



# Online Membership Signup Procedures

March 28, 2022

**Jerry Angus**

Training Director - Utah State Council

Presenter:

Andy Airriess, PSD

Online Membership Director - Utah State Council

UTAH KNIGHTS OF COLUMBUS





# Opening Brief and Prayer

**I WOULD LIKE TO  
WELCOME ALL YOU  
WORTHY KNIGHTS FOR  
ATTENDING OUR STATE  
VIRTUAL TRAINING EVENT,  
PLEASE MUTE YOUR VIDEO  
AND AUDIO SINCE THIS  
WILL BE RECORDED AND  
YOU CAN TURN THEM ON  
FOR QUESTIONS AT THE  
END. (PAUSE HERE FOR  
RECORDING TO START.)**





# Agenda

- Why
- Flowsheet
  - General
  - Detail
- Tools
- Questions and Answers





# Why?




- Easy
- Fast
- Immediate
  - No more getting the candidate to a degree
  - No collecting dues





# Flowsheet

- Flowsheet
  - Emails
  - State web site
  - Ask me



### Instructions for Bringing a Candidate into Your Council

1. Sign them up
  - Traditional member: Use a Form 100 or follow the instructions in the "Online Form 100 Video" below.
  - Online member: Have your candidate enroll:
    - English: [kofc.org/joinus](https://www.kofc.org/joinus)
    - Spanish: [kofc.org/unete](https://www.kofc.org/unete)
    - French: [kofc.org/adherer](https://www.kofc.org/adherer)

*Tip: Give the candidate your member number to get credit and your council number so the candidate appears in your council's candidates tab more quickly and provide the promo code "MCGIVNEY2020"*
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 so other councils can send their candidates.
  - Online: Send the appropriate link to your candidate(s)
    - English: <https://www.kofc.org/apps/resources/invitation-en.pdf>
    - Spanish: <https://www.kofc.org/apps/resources/invitation-es.pdf>
    - French: <https://www.kofc.org/apps/resources/invitation-fr.pdf>
4. Bring them into your council.
  - Any member taking a council-held degree:
    - Send the Form 100 transferring the member(s) to your council, OR
    - If you have completed the Online Form 100 or followed the instructions in the video, congratulations, you are done!
  - Any member taking an online degree: After the candidate takes the degree, the council GK and FS receive an email indicating the candidate's completion of the degree. In Officers Online, 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 clicks Process.

Officers Online

Memberships | Reports | Forms | Publications | Programs | Candidates

Pending Members

Candidate Name	Notes	Amount	Ceremonial Process Date	Action
XXXXXX	Check name	Check amount	XXXXXX-XX-XX	<div>Process</div>

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

**Note:** If the member takes the online degree after registering, whether or not they are associated with your council, Supreme sends them a pin and rosary. If the member takes an in-person degree, your council is responsible for supplying the pin and rosary.

**Helpful Links**

[Ceremonial Resources](#)   [Online Member Application Walkthrough](#)   [Online Form 100 Video](#)





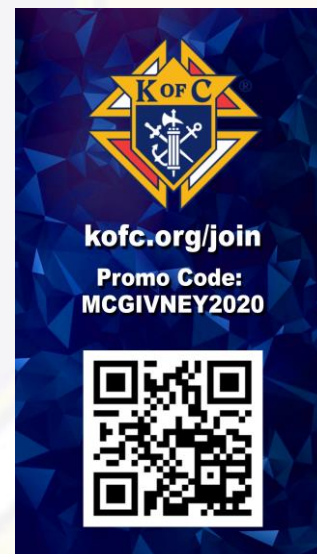
# Signup

## 1. Sign them up

- Traditional member: Use a Form 100 or follow the instructions in the "Online Form 100 Video" below.
- Online member: Have you candidate enroll:
  - English: [kofc.org/joinus](https://kofc.org/joinus)
  - Spanish: [kofc.org/unete](https://kofc.org/unete)
  - French: [kofc.org/adherer](https://kofc.org/adherer)

- Web Site

- Phone is best
- Any Browser
- Ask DD for cards  
English/Spanish
- Council & member #



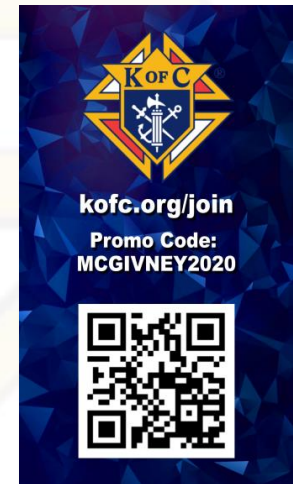




# Signup

Replaces "Always Carry a Form 100"

- Wallet
- Phone image
- Poster
- Gathering space
- New versions coming



UTAH KNIGHTS OF COLUMBUS





# What They See

1. Sign them up
  - Traditional member: Use a Form 100 or follow the instructions in the "Online Form 100 Video" below.
  - Online member: Have you candidate enroll:
    - English: [kofc.org/joinus](http://kofc.org/joinus)
    - Spanish: [kofc.org/unete](http://kofc.org/unete)
    - French: [kofc.org/adherer](http://kofc.org/adherer)

## Pages

1. Name & email
  - Get email to continue
2. Demographic
3. Background







# Vote

2. Vote on your council's candidate(s) during a council meeting or by emailing council members.

- You are in control
  - Know your candidate
  - Council vote
  - Candidate can intro themselves
  - Can be rejected





# Degree

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 so other councils can send their candidates.
- Online: Send the appropriate link to your candidate(s)
  - English: <https://www.kofc.org/apps/resources/invitation-en.pdf>
  - Spanish: <https://www.kofc.org/apps/resources/invitation-es.pdf>
  - French: <https://www.kofc.org/apps/resources/invitation-fr.pdf>

- Recommend Council-held
  - Family attends
  - Find nearby councils
  - You supply pin and Rosary
- If Online
  - Ensure they know council #
  - Supreme supplies pin and Rosary





# Paperwork (In-person)

4. Bring them into your council.

- Any member taking a council-held degree:
  - Send the Form 100 transferring the member(s) to your council, OR
  - If you have completed the Online Form 100 or followed the instructions in the video, congratulations, you are done!

- They are online members until transferred
- Can be transferred back to unassigned or to another council online





# Paperwork (Online)

- Any member taking an online degree: After the candidate takes the degree, the council GK and FS receive an email indicating the candidate's completion of the degree. In Officers Online, 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 clicks Process.

Supporting Applications

Membership Reports Forms Publications Prospect **Candidate**

Pending Members

Search:

Created Date	Name	Email	Ceremonial/ Process Date	Action
6/20/2020	Charles Harn	Charles@gmail.com	MM/DD/YYYY	<div><div>Add</div><div>Process</div><div>Delete</div></div>





# Resources

## Helpful Links

[Ceremonial Resources](#)

[Online Member Application Walkthrough](#)

[Online Form 100 Video](#)



WHO WE ARE

WHAT WE DO

GET INVOLVED

NEWS HUB

To order supplies for ceremonials, please visit [kofc.org/supplies](http://kofc.org/supplies)



EXEMPLIFICATION



ONLINE EXEMPLIFICATION



PROTOCOL



INSTALLATION OF OFFICERS

## EXEMPLIFICATION OF CHARITY, UNITY AND FRATERNITY SCRIPT #10991 AND VIDEO

Download and use this script to conduct the Exemplification of Charity, Unity and Fraternity. Grand Knights and Financial Secretaries can purchase hard copy scripts through [Supplies Online](#). While we prefer that the ceremony be performed live, it is acceptable to have candidates participate in the ceremony using the pre-recorded video.

If your question is not answered in the FAQ document, please feel free to email your question to [ceremonials@kofc.org](mailto:ceremonials@kofc.org).

DOWNLOAD

WATCH & DOWNLOAD

FAQ'S

# UTAH KNIGHTS OF COLUMBUS





# Resources

## Helpful Links

[Ceremonial Resources](#)

[Online Member Application Walkthrough](#)

[Online Form 100 Video](#)

## CANDIDATE INVITATION TO ON-DEMAND EXEMPLIFICATION

The On-Demand ceremony can be accessed by candidates online 24 hours a day. Before inviting a candidate to participate in the On-Demand ceremony, make sure your council has completed their standard admissions process and has collected the information needed for his form 100. Councils must file a Form 100 for all candidates who complete an online exemplification.

ENGLISH INVITATION

SPANISH INVITATION

FRENCH INVITATION

UTAH KNIGHTS OF COLUMBUS







# Resources

## Helpful Links

[Ceremonial Resources](#)

[Online Member Application Walkthrough](#)

[Online Form 100 Video](#)

## GUIDELINES FOR VIRTUAL & IN-PERSON EXEMPLIFICATION

Download the guidelines to help you host your own virtual Exemplification of Charity, Unity and Fraternity. Review the best practices for hosting a combined in-person and virtual ceremony while adhering to your local and diocesan restrictions on gatherings. If you have any further questions, please email [ceremonials@kofc.org](mailto:ceremonials@kofc.org).

DOWNLOAD

---

## DEGREE EXEMPLIFICATION REPORT #450

Use this form to report the number of candidates that attended your exemplification. Copies should be sent to the Ceremonials Department, your State Deputy and your State Ceremonial Chairmen.

PDF





# Why?

- Easy
- Fast
- Immediate
- 80% of new Utah Knights joined online





# QUESTIONS?

Visit [www.UtahKnights.org/training](http://www.UtahKnights.org/training)  
for links to related resources.





# Next Webinar

Monday April 25, 2022

[www.UtahKnights.org/training/](http://www.UtahKnights.org/training/)

## District Deputies Checklist for Success

UTAH KNIGHTS OF COLUMBUS





# Prayer for the Canonization of Blessed Michael McGivney

**GOD, OUR FATHER, PROTECTOR OF  
THE POOR AND DEFENDER OF THE  
WIDOW AND ORPHAN, YOU CALLED  
YOUR PRIEST, BLESSED MICHAEL  
MCGIVNEY, TO BE AN APOSTLE OF  
CHRISTIAN FAMILY LIFE AND TO LEAD  
THE YOUNG TO THE GENEROUS  
SERVICE OF THEIR NEIGHBOR.  
THROUGH THE EXAMPLE OF HIS LIFE  
AND VIRTUE MAY WE FOLLOW YOUR  
SON, JESUS CHRIST, MORE CLOSELY,  
FULFILLING HIS COMMANDMENT OF  
CHARITY AND BUILDING UP HIS BODY  
WHICH IS THE CHURCH.**



UTAH KNIGHTS OF COLUMBUS





# Prayer for the Canonization of Blessed Michael McGivney

LET THE INSPIRATION OF YOUR  
SERVANT PROMPT US TO GREATER  
CONFIDENCE IN YOUR LOVE SO THAT  
WE MAY CONTINUE HIS WORK OF  
CARING FOR THE NEEDY AND THE  
OUTCAST. WE HUMBLY ASK THAT YOU  
GLORIFY BLESSED MICHAEL  
MCGIVNEY ON EARTH ACCORDING TO  
THE DESIGN OF YOUR HOLY WILL.  
THROUGH HIS INTERCESSION, GRANT  
THE FAVOR I NOW PRESENT (HERE  
MAKE YOUR REQUEST). THROUGH  
CHRIST OUR LORD. AMEN.



UTAH KNIGHTS OF COLUMBUS







**FATHER MCGIVNEY,  
PRAY FOR US.**

**VIVAT JESUS!**

**[WWW.KOFC.ORG/BEATIFICATION](http://WWW.KOFC.ORG/BEATIFICATION)**



UTAH KNIGHTS OF COLUMBUS

