Category Special CATEGORIES -   Lodge CATEGORIES

Moose Charities Committee   Financial Review Committee

Membership Committee   Application Review Committee

Heart of the Community Committee   Loss Prevention Committee

Communications Committee   Government Relations Committee

Activities Committee   Moose Legion Committee

Ritual Committee

Category   (*Samples Only*) -   Lodge Activities

Sports   Darts

Sports   Pool

Dancing   Line Dancing

Lodge Assistance   Cleaning

Kitchen Assistance   Cooking

<u>Category COMMITTIES</u>   -   Chapter Committees

Application Review Committee   Financial Assistance Committee

Membership Committee   Fraternal Activities

Mooseheart/Moosehaven Committee   Higher Degrees

Category   (*Samples Only*)   -   Chapter ACTIVITIES

Chapter   Audit

Chapter   Fundraising

Sports   Darts

Sports   Pool

Dancing   Line Dancing

Chapter Assistance   Cleaning

Kitchen Assistance   Cooking

Add Categories/Activities

Women of the Moose - Chapters

It is the responsibility of the incoming Treasurer to assign each coworker of the chapter to one of the four Chapter Development CATEGORIES (Membership, Fraternal Activities, Mooseheart/Moosehaven and Higher Degree). This procedure is being provided to assist in assigning coworkers to these CATEGORIES using LCLWeb. It should be noted that the Senior Regent is assigned to all CATEGORIES.

First year of the implantation of LCLWeb the Categories and Activities did not carry forward. Next paragraph pertains to subsequent years.

Since it may not be known if another user of LCLWeb may have used the **Categories** and **Activities** capabilities in LCLWeb to assign coworkers of the chapter to CATEGORIES, it is recommended that the existing CATEGORIES be deleted. By deleting the existing CATEGORIES all coworkers who may be assigned to these CATEGORIES will no longer have that activity assigned to their record. This is especially important since the Chapter CATEGORIES have changed.
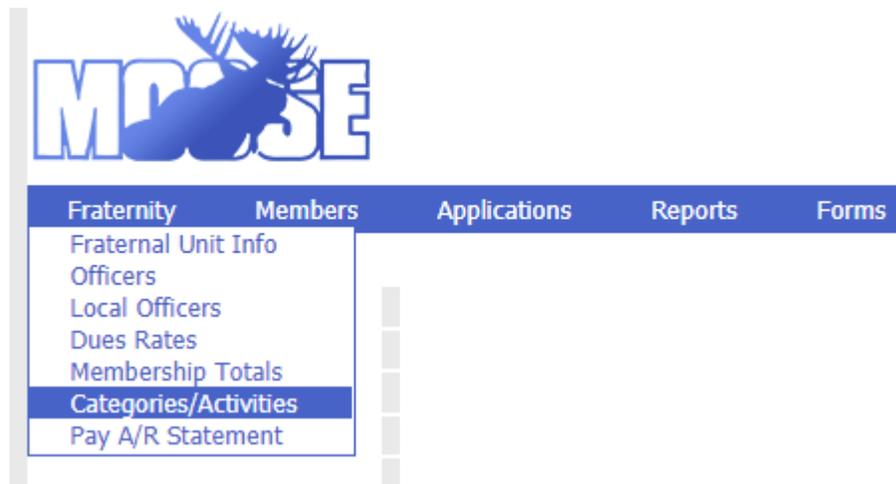
Add Categories/Activities

To delete the existing **CATEGORIES** log into LCLWeb, the **FRU Information** screen should be displayed. Scroll down the page to the **Categories and Activities** section of the screen. There is a category entitled **COMMITTIES**. Click on **ANY CATEGORY** to see the **Activities** that are assigned to that Category. Remove any **CATEGORIES** that are listed with the name of a Chapter Committee (i.e., Membership/Retention, Fraternal Activities, Mooseheart/Moosehaven and Higher Degree) by selecting the **Activity** and clicking the word **Delete**.

Categories and Activities

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

Add New Category

Category	Description		
CHAPTER	AUDIT	Edit	Delete
COMMITTEES	COMMITTEES	Edit	Delete
DUAL OTHER	DUAL OTHER	Edit	Delete
NEWSLETTER	NEWSLETTER	Edit	Delete

NOTE: Do not forget to remove the ones that no longer exist. By removing the committee any coworkers who are assigned to that committee will no longer have that **Activity** assigned. Next add each Chapter Committee to the **Activities** list by clicking the **Add** button. This will cause the **Add Activity** screen to appear.

Enter the Chapter Committee name into the **Activity** field and click **Save**. Complete this step for each Chapter Development Committee until you have each committee established.

Add 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 Categories/Activities 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.

Add Categories/Activities

Click on Add New Category to enter a category.

Add New Category

No entries found.

Click Add New Category

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

Enter Category
and Description
Click Save

Category: Dancing
Description: Noncompetitive

Save   Cancel

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

Add Categories/Activities

Enter Activity, click Save.

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

Add Categories/Activities

Time to add the Committee/Activity to the member Record via the Members Drop Down, then select Member Search:

Fraternity	Members	Applications	Reports	Forms
	Member Search			
	Pay Dues			

This will bring up the Member search Window:

Member Search

Enter the member's ID or last name and status.
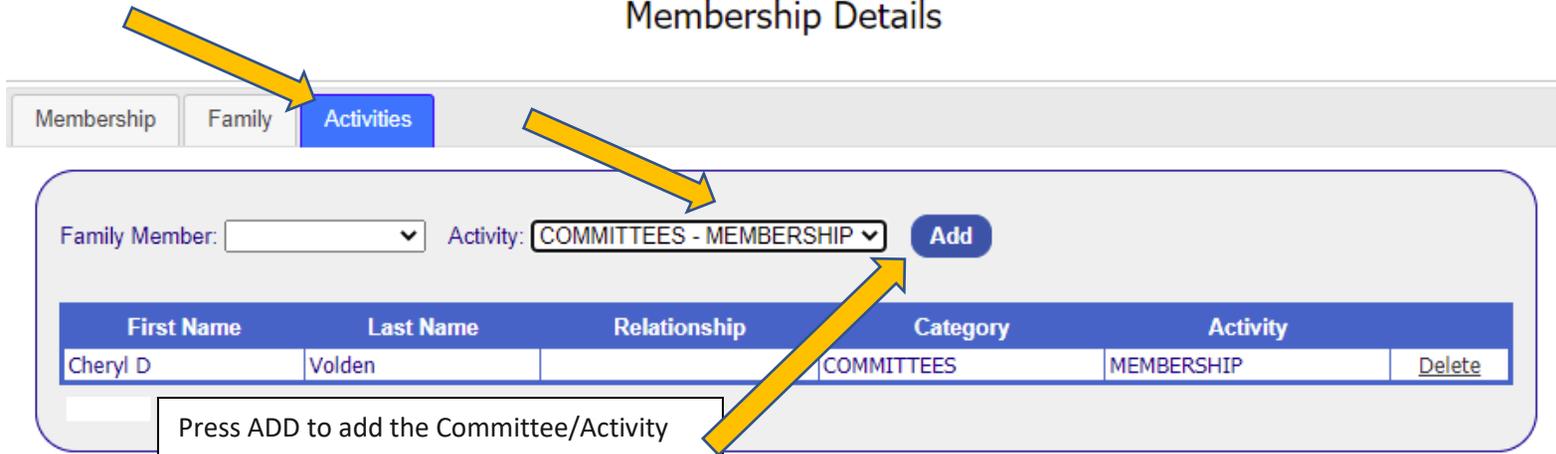
Search by Member ID or Last Name

Chose Status, which in this case should be ACTIVE

Member ID: [ ]

Last Name: [ ]

Status: Active

Search   Reset

Once you have selected the member you would like to add a Committee or Activity to you may now select the Activities TAB:

Membership Details

Membership	Family	Activities

Family Member: [ ] Activity: COMMITTEES - MEMBERSHIP   Add

First Name	Last Name	Relationship	Category	Activity	
Cheryl D	Volden		COMMITTEES	MEMBERSHIP	Delete

Press ADD to add the Committee/Activity

7/19/2022