



Online Membership Prospect Tab Walkthrough

1. When an Online Member joins, they have the option of indicating interest in joining a local council.
2. When they check the box, they become populated in the prospect tab on Officer's Online.



Street Address	<input type="text" value="333 W Camden St"/>	*
Country	<input type="text" value="United States"/>	▼ *
State	<input type="text" value="Maryland"/>	▼ *
City	<input type="text" value="Baltimore"/>	*
Zip/Postal Code	<input type="text" value="21201"/>	*
<input checked="" type="checkbox"/>	I am interested in joining a local council. ⓘ	
Preferred Council # <i>If Known</i>	<input type="text" value="15768"/>	
<input type="checkbox"/>	I am a former member of the Knights of Columbus. ⓘ	
<input type="checkbox"/>	I have or previously held Insurance with the Knights of Columbus. ⓘ	
Parish Name	<input type="text" value="Baltimore Basilica"/>	*
Parish City	<input type="text" value="Baltimore"/>	*
State	<input type="text" value="Maryland"/>	▼ *
How did you hear about us?	<input type="text" value="K of C Council"/>	▼ *



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3. The prospect tab has two lists: unassigned and assigned.

The screenshot shows the 'KnightsGear Canada Item Inquiry' web application. At the top, there is a search bar with 'Jump To:' and fields for 'Council #' and 'Assembly #', followed by a 'GO' button. Below this is a breadcrumb trail: 'Supreme Office > Connecticut > District > Council'. A blue bar labeled 'Supporting Applications' contains five icons: a pencil for 'Officers Desk Reference', a person for 'Office Of Youth Protection', a house for 'Home Corporations', a t-shirt for 'Knights Gear', and a stack of papers for 'Supplies Online'. A navigation menu below the icons includes 'Membership', 'Reports', 'Forms', 'Publications', and 'Prospect'. A red arrow points to the 'Prospect' tab. Below the navigation menu, a red box highlights two sub-sections: 'Unassigned' and 'Assigned'.



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4. Unassigned members are those that have no specific council associated with them.
5. It is the Online Member Coordinator's duty to assign those members to a specific council.
6. Put in the council number you want to assign the member to and hit update.

Note: It is always best practice to talk to District Deputies in the area to better understand what council to assign the member to.

Unassigned

Search:

Date	Name	Member #	City	Rejected By Council	Council #	Action
10/09/2019	Zach A Kelly	5114674	Dunedin		<input type="text"/>	Update Reject
11/12/2019	Christopher J Friedland	5121590	Fayetteville		<input type="text"/>	Update Reject
11/25/2019	Bruno Cavicchia	5125084	Tampa		<input type="text"/>	Update Reject
11/25/2019	Ryan R Lagasse	5124971	Tampa Palms		<input type="text"/>	Update Reject
11/27/2019	Dr Kevin Nelson	5126313	Palma Ceia		<input type="text"/>	Update Reject
12/02/2019	Christopher P Spiegel	5126803	Wesley Chapel		<input type="text"/>	Update Reject
12/02/2019	Robert B Hall	2431050	Tallahassee		<input type="text"/>	Update Reject
12/02/2019	Ignacio J Perez	5126701	Pembroke Pines		<input type="text"/>	Update Reject
12/02/2019	Mr Ronald Maloney	5126844	Trinity		<input type="text"/>	Update Reject
12/02/2019	Mr Michael R Biggs	5126562	Cocoa		<input type="text"/>	Update Reject
12/02/2019	Phillip Arroyo	5126500	Lake Mary		<input type="text"/>	Update Reject
12/02/2019	BRO Frannix Jean-Mary	5126476	Port Saint Lucie		<input type="text"/>	Update Reject



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7. Once a member is assigned to a local council, they will be viewable by Grand Knight's and Financial Secretaries.

8. Information about the member like email, address, and parish can be found by clicking the members name in blue.

9. After the member goes through their ceremonial, they can be transferred into the local council by putting the ceremonial date and hitting transfer.

Note: There is no need to fill out a Form 100 when using this method.

The screenshot shows a web interface with tabs for Membership, Reports, Forms, Publications, Prospect, and Candidate. The 'Prospect' tab is active. Below the tabs is a search bar and a table of assigned members. The table has columns for Council #, Assigned Date, Name, Member #, Entry Date, Ceremonial Date, and Action. The first row is highlighted, and the 'Transfer' button is highlighted with a red box.

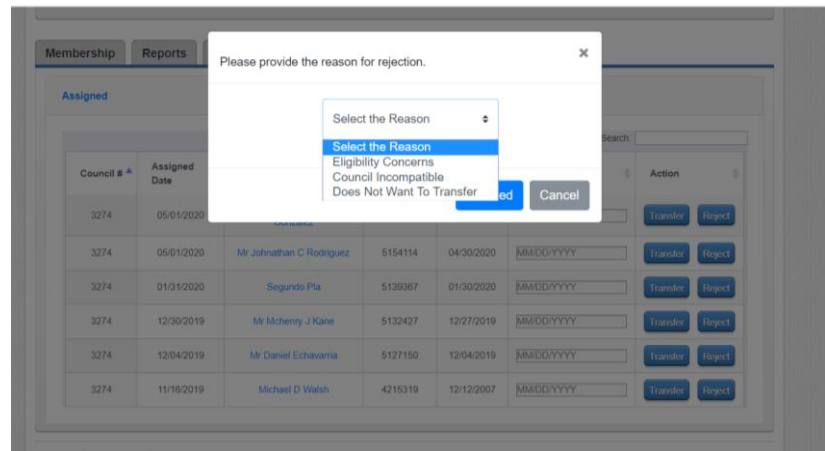
Council #	Assigned Date	Name	Member #	Entry Date	Ceremonial Date	Action
3274	05/01/2020	Mr Matthew J Carmona-Gonzalez	5154116	04/30/2020	MM/DD/YYYY	Transfer Reject
3274	05/01/2020	Mr Johnathan C Rodriguez	5154114	04/30/2020	MM/DD/YYYY	Transfer Reject
3274	01/31/2020	Segundo Pla	5139367	01/30/2020	MM/DD/YYYY	Transfer Reject
3274	12/30/2019	Mr Mcherry J Kane	5132427	12/27/2019	MM/DD/YYYY	Transfer Reject
3274	12/04/2019	Mr Daniel Echavaria	5127150	12/04/2019	MM/DD/YYYY	Transfer Reject
3274	11/18/2019	Michael D Walsh	4215319	12/12/2007	MM/DD/YYYY	Transfer Reject



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10. Councils can also choose to reject a member from transferring into their local council.

11. Click reject and select the reason for the rejection.





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12. When a member transfer is rejected from the assigned list they are moved back to the unassigned list.

13. The member can either be reassigned or can remain an Online Member

Note: When eligibility concerns are the reason for the rejection, an email is automatically sent to the Supreme Council for investigation.

The screenshot shows a table titled 'Unassigned' with columns for Date, Name, ID, Location, Status, and Action. A modal window titled 'Reason for Rejection' is open, displaying the text 'Council:5960, By:04659444, Council Incompatible'. The table contains 15 rows of member data.

Date	Name	ID	Location	Status	Action
09/28/2019	William A Vale				Update Reject
07/15/2019	Pierre G Belzازه	5035741	Ocala	Rejections	Update Reject
07/15/2019	MR Gaetano Rovizzo	3406170	Ocala	Rejections	Update Reject
08/13/2019	Keith C Doty	4970101	Cocoa	Rejections	Update Reject
08/13/2019	Michael T Quigley	5094652	Lake Worth	Rejections	Update Reject
10/04/2019	Mr Logan Jergens	5104355	Ocala	Rejections	Update Reject
10/09/2019	Zach A Kelly	5114674	Dunedin		Update Reject
10/10/2019	Michael Fuentes	5029692	Coral Gables	Rejections	Update Reject
10/10/2019	Mr Luis R Fernandez	5078916	Coral Gables	Rejections	Update Reject
10/10/2019	Alejandro Javier Gonzalez	5091062	West Miami	Rejections	Update Reject
10/10/2019	Mr Oscar N Picon	5092608	Coconut Grove	Rejections	Update Reject
10/10/2019	Gonzalo J Perez	5094921	Coral Gables	Rejections	Update Reject
10/10/2019	Mr Joaquin M Lee	5108983	Miami	Rejections	Update Reject