

Add Categories/Activities

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

Add Categories/Activities

Category COMMITTEES

Application Review Committee

Membership Committee

Mooseheart/Moosehaven Committee

- Chapter Committees

Financial Assistance Committee

Fraternal Activities

Higher Degrees

Category (Samples Only)

Chapter

Chapter

Sports

Sports

Dancing

Chapter Assistance

Kitchen Assistance

- Chapter ACTIVITIES

Audit

Fundraising

Darts

Pool

Line Dancing

Cleaning

Cooking

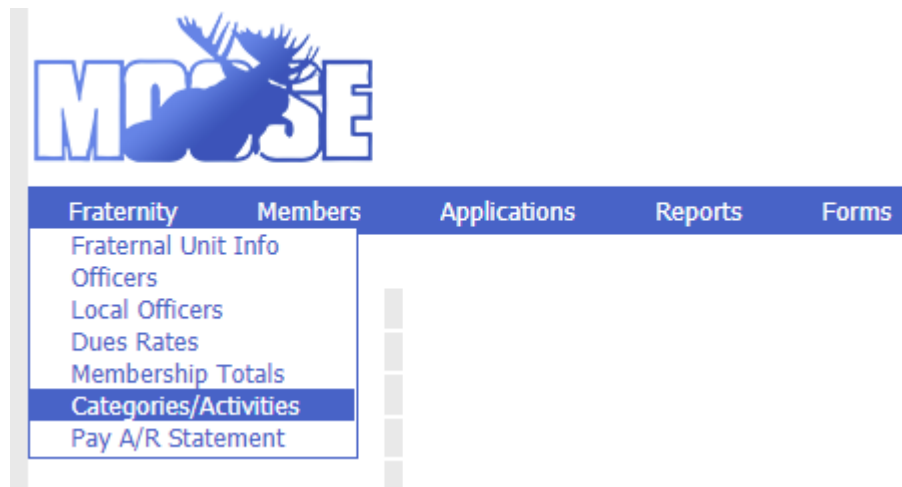
Add Categories/Activities

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 **COMMITTEES**. 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 **C**ategories/Activities to add or view categories and activities that are important or popular to your members and your unit.

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 navigation bar with tabs: 'Fraternity', 'Members', 'Applications', 'Reports', 'Forms', and 'Logout'. A dropdown menu is open under 'Members', listing options: 'Fraternal Unit Info', 'Officers', 'Local Officers', 'Dues Rates', 'Monthly Totals', 'Categories/Activities', 'Pay A/R Statement', and 'Pay Moose Intl. Loan'. The 'Categories/Activities' option is circled in orange. A yellow callout box with a black border and an arrow points to this option, containing the text 'Click here to add Categories/Activities'. To the right of the dropdown menu, there are several fields for user roles: 'Name', 'Number', 'Type', 'Institution Date', and 'State/Province'. Further right, there are fields for 'Administrator', 'Governor', 'Regional Manager', and 'Territory Manager'. The 'Lodge' field is also visible.

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.

Categories and Activities

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Add New Category

No entries found.

Add New Activity

No entries found.

Add Categories/Activities

Click on Add New Category to enter a category.



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

A screenshot of a form for adding a category. The form is enclosed in a light gray rounded rectangle. At the top, there is a yellow callout box with a black border containing the text "Enter Category and Description Click Save". Below this, there are two input fields. The first is labeled "Category:" and contains the text "Dancing". The second is labeled "Description:" and contains the text "Noncompetitive". At the bottom of the form, there are two blue buttons: "Save" and "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

S

Choose Category
Click Add New Activity

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.

Enter Activity
Click Save

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

Add New Activity

Activity:

Save Cancel

No entries found.

Please contact Moose International Member Services department at 606-300-5050.

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:



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

Member ID:

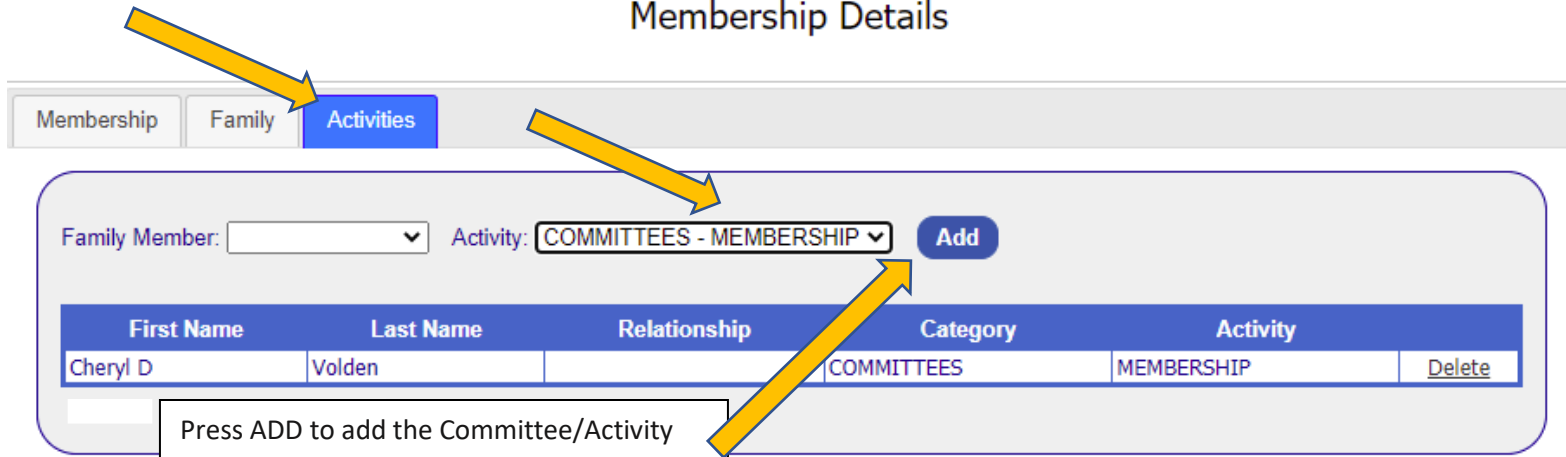
Last Name:

Status:

Chose Status, which in this case should be ACTIVE

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



The screenshot shows the 'Membership Details' page with three tabs: 'Membership', 'Family', and 'Activities'. The 'Activities' tab is selected. Below the tabs, there is a form with 'Family Member:' and 'Activity:' dropdown menus, and an 'Add' button. The 'Activity' dropdown is set to 'COMMITTEES - MEMBERSHIP'. Below the form is a table with columns: First Name, Last Name, Relationship, Category, Activity, and a 'Delete' link. The table contains one row with the following data: Cheryl D, Volden, Relationship, COMMITTEES, MEMBERSHIP, and Delete. A yellow arrow points to the 'Activities' tab, another points to the 'Activity' dropdown menu, and a third points to the 'Add' button. A text box at the bottom says 'Press ADD to add the Committee/Activity'.

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