



Basic LCL Web

Hands-On Technical Training

Participant Workbook



Class Attendees,

We here at the Training Department of Moose International wish to take this time to welcome each of you to the Basic 2-Section Hands-On Technical Training (2-HOTT) Class.

Training plays such an important role in the accurate record keeping at our Fraternal Units and through training we learn the record keeping processes that Moose International would like for "ALL" Fraternal Units to use. Whether the Records are for a Lodge, Chapter, or Moose Legion, the Data Entry and processing of Membership information is performed, for the most part, the same way. Having said that, we must add that there are a few processes that are handled slightly differently in the Chapters and Moose Legions.

While the attendees at these classes typically are a mix of New Technical Trainers, Lodge Administrators, Chapter Treasurers and Moose Legion Secretaries, any Officer or Member is encouraged and welcome to attend. The materials used in this class are Lodge oriented, but keep in mind that we are not teaching actual entry of data, we are teaching the Data Entry process which is the same for all three (3) Fraternal Unit types.

The Technical Trainer(s) instructing this class are Volunteers and give many hours to the Fraternity to help us pass this training on to those in need of it. Any Registration Fees for attending this Training helps pay the Out of Pocket Expenses of the Trainer(s) such as Travel, Lodging, Materials, Etc. They should not be bearing these expenses on their own. We here at Training are quite proud of the 200 plus Technical Trainers across the United States and Canada who give of themselves and their time and resources to take this training to Lodge, Chapter and Moose Legion personnel throughout our Fraternity. It goes without saying that we could not get the job done without them.

As you go through the training, we ask that you give the instructor(s) the respect and attention they deserve and your fellow learners the courtesy of holding conversations and distractions to a minimum. When taught correctly and thoroughly, this class will give you the basic understanding of how to perform processes with the software in use for the benefit of the Fraternal Units.

In closing, thank you for your interest in this training. We are confident you will learn many correct processes that will assist you in maintaining your FRU's records accurately and in a timely manner.

Training Department  
Moose International

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## **Course Introduction**

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### **Course Design**

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Welcome to the Basic LCL Web Hands-On Technical Training. This course has been designed to overview ‘how’ and ‘when’ Lodge Administrators, Chapter Treasurers, and/or Moose Legion Secretaries will use LCL Web to track and record their Fraternal Unit’s (FRU’s) Membership and Moose International (MI) Reporting data.

This course will be presented via a combination of Instructor lecture and demonstration. Practice activities are included after each demonstration to assure that students are comfortable with software operations. An LCL Web Practice Environment will be used for student exercises.

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### **Course Goal**

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At the end of this course, you should be able to access LCL Web to enter, maintain, and report Membership data associated with a Fraternal Unit, Export Membership data for other uses, and complete reports and forms for Moose International.

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### **Course Materials**

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In addition to the Basic LCL Web Learner Workbook there is a supplemental LCL Web Training Job Aid.

## Course Introduction, cont'd

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### Icon Definition

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The following icons will appear throughout this manual:

<i>ICON</i>	<b>PURPOSE</b>
	IMPORTANT INFORMATION
	STEP-BY-STEP COMPUTER PROCEDURE
	SUPPLEMENTAL RESOURCE(S)
	TRAINING EXERCISE

# 1 – LCL Web Introduction

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## Objectives

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At the end of this lesson, you will be able to:

- Access LCL Web and become familiar with basic screens and menu options.
- Access the Moose International Reports for information that may be needed for FRU operations, including an Export function for extra member information.
- Access the Moose International Forms for reporting specific information to Moose International.

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## Topics

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The following topics are covered in this lesson:

- About LCL Web
- Accessing LCL Web
- LCL Web Home View
- LCL Web Menus

# About LCL Web

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## Definition

LCL Web is a “cloud-based membership program” that is used at all FRUs to track FRU membership data and reports for the FRU and Moose International. Using the procedures correctly will help ensure membership is kept up to date and help the FRU to earn honors and awards.

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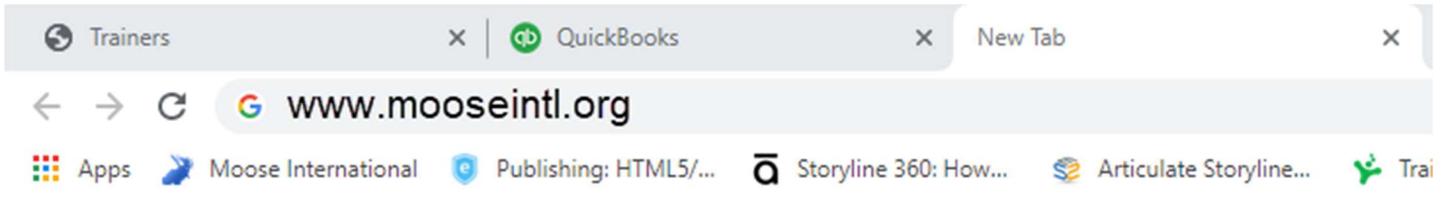
## LCL Web Features

Refer to the table below to learn more about LCL Web features:

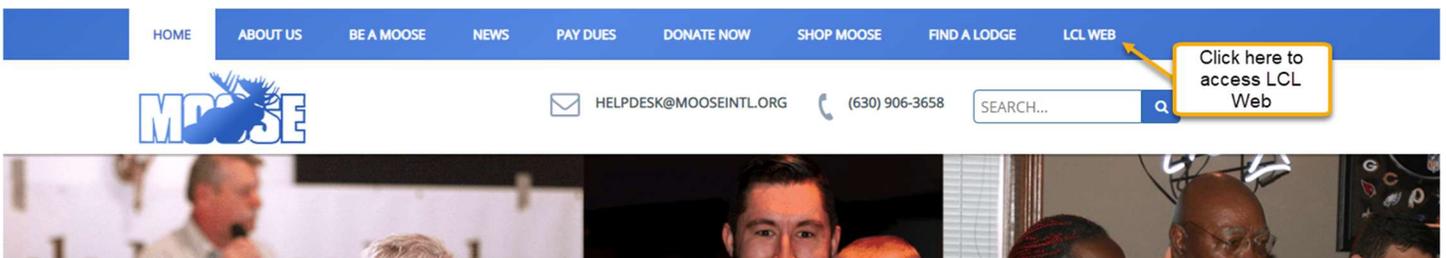
<b>Membership Database</b>	<p>A membership database stores information about the members of The Moose that are important to the member, the FRU, and Moose International:</p> <ul style="list-style-type: none"><li>▪ LCL Web keeps all of the information about a member and their accomplishments in a way that makes that information readily available.</li><li>▪ Reports and Exports about membership can help us to communicate with our members and keep them more easily.</li></ul>
<b>Forms</b>	<p>There are times that Moose International requests information from a lodge and this menu gives a simple way to gather that information:</p> <ul style="list-style-type: none"><li>▪ Some Forms are to gather the information used to give out awards or acknowledgments.</li><li>▪ Some Forms are used for information that is used for the Risk Pool (Insurance purposes)</li><li>▪ Some Forms are used to request funding by the different Grant programs</li></ul>
<b>Membership Dues and MI Payments</b>	<p>Membership Dues, both payments and deposits, and Moose International Billing Statements can be paid and seen in LCL Web:</p> <ul style="list-style-type: none"><li>▪ Membership Dues can be paid for many people at the same time.</li><li>▪ The deposit that Moose International makes to the FRU can be seen.</li><li>▪ The Moose International Billing Statement can be paid by Credit Card.</li></ul>

## 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

A Fraternal Unit Passcode is required for log in.

**NOTE:** If the Fraternal Unit Passcode is unknown contact the Territory Manager for the FRU unit passcode.

Enter your MID in the **Member ID** (MID) field, enter 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**.

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



Lodge 100 Fraternal Unit 100

Fraternity Members Applications Reports Forms Logout

Name	Fraternity Beach	Administrator	John Miller
Number	100	Governor	Thomas Miller Sr.
Type	FRU	Regional Manager	John Miller
Institution Date	12/12/2007	Territory Manager	John Miller
State/Province	Florida		
Moose Legion	N. 100th St. 33000	Magazine Copies	0
Affiliated Chapter	N. 100th St. 33000 (Open)	Service Center	No
Moose Center	N. 100th St. 33000	Family Center	No
Physical Address	100 N. 100th St. 33000, Florida 33000	Campground	No
Mailing Address	100 N. 100th St. 33000, Florida 33000	R.V. Facility	No
Business Phone	(800) 475-6770		
Social Quarters Phone	(800) 475-6770	Federal ID	10-100000
Fax	(800) 475-6770		
eMail	100@100.com		
Meeting Night	100 N. 100th St. 33000, Florida 33000		
Current Rate	100 - 100.00		
Life Rate	100 - 1000.00		

The LCL Web Home Screen is broken down into individual information boxes. Each of these boxes contains specific FRU Information, which will include the following boxes for every FRU:

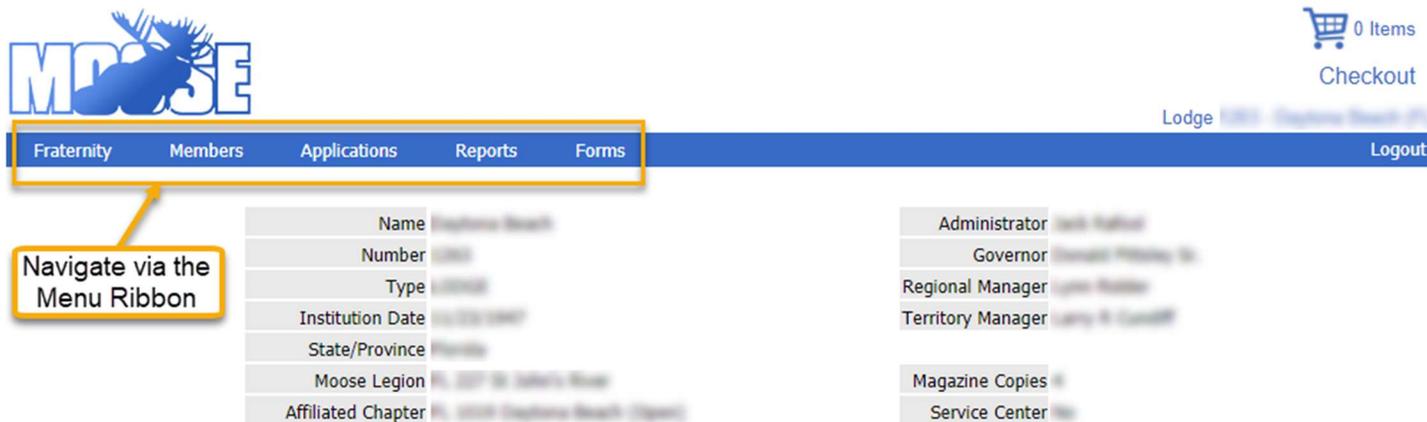
- Name (FRU Name)
- Number (FRU Number)
- Type (FRU Type)
- Institution Date
- State/Province
- Physical Address
- Mailing Address
- Business Phone
- Social Quarters Phone
- Fax
- eMail
- Meeting Night
- Current Rate (Membership Dues)
- Life Rate (Life Membership Dues)
- Regional Manager
- Territory Manager
- Federal ID (FRU Tax ID Number)

**NOTE:** You may come back to the Home Screen view at any time by clicking on the Fraternity Menu Item.

# LCL Web Menus

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To move throughout LCL Web, use the Menu Ribbon shown below:



Each Menu item will dropdown sub-menu items that will take you to pages that will either have more information about that specific sub-menu information or will be an area where information can be changed/added to the system:

- Fraternity – Information/Edit Information about the FRU, Officers, and some payments to Moose International.
- Members – Member Search, New Member Promo if available, Pay Dues if someone has paid at the lodge.
- Applications – Search, Entry for new member applications, and Review Online Apps.
- Reports – Officers, Deposit List, Valued Veterans, Export of database information.
- Forms – Awards that members receive, Forms that report things to Moose International, and can include Grant Requests from the lodge.

**NOTE:** This section will be different for each of the 3 different types of FRU's.

## **2 – Fraternity Menu**

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### **Objectives**

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At the end of this lesson, you will be able to:

- Update FRU Standing Officers, both Elected and Appointed.
- Check the Monthly Membership Totals of the FRU.
- Pay MI Bills online.

### **Topics**

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The following topics are covered in this lesson:

- Fraternity Sub-Menu Officers
- Fraternity Sub-Menu Membership Totals
- Fraternity Sub-Menu Pay A/R Statement
- Shopping Cart/Checkout
- Fraternity Sub-Menu Pay Moose Intl Loan

# Fraternity Sub-Menu Officers

## When to Use

Anytime an FRU needs to update their standing Officers, elected or appointed.

- The new FRU Officers must be entered after the beginning of the FRU fiscal year (Moose Year), which starts on May 1<sup>st</sup> each year.
- When an Officer position is vacated.
- When an Officer position is filled.

**NOTE:** At the start of a Moose Year, do not enter Officers until the date designated by MI.

## To Enter or Update an Officer:

Follow the steps below to enter or update an Officer:

1. Float your cursor over the Fraternity menu item on the Menu Ribbon and then click on the Officers sub-menu



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 '0 Items' and a 'Checkout' button. Below the logo is a blue menu ribbon with the following items: Fraternity, Members, Applications, Reports, Forms, and Logout. The 'Fraternity' menu is expanded, showing a sub-menu with the following items: Fraternal Unit Info, Officers, Local Officers, Dues Rates, Monthly Totals, Categories/Activities, Pay A/R Statement, and Pay Moose Intl. Loan. The 'Officers' item is circled in yellow. A yellow callout box with a black border points to the 'Officers' item and contains the text: 'Click here to update, add, or edit Officers'. Below the menu 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.

## Fraternity Sub-Menu Officers, cont'd

2. Choose the Year you want to edit.

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	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Administrator	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Junior Governor	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Treasurer	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Prelate	...	...	...	10/10/2020		Officer
<a href="#">Edit</a>	Trustee (1 Year)	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Trustee (2 Years)	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Trustee (3 Years)	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Junior Past Governor	...	...	...	07/01/2020		Officer
<a href="#">Edit</a>	Sergeant At Arms	...	...	...	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	...	...	...	07/01/2020		Appointed Officer

Click on edit to update, add or edit an officer

**NOTE:** You can sort the Officer list by clicking on the column Title header you wish to serve as the basis of the sort.

3. Click on the word Edit at the beginning of the row that requires an Officer change.
4. A popup box will appear that either has no information other than the officer position title in it or with the information of the current officer position's holder information.

Title:

Member:

Member ID:

Start Date:

End Date:

Enter data, click Save

## Fraternity Sub-Menu Officers, cont'd

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5. If blank enter the Member (member name), by selecting from the drop-down list.  
**NOTE:** Only Active members will appear in this drop-down list.
6. If blank enter the Start Date (for the officer position held).
7. If removing someone from an officer position enter the End Date (for the officer position held).  
**NOTE:** Do not enter an End Date when entering a new officer.
8. Once the correct information is showing in the popup box click on Save and the updated information will be saved for the officer position.
  - a. When no changes are needed or the wrong officer position has been selected click on Cancel to leave the popup box with no changes.

**NOTE:** It is important to add and remove officers as they are brought into and vacated from officer positions, in order to make sure that the appropriate credit is given to the person holding the officer position. The credit of the officer position, may be needed for further advancement as an officer or for other honors (such as Past President and Past Regent).

**NOTE:** The list of members that can qualify for a position may be extensive dependent upon the total membership of the FRU. Please make sure to double check that you have the correct Member ID in the popup box prior to saving.



## Officers Entry

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### Instructions:

1. Refer to Table 1 below and then edit the appropriate officer position.

*Table 1: Officers:*

Officer Title	Member Name	Member ID	Start Date	End Date
President	David Johnson	1569999	05/01/2021	
Treasurer	Wanda Jones	1869999	06/01/2021	
Vice President	Rick McDonald	1469999	05/01/2021	08/10/2021
Vice President	Alan Smith	1769999	09/15/2021	
Inner Guard	Walter Lakes	1269999	05/01/2021	07/22/2021

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# Fraternity Sub-Menu Membership Totals

## When to Use

To gather the FRU Membership Totals

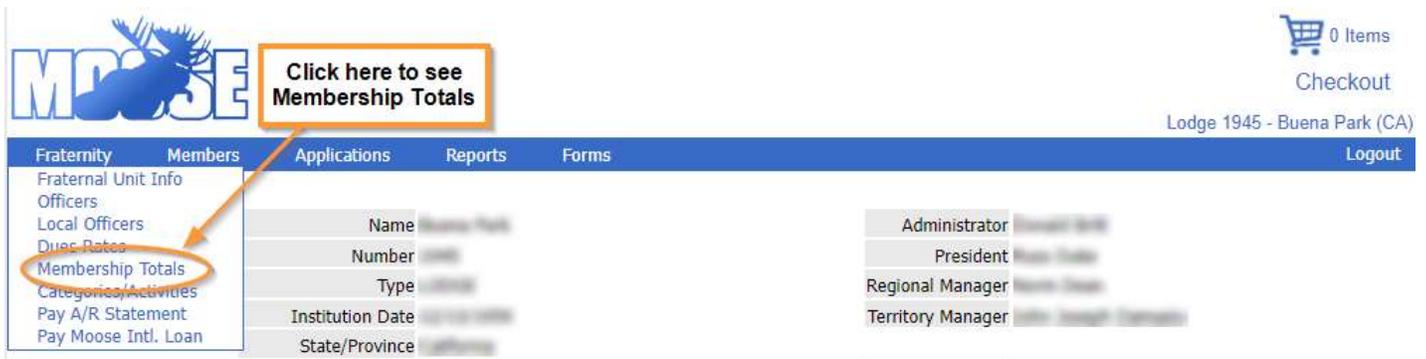
- May be used for meetings to show the total Active membership of the FRU, along with the Expired and Dropped membership totals.
- May be used by the Membership Committee to know the total Active membership totals and the number of Expired and Dropped members of an FRU, for monthly goal purposes.

**NOTE:** Monthly membership totals are a snapshot of the membership Active, Expired and Dropped totals as of the last day of the month.

## To View Membership Totals:

Follow the steps below to view membership Monthly Totals:

1. Float your cursor over the Fraternity menu item on the Menu Ribbon and then click on the Membership Totals sub-menu



2. The Membership Totals will appear on the screen with the Current Active Members total (current to the day of the view) just above the monthly totals.
3. Choose the Fiscal Year that you wish displayed, by clicking on the drop-down next to Fiscal Year:

## Membership Totals

Fiscal Year: 2021 ▼

Current Active Members: 478

As of Date	Active Members	Expired Members	Dropped Members
12/31/2021	474	156	176
11/30/2021	466	167	170
10/31/2021	475	161	166
09/30/2021	480	163	157
08/31/2021	485	160	160
07/31/2021	482	167	154
06/30/2021	493	160	146
05/31/2021	501	174	135
05/01/2021	498	184	129

# Fraternity Sub-Menu Pay A/R Statement

## When to Use

To pay the Monthly Billing Statement from MI, when a physical check is not being mailed:

- The Monthly Billing or A/R Statement from MI will be found in the FRU Smartermail on a monthly basis.
- When making payments on the Monthly Billing Statement from MI, using a credit card or directly from a checking account.

**NOTE:** The payment process is not complete until payment has been made through the Shopping Cart/Checkout portion of the process.

### To Pay A/R Statement:

Follow the steps below to create the item for paying the MI Monthly Billing Statement:

1. Float your cursor over the Fraternity menu item on the Menu Ribbon and then click on the Pay A/R Statement sub-menu

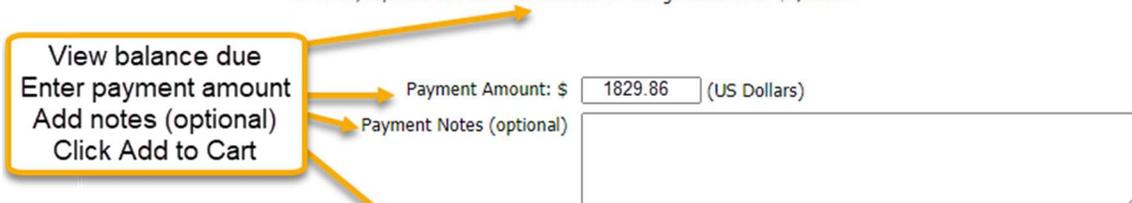


2. View the balance due.

## 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 1263 was: \$1,829.86



The screenshot shows the 'Pay Account Receivable Statement' form. A yellow callout box with an arrow points to the 'View balance due', 'Enter payment amount', 'Add notes (optional)', and 'Click Add to Cart' options. The form includes a 'Payment Amount' field with the value '1829.86' and a 'Payment Notes (optional)' text area.

(Payments are typically applied to the account within 2 business days.)

## Fraternity Sub-Menu Pay A/R Statement, cont'd

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3. Enter the Payment Amount that the FRU has decided to pay at this time.
4. Enter any Payment Notes needed for the FRU.
5. If any of the information is incorrect and you wish to start over, click on Clear Fields.
6. Click on Add to Cart, once all of the information is correct on the screen.  
**NOTE:** Once you have clicked on Add to Cart, the fields on the screen will become blank as at the beginning of the process.  
**NOTE:** This does not complete the payment process.
7. Click on Check Out at the bottom of the screen or the Shopping Cart at the top of the screen.



8. To complete the payment process go to Shopping Cart/Checkout on page 21.

# Shopping Cart/Checkout

## When to Use

To complete payment, when a physical check is not being mailed:

- Anything paid through LCL Web portal will need to have the payment finalized through the Shopping Cart.
- When making completing payments to MI, using a credit card or directly from a checking account.

**NOTE:** Every Item in the Shopping Cart will be paid at the same time.

### To Complete Payment of Items:

Follow the steps below to Complete Payment of Items in the Shopping Cart:

1. Click on Check Out at the bottom of the screen or the Shopping Cart at the top of the screen.



2. Verify that the payment Item and Amount are correct in the Shopping Cart.
3. If the information in the Shopping Cart is not correct, click on Remove at the beginning of the row for the specific Item that is not correct, or click Remove All Items from Cart to empty the Shopping Cart completely.
4. If the Shopping Cart information is correct, then click on 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

## Shopping Cart/Checkout, cont'd

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5. Fill out the Payment Information screen as completely as possible, making sure to choose the appropriate payment method.

### 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.)

The screenshot shows a payment information form with the following fields and values:

- Name:** Mooseheart Lodge 2655
- Address 1:** PO Box127
- Address 2: (empty)
- City:** Mooseheart
- State: (US & Canada) Illinois
- ZIP Code:** 60539
- Country: - Select Country -
- Payment Type:** Select (dropdown menu is open showing options: Select, Credit Card, Checking Account)

A yellow callout box on the left contains the text: "Choose Credit Card or Checking Account Click Continue". Two yellow arrows point from this box to the "Credit Card" and "Checking Account" options in the Payment Type dropdown menu. Below the form are three buttons: "Clear Fields", "Cancel Payment", and "Continue".

6. If the payment information is not correct you can click on either Clear Fields to start over or Cancel Payment and go back to the previous screen.
7. Once the Payment Information is correct click on Continue.

## Shopping Cart/Checkout, cont'd

8. On the Payment Confirmation screen check that all of the payment information is correct.

**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:

**Click on Submit Payment**

Item	Notes	Amount (US dollars)
Accounts Receivable Payment		\$50.00
		<b>\$50.00</b>

Cancel PaymentUpdate Payment MethodEdit Shopping CartSubmit Payment

9. If the payment information is not correct, you can either click on Cancel Payment and start over, click on Update Payment Method and change the payment information, or click on Edit Shopping Cart and change the Items that are to be paid.
10. If all of the payment information is correct click on Submit Payment.
11. Once the payment is complete you should click Print Receipt and either print or save as a file, the payment receipt.

# Fraternity Sub-Menu Pay Moose Intl. Loan

## When to Use

To pay a payment on a MI Loan, when a physical check is not being mailed:

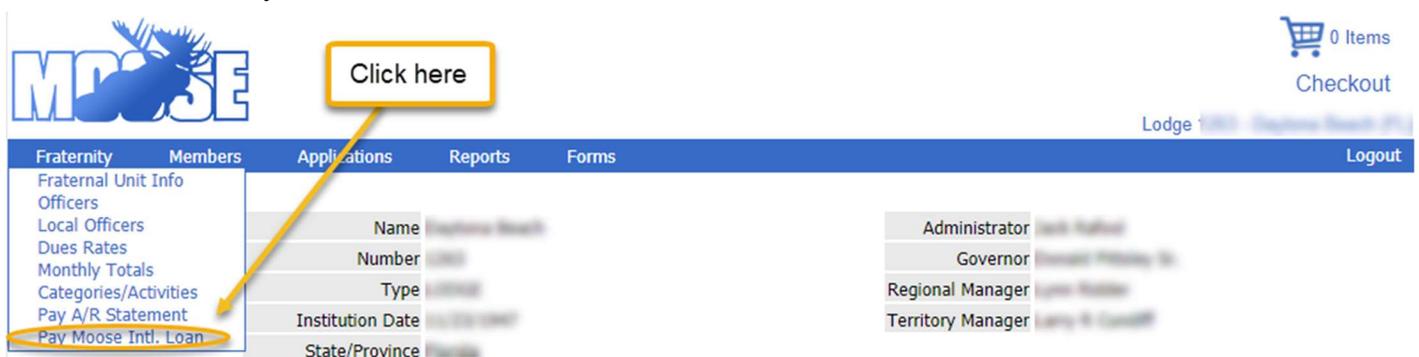
- The MI Loan Payment amount can be found in either the Loan Payment Schedule from MI or within the original MI Loan Documents sent to the FRU.
- When making payments on an MI Loan, using a credit card or directly from a checking account.

**NOTE:** The payment process is not complete until payment has been made through the Shopping Cart/Checkout portion of the process.

## To Pay Moose Intl. Loan:

Follow the steps below to create the item for paying a MI Loan payment:

1. Float your cursor over the Fraternity menu item on the Menu Ribbon and then click on the Pay Moose Intl. Loan sub-menu



2. Use the same process steps as used for Fraternity Sub-Menu Pay A/R Statement on page 19.

## 3 – Members Menu

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### Objectives

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At the end of this lesson, you will be able to:

- Find individual Member information.
- Pay Member Renewal Dues.

### Topics

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The following topics are covered in this lesson:

- Members Sub-Menu Member Search
- Members Sub-Menu Pay Dues

# Members Sub-Menu Member Search

## When to Use

Find a Member of the FRU, get specific information about the Member, and edit information about a Member:

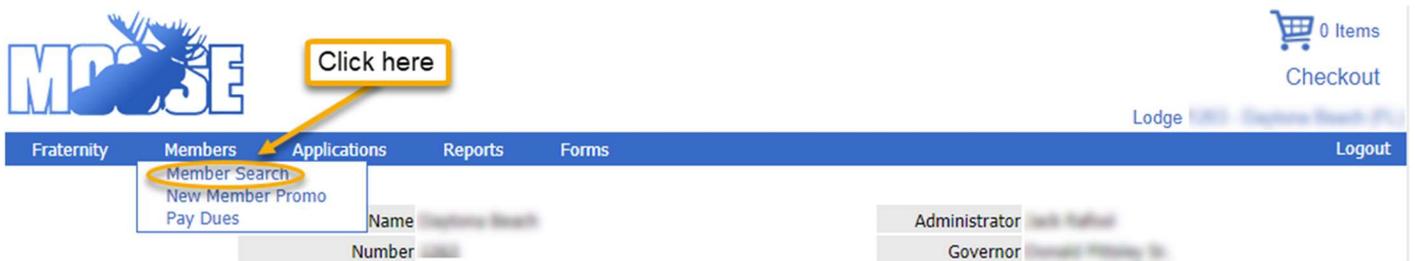
- There are many times that an FRU may need specific information about a Member, such as if they are Active or not.
- This is the simplest method to gain information about a single member at a time.
- Editing information about a Member, such as contact information updates, can be completed through the Member Search.

**NOTE:** Make sure to double check that the Moose ID number (MID), matches the information for the person, especially if you are Editing the information.

### To Perform a Member Search:

Follow the steps below to find and edit Member information:

1. Float your cursor over the Members menu item on the Menu Ribbon and then click on the Member Search sub-menu



2. Enter the Member ID number if available, of the person that you are trying to find.  
**NOTE:** No leading zeros need to be entered for the MID in the search.

### Member Search

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

Enter whole or partial Last Name, or last initial.  
Select Status  
Click Search

Member ID:

Last Name:

Status:  ▼

3. Enter at least part of the Last Name of the member, if you do not have the MID.

## Members Sub-Menu Member Search, cont'd

4. Choose the Status of the member's, membership.
  - a. All – for any status
  - b. Active – for currently active member
  - c. Inactive – for members whose dues are expired.
5. Click on Search, which will bring up a list of members that meet the Member Search criteria that you have entered.

### Member Search

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

Member ID:

Last Name:

Status:

Click select to see Member record

Record Count: 69

	ID	Gender	Name	Home Address	Phone	Enroll Date	Status	Dues Exp.
<a href="#">Select</a>		M	N...			03/22/2008	Terminated	03/31/2009
<a href="#">Select</a>		F	N...			11/13/2012	Terminated	11/30/2015
<a href="#">Select</a>		M	N...			07/25/2001	Expired	09/30/2021
<a href="#">Select</a>		M	N...			06/22/1999	Terminated	06/30/2001
<a href="#">Select</a>		M	N...			04/20/2004	Terminated	06/30/2009
<a href="#">Select</a>		M	N...			08/20/2021	Active	08/31/2022
<a href="#">Select</a>		M	N...			09/09/2013	Terminated	09/30/2014
<a href="#">Select</a>		F	N...			08/01/2013	Terminated	08/31/2014
<a href="#">Select</a>		M	N...			10/02/2014	Terminated	10/31/2015
<a href="#">Select</a>		M	N...			07/25/2019	Active	07/31/2022

6. Click on Select on the row of the member that you wish to view.
7. If you need to change the criteria of the Member Search, if the person that you are searching for does not appear, click on Reset, which will clear the search criteria and you can start the search over.

## Members Sub-Menu Member Search, cont'd

- Once the Membership Details appears on the screen you are able to view and edit different portions of the Membership Record.
- Any field or checkbox that is white, can be changed as necessary.

### Membership Details

Membership Family Activities

Save Reset Back to Search

**Click in any WHITE field to edit a member's record**

Dues have been paid through 01/31/2023.

[Printer Friendly Version](#)

#### Member Information

Member ID:

FRU Number:

FRU Name:

#### Name

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Gender:

#### Membership

Membership Status:

Individual Status:

Resigned:

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:

## Members Sub-Menu Member Search, cont'd

- Once any member information is updated click Save to keep the changes or click on Reset to discard the changes and keep viewing the Membership Details for the member.

**Contact**

Home Phone: (213) 448-2077  
Cell Phone: (213) 448-2077  
Fax: (###) ###-####  
Email: cmaher101@yahoo.com

**Life Member**

Life Member Date:   
Life Member Type:

**Dates**

Birth Date: 03/16/1976  
Death Date:   
Enrollment: 01/08/2012  
Dues Expiration: 01/31/2023  
Card Processed: 07/07/2021  
Legion: 04/16/2015  
Fellow: 07/02/2021  
Pilgrim:   
Past Governor: 06/01/2018  
Past President:   
Status Changed: 03/10/2014  
Last Changed: 06/11/2018

**Sponsor**

Sponsor Name: Robert McDonald  
MID: 18640293  
Lodge Number: 1945 Buena Park, CA

**Sponsor History**

Current Campaign: 1  
Past Campaign: 6  
Lifetime: 51

**Click to see desired report**

**Officer History**  
[Show Officer History](#)

**Training History**  
[Show Training History](#)

**Payments**  
[Show Payments](#)

**Memberships**  
[Show Memberships](#)

[Show Sponsor History](#)

- If you want to view extra report information on the member Click on the appropriate link under that section.
- The selected report will open a new tab in your browser, acting as a Pop Up.  
**NOTE:** Make sure to allow Pop Ups in your browser for this website in order to view Membership Detail reports.
- If this is either not the correct member record or if the previously entered search criteria will be the same for another Member Search click on Back to Search at the top of the screen
- If you want to begin another search start over from the first step of Member Search on page 26.



## Member Search and Edit

---

### Instructions:

1. Refer to Table 1 below and then search for the appropriate member.

*Table 1: Members:*

Member ID	Member Name	Status
1599	David Johnson	Active
18699999	Wanda Johnson	?

2. Refer to Table 2 below and then search for and edit the appropriate member.

*Table 2: Members to Edit:*

Member ID	Member Name	Status	Valued Veteran	Email
14699999	Rick McDonald	Inactive		rmd@gmail.com
1769	Alan Smith	?	X	
12699999	Will Lakes	?		Lake123@gmail.com

---

# Members Sub-Menu Pay Dues

## When to Use

To pay membership dues renewals for members that pay for their dues at the FRU:

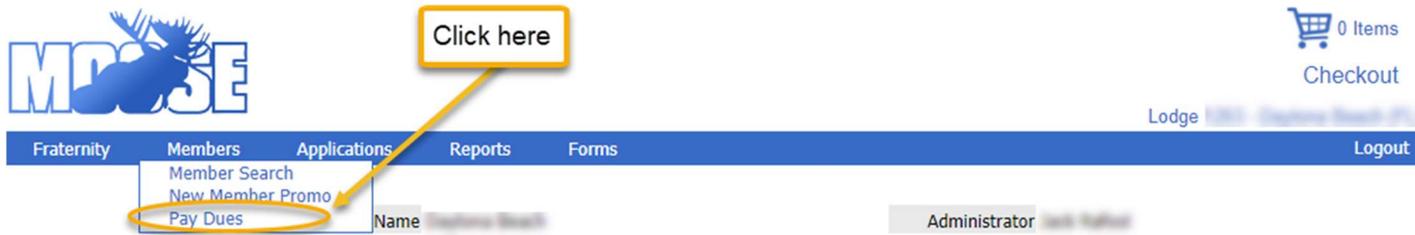
- If a member insists on paying for their membership dues renewal at the FRU.
- When making a payment on membership dues renewals, using a credit card.

**NOTE:** The payment process is not complete until payment has been made through the Shopping Cart/Checkout portion of the process.

## To Pay Membership Dues Renewals:

Follow the steps below to select members that need their dues renewed:

1. Float your cursor over the Members menu item on the Menu Ribbon and then click on the Pay Dues sub-menu



## Members Sub-Menu Pay Dues

- Find the member that you want to renew then click on Add to Cart, at the beginning of the row for the member.

### 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
<a href="#">Add To Cart</a>			11/30/2020	\$60.00			
<a href="#">Add To Cart</a>			10/31/2019	\$60.00			
<a href="#">Add To Cart</a>			01/31/2020	\$60.00			
<a href="#">Add To Cart</a>			02/29/2020	\$60.00			
<a href="#">Add To Cart</a>			11/30/2019	\$60.00			
<a href="#">Add To Cart</a>			03/31/2020	\$60.00			
<a href="#">Add To Cart</a>			11/30/2020	\$60.00			
<a href="#">Add To Cart</a>			11/30/2020	\$60.00			
<a href="#">Add To Cart</a>			09/30/2020	\$60.00			
<a href="#">Add To Cart</a>			01/31/2020	\$60.00			
<a href="#">Add To Cart</a>			09/30/2020	\$60.00			
<a href="#">Add To Cart</a>			04/30/2020	\$60.00			
<a href="#">Add To Cart</a>			09/30/2020	\$60.00			
<a href="#">Add To Cart</a>			01/31/2020	\$60.00			
<a href="#">Add To Cart</a>			12/31/2019	\$60.00			
<a href="#">Add To Cart</a>			12/31/2019	\$60.00			
<a href="#">Add To Cart</a>			01/31/2020	\$60.00			
<a href="#">Add To Cart</a>			11/30/2019	\$60.00			
<a href="#">Add To Cart</a>			06/30/2020	\$60.00			
<a href="#">Add To Cart</a>			10/31/2019	\$60.00			
<a href="#">Add To Cart</a>			11/30/2019	\$60.00			
<a href="#">Add To Cart</a>			10/31/2020	\$60.00			
<a href="#">Add To Cart</a>			11/30/2020	\$60.00			
<a href="#">Add To Cart</a>			11/30/2020	\$60.00			
<a href="#">Add To Cart</a>			10/31/2020	\$60.00			

- To make finding the member that you wish to renew easier you can sort the Pay Dues member list by clicking on the title at the header of the column that you wish to sort by.
- Once you have selected all of the FRU members that need their memberships renewed, you will need to follow the Shopping Cart/Checkout process starting on page 21.

**NOTE:** No more than 15 membership renewals can be added to the Shopping Cart before completing the payment process per session.

## 4 – Applications Menu

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### Objectives

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At the end of this lesson, you will be able to:

- Find entered application information.
- Enter member applications.
- Accept member applications sent through the Be a Moose online application.

### Topics

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The following topics are covered in this lesson:

- Applications Sub-Menu Search
- Applications Sub-Menu Entry
- Applications Sub-Menu Review Online Apps

# Applications Sub-Menu Search

## When to Use

To search for a membership application, to view, edit, or update status:

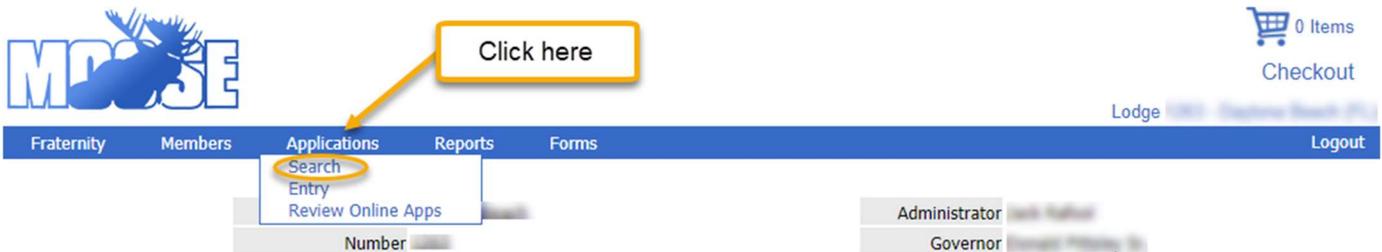
- The Membership Application Review Committee may ask for more information on a membership application especially an Online Application.
- The membership application may need to be edited because of changes to the information on the applicant.
- The membership application will need to be enrolled, once the membership has voted to approve the application.
- The membership application will need to be rejected, once the membership has voted and rejected the application.

**NOTE:** Enrolling membership applications is the only way for the FRU to bring in new members.

### To Search for a membership application:

Follow the steps below to search for a membership application that has already been entered into LCL Web:

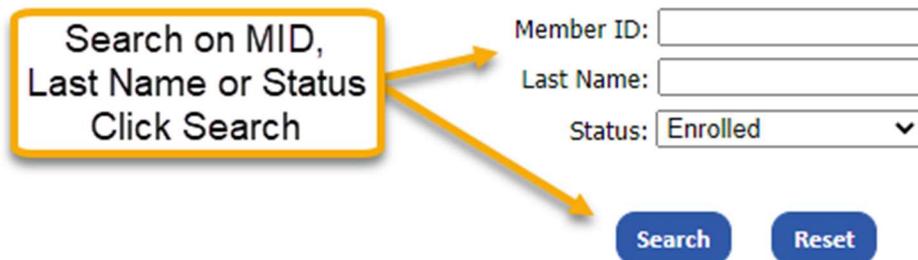
1. Float your cursor over the Applications menu item on the Menu Ribbon and then click on the Search sub-menu



2. On the Application Search screen enter search information, if available and click on Search

## Application Search

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



The screenshot shows the 'Application Search' form. It has three input fields: 'Member ID:', 'Last Name:', and 'Status:'. The 'Status' dropdown menu is set to 'Enrolled'. There are two buttons: 'Search' and 'Reset'. A yellow callout box with the text 'Search on MID, Last Name or Status Click Search' has two arrows pointing to the 'Search' button and the 'Status' dropdown menu.

## Applications Sub-Menu Search, cont'd

---

3. Leave the Member ID and Last Name search fields blank to view all member applications of a specific Status.
  - a. All – Will list every membership application entered for the FRU for all time.
  - b. Accepted – Will list all currently Accepted membership applications, that have not been changed to another status after the vote of the FRU membership.
  - c. Rejected – Will list the Rejected membership applications for the FRU for all time.
  - d. Transmitted – Will list membership applications that have been entered, but have not completed the MI acceptance process.  
**NOTE:** A membership application can take up to 24 hours to be changed to Accepted in LCL Web.
  - e. Enrolled – Will list membership applications that have been voted as approved by the FRU membership and processed, confirming the person as a member of the FRU.
  - f. Deleted – Will list membership applications that have been removed from LCL Web, prior to further processing.  
**NOTE:** This is usually because the application was entered in error

### Application Search

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

Member ID:

Last Name:

Status:  ▼

- All
- Accepted
- Rejected
- Transmitted
- Enrolled
- Deleted



4. Click on Reset in order to start over on the Application Search process.

## Applications Sub-Menu Search, cont'd

- Once the Application Search list appears, you can sort the list by clicking on the column Title header you wish to serve as the basis of the sort.

**Application Search**

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

Member ID:

Last Name:

Status:

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>
<a href="#">Select</a>	11111111	John, Robert	1 - New	Enrolled	11111111	11/08/2019	11/12/2019
<a href="#">Select</a>	11111111	John, Bob	1 - New	Enrolled	11111111	01/06/2017	01/06/2017
<a href="#">Select</a>	11111111	John, Bob	5 - Transfer In	Enrolled	11111111	01/10/2011	01/10/2011
<a href="#">Select</a>	11111111	Williams, Bob	1 - New	Enrolled	11111111	04/20/2014	04/24/2014
<a href="#">Select</a>	11111111	John, Robert L.	1 - New	Enrolled	11111111	11/05/2007	11/05/2007

**Annotations:**

- Total number of apps meeting search criteria (points to Record Count: 3243)
- Click to view application (points to [Select](#) link)
- Click on any underlined column header to sort on that criteria (points to underlined headers)

- To view a membership application, click on Select next on the row of the application that you want to view.

## Applications Sub-Menu Search, cont'd

7. The Application Entry screen will appear with most or all fields pre-filled.

Save and Transmit   Reset   Delete   Back to Search

### Application

Application #:

Application Code:

Application Date:

Member ID:

Date Entered:

Ballot Date:

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:

### Member

Member ID:

### Notes

**Enter Enroll Date then click Enroll**

**NOTE:** Only fields that still show in white can be updated.

- To Enroll a new member, enter the Enroll Date, as the date that the membership application was voted on and approved during a membership meeting of the FRU.  
**NOTE:** A membership application cannot be enrolled until it has a status of Accepted.
- Once any update has been completed click on Save and Transmit to send the updated information to MI.  
**NOTE:** If you click on any other Menu Item your changes will not be saved
- If the updates are not correct or do not need to be completed click on either Reset to clear any changes on the membership application or click on Back to Search to search again.



## Instructions:

1. Refer to Table 1 below and then search for the appropriate application.

*Table 1: Applications:*

Applicant Name	Status
Richard Johnson	?
Cynthia Garmin	Accepted
Rose Mathews	?

2. Refer to Table 2 below and then search for and edit the appropriate application.

*Table 2: Applications to Edit:*

Member Name	Status	Approved Vote Date
Bob Jenkins	Accepted	10/12/2021
Joan Smith	Accepted	11/22/2021

---

# Applications Sub-Menu Entry

## When to Use

To enter a membership application, for people wanting to become members of the FRU, that have turned in a physical membership application:

- Only enter a membership application, once the application is filled out completely and correctly.
- All of the signature blocks on the application must be signed including the Former Member Acknowledgment (if necessary for former FRU members), Endorser's Signature (a current member of the FRU) and the Obligation of Membership (found on the back of the physical membership application).
- This is the first stage of membership in the FRU.

**NOTE:** Once a membership application has been entered it may take up to 24 hours for the membership application to be Accepted by MI. The membership application cannot be Enrolled until after it has changed to the Accepted Status in LCL Web.

### To Enter a membership application:

Follow the steps below to Enter a membership application:

1. Float your cursor over the Applications menu item on the Menu Ribbon and then click on the Entry sub-menu



2. Choose an Application Code by clicking on the Application Code dropdown menu and clicking on the appropriate Application Code:
  - a. New – This is a person that has never been a member of the FRU type before (i.e. Lodge, Chapter, or Moose Legion).
  - b. Multimember – For someone that is already a member of the FRU type at a different location and wants to simultaneously join the FRU that they applied to.
  - c. Re-Enroll – For someone that was formerly a member of the FRU type, but went to a status of Expired (6 months to 12 months), Dropped or Terminated for non-payment of member dues.
  - d. Reinstate – This can only be done for a member in a Dropped status that does not want to lose their year count as a member of the FRU and is willing to pay for the missed years of membership dues.
  - e. Transfer In – For a member of an FRU that wishes to move their membership to another FRU of the same type.

## Applications Sub-Menu Entry, cont'd

3. In the Application section of the Application Entry screen, for an Application Code of Multimember, Re-Enroll, Reinstate, or Transfer In, enter the Member ID and click Verify. The member information should auto populate.

### Application Entry

The screenshot shows the 'Application Entry' form with several sections and annotations:

- Buttons:** 'Save and Transmit' (circled in orange), 'Reset', 'Delete', and 'Back to Search'.
- Application Section:** Contains fields for Application Code (dropdown), Application Date (2/9/2022), Member ID, Date Entered (2/9/2022), and checkboxes for Fees Paid, Dues Paid, and Former member acknowledgement Signed. A 'Verify' button is next to the Member ID field. An 'Enroll' button is at the bottom.
- Name Section:** Includes Title, First Name, Middle Name, Last Name, Suffix, and Gender dropdowns.
- Address Section:** Includes Address 1, Address 2, City, State/Prov, Zip, Country, and Birthdate fields.
- Contact Section:** Includes Home Phone, Cell Phone, and Email fields.
- Sponsor Section:** Includes Member ID, Fraternal Unit #, First Name, Last Name, Address, City, State/Prov, Zip, Country, and Home Phone fields. A 'Verify' button is next to the Member ID field.
- Notes Section:** A large empty text area for notes.

Annotations include:

- An orange box pointing to the 'Save and Transmit' button with the text: 'Click Save and Transmit once complete'.
- An orange box pointing to the 'Verify' buttons in the Application and Sponsor sections with the text: 'Complete all WHITE fields and click any blue Verify buttons'.

4. Make sure to fill in all of the white fields on the Application Entry screen, that are not prefilled.

## **Applications Sub-Menu Entry, cont'd**

---

5. In the Sponsor section of the Application Entry screen enter the Sponsor Member ID and click on Verify to auto populate the Sponsor information.
6. Once the Application Entry screen is complete and correct click the Save and Transmit button at the top of the screen.
7. If the information on the Application Entry screen is not correct or you want to start over without saving the current information, click on Reset at the top of the screen to remove the entered information.



## Application Entry

---

### Instructions:

1. Refer to Table 1 below and then enter the appropriate application.

*Table 1: Applications to be Entered:*

Applicant Name	Application Code	Member ID	Address	Phone	Sponsor Name	Sponsor Member ID
Matthew Reason	New		555 W. Main St. Greeley, CO 80634	555-123-4455	Samantha James	155642894
Jennifer Sampson	Re-Enroll	18543276			Sam Peters	16552355
Michael Richardson	Transfer In	12345678			Ralph Winters	9452236
Jane Seymour	New		6555 Lincoln Ave. Cypress, CA 90630	555-867-5309	Kim Jones	19528375
Randell Clark	Multimember	19652894			Stanley Lee	1861825
Michelle Drummer	Re-Enroll	17159621			Violet Rose	16488793

# Applications Sub-Menu Review Online Apps

## When to Use

To review online membership applications, for people wanting to become members of the FRU, that have used the Be A Moose webpage to apply for membership:

- Review the online membership applications and process the applications to send the applications to the next stage of the membership process.
- Try to check for online membership applications for review at least bi-weekly.
- This is the first stage of membership in the FRU.

**NOTE:** Once an online membership application has been reviewed it may take up to 24 hours for the membership application to be Accepted by MI. The membership application cannot be Enrolled until after it has changed to the Accepted Status in LCL Web.

### To Review an online membership application:

Follow the steps below to Enter a membership application:

1. Float your cursor over the Applications menu item on the Menu Ribbon and then click on the Review Online Apps sub-menu

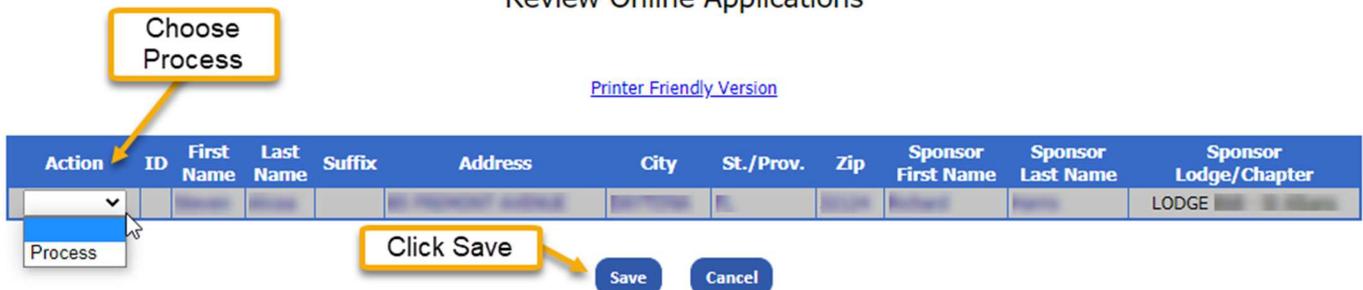


2. The message No applications will appear if there are no new online membership applications.



3. When there are applications listed in the Review Online Application screen, click on the Printer Friendly Version and print the online membership application list.

### Review Online Applications



4. Change the Action dropdown box for each of the online membership applications to Process.

## **Applications Sub-Menu Review Online Apps, cont'd**

---

5. After all of the online member application's Action boxes have been changed to Process, click on Save.
6. If you click on anything other than Save, on the Review Online Applications screen, the online membership applications will not be processed.

**NOTE:** If the online membership applications are not reviewed and processed, they will remain in the Review Online Applications page indefinitely.

**NOTE:** Online membership applications still need to be enrolled after the FRU membership meeting votes to approve the applications.

## 5 – Reports Menu

---

### Objectives

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At the end of this lesson, you will be able to:

- Run the member dues Deposit List report.

### Topics

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The following topics are covered in this lesson:

- Reports Sub-Menu Deposit List

# Reports Sub-Menu Deposit List

## When to Use

To have the documentation to create the centralized dues deposit from MI:

- The Deposit List is the amount that is deposited from MI, to the FRUs as their part of the annual renewal of FRU membership dues.
- The Deposit List Details shows the individual members renewal dues that are a part of each deposit.

**NOTE:** The amount shown for each deposit on the Deposit List should exactly match a deposit on the FRU's bank statement.

## To View and Print the Deposit List and the Deposit List Details:

Follow the steps below to View and Print the Deposit List and the Deposit List Details:

1. Float your cursor over the Reports menu item on the Menu Ribbon and then click on the Deposit List sub-menu



## Reports Sub-Menu Deposit List, cont'd

- If you want to print the Deposit List, click on Printer Friendly Version on the Deposit List screen, and print the first page of the Deposit List for the newest deposits.

Click to see Deposit details

Deposit List

[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 on the appropriate page number to see more deposits.

## Reports Sub-Menu Deposit List, cont'd

1. Click on Select to see the deposit details, next to the corresponding deposit.
  - a. Click on Pinter Friendly Version on the Deposit List Details screen, if you need the Deposit List Details of the specific deposit.

**Deposit List Details**

Click to print

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 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](#)

- b. Click on Return To Deposit List at the bottom of the Deposit List Details Screen to return to the Deposit List screen

## 6 – Forms Menu

---

### Objectives

---

At the end of this lesson, you will be able to:

- Enter an FRU member for an award.

### Topics

---

The following topics are covered in this lesson:

- Forms Sub-Menu Awards

# Forms Sub-Menu Awards

## When to Use

To submit an FRU member for an annual FRU Award:

- Annual FRU Awards are a way to show appreciation, for an outstanding FRU member.
- The physical award certificate will be sent to the appropriate FRU from MI.

**NOTE:** Choosing an annual FRU Award recipient is necessary for the FRU to receive awards.

### To Choose an FRU member for an annual FRU Award:

Follow the steps below to choose an annual FRU member award recipient:

1. Float your cursor over the Forms menu item on the Menu Ribbon and then click on the Awards sub-menu.



2. Click on the dropdown next to the word Award and choose the appropriate Award.

## Awards

Please select the award and the recipient from the lists below.

Award:

Member:

**Click to choose Member**

3. Click on the dropdown next to the word Member to choose the appropriate FRU member.
4. Click on the Save button to save the annual FRU award choice.
5. If you click on any other Menu or the Cancel button the Award will not be saved.

**NOTE:** A list of past winners of awards for the FRU will be listed and once a specific award is chosen from the drop-down list, the past winners of the selected award will be shown.