How to enter Member Orientation Attendance

Steps:

1. Log into LCL Web
2. Enter the Member Orientation / Enrollment Meetings
3. Once entered, reach out to your respective Territory Manager so they can approve it.
   a. Email or Text is preferred contact
4. Once approved, your respective Territory Manager will let you know it has been approved.
5. Log back into LCL Web.
6. Hover over Forms

Forms
Awards
Heart of the Community
Lodge Safety Inspection
Member Orientation/Enrollment Meetings
Member Orientation Attendance
7. Grants
8. Click on Member Orientation Attendance

Orientation Attendance

This form should be used to document the members that attended a Member Orientation ceremony.

Meeting Date: [Select ▾]
Member ID: [   ]   **Save Member**   **Member Search**

No attendees for the selected date

9. Select Meeting date

This form should be used to document the members tha

Meeting Date: Select ⌄
Member ID: Select   **Save Member**

4/12/2025

2/8/2025   No attendees for the s

12/21/2024

10.   Enter each Member's Moose ID # and hit save member.

Meeting Date: 4/12/2025 ⌄
Member ID: [   ]   **Save Member**   N

Member ID	
Delete	19234767	Copp, Kenneth Jr.

11.   If the member does not populate, you can click member
       search and search for the member by last name and click search

Last Name: Copp   **Search**

	ID	Gender	Name
Select	19750958	F	Copp, Danielle Eliz...
Select	19234767	M	Copp, Kenneth Jr.

12.   Then select the members name.