

Moose International

LCL Web Reference Guide

Chapter

Moose Training
12-16-2020

LCL Web Reference Guide

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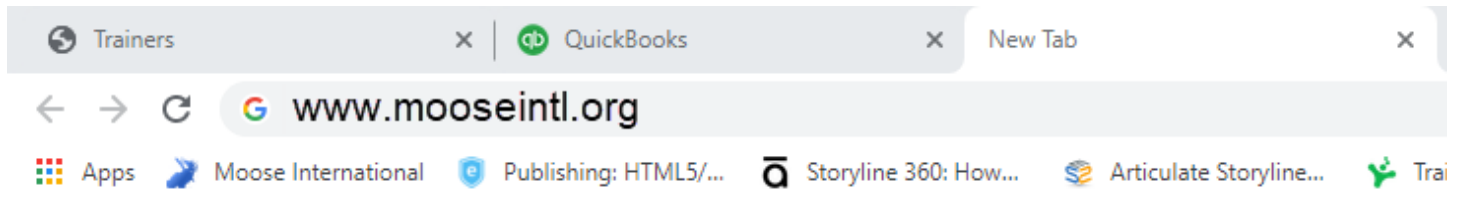
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Welcome to LCL Web

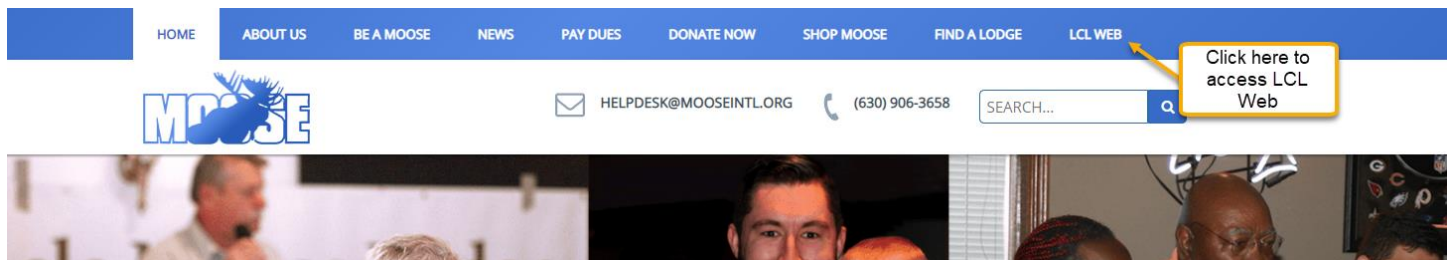
Moose International's Membership and IS Departments are excited to introduce you to our new web-based version of LCL.net. The new and improved program will be used to manage your membership records, process applications and run reports without ever needing to transmit. The data is live, meaning it updates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

Accessing LCL Web

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



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



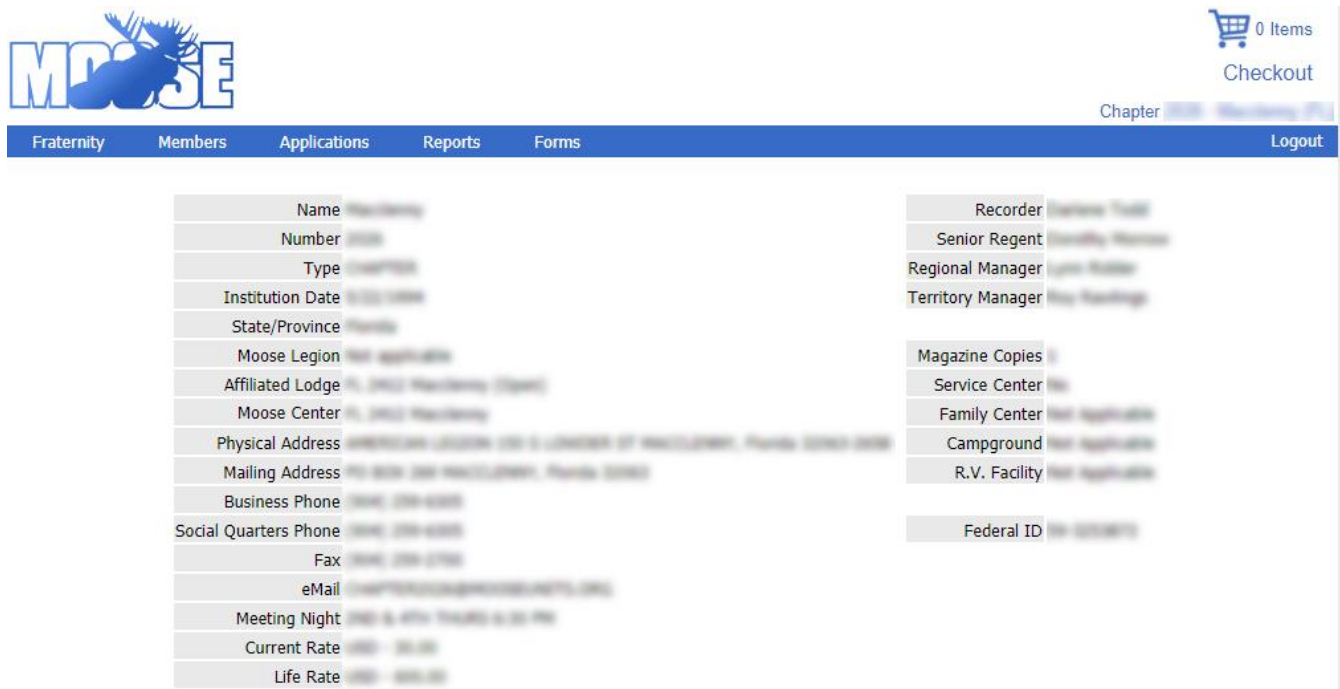
Logging into LCL Web

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 **Note:** Your previous FRU Passcode, that was used to access Admin menu, is no longer valid.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

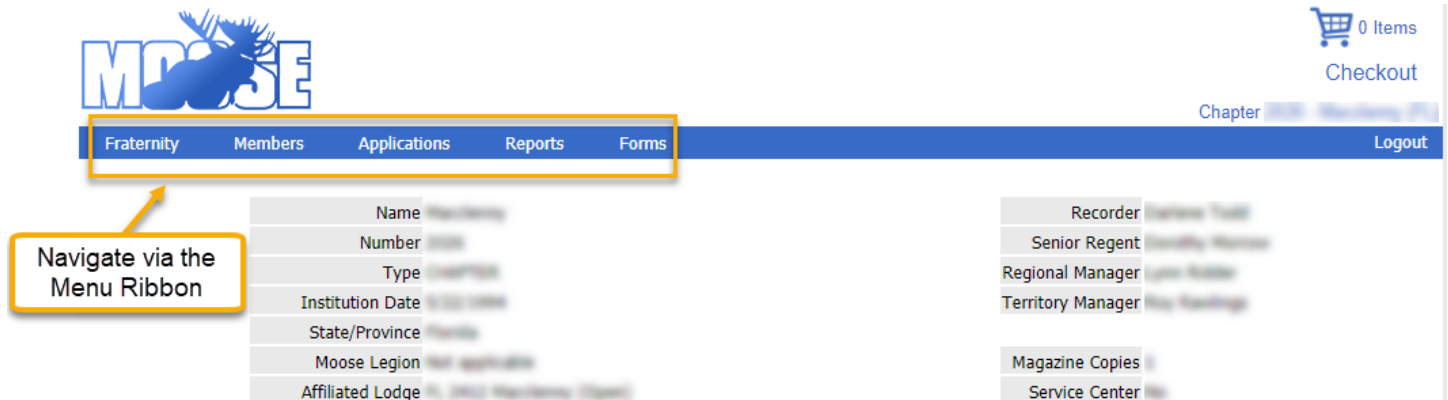
When the LCL Web Sign In box appears, enter your MID in the **Member ID** field, your **Last Name**, select the **Fraternal unit type** from the drop-down menu, enter your **FRU number**, followed by your **Fraternal unit passcode**. Click **Sign In**.

Navigating LCL Web

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

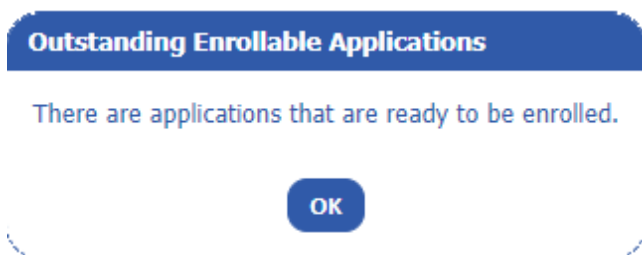


To move throughout LCL Web, use the menu ribbon shown below:



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

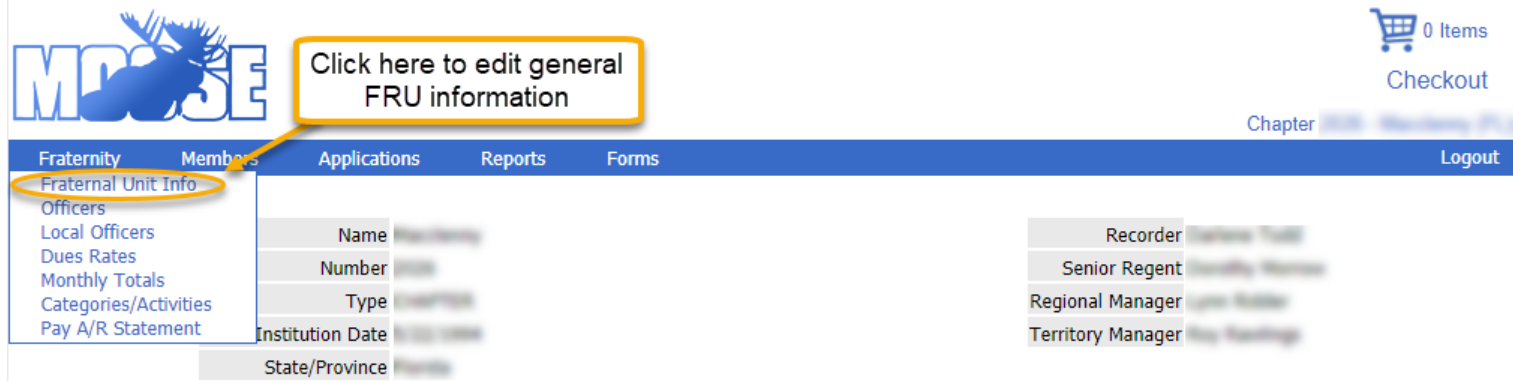
When you have applications that are ready to be enrolled, you will get this reminder:



Click OK to continue with your work.

Fraternity – Fraternal Unit Info

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



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

Fraternal Unit Information

Mailing Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal code:

Country:

Physical Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal code:

Country:

Contact

Business Phone:

Social Qtrs Phone:

Fax:

Meeting Night

Meeting Night:

Once edits are complete, click **Save**

Fraternity - Officers

This feature of LCL Web is used for the entry of new officers and chairman 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

Chapter 1000 Members 1000

Logout

Fraternity Members Applications Reports Forms

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

Name
Number
Type
Institution Date
State/Province

Recorder
Senior Regent
Regional Manager
Territory Manager

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>
Edit	Senior Regent	Thomas, Dorothy Marie	10000000	1000 1000 St. William, N.J. 1000 1000 St. William, N.J. 1000 1000 St. William, N.J.	07/09/2020		Officer
Edit	Junior Regent	Tom, Laura A	10000000	1000 1000 St. William, N.J. 1000 1000 St. William, N.J. 1000 1000 St. William, N.J.	07/09/2020		Officer
Edit	Junior Graduate Regent			1000 1000 St. William, N.J. 1000 1000 St. William, N.J. 1000 1000 St. William, N.J.	07/09/2020		Officer
Edit	Secretary/Treasurer			1000 1000 St. William, N.J. 1000 1000 St. William, N.J. 1000 1000 St. William, N.J.	07/09/2020		Officer
Edit	Recorder	Tom, Laura A	10000000	1000 1000 St. William, N.J. 1000 1000 St. William, N.J. 1000 1000 St. William, N.J.	07/09/2020		Officer
Edit	Junior Graduate Regent (2)	** V A C A N T **					Officer

Click on edit to update, add or edit

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: Junior Graduate Regent

Member:

Member ID:

Start Date: 7/9/2020

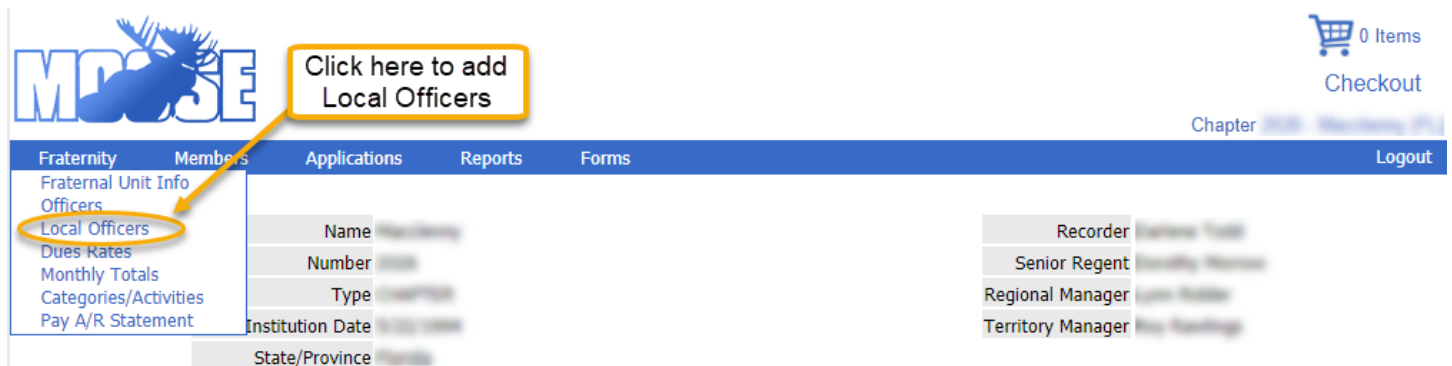
End Date:

Enter data
Click Save

Save Cancel

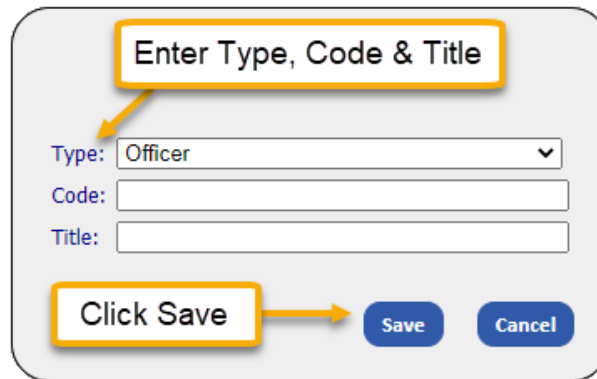
Fraternity – Local Officers

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



The screenshot shows the LCL Web interface with the 'MOOSE' logo in the top left. A shopping cart icon in the top right shows '0 Items' and a 'Checkout' button. Below the logo is a navigation menu with 'Fraternity' selected. A dropdown menu is open under 'Fraternity', with 'Local Officers' circled in orange. A callout box with an arrow points to 'Local Officers' and contains the text 'Click here to add Local Officers'. Other menu items include 'Fraternal Unit Info', 'Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', and 'Pay A/R Statement'. The main content area shows a form with fields for 'Name', 'Number', 'Type', 'Institution Date', and 'State/Province'. On the right, there are roles listed: 'Recorder', 'Senior Regent', 'Regional Manager', and 'Territory Manager'.

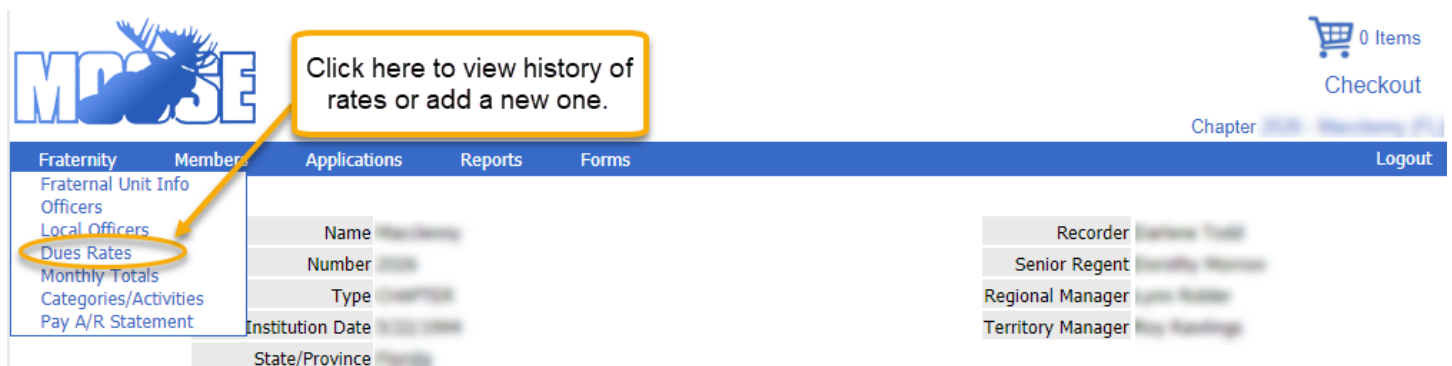
Click on **Add New Office** to enter the Chairman and Officers. Enter the *Code* (something that is memorable to you) and give the Committee a *Title*, i.e. Lodge Moose Legion Committee. The Code and Title can be the same thing.



The screenshot shows a form titled 'Enter Type, Code & Title'. It has three input fields: 'Type' with a dropdown menu showing 'Officer', 'Code', and 'Title'. 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'. Another callout box with an arrow points to the 'Save' button and contains the text 'Enter Type, Code & Title'.

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 LCL Web interface with the 'MOOSE' logo in the top left. A shopping cart icon in the top right shows '0 Items' and a 'Checkout' button. Below the logo is a navigation menu with 'Fraternity' selected. A dropdown menu is open under 'Fraternity', with 'Dues Rates' circled in orange. A callout box with an arrow points to 'Dues Rates' and contains the text 'Click here to view history of rates or add a new one.' Other menu items include 'Fraternal Unit Info', 'Officers', 'Local Officers', 'Monthly Totals', 'Categories/Activities', and 'Pay A/R Statement'. The main content area shows a form with fields for 'Name', 'Number', 'Type', 'Institution Date', and 'State/Province'. On the right, there are roles listed: 'Recorder', 'Senior Regent', 'Regional Manager', and 'Territory Manager'.

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

Start Date: 2/1/2021

Moose Intl. Amount: 22.00

Fraternal Unit Amount: 8.00

Total Amount: 30.00

Enter total dues here. Click Save

Save Cancel

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.

MOOSE

Click here to see Membership Totals.

Fraternity Member Applications Reports Forms

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

Name Number Type Institution Date State/Province

Recorder Senior Regent Regional Manager Territory Manager

0 Items Checkout

Chapter Logout

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

Monthly Membership Totals

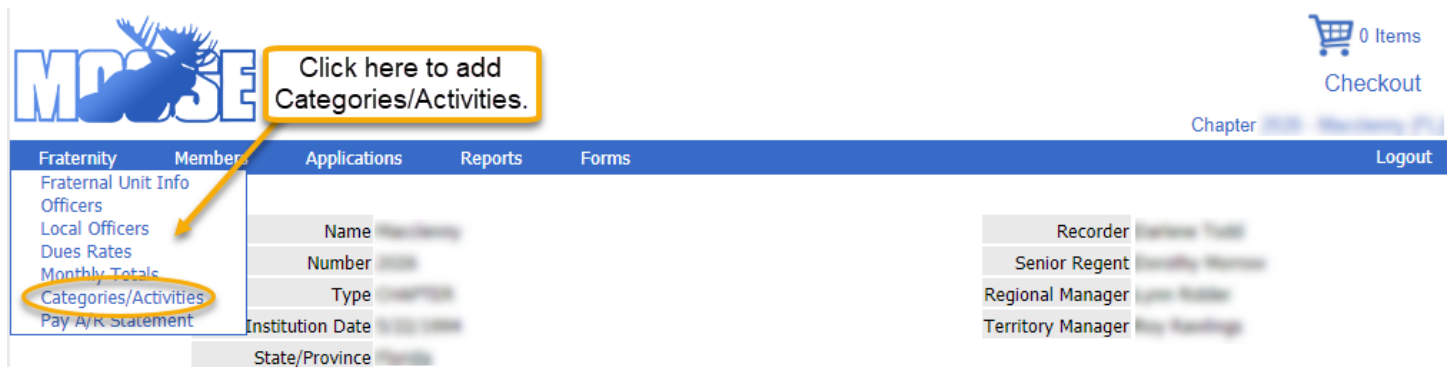
Fiscal Year: 2020

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.



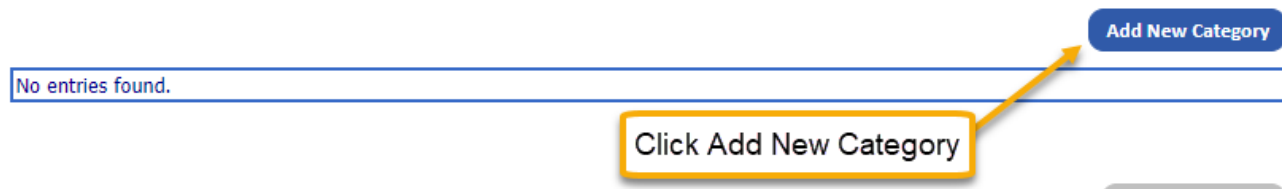
Note: No entries will be found upon first going live in LCL Web. Any activities entered on membership records in LCL.net do NOT transfer to LCL Web. The categories and activities will need to be re-entered and then added to member records where appropriate. Run a report of your LCL.net activities for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



Click on Add New Category to enter a category.



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

**Enter Category and Description
Click Save**

Category:

Description:

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

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

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

Add New Category

Add New Activity

No entries found.

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

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

Enter Activity Click Save

Activity:

Save **Cancel**

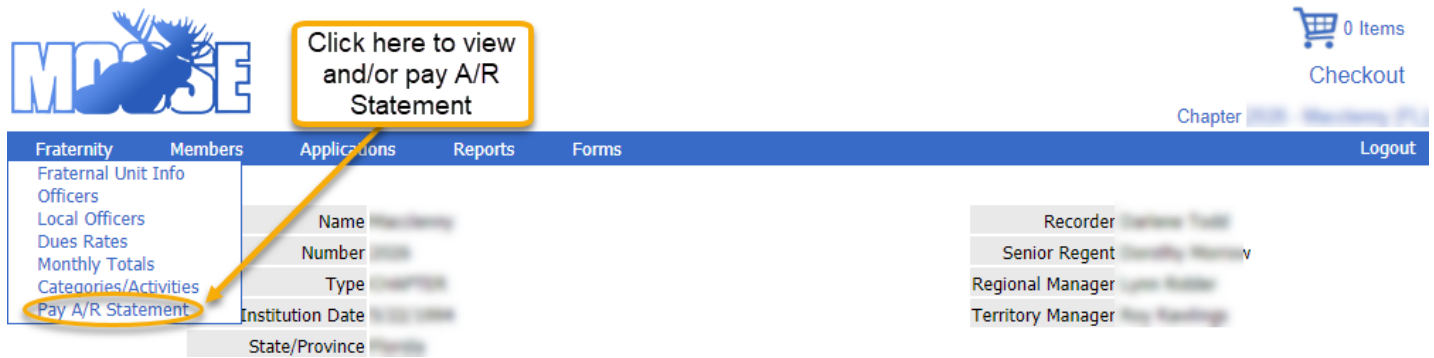
Add New Activity

No entries found.

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

Fraternity – Pay A/R Statement

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



The 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

View balance due
Enter payment amount
Add notes (optional)
Click Add to Cart

Payment Amount: \$ (US Dollars)

Payment Notes (optional)

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

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



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

Shopping Cart

Please note that all amounts are in US Dollars.

Verify payment amount
Click here

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

Remove All Items from Cart
Proceed To Checkout

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

Payment Information

Please note that all amounts are in US Dollars.

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

Choose Credit Card or Checking Account
Click Continue

Name:

Address 1:

Address 2:

City:

State: (US & Canada)

ZIP Code:

Country:

Payment Type:

Select
Credit Card
 Checking Account

Clear Fields
Cancel Payment
Continue

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

Members – Member Search

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

Click here

 0 Items
[Checkout](#)
 Chapter 2024 - 2025
[Logout](#)

Fraternity
Members
Applications
Reports
Forms

Member Search
New Member Promo
Pay Dues

Number
Recorder
Senior Regent

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.

Enter MID
Click Search

Member ID:

Last Name:

Status:

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

Member ID:

Last Name:

Status:

Click Select to view Membership Details

Record Count: 1

ID	Name	Home Address	Phone	Enroll Date	Status	Dues Exp.
Select					Active	12/31/2020

TIP: A complete list of membership can be seen by leaving *Member ID* and *Last Name* blank. Choose the appropriate status and click **Search**.

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.

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

Member ID:

Last Name:

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.

Click to see or edit Member record

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

MembershipFamilyActivities

SaveResetBack to Search

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

Member Information

Member ID:

FRU Number:

FRU Name:

Dues have been paid through 12/31/2020.

[Printer Friendly Version](#)

Name

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Membership

Membership Status:

Individual Status:

No Mail:

Do Not Solicit:

Moosehaven Res.:

Moose Rider:

Valued Veteran:

New! Click to identify a Valued Veteran

Primary Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

Bad Address:

Secondary Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

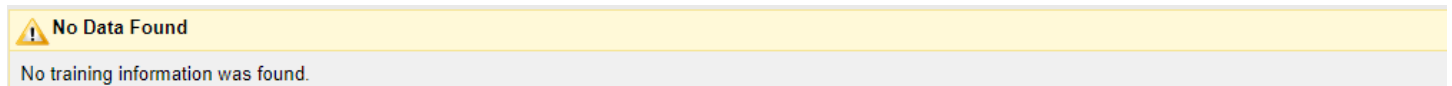
Bad Address:

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

Contact Home Phone: <input type="text"/> Cell Phone: <input type="text"/> Fax: (###) ###-#### <input type="text"/> Email: <input type="text"/>	Dates Birth Date: <input type="text"/> Death Date: <input type="text"/> Enrollment: <input type="text" value="09/26/2020"/> Dues Expiration: <input type="text" value="09/30/2021"/> Card Processed: <input type="text" value="09/28/2020"/> AOF: <input type="text"/> Past Regent: <input type="text"/> College: <input type="text"/> Star Recorder: <input type="text"/> Status Changed: <input type="text" value="09/26/2020"/> Last Changed: <input type="text" value="11/10/2013"/>
Life Member Life Member Date: <input type="text"/> Life Member Type: <input type="text"/>	
Sponsor Sponsor Name: <input type="text"/> WID: <input type="text"/> Chapter Number: <input type="text"/>	Sponsor History Current Campaign: <input type="text" value="0"/> Past Campaign: <input type="text" value="0"/> Lifetime: <input type="text" value="0"/> Show Sponsor History
Officer History Show Officer History	Training History Show Training History
Payments Show Payments	Memberships Show Memberships

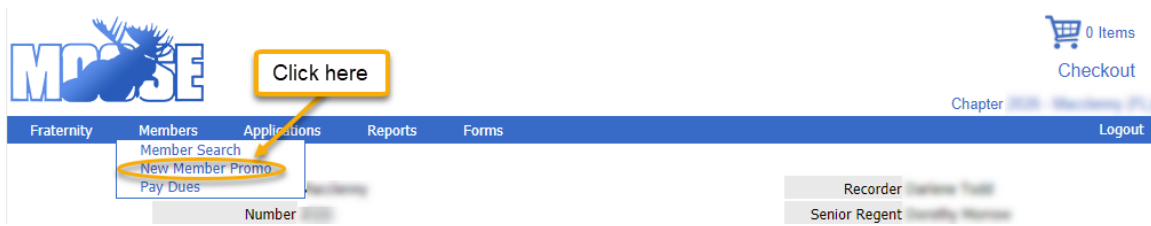
Click to see desired report

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



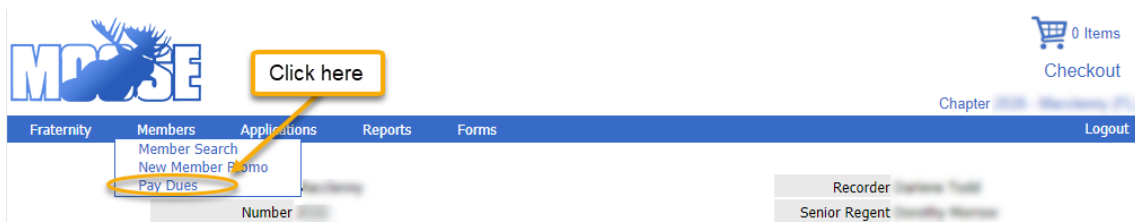
Members – New Member Promo

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



Members – Pay Dues

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



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

If more than 15 members are selected you will get the following error message:

Pay Dues Error

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

Pay Dues

Please note that all amounts are in US Dollars.

Please select a maximum of 15 coupons per payment.

Total number of Coupons: 402

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

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

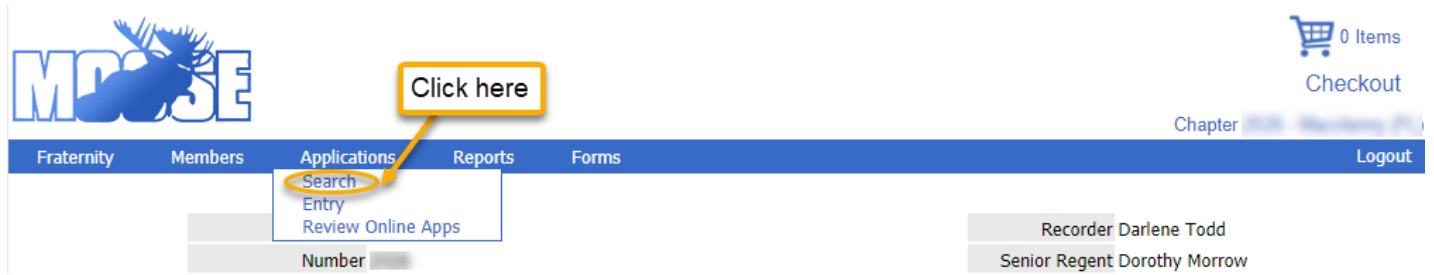
Member ID	Name	Item	Dues Exp	Payment Period	Amount (US dollars)
		Dues	02/29/2020	3/1/2020 through 2/28/2021	\$60.00
		Dues	03/31/2020	4/1/2020 through 3/31/2021	\$60.00
		Dues	01/31/2020	2/1/2020 through 1/31/2021	\$60.00
Total:					\$180.00

OR Click to cancel

Click the *Print Receipt* button for your records.

Applications – Search

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



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

Application Search

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

Search on MID,
Last Name or Status
Click Search

Member ID:

Last Name:

Status:

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

Application Search

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

Member ID:

Last Name:

Status:

Click on any underlined column header to sort on that criteria

Record Count: 3243

Click to view application

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

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

[Save and Transmit](#) [Reset](#) [Delete](#) [Back to Search](#)

Application

Application #:

Application Code:

Application Date:

Member ID: [Verify](#)

Date Entered:

Ballot Date:

Fees Paid:

Dues Paid:

Former member acknowledgement Signed:

Enroll Date: [Enroll](#)

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:

Application

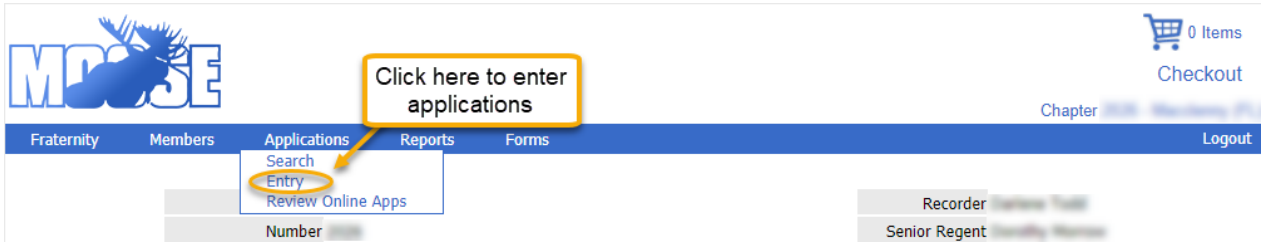
Member ID: [Verify](#)

Notes

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

Applications – Entry

Enter membership applications by clicking on Applications>Entry.



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

Application Entry

Save and Transmit Reset Delete Back to Search

Click Save and Transmit once complete

Click here to enter applications

Application

Application Code: **New**

Application Date: 11/1/2020

Member ID: **Verify**

Date Entered: 11/1/2020

Ballot Date:

Fees Paid:

Dues Paid:

Former member acknowledgement Signed:

Enroll Date: **Enroll**

Name

Title: **Ms.**

First Name: **May**

Middle Name:

Last Name: **Jones**

Suffix:

Address

Address 1: **555 W Main**

Address 2:

City: **St. Charles**

State/Prov: **Illinois**

Zip: **60174**

Country: **United States**

Birthdate: **01/01/1991**

Contact

Home Phone:

Cell Phone:

Email: **mjones@iu.edu**

Sponsor

Member ID: **Verify**

Fraternal Unit #: **3001**

First Name: **Maureen**

Last Name: **Powelson**

Address:

City:

State/Prov: **IL**

Zip:

Country: **US**

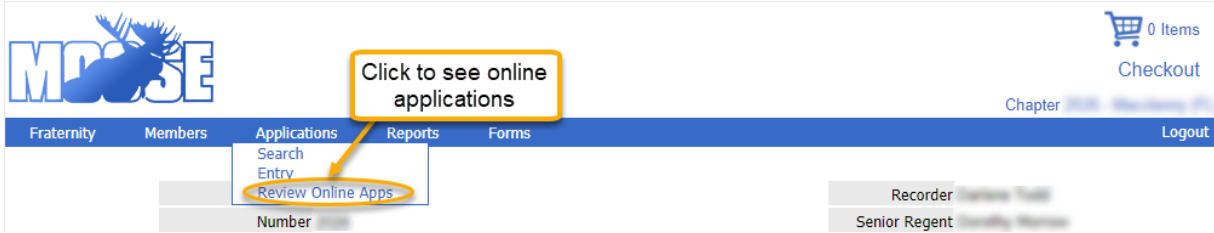
Home Phone:

Notes

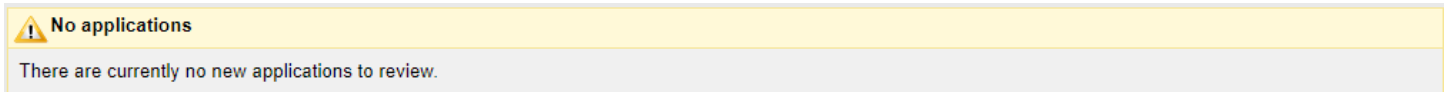
Complete all white fields and click any blue Verify buttons

Applications – Review Online Apps

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

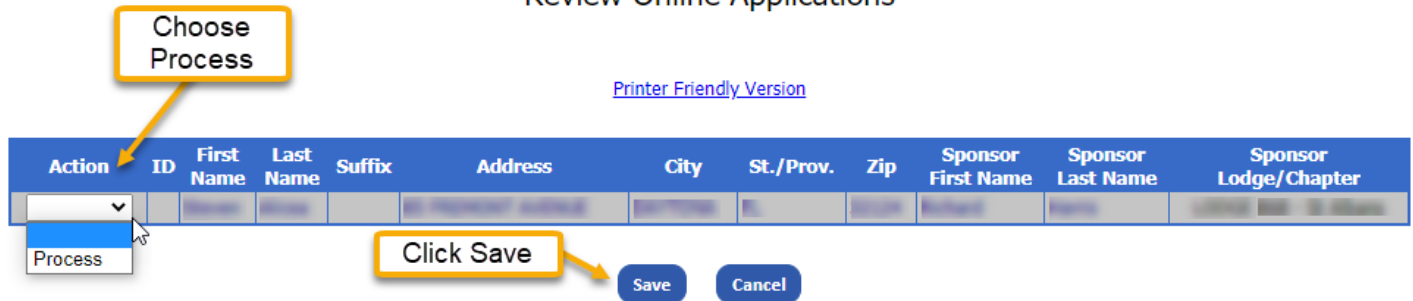


When your unit does not have any online applications to review, the following message will appear.



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

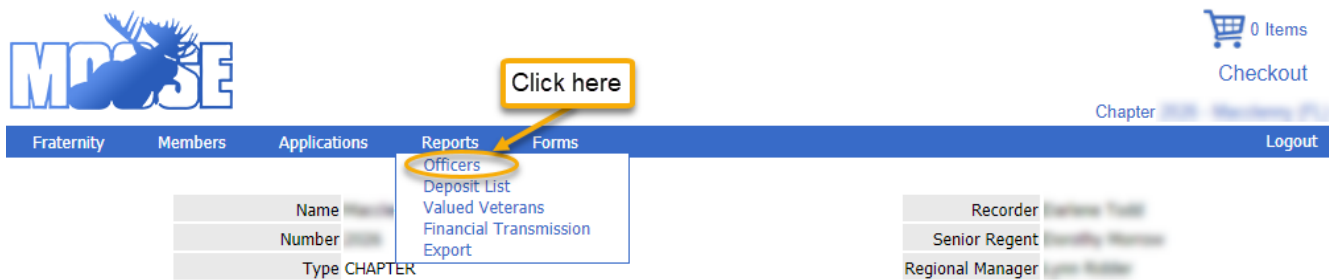


Reports

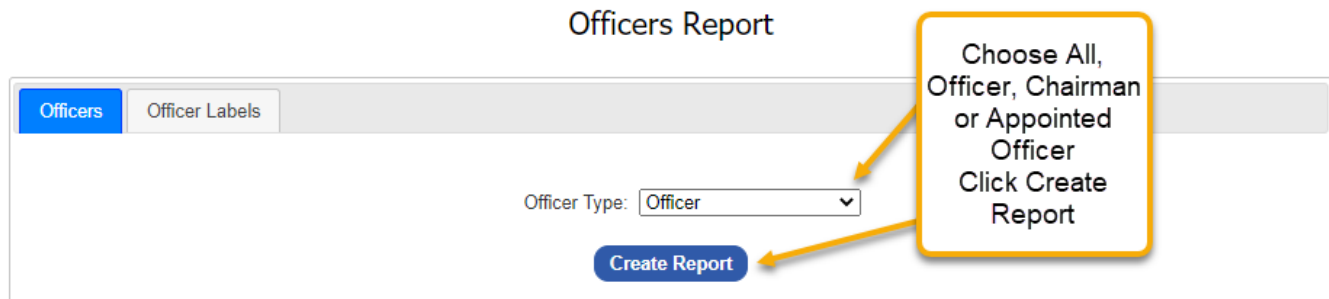
From Reports, run officer, chairmen, and appointed officer reports; create labels sorted by name or zipcode; see the most recent deposit history from Moose Intl.; identify which of your members are Valued Veterans; see a history of your unit's financial transmissions; and export reports.

Reports – Officers

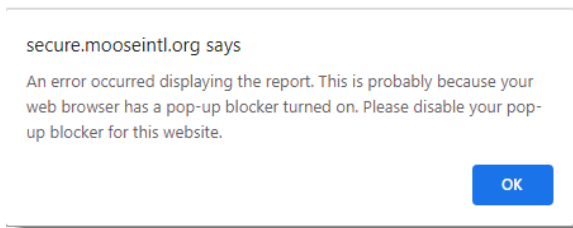
Run reports of current year officers, appointed officers, chairmen. Labels, of various sizes, for these groups can also be produced through this menu item. Additionally, there is an option to create zip code counts. Click on Reports>Officers.



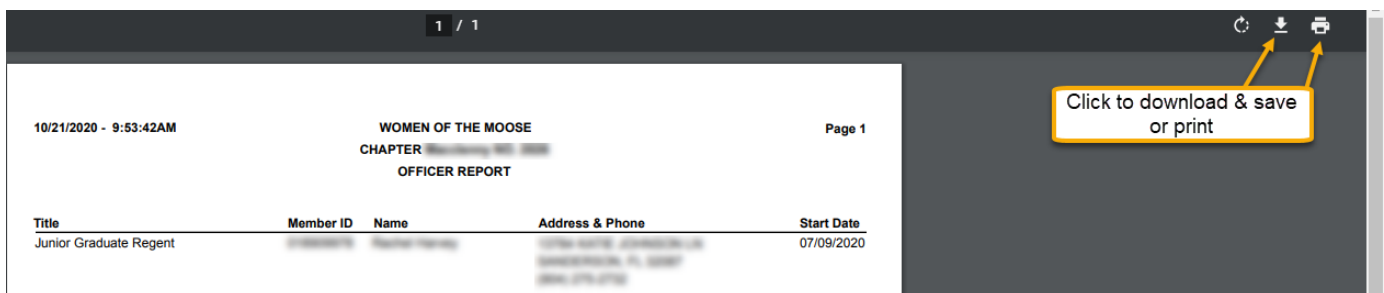
Choose *All*, *Officers*, *Chairman* or *Appointed Officers* from the **Officer Type** drop-down menu. Click **Create Report**.



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.

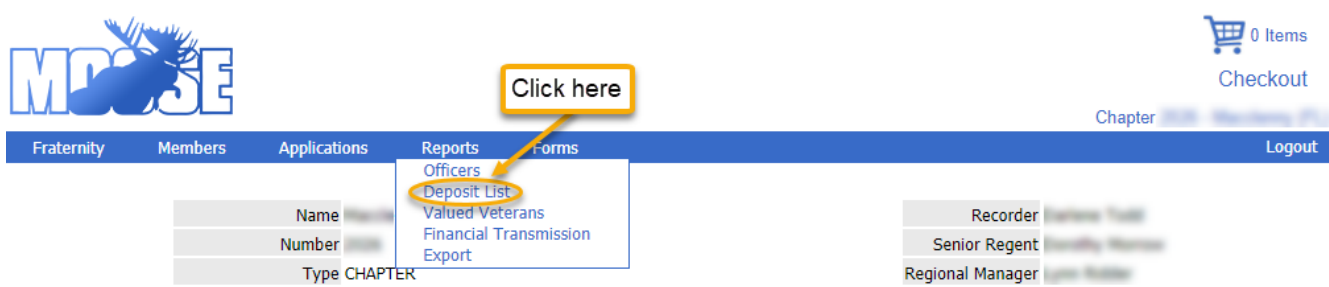
Create labels by clicking the *Officer Labels* tab. Click on the *Officer Type* drop down menu to choose the group for which you wish to create labels. You may choose from *All*, *Officer*, *Chairman* or *Appointed Officer* just as with the report feature. Labels may be sorted by *Name* or *Zip Code*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

[Printer Friendly Version](#)

Click to see Deposit details

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

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

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

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

Click to print [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](#)
 Chapter 100 [Membership ID](#)
[Logout](#)

Fraternity
Members
Applications
Reports
Forms

Name	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Number	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Type	CHAPTER				

Recorder	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Senior Regent	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Regional Manager	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

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

Valued Veterans

Choose Status → Status: Active

Print → [Printer Friendly Version](#)

Sort on any underlined column heading

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

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

Reports – Financial Transmissions

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

MOOSE

0 Items
Checkout

Chapter 1000 - Moose Valley

Fraternity Members Applications Reports Forms Logout

Click here →

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

Name: [Redacted]
Number: [Redacted]
Type: CHAPTER

Recorder: [Redacted]
Senior Regent: [Redacted]
Regional Manager: [Redacted]

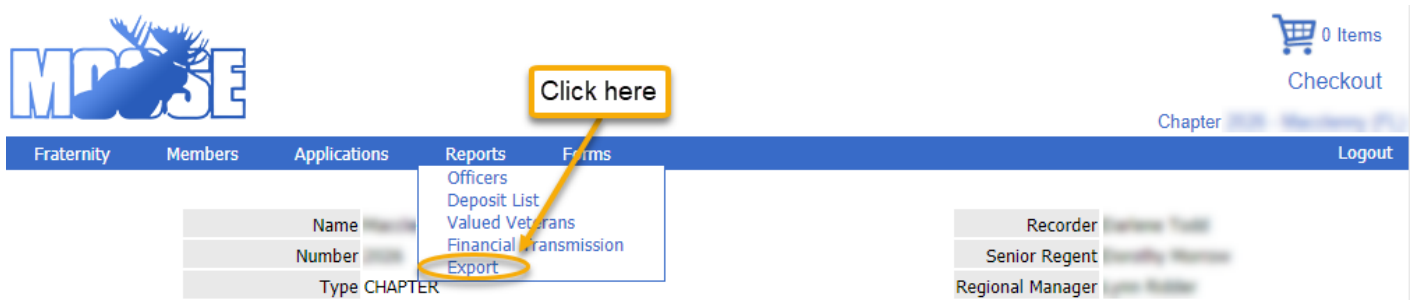
A history dating back two Moose Fiscal Years will be displayed.

Monthly Financial Transmission

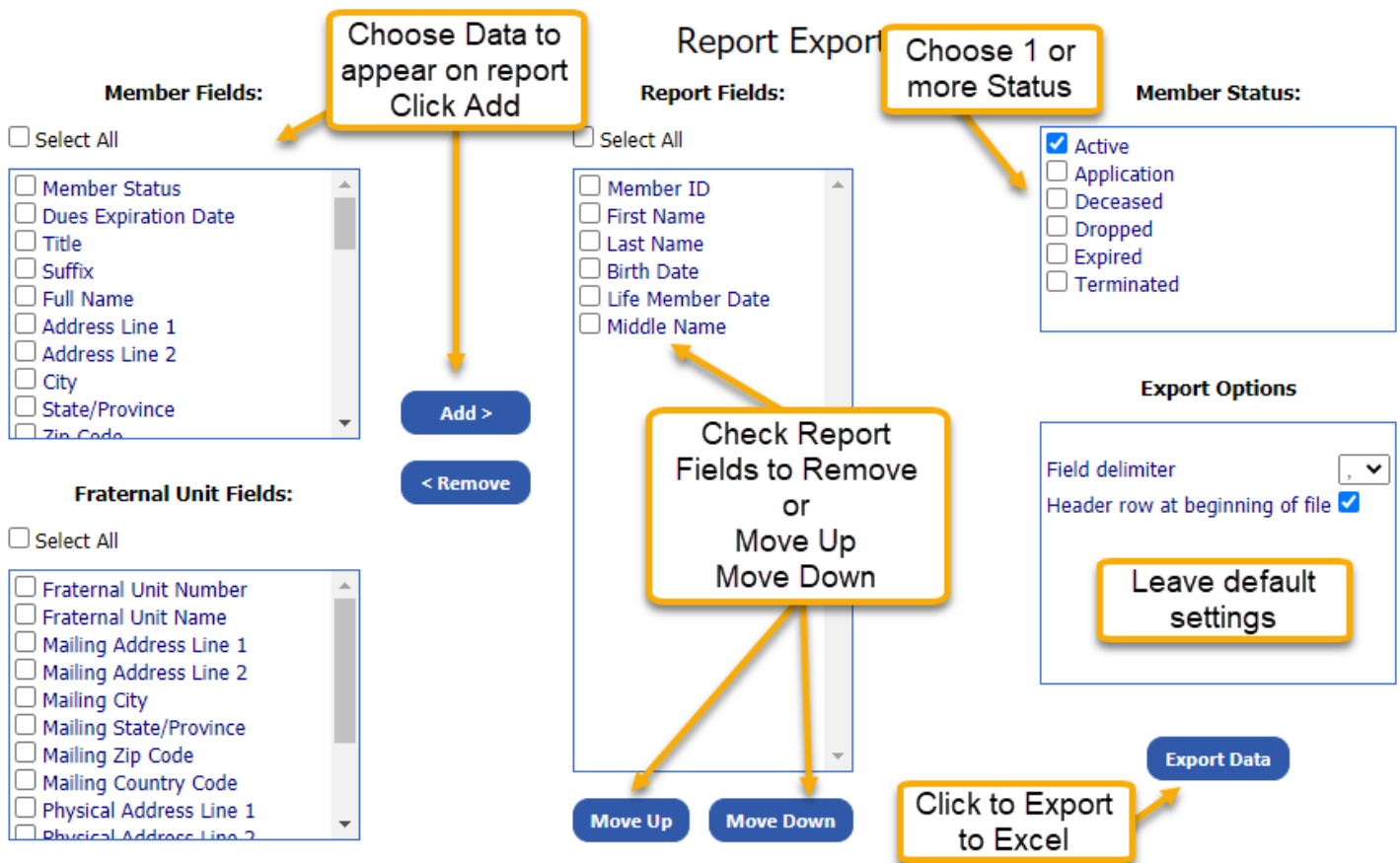
Month	Transmit Date
September 2020	10/01/2020
August 2020	09/01/2020
July 2020	08/01/2020
June 2020	07/01/2020
May 2020	06/01/2020
April 2020	05/01/2020
March 2020	04/02/2020
February 2020	03/01/2020
January 2020	02/01/2020
December 2019	01/01/2020
November 2019	12/01/2019
October 2019	11/01/2019
September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

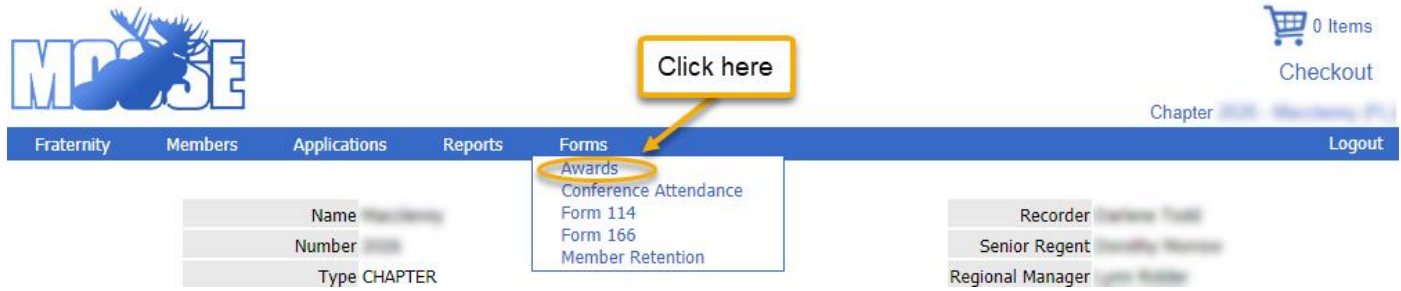
<https://support.microsoft.com/en-us/office/sort-data-in-a-range-or-table-62d0b95d-2a90-4610-a6ae-2e545c4a4654>

Forms

The options found under the Forms drop down menu allow your unit to view, and/or create and submit required forms to Moose International. The following WOTM forms are available through the *Forms* drop down menu : *Awards – Co-Worker of the Year*; *Conference Attendance* (view only); *Form 114* (view only); *Form 166*; and *Member Retention*.

Forms – Awards

Click on Forms>Awards.



This section of LCL Web is where recorders are to enter the recipient for their chapter **Co-Worker of the Year** award to Moose International. To enter your chapter's **Co-Worker of the Year** nominee: Select the current year Co-Worker of the Year from the *Award* drop down menu. Select the recipient from the *Member* drop down menu. Click *Save* to submit your Co-Worker 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: ▼

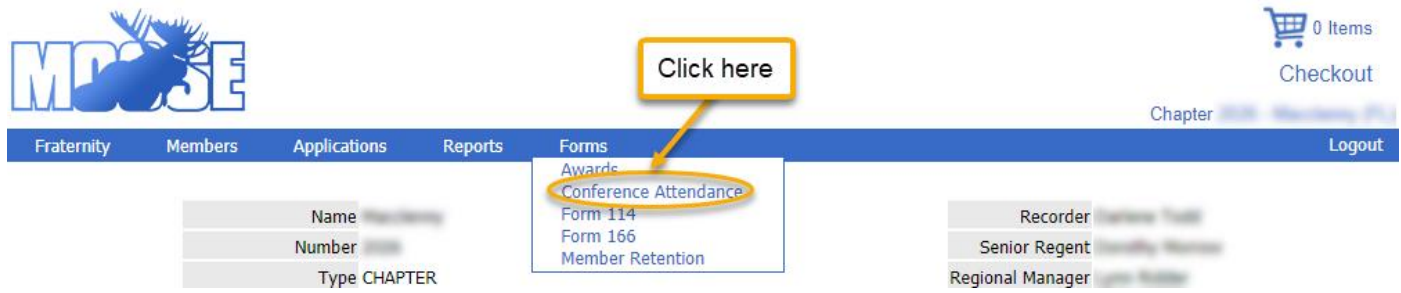
Member: ▼

Click to choose Member

Forms – Conference Attendance

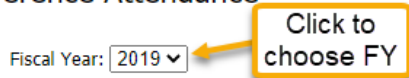
The dates that the chapter attendance was recorded for both the Midyear and Annual Conference can be viewed.

Click on Forms>Conference Attendance



Click the down arrow next to **Fiscal Year** for the year you wish to see – back to 2010.

Conference Attendance

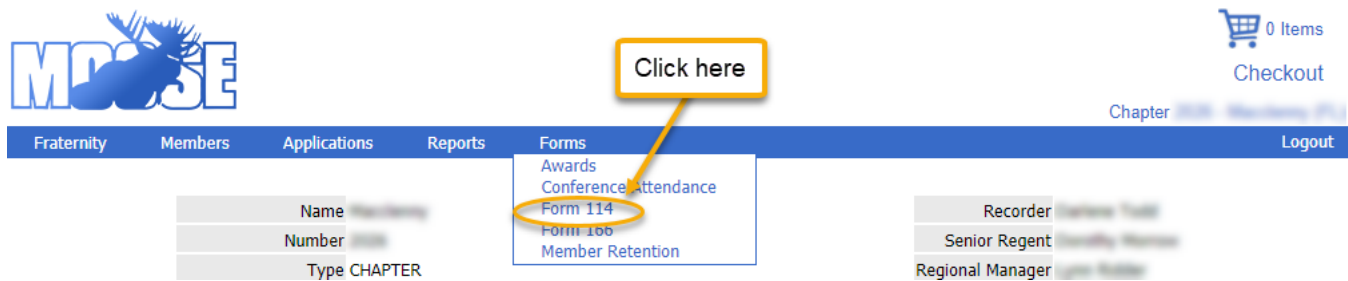


Form	Received Date
Midyear Conference Attendance	03/31/2020
Annual Conference Attendance	09/18/2019

Forms – Form 114

It is the responsibility of the Senior Regent to send the Chapter’s Form 114 and proper checks immediately following the second meeting of the month. The dates each of the thirteen monthly 114 reports were received by Moose International can be viewed in LCL Web.

Click on Forms>Forms 114



Previous fiscal years can also be viewed by clicking the down arrow next to **Fiscal Year**.

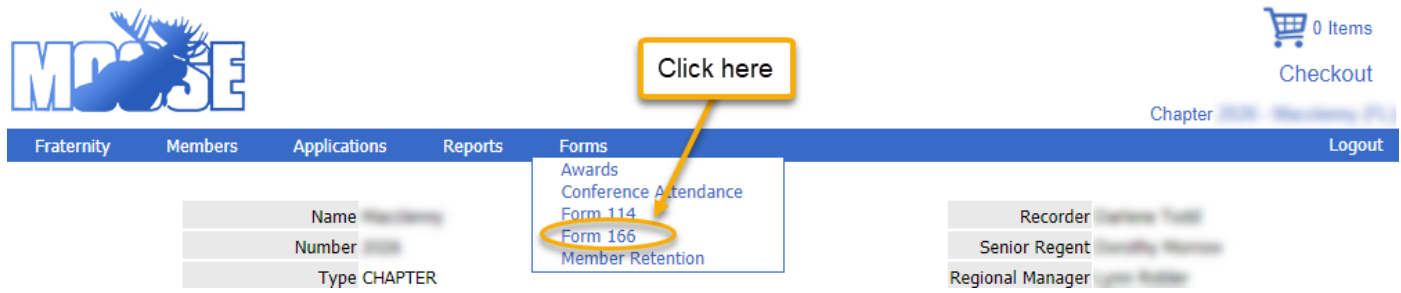


Form	Received Date	Check(s) Accepted
114 - Membership/Retention (May)	6/9/2020	Yes
114 - Community Service (June)	7/7/2020	Yes
114 - Activities/Sports (July)	8/6/2020	Yes
114 - Mooseheart/Moosehaven (August)	9/15/2020	Yes
114 - Higher Degrees - S.R. (September)	10/13/2020	Yes
114 - Mooseheart/Moosehaven (October)		
114 - Higher Degrees - C.R. (November)		
114 - Community Service (December)		
114 - Activities/Sports (January)		
114 - Mooseheart/Moosehaven (February)		
114 - Membership/Retention (March)		
114 - Higher Degrees - A.F. (April)		
114 - Green Cap/Ways and Means		

Forms – Form 166

Completion of Form 166 via LCL Web is a requirement for all chapters regardless of money raised.

Click Forms>Form 166



From this screen you may choose the appropriate **Fiscal Year** by clicking on the down arrow next to the field. Reports may be viewed, by clicking *View* or completed by clicking *Create* to the right of the appropriate monthly report.

Form 166

Fiscal Year:

Only forms created via this website can be updated.
Forms created via this website should NOT be mailed to Moose International.

Form	Received Date	
166 - Membership/Retention (May)	6/8/2020	View
166 - Community Service (June)	7/7/2020	View
166 - Activities/Sports (July)	8/13/2020	View
166 - Mooseheart/Moosehaven (August)	9/17/2020	View
166 - Higher Degrees - S.R. (September)	10/14/2020	View
166 - Mooseheart/Moosehaven (October)	11/22/2020	Update
166 - Higher Degrees - C.R. (November)		Create
166 - Community Service (December)		Create
166 - Activities/Sports (January)		Create
166 - Mooseheart/Moosehaven (February)		Create
166 - Membership/Retention (March)		Create
166 - Higher Degrees - A.F. (April)		Create
166 - Green Cap/Ways and Means		Create

A yellow callout box with the text 'Click to view, update or create report' has three arrows pointing to the 'View', 'Update', and 'Create' links in the table.

When completing Form 166, the Committee Name will be auto-filled based upon the report you are working in. Enter the *Chairman's Name*, *Number of Committee meetings held*, and the *Committee Fund-Raising Project*. When an event was held and funds were raised, please enter the details including: *Starting date of the event*, *Ending date of the event*, *Place held*, *Number of Committee members present at Fund-Raising Project*, *Proceeds*, *Expenses*, *Profit* and click **Calculate**. Next, indicate how the proceeds shall be distributed, including the amount. Finally enter the Recorder and Senior Regent Names and Phone Numbers. Click **Save**. Once you have saved, the report is available for updates for the entire Moose Fiscal year. Click Update to make changes, additions or deletions to the report.

Form 166
2020 - 2021 Chapter Year

[Printer Friendly Version](#)

Committee Name:

Chairman's Name:

Number of Committee meetings held:

Committee Fund-Raising Project was:

Starting date of event:

Ending date of event:

Place held:

Number of Committee members present at Fund-Raising Project:

Proceeds: \$

Expenses: \$

Profit: \$

Enter these required fields

Enter all other fields as appropriate

Proceeds will be used for the following Mooseheart, Moosehaven, Chapter or civic projects:	Amount approved:
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

[Show more projects](#)

Enter at least one of these required fields

(At least 1 signature and associated phone number is required)

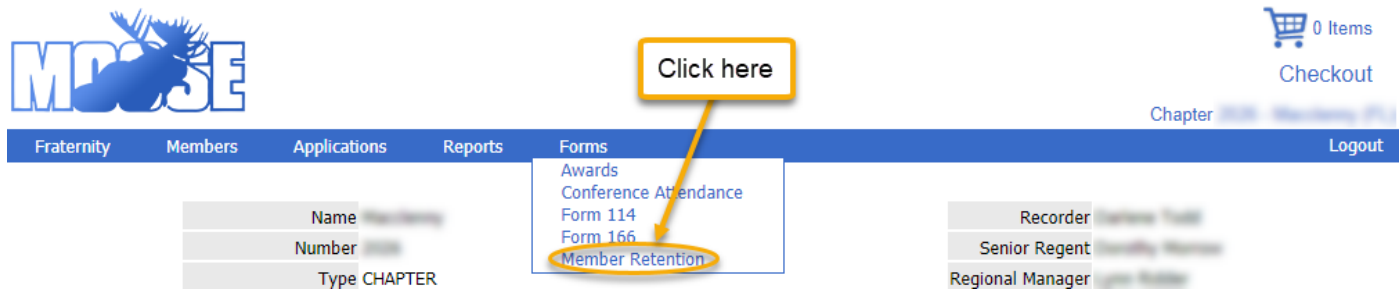
Recorder: Phone #: (10 digits)

Senior Regent: Phone #: (10 digits)

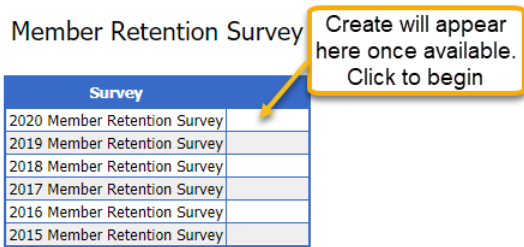
Forms – Member Retention

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**.