
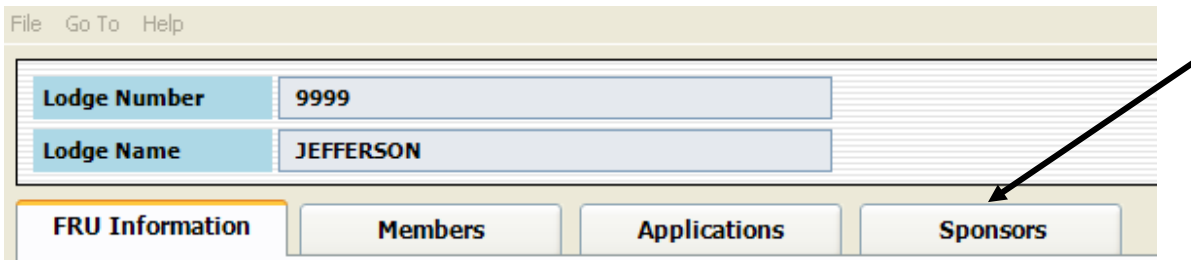


ENTERING AN APPLICANT WHEN THE SPONSOR BELONGS TO ANOTHER FRATERNAL UNIT

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 is known as an Out of Lodge, Out of Chapter or Out of Legion sponsor. This procedure has been written to assist in the entering and selection of an Out of Lodge, Chapter, Legion sponsor. The Member ID of the sponsor as required on the application must be on the application in order 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.

From the LCL net main page there are 4 selections at the top of the screen. FRU Information (which is the default page), Members, Applications, and Sponsors. To enter or view an Out of Lodge, Chapter, Legion sponsor you must access the “Sponsors” section of LCL net by selecting the “Sponsors”  tab at the top of the screen.

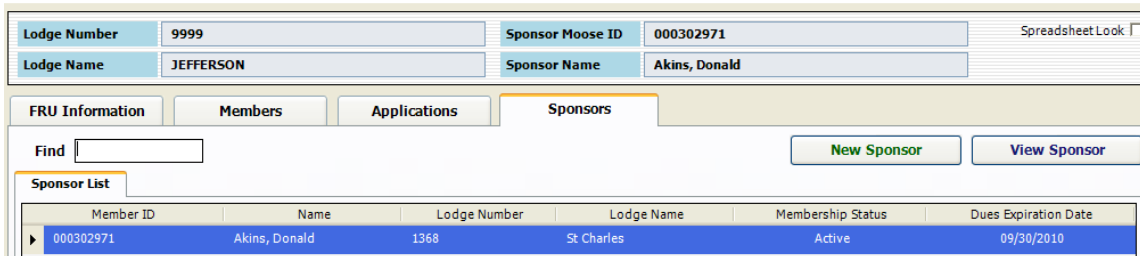


File Go To Help

Lodge Number	9999
Lodge Name	JEFFERSON

FRU Information Members Applications Sponsors

The “Sponsors” section of LCL net shows anyone outside of your fraternal unit who was a sponsor of one of your members residing in your LCL net database. They must be in your local LCL net database in order for them to be assigned as a sponsor on your member’s record. It should be noted that some of the sponsors may be deceased, expired, dropped, or terminated. This is because they must remain in the LCL net database in order to be assigned as the sponsor of a member and cannot be deleted from the LCL net database.



Lodge Number 9999 Sponsor Moose ID 000302971 Spreadsheet Look

Lodge Name JEFFERSON Sponsor Name Akins, Donald

FRU Information Members Applications Sponsors

Find

New Sponsor View Sponsor

Sponsor List

Member ID	Name	Lodge Number	Lodge Name	Membership Status	Dues Expiration Date
000302971	Akins, Donald	1368	St Charles	Active	09/30/2010

It is possible to check the status of the existing Out of Lodge, Chapter, Legion sponsor. This is done by double clicking on the sponsor record and clicking the Refresh button at the bottom of the screen. Access to the internet must be active in order to access the Moose International database, known as the Moose Membership Management System (MMMS), to retrieve the latest information on the sponsor.

Out of Lodge Sponsor

Member ID 00302971

Sponsor Information

FRU Information

Lodge Number	1368
Lodge Name	St Charles
Membership Status	Active
Dues Expiration Date	09/30/2010

Name Information

First Name	Donald	Middle Name	
Last Name	Akins	Suffix	

Address Information

Address 1	612 CEDAR ST		
Address 2			
City	ST CHARLES	State/Prov	Illinois
Zip		Country	

Contact Information

Phone Number	() -
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Remove Refresh Reset Close

Browse Mode 11/21/2012 9:31 AM

Once the updated information has been retrieved it can be saved by clicking the Save button.

Out of Lodge Sponsor

Member ID 00302971

Sponsor Information

FRU Information

Lodge Number	9996
Lodge Name	WASHINGTON
Membership Status	Active
Dues Expiration Date	09/30/2013

Name Information

First Name	Donald	Middle Name	
Last Name	Akins	Suffix	

Address Information

Address 1	612 CEDAR ST		
Address 2			
City	ST CHARLES	State/Prov	Illinois
Zip	60002	Country	

Contact Information

Phone Number	(630) 777-4501
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Remove Save Reset Close

Member Information Retrieved Successfully. Edit Mode 11/21/2012 9:33 AM

It is important to review the current listing of Sponsors prior to trying to select an Out of Lodge, Chapter, Legion sponsor when entering an application where the sponsor is NOT a member of your fraternal unit. Doing this will ensure that the record is up-to-date prior to trying to select it.

An Out of Lodge, Chapter, Legion sponsor can be selected while entering the application but **CANNOT** be retrieved by entering the Member ID into the Member ID field. In order to enter an Out of Lodge, Chapter, Legion sponsor the “Select” button must be selected.

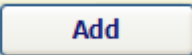
Notice at the top of the Select Sponsor screen there are TWO separate selections, Members and Sponsors. The Members tab is the default tab and will contain a list of all Active members in your fraternal unit.

To select an Out of Lodge, Chapter, Legion sponsor the “Sponsors” tab within the “Select Sponsor” screen must be selected. This is the same screen retrieved when the Sponsors tab is selected from the main LCL net screen. This list contains all Out of Lodge, Chapter, Legion sponsors in your fraternal unit database.

Member ID	Name	Lodge Number	Lodge Name	Membership Status	Dues Expiration Date
000302971	Akins, Donald	1368	St Charles	Active	09/30/2010

If the desired sponsor is in the list double click to select the sponsor and have it automatically populate in the application screen. The Out of Lodge, Chapter, Legion sponsor will now appear in the application record so it can be saved and transmitted.

Sponsor		Notes	
Member ID	000302971	Lodge Number	9996
First Name	Donald	Last Name	Akins
Address	612 CEDAR ST	Home Phone	(630) 777-4501
City	ST CHARLES		
State	IL	Zip	60002
			Select

If the desired sponsor is not in the list the desired 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.

Select Sponsor

Sponsor ID: 000302971

Members | **Sponsors**

Sponsor List FRU Number: 9999 FRU Type: Lodge

Find:

Member ID	Name	Lodge Number	Lodge Name	Membership Status	Dues Expiration Date
▶ 000302971	Akins, Donald	9996	WASHINGTON	Active	09/30/2013

Add **Select** **Cancel**

Browse Mode 11/21/2012 10:17 AM

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.

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
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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 Out of Lodge, Chapter, Legion sponsor is now listed as the sponsor on the new application.

The application can now be saved and transmitted.