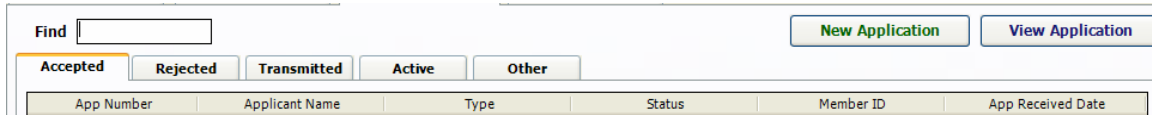# HOW TO ENTER A MULTIPLE MEMBERSHIP

When a member of one fraternal unit wishes to apply for a multiple (or dual) membership in another fraternal unit they must fill out an application and present it to the fraternal unit. The current fee rate and dues for that unit must be provided with the application. A member may apply for multiple membership in as many units as they desire.

Upon receipt of the application for multiple membership, the Administrator, Secretary or Recorder must enter the information into LCL and transmit it to Moose International (MI) using the following procedures.

Click on the Applications tab in the main menu of LCL.

This will take you to the Applications area of LCL.

Notice that there are various tabs within this screen. Definitions of each status are provided in the procedure entitled "STATUS CODE DEFINITIONS" that can be found on the CA/NV website.

To enter a multiple membership you must click the [New Application] button. This will display the Application screen that is used to enter information on candidates who apply for membership into your fraternal unit.

Notice that LCL assigns an "Application Number" to track the applicant.

The first field to be populated is the "Application Date". This field automatically defaults to the current date. It should be changed to the date that is populated on the application for membership.

The next field that should be populated is the "Application Code". There are 6 different options in the drop down list. They can be found by clicking the drop down arrow.

Select "1 – Multiple Membership" when entering an applicant who is applying for multiple membership into your fraternal unit.
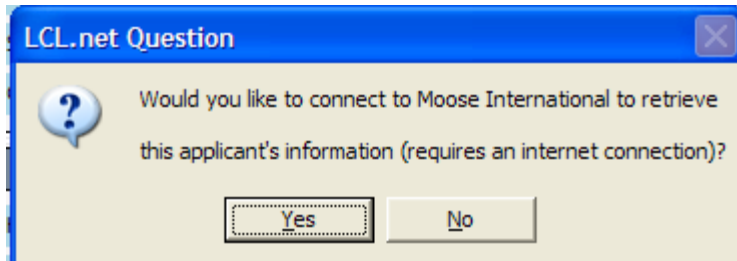
1-30-2007

Notice that the "Member ID" field becomes editable to show that this field should be populated next.

Also notice that the "Application Status" field has been populated as "Active" and that the "Date Entered" is populated with the date the application was first entered into LCL. Other fields will also become editable, but the "Member ID" field should be populated first since the program is going to access MMMS and retrieve the information for the individual who is applying for a multiple membership into your fraternal unit.

After you enter the Member ID and hit "TAB" the following message is going to be displayed asking if you would like to connect to MI to retrieve the applicant's information from MMMS and populate it in the application screen.

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LCL.net Question

Would you like to connect to Moose International to retrieve this applicant's information (requires an internet connection)?

Yes   No

Select "Yes" to retrieve the information on the member. Allowing the information to be retrieved from MI may prevent the application from being rejected because the information provided on the application is different than the information in MMMS.


The information retrieved will be the most current information on the member that exists in MMMS. If anything needs to be updated it can be updated after the retrieval and additional information obtained on the member can also be entered into the "editable" (those that are not grayed out) fields.

Next click the "Fees Paid" and "Dues Paid" buttons since multiple membership applications must be submitted with both fees and dues.

Next enter the Member ID of the Sponsor who is sponsoring this member into your fraternal unit. The sponsor does receive sponsor credit for this application.

NOTE: Applications should be entered into LCL at the time they are received. This allows the sponsor to receive their sponsor credit right away. This will also generate the application fee billing from MI. For the Women of the Moose (WOTM) and the Moose Legion a "Ballot Date" will need to be entered before the applicant is enrolled, but is not required when the application is initially entered.
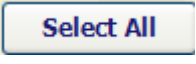
The next step is to transmit the application to MI. This is done by selecting "Go To" from the top of the LCL screen and selecting "Application Transmit".
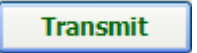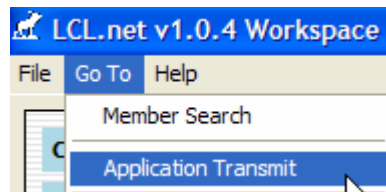

The multiple membership application that you entered should appear in the screen as shown below.
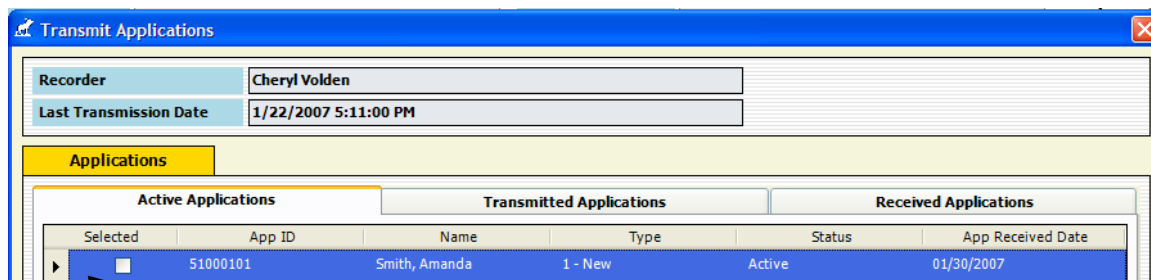
If the application does not appear it indicates that the application screen was not completed in its entirety (i.e., the Fees Paid button is not checked). Go back and review the application to ensure that the proper information has been populated, make any necessary corrections and then select "Application Transmit" again to see if the problem has been corrected.

The record must be selected in order for it to be transmitted so either click in the box next to the Active Application or click the **Select All** button at the bottom left hand corner of the screen to select all Active Applications in the screen.

Next click the **Transmit** button to transmit the application to MI.

LCL is programmed to automatically take you to the Daily Transmit after the Application Transmit has been performed. The following screen will appear telling you that it will take you to the Daily Transmit. Click "OK".

If you have not yet performed a "Daily Transmit" click the button to perform the Daily Transmit.

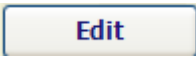Click "Close" to close both transmit windows.

After transmitting the multiple membership to MI the fraternal unit must wait a until the next day to transmit again to get the updated information back from MI. If the application was accepted it will be returned during the next "Application Transmit" and will show with an updated status of "Accepted".

Applications will appear under the Applications tab based on their current status as shown below.

New Screen.

The applicant for multiple membership can be moved to active member status when additional information is entered after the next enrollment of candidates.
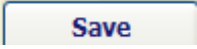
To enroll the multiple membership application select it from the Applications area by double clicking on the record.

To update the record click the [Edit] button at the bottom of the screen.

Next select the "Enroll Date" from the drop down calendar by clicking on the applicable date.
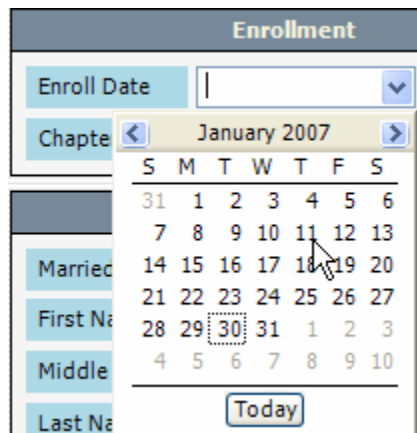
This will populate the "Enroll Date" field with the selected date.

For the LOOM the [Save] button can now be clicked to enroll the new multiple member. The following message will appear telling you that the applicant is eligible to be enrolled. Click "Yes" to enroll the applicant.
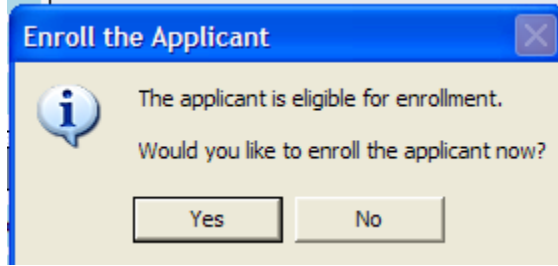
The new member will now appear in the "Members" tab of LCL with a status of "Newly Enrolled". During the next few transmits the member's Dues Expiration Date will be populated with the appropriate dues expiration date for the new multiple membership.

NOTE: For the WOTM the applicant record must also be updated with the "Ballot Date" and a Chapter Night. Applicants applying for multiple membership are voted on at the next business meeting. If the vote is favorable then the applicant can be enrolled at the next Chapter night meeting.

The Chapter Night is selected by using the drop down list next to the "Chapter Night" field and selecting the applicable chapter night for the month the multiple member is enrolled.
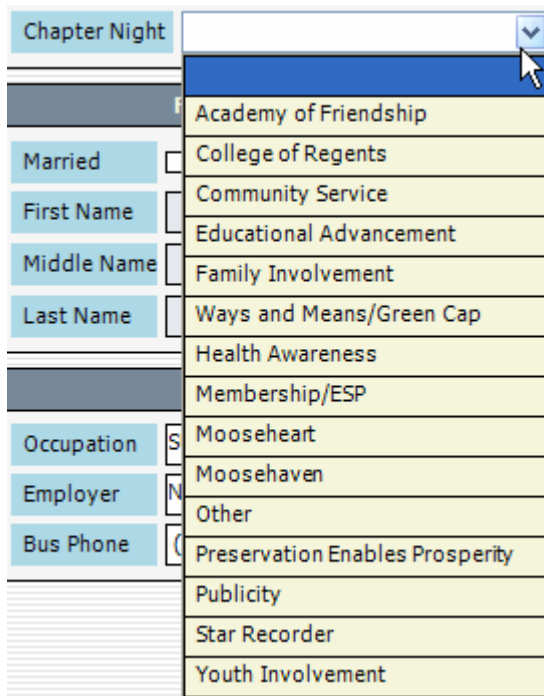
CAUTION: Once selected a Chapter Night *CANNOT* be changed. Be sure to select the proper one before clicking the "SAVE" button.

The "Ballot Date" is selected by clicking the drop down arrow next to the "Ballot Date" field and selecting the applicable date.

For the WOTM these fields must be populated in order for the applicant to be successfully enrolled.

To complete the enrollment of the multiple membership click the [**Save**] button. The following message will appear telling you that the applicant is eligible to be enrolled.

Click "Yes" button to enroll this multiple member into your fraternal unit.

The new member will now appear in the "Members" tab of LCL with a status of "Newly Enrolled". During the next few transmits the member's Dues Expiration Date will be populated with the appropriate dues expiration date for the new multiple membership.