

Bringing Online Members into your council

Step-by-Step
How to Guide



ONLINE MEMBERSHIP

Join the Knights with an online membership, no matter how much time you have to commit. Everyone is welcome.



Agenda

- ➔ Overview
- ➔ Step 1: View Online Member Reports
- ➔ Step 2: Contact the Online Members
- ➔ Step 3: Ask them to join
- ➔ Step 4: Exemplification
- ➔ Step 5: Update the Candidate Tab
- ➔ Step 6: Update Member Management
- ➔ Step 7: Welcome the new members



TIP!

This symbol will help provide tips and guidance.



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Go to WEB Link



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Overview

- ❖ Why do we recruit?
- ❖ Prospect Point of View
- ❖ Roles and Responsibilities



COUNCIL MEMBERSHIP

Join men from all over the world, young and old, who work with local parishes and communities to follow a path where faith leads the way.



Why do we recruit?

- ❖ **To strengthen our Parishes**
- ❖ **To provide charity in our communities**
- ❖ **To help men become better Catholics, husbands and Fathers**
- ❖ **To strengthen Catholic families**
- ❖ **To “Vivat Jesus” though our actions**
- ❖ **Bring men and their families back to the Church**
- ❖ **Evangelize – Tell your story why you are a knight and how being a Knight has helped you**



TIP!

Click on the link below to see why men want to join the Knights of Columbus. Keep these reasons in mind as you recruit.



Prospects point of view

- ❖ **Reach out to me**
- ❖ **Engage me as a friend**
- ❖ **Communicate with me early and often**
- ❖ **Relate to my perspective**
- ❖ **Understand my availability and offer choices**
- ❖ **Include my family and yours**
- ❖ **Thank me regularly and ask me to invite a friend**



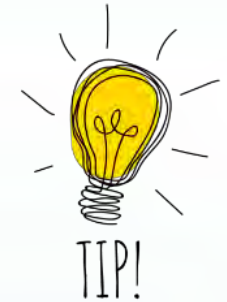
Roles & Responsibilities

Roles

- Grand Knight – Oversee the process
- Financial Secretary – Member Management
- Membership Director (and Team) – Work with Prospects
- District Deputies – Help councils and communicate
- ***Rise up and Answer the call***

Responsibilities – Get Online members to join your council

- Educate and vet prospects
- Get them involved with your council (meetings and activities)
- Get them to (and through) the exemplification
- Introduce them to the Council and help them become active



Duties

Responsibilities

Council Officers

Directors



View Online Member Reports

❖ Reports are sent to Councils (and District Deputies) 3 ways

- ❖ Officers Online (District Deputies, Grand Knights & Financial Secretaries)
- ❖ Monthly Online Member Reports sent to DDs from SDRRs
- ❖ E-mail communication from Doug Kokot for each Online Member

❖ These men are already Knights – Bring them into your councils

- ❖ Each one counts toward your membership quota
- ❖ Recruiting is already done – All you need to do is Admit these men
- ❖ Get them active in your council programs and meetings



Officers Online Reports

- ❖ Go to Supreme Website (www.kofc.org)
- ❖ Click on Sign In  – Login to Officers Online
 - ❖ Only District Deputies, Grand Knights and Financial Secretaries have access
- ❖ Enter User Name & Password and Sign In
- ❖ Click on the Prospect Tab



TIP!

Watch the first 2 minutes of this 7 minute YouTube video to see how to login to Officers Online



Click on Prospect Tab

KNIGHTS OF COLUMBUS OFFICERS ONLINE

CHANGE PASSWORD | LOGOUT
LANGUAGE: ENGLISH | FAQ

UPDATE YOUR PROFILE

Officers Online

Hi James Escott | Last Login: 10/16/2020 at 9:25 am | Change Role: District Deputy

Urgent Messages

Michigan > 803 > Council

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Knights Gear
- Supplies Online

Membership | Reports | Forms | Publications | **Prospect**

Awards Progress									District Membership	
	Month to Date				Year to Date				Total Membership 10/15/2020	YTD Change in Membership
	Quota	Gain	Loss	Net	Gain	Loss	Net	%		
MBR	25	0	0	0	0	1	-1		119	-11
INS	0	0	0	0	0	0	0			



Prospect Report

Membership Reports Forms Publications **Prospect**


Unassigned

Assigned



Search:

Name	Member #	City	Date Assigned	Grand Knight Approval (Date Read)	Assigned Council #	Re-Assigned	Action
George Washington	1234567	Clinton Township	04/15/2020		7018	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
Donald Trump	7654321	Keego Harbor	08/06/2020		600	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
Joe Biden	9999999	Saint Johns	07/01/2019		12044	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
Frank Sinatra	8888888	Fenton	08/21/2020		7418	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
Rocky Balboa	7777777	Lapeer	12/12/2019		1987	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
Anthony J	5098114	Dearborn	06/28/2019		2660	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>

List of Prospects

-  Click on the prospect name to see detailed information for a specific Prospect.

Action

-  **Update** – Allows you to update the Prospect information
-  **Reject** – Takes the prospect off of the Prospect list for your council



Prospect Report (Member Name)

Member Details

Name			
Title		Initial	
First Name	George	Initial	
Last Name	Washington	Suffix	

Current Address			
Street Address	1234 Knights Dr.	City	Clinton Township
State/Province	MI	Zip/Postal Code	480387254
Country			

Contact Information			
Cell Phone	(248) 123-4567	Email Address	G.Washington@lovetheUS.com
Preferred Language	ENGLISH		

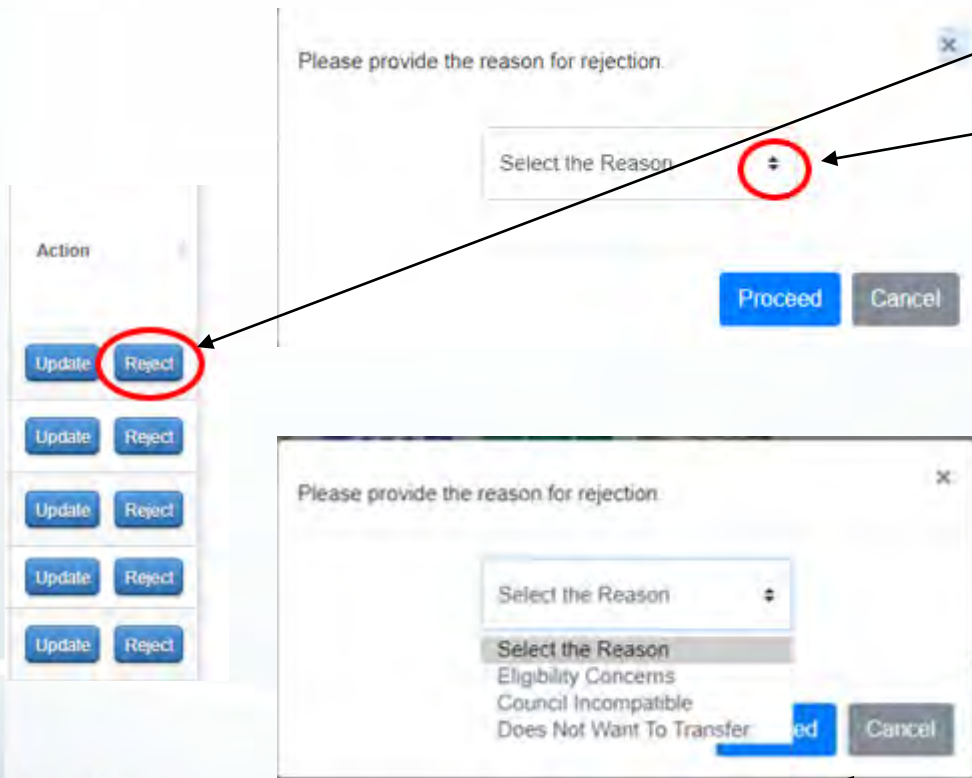
Current Council Information			
Current Council	98021	Age	28
Parish	St. Clement	Years of Service	0

- Name ▾
- Adam Brown
 - Adam Eisen
 - Alexander O Hurst
 - Andy J Toth
 - Anthony J Macksoud

- Click on Member Name
- Member Details
 - Use this information to either call (or e-mail) the Prospect



Prospect Report (Reject)



❖ Click on Reject

❖ Click on Drop Down

❖ Eligibility Concerns – Age, Male or practical Catholic concerns

❖ Council Incompatible – Any other reason the Council does not want the member to join their council

❖ Does Not Want To Transfer – Member decided he does not want to join the council.

❖ Click Proceed



Monthly Online Member Reports

- Sent by SDRR
- To each District Deputy

Subject: District e-Member Update

Date: Sunday, August 30, 2020 at 1:27:30 PM Eastern Daylight Time

From: Dean Hayward

To: District Deputy 504

CC: Edward A. Nickel

Hi DD Rick,

There are eight e-Members in your District that have indicated that they want to join Councils in your District.

However, the Councils have not moved forward with taking the next steps.

Please find below their information:

Omer Bernal	8489
Rene Bernal	8489
Carl Davis	7418
Andy Toth	7418
Daniel Hall	6694
Benjamin Dahlgren	6742
Ryan D Schweitzer	8489
Jack L Massimino	6742

Please contact the Councils to see what can be done to get these members through the Exemplification process.

Please let me know if there is anything the Lansing Diocese Membership team can do to help.



E-mail communication from Doug Kokot

----- Forwarded message -----

From: Douglas D. Kokot <d.kokot@mikofc.org>

Date: Fri, Oct 16, 2020 at 9:23 AM

Subject: Fwd: A New Brother Knight

To: District Deputy 4 <dd4@mikofc.org>, GK 7011 <gk7011@mikofc.org>, FS 7011 <fs7011@mikofc.org>, MD 7011 <md7011@mikofc.org>, District Deputy 104 <dd104@mikofc.org>

Cc: Walter Winkle <w.winkle@mikofc.org>, Dan Fuller <d.fuller@mikofc.org>, R. Terry Carl <r.carl@mikofc.org>

Worthy District Deputy, Grand Knight, Financial Secretary and Membership Director,
Great News!!!

George Washington has become an E-Member and attends St. Mary's (Washington, MI). He is interested in transferring his membership to your council. (see more of his details below)

Worthy Grand Knight and Financial Secretary, this member will appear in your Prospects tab in Officers Online. Once he has been vetted by the council and completes the first degree, he can be transferred to your council via Member Management or using a form 100.

Please contact him within the next few days. Invite him to a council meeting or activity (he is a Knight). Worthy District Deputy, please follow up with the council and let me know how things went within the next week.

Good luck on bringing a new Knight into your council.

Have a blessed day,

Doug Kokot
State E-Membership Director

To: GK, FS, MD, DD and others

Instructions: Doug gives you a pretty detailed list of action items on how to proceed.

- Call the Prospect
- Vet the Prospect
- Exemplification
- FS – Update MM



Contact the Online Members

◆ Contact each Prospect

- ◆ Introduce yourself
- ◆ Get to know the prospect (Vet him)
- ◆ Answer any questions the Prospect has
- ◆ Invite him to come to a Council meeting (and/or event)
- ◆ Invite him to join



Each council has their own process to contact prospects so please follow whatever processes are appropriate for your council. But, ensure the following things are accomplished:

- Contact them
- Vet them
- Invite them to participate
- Invite them to join



Ask them to Join

- ❖ **Don't over think this step or try to make it complicated**
 - ❖ The prospect has already said he is interested in joining your council
 - ❖ Just tell him how to join (provide options for exemplification)
 - ❖ Follow your council's normal vetting process
 - ❖ Meets requirements (age, practical Catholic, etc...)
 - ❖ Don't be too harsh (or too easy) – Just follow your normal process
 - ❖ Answer any questions the prospect may have
 - ❖ This ensures the Prospect has all the information he needs to join
 - ❖ Get your councils approval for him to join
 - ❖ Follow your councils standard process to approve him to join



Exemplification

Council Exemplification

-  After Mass or at a Council meeting


District Exemplification

-  If your council doesn't have an exemplification team

State Exemplification

-  Zoom exemplifications

Supreme Exemplification

-  On Demand exemplifications

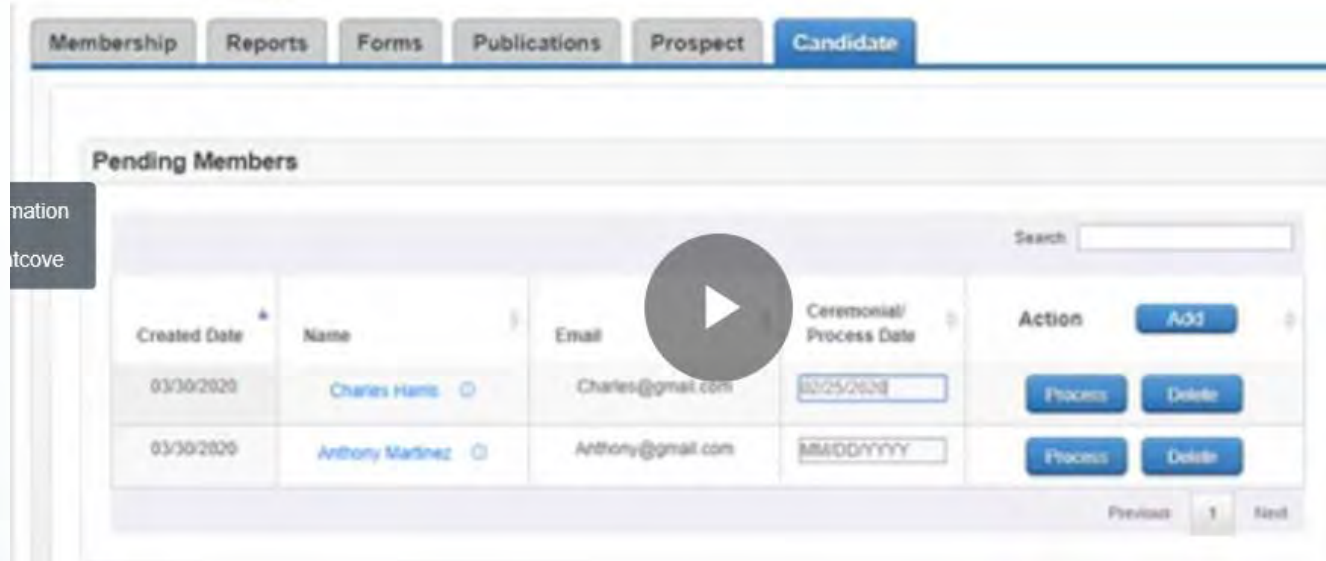
All of these are acceptable exemplifications and available for you and your prospects. These are listed in priority sequence:

- Council exemplifications are always preferred. They are the most personal and intimate.
- Supreme exemplifications provide additional flexibility but are much less personal.



Update the Candidate Tab

Financial Secretary



Membership Reports Forms Publications Prospect Candidate

Pending Members

Created Date	Name	Email	Ceremonial/Process Date	Action
03/30/2020	Charles Harris	Charles@gmail.com	03/25/2020	Process Delete
03/30/2020	Anthony Martinez	Anthony@gmail.com	MMDDYYYY	Process Delete

Previous 1 Next



Click on the link to view the Paperless Form 100 process




1. Click on Add
2. Fill in the blanks & click SAVE
3. Close the detailed window – Click X
4. Enter the Ceremonial Date & click Process.



Update Member Management

Financial Secretary

Candidate Tab updates members as 1st Degree members

 The new Exemplification makes them 3rd Degree members

FS needs to update Member Management to make them 3rd Degree members.



TIP!

Using the old fashion form 100 (paper form) is still acceptable but takes longer AND may be prone to errors.



Welcome (Man & family)



❖ Proposer Roles & Responsibilities

- ❖ Introductions – Individually & to the entire council
- ❖ Sit with him – Explain anything needing explanation
- ❖ Sign him up – Get him (and his family) engaged in an activity

❖ Council Roles & Responsibilities

- ❖ Program Director – Get him engaged in an activity
- ❖ Grand Knight – Welcome
- ❖ Everyone – Make him feel accepted



Summary

❖ Be proactive to reach these prospects

- ❖ They want to join your council
- ❖ Prospects see delays as “You aren’t interested in them”
- ❖ Call them within 1-2 weeks

❖ Don’t make this too complicated

- ❖ Just follow your normal council process to “Admit” new members

❖ The hardest part of Membership work is already done

- ❖ These men already want to join your council
- ❖ Just vet them, get them through an exemplification, process the paperwork & get them actively engaged.

❖ Remember why you’re doing all this

- ❖ Strengthen your church
- ❖ Grow the Order
- ❖ Help these men become better Catholics, husbands, fathers and men

