



Upload your Member List

According to Supreme rules, only a Grand Knight or Financial Secretary can log into officers online to get your Member List. So, if you do not hold one of these offices, you need to ask your GK or FinSec to log into Supreme Officers Online at www.kofc.org and ***follow the instructions on the following pages.***

It is critically important that they follow the instructions specifically, line by line, ***especially clicking “Website Support” to format the file or it will not work!***



Again – he must click **Website Support** as shown above or the file format will be wrong, and the upload will not work.

Once he downloads that file, he can send it to you, and you can continue with the following instructions.

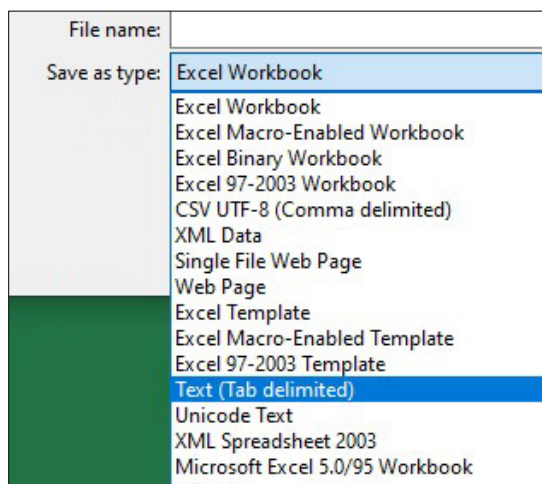
1. The downloaded file will be a “.csv” file. The .csv extension stands for “Comma Separated Values”, meaning that what separates FIRST NAME records from LAST NAME records, for example, is a comma. For this type of file to upload properly it cannot have commas in any of the fields. To explain, the record of John Smith, Jr. needs to be registered 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. 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. This file type is unaffected by these errant commas. The “Save As” process provides the following options to choose from.



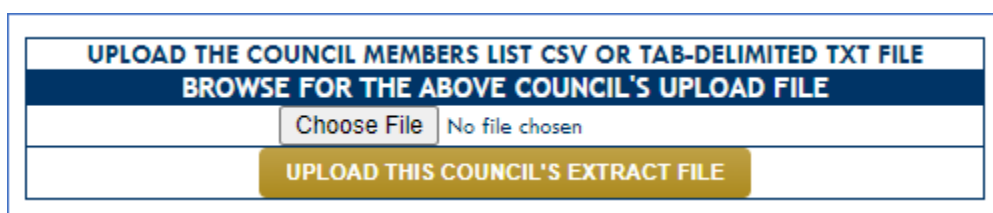
Unfortunately, if you are using an Apple/Mac computer, this is not so simple. First, saving the file as a different file type is a far more complicated process. Second, when you open the file with an Apple/Mac the program automatically converts the date format from the required 4-digit year (mmddyyyy) to a 2-digit year (mmddyy).

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. If you experience the errant comma problem we discussed above, we will work with you to fix it.

2. Log into your UKnight Admin Center
3. Click to open Member List on the left
4. Click to “UPLOAD CURRENT LIST”



5. Click to “Choose File” or “Browse”, depending upon the browser you are using.
6. Select the .txt member download file you just saved.
7. Click to “Upload this Councils Extract File”



8. When the upload is complete the system will present you with a Member Upload report
9. And you are done!

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

HOW TO SET UP YOUR UKNIGHT SITE

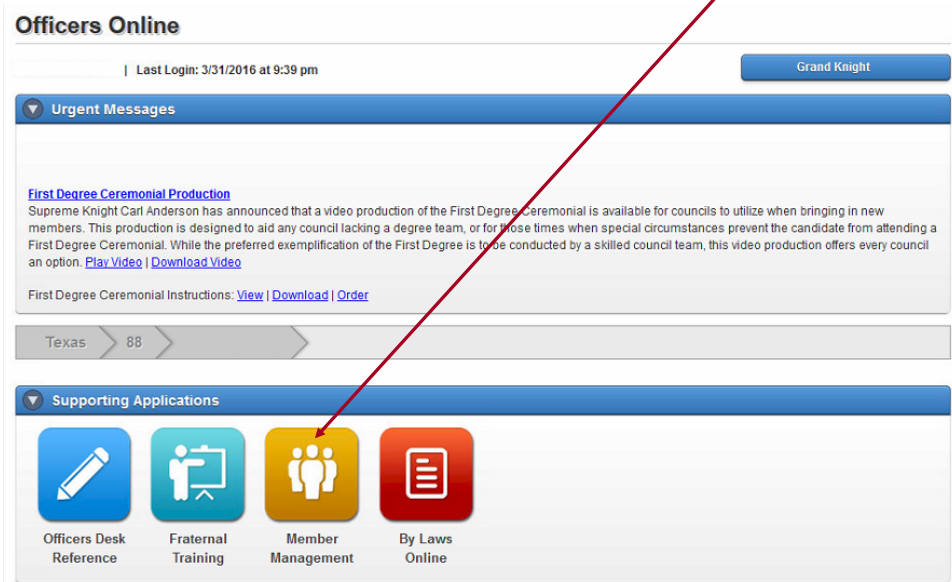
It takes only a few steps to set up a UKNIGHT site. However, the process requires access to membership and other information maintained by your council's Financial Secretary.

For that reason, initial setup should be performed by the Financial Secretary. Once the following steps have been completed, the FS can assign log-in access for ongoing content management responsibilities.

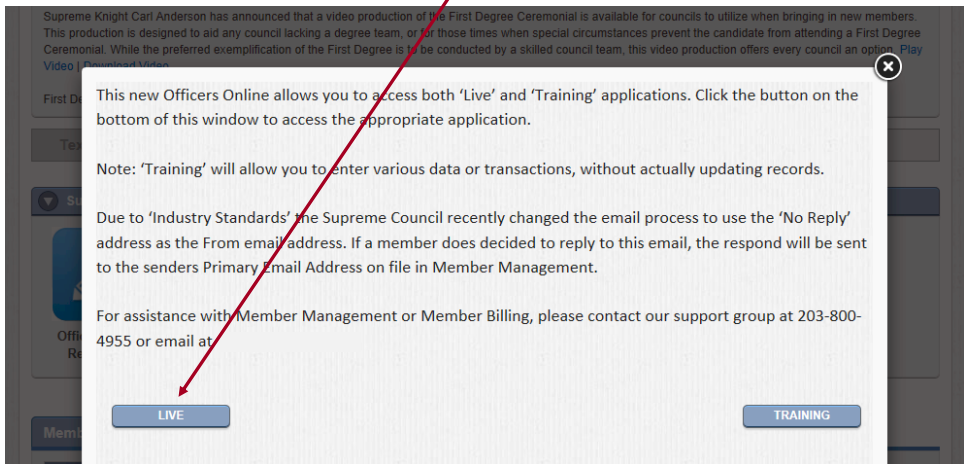
STEP 1 Extract Member List

The first step in uploading your council's membership list is to extract it from OFFICERS ONLINE. To do this:

- ▶ Log in to OFFICERS ONLINE.
- ▶ On the following page click on the box close to the top labeled "Member Management".



- ▶ The following page pops up. Click on the "LIVE" button to proceed.

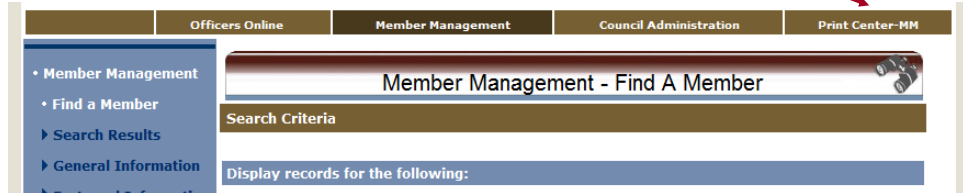


HOW TO SET UP YOUR UKNIGHT SITE

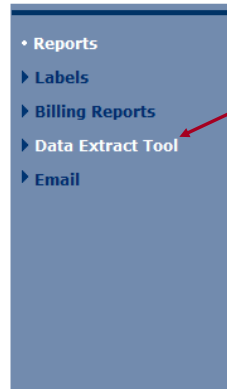
STEP 1

Extract Member List (cont'd)

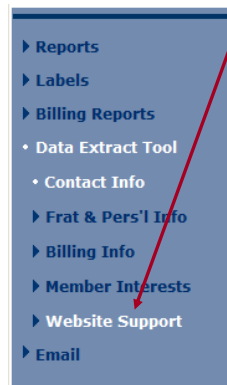
- ▶ The next page has navigation across the top. Click on the box labeled “Print Center-MM”.



- ▶ On the “Print Center-MM” page click the “Data Extract Tool” selection on the left side menu.



- ▶ Then click the “Website Support” selection on the left side menu.



HOW TO SET UP YOUR UKNIGHT SITE

STEP 1

Extract Member List (cont'd)

- ▶ 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.

Data Extract for Council:

This extract feature is intended to assist in generating a data file that can be used with local web sites that support member log in features.

Select the member records to be extracted:

Active Members Former Members

- ▶ After selecting “All Records”, click on the “Get Extract” button on the bottom right of this page.

Officers Online | Member Billing | Member Management | Council Administration | Print Center-MM

▶ Reports
▶ Labels
▶ Billing Reports
• Data Extract Tool
▶ Contact Info
▶ Frat & Pers'l Info
▶ Billing Info
▶ Member Interests
• Website Support
▶ Email

Print Center - Data Extract Tool [Help](#)

Data Extract for Council:

This extract feature is intended to assist in generating a data file that can be used with local web sites that support member log in features.

Select the member records to be extracted:

Active Members Former Members

The following appear on every data extract:

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Membership Number
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Member Type
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Member Class
<input checked="" type="checkbox"/> Prefix	<input checked="" type="checkbox"/> 1st Degree Date
<input checked="" type="checkbox"/> Suffix	<input checked="" type="checkbox"/> 2nd Degree Date
<input checked="" type="checkbox"/> Nickname	<input checked="" type="checkbox"/> 3rd Degree Date
<input checked="" type="checkbox"/> Residence Phone	<input checked="" type="checkbox"/> 4th Degree Date
<input checked="" type="checkbox"/> Cell Phone	<input checked="" type="checkbox"/> Assembly Number
<input checked="" type="checkbox"/> Primary Email	<input checked="" type="checkbox"/> Birth Date

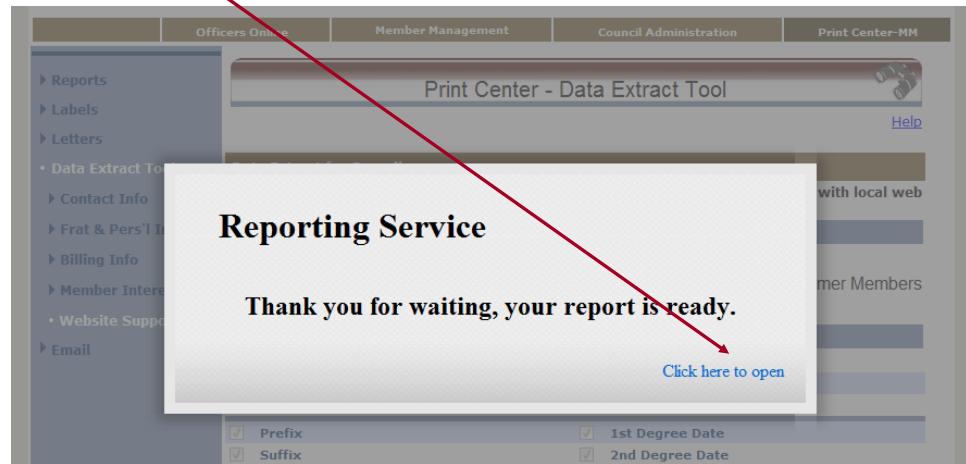
- ▶ You should now see the dialog box titled “Reporting Service” pop up.

HOW TO SET UP YOUR UKNIGHT SITE

STEP 1

Extract Member List (cont'd)

- ▶ Click the “Click here to open” link.



- ▶ Your Computer will now Download the File. Different browsers have different download processes. Make sure you can find the file you downloaded, because you will be uploading this file later.