

UPDATE ADMINISTRATORS

On the upper right side of your Admin Center next to where you will see the button to Log-Out, you will see the Update Admins button. This is where authorized administrators (Admins) can open the form necessary to create credentials for other members of your Council who will be working with you to help keep your Council information up to date and to benefit from the many components of your UKnight Platform.

UPDATE ADMINS

Authorized Admins can add as many or as few additional “Admins” as they’d like with as many or as few permissions as they’d like. You can also **C**hange their permissions by clicking the “**C**” next to their name; **R**eset their password by clicking the “**R**”; and, **D**elete their credentials entirely by clicking the “**D**”.

This is a very complex, though easy to use system that will enable you to bring a lot of help onboard. You can delegate single or multiple specific areas of responsibility to each Admin so you never have to worry about having too many cooks in the kitchen, if you know what we mean.

COUNCIL ADMIN ACCESS LIST			
<p>CLICK HERE to ADD a New Admin</p> <p>Click the C next to the Admin for whom you wish to CHANGE his Permissions</p> <p>Click the R next to the Admin for whom you wish to RESET his Password</p> <p>Click the D next to the Admin you wish to DELETE</p>			
CHG	RESET	DEL	MEMBERSHIP NUMBER / NAME
C	R	D	2 6 1 8 SK Mr Paul (MAL)

CLICK HERE to ADD a New Admin

Here is what the Update Log-Ins form looks like:

ALLOW TO UPDATE THE FOLLOWING (UPDATE PERMISSIONS)

Manage ALL Log-Ins or Only His Own Password

Everything (no need to check others)

<input type="checkbox"/> Council Announcements	<input type="checkbox"/> Slide Show
<input type="checkbox"/> Events Calendar	<input type="checkbox"/> Prayer Requests/Good of the Order
<input type="checkbox"/> News & Announcements	<input type="checkbox"/> Photo Galleries **
<input type="checkbox"/> Officers (GK/DGK/FS/Webmaster)	<input type="checkbox"/> Video Galleries **
<input type="checkbox"/> Service Programs	<input type="checkbox"/> Newsletters **
<input type="checkbox"/> Member List	<input type="checkbox"/> About Us
<input type="checkbox"/> Roundtable	<input type="checkbox"/> Recognition
<input type="checkbox"/> Knights In Memoriam	<input type="checkbox"/> Location & Directions
<input type="checkbox"/> Squires Circle	<input type="checkbox"/> Links of Interest
<input type="checkbox"/> Email Center	<input type="checkbox"/> Market Center
<input type="checkbox"/> Manage Email Templates	

MEMBERS ONLY SECTION

<input checked="" type="checkbox"/> Members Only Announcements	<input checked="" type="checkbox"/> Council & Officer Meeting Minutes
<input checked="" type="checkbox"/> Financial Secretary Reports	<input checked="" type="checkbox"/> Treasurer's Reports
<input checked="" type="checkbox"/> Budget	<input checked="" type="checkbox"/> Council By-Laws
<input checked="" type="checkbox"/> Council Documents	

ADD THIS NEW ADMIN

For the members who need or should have full permissions, like your 4-Key-Admins – Webmaster, GK, FS, DGK - you can just check “Everything”. For your 4-Key-Admins you can also authorize them to “Manage All Logins”, which means that they can edit current permissions and create new permissions for others. **Importantly, very few members should have this authority.** Your 4-Key-Admins for example. So, check “Manage All Logins” for a few members only. For everyone else, it is best to limit their ability to “Only His Own Password”.

When you establish a new Admin, you will enter their member number and a temporary password. These temporary passwords are indeed temporary, because you will tell your new admins that the first time they log in, they will SET their own passwords which will overwrite their temporary one.

Weak passwords are never accepted. You must enter 8 characters or more, lowercase and uppercase letters (no spaces), numbers and symbols to make the password extra strong. Assuming your Admins have an email address associated with their member record, which they should, the first time they open the Log-In page to access the Admin Center they can easily set their own password by clicking this green button.

MEMBERSHIP NUMBER

PASSWORD:

LOG IN

Forgot your Password?

SET OR RESET YOUR PASSWORD

Forgot your Password?

SET OR RESET YOUR PASSWORD

They will see this notice whenever they log in, so if they happen to forget it later, they need not trouble you for help. Importantly, they must have an email address associated with their member record to receive the Set/Reset link. If they have an issue, first check the Member List to make sure they have an email address. If they do not, contact this member and ask him to add his email address to his member record in Members Only. Or, you can add it as explained in the document linked below. If it is BLOCKED, check your Undeliverable Email List. This link will open those instructions.

[SFS - HOW TO USE YOUR UNDELIVERABLE EMAIL PROCESSING TOOL](#)

For an example of how this works, you can add your Recorder as an administrator by adding his member number and a temporary password. Then check only one box for "Meeting Minutes". This way he can upload PDF copies of your Meeting Minutes to your confidential Members Only, but nothing more. Create permission for your Treasurer and check the box for "Treasurer's Reports" so he can upload PDF copies of his reports, but nothing more. If you'd like help uploading member photos and More Formal Photos, check "Member List". The same for those who work with your newsletter, photos, prayer requests, etc., as you see on the form.

Another permission that should be limited to very few Admins is access to your Email Center. This is another complex component built specifically for KofC Council email communication that's been designed for ease of use. To secure your Council Email List for official Council business only, you can send a message to the entire Council, one or more individual members, or to one or more of your many Email Groups and change the "Reply To" address.

Let's say a member has a legitimate need to send an email to the entire Council. If this communication is approved, by using the UKnight Email System one of your Email Center Admins can send out the email for him and simply change the "Reply To" address to his address. This way, all responses go directly to him. There are other such options, and when you open the Email Builder in your Email Center you will see what we mean by this – the options are right on top.

From:	CHANGE
Reply To:	CHANGE

By securing your Council Email List members know that if an email comes from their Council, it is official Council business. If they know it's not a joke, or a recipe, or a political statement, they are far more likely to open it and read the message you have for them. This is another reason why you will see member participation numbers go up with your subscription to the UKnight Platform.

When you scroll down the Admin Center you will see a section that allows you to assign members to the most sensitive positions. For example, if you'd like someone in addition to the 4-Key-Admins to have the permission necessary to upload a member list, edit member records, and update your Officers List, you can designate one of your Admins the "Member/Officer Data Manager," the option for which is in this section.

Council Webmaster:	Council Market Center Coordinator:
UPDATE WEBMASTER	UPDATE MARKET CENTER COORDINATOR
Member/Officer Data Manager:	MARKET CENTER REPORTS
UPDATE MEMBER/OFFICER DATA MANAGER	
Volunteer Hours Coordinator:	
UPDATE VOLUNTEER HOURS COORDINATOR	

The “Volunteer Hours Coordinator” will have the Volunteer Hours Reports and Management component open for him – as it will for the 4-Key Admins - in Members Only. Among other options, this gives him the access he needs to help make sure all members have their volunteer hours properly posted by adding hours for those who may have forgotten.

COUNCIL VOLUNTEER REPORTS

For Financial Secretary, Grand Knight, Deputy Grand Knight, Volunteer Hours Coordinator or Webmaster

[MORE INFORMATION](#)

[CLICK HERE](#) to modify your list of Council Volunteer Activities that are in addition to the Events posted in your Council Calendar. This will help your members know where to enter their volunteer hours.

Because of this access, only the 4-Key-Admins can change these important positions. So, as noted earlier, if you are the Webmaster but not also the GK, DGK or FS, if you assign the Webmaster position to someone else you will lose permission to make these appointments or change them. So, you will be unable to reappoint yourself Webmaster, for example.

Speaking of volunteer hours, UKnight built an entire constituent system that automatically creates an event-specific management center for each Event Chairman.

EVENT MANAGEMENT CENTER

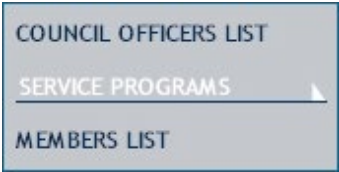
For Event Chairmen

[ACCESS COUNCIL EVENT MANAGEMENT CENTER](#)

There, they can check and edit their event rosters to make sure volunteers entered their hours. Members Only recognizes your Event Chairmen and presents them with their event-specific Management Center. They can edit their events on the calendar, enter notes from recurring events to remember for next time, access their event-specific roster communication tools, find help to fill out their Form 10784, and more.

Also, on the left side of your Admin Center you will see Service Programs. This link will open the Service Programs Management System where you can designate your Program Directors and Committee and Activities Chairmen. This is an effective way to

let your members know about the many ways they can become more involved with their council.

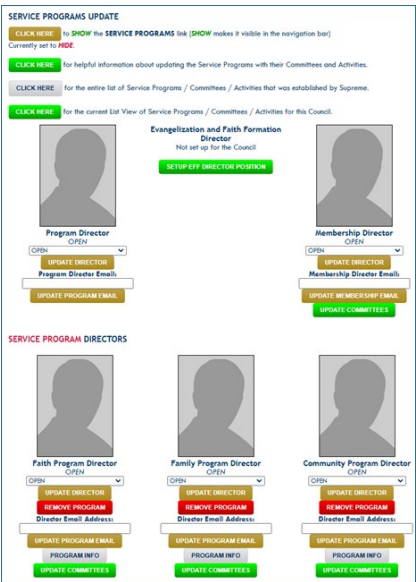


When you upload information or photos into the various components of your UKnight Platform, UKnight puts a link to those systems on your home page. With *this* component, however, you will be able to choose whether or not to show the Service Programs link on your home page. Councils often choose to hide this link until they have completed their Service Programs set-up. Supreme has established programs and committees that are in line with Faith in Action. When you access this system, you will see that these positions have already been set up for your Council.

Following is an example of how links will appear or not appear on your home page.



You can also easily modify this component to include your own council's specific committees and activities. It's too small to read the form here, so please check it out in your Admin Center. This is how it looks.



As you see, you can bring a lot of guys onboard to help with Council management, administration and development in an organized manner. We know that once you get the hang of it, you will find these features to be very helpful.