

# List of UKnight Interactive Council Website Standard Features

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#### **UKNIGHT COUNCIL WEBSITES INCLUDE THE FOLLOWING FEATURES & FUNCTIONALITIES:**

- ✓ Your UKnight Interactive System can be made very simple or more robust: *It is your choice*.
- ✓ If you can upload a photo or document to an email, you can manage 90% of UKnightfunctionality.
- ✓ All Calendars are fully interactive and linked with State, Chapter, College, District Deputy and Field Agent websites and portals.
- ✓ The UKnight <u>Website Support</u> button found on Officers On-Line will enable you to easily upload membership information directly from Supreme into your UKnight Membership List, as well as into associated Assembly membership lists.
- ✓ Councils have full control over their site content.
- ✓ Councils have the ability to assign *multiple* website administrators at will.
- ✓ All Councils, Degree Events, Council Events, Market Centers, Assemblies, and Council Home Corp are automatically included on UKnight Mobile GPS Zip Search.
- ✓ Navigation Links and Content Blocks only appear when material has been posted.
- Easy to update Headline Council Announcement Block.
- ✓ Conditional Contact Links for Webmaster, Membership Chairman, Council Home Corp.
- ✓ Link to Supreme *About Us* Message.
- ✓ Link to Supreme Recruiting *Want to Join* Message.
- ✓ Auto-Play Home Page Slide Show for Current Council Highlights.
- ✓ Field Agent Block.
- ✓ Click to open Current Newsletter: Available to anyone.
- ✓ Council Recognition Member Nomination Tool

- ✓ Council Knight of the Month Optional
- ✓ Council Family of the Month Optional
- √ 60-Day Upcoming Events Block
- ✓ About Our Council Block
- ✓ Council Officers Slide Show
- ✓ Degree Events
- ✓ UKnight Jobs Center
- ✓ UKnight Market Center
- ✓ Event Calendar
- ✓ Prayer Requests
- ✓ News and Announcements Page
- ✓ Multiple On-Site and Off-Site Photo Galleries
- ✓ Unlimited Video Gallery
- ✓ Officers Contact Page
- ✓ Safe Environment Training Center
- ✓ Perpetual Newsletter Library
- ✓ About Our Council Page; Location, Council History, Photo/Document Records, Parishes, etc.
- ✓ Perpetual Council Recognition
- ✓ Perpetual Knights In Memoriam
- ✓ Council Directions and Maps
- ✓ Secure Members Only section
- ✓ Links of Interest
- ✓ Secure Email Center
- ✓ Event Management Center for Event Chairmen

Standard UKnight Council Website Home Page will include all of the Following Features & Functionality:

#### Top <u>Council Announcement Area</u>

Section w/HTML editor or direct HTML programming

Post and Embed videos and maps

Post photos, articles, text, pdf documents, payment buttons

Post links to internal and external web content.

# Top Line *Conditional Contact Links*:

Link to Contact Membership Director appears only if position is filled
Link to Contact Webmaster appears only if position is filled
Link to Council Home Corp Promotional Webpage appears only if Home Corp is
available Full Council Home Corp Promotional UKnight Web Page:

Automatic Placement with UKnight Mobile GPS Council Home Corp

Locator

**Contact Information** 

**Promotional Message** 

**Embed Maps** 

**Embed Video** 

Home Corp Slide Show

Home Corp Photo Gallery

Top Link to Supreme About Us Message

Top Link to **Supreme Recruiting Want to Join** Message

# Front Page Slide Show

Free Photo Editing Tool

Post Council and Parish Photos

Post Council Messages saved as .jpg File

**Unlimited Slides** 

Field Agent Block: Announcement, Contact, Information and Link

**Current Newsletter**: Opens to the Public

#### *Council Recognition*: Member Nomination Tool

Secured Access for Council Members Only

Knight of the Month: Click to nominate plus comment box Family of the Month: Click to nominate plus comment box

# *Council Knight of the Month*: Photo and Comments

# <u>Council Family of the Month</u>: Photo and Comments

#### *Upcoming Events* Block: Display Shows Four with Unlimited Scrolling Functionality

List of Upcoming Council Events for next 60-Days

List is Automatically Filled from Calendar

Non-Council Events are not listed

Past Events Automatically Drop Off

Listed Events "Click to Open" providing access to full event detail page

#### About Our Council Block

Display Council Business Meeting Schedule

Display Council Officers Meeting Schedule

**Council Meeting Location** 

#### Council Officers Slide Show

Officers Photos Scroll

Officer's Photos pulled from their membership record

Captioned Title and Name

Click to Open Full Council Officers Contact List

Email Me Buttons – Email Addresses Kept Private

#### Link to *Inter-Council* Features & Functionality:

#### **Degree Events**

Automatic Placement with UKnight Mobile GPS Degree Event Locator

Automatic Placement in Universal Degree Schedule

Printable with Schedule Print Button

Searchable via Zip Code and UKnight 100-mile Radius Search

Managed by Council and by District Deputy

Post Events through Council Calendar

Includes Full Pop Up Event Detail Page to

Post Contact Information

Post Event Details and Description

Post Photo of Location

#### Embed Map of location

#### **UKnight Jobs Center**

Council Specific Jobs Posting Area

No cost for this service

Job Opportunities searchable within 100 miles

Current Membership Number provides access to Jobs Posting Area

Authorized Employers can Post Employment Opportunities Independently

Authorized Employers can Edit Employment Opportunities Independently

Jobs are classified by type and distance

Three Sections: Salary, Hourly, Commission

# <u>UKnight Marker Center</u>

Searchable Inclusion on UKnight Mobile GPS Market Center Merchant Locator Searchable Placement on every UKnight Market Center for 100 miles Searchable via GPS and Zip Code using UKnight 100-mile Radius Search Council Specific Advertising Pages

Unlimited number of pages

50% of ad revenue shared with specific Council generating ads

Authorization Portal: Current Member Number / Access Number required

Authorized Advertisers can Post Advertisements Independently

Authorized Employers can Edit Advertisements Independently

Any Member Can Sell 10 ads, 25 ads, or 100's of ads – No Limit

Ads Grouped into "Yellow Pages" type Business Categories

Ads are Tax Deductible as a Business Advertising Expense

Ads are grouped in Levels of Participation

Platinum (\$1,000/yr.) Full Width Banner appears first in all categories Gold (\$500/yr.) Extra Large Index Box appears second in all categories Silver (\$300/yr.) Standard Box with "More Details" button appears third Bronze Biz Card (\$100/yr.) Receives Business Card Size placement only

Platinum, Gold and Silver Advertisers receive on their individual web page

Choice of two: Logo, Photo or Graphic

Unlimited Text

Map embeddable on the page

Video embeddable on the page

A Link to Pop-Up your advertiser's Business Web Site

A Pop-up PDF: Full Color Unlimited Sized Menus, Brochures, Articles, etc. Active E-mail Opens <u>Customer's</u> E-mail Program
Social Media Links
Web Site Links
Annually Auto Renew Feature

Standard UKnight Council Website *Event Calendar* includes all of the Following Features & Functionality:

#### Brother Knight's Birthday Features

Birthdays automatically included in Calendar Birthdays downloaded with Member record Click to Show/Not Show Birthday Feature Click to Email Happy Birthday Feature Confidential UKnight "Email-Me" Tool

#### Color Coded Events

Blue: Your Council Events

Red: Degree Events

Green: Chapter and State Events

# Event Notice Links to Event Detail Page which can include

UKnight "E-mail Me" button for Event Chairman

Unlimited text description plus Photo, Map, Graphics

Buttons to Accept Payments and Fees On-Line

Attached Full Color PDF Promotional Materials, Brochures, Flyers, Registration Forms, etc

Event Sign-up Button will automatically create a full Roster for the Event Manager

Roster will be Automatically Notified of Event Schedule Changes

UKnight will automatic Track Volunteer Hours for Council Reports

Click to Open Sign Up Sheets gather information for official Records and Roster

Members and Non-members

Membership Number - UKnight fills out form automatically

Non-Member - fills out form manually

Indicate Attendee or Volunteer

Hours Committed to Volunteer

Membership Number of Guests if any

Sheets display Roster Names Only

Sheets easy to click "Remove Me" button if member can no longer attend

#### **Council Degree Events**

Automatic Placement with UKnight Mobile GPS Degree Event Locator

Automatically posts your Degree Events to the Universal Degree Schedule

Automatically posts all State and District Degree Events to your calendar

Includes Print Degree Schedule Button

Searchable via Zip Code and UKnight 100-mile Radius Search

Managed by Council and by District Deputy

Includes Full Pop-up Event Detail Page to

**Post Contact Information** 

Post Event Details and Description

Post Photo of Location

**Embed Map of location** 

#### Standard UKnight Council Website *Prayer Requests* will include the Following Features:

Council Members can post their own 30-day prayer requests

Security: Only members of your specific council can post prayer requests to your site

Prayer Requests automatically drop off after one month

Prayer Requests can be extended, but only through the Admin Center

Most recent requests will appear first

Prayer Requests include a "Print Prayer Requests" button to be printed and shared at meetings

#### Standard UKnight Council *News and Announcements Section* will include the Following Features:

Unlimited web page organized into separate sections.

User Friendly Tools: *No Experience Necessary*:

Extensive Text Editor Provided to create either simple or very complex Posts

Post Full Color PDF Promotional Materials

Post active forms that collect sign-up information for volunteer and attendance rosters

Post payment buttons to collect Dues, Greens Fees, Dinner Tickets, Donations, etc.

Easy to upload and position photos on the page

Easy to upload and position link to your uploaded PDF File

Web Links connect your readers directly to other web content

Post articles in any order you specify without chronological or alphabetical restriction,

#### HTML Elements – *For experienced programmers*

Your unlimited News and Announcements page can be as simple or as complex as your imagination and skills allow. Although UKnight tools leave little that would require HTML training, at UKnight we believe in the creativity of our fellow Knights. This is why we are proud to say that with UKnight Interactive: <u>If you can imagine it; You can build it</u>.

# Standard UKnight Council <u>Photo Galleries</u> will include the Following Features & Functionality: On-Site Photo Galleries

Unlimited number of Photo Galleries for your Favorite Photos Unlimited Galleries within which to post your favorite Council photos

Check Box to hide Galleries without removing photos from site, e.g., Seasonal Galleries Ability to rearrange Galleries at will

Each Photo includes a caption box to add comments to tell the story of the photo Free Photo Editing tools

Visitors to your site can enlarge Photos with one-click for easy viewing.

Visitors to your site can easily Copy and Save Gallery Photos to their own computer Perpetual Storage maintains the photo history of your Council in perpetuity

#### Off-Site Photo Galleries

Link to Shutterfly, Photo Bucket, Snapfish, Flickr, Image Shack or any other account. Instructions to establish such an account

Upload all of your Council Photos, even photos that may be important to only one member Every member can have access to every photo taken at any and all events Every member can independently access, copy, order photos from Council Events

# Standard UKnight Council *Video Galleries* will include the Following Features & Functionality:

Post an unlimited number of Videos

Post Videos shot at Council Events and other places of interest to visitors
Post Professionally Produced Videos from Supreme and elsewhere of interest to visitors
Check Box to hide Videos without removing them from site, e.g., Seasonal Videos

#### Standard UKnight Council *Officers Page* will include the Following Features & Functionality:

Full Color Photo of Officers

Name of Officer and Office

UKnight Email Me Button so that email addresses are never shown

# Standard UKnight Council <u>Safe Environment Training Center</u> will include the Following Feature:

Updates and Notices to be managed by Council's Coordinator

Contact Information and Photo of Coordinator pulled from Membership List

Password Protected Coordinator Admin Center

Class Scheduling information which includes:

Class Name

Start Date

**Location Contact** 

Class Scheduled Time

Standard UKnight Council *Newsletter Library* will include the Following Features & Functionality:

Perpetual No-Limit Library of Council Newsletters

Listed and Sorted first by "Click to Open" Calendar Year

Click on Year, Opens Calendar Months

Click on Month to Open Newsletter in fully functional Adobe PDF format

Newsletters can be posted retroactively with no limit on the number of back issues

Standard UKnight *About Our Council* page will include the Following Features & Functionality:

Meeting schedule and location will also show up on the Home Page

Space to embed a map to your Council Meeting Location

Parishes Supported by Your Council

Photo of Your Council Home

Create your Council Home Corp Page here

Unlimited section to post your Council's Story and/or History

Unlimited Photos and the ability to locate Photos in Article

Unlimited space to display scanned documents and articles

Standard UKnight *Council Recognition* Section will include the Following Features & Functionality:

Opens the library of Knights and Families of the month

Photos and comments create a living history of your council's most active members

Continues in perpetuity with same indexing as Newsletters

Standard UKnight *In Memorium* Section will include the Following Features & Functionality:

List of Knights who are no longer with us.

Photo from Membership list or a favorite contributed by the Knights.

Standard UKnight *Council Directions* will include the Following Features & Functionality: Address, Embedded Map and on-line Directions from the provider of your choice

Standard UKnight *Members Only* will include the Following Features & Functionality:

Protected for Council Members Access Only – Must log in

**UKnight Council Membership List** 

Council Membership List is viewable only by Members of the same Council

Members can send Emails to any other member one at a time with UKnight "Email Me"

**Button** 

Council Membership List will Display

Name

Cell

Phone

Home

Phone

**UKnight E-mail Me Button** 

Actual addresses are never shown

Safe Environment Status

Members can opt out of Council Email if they choose

Members can opt of Council Calendar Birthday Notices

UKnight Update Button allows Members to Update Their Own Information Only any changes are automatically sent to Financial Secretary to Update Supreme

#### **Event Management Center**

Event Chairmen have total control over Event Simplicity or Complexity

Event Chairmen have total access to design, build, and promote his event.

Event Chairmen Membership number opens the events management center for their events only

Easy to use Buttons enable events to be Changed, Rescheduled, Canceled, and Duplicated Daily, Weekly, Monthly, and even Annual events can be scheduled automatically

Event Management Center displays email reminders for Event Chairmen to send 4 days prior to events

Event Management Center Provides Very Simple Form to Establish an Event

Create your Event Name

Select your Event Type

Meeting or Event with start and stop time

Simple Notice of an Event

1st Degree Event

Drop Down List of Council Members to Choose Event Chairman and 2 Co-

Chairmen

**Select Start Time** 

Select End Time

Select Prep Time

Select Clean Up Time End Time

Create your own PDF link text

Upload Box for your PDF brochure, flyer, etc.

Text Box for Event Description

Photo Upload Box to Insert Photo

Photo Placement Selector

Location Information Fields – \*Location Zip Code triggers UKnight Mobile App GPS Locator Box and Instructions to Embed Google or Mapquest Map to Event

Sign Up Forms automatically create event rosters

Roster tracks volunteer hours for Supreme forms

Roster can maintain names and email addresses for volunteers and attendees UKnight automatically notifies Roster of event changes in time or location Roster can be changed manually to add attendees and remove no-shows

UKnight maintains event and event roster to benefit future Chairmen of same event Event Notepad - current Chairman can leave notes to help future Chairmen of same event.

# Special Council Announcements page

Announcement Articles with optional images and PDF files

#### Members Only Newsletter Library

Perpetual No-Limit Library of Council Newsletters

Listed and Sorted first by "Click to Open" Calendar Year

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Click on Month to Open Newsletter in fully functional Adobe PDF format

Newsletters can be posted retroactively with no limit on the number of back issues

#### Members Only Photo Galleries

#### On-Site Photo Galleries

Unlimited number of Photo Galleries for your Favorite Photos Unlimited Galleries within which to post your favorite Council photos

Check Box to hide Galleries without removing photos from site, e.g., Seasonal Galleries Ability to rearrange Galleries at will

Each Photos includes a caption box to add comments to tell the story of the photo Free Photo Editing tools

Visitors to your site can enlarge Photos with one-click for easy viewing.

Visitors to your site can easily Copy and Save Gallery Photos to their own computer Perpetual Storage maintains the photo history of your Council in perpetuity

#### Off-Site Photo Galleries

Link to Shutterfly, Photo Bucket, Snapfish, Flickr, Image Shack or any other account.

Upload all of your Council Photos, even photos that may be important to only one member

Every member can have access to every photo taken at any and all events Every member can independently access, copy, order photos from Council Events

#### Record Volunteer Hours and Visits

Members may set personal volunteering goal

Members may identify as a blood donor

Members may post actual volunteer hours in service and visits to sick and disabled Council Volunteer Reports – for Grand Knights, Financial Secretaries and Webmasters Council Members Volunteer Report

Shows all individual member total volunteer hours

Clicking on the total for a member generates the Form 1728 categorized totals Clicking on a category total generates a list of the detail entries for that category for the individual member

Council Form 1728 Totals

Shows the Form 1728 categorized totals for the Council

Clicking on a category total generates a list of the detail entries for that category for all participating members and provides an email notice creator for that list that can be sent from that list

Control over showing a Statement of Volunteer Hours in the Council Announcement area

This option appears for the Grand Knight, Financial Secretary and Webmaster

**Council Documents Library** 

Membership Invitation Program link appears for Grand Knight, Membership Director and the Membership Recruiting Team members

This program is a Contact Management system that

Allows tracking of contacts with parish prospects from first contact to becoming a Knight

Allows assignment of prospects to individual team members

Member List of Elderly Statesmen

Nominate Officers – available to all members between January 1st and June 15<sup>th</sup> of each year Nominate Knight and Family of the Month – Monthly results are available in the Admin Center Meeting Minutes Library

Current Financial Secretary's Report

Treasurer's Report Library

**Current Council Budget** 

Council By-Laws

Chapter Meeting Minutes are available, if a Chapter is present and posting its minutes

UKnight State Council Forms and Reports are available, if a State Council is updating its UKnight State Council site

Standard UKnight *Links of Interest* Section will include the Following Features & Functionality:

Links to more information about Programs and Initiatives of interest to the Council

Area for State or District Program Director to enter updated information

Endless page allows unlimited Programs to be described and linked with Photos and Maps, etc.

Standard UKnight *Email Center* will include the Following Features & Functionality:

Accessible Only with Administration Passwords

Build HTML E-mail as simple or complex as desired

**Attach Multiple Photos and Documents** 

**Insert Photos and Graphics** 

Build with multiple sections as long or as short as desired

Automatically creates Council Header

Email Header always includes links to your Council's

Degree Schedule

**Events Calendar** 

**Prayer Requests** 

Photo Galleries

Easy to Change "Reply to address" from Member Drop-Down List

Easy to change "sent for" and "sent by" from drop down Council members List

Easy to review completed and formatted E-mail

Easy to send "one-click" auto-self-addressed test email to verify before send

E-Mail sent to a Broadcast List

Is sent individually to one address on your list at a time

With one click can be automatically personalized with member's name in salutation Broadcast List Options Include:

Every Member of your Council

One Single Member of your Council

Check Box Lists that are *Automatically Created* by UKnight

1<sup>st</sup> Degree Knights in your Council

3<sup>rd</sup> Degree Knights in your Council

4<sup>th</sup> Degree Knights in yourCouncil

Members on your Council Officers List

Or any Combination of the above

Unlimited and Easy to Create, Update and Maintain *Custom E-mail Lists* 

Members and non-Members

Committees

Initiatives Leaders and Participants

Those interested in Specific Events,

**New Members**