




Online Membership Prospect Tab Walkthrough

1. When an Online Member joins, they will automatically be populated in the prospect tab on Officer's Online. You can find them on the unassigned list.
2. If the member put in a specific council number when joining, they will be automatically sent to the assigned list of that council.

State

Country

 Preferred Local Council
(Optional)

Member Referral Number
(Optional)

☐ I am a former member of the Knights of Columbus. (i)

☐ I have or previously held Insurance with the Knights of Columbus. (i)

Why are you joining?



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

The screenshot shows the 'KnightsGear Canada Item Inquiry' page. At the top, there is a search bar with 'Jump To: Council # - OR - Assembly #' and 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'. Below the icons is a tabbed interface with 'Membership', 'Reports', 'Forms', 'Publications', and 'Prospect'. The 'Prospect' tab is selected and highlighted with a red arrow. Under the 'Prospect' tab, there are two sub-tabs: 'Unassigned' and 'Assigned', both of which are highlighted with a red box.



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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: <input type="text"/>						
Date	Name	Member #	City	Rejected By Council	Council #	Action
10/09/2019	Zach A Kelly	5114674	Dunedin		<input type="text"/>	<button>Update</button> <button>Reject</button>
11/12/2019	Christopher J Friedland	5121590	Fayetteville		<input type="text"/>	<button>Update</button> <button>Reject</button>
11/25/2019	Bruno Cavicchia	5125084	Tampa		<input type="text"/>	<button>Update</button> <button>Reject</button>
11/25/2019	Ryan R Lagasse	5124971	Tampa Palms		<input type="text"/>	<button>Update</button> <button>Reject</button>
11/27/2019	Dr Kevin Nelson	5126313	Palma Ceia		<input type="text"/>	<button>Update</button> <button>Reject</button>
12/02/2019	Christopher P Spiegel	5126803	Wesley Chapel		<input type="text"/>	<button>Update</button> <button>Reject</button>
12/02/2019	Robert B Hall	2431050	Tallahassee		<input type="text"/>	<button>Update</button> <button>Reject</button>
12/02/2019	Ignacio J Perez	5126701	Pembroke Pines		<input type="text"/>	<button>Update</button> <button>Reject</button>
12/02/2019	Mr Ronald Maloney	5126644	Trinity		<input type="text"/>	<button>Update</button> <button>Reject</button>
12/02/2019	Mr Michael R Biggs	5126562	Cocoa		<input type="text"/>	<button>Update</button> <button>Reject</button>
12/02/2019	Phillip Arroyo	5126500	Lake Mary		<input type="text"/>	<button>Update</button> <button>Reject</button>
12/02/2019	BRO Frannix Jean-Mary	5126476	Port Saint Lucie		<input type="text"/>	<button>Update</button> <button>Reject</button>



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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.

Membership Reports Forms Publications Prospect Candidate

Assigned

Search:

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	5138367	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 Echavarria	5127150	12/04/2019	MM/DD/YYYY	Transfer Reject
3274	11/16/2019	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.

The screenshot shows a web application interface for managing membership. A modal dialog box is open, titled "Please provide the reason for rejection." It contains a dropdown menu labeled "Select the Reason" with a list of options: "Select the Reason", "Eligibility Concerns", "Council Incompatible", and "Does Not Want To Transfer". The "Reject" button is highlighted in blue. In the background, a table lists members with columns for Council #, Assigned Date, Name, ID, and Action. The table has 6 rows of data.

Council #	Assigned Date	Name	ID	Action
3274	05/01/2020	Mr Johnathan C Rodriguez	5154114	Transfer Reject
3274	01/31/2020	Segundo Pla	5139367	Transfer Reject
3274	12/30/2019	Mr Mchenry J Kane	5132427	Transfer Reject
3274	12/04/2019	Mr Daniel Echavarria	5127150	Transfer Reject
3274	11/18/2019	Michael D Walsh	4215319	Transfer Reject



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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.

Unassigned

Reason for Rejection ✕
Council:5960, By:04659444, Council Incompatible

Date	Name					Action
06/28/2019	William A Vale					<input type="button" value="Update"/> <input type="button" value="Reject"/>
07/15/2019	Pierre G Belzair	5035741	Ocala	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
07/15/2019	MR Gaetano Roviezzo	3406170	Ocala	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
08/13/2019	Keith C Doty	4970101	Cocoa	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
08/13/2019	Michael T Quigley	5094652	Lake Worth	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/04/2019	Mr Logan Jergens	5104355	Ocala	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/09/2019	Zach A Kelly	5114674	Dunedin		<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/10/2019	Michael Fuentes	5029692	Coral Gables	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/10/2019	Mr Luis R Fernandez	5078916	Coral Gables	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/10/2019	Alejandro Javier Gonzalez	5091082	West Miami	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/10/2019	Mr Oscar N Picon	5092808	Coconut Grove	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/10/2019	Gonzalo J Perez	5094921	Coral Gables	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>
10/10/2019	Mr Joaquin M Lee	5108983	Miami	Rejections	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reject"/>