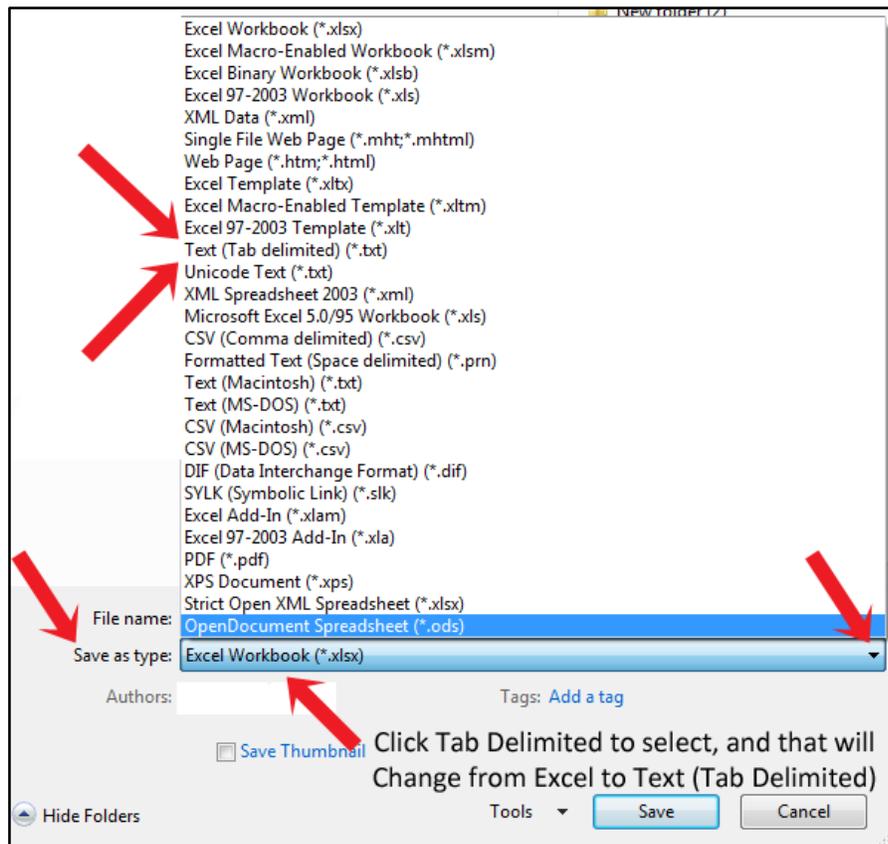


## **Updating Your Membership List from Supreme**

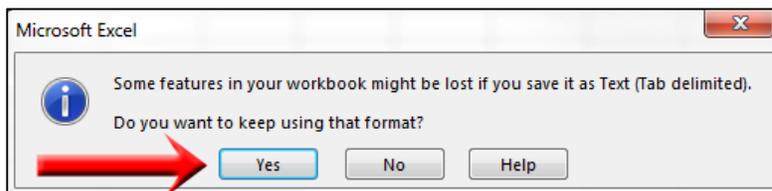
Please remember that click by click, it is important to follow these exactly.

1. Go to [www.kofc.org](http://www.kofc.org)
2. Click Sign In on the Top Right, then click Officers, and Log In.
3. Click "Member Management Icon" at the bottom of the page
4. Click "Live"
5. Click "Print Center - MM" on the top right side
6. Click "Data Extract Tool" link on the left side
7. Click "Website Support" link which is below Data Extract Tool
8. You will see "Active Members" and "Former Members"
9. Click the button for "Active Member" to download that file first.
10. Click "Get Extract"
11. Click "Click Here to Open"
12. Your Computer will now Download the File. Different browsers have different download processes. If you are not familiar with how your browser handles downloads, click the other instruction button to see the graphic instructions. There you will see the details on this step.
13. Save the File on your computer where you can easily find it. For this first file, add the word "Active" to the file name so you can identify it later. If you plan to keep it, you might also want to add the date.

It needs to be uploaded as a "Tab Delimited" file, but Computers will usually save it as an Excel file by default. If it does, or if you are the Webmaster and your FS or GK send you the file as an Excel or other file type, this is no longer a problem. Open it and resave it as Tab-Delimited.



14. Click SAVE above and you will see the notice below. Just click YES.



15. If this is your 2<sup>nd</sup> or subsequent download, go back to Officers On-Line and Repeat Steps #9–#14, this time clicking the button for "Former Members" and adding the word "Former" to the file name.

Uploading the Former Members file will actually remove members whose designation has changed to Deceased or Inactive since your last upload. Members who have transferred can be deleted manually.

16. Go to your website - there are two ways to upload the list you saved.

17. For your Initial Upload, Log into your Admin Center and click the Yellow Button. After this, open your Member List from either the Admin Center or Members Only area. The system will recognize the GK or FS or Webmaster and present the "Upload Member List" Button.
18. "Browse" for or "Choose" the file you saved just as if you were attaching a photo to an email.
19. The file name will show in the Upload File box.
20. Click the button to "Upload this Council's Membership List"
21. Once completed, an Upload Summary will appear.
22. Next Upload the Former Member file if this is not the first upload.
23. Close the page.
24. If you choose, these files can now be deleted from your computer.
25. Done!

***IMPORTANTLY!*** If you have any questions, please do not hesitate to contact us.

Email: [helpdesk@uknight.org](mailto:helpdesk@uknight.org)

Call: 720-288-8891 or 888-582-2585

Vivat Jesus!!

UKnight Help Desk

[www.uknight.org](http://www.uknight.org)