Moose International

LCL Web Reference Guide

Moose Legion

Moose Training
11-1-2020

LCL Web Reference Guide

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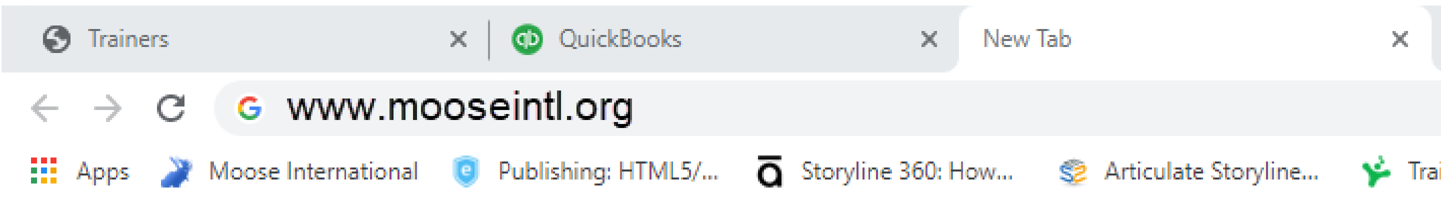
Welcome to LCL Web

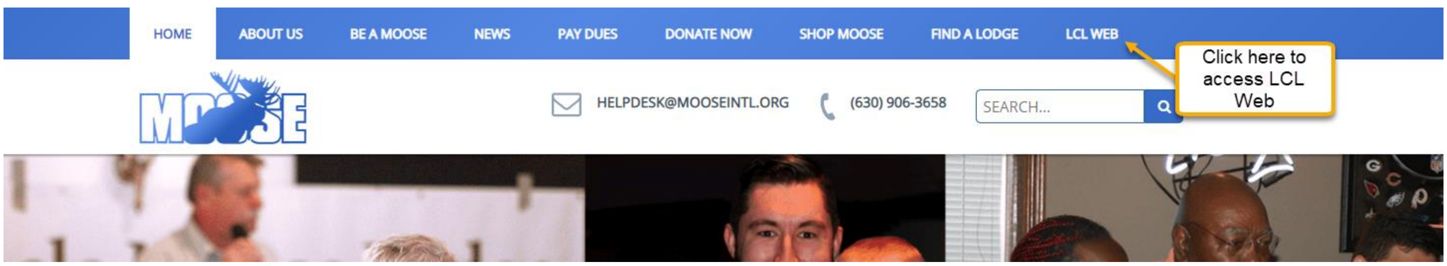
Moose International's Membership and IS Departments are excited to introduce you to our new web-based version of LCL.net. The new and improved program will be used to manage your membership records, process applications and run reports without ever needing to transmit. The data is live, meaning it updates to Moose International upon entry. How sweet is that? Read on to learn how to access and navigate within LCL Web. *This document reads in the order the features appear on the menu ribbon, from left to right.*

Accessing LCL Web

Open a new tab in your internet browser and type www.mooseintl.org to go to the Moose International website.



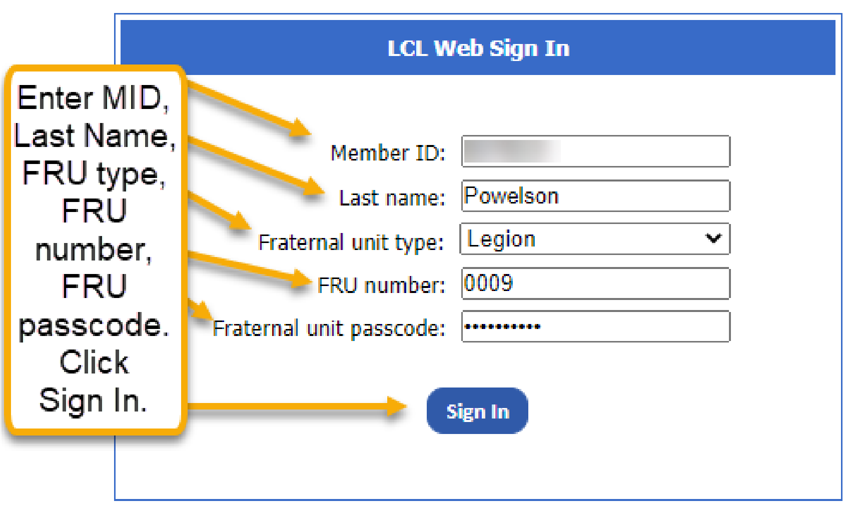
Once on the Home page, click on **LCL WEB** found in the blue ribbon at the top.



Logging into LCL Web

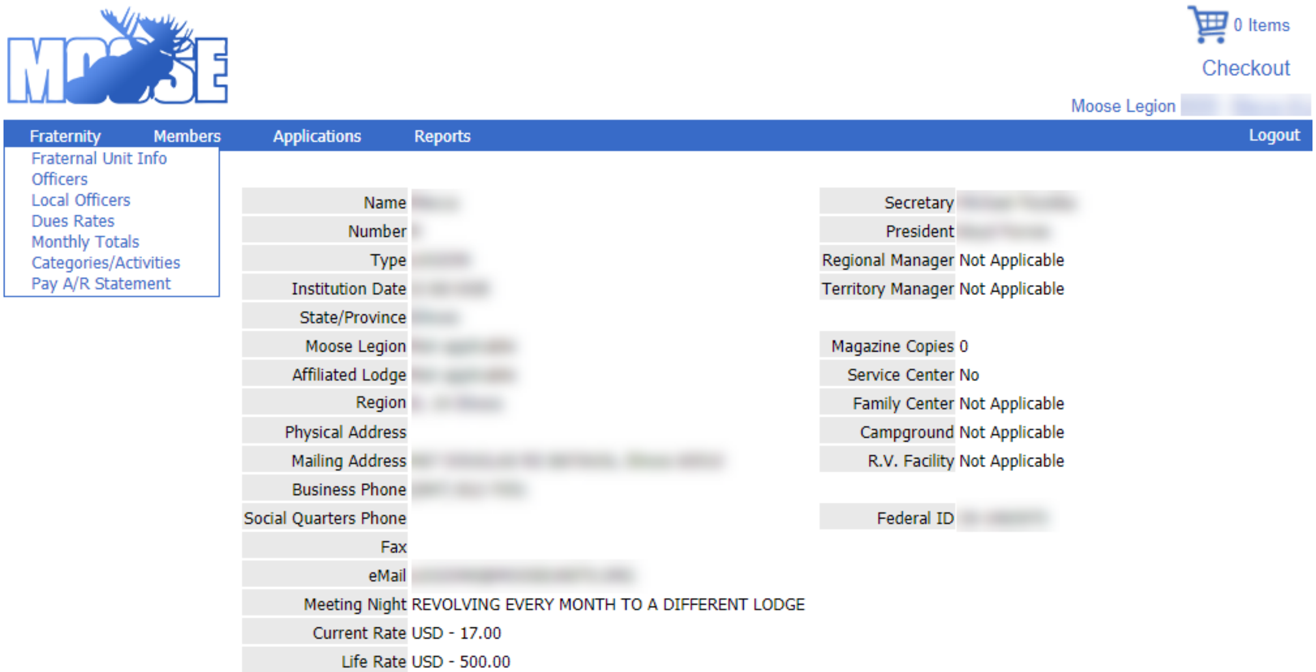
Just like Admin menu, a Fraternal Unit Passcode is required for log in. **Note**: Your previous FRU Passcode, that was used to access Admin menu, is no longer valid. Please use the *new* FRU Passcode assigned to you in the email from Moose International welcoming you to LCL WEB.

When the LCL Web Sign In box appears, enter your MID in the **Member ID** field, your **Last Name**, select the **Fraternal unit type** from the drop-down menu, enter your **FRU number**, followed by your **Fraternal unit passcode**. Click **Sign In**.

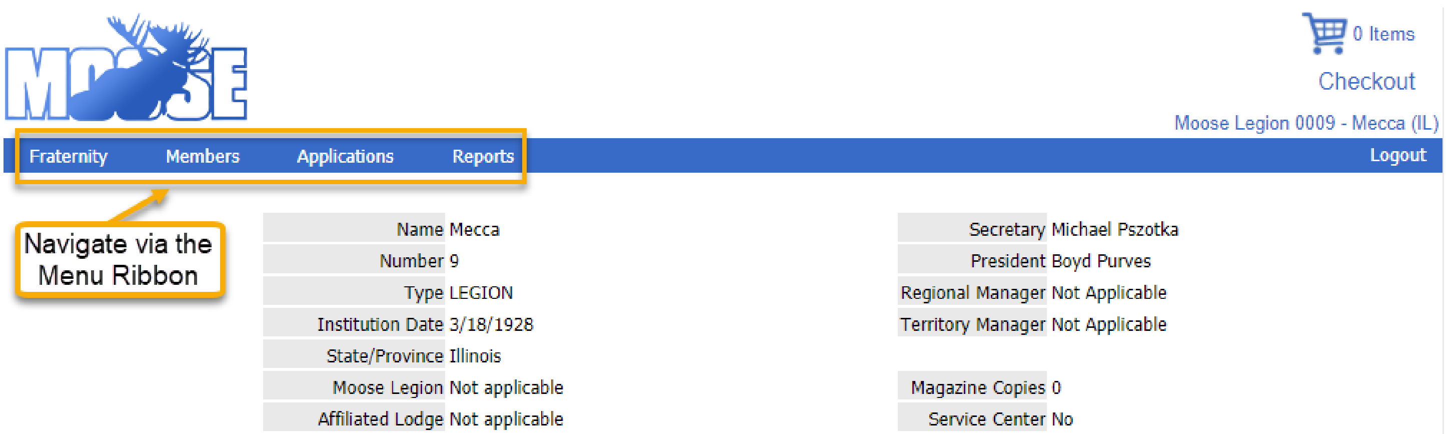


Navigating LCL Web

Once logged in, the program opens to the LCL Web Home screen which displays information specific to your Fraternal Unit, however, the information cannot be edited from this screen.

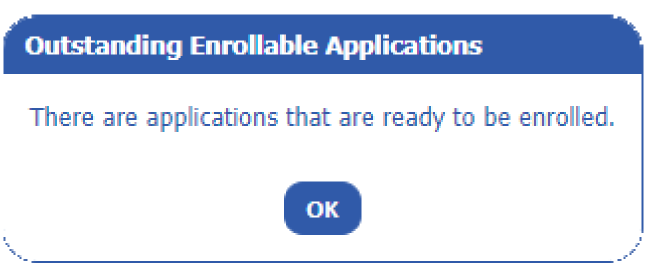


To move throughout LCL Web, use the menu ribbon shown below:



While very similar to Moose Admin, you will notice that there are changes and additions to the ribbon.

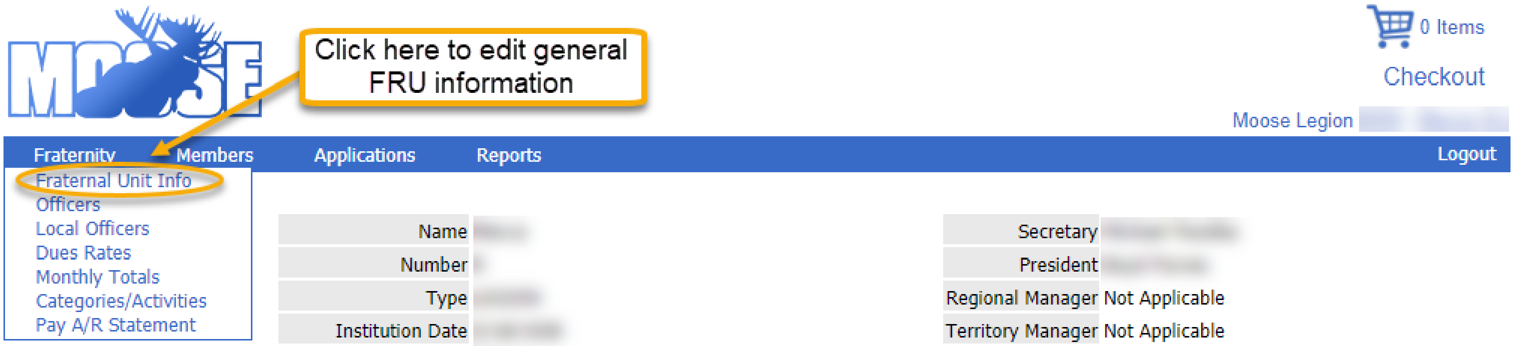
When you have applications that are ready to be enrolled, you will get this reminder:



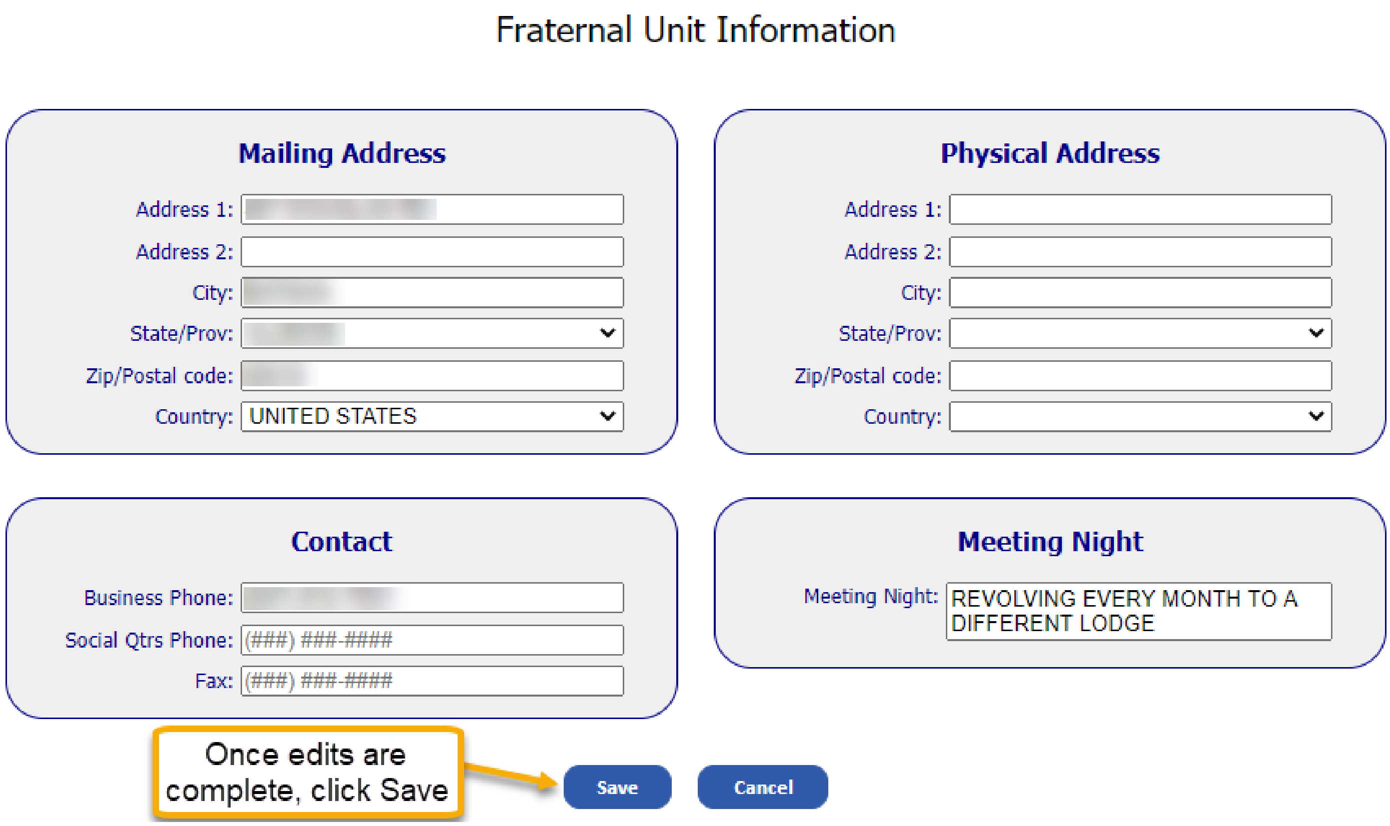
Click OK to continue with your work.

Fraternity – Fraternal Unit Info

To edit FRU Information, click on the **Fraternity** drop down from the menu ribbon. Choose *Fraternal Unit Info*.

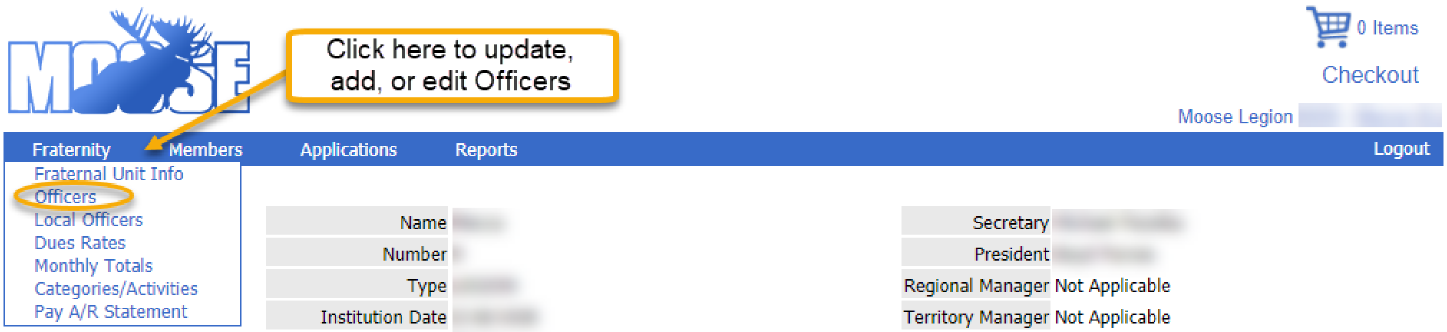


Make necessary edits or changes and click **Save**.

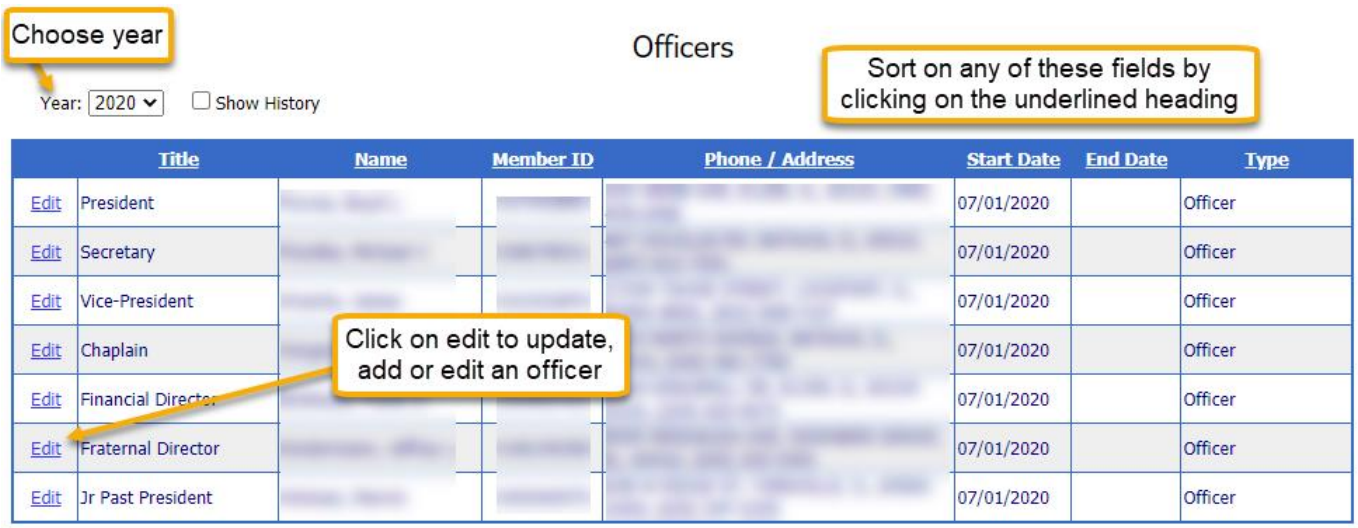


Fraternity - Officers

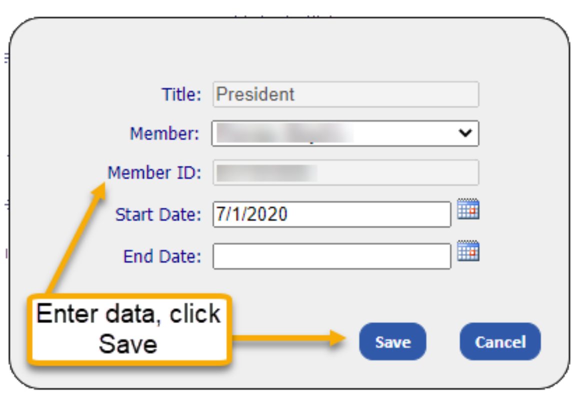
This feature of LCL Web is used for the entry of new officers at the beginning of the Moose Fiscal year. It is also used to edit, update or add officers during the year. Choose Officers from the **Fraternity** drop down menu.



Note: At the start of a Moose Year, do not enter elected officers until the date designated by Moose International.



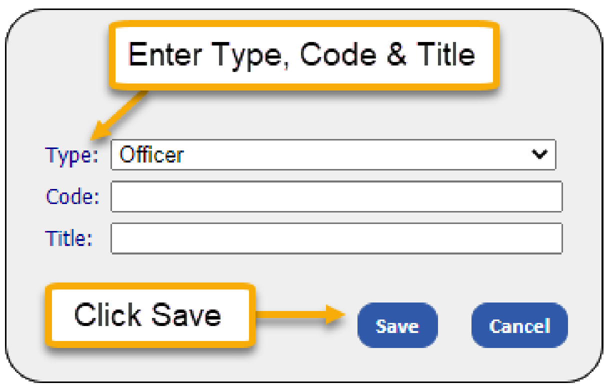
Update, edit or add an officer via this pop-up that appears after clicking on **Edit**. Only enter an end date for those officers who are leaving mid-term. Once edits, updates and additions have been made, click **Save**.



Fraternity – Local Officers

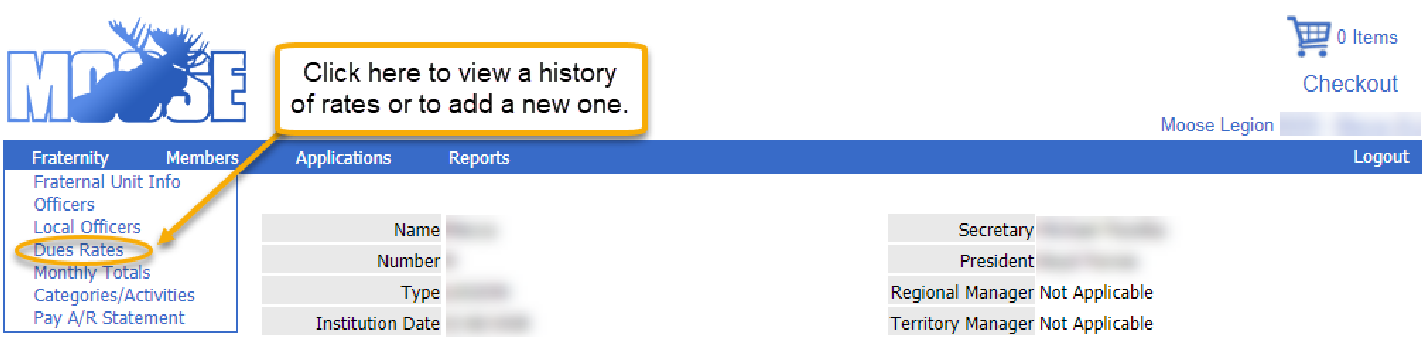
This unique to LCL Web feature, allows you to enter Committee information that is specific to your unit. Click Fraternity>Local Officers

Click on **Add New Office** to enter the Chairman and Officers. Enter the *Code* (something that is memorable to you) and give the Committee a *Title*, i.e. Lodge Moose Legion Committee. The Code and Title can be the same thing.



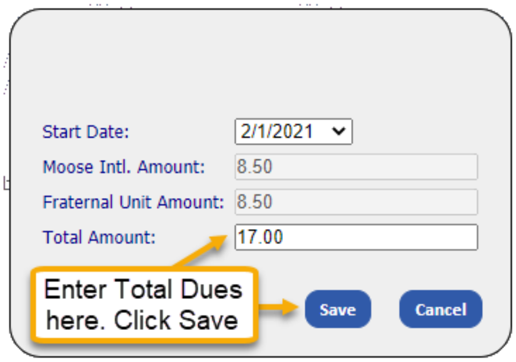
Fraternity – Dues Rates

A history of Dues rates for Annual Membership and Life Membership can be seen here. Click Fraternity>Dues Rates.



Attempts to edit current Dues Rates will be met with the following error message:

Edits to recently entered dues rates can only be made before the first set of dues renewal notices are sent. However, rate additions are made here by clicking on **Add New Rate**. Just enter Total Amount and the Moose International and Fraternal Unit Amount will be auto-calculated. Click **Save**. Please refer to the General Laws regarding requirements for adding new rates.



Fraternity – Monthly Totals

Click on **Monthly Totals** to view your unit's current fiscal year monthly totals for Active Members, Expired Members and Dropped Members.

Click on the down caret in the Fiscal Year field to view totals from previous Fiscal years.

Monthly Membership Totals

Click to see previous Fiscal Years

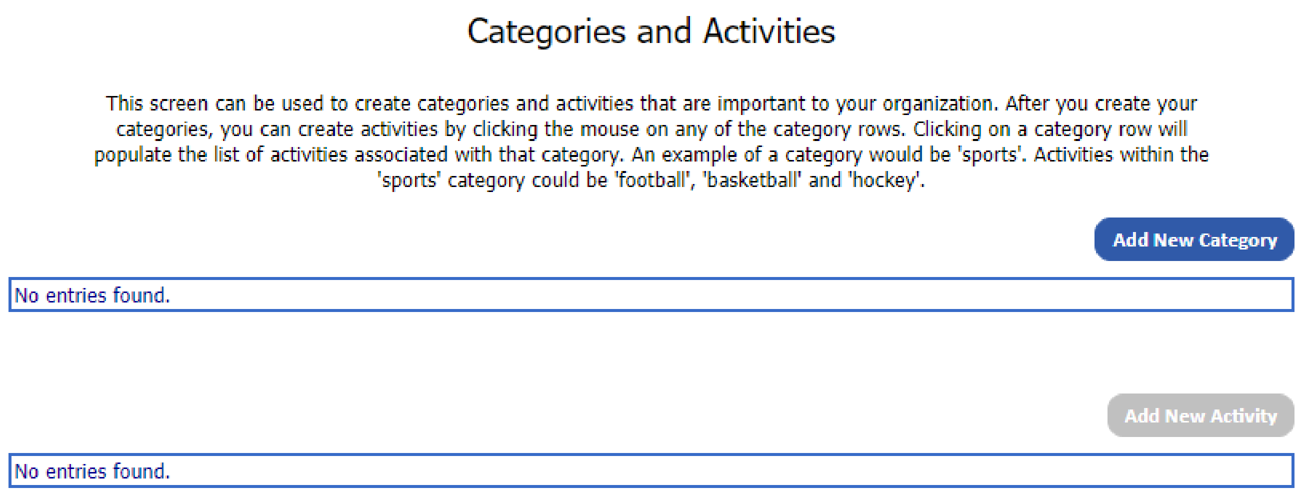
Fiscal Year: 2020

As of Date	Active Members	Expired Members	Dropped Members
09/30/2020	1364	273	174
08/31/2020	1359	260	183
07/31/2020	1359	255	174
06/30/2020	1365	255	163
05/31/2020	1363	268	153

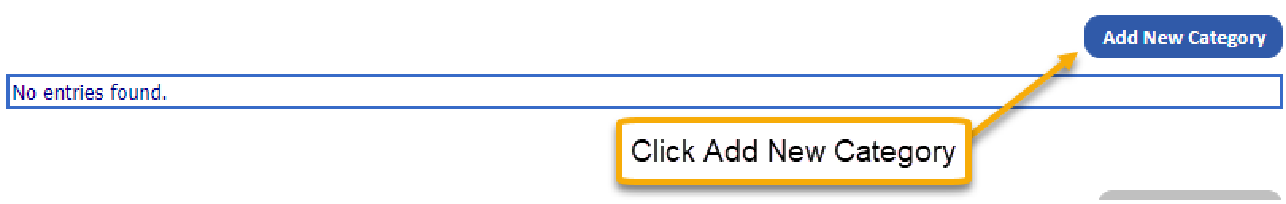
Fraternity – Categories/Activities

Click on **Categories/Activities** to add or view categories and activities that are important or popular to your members and your unit.

Note: No entries will be found upon first going live in LCL Web. Any activities entered on membership records in LCL.net do NOT transfer to LCL Web. The categories and activities will need to be re-entered and then added to member records where appropriate. Run a report of your LCL.net activities for entry into LCL Web, if desired.



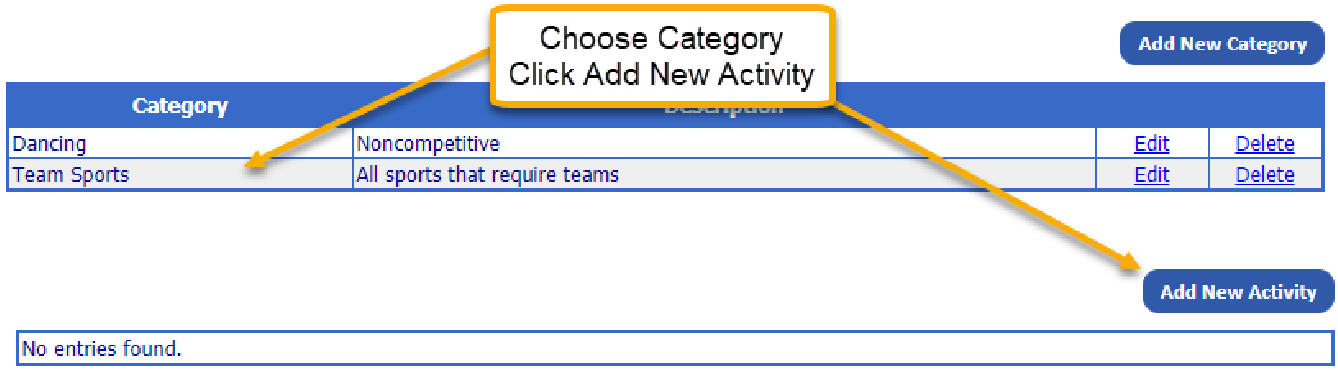
Click on Add New Category to enter a category.



Enter the *Category*, then add *Description*. *Both fields must be filled*. Click **Save**.

Once the categories have been established, activities associated with that category should be added. For example, if you add the category "Dancing" you may want to add activities such as "Line Dancing," "Polka," "Swing," etc. Once these categories and activities have been established, they can be added to individual member records allowing for easy reporting of members' interests.

Click on the category for which the activity is to be added. Then click on **Add New Activity**. Click **Save.**



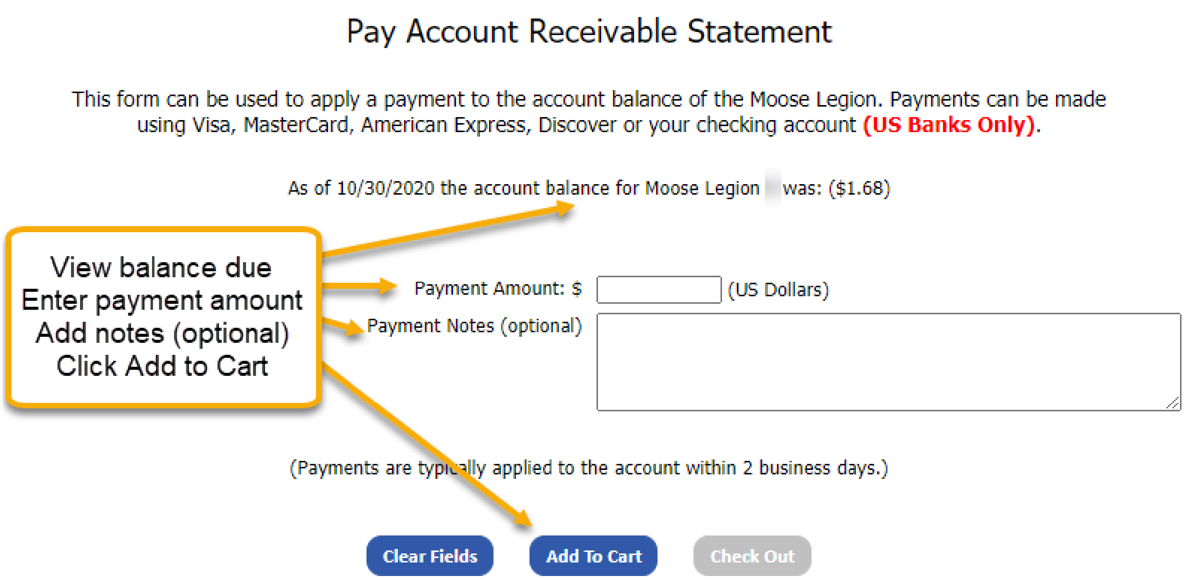
Enter **Activity**, click **Save**.

Fraternity – Pay A/R Statement

You may use LCL Web to quickly access your Statement of Account (Accounts Receivable) balance and payment information. You may also choose to make your payments this way rather than sending a check to Moose International. Click on **Pay A/R Statement**.

The screen that appears will supply the balance due and most recent payment information. **Note**: The previous payment will not display until the first payment is made after going live in LCL Web.

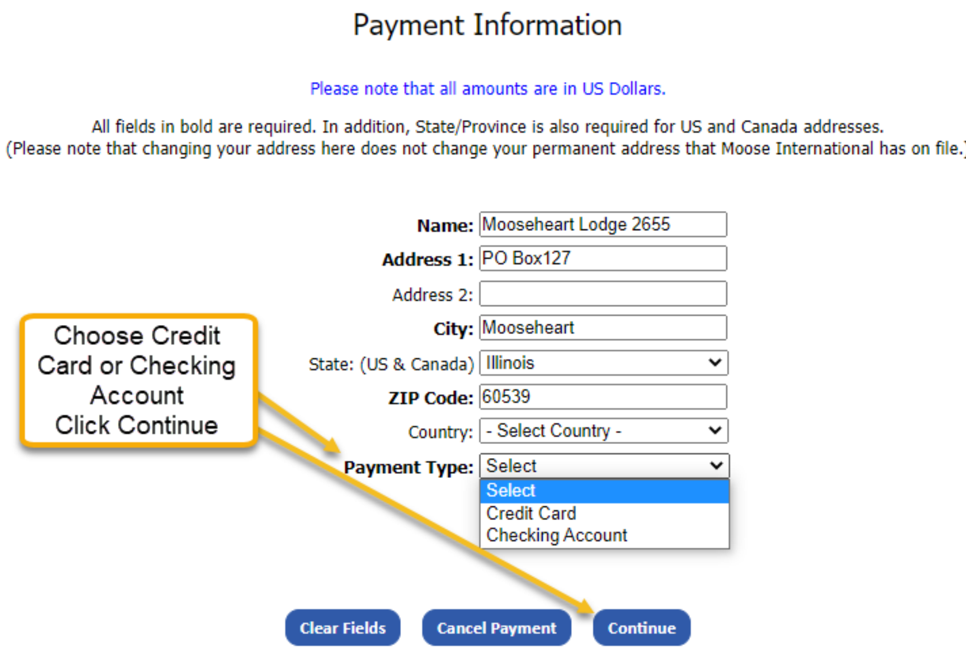
Account balances may be conveniently paid via Credit card or bank account. Enter the dollar amount you wish to pay in the *Payment Amount* field. Use the *Payment Notes* field to provide any important information to Moose International about your payment. This field is optional and may be left blank. Click **Add to Cart.**



After clicking **Add to Cart**, the *Payment Amount* field will be blank. Click **Check Out** or the Shopping Cart to continue to make payment.

You will see a screen showing what is in your shopping cart. From this screen you may choose to: **Remove All Items from Cart** or **Proceed to Checkout**. If the payment information showing is correct, click **Proceed to Checkout**.

Enter information in the following fields: *Name, Address ,City, State, ZIP Code.* Click **Payment Type** and choose *Checking Account*, to pay by electronic check or *Credit Card* to pay by Mastercard, Visa, American Express or Discover.

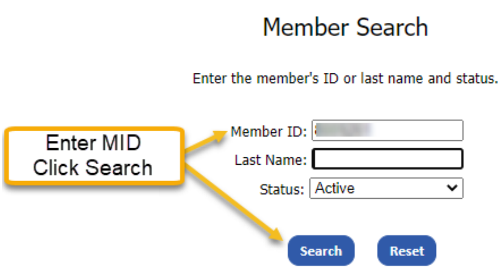


Follow instructions to enter Checking account or Credit Card Information and click **Continue**. From the Confirmation screen, you may **Cancel Payment**, **Update Payment Method**, **Edit the Shopping Cart** to add or remove items and finally, **Submit Payment**. Click the **Print Receipt** button for your records.

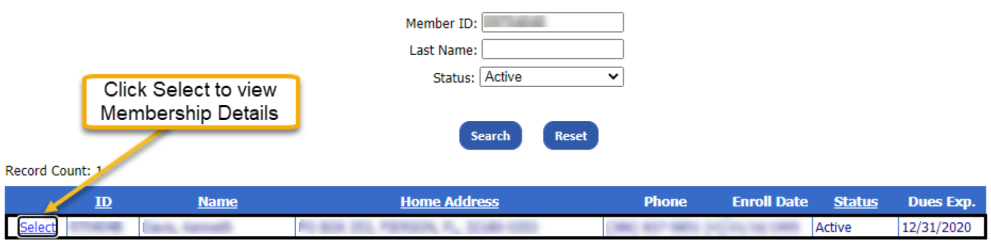
Members – Member Search

Member Search can be used to search for members of your FRU. Click on Members>Member Search

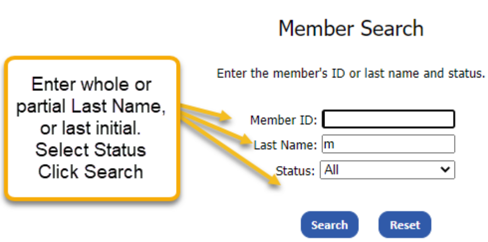
You may search by Member I.D. or name. Search Based on Member I.D.: Enter the MID in *Member ID* field. Click **Search**.



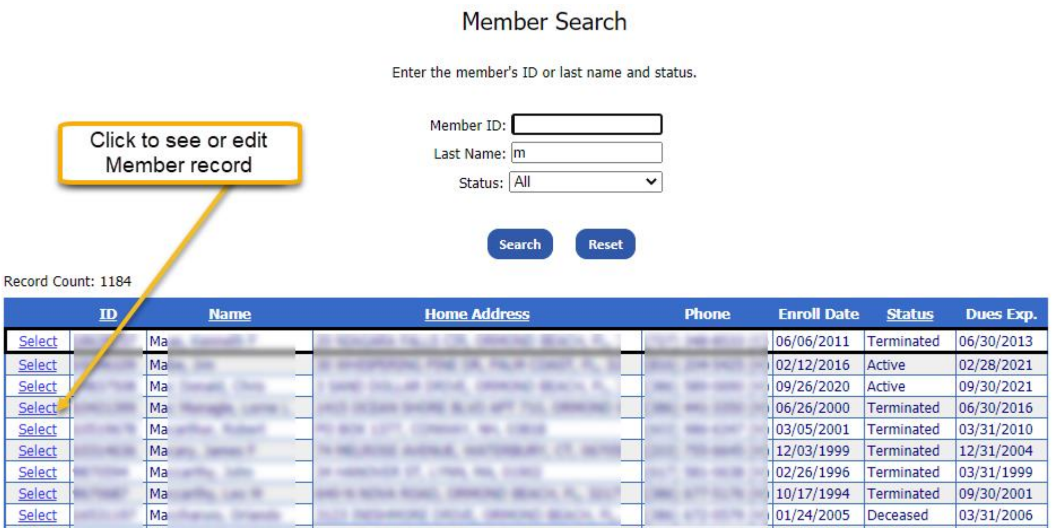
Given a valid member ID within your FRU, the following results will display. Membership details can be viewed by clicking **Select**.



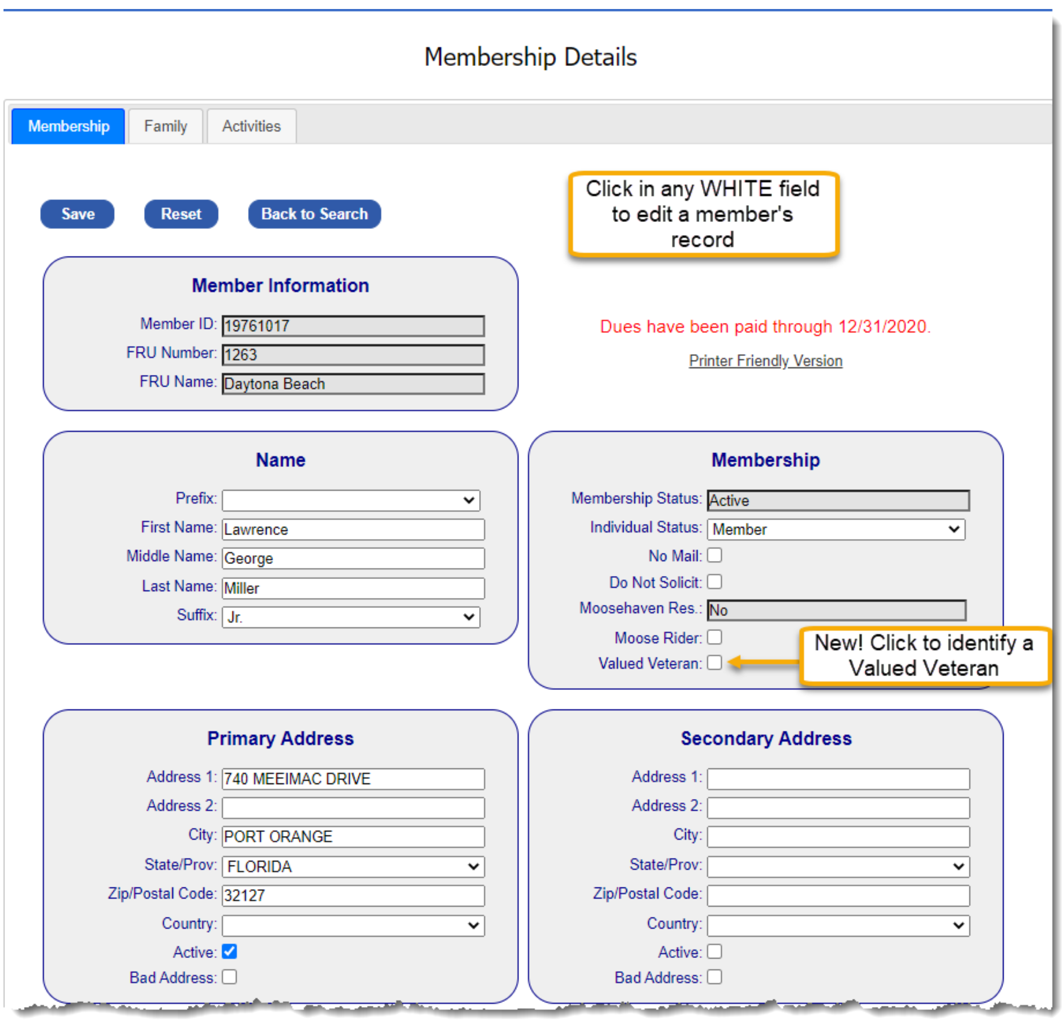
Search Based on Member Name - Any combination of last name and status may be used to search. You may use incomplete names if you are unsure of the spelling.Enter partial name, initial or full name in *Last Name* field. Use the drop down menu to choose one of the following status types: *All*, *Active* or *Inactive*. Click **Search.**



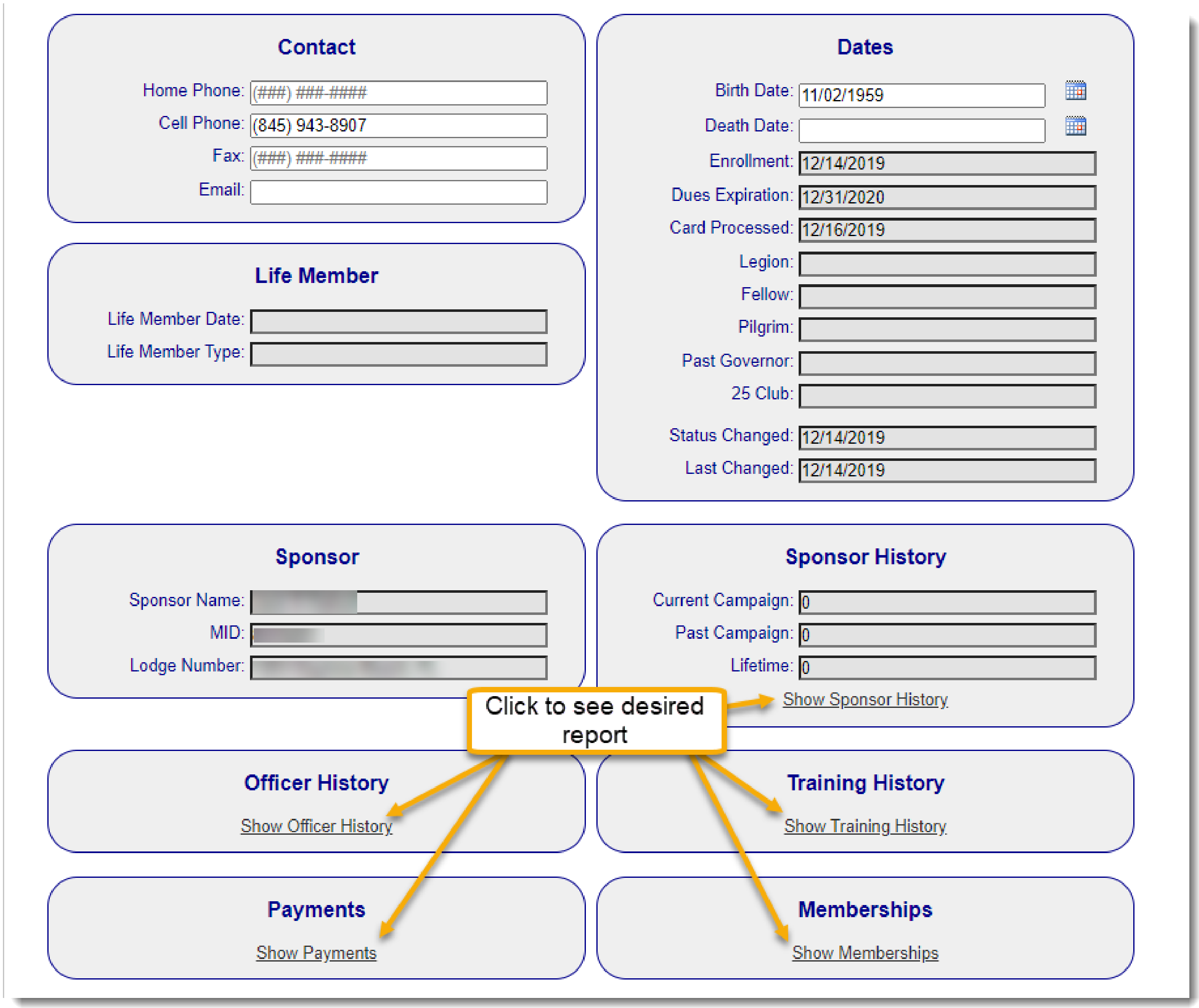
In the example below a partial last name was entered, with the status *All*. Every member with a last name starting with m is listed, regardless of status. Once the desired member is located, the record can be viewed in more detail or edited by clicking **Select**.



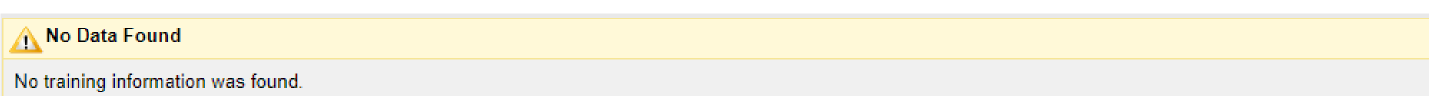
Once in a member's record, all *white* fields are editable. Click in the appropriate field to make edits. New to LCL Web is the ability to identify a member as a Valued Veteran. Simply click the Valued Veteran box. Please note: the program remains the same. Clicking the Valued Veteran box will NOT result in Valued Veteran membership cards being sent. They will be mailed at the time of renewal. Additionally, certificates and pins are mailed annually.



Reports showing a member's Sponsor, Officer, Training, Payment and Membership histories can be viewed by clicking the link below the desired history.



For those members who have not been an officer, attended training, made payments or sponsored a member you will receive the message, "No Data Found." However, if no report or No Data Found message appears, disable your Pop-up Blockers in your browser settings to allow the report.



Members – New Member Promo

This feature of LCL Web is used for temporary promotions. No instruction will be given at this time. Should you ever have questions about how to use this portion of LCL Web, call the Training Department at 630-966-2294.

Members – Pay Dues

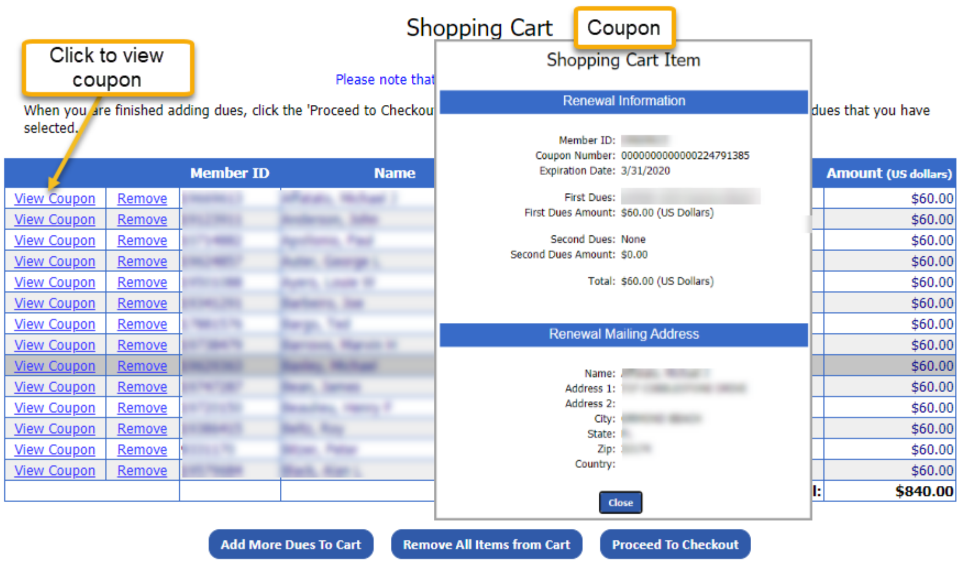
Easily view a list of all expired members and those whose dues will expire within the next 60 days by clicking Members>Pay Dues.

You may pay up to 15 members' dues at one time through LCL Web. From the list created when Pay Dues was clicked, click *Add To Cart* for each of the members for whom you wish to pay dues. Each selected member will be highlighted in blue and will read *In Cart*. If more than 15 members are selected you will get the following error message:

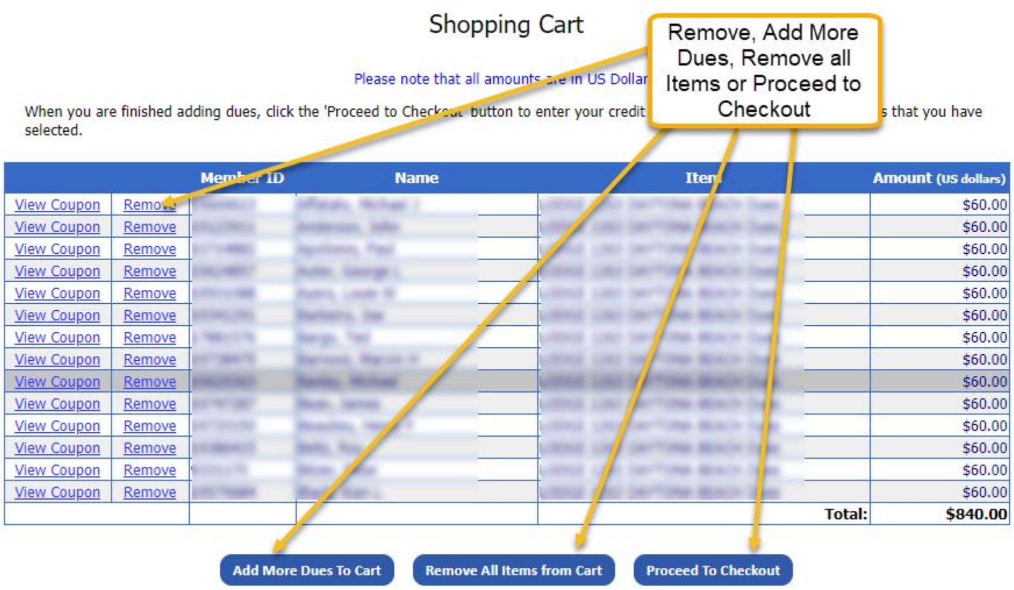
To remove unwanted items from the cart or to continue the payment process, click on the shopping cart icon, shown at the top right of the screen.

A list of all items in your shopping cart will appear with the following options:

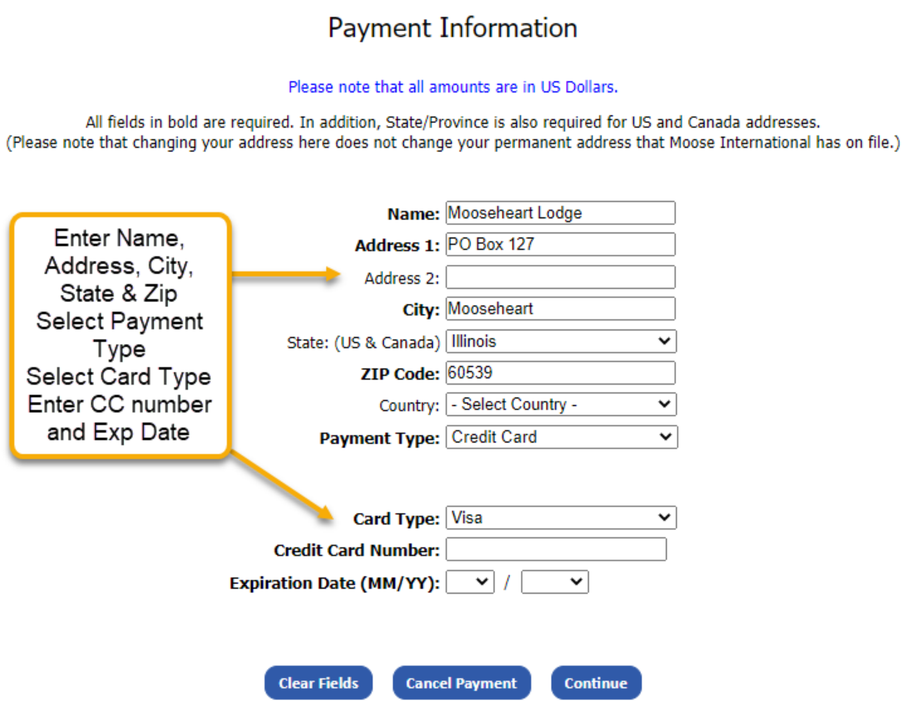
View Coupon – by choosing this option, you will see the payment details for the member chosen, including Coupon #, Expiration Date, Dues for each unit to which the member belongs, Total Dues Due and a Renewal Mailing Address.



Remove –allows you to remove one member at a time from the shopping cart. *Add More Dues to Cart* – this feature allows you to go back to the list of renewals and add more to the cart, if you have less then 15 selected. *Remove All Items from Cart* – by clicking here you will clear out the shopping cart in its entirety. *Proceed to Checkout* – click here when ready to complete the payment process.

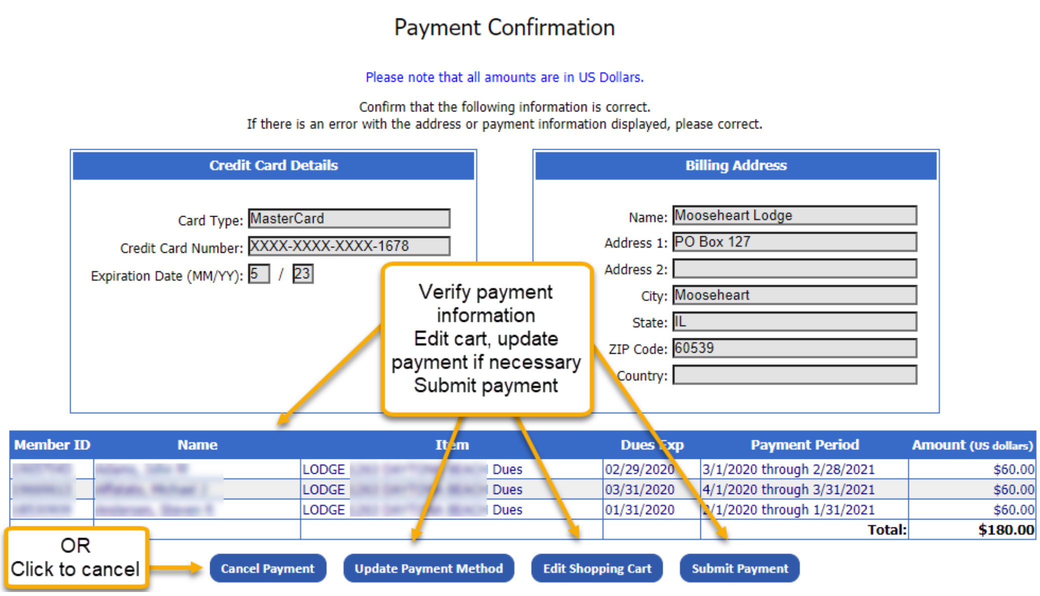


Click on *Proceed to Checkout* when you are ready to make payments for the items in your cart. You must enter information in the following fields: *Name*, *Address 1*, *City*, *State*, *ZIP Code*, and select *Payment Type*. (Credit Cards are the only type of payment available for payment of dues.) Finish the payment process by entering information in the following fields: *Card Type*, *Credit Card Number, Expiration Date*. Click *Continue*.



You will be routed to a payment confirmation screen. You may choose to: Complete payment by clicking **Submit Payment**, Cancel payment by clicking **Cancel Payment**, Change your credit card information by clicking **Update Payment Method**, Remove/Add members for whom you are submitting payment by clicking **Edit Shopping Cart**

Once you have confirmed that all of the information shown is correct, to complete the payment, click **Submit Payment**.

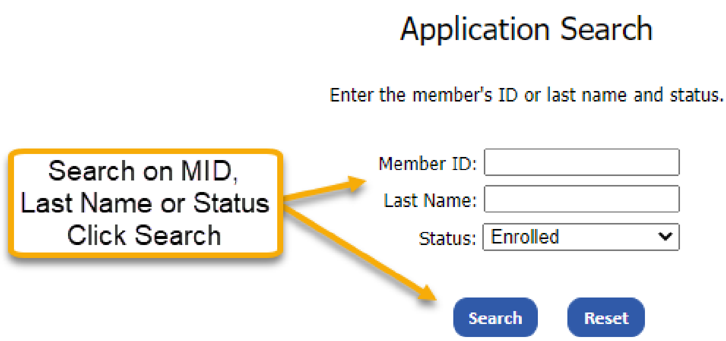


Click the *Print Receipt* button for your records.

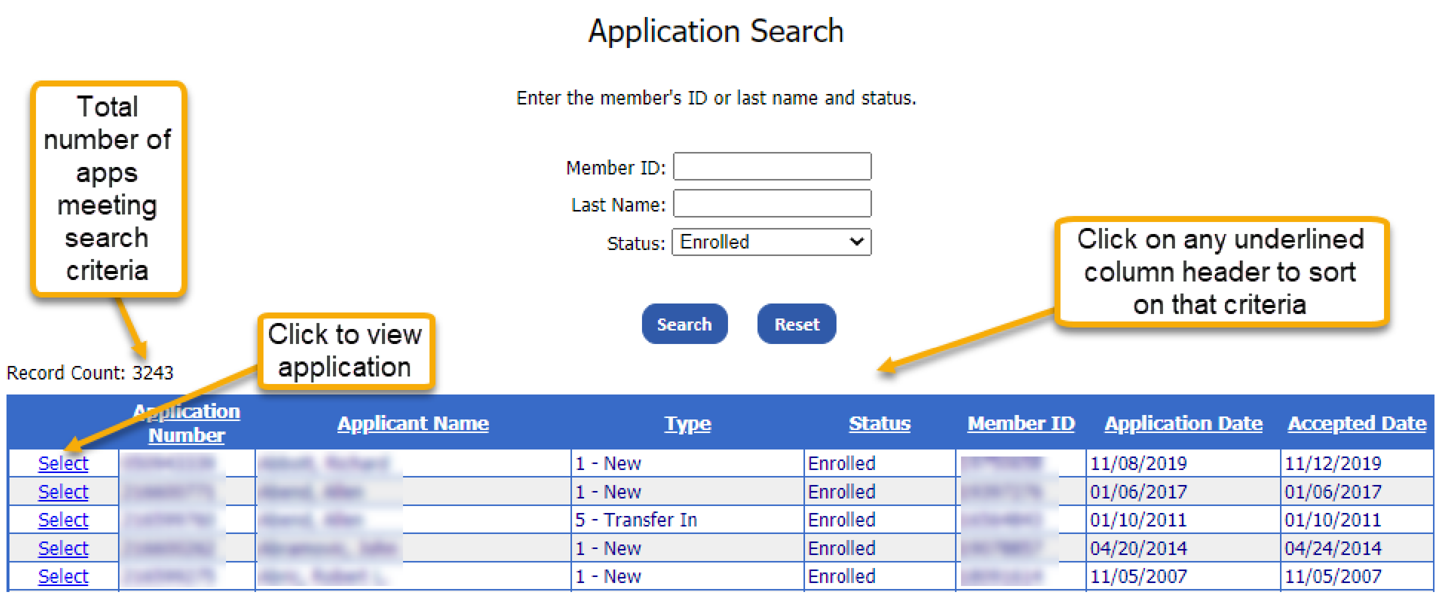
Applications – Search

LCL Web makes it easy to search for applications. Click on Applications>Search.

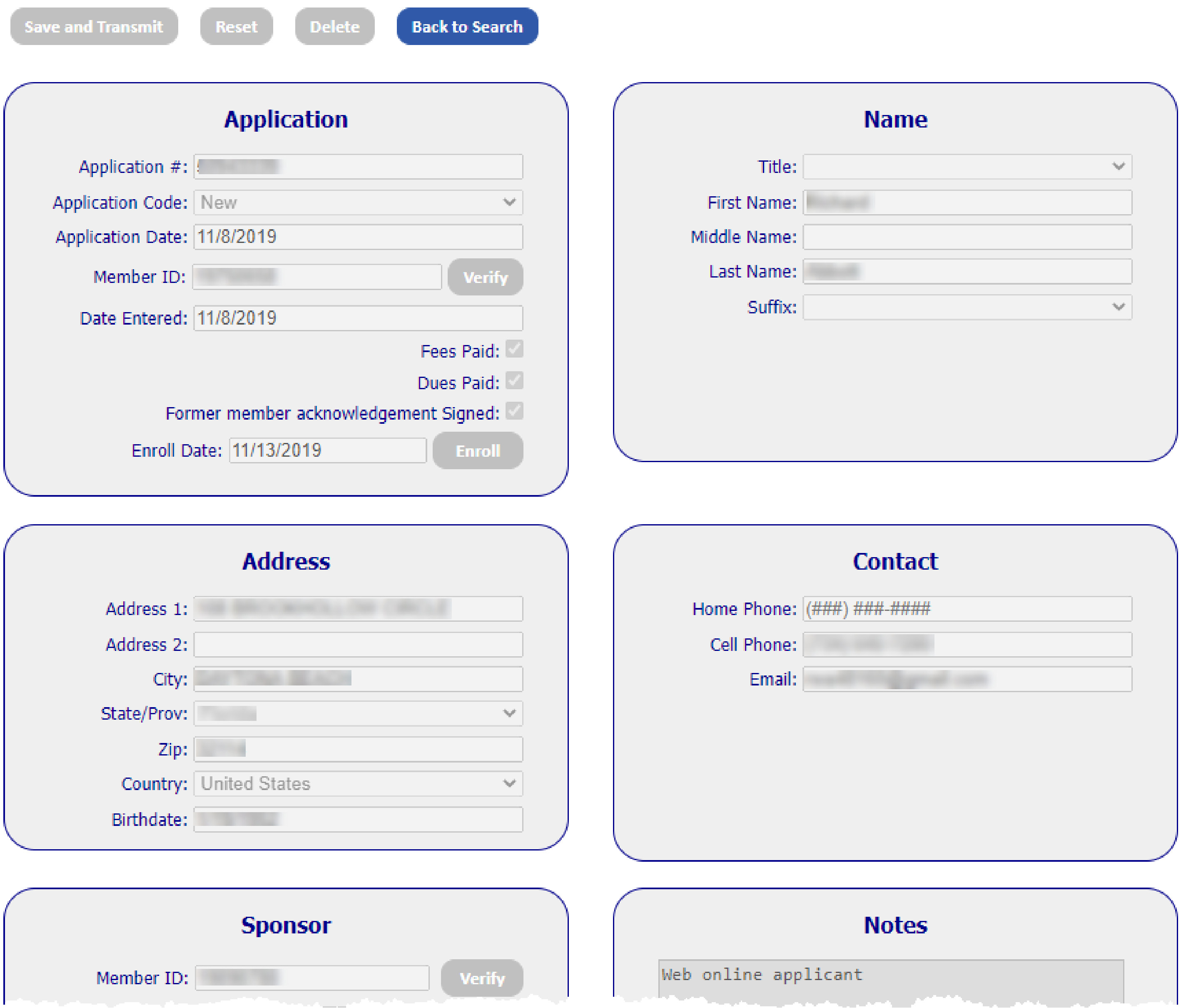
Searches can be made based upon *Member ID*, *Last Name* or *Status*. Click **Search**.



The Results page will show all applications meeting the search criteria. The applications can be sorted by Application Number, Applicant Name, Type, Status, MID, Application Date or Accepted Date by clicking the underlined column heading. Click *Select* to the far left of the application you wish to view.



All information originally entered will appear on this screen. **Note**: All fields and buttons are greyed out, other than Back to Search. There is no option to edit or delete from here.

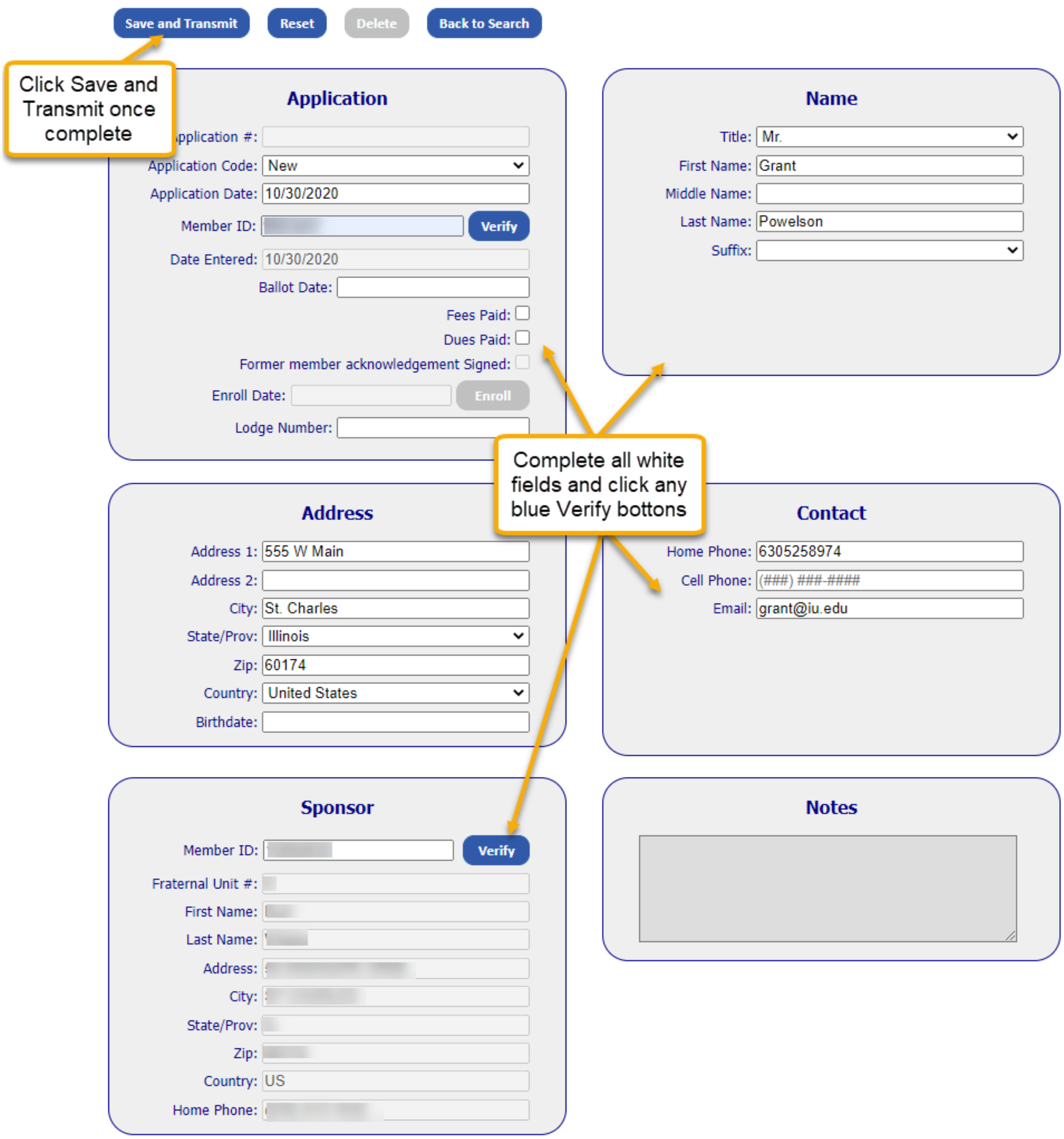


Note: Only transmitted applications (on the day of entry) can be edited.

Applications – Entry

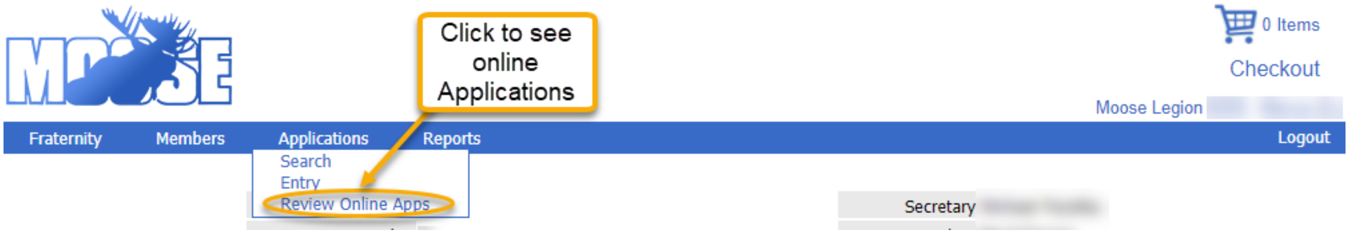
Enter membership applications by clicking on Applications>Entry.

Select the **Application Code** from the drop-down menu: *New*, *Mulitmember*, *Re-Enroll*, *Reinstate* or *Transfer In*. Based on this, all required fields will appear white. Use the prospective member's application to complete the *Application*, *Name*, *Address*, *Contact*, and *Sponsor* boxes. The *Notes* box is for messages from MI. Click **Save and Transmit**.



Applications – Review Online Apps

Review your unit's online applications by clicking Applications>Review Online Apps.



Online applications are not currently available for the Moose Legion. You will see the following message.

No applications

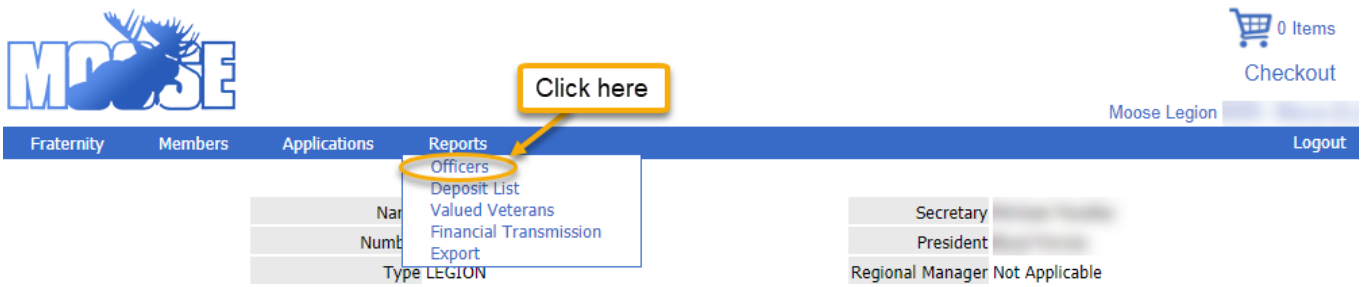
There are currently no new applications to review.

Reports

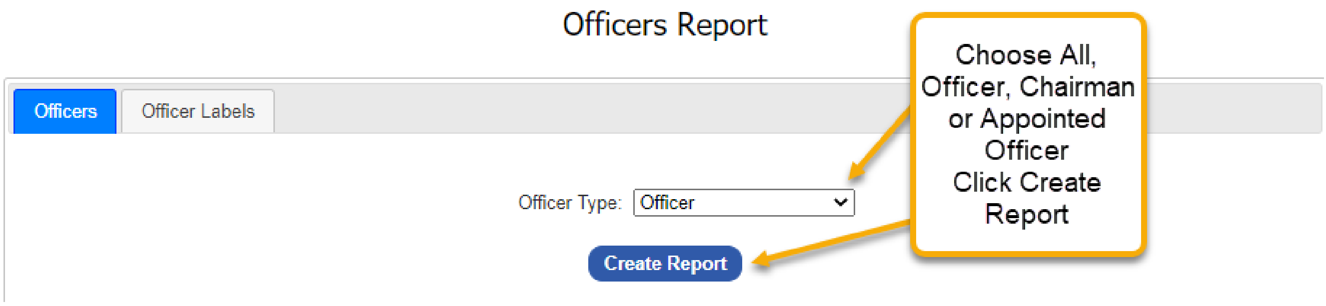
From Reports, run officer, chairmen, and appointed officer reports; create labels sorted by name or zipcode; see the most recent deposit history from Moose Intl.; identify which of your members are Valued Veterans; see a history of your unit's financial transmissions; and export reports.

Reports – Officers

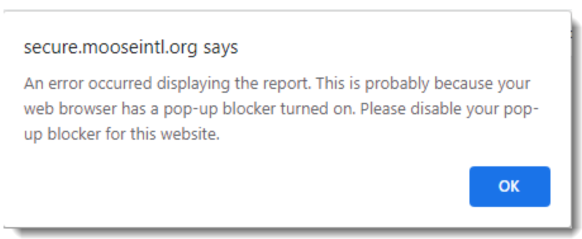
Run reports of current year officers, appointed officers, chairmen. Labels, of various sizes, for these groups can also be produced through this menu item. Additionally, there is an option to create zip code counts.Click on Reports>Officers.



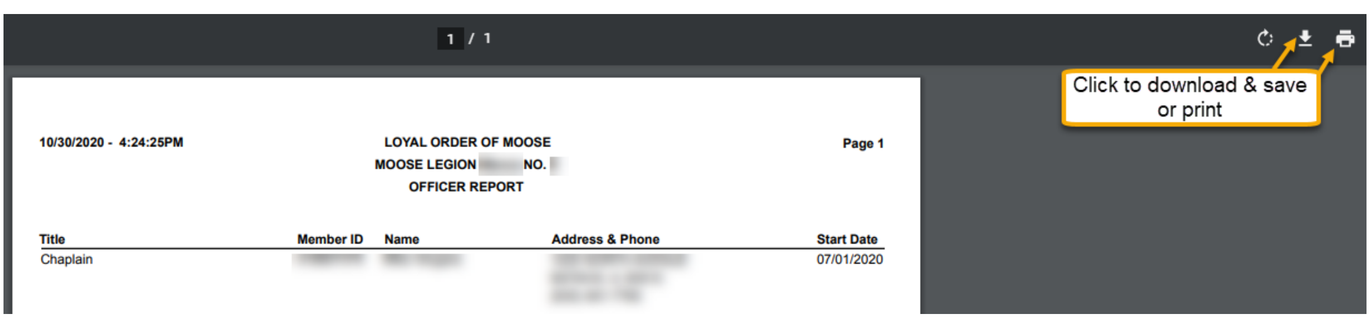
Choose *All*, *Officers*, *Chairman* or *Appointed Officers* from the **Officer Type** drop-down menu. Click **Create Report**.



Note: If you have pop-up blockers enabled, you will get the following message:



To disable, go to your browser settings. Pop-up blockers are found in the Privacy and Security section in Google, under Site Settings. Click the arrow next to Pop-ups and redirects; toggle to off. Once disabled, your data will appear as a .pdf which can printed, or downloaded & saved.



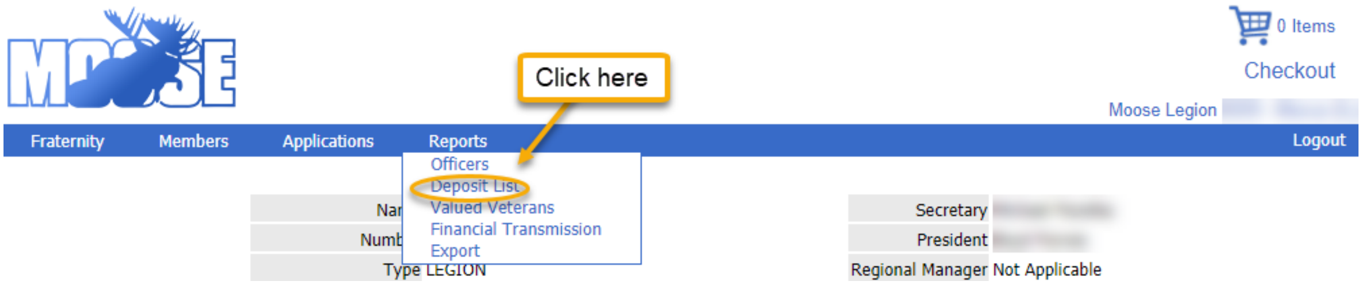
Note: You may want to enable Pop-up blockers once reporting is complete.

Create labels by clicking the *Officer Labels* tab. Click on the *Officer Type* drop down menu to choose the group for which you wish to create labels. You may choose from *All*, *Officer*, *Chairman* or *Appointed Officer* just as with the report feature. Labels may be sorted by *Name* or *Zip Code* by clicking on the *Sort* drop down menu. Next, choose the type of labels you would like to print by clicking on the *Label Selection* drop down menu. You may choose from: *Laser* – Avery 5260, *One Up* – Avery 4013, *Badges* – Avery 5395, or *Zip Code Report.* Click on the **Create Report** button.

The labels will be in a .pdf format, ready for print. Click on the print icon found at the top, the same as with the report.

Reports – Deposit List

It is critical to the accurate maintenance of your unit's QuickBooks account that you record your Moose International Membership Dues Pay Outs or Deposits. LCL Web features a Deposit List that is updated weekly. The list contains all deposits made to your FRU, including previous years. Each deposit shown in the list can be viewed for specific details. Click Reports>Deposit List.



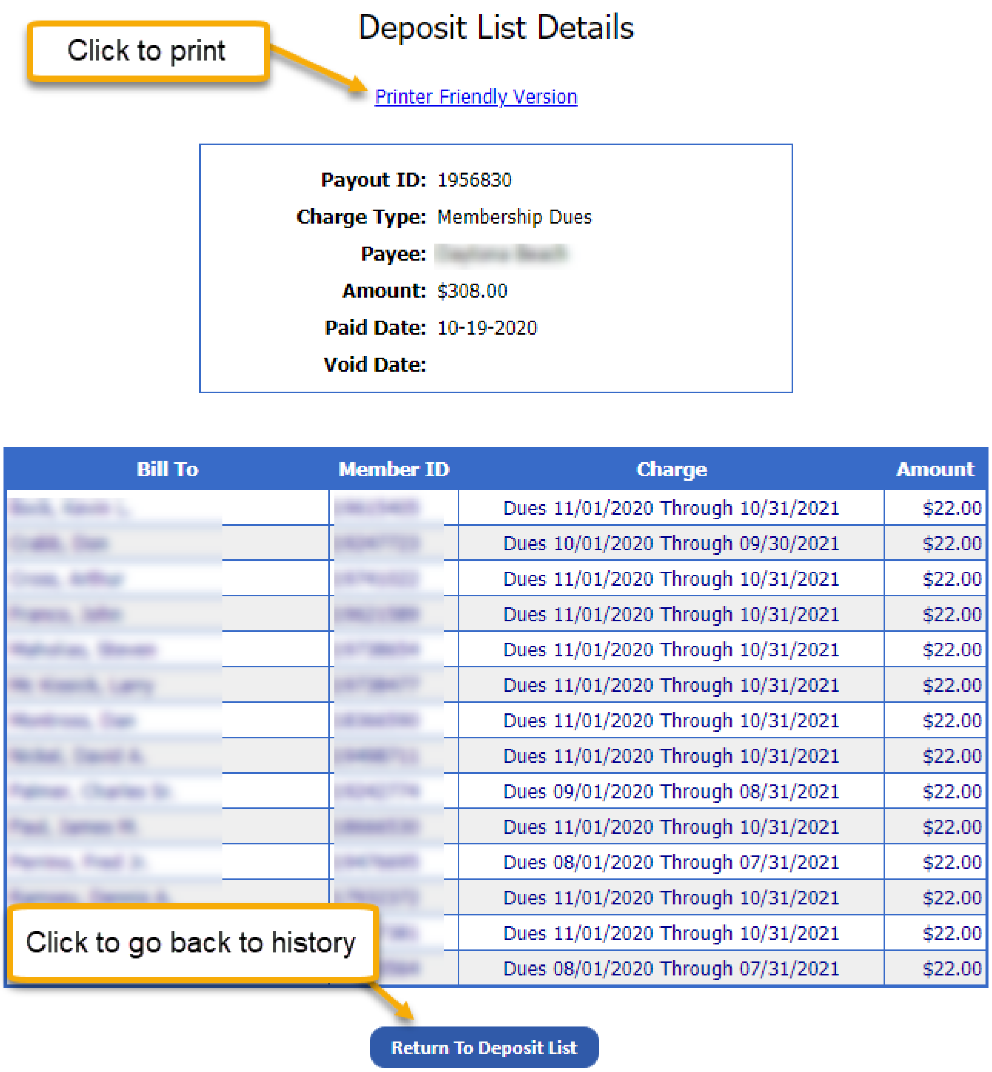
A screen displaying the last 20 Membership Dues Pay Outs will be shown. Additionally, earlier deposits can be viewed by clicking on the page numbers at the bottom.

Details	Payout ID	Charge Type	Amount	Paid Date	Void Date
Select	1956830	Membership Dues	$308.00	10/19/2020	
Select	1954734	Membership Dues	$440.00	10/13/2020	
Select	1952415	Membership Dues	$484.00	10/05/2020	
Select	1950094	Membership Dues	$616.00	09/28/2020	
Select	1947772	Membership Dues	$484.00	09/21/2020	
Select	1945411	Membership Dues	$594.00	09/14/2020	
Select	1943012	Membership Dues	$990.00	09/09/2020	
Select	1940685	Membership Dues	$330.00	08/31/2020	
Select	1938709	Membership Dues	$110.00	08/24/2020	
Select	1936830	Membership Dues	$286.00	08/17/2020	
Select	1934686	Membership Dues	$528.00	08/10/2020	
Select	1932527	Membership Dues	$176.00	08/03/2020	
Select	1930553	Membership Dues	$132.00	07/27/2020	
Select	1928609	Membership Dues	$242.00	07/20/2020	
Select	1926442	Membership Dues	$374.00	07/13/2020	
Select	1924189	Membership Dues	$440.00	07/07/2020	
Select	1921932	Membership Dues	$440.00	06/29/2020	
Select	1919568	Membership Dues	$484.00	06/22/2020	
Select	1917152	Membership Dues	$572.00	06/15/2020	
Select	1914718	Membership Dues	$682.00	06/08/2020	

See more 1 2 3 4 5 6 7 8 9 10 ... Last Page

Click *Select* to see the details of a specific deposit.

Each member for whom your unit is receiving a Dues Pay Out is listed in the Deposit Detail. To print an easy to read version of the Deposit Details or the Deposit List, click *Printer Friendly Version*. Click Return to Deposit List to return to the deposit history.

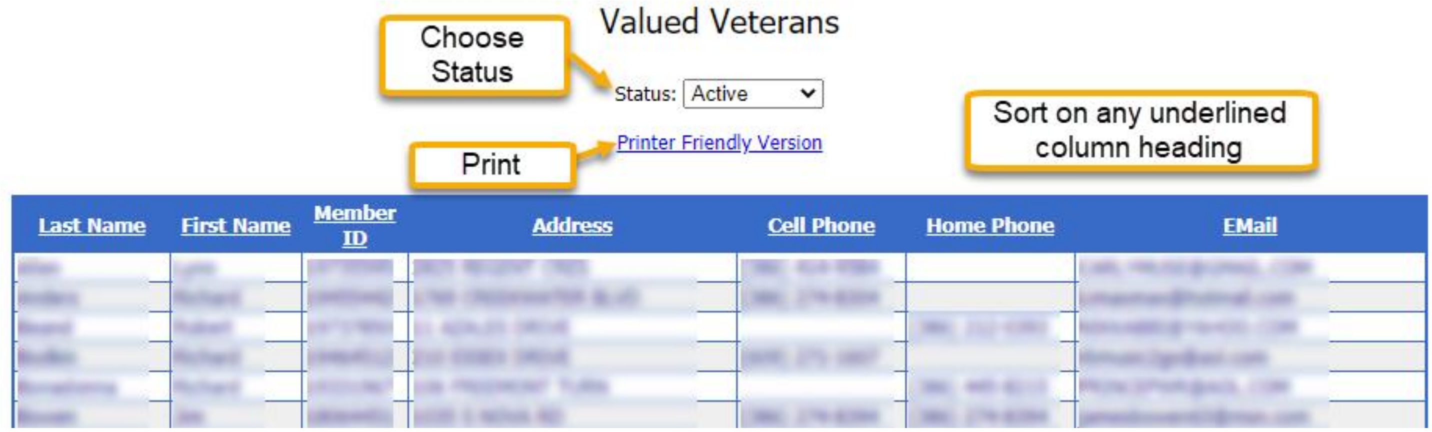


Bill To	Member ID	Charge	Amount
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 10/01/2020 Through 09/30/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 09/01/2020 Through 08/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 08/01/2020 Through 07/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 11/01/2020 Through 10/31/2021	$22.00
[illegible]	[illegible]	Dues 08/01/2020 Through 07/31/2021	$22.00

Reports – Valued Veterans

Valued Veterans is a program for veterans of all branches of the U.S. Armed Services as well as those of foreign countries. Members may self-identify as a Veteran and become a Moose Valued Veteran through My Membership Record or by calling the Moose International Help Desk. To view a report of your FRU's members who have identified as Valued Veterans: Click Reports>Valued Veterans.

A list of Active Valued Veterans will appear. You have the option to report on other statuses: *Active*, *Deceased*, *Dropped*, *Expired*, or *Terminated* by clicking on the **Status** drop down menu.To create a report that will print in an easy to read format, click on *Printer Friendly Version*. Sort on any of the information by clicking on the column headings.



Note: LCL Web now allows for Valued Veteran identification in the member record. See Members – Member Search.

Reports – Financial Transmissions

LCL Web allows you to generate a report of your FRU's monthly financial transmissions. The report will supply you with the dates that your monthly reports were transmitted to Moose International. **Note**: Units working in LCL Web will no longer transmit financial reports via LCL. QuickBooks Financial Reports will be emailed to Territory Managers and Moose International by the 15th of each month. Click Reports>Financial Transmissions.

A history dating back two Moose Fiscal Years will be displayed.

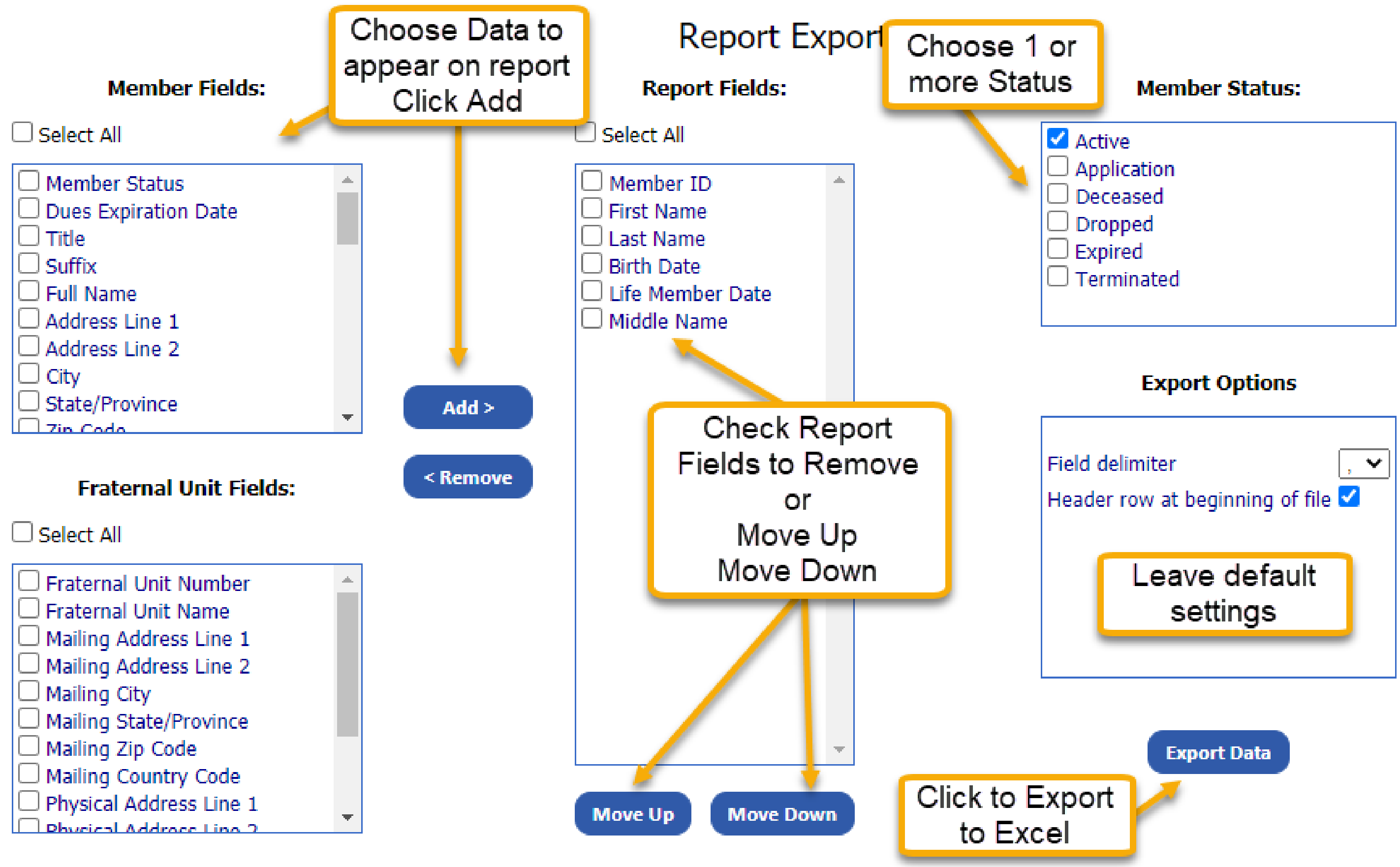
Monthly Financial Transmission

Month	Transmit Date
September 2020	10/01/2020
August 2020	09/01/2020
July 2020	08/01/2020
June 2020	07/01/2020
May 2020	06/01/2020
April 2020	05/01/2020
March 2020	04/02/2020
February 2020	03/01/2020
January 2020	02/01/2020
December 2019	01/01/2020
November 2019	12/01/2019
October 2019	11/01/2019
September 2019	10/01/2019
August 2019	09/01/2019

Reports – Exports

This feature of LCL Web is used to run FRU reports. Click Reports>Exports.

Choose the information or data needed by clicking all applicable items found in **Member Fields**, or click *Select All*. Click **Add**. The order of the **Report Fields** can be changed by clicking the box to the left of the field and then clicking the **Move Up** or **Move Down** button. Fields can also be removed by clicking the box next to the item and then **Remove**. Choose one or more **Member Status** to be reported by clicking on the box to the left of the status. Leave **Export Options** as their default settings. Click **Export Data** to download the report as an Excel Spreadsheet.



Note: The only way to print the report is to open the downloaded file in Excel. From there, the data can be sorted and manipulated any way you like. Here is a link for information on sorting data in Excel:

https://support.microsoft.com/en-us/office/sort-data-in-a-range-or-table-62d0b95d-2a90-4610-a6ae-2e545c4a4654