

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

The Member List upload is a little different now that Supreme changed the options. Please remember that click by specific click, it is important to follow these exactly.

***Especially, do not open or rename the file you will download from Supreme.***

1. Go to [www.kofc.org](http://www.kofc.org)
2. Sign in to Officers on the top right
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"
10. Click "Get Extract"
11. Click "Click Here to Open"
12. Save the File on your Desktop so that it is easy to find and delete later

***Do Not Open this File***

Different Browsers do this through their download processes differently. Without opening it, save the file somewhere where you can find it. We suggest your Desktop – easy to find and delete when finished.

13. Go to your website - there are two ways to upload the list you saved
14. Log into Members Only and open your Member List, or
15. Log into your Admin Center – button on home page bottom right
16. Then click your Member List button - left side of your admin center
17. In either case, the system will recognize the GK or FS or Webmaster and present the Upload Button
18. Click to “Upload Member List”
19. “Browse” or “Choose” for the file you just saved on your Desktop
20. Make sure the correct file is showing in the box
21. Click the button to “Upload this Council’s Membership List”
22. Once completed an Upload Summary will appear. Close page.
23. Go back to Officers On-Line
24. Repeat this process, this time clicking the button for “Former Members”
25. After upload to UKnight, delete “Former Member” file from computer
26. 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)