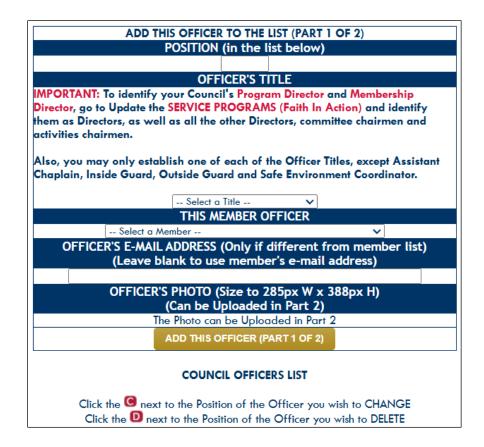**UPDATING YOUR COUNCIL OFFICERS**

Updating your Council Officers is a very simple process that works in the same manner as most of the other UKnight Systems. Because certain officers have universal access, the ability to designate your officers is limited. Only the 4-Key-Admins - GK, FS, DGK, and Webmaster - have the credential necessary to make these changes.

First, log into your Council's Admin Center, and then click Council Officers List you will see on the left side of your Admin Center home page. That will open the form.

VIDEO GALLERY

COUNCIL OFFICERS LIST

SERVICE PROGRAMS

ADD THIS OFFICER TO THE LIST (PART 1 OF 2)

POSITION (in the list below)

OFFICER'S TITLE

IMPORTANT: To identify your Council's Program Director and Membership Director, go to Update the SERVICE PROGRAMS (Faith In Action) and identify them as Directors, as well as all the other Directors, committee chairmen and activities chairmen.

Also, you may only establish one of each of the Officer Titles, except Assistant Chaplain, Inside Guard, Outside Guard and Safe Environment Coordinator.

-- Select a Title --

THIS MEMBER OFFICER

-- Select a Member --

OFFICER'S E-MAIL ADDRESS (Only if different from member list)
(Leave blank to use member's e-mail address)

OFFICER'S PHOTO (Size to 285px W x 388px H)
(Can be Uploaded in Part 2)

The Photo can be Uploaded in Part 2

ADD THIS OFFICER (PART 1 OF 2)

COUNCIL OFFICERS LIST

Click the **C** next to the Position of the Officer you wish to CHANGE
Click the **D** next to the Position of the Officer you wish to DELETE

Your experience here is another example of how your UKnight Platform has been designed for simplicity and ease. Councils prioritize their officers differently, so type a number in the Position Box that aligns with your ordering preference. If you would like to show your Grand Knight as the first officer, number his position "10." If you would like your Chaplain to show as the first officer, number his position "10." Whenever you create sequential positions, it is best to increment by ten (10 – 20 – 30, like that), so you can rearrange them later if you'd like.

You will see the "Select a Title" drop-down for you to select the office. These include the official Council Officer positions designated by Supreme. When you have selected the Office, click the "Select a Member" drop-down which auto-fills from your Member List. Click on the member who will hold that Office and just like that - your Officer is designated.

You will also be able to enter a specific email address for that office if there is one, such as GrandKnight@kofc12345.org. Next year when you change the Officer, the Officer email will remain, and the new Officer can pick up right where his predecessor left off.

If your Council does not maintain Officer addresses, the system will automatically connect to the address in his member record. If his official member record does not currently include an address, he, or one of the 4-Key-Admins, can add it to his member record. This, and all changes to the Member List, will automatically send an email to your Financial Secretary with the information necessary for him to then update the Supreme database.

The last step is to upload this Officer's "More Formal Photo" which is different from the casual photos most members will upload to your member list. If you do not have these Officer photos now, it's not a problem. You can take these pictures at a later meeting and, to make it easier, any Admin with the "Member List" credential checked (which you will see when you add or remove member credentials to access the Admin Center) can easily upload member list photos and the More Formal Photos through the Admin Center.

When you upload this Officer's More Formal Photo it will auto-populate for every position this member holds. If he is appointed a Program Director, this photo will auto-populate there. District Deputy, this photo will appear for that position as well. Even if he holds a State or Diocese office, this More Formal Photo will auto-populate there. If this More Formal Photo is ever updated, it will also update automatically in these other places as well.

Please let us know if you have any questions regarding this process at helpdesk@uknight.org.

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