

ENTERING AN APPLICANT WHEN THE SPONSOR IS A CROSS SPONSOR

LCL net allows for the entering of an application and the assigning of a sponsor who does not reside within the existing fraternal unit. This would be true for when the sponsor is a “Cross Sponsor”, meaning they are a member of the Loyal Order of Moose (LOOM) sponsoring a Women of the Moose (WOTM) member or when a WOTM member sponsors a member into the LOOM). This is known in the LCL net program as an Out of Lodge or Out of Chapter sponsor.

This procedure has been written to assist in the entering and selection of a Cross Sponsor.

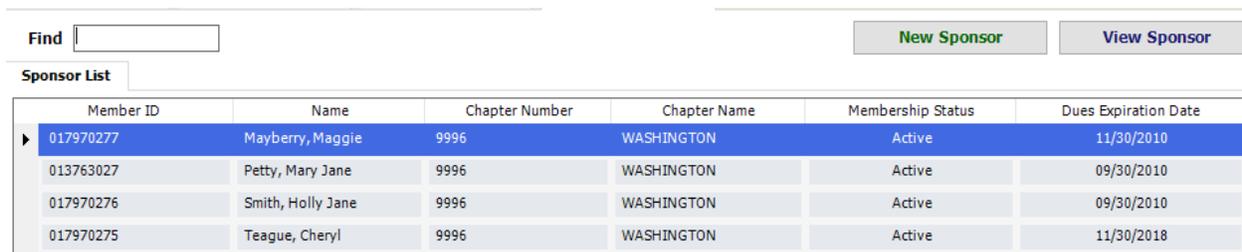
NOTE: The Member ID of the sponsor must be on the application to enter and retrieve the correct sponsor. If the Member ID is not on the application, it must be determined prior to entering the application. A call can be placed to a Territory Manager or the Moose International Help Desk at 630-906-3658 to determine the Member ID of the sponsor if it is not provided on the application.

A Cross Sponsor can only be retrieved by entering the Member ID into the “Member ID” field of the sponsor section of the Application screen if it exists in the unit’s LCL NET database. This includes those Out of Lodge or Out of Chapter sponsors who are listed in the SPONSORS tab. It can be selected while entering the application using the following instructions.

To view the list of Sponsors in your LCL NET database select the Sponsors tab on the main menu of LCL NET.



A list will appear as shown in the example below:



The screenshot shows the Sponsor List interface with a search bar and two buttons: New Sponsor and View Sponsor.

Member ID	Name	Chapter Number	Chapter Name	Membership Status	Dues Expiration Date
017970277	Mayberry, Maggie	9996	WASHINGTON	Active	11/30/2010
013763027	Petty, Mary Jane	9996	WASHINGTON	Active	09/30/2010
017970276	Smith, Holly Jane	9996	WASHINGTON	Active	09/30/2010
017970275	Teague, Cheryl	9996	WASHINGTON	Active	11/30/2018

NOTE: It is important to note that the sponsors are NOT updated through regular transmitting like your existing members are. Note above that the sponsors have Dues Expiration Dates that are in the past and that their status shows as Active. If any of these sponsors was selected the application would be rejected. The sponsor record must be REFRESHED prior to selecting them as a sponsor so it is important to view this list prior to entering an application in case the sponsor is already listed. To REFRESH the sponsor the following steps must be followed. Double click on the sponsor record in the Sponsor List to retrieve the sponsor record.

Member ID	17970277		
Sponsor Information			
FRU Information			
Chapter Number	9996		
Chapter Name	WASHINGTON		
Membership Status	Active		
Dues Expiration Date	11/30/2010		
Name Information			
First Name	Maggie	Middle Name	
Last Name	Mayberry	Suffix	
Address Information			
Address 1	1234 SOUTH FIRST		
Address 2			
City	BARKSFIELD	State/Prov	Illinois
Zip	60174	Country	
Contact Information			
Phone Number	() -		
Remove	Refresh	Reset	Close
Browse Mode		06/11/2018	5:13 PM

Click the “Refresh” button to retrieve the individual’s updated information from the Moose International database. The system will retrieve and update the screen with the new information.

Member ID	17970277		
Sponsor Information			
FRU Information			
Chapter Number	9996		
Chapter Name	WASHINGTON		
Membership Status	Active		
Dues Expiration Date	11/30/2018		
Name Information			
First Name	Maggie	Middle Name	
Last Name	Mayberry	Suffix	
Address Information			
Address 1	1234 SOUTH FIRST		
Address 2			
City	BARKSFIELD	State/Prov	Illinois
Zip	60174	Country	
Contact Information			
Phone Number	() -		
Remove	Save	Reset	Close
Member Information Retrieved Successfully.		Edit Mode	06/11/2018 5:15 PM

Click the “Save: button to update and save the information in your database. The sponsor can now be selected when entering the application. Failure to do this will result in the application being rejected by the Moose International system.

If the Cross Sponsor is already in the Sponsor list the Member ID can be entered and the information will be retrieved into the Application screen.

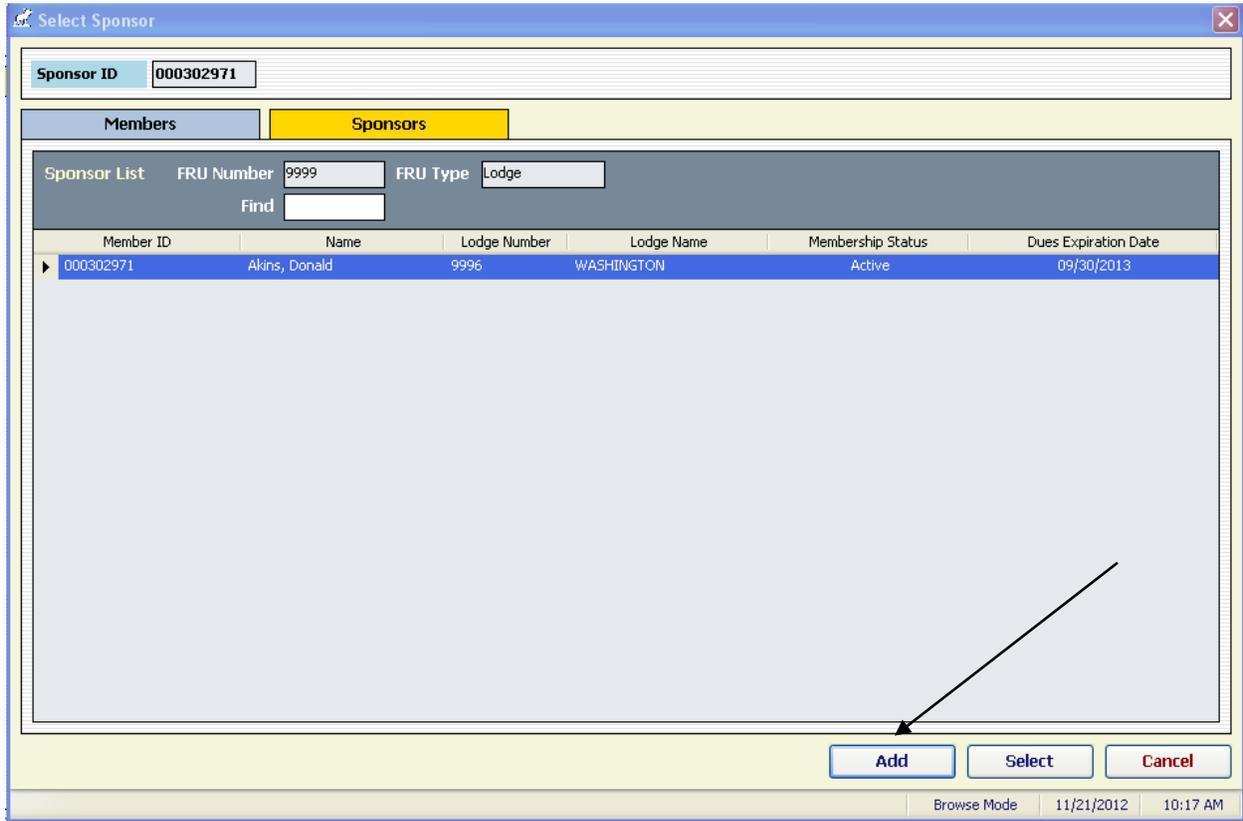
To enter a Cross Sponsor who doesn’t already exist in the sponsor list, click the “Select” button in the “Sponsor” section of the Application screen.

The “Select Sponsor” screen will appear. Notice at the top of the Select Sponsor screen there are TWO separate selections, Members and Sponsors.

The Members tab is the default tab and will contain a list of all Active members in your fraternal unit.

The “Sponsors” section of LCL net shows anyone outside of your fraternal unit who has sponsored one of your members residing in your LCL net database. They must be in your local LCL net database for them to be assigned as a sponsor on your member’s record.

A “Cross Sponsor” can be added while in the Application screen. This is done by selecting the “Add”  button down in the lower right-hand corner of the “Select Sponsor” screen.



When the “Add” button is selected the following screen will appear asking you to enter the Member ID.

Out of Lodge Sponsor

Member ID ←

Sponsor Information

FRU Information

Lodge Number

Lodge Name

Membership Status

Dues Expiration Date

Name Information

First Name Middle Name

Last Name Suffix

Address Information

Address 1

Address 2

City State/Prov

Zip Country

Contact Information

Phone Number () -

New Mode 11/21/2012 10:16 AM

Remember that no leading zeros should be entered so start with the first number and enter the entire Member ID number. Access to the internet must be active to access MMMS to retrieve the sponsor. Click the “Find” button to access the internet and retrieve the sponsor from MMMS. It should be noted that if the member is not current in their dues, a message will be received that will prevent the sponsor from being added to the LCL net database. If the Member ID is invalid it will also produce an error message that will prevent the sponsor from being added.

Out of Lodge Sponsor

Member ID: 17970266 Find

Sponsor Information

FRU Information

Lodge Number	9996
Lodge Name	WASHINGTON
Membership Status	Active
Dues Expiration Date	10/31/2013

Name Information

First Name	William	Middle Name	
Last Name	Tell	Suffix	

Address Information

Address 1	987 SOUTH FIRST		
Address 2			
City	BARKSFIELD	State/Prov	Illinois
Zip	60174	Country	

Contact Information

Phone Number	(630) 897-9999
--------------	----------------

Remove Save Reset Close

Member Information Retrieved Successfully. New Mode 11/27/2012 3:25 PM

When the record is retrieved it should be saved to the LCL net database by clicking the “Save” button. The new Cross Sponsor is now listed as the sponsor on the new application.

The application can now be saved and transmitted.

Another option is to add the “Cross Sponsor” prior to entering the new application. The following instructions are provided:

Select the “Sponsors” tab from the LCL net homepage

File Go To Help

Lodge Number	9999
Lodge Name	JEFFERSON

FRU Information Members Applications Sponsors

Select the  button in the upper right-hand corner of the Sponsors screen.

The following screen will appear asking you to enter the Member ID number.

Out of Lodge Sponsor

Member ID Find

Sponsor Information

FRU Information

Lodge Number
 Lodge Name
 Membership Status
 Dues Expiration Date

Name Information

First Name Middle Name
 Last Name Suffix

Address Information

Address 1
 Address 2
 City State/Prov
 Zip Country

Contact Information

Phone Number () -

Remove Save Reset Close

New Mode 11/21/2012 10:16 AM

Remember that no leading zeros should be entered so start with the first number and enter the entire Member ID number.

Access to the internet must be active in order to access MMMS to retrieve the sponsor.

Click the “Find” button to access the internet and retrieve the sponsor from MMMS. It should be noted that if the member is not current in their dues, a message will be received that will prevent the sponsor from being added to the LCL net database. If the Member ID is invalid it will also produce an error message that will prevent the sponsor from being added.

The screenshot shows a software window titled "Out of Lodge Sponsor". At the top, there is a "Member ID" field containing "17970266" and a "Find" button. Below this is a "Sponsor Information" section with four sub-sections:

- FRU Information:** Lodge Number (9996), Lodge Name (WASHINGTON), Membership Status (Active), Dues Expiration Date (10/31/2013).
- Name Information:** First Name (William), Middle Name (empty), Last Name (Tell), Suffix (empty).
- Address Information:** Address 1 (987 SOUTH FIRST), Address 2 (empty), City (BARKSFIELD), State/Prov (Illinois), Zip (60174), Country (empty).
- Contact Information:** Phone Number ((630) 897-9999).

At the bottom of the form are four buttons: "Remove", "Save", "Reset", and "Close". An arrow points from the "Save" button to the "Contact Information" section. Below the buttons, a status bar displays "Member Information Retrieved Successfully.", "New Mode", "11/27/2012", and "3:25 PM".

When the record is retrieved it should be saved to the LCL net database by clicking the “Save” button. The Cross Sponsor is now saved into the list under the Sponsors section of the LCL net database.

When entering a new application, the “Cross Sponsor” will now appear in the sponsors list and can be selected from the Sponsor section of the Application screen.

