

Instructions for Bringing a Candidate into Your Council

1. Sign them up
 - Regular member: Use a Form 100 or follow the instructions in the “Online Form 100 Video” at the bottom of the page (GK and FS only).
 - Online member: Have you candidate enroll at:
 - English: www.kofc.org/joinus
 - Spanish: <https://www.kofc.org/apps/joinus/es/registration/index.html>

Tip: Remember to give the candidate your member number so you get credit and your council number so the candidate appears in your council's candidates tab.
2. Vote on your council's candidate(s) during a council meeting or by emailing council members.
3. If approved for council membership, your candidate(s) takes the exemplification:
 - Council-held: Schedule and hold the exemplification. Remember to inform your DD and Exemplification Director Karl VanMaren.
 - Online: Send the appropriate link to your candidate(s)
 - English – <https://files.constantcontact.com/716460b3001/9f8a0036-a39b-4288-87ce-dbe26a0a42c1.pdf>
 - Spanish: https://goto.webcasts.com/starthere.jsp?ei=1359906&tp_key=7669ae5c1d&sti=email0904
4. Bring them into your council.
 - Regular Member:
 - Send the Form 100 transferring the member(s) to your council, OR
 - If you have completed the Online Form 100, or follow the instructions in the video. Congratulations, you are done!
 - Online Member: After the candidate takes the degree, the council GK and FS receive an email indicating the candidate's completion of the degree. In Member Management, the GK or FS navigates to the Candidate tab and enters the date the candidate took the degree in the Ceremonial/Process Date field, then click **Process**.

The screenshot shows a web application interface for 'Supporting Applications'. At the top, there are navigation tabs: Membership, Reports, Forms, Publications, Prospect, and Candidate. Below these is a 'Pending Members' section with a search bar and a table. The table has columns for Created Date, Name, Email, Ceremonial/Process Date, and Action. A red circle highlights the 'Ceremonial/Process Date' field for the candidate 'Charles Harris', which contains the placeholder 'MM/DD/YYYY'. A red arrow points to the 'Process' button in the Action column for this candidate.

Created Date	Name	Email	Ceremonial/Process Date	Action
04/08/2020	Charles Harris	Charles@gmail.com	MM/DD/YYYY	Process Delete

- Well done! The candidate is now a member of your council!

Helpful Links

[Online Member Application Walkthrough](#)

[Online Form 100 Video](#)