

ASSIGNING NEXT FRATERNAL YEAR OR CURRENT FRATERNAL YEAR OFFICERS IN MEMBER MANAGEMENT

Go to the knights of Columbus website: <https://www.kofc.org>

Click on the Officers link under the Sign in Box on the top right.

Log in to your account.

Click on the Member Management tab.

Read the instructions.

Click on Proceed to enter

Click on the Council Administration bar at the top of the page

Click on the Council Officers: Current and Next Fraternal Year link on the left

NOTE: If you are entering information **before July 1:** Click on Next Fraternal year on the left.

Click on the Copy current year officers on the right (This will include your financial secretary in the listing).

NOTE: If you are entering information **after July 1:** Click on Current Fraternal year on the left. If you are entering information after July 1 the Copy button will be inaccessible.

Change the officers that you need to change.

Choose the officer position with the drop down arrow.

In the last name box type last name of member serving in that position or the last name or first initial and * of the new officer like this: **H*** and this will give you all members with last names beginning with the letter H.

Click Search

Choose the member from the Choose Member box, (click on it to highlight)

Click on Assign (The start date of July 1 will fill in automatically)

Click on Submit at the bottom of the page. **This sends the report ONLY to Supreme.**

TO EMAIL OR PRINT A COPY OF THE FORM

Click on the Print Center button or bar at top of the page.

Click on Reports

Choose #2 Next Fraternal Year Officers (An Adobe file box will open)

Click Open

Click on File from the toolbar at the top of the window.

Click on Save As from the drop-down menu

Save the file with a unique name, such as *Report of Council Officers 2010.pdf* - in a specific directory on your hard drive. Select OK to save.

TO EMAIL: click on File from the toolbar menu at the top of the window.

From the drop-down menu, click on Attach to Email

When email opens with the file attachment, key in necessary addresses in the **To:** location.

For Iowa reports, type in the following email addresses:

1. iowakofcreports@gmail.com (this will send the report to the Administrative Assistant and State Deputy)
2. The email of your Grand Knight and/or Financial Secretary – or- Faithful Navigator and/or Faithful Comptroller
3. Any other council/assembly officers you think should receive the form.

Click Send

TO PRINT: click on your print icon and change the number of copies you need

Click OK