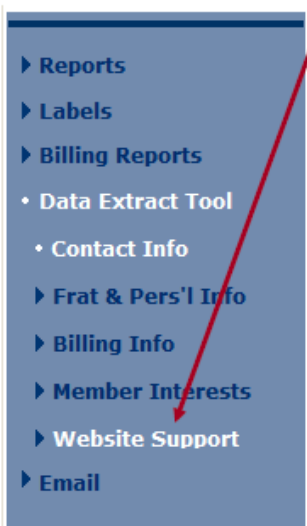


## REFRESH YOUR MEMBER LIST

Your council member list comes from the secure OFFICERS ONLINE area at [www.kofc.org](http://www.kofc.org) in a special UKnight format. Supreme limits access to this secure area to your Grand Knight or Financial Secretary. Assuming you are the Webmaster and do not hold either of these offices, you need to ask your GK or FinSec to download this list for you. They are most likely already aware of this downloading process and need only know to click **“Website Support”** to download the properly formatted file. If further information is necessary, you can send them these instructions which include downloading instructions beginning on Page 4.

It is critically important that they follow the instructions specifically, line by line, ***especially clicking “Website Support” for the properly formatted file or the upload will fail.***

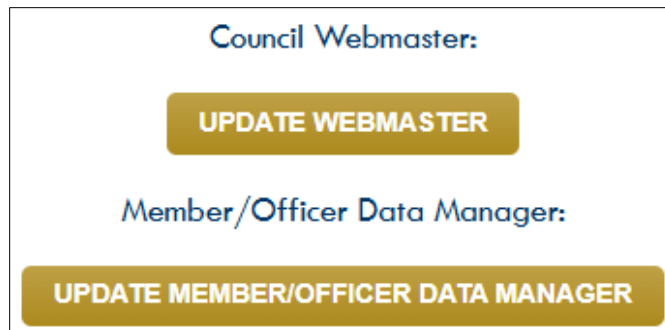


We all get into habits, and they may be in the habit of downloading the member list in a different format. But they need to click the **Website Support** option, as shown above, or the file format will be wrong, and the upload will not work.

Once this file which will be named **“websitesupportextract.csv”** is downloaded, he can send it to you, and you can continue with the following instructions. Importantly, because of the sensitivity of these records, the only site administrators that can be given authority to upload a new list and edit member records are limited to:

1. Grand Knight
2. Financial Secretary
3. Deputy Grand Knight
4. Webmaster
5. Member/Officer Data Manager

When you scroll down the center of your Admin Center, you will see the block below just under your Council Announcements. Again, because of the sensitivity of the information, only the Grand Knight, Financial Secretary and Webmaster can be given the authority to make or change these assignments.



The downloaded file will be a “.csv” file – **websitesupportextract.csv**. If it is not “websitesupportextract”, the file has been downloaded in the incorrect file format, and it will not upload. The .csv extension stands for “Comma Separated Values”, meaning that what separates FIRST NAME records from LAST NAME records, for example, is a comma. For this type of file to upload properly it cannot have commas within any of the fields. To explain, the record of John Smith, Jr. needs to have been registered in separate columns, or fields, in the Supreme database as:

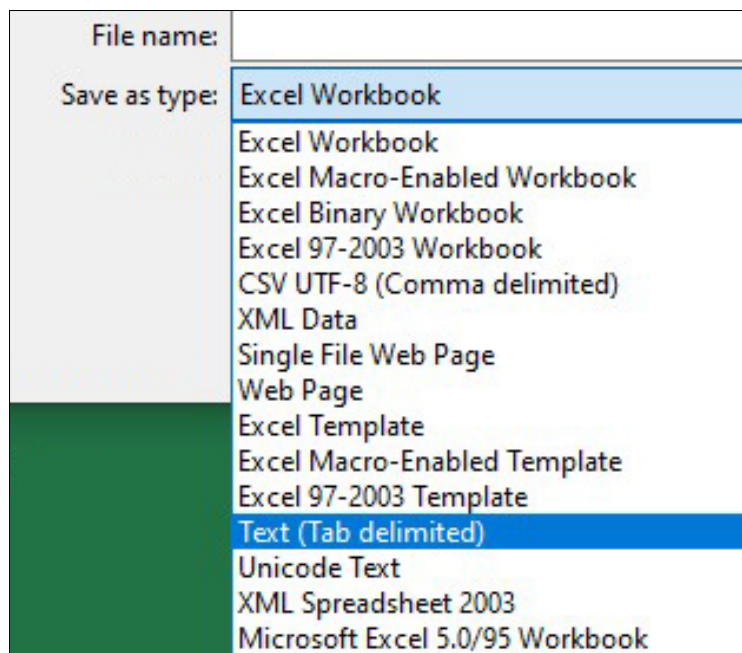
FIRST NAME: John  
 LAST NAME: Smith  
 SUFFIX: Jr.

Unfortunately, from time to time, we have found member lists with records such as

FIRST NAME: John  
 LAST NAME: Smith, Jr.  
 SUFFIX:

That comma in the Last Name field will create an error because it is a comma within a field.

Most likely, the file will be fine. But for this reason, our instructions are to open the file and change the file type by saving it as a “.txt (tab delimited)” file for a more reliable upload, just in case there is an issue. This file type is unaffected by these errant commas. The “Save As” process provides the following options to choose from.

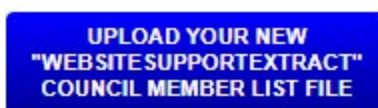


Unfortunately, if you are using an Apple/Mac computer, this is not so simple. First, saving the file as a different file type is a far more complicated process. Second, when you open the file with an Apple/Mac the program automatically converts the date format from the required 4-digit year (mmddyyyy) to a 2-digit year (mmddy). No one can tell us why it does this, it just does.

So, if you know how to reformat the date fields to a 4-digit year and save the file as a “.txt (tab delimited)” file, please do. Otherwise, **DO NOT OPEN THE FILE**, and simply save it from your email to your desktop where you can easily find it later and upload it as the original .csv.

As mentioned, it will probably be just fine. But if you do experience the errant comma problem we discussed above, we will work with you to fix it.

1. Log into your UKnight Admin Center
2. Click to open Member List on the left
3. Click to upload your new list by using this button.



4. Click to “Choose File” or “Browse”, depending upon the browser you are using.



5. Select the member download file you just saved. It should look like this unless you renamed the file, which is fine as long as it is saved as the correct file type.



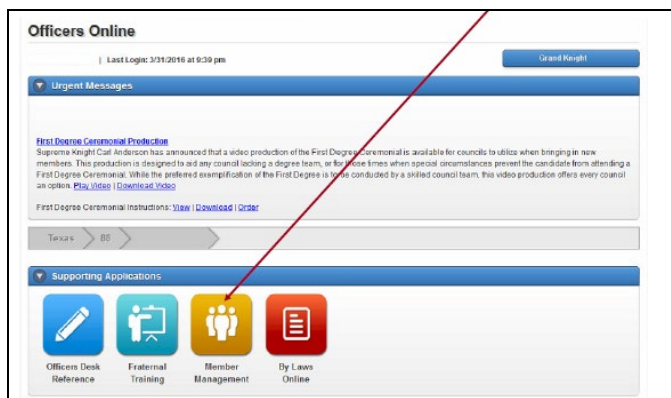
6. Click to “Upload this Council’s Extract File”

When the upload is complete the system will present you with a Member Upload report and you are done!

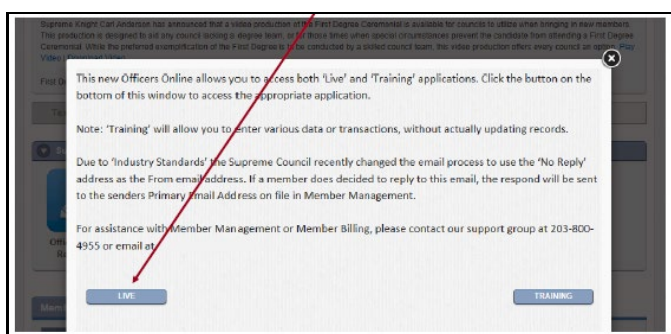
Please let us know if you follow these directions specifically and still experience any difficulties.

Following here are the instructions to download your file from Supreme OFFICERS ONLINE.

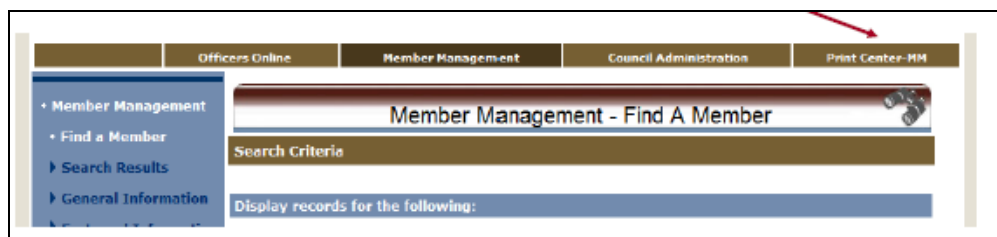
To download your council's specially formatted member list, go to [www.kofc.org](http://www.kofc.org). Log into Officers Online and on the following page, click the box close to the top labeled **Member Management**.



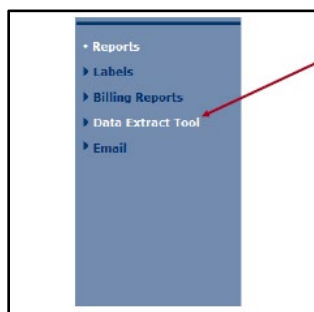
The following page pops up. Click on the “LIVE” button



The Next Page has navigation across the top. Click on the box labelled “Print Center-MM”



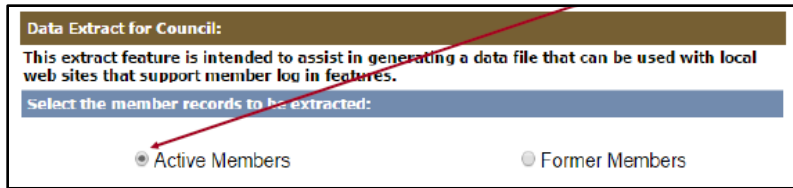
On the “Print Center-MM” Page, click “DATA EXTRACT TOOL” selection on the left side menu



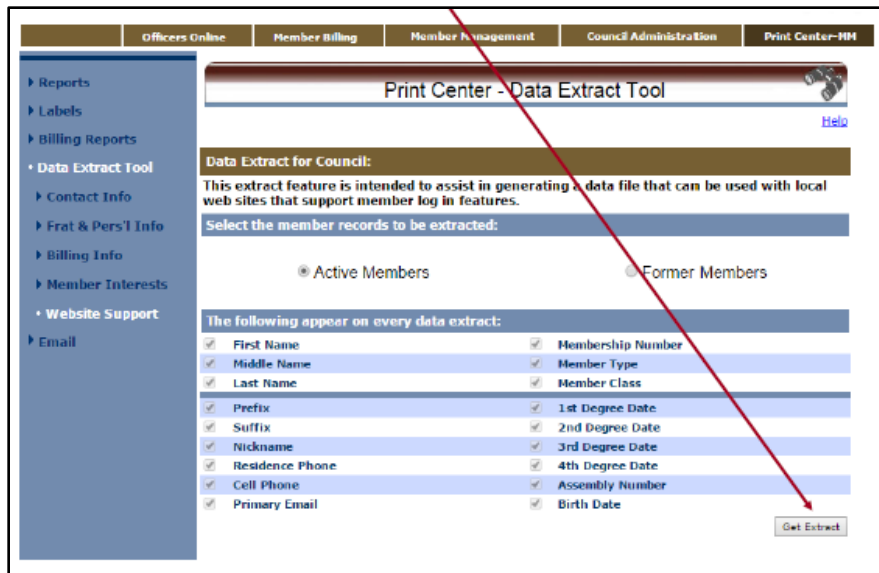
Then Click the “Website Support” selection on the left side menu



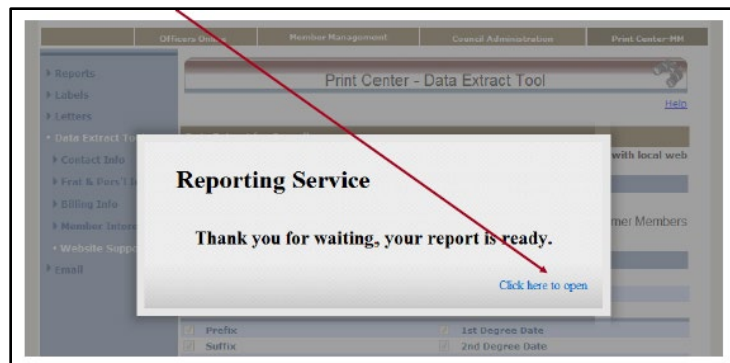
In the “Select the member records to be extracted:” section be sure to select “**Active Members**”, as the UKnight Member List upload will add all active members to its list.



After selecting “All Records”, click on the “**Get Extract**” button on the bottom right.



You should now see the dialog box titled “**Reporting Service**” pop up. Click the “**Click here to open**” link.



Your computer will now Download the File. Different browsers have different download processes. What is important, and what is not always as clear as it should be, is where your computer will put this file. Make sure it is saved someplace where you can find it later so that you can upload it, or send it to your council UKnight administrator who will be uploading it to your UKnight platform.