



UPDATE YOUR ADMINISTRATORS

UPDATE LOG-INS

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 Log-Ins button. This is where authorized administrators 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. 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.

UPDATE COUNCIL #

ADMIN ACCESS LIST

CLOSE THIS WINDOW

COUNCIL ADMIN ACCESS LIST

CLICK HERE to ADD a New Admin

Click the **C** next to the Admin for whom you wish to CHANGE his Permissions

Click the **R** next to the Admin for whom you wish to RESET his Password

Click the **D** next to the Admin you wish to DELETE

CHG	RESET	DEL	MEMBER # / NAME
C	R	D	428 SK S.K. John

CLOSE THIS WINDOW

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)

☐ Council Announcements
☐ Slide Show

☐ Events Calendar
☐ Prayer Requests

☐ News & Announcements
☐ Photo Galleries **

☐ Officers (Limited to: GK, DGK, FS, Webmaster)
☐ Video Galleries **

☐ Service Programs
☐ Newsletters **

☐ Member List
☐ About Us

☐ Roundtable
☐ Recognition

☐ Knights In Memoriam
☐ Location & Directions

☐ Squires Circle
☐ Links of Interest

☐ Email Center
☐ Market Center

☐ Manage Email Templates

MEMBERS ONLY SECTION

☒ Members Only Announcements
☒ Meeting Minutes

☒ Financial Secretary Reports
☒ Treasurer's Reports

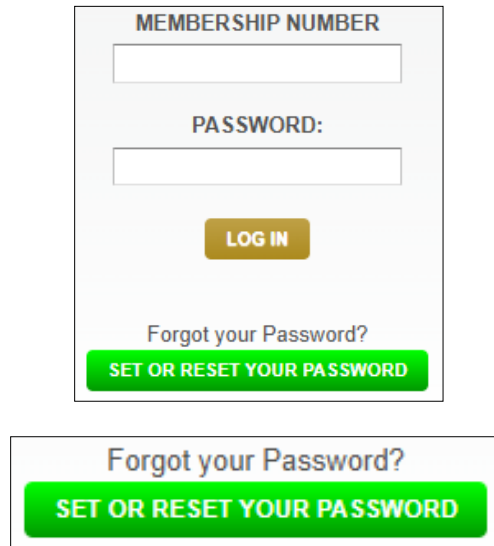
☒ Budget
☒ Council By-Laws

☒ Council Documents

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.



The image shows two screenshots of the system interface. The top screenshot is a login form with a light gray background. It features a label 'MEMBERSHIP NUMBER' above a text input field, a label 'PASSWORD:' above another text input field, a yellow 'LOG IN' button, and a link 'Forgot your Password?' above a green button labeled 'SET OR RESET YOUR PASSWORD'. The bottom screenshot shows a white box with a light gray border containing the same 'Forgot your Password?' link and the green 'SET OR RESET YOUR PASSWORD' button.

They will see this notice every time they log in so that if they happen to forget their password 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. So, if they have an issue, first check the Member List to make sure they have an email address. If not, or if it is **BLOCKED**, check your Undeliverable Email List. A Live Link to those instructions is below, and also in that section of your Admin Center.

[LEARN HOW TO USE THE 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 very complex component built specifically for KofC Council email communication 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 or to one 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.

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 and edit member records, you can designate one of your Admins the “Member List Upload Manager” the option for which you will see in this section. 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. This gives him access to help make sure all members have their volunteer hours properly logged by adding volunteer hours to members who may have forgotten to post them on their own.

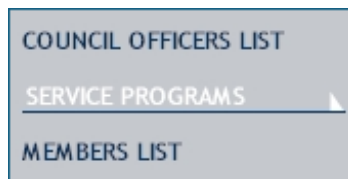
<p>Council Webmaster:</p> <p>UPDATE WEBMASTER</p>	<p>Council Market Center Coordinator:</p> <p>UPDATE MARKET CENTER COORDINATOR</p>
<p>Member List Upload Manager:</p> <p>UPDATE ML UPLOAD MANAGER</p>	<p>MARKET CENTER REPORTS</p>
<p>Volunteer Hours Coordinator:</p> <p>UPDATE VOLUNTEER HOURS COORDINATOR</p>	

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. 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 each of their events on the calendar, enter notes from recurring events to remember for next time, find help to fill out their Form 10784, access their event-specific roster communication tools, 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.

OFFICERS
SERVICE PROGRAMS
PRAYER REQUESTS
EVENTS CALENDAR

OFFICERS
PRAYER REQUESTS
EVENTS CALENDAR

You can also easily modify this component to include your own council's specific committees and activities. Too small to read the form here, you can check it out in your Admin Center.

CLICK HERE

to **SHOW** the **SERVICE PROGRAMS** link (**SHOW** makes it visible in the navigation bar)

Currently set to **HIDE**

CLICK HERE


for helpful information about updating the Service Programs with their Committees and Activities.

CLICK HERE

for the entire list of Service Programs / Committees / Activities that was established by Supreme.

CLICK HERE

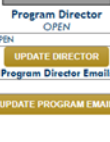
for the current List View of Service Programs / Committees / Activities for this Council.



Evangelization and Faith Formation Director

Not set up for the Council

SETUP EFF DIRECTOR POSITION




Program Director

OPEN

UPDATE DIRECTOR

Program Director Email:

UPDATE PROGRAM EMAIL



Membership Director


OPEN

UPDATE DIRECTOR

Membership Director Email:

UPDATE MEMBERSHIP EMAIL

UPDATE COMMITTEES



Faith Program Director

OPEN

UPDATE DIRECTOR


REMOVE PROGRAM

Director Email Address:

UPDATE PROGRAM EMAIL

PROGRAM INFO

UPDATE COMMITTEES



Family Program Director

OPEN

UPDATE DIRECTOR


REMOVE PROGRAM

Director Email Address:

UPDATE PROGRAM EMAIL

PROGRAM INFO

UPDATE COMMITTEES



Community Program Director

OPEN

UPDATE DIRECTOR

REMOVE PROGRAM

Director Email Address:

UPDATE PROGRAM EMAIL

PROGRAM INFO

UPDATE COMMITTEES

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.

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