

Moose International

LCL Web Reference Guide

Moose Legion

Moose Training
11-1-2020

LCL Web Reference Guide

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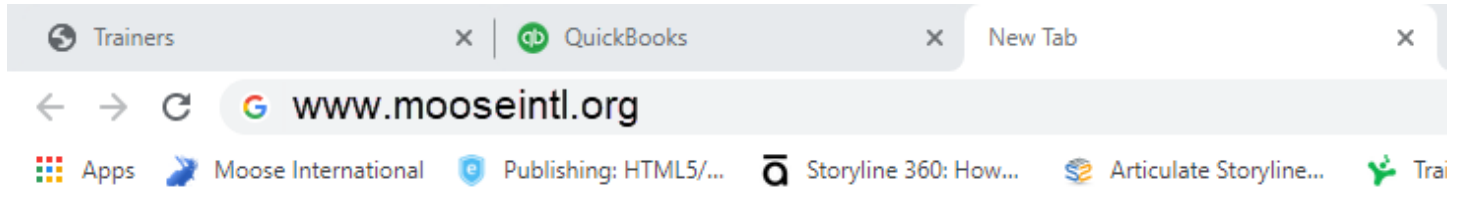
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Welcome to LCL Web

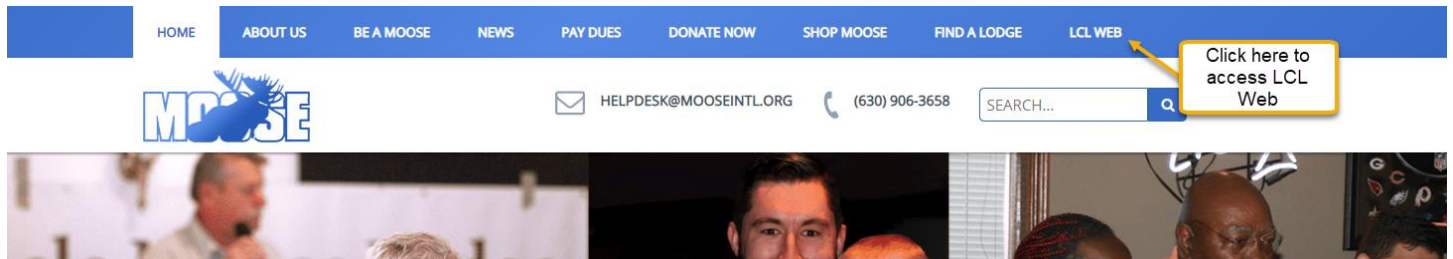
Moose International's Membership and IS Departments are excited to introduce you to our new web-based version of LCL.net. The new and improved program will be used to manage your membership records, process applications and run reports without ever needing to transmit. The data is live, meaning it updates 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 **Note:** Your previous FRU Passcode, that was used to access Admin menu, is no longer valid.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.

The screenshot shows the LCL Web Home screen. At the top left is the Moose logo. To the right is a shopping cart icon with '0 Items' and a 'Checkout' button. Below the logo is a navigation menu with 'Fraternity', 'Members', 'Applications', and 'Reports'. A dropdown menu is open under 'Members', listing options like 'Fraternal Unit Info', 'Officers', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', and 'Pay A/R Statement'. The main content area displays unit information in a table format, including fields for Name, Number, Type, Institution Date, State/Province, Moose Legion, Affiliated Lodge, Region, Physical Address, Mailing Address, Business Phone, Social Quarters Phone, Fax, eMail, Secretary, President, Regional Manager, Territory Manager, Magazine Copies, Service Center, Family Center, Campground, R.V. Facility, and Federal ID. Meeting Night is listed as 'REVOLVING EVERY MONTH TO A DIFFERENT LODGE'. Current Rate is 'USD - 17.00' and Life Rate is 'USD - 500.00'.

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

This screenshot is similar to the previous one but highlights the 'Members' menu item in the navigation ribbon. A yellow callout box with an arrow points to the 'Members' item, containing the text 'Navigate via the Menu Ribbon'. The unit information displayed below is for 'Mecca' (Number 9, Type LEGION, Institution Date 3/18/1928, State/Province Illinois, Moose Legion Not applicable, Affiliated Lodge Not applicable). Officers listed include Secretary Michael Pszotka and President Boyd Purves. Other fields like Magazine Copies (0) and Service Center (No) are also visible.

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

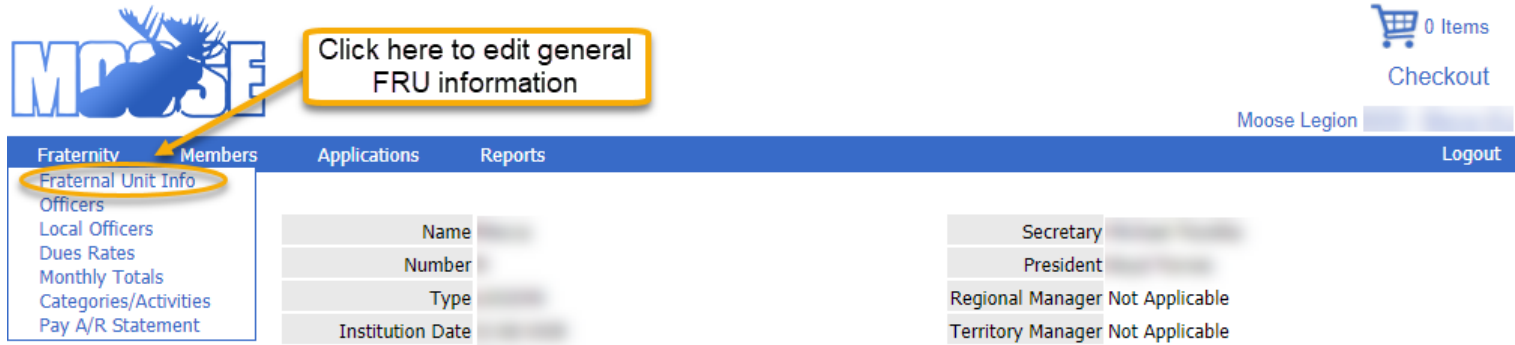
When you have applications that are ready to be enrolled, you will get this reminder:

The notification box has a blue header with the text 'Outstanding Enrollable Applications'. Below the header, it says 'There are applications that are ready to be enrolled.' At the bottom center of the box is a blue button with the text 'OK'.

Click OK to continue with your work.

Fraternity – Fraternal Unit Info

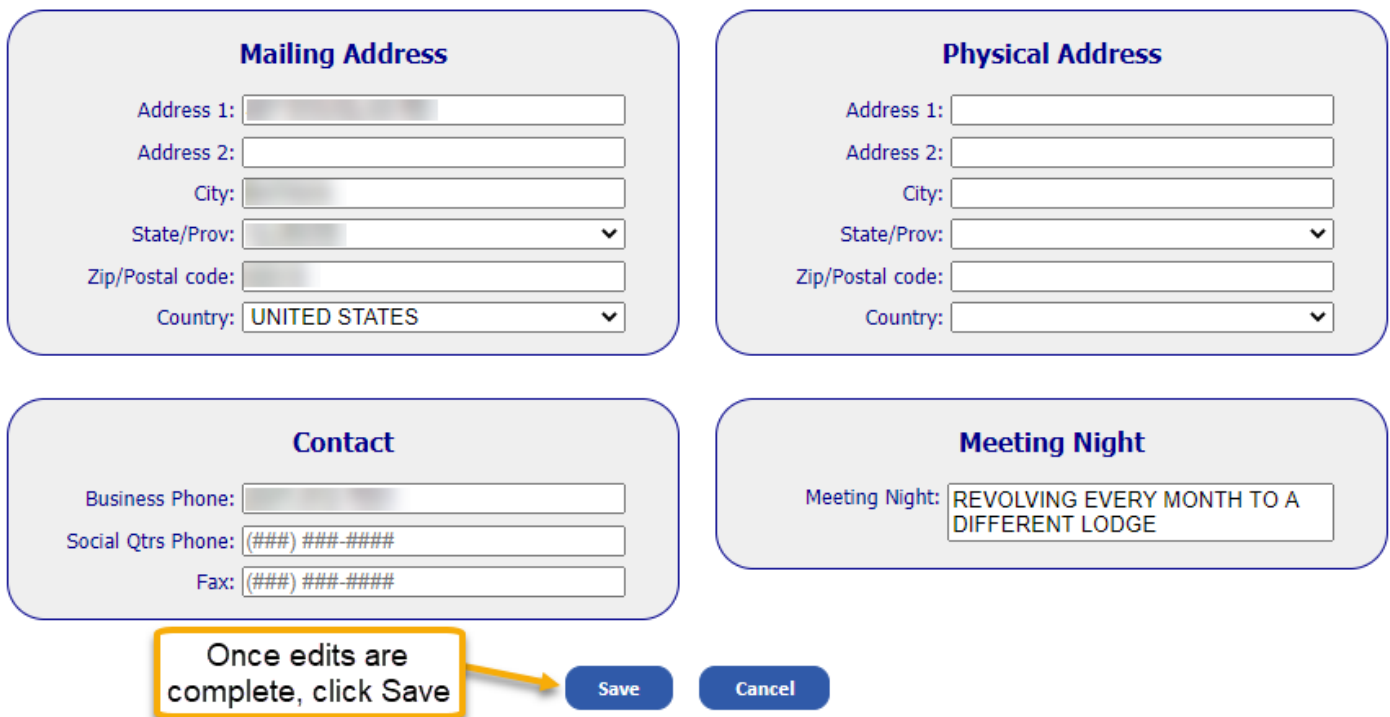
To edit FRU Information, click on the **Fraternity** drop down from the menu ribbon. Choose *Fraternal Unit Info*.



The screenshot shows the MOOSE system interface. At the top left is the MOOSE logo. A yellow callout box with an arrow points to the 'Fraternal Unit Info' option in the 'Fraternity' dropdown menu. The menu also includes 'Officers', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', and 'Pay A/R Statement'. Other menu items include 'Members', 'Applications', and 'Reports'. In the top right corner, there is a shopping cart icon with '0 Items', a 'Checkout' button, and a 'Moose Legion' dropdown menu. A 'Logout' button is in the bottom right corner. Below the navigation menu, a table displays various fields for editing FRU information, including Name, Number, Type, Institution Date, Secretary, President, Regional Manager, and Territory Manager.

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

Fraternal Unit Information



The screenshot displays the 'Fraternal Unit Information' form, which is divided into four main sections:

- Mailing Address:** Includes input fields for Address 1, Address 2, City, State/Prov (dropdown), Zip/Postal code, and Country (dropdown set to UNITED STATES).
- Physical Address:** Includes input fields for Address 1, Address 2, City, State/Prov (dropdown), Zip/Postal code, and Country (dropdown).
- Contact:** Includes input fields for Business Phone, Social Qtrs Phone (format: (###) ###-####), and Fax (format: (###) ###-####).
- Meeting Night:** Includes a text input field with the value 'REVOLVING EVERY MONTH TO A DIFFERENT LODGE'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A yellow callout box with an arrow points to the 'Save' button, containing the text: 'Once edits are complete, 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.

The screenshot shows the LCL Web interface. At the top right, there is a shopping cart icon with '0 Items' and a 'Checkout' button. Below that, it says 'Moose Legion' followed by a blurred area and a 'Logout' button. The main navigation bar includes 'Fraternity', 'Members', 'Applications', and 'Reports'. A dropdown menu is open under 'Fraternity', with 'Officers' highlighted. Other options in the menu include 'Fraternal Unit Info', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', and 'Pay A/R Statement'. To the right of the menu, there are several input fields for officer information: Name, Number, Type, Institution Date, Secretary, and President. Below these are 'Regional Manager Not Applicable' and 'Territory Manager Not Applicable'. A callout box with an arrow points to the 'Officers' option in the dropdown menu, containing the text: 'Click here to update, add, or edit Officers'.

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

The screenshot shows the 'Officers' page. At the top left, there is a 'Choose year' callout box pointing to a 'Year: 2020' dropdown menu and a 'Show History' checkbox. At the top right, there is a callout box pointing to the table headers: 'Sort on any of these fields by clicking on the underlined heading'. The table has columns: Title, Name, Member ID, Phone / Address, Start Date, End Date, and Type. The rows are: President, Secretary, Vice-President, Chaplain, Financial Director, Fraternal Director, and Jr Past President. Each row has an 'Edit' link in the first column. A callout box with an arrow points to the 'Edit' link for the 'Financial Director' row, containing the text: 'Click on edit to update, add or edit an officer'.

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**.

The screenshot shows a pop-up form for editing an officer. The fields are: Title (President), Member (dropdown), Member ID (text), Start Date (7/1/2020), and End Date (text). At the bottom, there are 'Save' and 'Cancel' buttons. A callout box with an arrow points to the 'Save' button, containing the text: 'Enter data, 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

MOOSE

Click here to add Local Officers

0 Items
Checkout

Moose Legion Logout

Fraternity Members Applications Reports

Fraternity Unit Info
Officers
Local Officers
Dues Rates
Monthly Totals
Categories/Activities
Pay A/R Statement

Name
Number
Type
Institution Date

Secretary
President
Regional Manager Not Applicable
Territory Manager Not Applicable

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.

Enter Type, Code & Title

Type: Officer

Code:

Title:

Click Save Save Cancel

Fraternity – Dues Rates

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

MOOSE

Click here to view a history of rates or to add a new one.

0 Items
Checkout

Moose Legion Logout

Fraternity Members Applications Reports

Fraternity Unit Info
Officers
Local Officers
Dues Rates
Monthly Totals
Categories/Activities
Pay A/R Statement

Name
Number
Type
Institution Date

Secretary
President
Regional Manager Not Applicable
Territory Manager Not Applicable

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

Error

You cannot edit this Fraternal Unit Rate because there are Membership Dues tied to it.

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

Fiscal Year: 2020 ▼

Click to see previous Fiscal Years

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.

The screenshot shows the top navigation bar with the 'MOOSE' logo on the left and '0 Items' and 'Checkout' on the right. Below the logo is a callout box with the text 'Click here to add Categories/Activities' and an arrow pointing to the 'Categories/Activities' option in the 'Members' dropdown menu. The main navigation bar includes 'Fraternity', 'Members', 'Applications', 'Reports', and 'Logout'. The 'Members' dropdown menu is open, showing options like 'Fraternal Unit Info', 'Officers', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', and 'Pay A/R Statement'. The 'Categories/Activities' option is circled in orange. Below the navigation bar, there are several input fields for 'Name', 'Number', 'Type', 'Institution Date', 'Secretary', 'President', 'Regional Manager', and 'Territory Manager'.

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.

Categories and Activities

This screen can be used to create categories and activities that are important to your organization. After you create your categories, you can create activities by clicking the mouse on any of the category rows. Clicking on a category row will populate the list of activities associated with that category. An example of a category would be 'sports'. Activities within the 'sports' category could be 'football', 'basketball' and 'hockey'.

The screenshot shows two empty lists. The first list has a 'No entries found.' message and an 'Add New Category' button. The second list also has a 'No entries found.' message and an 'Add New Activity' button.

Click on Add New Category to enter a category.

The screenshot shows the 'Categories and Activities' screen with a callout box pointing to the 'Add New Category' button. The callout box contains the text 'Click Add New Category'.

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

The screenshot shows a form titled 'Enter Category and Description' with a 'Click Save' instruction. The form has two input fields: 'Category:' with the value 'Dancing' and 'Description:' with the value 'Noncompetitive'. Below the input fields are 'Save' and 'Cancel' buttons.

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**.

Category	Description	Edit	Delete
Dancing	Noncompetitive	Edit	Delete
Team Sports	All sports that require teams	Edit	Delete

Add New Category

Add New Activity

No entries found.

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

Category	Description	Edit	Delete
Team Sports	All sports that require teams	Edit	Delete

Enter Activity Click Save

Activity:

Save **Cancel**

Add New Activity

No entries found.

Please contact Moose International Member Services department at 630-966-3636.

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 screenshot shows the LCL Web interface. At the top left is the Moose logo. A yellow box with an arrow points to the 'Pay A/R Statement' option in the 'Fraternity' dropdown menu. In the top right corner, there is a shopping cart icon with '0 Items' and a 'Checkout' button. Below the navigation bar, there are sections for 'Fraternity', 'Members', 'Applications', and 'Reports'. The 'Fraternity' section is expanded, showing options like 'Fraternal Unit Info', 'Officers', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', and 'Pay A/R Statement'. The 'Reports' section shows a table with columns for 'Name', 'Number', 'Type', and 'Institution Date'. The 'Members' section shows a table with columns for 'Secretary', 'President', 'Regional Manager', and 'Territory Manager'.

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**.

Pay Account Receivable Statement

This form can be used to apply a payment to the account balance of the Moose Legion. Payments can be made using Visa, MasterCard, American Express, Discover or your checking account **(US Banks Only)**.

The screenshot shows the 'Pay Account Receivable Statement' form. At the top, it says 'As of 10/30/2020 the account balance for Moose Legion was: (\$1.68)'. Below this is a 'Payment Amount: \$' field with a text input box and '(US Dollars)' next to it. There is also a 'Payment Notes (optional)' field with a text area. A yellow box with an arrow points to the 'Payment Amount' field, and another yellow box with an arrow points to the 'Payment Notes' field. Below the form, there is a note: '(Payments are typically applied to the account within 2 business days.)'. At the bottom, there are three buttons: 'Clear Fields', 'Add To Cart', and 'Check Out'.

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

The screenshot shows the LCL Web interface. At the top left is the Moose logo. In the top right corner, there is a shopping cart icon with '1 Item' and a 'Checkout' button. A yellow box with an arrow points to the 'Checkout' button. Below the navigation bar, there are sections for 'Fraternity', 'Members', 'Applications', 'Reports', and 'Forms'. The 'Logout' button is in the bottom right corner.

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**.

Shopping Cart

Please note that all amounts are in US Dollars.

Verify payment amount
Click here

	Item	Notes	Amount (US dollars)
Remove	Accounts Receivable Payment		\$1,829.86
Total:			\$1,829.86

Remove All Items from Cart

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.

Payment Information

Please note that all amounts are in US Dollars.

All fields in bold are required. In addition, State/Province is also required for US and Canada addresses.
(Please note that changing your address here does not change your permanent address that Moose International has on file.)

Choose Credit Card or Checking Account
Click Continue

Name:

Address 1:

Address 2:

City:

State: (US & Canada) ▼

ZIP Code:

Country: ▼

Payment Type: ▼

Select
 Credit Card
 Checking Account

Clear Fields

Cancel Payment

Continue

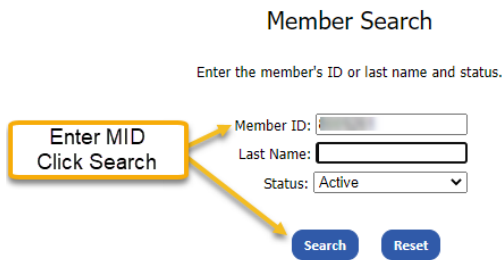
Follow instructions to enter Checking account or Credit Card Information and click **Continue**. From the Confirmation screen, you may **Cancel Payment**, **Update Payment Method**, **Edit the Shopping Cart** to add or remove items and finally, **Submit Payment**. Click the **Print Receipt** button for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

Members – Member Search

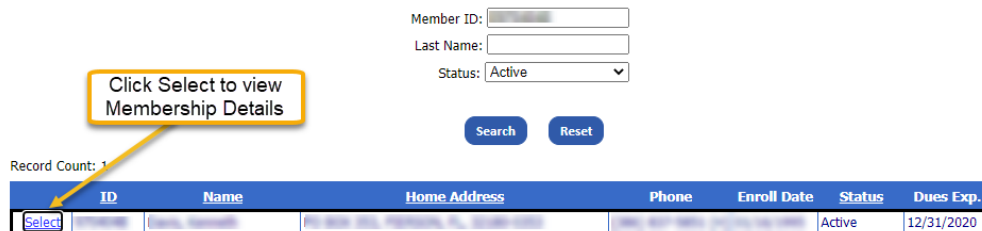
Member Search can be used to search for members of your FRU. Click on Members>Member Search



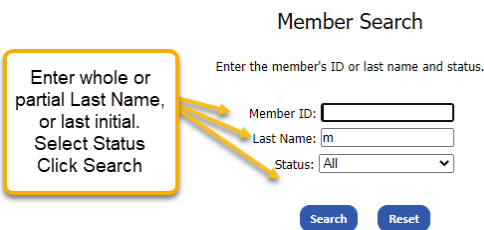
You may search by Member I.D. or name. Search Based on Member I.D.: Enter the MID in *Member ID* field. Click **Search**.



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**.

Member Search

Enter the member's ID or last name and status.

Member ID:

Last Name:

Status:

Record Count: 1184

	ID	Name	Home Address	Phone	Enroll Date	Status	Dues Exp.
Select		Ma			06/06/2011	Terminated	06/30/2013
Select		Ma			02/12/2016	Active	02/28/2021
Select		Ma			09/26/2020	Active	09/30/2021
Select		Ma			06/26/2000	Terminated	06/30/2016
Select		Ma			03/05/2001	Terminated	03/31/2010
Select		Ma			12/03/1999	Terminated	12/31/2004
Select		Ma			02/26/1996	Terminated	03/31/1999
Select		Ma			10/17/1994	Terminated	09/30/2001
Select		Ma			01/24/2005	Deceased	03/31/2006

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.

Membership Details

Membership | Family | Activities

Member Information

Member ID:

FRU Number:

FRU Name:

Dues have been paid through 12/31/2020.

[Printer Friendly Version](#)

Name

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Membership

Membership Status:

Individual Status:

No Mail:

Do Not Solicit:

Moosehaven Res.:

Moose Rider:

Valued Veteran:

Primary Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

Bad Address:

Secondary Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

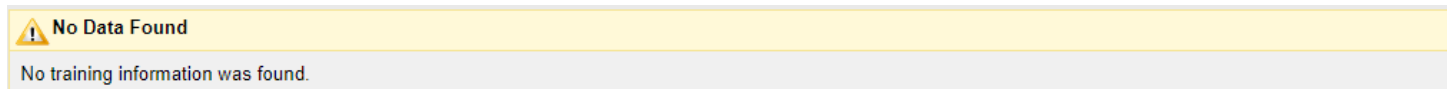
Bad Address:

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

Contact Home Phone: <input type="text" value="###) ###) #####"/> Cell Phone: <input type="text" value="(845) 943-8907"/> Fax: <input type="text" value="###) ###) #####"/> Email: <input type="text"/>	Dates Birth Date: <input type="text" value="11/02/1959"/> Death Date: <input type="text"/> Enrollment: <input type="text" value="12/14/2019"/> Dues Expiration: <input type="text" value="12/31/2020"/> Card Processed: <input type="text" value="12/16/2019"/> Legion: <input type="text"/> Fellow: <input type="text"/> Pilgrim: <input type="text"/> Past Governor: <input type="text"/> 25 Club: <input type="text"/> Status Changed: <input type="text" value="12/14/2019"/> Last Changed: <input type="text" value="12/14/2019"/>
Life Member Life Member Date: <input type="text"/> Life Member Type: <input type="text"/>	
Sponsor Sponsor Name: <input type="text"/> MID: <input type="text"/> Lodge Number: <input type="text"/>	Sponsor History Current Campaign: <input type="text" value="0"/> Past Campaign: <input type="text" value="0"/> Lifetime: <input type="text" value="0"/> Show Sponsor History
Officer History Show Officer History	Training History Show Training History
Payments Show Payments	Memberships Show Memberships

Click to see desired report

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:

Pay Dues Error

You have 15 coupons in your shopping cart. Only 15 coupons can be paid at a time. The last item selected has not been added to the shopping cart. If you wish to remove a coupon, go to the shopping cart by clicking on the shopping cart icon at the top right of this page.

Pay Dues

Please note that all amounts are in US Dollars.

Please select a maximum of 15 coupons per payment.

Total number of Coupons: 402

	Moose ID	Name	Dues Exp	Dues Amount (US Dollars)	Address	City	Phone
Add To Cart			11/30/2020	\$60.00			
In Cart			10/31/2019	\$60.00			
Add To Cart			01/31/2020	\$60.00			
Add To Cart			02/29/2020	\$60.00			
Add To Cart			11/30/2019	\$60.00			
In Cart			03/31/2020	\$60.00			
Add To Cart			11/30/2020	\$60.00			
Add To Cart			11/30/2020	\$60.00			
Add To Cart			09/30/2020	\$60.00			
Add To Cart			01/31/2020	\$60.00			

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*.

Payment Information

Please note that all amounts are in US Dollars.

All fields in bold are required. In addition, State/Province is also required for US and Canada addresses.
 (Please note that changing your address here does not change your permanent address that Moose International has on file.)

Enter Name, Address, City, State & Zip
 Select Payment Type
 Select Card Type
 Enter CC number and Exp Date

Name:

Address 1:

Address 2:

City:

State: (US & Canada)

ZIP Code:

Country:

Payment Type:

Card Type:

Credit Card Number:

Expiration Date (MM/YY): /

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**.

Payment Confirmation

Please note that all amounts are in US Dollars.

Confirm that the following information is correct.
 If there is an error with the address or payment information displayed, please correct.

Credit Card Details

Card Type:

Credit Card Number:

Expiration Date (MM/YY): /

Billing Address

Name:

Address 1:

Address 2:

City:

State:

ZIP Code:

Country:

Verify payment information
 Edit cart, update payment if necessary
 Submit payment

Member ID	Name	Item	Dues Exp	Payment Period	Amount (US dollars)	
		LODGE	Dues	02/29/2020	3/1/2020 through 2/28/2021	\$60.00
		LODGE	Dues	03/31/2020	4/1/2020 through 3/31/2021	\$60.00
		LODGE	Dues	01/31/2020	2/1/2020 through 1/31/2021	\$60.00
Total:					\$180.00	

OR
Click to cancel

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**.

Application Search

Enter the member's ID or last name and status.

**Search on MID,
Last Name or Status
Click Search**

Member ID:

Last Name:

Status:

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.

Application Search

Enter the member's ID or last name and status.

Member ID:

Last Name:

Status:

**Click on any underlined
column header to sort
on that criteria**

Record Count: 3243

**Click to view
application**

<u>Select</u>	<u>Application Number</u>	<u>Applicant Name</u>	<u>Type</u>	<u>Status</u>	<u>Member ID</u>	<u>Application Date</u>	<u>Accepted Date</u>
Select			1 - New	Enrolled		11/08/2019	11/12/2019
Select			1 - New	Enrolled		01/06/2017	01/06/2017
Select			5 - Transfer In	Enrolled		01/10/2011	01/10/2011
Select			1 - New	Enrolled		04/20/2014	04/24/2014
Select			1 - New	Enrolled		11/05/2007	11/05/2007

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.

Save and Transmit

Reset

Delete

Back to Search

Application

Application #:

Application Code:

Application Date:

Member ID:

Date Entered:

Fees Paid:

Dues Paid:

Former member acknowledgement Signed:

Enroll Date:

Name

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Address

Address 1:

Address 2:

City:

State/Prov:

Zip:

Country:

Birthdate:

Contact

Home Phone:

Cell Phone:

Email:

Sponsor

Member ID:

Notes

Web online applicant

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, Multimember, 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**.

Application

Application #:

Application Code:

Application Date:

Member ID:

Date Entered:

Ballot Date:

Fees Paid:

Dues Paid:

Former member acknowledgement Signed:

Enroll Date:

Lodge Number:

Name

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Address

Address 1:

Address 2:

City:

State/Prov:

Zip:

Country:

Birthdate:

Contact

Home Phone:

Cell Phone:

Email:

Sponsor

Member ID:

Fraternal Unit #:

First Name:

Last Name:

Address:

City:

State/Prov:

Zip:

Country:

Home Phone:

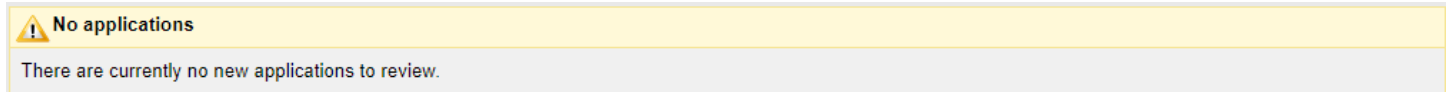
Notes

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.

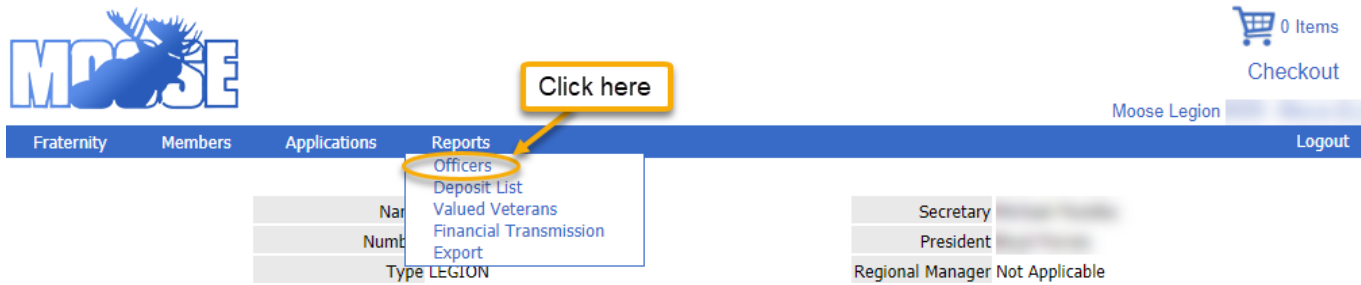


Reports

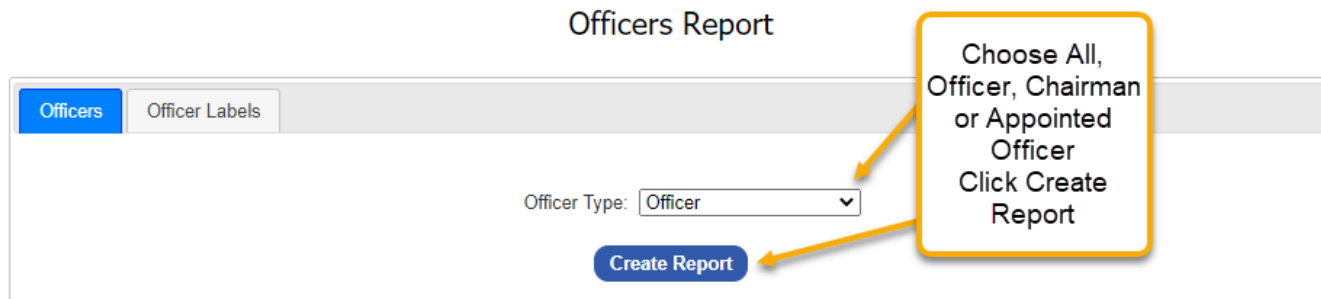
From Reports, run officer, chairmen, and appointed officer reports; create labels sorted by name or zipcode; see the most recent deposit history from Moose Intl.; identify which of your members are Valued Veterans; see a history of your unit's financial transmissions; and export reports.

Reports – Officers

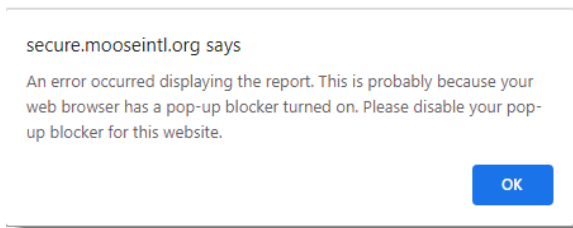
Run reports of current year officers, appointed officers, chairmen. Labels, of various sizes, for these groups can also be produced through this menu item. Additionally, there is an option to create zip code counts. Click on Reports>Officers.



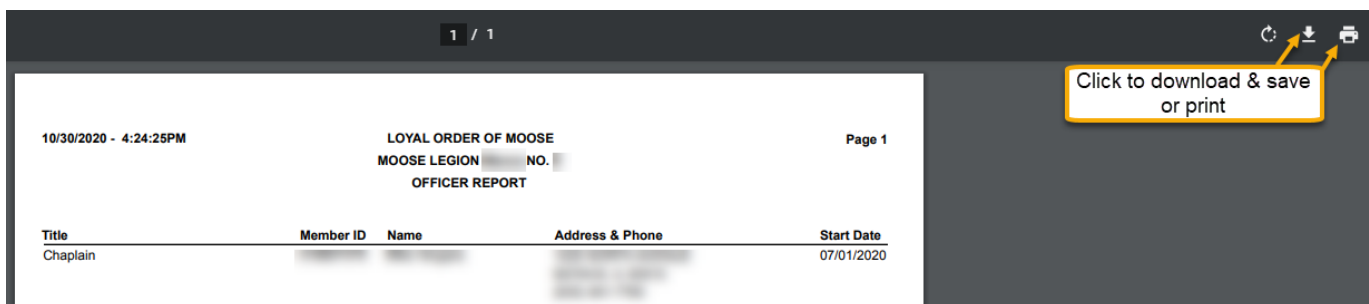
Choose *All*, *Officers*, *Chairman* or *Appointed Officers* from the **Officer Type** drop-down menu. Click **Create Report**.



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 be printed, or downloaded & saved.



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

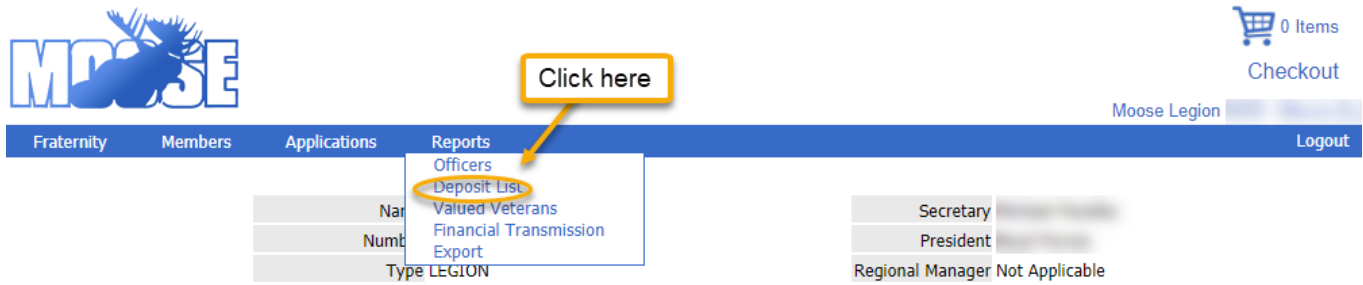
Create labels by clicking the *Officer Labels* tab. Click on the *Officer Type* drop down menu to choose the group for which you wish to create labels. You may choose from *All*, *Officer*, *Chairman* or *Appointed Officer* just as with the report feature. Labels may be sorted by *Name* or *Zip Code* 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.

Deposit List

[Printer Friendly Version](#)

[Click to see Deposit details](#)

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.

Click to print

Deposit List Details

[Printer Friendly Version](#)

Payout ID: 1956830
Charge Type: Membership Dues
Payee: [Redacted]
Amount: \$308.00
Paid Date: 10-19-2020
Void Date:

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

Click to go back to history

[Return To Deposit List](#)

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.



 0 Items
[Checkout](#)
 Moose Legion [Logout](#)

Fraternity Members Applications Reports

[Officers](#)
[Deposit List](#)
[Valued Veterans](#)
[Financial Transmission](#)
[Export](#)

Secretary [Redacted]

President [Redacted]

Regional Manager Not Applicable

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.

Valued Veterans

Choose Status → Status: Active

Print → [Printer Friendly Version](#)

Sort on any underlined column heading

Last Name	First Name	Member ID	Address	Cell Phone	Home Phone	Email
...
...
...
...
...
...
...
...
...

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.

MOOSE

0 Items
Checkout

Moose Legion

Logout

Fraternity Members Applications Reports

- Officers
- Deposit List
- Valued Veterans
- Financial Transmission
- Export

Click here

Secretary

President

Regional Manager Not Applicable

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

Monthly Financial Transmission

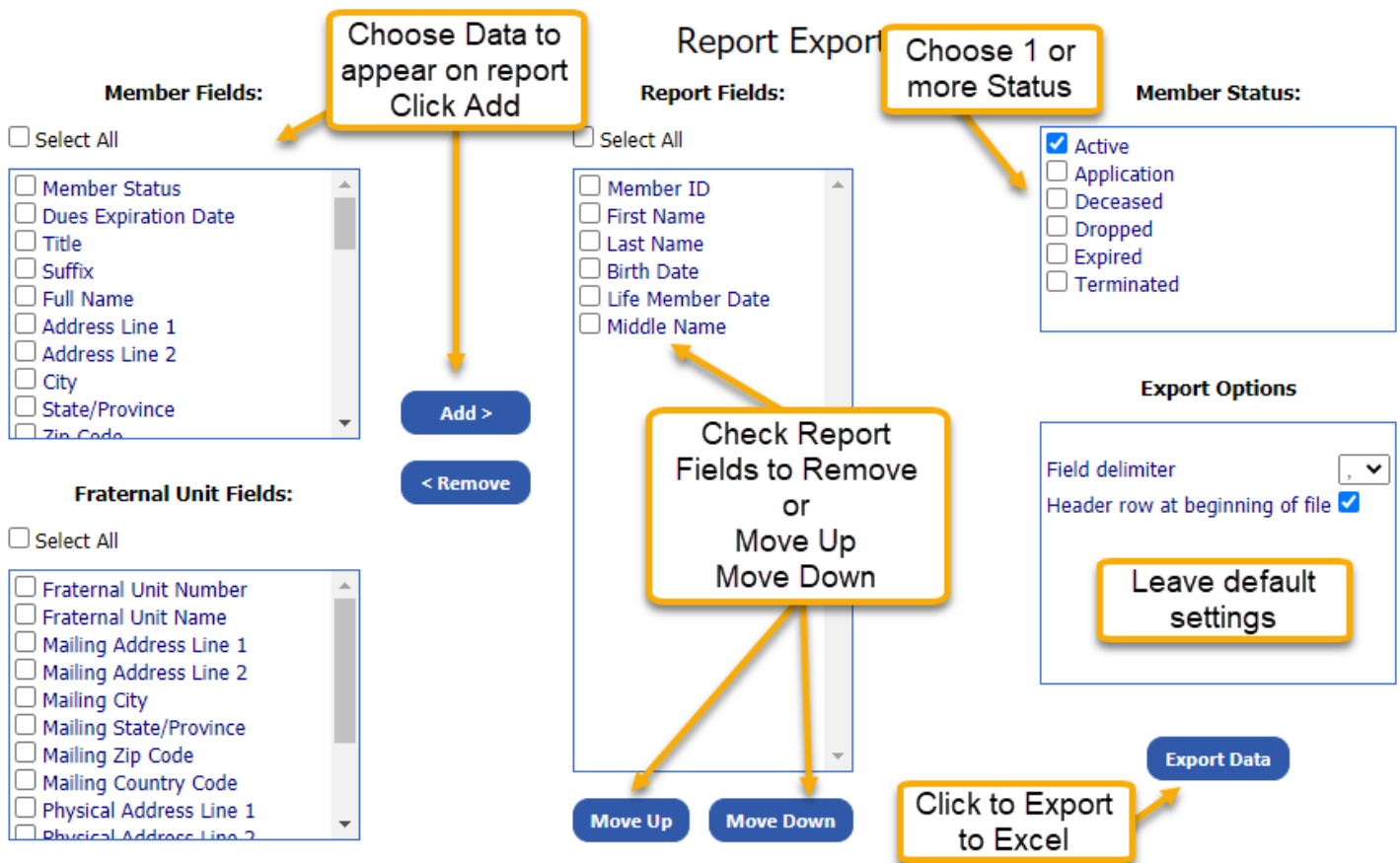
Month	Transmit Date
September 2020	10/01/2020
August 2020	09/01/2020
July 2020	08/01/2020
June 2020	07/01/2020
May 2020	06/01/2020
April 2020	05/01/2020
March 2020	04/02/2020
February 2020	03/01/2020
January 2020	02/01/2020
December 2019	01/01/2020
November 2019	12/01/2019
October 2019	11/01/2019
September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