

Moose International

# LCL Web Reference Guide

Lodge

# LCL Web Reference Guide

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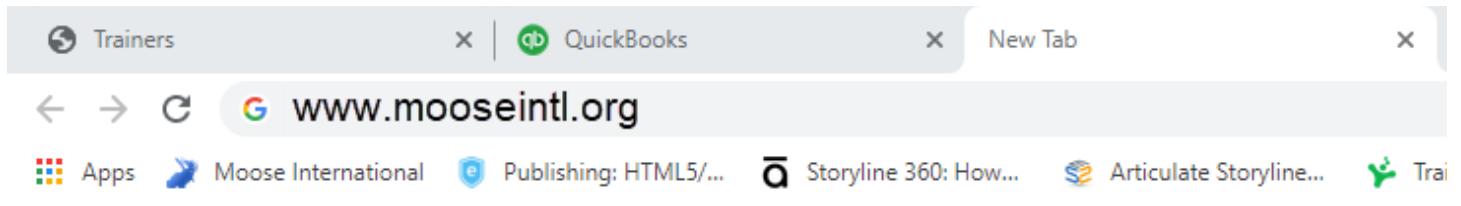
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# Welcome to LCL Web

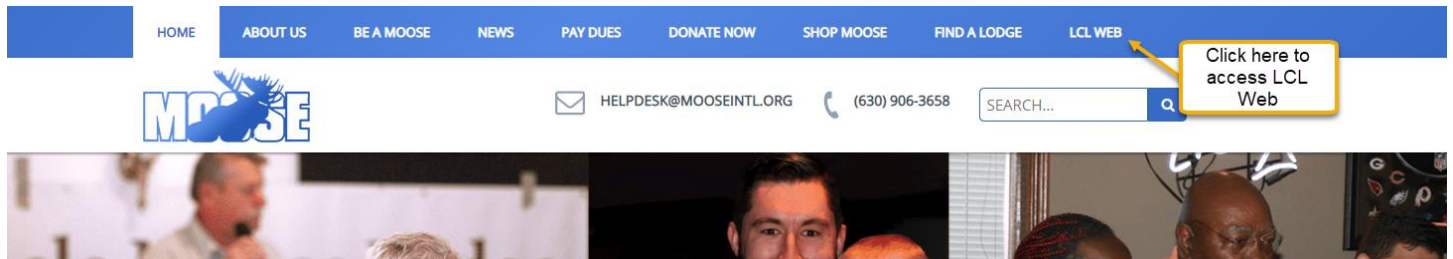
Moose International's Membership and IS Departments are excited to introduce you to our new web-based version of LCL.net. The new and improved program will be used to manage your membership records, process applications and run reports without ever needing to transmit. The data is live, meaning it updates 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](http://www.mooseintl.org) to go to the Moose International website.



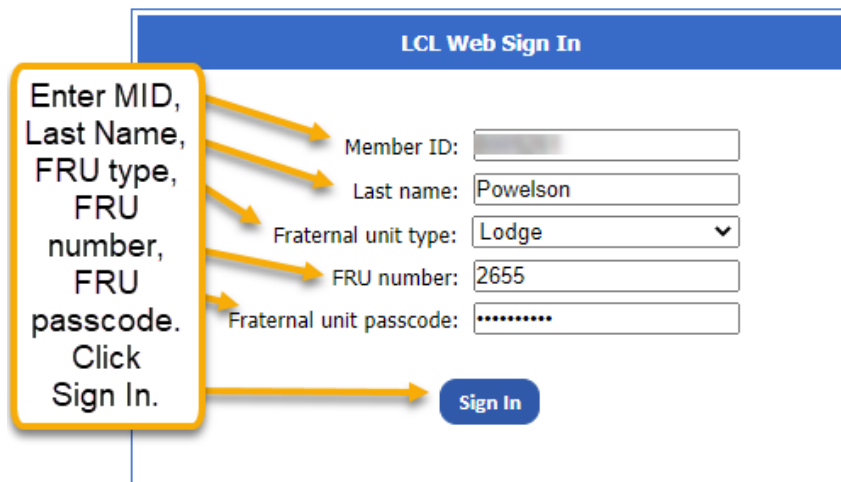
Once on the Home page, click on **LCL WEB** found in the blue ribbon at the top.



## 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 **Note:** Your previous FRU Passcode, that was used to access Admin menu, is no longer valid.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. At the top right, there is a shopping cart icon with '0 Items' and a 'Checkout' button. Below the logo is a blue navigation ribbon with the following items: Fraternity, Members, Applications, Reports, Forms, and Logout. The main content area displays a list of unit details in a table format:

Name	Seaside Beach	Administrator	Jack Hubert
Number	1001	Governor	Edward Henry Sr.
Type	1000	Regional Manager	Lynn Hubert
Institution Date	1/15/1967	Territory Manager	Larry H. Lundell
State/Province	Florida	Magazine Copies	0
Moose Legion	P.O. 207 St. Johns River	Service Center	No
Affiliated Chapter	P.O. 207 Seaside Beach (Open)	Family Center	No
Moose Center	P.O. 207 Seaside Beach	Campground	No
Physical Address	1111 W. UNIVERSITY BLVD SEASIDE BEACH, Florida 32178	R.V. Facility	No
Mailing Address	1111 W. UNIVERSITY BLVD SEASIDE BEACH, Florida 32178	Federal ID	00-000000
Business Phone	(904) 475-8770		
Social Quarters Phone	(904) 475-8770		
Fax	(904) 475-8788		
eMail	1111wuniv@seasidebeachmoose.org		
Meeting Night	1st & 4th MON OF EACH MONTH 7:00 PM		
Current Rate	100 - 60.00		
Life Rate	100 - 1000.00		

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

This screenshot is similar to the previous one but highlights the navigation ribbon with a yellow box. A callout box with a yellow border and an arrow pointing to the ribbon contains the text: "Navigate via the Menu Ribbon". The rest of the page content, including the Moose logo, shopping cart, and unit details table, remains the same.

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 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 callout box with an orange border and arrow points to the 'Fraternity' dropdown menu, containing the text: 'Click here to edit general FRU information'. The dropdown menu is open, showing 'Fraternal Unit Info' as the selected option. Other menu items include 'Officers', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', 'Pay A/R Statement', and 'Pay Moose Intl. Loan'. The main navigation ribbon includes 'Fraternity', 'Members', 'Applications', 'Reports', 'Forms', and 'Logout'. On the right side, there is a shopping cart icon with '0 Items' and a 'Checkout' button. Below the navigation ribbon, there are two tables. The first table has columns for 'Name', 'Number', 'Type', 'Institution Date', and 'State/Province'. The second table has columns for 'Administrator', 'Governor', 'Regional Manager', and 'Territory Manager'.

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

## Fraternal Unit Information

The screenshot shows the 'Fraternal Unit Information' form. It is divided into four sections, each in a rounded rectangular box:

- Mailing Address:** Address 1: [text input], Address 2: [text input], City: [text input], State/Prov: [dropdown menu], Zip/Postal code: [text input], Country: [dropdown menu].
- Physical Address:** Address 1: [text input], Address 2: [text input], City: [text input], State/Prov: [dropdown menu], Zip/Postal code: [text input], Country: [dropdown menu].
- Contact:** Business Phone: [text input], Social Qtrs Phone: [text input], Fax: [text input].
- Meeting Night:** Meeting Night: [text input containing '2ND & 4TH MON OF EACH MONTH 7:00 P.M.']. Below this section are two buttons: 'Save' and 'Cancel'. A callout box with an orange border and 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.

Click here to update, add, or edit Officers

0 Items  
Checkout

Fraternity Members Applications Reports Forms Logout

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

Name	John Smith	Administrator	John Smith
Number	1234	Governor	John Smith
Type	Officer	Regional Manager	John Smith
Institution Date	07/01/2020	Territory Manager	John Smith
State/Province	MO		

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

Choose year

Year: 2020  Show History

Officers

Sort on any of these fields by clicking on the underlined heading

	<u>Title</u>	<u>Name</u>	<u>Member ID</u>	<u>Phone / Address</u>	<u>Start Date</u>	<u>End Date</u>	<u>Type</u>
<a href="#">Edit</a>	Governor	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Administrator	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Junior Governor	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Treasurer	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Prelate	John Smith	1234	1234 Main St, Springfield, IL 62760	10/10/2020		Officer
<a href="#">Edit</a>	Trustee (1 Year)	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Trustee (2 Years)	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Trustee (3 Years)	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Junior Past Governor	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Officer
<a href="#">Edit</a>	Sergeant At Arms	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Appointed Officer
<a href="#">Edit</a>	Inner Guard	** V A C A N T **					Appointed Officer
<a href="#">Edit</a>	Outer Guard	John Smith	1234	1234 Main St, Springfield, IL 62760	07/01/2020		Appointed Officer

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**.

Title: Inner Guard

Member:

Member ID:

Start Date:

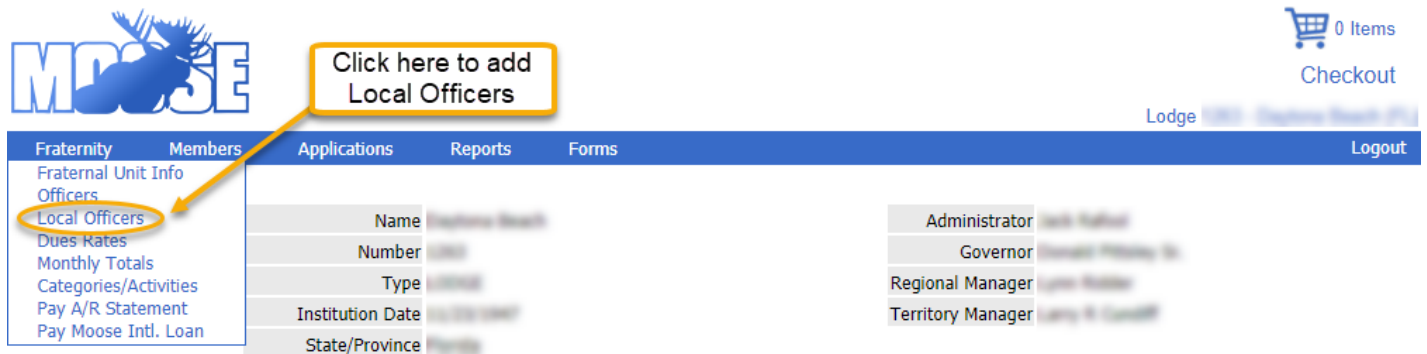
End Date:

Enter data, click Save

Save Cancel

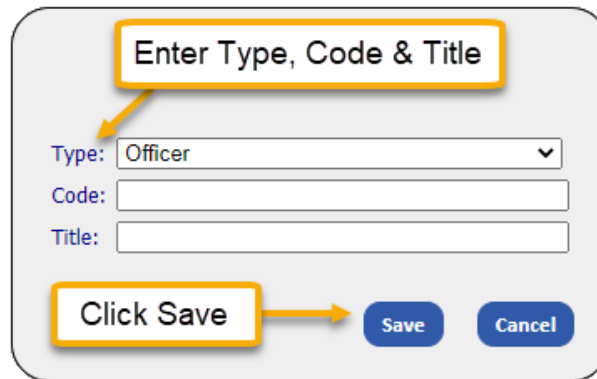
## Fraternity – Local Officers

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



The screenshot shows the MOOSE website interface. The navigation menu is open, and 'Local Officers' is highlighted. A callout box with an arrow points to 'Local Officers' and contains the text 'Click here to add Local Officers'. The top right corner shows '0 Items' and 'Checkout'. The top navigation bar includes 'Fraternity', 'Members', 'Applications', 'Reports', 'Forms', and 'Logout'. The main content area displays a table with columns for Name, Number, Type, Institution Date, and State/Province. To the right, there is a list of roles: Administrator, Governor, Regional Manager, and Territory Manager, each with a corresponding name.

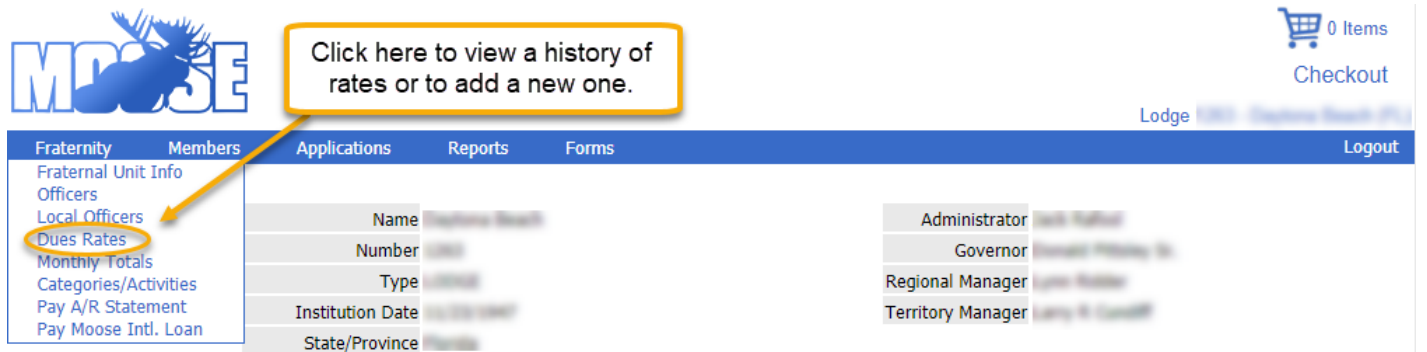
Click on **Add New Office** to enter the Chairman and Officers. Enter the *Code* (something that is memorable to you) and give the Committee a *Title*, i.e. Lodge Moose Legion Committee. The Code and Title may be the same thing.



The screenshot shows a form titled 'Enter Type, Code & Title'. It contains three input fields: 'Type' (a dropdown menu with 'Officer' selected), 'Code' (a text input field), and 'Title' (a text input field). Below the fields are two buttons: 'Save' and 'Cancel'. A callout box with an arrow points to the 'Type' dropdown and contains the text 'Click Save'.

## Fraternity – Dues Rates

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



The screenshot shows the MOOSE website interface. The navigation menu is open, and 'Dues Rates' is highlighted. A callout box with an arrow points to 'Dues Rates' and contains the text 'Click here to view a history of rates or to add a new one.' The top right corner shows '0 Items' and 'Checkout'. The top navigation bar includes 'Fraternity', 'Members', 'Applications', 'Reports', 'Forms', and 'Logout'. The main content area displays a table with columns for Name, Number, Type, Institution Date, and State/Province. To the right, there is a list of roles: Administrator, Governor, Regional Manager, and Territory Manager, each with a corresponding name.

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



The screenshot shows an error message in a red banner. The message reads: 'Error You cannot edit this Fraternal Unit Rate because there are Membership Dues tied to it.'

Edits may only be made on recently entered new dues rates. A new rate must be entered a minimum of 90 days before the effective date of the new rate. For example, a new rate with an effective date of June 30<sup>th</sup> must be entered no later than March 31<sup>st</sup>. Edits can only be made prior to the 90 days (before dues notices are sent.) Rate additions are made 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

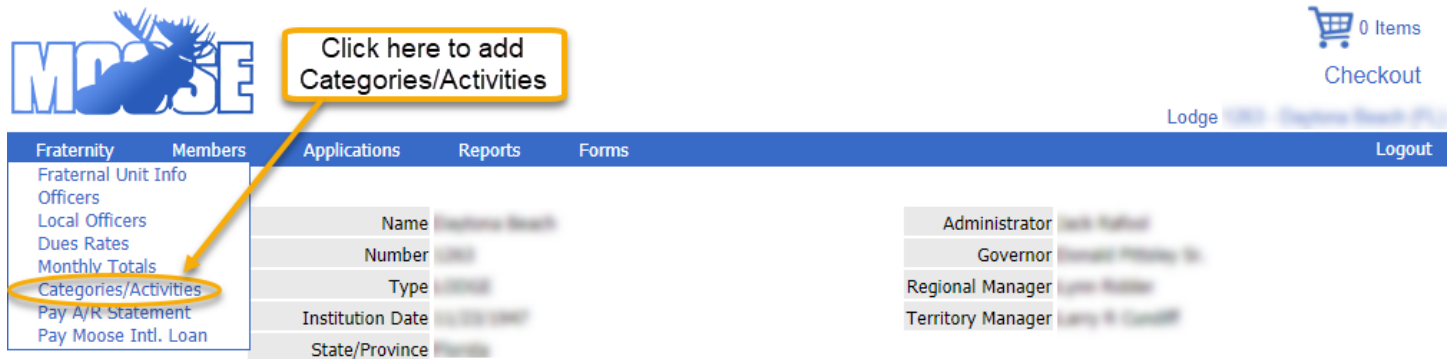
Fiscal Year: 2020

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.



**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'.

[Add New Category](#)

No entries found.

[Add New Activity](#)

No entries found.

Click on Add New Category to enter a category.

[Add New Category](#)

No entries found.

**Click Add New Category**

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

**Enter Category and Description**  
Click Save

Category:

Description:

[Save](#) [Cancel](#)

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	<a href="#">Edit</a>	<a href="#">Delete</a>
Team Sports	All sports that require teams	<a href="#">Edit</a>	<a href="#">Delete</a>

**Add New Category**

**Add New Activity**

No entries found.

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

Category	Description	Edit	Delete
Team Sports	All sports that require teams	<a href="#">Edit</a>	<a href="#">Delete</a>

**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 right, there is a shopping cart icon with '0 Items' and a 'Checkout' button. Below this is a 'Lodge' dropdown menu and a 'Logout' button. The main navigation bar includes 'Fraternity', 'Members', 'Applications', 'Reports', and 'Forms'. A dropdown menu is open under 'Members', listing 'Fraternal Unit Info', 'Officers', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', 'Pay A/R Statement' (highlighted with a yellow circle), and 'Pay Moose Intl. Loan'. A yellow callout box with the text 'Click here to view and/or pay A/R Statement' has an arrow pointing to the 'Pay A/R Statement' link. To the right of the navigation bar, there is a table with columns for 'Name', 'Number', 'Type', 'Institution Date', and 'State/Province'. Below this table is another table with columns for 'Administrator', 'Governor', '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 Lodge. Payments can be made using Visa, MasterCard, American Express, Discover or your checking account (**US Banks Only**).

As of 10/15/2020 the account balance for Lodge [redacted] was: \$1,829.86

The screenshot shows the 'Pay Account Receivable Statement' form. A yellow callout box with the text 'View balance due', 'Enter payment amount', 'Add notes (optional)', and 'Click Add to Cart' has four arrows pointing to the corresponding fields: 'Payment Amount: \$ 1829.86 (US Dollars)', 'Payment Notes (optional)', 'Add To Cart', and 'Check Out'. Below the form, there is a note: '(Payments are typically applied to the account within 2 business days.)'. At the bottom of the form, 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 right, there is a shopping cart icon with '1 Item' and a 'Checkout' button. A yellow callout box with the text 'Click here to' has an arrow pointing to the 'Checkout' button. Below this is a 'Lodge' dropdown menu and a 'Logout' button. The main navigation bar includes 'Fraternity', 'Members', 'Applications', 'Reports', and 'Forms'.

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)
<a href="#">Remove</a>	Accounts Receivable Payment		\$1,829.86
<b>Total:</b>			<b>\$1,829.86</b>

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.

## Fraternity – Pay Moose International Loan

Conveniently make payments to your unit’s Moose International Loan by clicking on Pay Moose Int’l Loan.

Click here

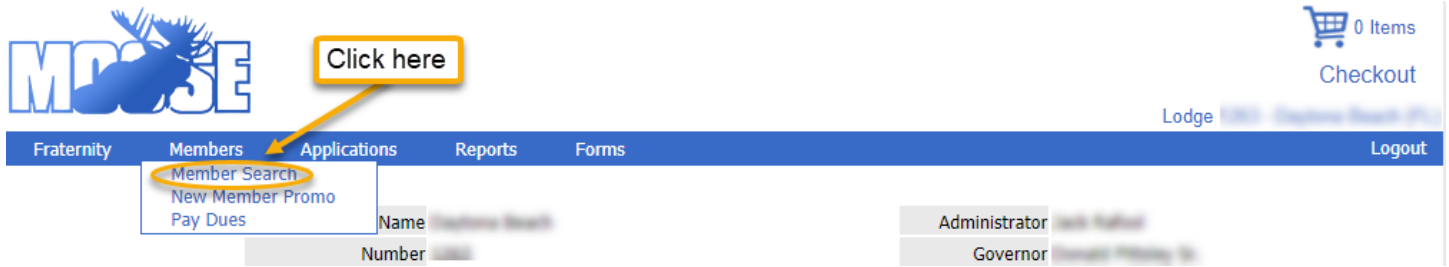
0 Items  
[Checkout](#)

Fraternity
Members
Applications
Reports
Forms
Logout

<ul style="list-style-type: none"> <li>Fraternality Unit Info</li> <li>Officers</li> <li>Local Officers</li> <li>Dues Rates</li> <li>Monthly Totals</li> <li>Categories/Activities</li> <li>Pay A/R Statement</li> <li style="border: 1px solid orange; border-radius: 5px; padding: 2px;">Pay Moose Intl. Loan</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">Name</td><td style="width: 25%;">Andrew Beach</td><td style="width: 15%;">Administrator</td><td style="width: 45%;">John Hubler</td></tr> <tr><td>Number</td><td>1000</td><td>Governor</td><td>Andrew Hubler Sr.</td></tr> <tr><td>Type</td><td>UNIT</td><td>Regional Manager</td><td>John Hubler</td></tr> <tr><td>Institution Date</td><td>1/1/1997</td><td>Territory Manager</td><td>Larry R. Gault</td></tr> <tr><td>State/Province</td><td>Illinois</td><td></td><td></td></tr> </table>	Name	Andrew Beach	Administrator	John Hubler	Number	1000	Governor	Andrew Hubler Sr.	Type	UNIT	Regional Manager	John Hubler	Institution Date	1/1/1997	Territory Manager	Larry R. Gault	State/Province	Illinois			<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">Administrator</td><td style="width: 45%;">John Hubler</td></tr> <tr><td>Governor</td><td>Andrew Hubler Sr.</td></tr> <tr><td>Regional Manager</td><td>John Hubler</td></tr> <tr><td>Territory Manager</td><td>Larry R. Gault</td></tr> </table>	Administrator	John Hubler	Governor	Andrew Hubler Sr.	Regional Manager	John Hubler	Territory Manager	Larry R. Gault
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# Members – Member Search

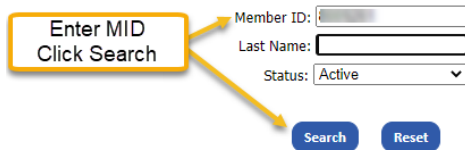
Member Search can be used to search for members of your FRU. Click on Members>Member Search



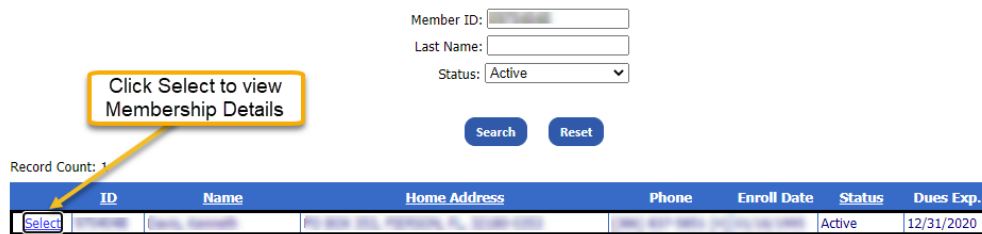
You may search by Member I.D. or name. Search Based on Member I.D.: Enter the MID in *Member ID* field. Click **Search**.

## Member Search

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



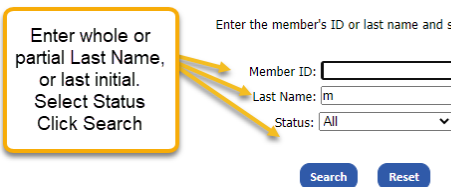
Given a valid member ID within your FRU, the following results will display. Membership details can be viewed by clicking **Select**.



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**.

## Member Search

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



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:

**Primary Address**

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

Bad Address:

**Membership**

Membership Status:

Individual Status:

No Mail:

Do Not Solicit:

Moosehaven Res.:

Moose Rider:

Valued Veteran:

**Secondary Address**

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

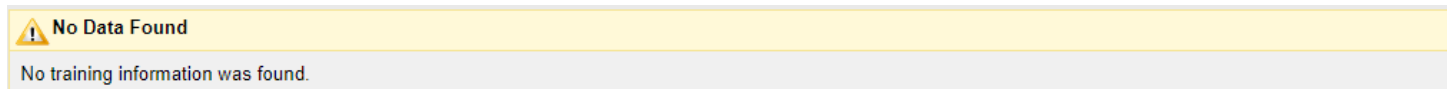
Bad Address:

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

<b>Contact</b> Home Phone: <input type="text" value="###) ###) #####"/> Cell Phone: <input type="text" value="(845) 943-8907"/> Fax: <input type="text" value="###) ###) #####"/> Email: <input type="text"/>	<b>Dates</b> 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"/>
<b>Life Member</b> Life Member Date: <input type="text"/> Life Member Type: <input type="text"/>	
<b>Sponsor</b> Sponsor Name: <input type="text"/> MID: <input type="text"/> Lodge Number: <input type="text"/>	<b>Sponsor History</b> Current Campaign: <input type="text" value="0"/> Past Campaign: <input type="text" value="0"/> Lifetime: <input type="text" value="0"/> <a href="#">Show Sponsor History</a>
<b>Officer History</b> <a href="#">Show Officer History</a>	<b>Training History</b> <a href="#">Show Training History</a>
<b>Payments</b> <a href="#">Show Payments</a>	<b>Memberships</b> <a href="#">Show Memberships</a>

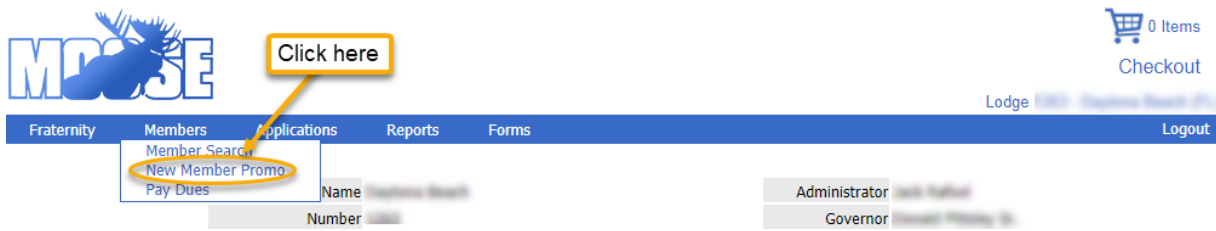
**Click to see desired report**

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.



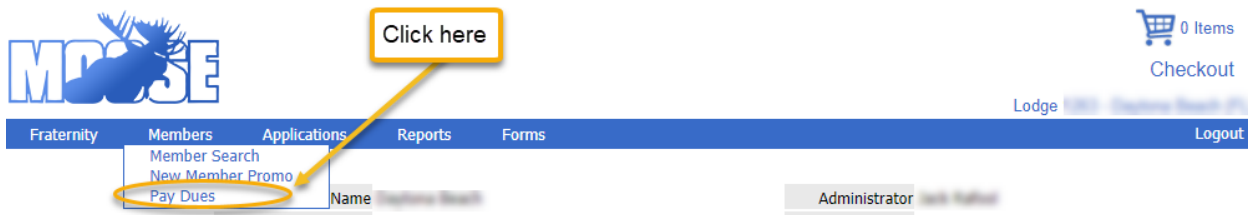
## Members – New Member Promo

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			

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.





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

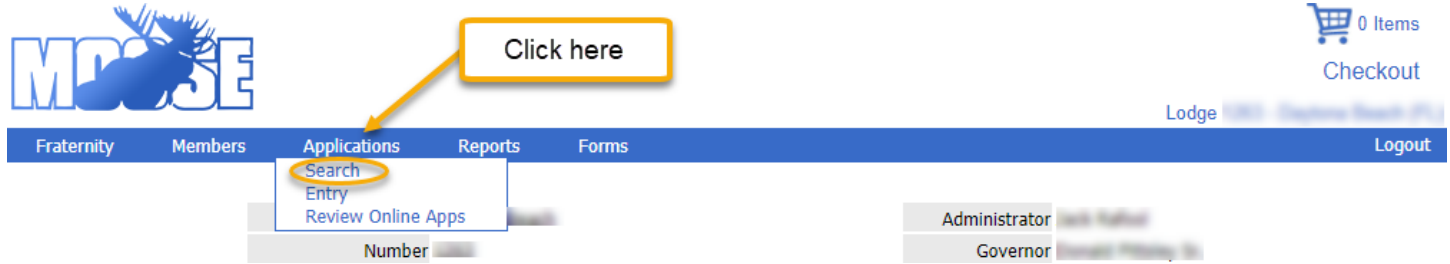
Member ID	Name	Item	Dues Exp	Payment Period	Amount (US dollars)	
		LODGE	Dues	02/29/2020	3/1/2020 through 2/28/2021	\$60.00
		LODGE	Dues	03/31/2020	4/1/2020 through 3/31/2021	\$60.00
		LODGE	Dues	01/31/2020	2/1/2020 through 1/31/2021	\$60.00
<b>Total:</b>					<b>\$180.00</b>	

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.

The form contains three input fields: 'Member ID:', 'Last Name:', and 'Status:'. The 'Status' dropdown menu is currently set to 'Enrolled'. Below the fields are two buttons: 'Search' and 'Reset'. A yellow box on the left contains the text 'Search on MID, Last Name or Status Click Search' with arrows pointing to the input fields.

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.

The form contains three input fields: 'Member ID:', 'Last Name:', and 'Status:'. The 'Status' dropdown menu is currently set to 'Enrolled'. Below the fields are two buttons: 'Search' and 'Reset'.

Click on any underlined column header to sort on that criteria

Total number of apps meeting search criteria

Click to view application

Record Count: 3243

<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:

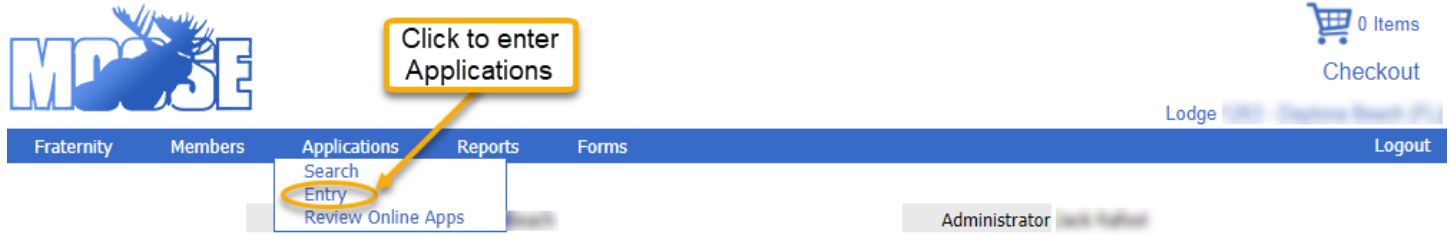
### Notes

Web online applicant

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

# Applications – Entry

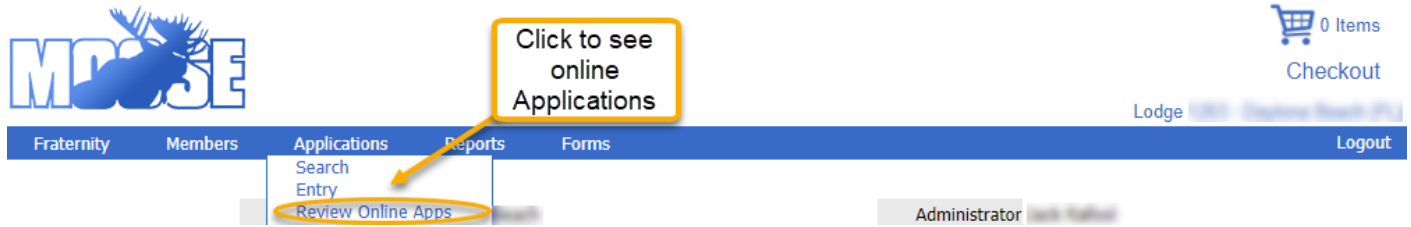
Enter membership applications by clicking on Applications>Entry.



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**.

# Applications – Review Online Apps

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

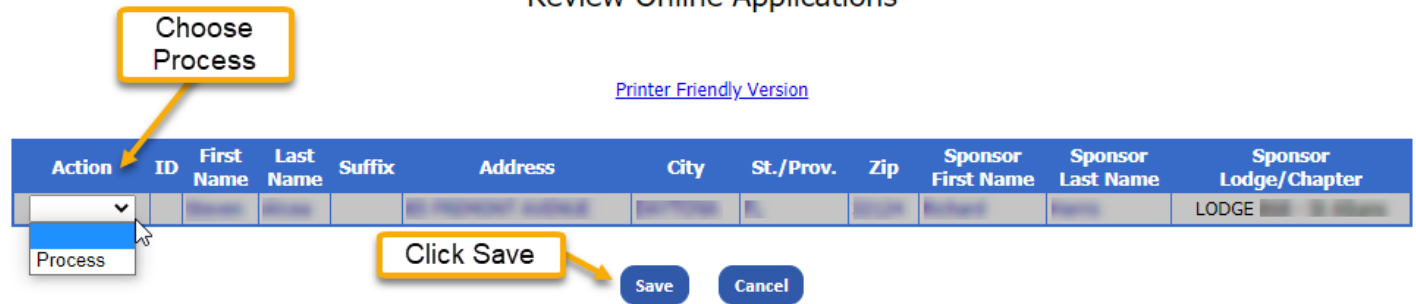


When your unit does not have any online applications to review, the following message will appear.



Recently submitted online applications that appear on this screen must be processed to be sent to Moose International. Click on the **Action** drop-down menu. Choose *Process*. Click **Save**. The nightly sweep will pick up applications that have been processed. The following day, all error free applications will appear as Accepted. Once approved, the next step, like any application is to be enrolled.

## Review Online Applications

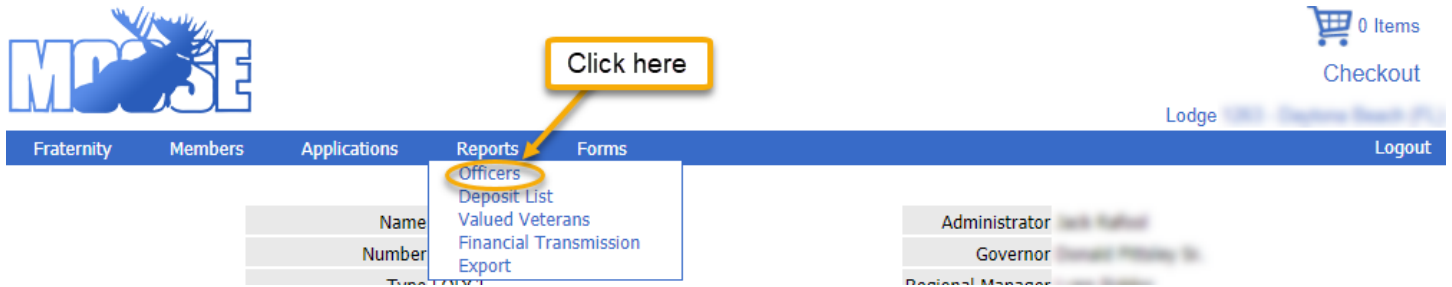


# Reports

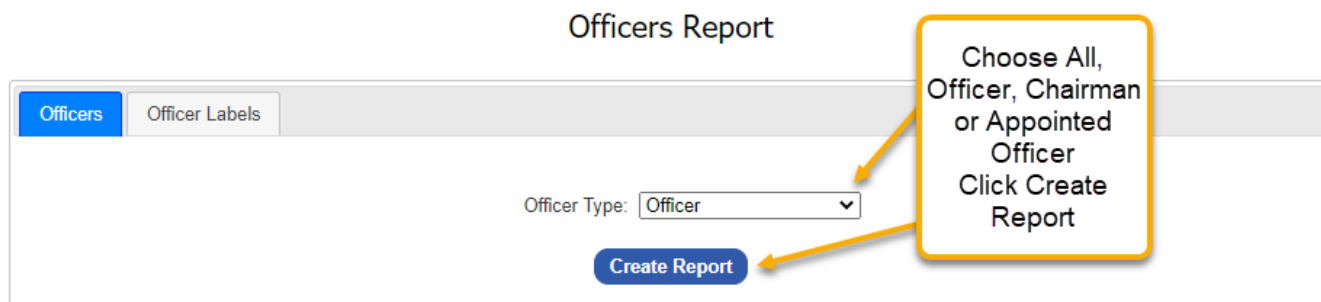
From Reports, run officer, chairmen, and appointed officer reports; create labels sorted by name or zipcode; see the most recent deposit history from Moose Intl.; identify which of your members are Valued Veterans; see a history of your unit's financial transmissions; and export reports.

## Reports – Officers

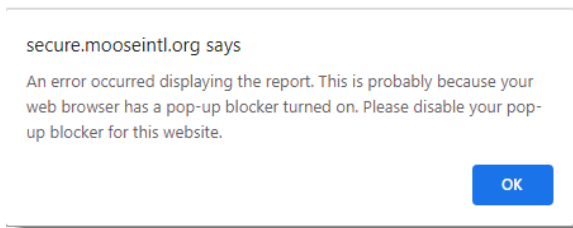
Run reports of current year officers, appointed officers, chairmen. Labels, of various sizes, for these groups can also be produced through this menu item. Additionally, there is an option to create zip code counts. Click on Reports>Officers.



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.

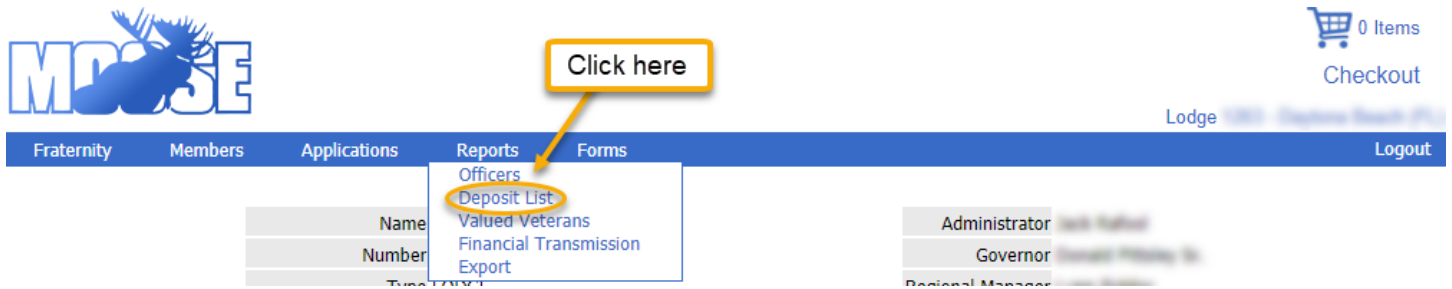
Create labels by clicking the *Officer Labels* tab. Click on the *Officer Type* drop down menu to choose the group for which you wish to create labels. You may choose from *All*, *Officer*, *Chairman* or *Appointed Officer* just as with the report feature. Labels may be sorted by *Name* or *Zip Code*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

[Click to see Deposit details](#)     [Printer Friendly Version](#)

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

---

Lodge 1000 - [Redacted]
[Logout](#)

Fraternity
Members
Applications
Reports
Forms

Name	Officers	Deposit List	
Number	Valued Veterans	Financial Transmission	
Type LODGE	Export		

Administrator	[Redacted]
Governor	[Redacted]
Regional Manager	[Redacted]

Click here

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

<u>Last Name</u>	<u>First Name</u>	<u>Member ID</u>	<u>Address</u>	<u>Cell Phone</u>	<u>Home Phone</u>	<u>Email</u>
...	...	...	...	...	...	...
...	...	...	...	...	...	...
...	...	...	...	...	...	...
...	...	...	...	...	...	...
...	...	...	...	...	...	...

**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 15<sup>th</sup> of each month. Click Reports>Financial Transmissions.

**MOOSE**

0 Items Checkout

Lodge 1000 - Pacific North West

Fraternity Members Applications **Reports** Forms Logout

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

Name \_\_\_\_\_

Number \_\_\_\_\_

Type LODGE \_\_\_\_\_

Administrator \_\_\_\_\_

Governor \_\_\_\_\_

Regional Manager \_\_\_\_\_

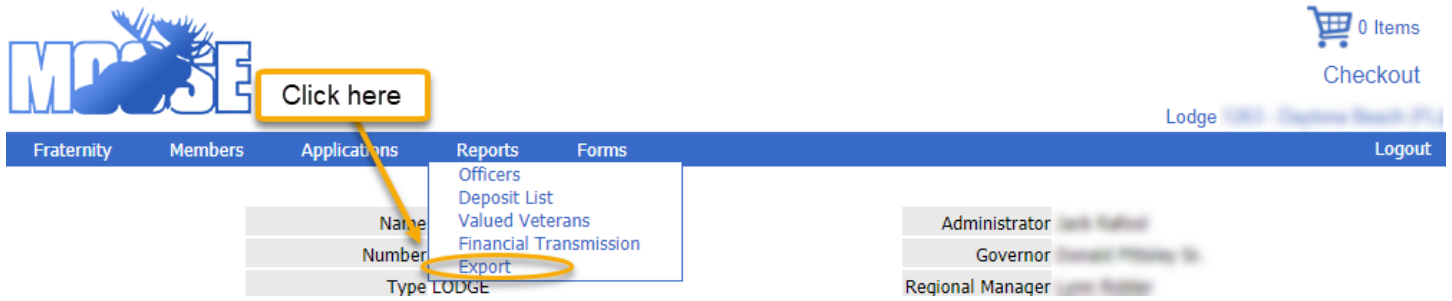
A history dating back two Moose Fiscal Years will be displayed.

### Monthly Financial Transmission

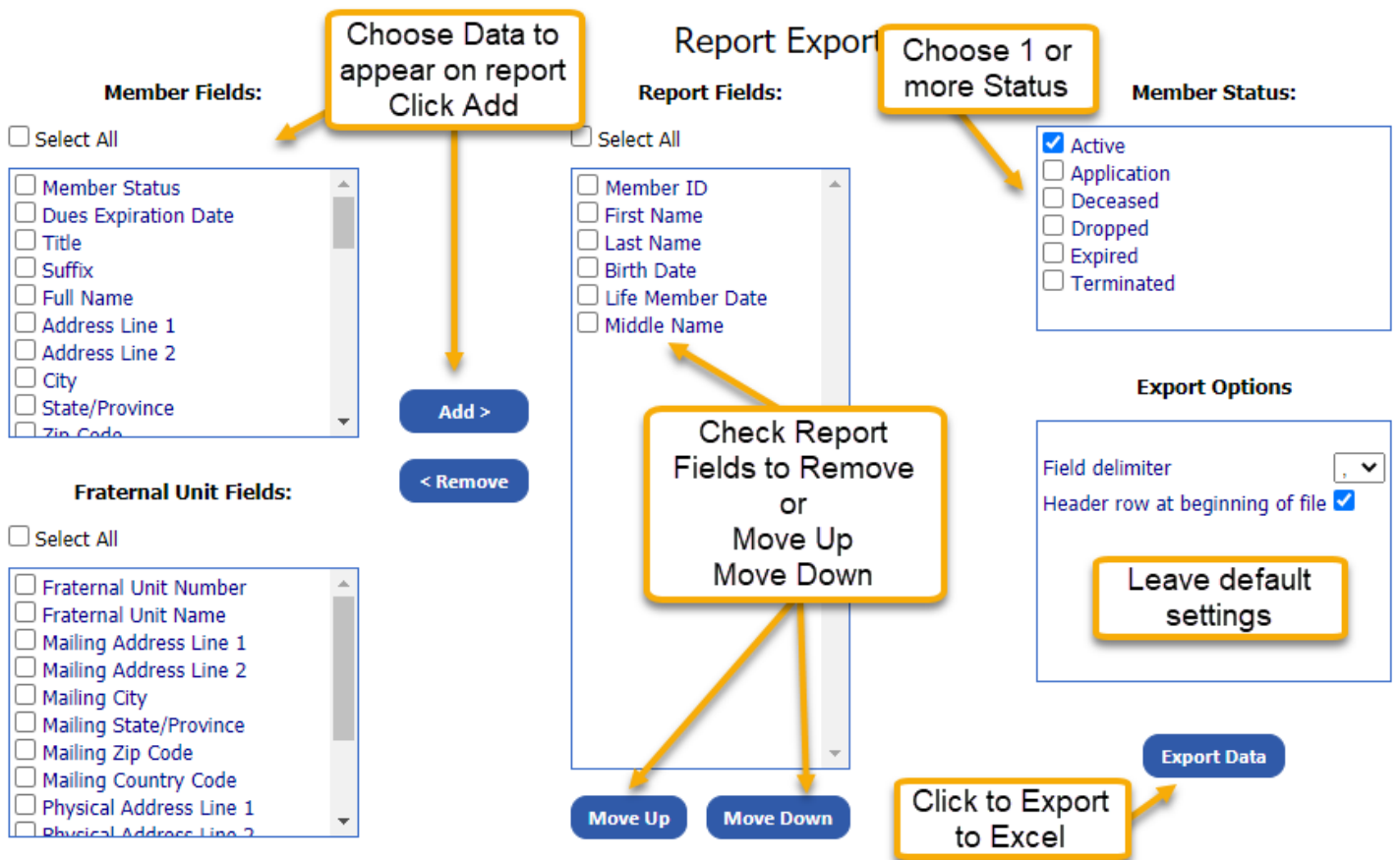
Month	Transmit Date
September 2020	10/01/2020
August 2020	09/01/2020
July 2020	08/01/2020
June 2020	07/01/2020
May 2020	06/01/2020
April 2020	05/01/2020
March 2020	04/02/2020
February 2020	03/01/2020
January 2020	02/01/2020
December 2019	01/01/2020
November 2019	12/01/2019
October 2019	11/01/2019
September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

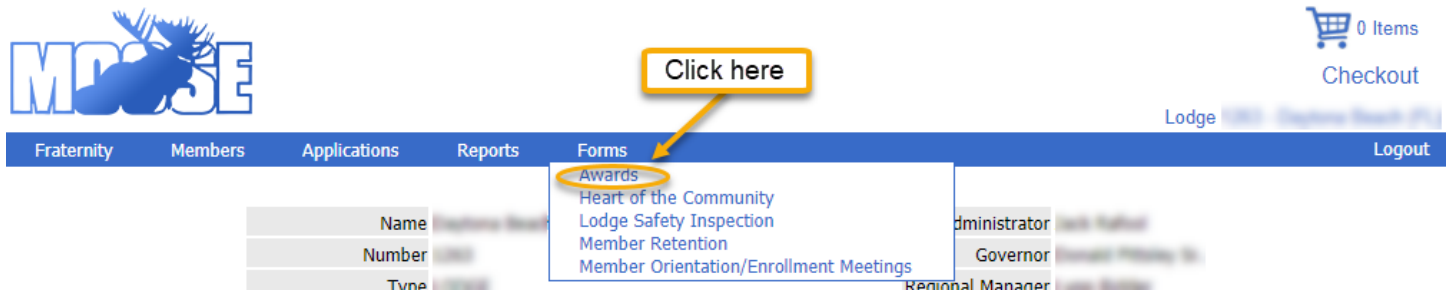
<https://support.microsoft.com/en-us/office/sort-data-in-a-range-or-table-62d0b95d-2a90-4610-a6ae-2e545c4a4654>

# Forms

The options found under the Forms drop down menu allow your unit to create and submit required forms to Moose International. There are several forms for which it is now a requirement that they are submitted through LCL Web. Paper versions, emailed or faxed versions will no longer be accepted. The following LOOM forms are available through the *Forms* drop down menu : *Awards* – Moose of the Year and Valued Veteran of the Year; *Heart of the Community* – Quarterly Heart of the Community Report; *Lodge Safety Inspection* – Semi-annual report; *Member Retention* – an optional report for those Lodges that participated in Member Retention Week; and *Member Orientation/Enrollment Meetings*

## Forms – Awards

Click on Forms>Awards.



This section of LCL Web is where administrators are to enter the recipient for their Lodge **Moose of the Year** and **Valued Veteran of the Year** award to Moose International. To enter your lodge’s **Moose of the Year** or **Valued Veteran of the Year** nominee: Select the current year Moose of the Year from the *Award* drop down menu. Select the recipient from the *Member* drop down menu. Click *Save* to submit your Moose of the Year recipient to Moose International.

**Note:** These awards will only appear in the drop down menu during the time frame in which nominations may be submitted.

**Awards**

Please select the award and the recipient from the lists below

Award:

Member:

Click to choose appropriate award

Click to choose member name

	Name	ID	Award	Awarded
Delete	[Name]	[ID]	Valued Veteran of the Year 2020	8/20/2020
Delete	[Name]	[ID]	Valued Veteran of the Year 2019	8/20/2019
Delete	[Name]	[ID]	Valued Veteran of the Year 2018	8/17/2018
Delete	[Name]	[ID]	Moose of the Year 2020	6/1/2020
Delete	[Name]	[ID]	Moose of the Year 2019	6/1/2019
Delete	[Name]	[ID]	Moose of the Year 2018	6/1/2018
Delete	[Name]	[ID]	Moose of the Year 2017	7/6/2017
Delete	[Name]	[ID]	Moose of the Year 2016	6/15/2016
Delete	[Name]	[ID]	Moose of the Year 2015	6/6/2015
Delete	[Name]	[ID]	Moose of the Year 2013	6/28/2013

Click Save

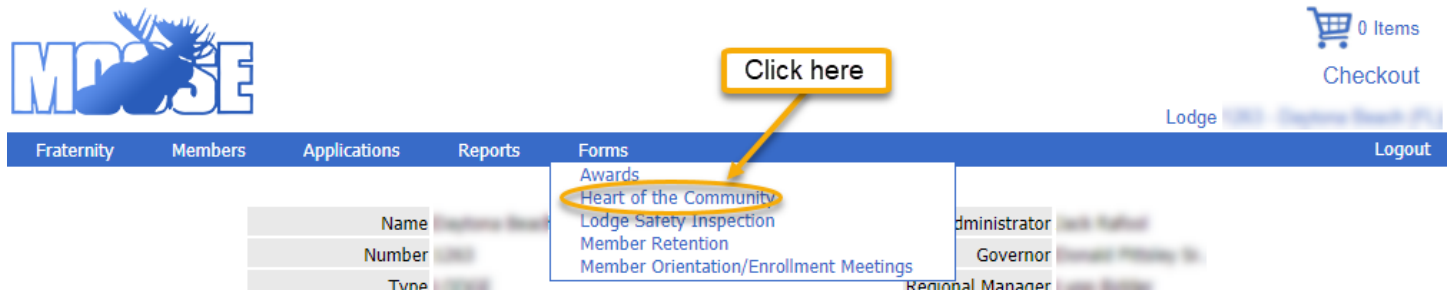
Save

Cancel

# Forms – Heart of the Community

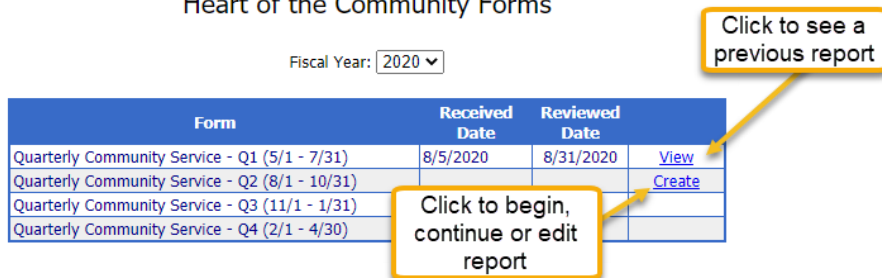
Community service is an excellent way for our FRUs to demonstrate the value their lodge brings to the community. Being involved in the surrounding community enhances the image of your lodge and gives the Moose volunteer(s) an opportunity to give back to and improve his community. Moose International requires that a community service report, known as the Quarterly Heart of the Community Report, be filed once a quarter. These reports are due on August 15<sup>th</sup>, November 15<sup>th</sup>, February 15<sup>th</sup> and May 15<sup>th</sup>. Completing these reports on time, and in the proper manner, is necessary to be considered for the Premier Lodge Award.

Click on Forms>Heart of the Community



Click *Create* found on the right side of the listing for the quarter you wish to report on.

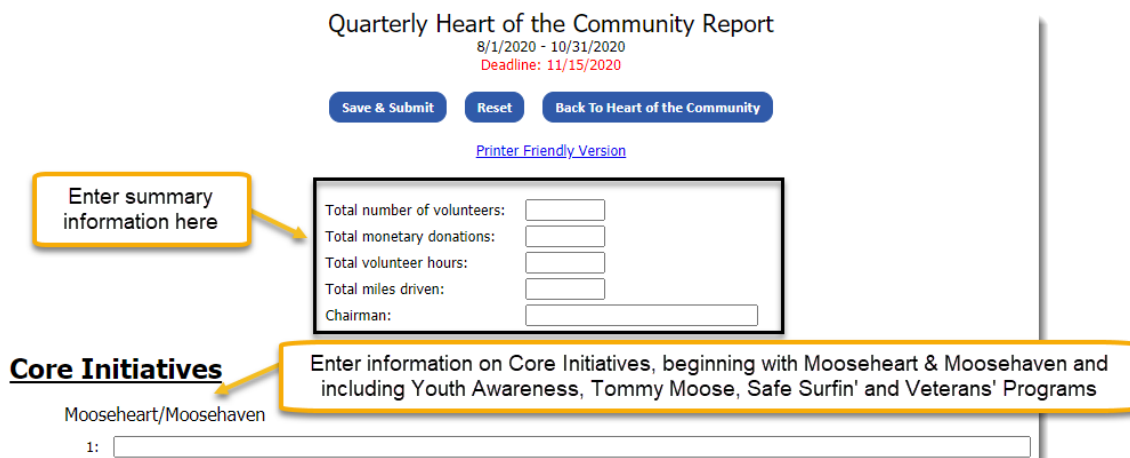
## Heart of the Community Forms



Completing & Submitting your Lodge’s Quarterly Heart of the Community Report:

Begin the report by first entering the Summary Information. This is where you enter the total number of volunteers from your lodge who participated in community service, the total amount of money that your lodge donated for the quarter, the total number of miles driven by volunteers for community service related activities and the name of the Heart of the Community Chairman.

Next describe, in detail, the actions taken by your lodge in each of the 5 Core Initiatives. There will be a separate section to complete for each of the Core Initiatives: Mooseheart/Moosehaven; Youth Awareness; Tommy Moose; Safe Surfin’; and Veterans’ Programs.



**NOTE:** Activities must be properly categorized in order to receive credit for your efforts. Moose International will not correct entries that are categorized improperly. For more information on accurate reporting, please see the "Heart of the Community Quarterly Reporting Tips" document found on Moose International's website.

Continue reporting by filling in the activities, contributions or monetary donations that your lodge made to the Companion Initiatives. Those include: Senior Center; Children's Hospital or Wing; D.A.R.E.; Red Ribbon; Emergency Services (this refers to first responders only); Scouting; Youth Sports; Salvation Army; and Special Olympics

### **Companion Initiatives**

Senior Center; Children's Hospital or Wing

1:

2:

3:

4:

5:

Enter information on Companion Initiatives: Senior Center; Children's Hospital; D.A.R.E./Red Ribbon; Emergency Services; Scouting; Youth Sports, Salvation Arm and Special Olympics

The last step in reporting is to complete the Local Volunteer Services section. This is the area of the report where you will enter all other donations, efforts and contributions made on behalf of your lodge to local organizations and causes.

Click *Save & Submit* to send the report to Moose International. *The report will not be saved or sent to Moose International without this very important step.*

### **Local Volunteer Services**

General Local Volunteer Service

1:

2:

3:

4:

5:

Enter all other volunteer and donation efforts completed on behalf of your lodge here

It is important to "Save and Submit" every 20 minutes!

[Show More \(if needed\)](#)

[Save & Submit](#) [Reset](#) [Back To Heart of the Community](#)

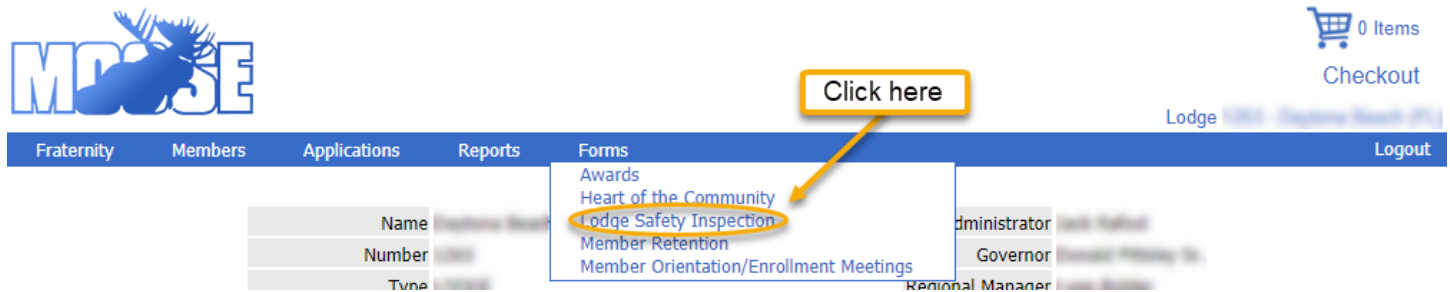
You may print any of the reports that have been submitted by viewing the report and then clicking on the *Printer Friendly Version* (in blue) found at the top of the report.

**NOTE:** All Heart of the Community Quarterly reports must be submitted through LCL Web on or before midnight on the night of the 15<sup>th</sup> to receive credit.

# Forms – Lodge Safety Inspection

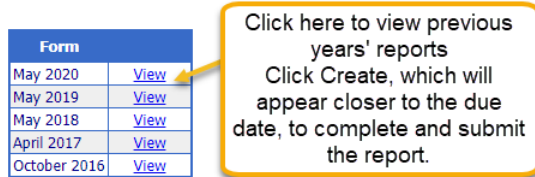
It is the responsibility of the Trustees to make monthly inspections of the physical properties of the lodge. Close attention should be paid to the state of repair and the cleanliness of the lodge and the social quarters. Once a year the trustee, who serves as the Chairman of the Loss Prevention Committee, and the rest of the committee are to complete a Lodge Safety Inspection based upon which the Administrator will create and submit a report to Moose International. The Lodge Safety Inspection report is found on LCL Web and must be submitted electronically on or before midnight of May 15<sup>th</sup>, every Moose Fiscal year, to avoid a compliance modifier.

Click on Forms>Lodge Safety Inspection



Reports previously submitted may be viewed by clicking on *View* found to the right of the date. *Create* will appear for the upcoming report once the form is available for entry – April 1 through midnight of May 15th.

## Lodge Safety Inspection Forms



Begin the form by entering general inspection data: the contact name (Loss Prevention Committee Chairman or Administrator); the contact person's title (LPC Chairman, Administrator, etc.); the date the inspection was performed. Enter Insurance information, including policy numbers, effective dates and termination dates. You must review the Loss Prevention PowerPoint and the Insurance Reference Manual, indicate they have been viewed, and enter the viewing date(s).

[Printer Friendly Version](#)  
[Print Blank Checklist](#)

Enter insurance policy information here

Enter general inspection data here

Contact Name:   
 Contact Title: ADMINISTRATOR  
 Inspection Date: 5/2/2020

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### Insurance - Non Risk Pool Coverages

Yes  No  N/A
 Name of Property Insurance Company: 
 Policy Number: 
 Effective Date: 1/17/2020
 Term Date: 1/17/2021

Yes  No  N/A
 Name of Employee Theft Insurance Company: 
 Policy Number: 
 Effective Date: 1/17/2020
 Term Date: 1/17/2021

Yes  No  N/A
 Name of Workers' Compensation Insurance Company: 
 Policy Number: 
 Effective Date: 5/1/2020
 Term Date: 5/1/2021

Has the Loss Prevention PowerPoint been viewed? Yes 
 Date viewed: 
[Loss Prevention PowerPoint](#)

Has the Insurance Reference Manual been viewed? Yes 
 Date viewed: 
[Insurance Reference Manual](#)

Be sure to view the PowerPoint and Insurance Reference Manual

Enter the General Lodge Information, indicating square footage and average monthly alcohol sales. The rest of the form is a series of Yes, No or N/A statements, categorized into 8 sections. These statements follow the Lodge Safety Inspection Form Checklist verbatim; if the checklist was filled out during inspection, it will be quick and easy to complete the form. Click on the appropriate radio button for each line in the 8 sections.

## General Lodge Information

Square Footage of Lodge:

Average Monthly Alcohol Sales:

Enter square footage & average monthly alcohol sales

Respond to each statement in the 8 sections by clicking the radio button for Yes, No or

## General/Fire

- Yes  No  N/A First Aid kit is available for use in kitchen and has appropriate supplies.
- Yes  No  N/A Emergency numbers (Police/Fire/Medical) are posted near the telephone.
- Yes  No  N/A The local Fire Department is familiar with the Lodge and its operations.
- Yes  No  N/A An emergency evacuation (site) map is posted in the Social Quarters.
- Yes  No  N/A The room maximum capacity sign is posted in the Social Quarters.
- Yes  No  N/A The proper type(s) of fire extinguishers, adequate in number and size, as per local code, are properly wall mounted, located appropriately for hazard involved, identified and accessible.
- Yes  No  N/A Fire extinguishers are "charged" and visually inspected at least monthly, inspections are noted on the inspection tag (annual inspections are completed by a professional service representative and records retained at the Lodge).
- Yes  No  N/A The kitchen range fire extinguisher system works and is included in the Lodge extinguisher inspections.
- Yes  No  N/A Ceiling sprinkler heads (when installed) have a minimum 18" operating clearance from all materials.

## Exits/Stairways

- Yes  No  N/A Exits are identified with an "EXIT" sign, and not blocked or hidden from view.
- Yes  No  N/A Doors are kept unlocked during hours of operations or equipped with panic bars.
- Yes  No  N/A Doorways that could be confused as an exit are marked as "NOT AN EXIT" and a sign stating where it leads to, i.e. "Storeroom".
- Yes  No  N/A The direction of travel in all hallways/passageways to the nearest EXIT is marked with a sign and arrow showing the way to the outside EXIT doors.
- Yes  No  N/A The "emergency" lighting system works (has no manual by-pass switch) and will automatically activate in the event of power failure.
- Yes  No  N/A Every stairway is well lit and in good repair. Those having four or more steps have a hand rail. Those 88 inches or more in width have an intermediate midway stair railing.

Upon completion of the general inspection data and responding to every statement, you must click *Save & Submit*, found at the very bottom of the form. This is the only way that the report will be submitted to Moose International.

Click here to save your report and submit it to Moose International

Save & Submit

Reset

Back To Inspection Forms

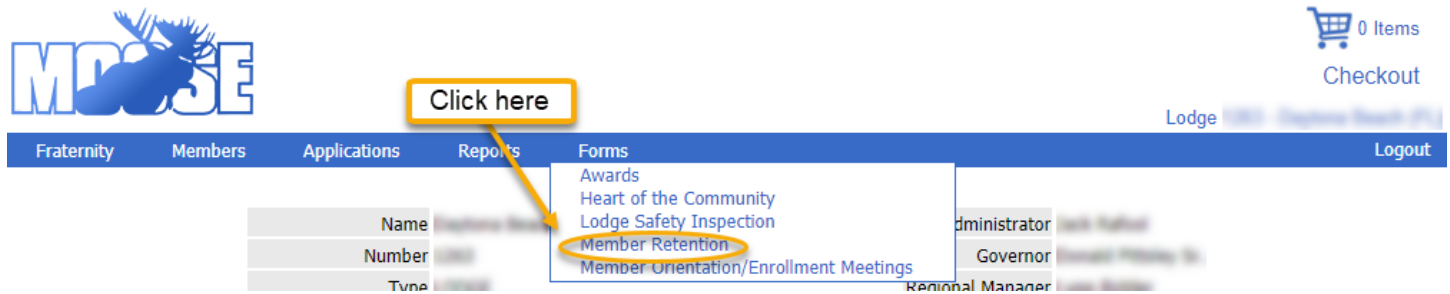
**NOTE:** It is important, during entry, to click "Save and Submit" every 20 minutes, to prevent loss of data. Also note: The Lodge Safety Inspection Report is due May 15<sup>th</sup>. *Entry and submission through LCL Web is the only acceptable format.* Lodges will receive a compliance modifier if the report isn't received electronically by midnight of the due date.

Finally, you may also update, view or print previously submitted forms. You may only update those forms for which the due date has not yet passed. In other words, if you have completed and submitted the form in advance of May 15th, you may make changes to the form until midnight on May 15th. Click *Update* to do so.

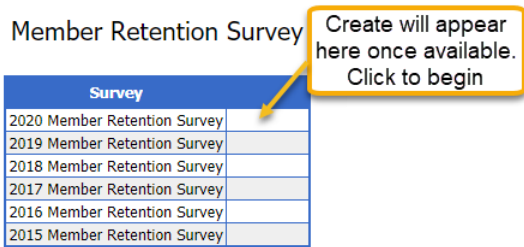
# Forms – Member Retention

The first week of November is typically designated as Member Retention Week by Moose International. Each FRU is encouraged to actively participate in this fun, event-filled, week long push to retain members. Moose International wants to hear about your exciting week and learn all of the details of your special events. The best way to share your activities and results is to complete the Member Retention Week Survey. This an electronically submitted survey accessible on LCL Web for a limited time after Member Retention Week ends each year – don't delay!

Click Forms>Member Retention



When the form is available, click Create found to the right of the appropriate survey.

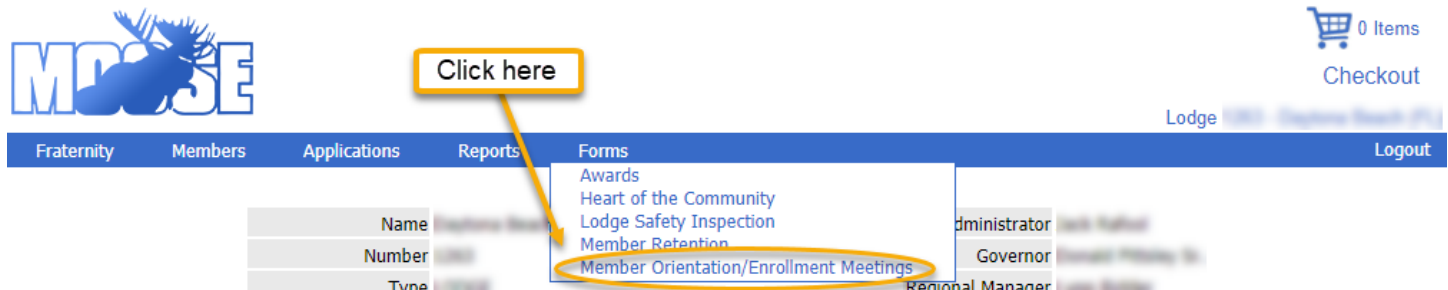


Enter the Membership Committee Chairman's name and phone number. For each day of Member Retention Week, describe the event or activity that your lodge held, detail the results, the number of volunteers that participated and the number of participants. Once you have entered the specifics for each event, please provide some summary information. Check the radio button for "Yes" or "No" for the *Overall Success* statement. In the space provided, describe the event your lodge held that you found to be the most successful. Please share any suggestions you have regarding Member Retention Week in the *Suggestions* box. Click **Save and Submit**.

# Forms – Member Orientation/Enrollment Meetings

It's easy to forget how little most new members know about how the Fraternity or your Lodge operates. Member Orientations and Enrollment Meetings are an important part in ensuring that new members begin to understand what the Fraternity is all about. It also is a part of the retention of those new members. Now your lodge's efforts to start all new members off on the right foot can be documented by recording your Member Orientations and Enrollment Meetings in LCL Web.

Click on Forms>Member Orientations/Enrollment Meetings



Select the Enrollment Ceremony or Member Orientation by clicking Orientation Type. Enter the Meeting Date. Click Save.

## Member Orientations

This form should be used to document the dates that your lodge held a Member Orientation/Enrollment Ceremony.

The screenshot shows the 'Member Orientations' form. It includes a 'Fiscal Year' dropdown menu set to '2020', an 'Orientation Type' dropdown menu set to 'Select', a 'Meeting Date' input field with a calendar icon, and a 'Save' button. Three callout boxes with yellow borders and arrows provide instructions: 'Select the year' points to the Fiscal Year dropdown; 'Choose the meeting type' points to the Orientation Type dropdown; 'Enter meeting date' points to the Meeting Date input field; and 'Click Save' points to the Save button.

The following Member Orientation/Enrollment Ceremony meetings have been completed.

Orientation Type	Meeting Date	Approval Date
Enrollment Ceremony	09/28/2020	10/11/2020 12:00:00 AM
Member Orientation	09/28/2020	10/11/2020 12:00:00 AM
Enrollment Ceremony	08/17/2020	10/11/2020 12:00:00 AM
Member Orientation	08/17/2020	9/23/2020 12:00:00 AM
Enrollment Ceremony	07/27/2020	9/23/2020 12:00:00 AM
Member Orientation	07/27/2020	9/23/2020 12:00:00 AM
Member Orientation	06/22/2020	8/12/2020 12:00:00 AM
Enrollment Ceremony	06/22/2020	8/12/2020 12:00:00 AM