

ENTERING AN APPLICANT WHEN THE SPONSOR IS A CROSS SPONSOR

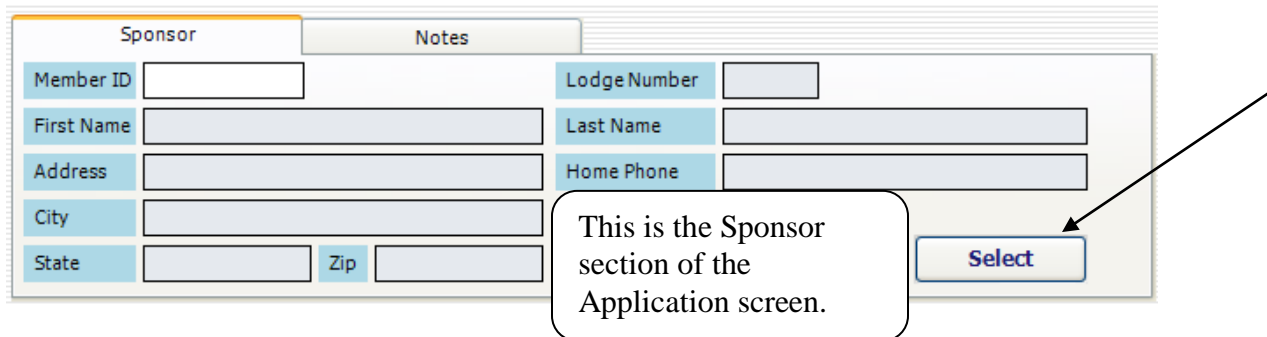
LCL net allows for the entering of an application and the assigning of a sponsor who does not reside within the existing fraternal unit. This would be true for when the sponsor is a “Cross Sponsor”, meaning they are a member of the Loyal Order of Moose (LOOM) sponsoring a Women of the Moose (WOTM) member or when a WOTM member sponsors a member into the LOOM). This is known in the LCL net program as an Out of Lodge or Out of Chapter sponsor.

This procedure has been written to assist in the entering and selection of a Cross Sponsor.

NOTE: The Member ID of the sponsor must be on the application in order to enter and retrieve the correct sponsor. If the Member ID is not on the application it must be determined prior to entering the application. A call can be placed to a Territory Manager or the Moose International Help Desk at 630-906-3658 to determine the Member ID of the sponsor if it is not provided on the application.

A Cross Sponsor **CANNOT** be retrieved by entering the Member ID into the “Member ID” field of the sponsor section of the Application screen but can be selected while entering the application using the following instructions.

In order to enter a Cross Sponsor as a sponsor click the “Select” button in the “Sponsor” section of the Application screen.

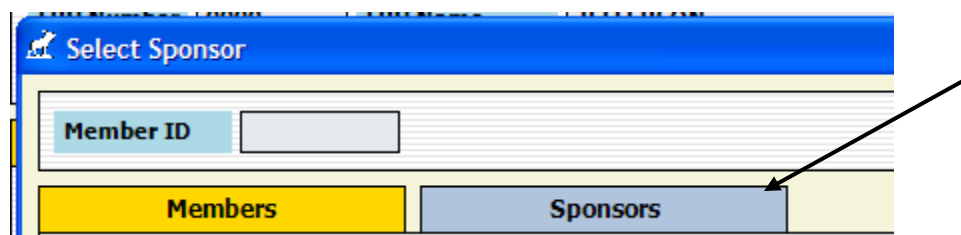


Sponsor		Notes	
Member ID	<input type="text"/>	Lodge Number	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>	Home Phone	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/>

This is the Sponsor section of the Application screen.

Select

The “Select Sponsor” screen will appear. Notice at the top of the Select Sponsor screen there are TWO separate selections, Members and Sponsors.




Select Sponsor

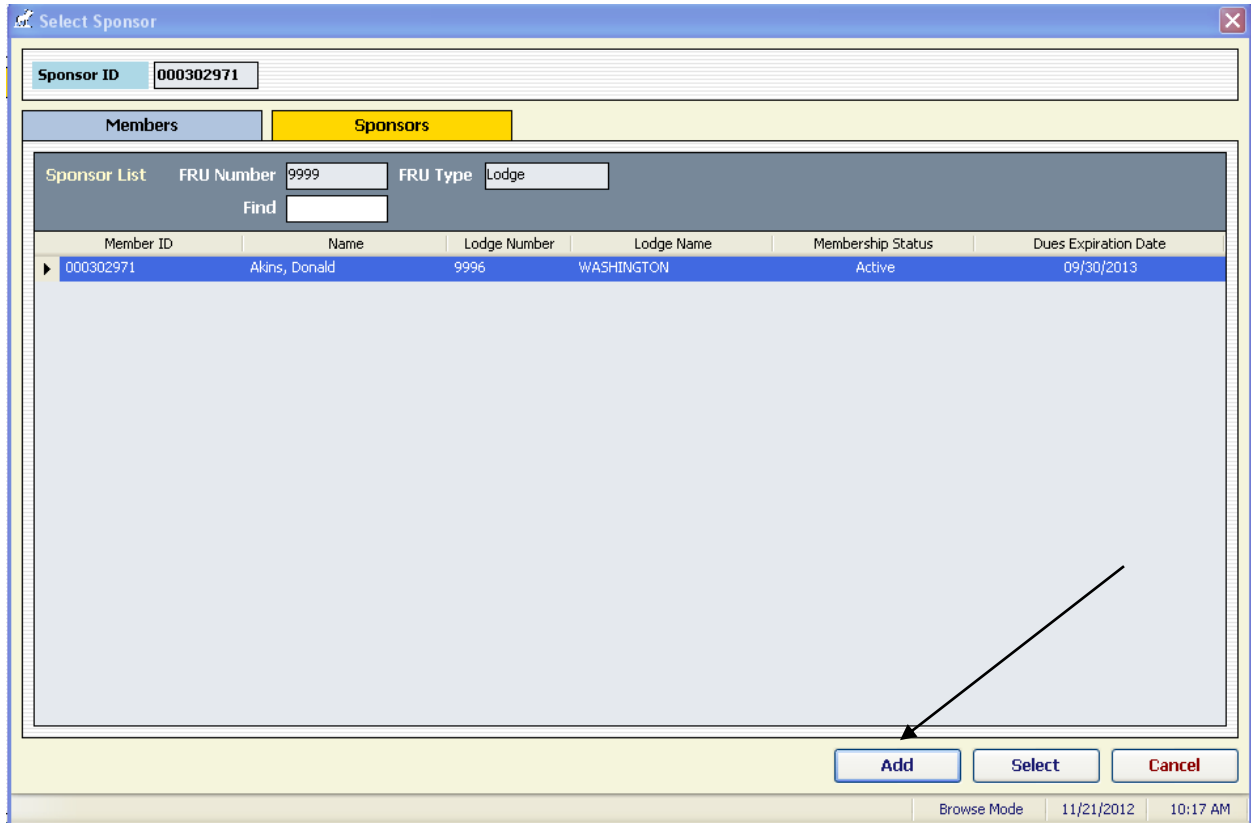
Member ID

Members Sponsors

The Members tab is the default tab and will contain a list of all Active members in your fraternal unit.


The “Sponsors” section of LCL net shows anyone outside of your fraternal unit who has sponsored one of your members residing in your LCL net database. They must be in your local LCL net database in order for them to be assigned as a sponsor on your member’s record.

A “Cross Sponsor” can be added while in the Application screen. This is done by selecting the “Add”  button down in the lower right hand corner of the “Select Sponsor” screen.



When the “Add” button is selected the following screen will appear asking you to enter the Member ID.

Out of Lodge Sponsor

Member ID Find 

Sponsor Information

FRU Information

Lodge Number

Lodge Name

Membership Status

Dues Expiration Date

Name Information

First Name Middle Name

Last Name Suffix

Address Information

Address 1

Address 2

City State/Prov

Zip Country

Contact Information

Phone Number () -

Remove Save Reset Close

New Mode 11/21/2012 10:16 AM

Remember that no leading zeros should be entered so start with the first number and enter the entire Member ID number. Access to the internet must be active in order to access MMMS to retrieve the sponsor. Click the “Find” button to access the internet and retrieve the sponsor from MMMS. It should be noted that if the member is not current in their dues, a message will be received that will prevent the sponsor from being added to the LCL net database. If the Member ID is invalid it will also produce an error message that will prevent the sponsor from being added.

Out of Lodge Sponsor

Member ID: 17970266 Find

Sponsor Information

FRU Information

Lodge Number: 9996
 Lodge Name: WASHINGTON
 Membership Status: Active
 Dues Expiration Date: 10/31/2013

Name Information

First Name: William Middle Name:
 Last Name: Tell Suffix:

Address Information

Address 1: 987 SOUTH FIRST
 Address 2:
 City: BARKSFIELD State/Prov: Illinois
 Zip: 60174 Country:

Contact Information

Phone Number: (630) 897-9999

Remove Save Reset Close

Member Information Retrieved Successfully, New Mode 11/27/2012 3:25 PM

When the record is retrieved it should be saved to the LCL net database by clicking the “Save” button. The new Cross Sponsor is now listed as the sponsor on the new application.

The application can now be saved and transmitted.


Another option is to add the “Cross Sponsor” prior to entering the new application. The following instructions are provided:

Select the “Sponsors” tab from the LCL net homepage

File Go To Help

Lodge Number	9999
Lodge Name	JEFFERSON

FRU Information Members Applications Sponsors

Select the  button in the upper right hand corner of the Sponsors screen.

The following screen will appear asking you to enter the Member ID number.

Out of Lodge Sponsor

Member ID Find

Sponsor Information

FRU Information

Lodge Number

Lodge Name

Membership Status

Dues Expiration Date

Name Information

First Name Middle Name

Last Name Suffix

Address Information

Address 1

Address 2

City State/Prov

Zip Country

Contact Information

Phone Number () -

Remove Save Reset Close

New Mode 11/21/2012 10:16 AM

Remember that no leading zeros should be entered so start with the first number and enter the entire Member ID number.

Access to the internet must be active in order to access MMMS to retrieve the sponsor.

Click the “Find” button to access the internet and retrieve the sponsor from MMMS. It should be noted that if the member is not current in their dues, a message will be received that will prevent the sponsor from being added to the LCL net database. If the Member ID is invalid it will also produce an error message that will prevent the sponsor from being added.

Out of Lodge Sponsor

Member ID: 17970266 **Find**

Sponsor Information

FRU Information

Lodge Number	9996
Lodge Name	WASHINGTON
Membership Status	Active
Dues Expiration Date	10/31/2013

Name Information

First Name	William	Middle Name	
Last Name	Tell	Suffix	

Address Information

Address 1	987 SOUTH FIRST		
Address 2			
City	BARKSFIELD	State/Prov	Illinois
Zip	60174	Country	

Contact Information

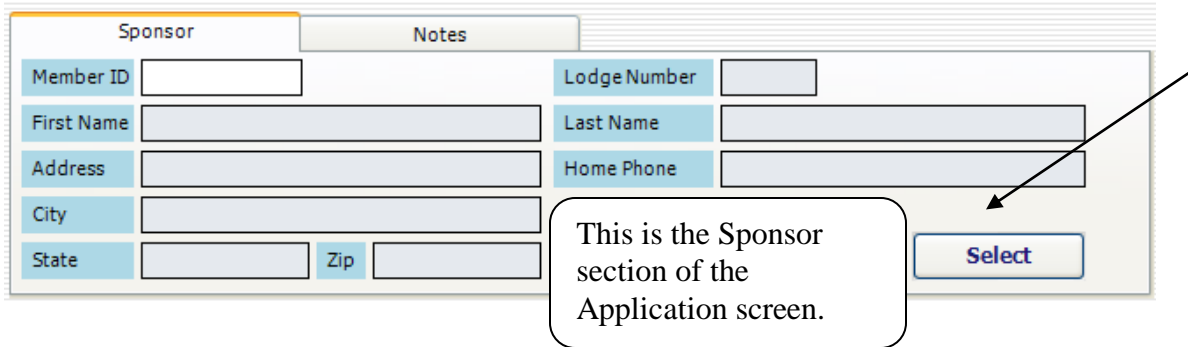
Phone Number	(630) 897-9999
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Remove **Save** **Reset** **Close**

Member Information Retrieved Successfully. New Mode 11/27/2012 3:25 PM

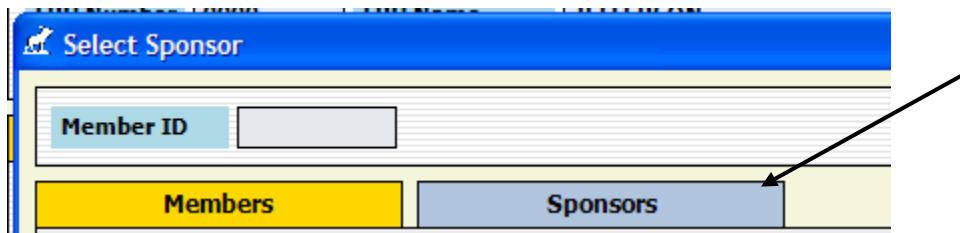
When the record is retrieved it should be saved to the LCL net database by clicking the “Save” button. The Cross Sponsor is now saved into the list under the Sponsors section of the LCL net database.

When entering a new application the “Cross Sponsor” will now appear in the sponsors list and can be selected from the Sponsor section of the Application screen as shown below.



This is the Sponsor section of the Application screen.

The “Select Sponsor” screen will appear. Notice at the top of the Select Sponsor screen there are TWO separate selections, Members and Sponsors. Click the “Sponsors” tab.



The “Sponsor List” will appear.

Member ID	Name	Lodge Number	Lodge Name	Membership Status	Dues Expiration Date
000302971	Akins, Donald	1368	St Charles	Active	09/30/2010
017970266	Tell, William	9996	WASHINGTON	Active	10/31/2014

Double click on the sponsor you previously entered. This will display the Cross Sponsor as the sponsor on the new application.

The application can now be saved and transmitted.