



# KNIGHTS OF COLUMBUS

IN SERVICE TO ONE. IN SERVICE TO ALL.

## Member Management

With Member Management, in addition to maintaining member and council / assembly data, changes that need to be reflected at the Supreme Council office will be transmitted electronically, thereby eliminating the need for councils and assemblies to file reports and changes manually. Additionally, certain data will now be shared between the council and assembly (e.g.: if the Financial Secretary updates a member's address and he is a Fourth Degree member, this change will be reflected in the assembly's records as well).

Member Management is broken down into the following screens that provide respective information some of which is updatable by the council: General Information (name details, addresses, general contact, etc); Fraternal Information (degree and membership status, officer and program roles, etc); Personal Information (spouse, employment, children, next of kin, etc); Member Interests; Contact Notes; Change History.

Please see page below for document browsing / printing specific instructions.

# Document Instructions



## 1. Browsing this document:

- a. This document is divided up into bookmarks for easy navigation.
- b. You can access the desired page by clicking its corresponding "bookmark" link on the left.
- c. You will find green question marks at the top right hand corner of each screenshot.
- d. Click on each green question mark to access page specific information.

## 2. Printing this document:

- a. At the top of Adobe Acrobat , you will find an option on the toolbar that says "Comments".
- b. Click "Comments" to reveal a drop down menu.
- c. On this drop down menu, click "Print with Comments Summery".
- d. Select your formatting preferences and click print.



Find a Member by Last Name:



Print this screen

Officers Online

Member Management

Assembly Administration

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## Member Management - Find A Member

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### Search Criteria

#### Required Criteria

Last Name:

-or-

Member #:

[Refer to Help for Search Tips](#)

#### Optional Criteria

Type:

Class:

City:

- Member Management
- Find a Member
- ▶ Search Results
- ▶ General Information
- ▶ Fraternal Information
- ▶ Personal Information
- ▶ Contact Notes
- ▶ Change History



Find a Member by Last Name:

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## Member Management - Search Results

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Total Search Results - 1

[<< New Search](#)

### Results Returned

Name	Member No.	Age	Type	Class	City
<a href="#">Xavier, George E</a>	2416230	--	Dec'd	Reg	New Haven

- Member Management
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Find a Member by Last Name:

Search input field with 'Go' button



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# Member Management - General Information



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## Member



**Mr George E Xavier**

**Assembly 2459**

**Member #:** 2416230

**Phone:** 999-999-9999

**DOB:** 04-19-1965

**Wife:** Jessica

<<   >>

[Name Info](#) | [Address Info](#) | [Contact Info](#) |

## Name Information

**Prefix:**

**Suffix:**

**First Name:**

**Fraternal Suffix:**

**Middle Name:**

**Nickname:**

**Last Name:**

**Letter Salutation:**

[Add Salutation](#)

[Name Info](#) [Address Info](#) [Contact Info](#)

## Address Information

Fraternal Address of Record \*

Use This Address

**Address Line 1:**

**Residence Phone:**

Ext.

**Address Line 2:**

**Business Phone:**

Ext.

**City:**

**Fax Number 1:**

**State/Province:**

**Fax Number 2:**

**Postal:**

-

**Country:**

\* Changes to the above address will update Supreme Council Records and could affect insurance as well as Fraternal Mailings

Alternative/Seasonal Address

Use This Address

**Address Line 1:**

**Seasonal Phone:**

Ext.

**Address Line 2:**

**City:**

**State/Province:**

**Postal:**

-

**Country:**

**Start Mail Date:**

**Stop Mail Date:**

\* Local/Council Use Only -- Supreme will not be updated if this alternative address is used. Supreme mailings will continue to go to the Fraternal Address of Record.

[Name Info](#) [Address Info](#) [Contact Info](#)

## Additional Contact Information

**Cell Phone:**

**Primary Email:**

**Secondary Email:**

**Tertiary Email:**

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## Member Management - Fraternal Information

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## Member



Mr George E Xavier

Assembly 2459

Member #: 2416230

Phone: 999-999-9999

DOB: 04-19-1965

Wife: Jessica

<<   >>[Degree/Status Info](#) | [Proposed Info](#) | [Office/Position Info](#) |

## Degree and Status Information

Type: Deceased

Class: Regular

Disability: No

1st Degree Date:  
10-01-19832nd Degree Date:  
11-01-19833rd Degree Date:  
11-01-1983Council:  
8882 Yes, date unknown Yes, date unknown

3rd Degree Re-entry Date:

Has Regalia:

4th Degree Date:  
10-25-19984th Degree Status:  
Not In Good Standing[Degree/Status Info](#) | [Proposed Info](#) | [Office/Position Info](#) |

## Proposed Information

This member was proposed to Assembly by:

Clear Proposer

Member #: 

Name:

[Degree/Status Info](#) | [Proposed Info](#) | [Office/Position Info](#) |

## Officer/Program Position Information

\* The records displayed below only reflect history recorded via use of this application. \*

Officer Positions	Term	Org#	Organization
Financial Secretary	11-04-1997 -- 11-16-2007	8882	Council

Display All &gt;&gt;

Program Positions	Term	Org#	Organization
-------------------	------	------	--------------

## Member Management

Find a Member

Search Results

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Find a Member by Last Name:

Input field for last name and a 'Go' button



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# Member Management - Personal Information



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## Member

**Mr George E Xavier** **Assembly 2459**

**Member #:** 2416230 **Phone:** 999-999-9999

**DOB:** 04-19-1965 **Wife:** Jessica

<<   >>

[Member Info](#) | [Spouse Info](#) | [Child Info](#) | [Next of Kin Info](#) |

## Member Information

**Parish:**

**Occupation:**

**Marital Status:**

**Employer:**

**Birth Date:** 04-19-1965 Birth Date is updatable for Associate members only

**Deceased Date:**

**Clergy:**

**Ordination Anniversary Date:**

[Member Info](#) | [Spouse Info](#) | [Child Info](#) | [Next of Kin Info](#) |

## Spouse Information

**First Name:**

**Last Name:**

**Anniversary Date:**

**Birth Date:**

**Wife Deceased Date:**

[Member Info](#) | [Spouse Info](#) | [Child Info](#) | [Next of Kin Info](#) |

## Children's Information

First Name	Last Name	Birth Date	Gender	Squire	
<input type="text" value="Lisa"/>	<input type="text" value="Xavier"/>	<input type="text" value="11-06-2006"/> <input type="button" value="calendar"/>	<input type="text" value="Female"/> <input type="button" value="v"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="text" value="Dave"/>	<input type="text" value="Xavier"/>	<input type="text" value="11-01-2007"/> <input type="button" value="calendar"/>	<input type="text" value="Male"/> <input type="button" value="v"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="v"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

[Member Info](#) | [Spouse Info](#) | [Child Info](#) | [Next of Kin Info](#) |

## Next of Kin Information

**First Name:**

**Last Name:**

Use Member's Address

**Address Line 1:**

**Address Line 2:**

**City:**

**State/Province:**

**Postal:**  -

**Country:**

**Relationship:**

**Phone:**  **Ext.**



Find a Member by Last Name:

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## Member Management - Contact Notes

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### Member

**Mr George E Xavier****Assembly 2459****Member #:** 2416230**Phone:** 999-999-9999**DOB:** 04-19-1965**Wife:** Jessica<<   >>

### Contact History and Notes

	Date	Method	Notes
<input type="button" value="Del"/>	12-19-2007	Email	Hello.

[Display All >>](#)

### Add Note



256 character limit

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## Assembly 2459 - Change History - Member

### View Changed Data - Member

Show from:

to:

### Change History

Date	Member Name	Data Field	Old Data	New Data
------	-------------	------------	----------	----------

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Find a Member by Last Name:



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## Assembly 2459 - Change History - Member

### View Changed Data - Member

By Date

**By Member**

Last Name:

Search Results:

Show from:

to:

### Change History

Date	Member Name	Data Field	Old Data	New Data
------	-------------	------------	----------	----------

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Find a Member by Last Name:



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## Assembly 2459 - Change History - Assembly

### View Changed Data - Assembly

By Date

Show from:

to:

### Change History

Date	Data Field	Old Data	New Data
------	------------	----------	----------

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## Assembly Administration - Assembly Information


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### Assembly


**HON W PATRICK DONLIN**
**Assembly 2459**
**Assembly Location:** NEW HAVEN  
**4th Degree District:** CONNECTICUT  
**Province:** BISHOP JAMES A HEALEY

**Jurisdiction:** CT  
**Date of Institution:** 09-06-1996

 
[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

### Key Contacts

Title	Name	Business Phone	Residence Phone
Faithful Comptroller	KEVIN PESCHEL		
Faithful Navigator	FRANCIS CONNELLY		

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

### Detail Information

**Country:**  
 United States

**Phone:**  
 Ext. 
**Fax Number:**  

**Primary Email:**  

**Local Assembly Website:**  

**Secondary Email:**  

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

### Address Information

#### Assembly Meeting Address

**Address Line 1:**  
 N/A

**Address Line 2:**  

**City:**  
 New Haven

**State/Province:**  
 Connecticut

**Postal:**  
 06510

**Country:**  
 United States

#### Mailing Address

 Use Mailing Address  
 Use Meeting Address

**Address Line 1:**  

**Address Line 2:**  

**City:**  

**State/Province:**  

**Postal:**  

**Country:**  


#### Billing/Remittance Address

 Use Billing Address  
 Use Mailing Address  
 Use Meeting Address  
 Use FC Address

**Address Line 1:**  

**Address Line 2:**  

**City:**  

**State/Province:**  

**Postal:**  

**Country:**  

[Key Contacts](#) | [Detail Info](#) | [Address Info](#) | [Meeting Info](#) |

### Meeting Information

**Business Meeting Location:**  

**Meeting Date:**  
 of the month

**Meeting Time:**  

**Officers Meeting Location:**  

**Meeting Date:**  
 of the month

**Meeting Time:**  

**Social Meeting Location:**  

**Meeting Date:**  
 of the month

**Meeting Time:**



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## Assembly Administration - Assembly Officers - Current

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### Assembly

**HON W PATRICK DONLIN****Assembly 2459****Assembly Location:** NEW HAVEN**Jurisdiction:** CT**4th Degree District:** CONNECTICUT**Date of Institution:** 09-06-1996**Province:** BISHOP JAMES A HEALEY

### Current Assembly Year 2007-2008

#### Change a Current Officer

**Choose a Role:**Faithful Navigator **Search by Last Name:**


**Enter Start Date:**



Default is today's date

**Choose Member:**

UNASSIGNED

### Current Officers

Officer Positions	Name	Member#	Start Date
Faithful Navigator	CONNELLY, FRANCIS M	2199775	10-31-2007
Faithful Comptroller	PESCHEL, KEVIN J	2933840	07-01-2007
Faithful Friar	UNASSIGNED		
Faithful Captain	FAPPIANO, ANTHONY P	1911793	10-31-2007
Faithful Admiral	UNASSIGNED		
Faithful Purser	CAST, HENRY J	3614616	10-31-2007
Faithful Pilot	TAFURI, ROBERT J	3771103	10-31-2007
Faithful Scribe	UNASSIGNED		
Inner Sentinel	UNASSIGNED		
Outer Sentinel	UNASSIGNED		
One Year Trustee	UNASSIGNED		
Two Year Trustee	UNASSIGNED		
Three Year Trustee	UNASSIGNED		



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## Assembly Administration - Assembly Officers - Next Year

### Assembly

**HON W PATRICK DONLIN****Assembly 2459****Assembly Location:** NEW HAVEN**Jurisdiction:** CT**4th Degree District:** CONNECTICUT**Date of Institution:** 09-06-1996**Province:** BISHOP JAMES A HEALEY

### Next Fraternal Year 2008-2009

#### Change an Officer

**Choose a Role:**Faithful Navigator **Search by Last Name:**


**Enter Start Date:**



Default is today's date

**Choose Member:**

UNASSIGNED

### Next Year Officers

Officer Positions	Name	Member#	Start Date
Faithful Navigator	CONNELLY, FRANCIS M	2199775	07-01-2008
Faithful Comptroller	PESCHEL, KEVIN J	2933840	07-01-2008
Faithful Friar	UNASSIGNED		07-01-2008
Faithful Captain	FAPPIANO, ANTHONY P	1911793	07-01-2008
Faithful Admiral	UNASSIGNED		07-01-2008
Faithful Purser	CAST, HENRY J	3614616	07-01-2008
Faithful Pilot	TAFURI, ROBERT J	3771103	07-01-2008
Faithful Scribe	UNASSIGNED		07-01-2008
Inner Sentinel	UNASSIGNED		07-01-2008
Outer Sentinel	UNASSIGNED		07-01-2008
One Year Trustee	UNASSIGNED		07-01-2008
Two Year Trustee	UNASSIGNED		07-01-2008
Three Year Trustee	UNASSIGNED		07-01-2008



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### Assembly



**HON W PATRICK DONLIN**

**Assembly 2459**

**Assembly Location:** NEW HAVEN

**Jurisdiction:** CT

**4th Degree District:** CONNECTICUT

**Date of Institution:** 09-06-1996

**Province:** BISHOP JAMES A HEALEY

### Salutation Titles

### Supreme Defined Titles

- Brother
- Deacon
- Father
- Monsignor
- Most Reverend
- Reverend
- Reverend Mr.
- Right Reverend
- Sir Knight
- Very Reverend
- Your Eminence
- Your Excellency

### Assembly Defined Titles

There are no Assembly Defined Titles

### Edit, Add, or Delete Titles

**Edit Salutation:**

**Add Salutation:**

**Delete Salutation:**



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## Print Center - Reports

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### Assembly Reports

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## Print Center - Labels

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### Labels

1. Mailing Labels (Avery Model 5261 / 8161) - 1" x 4" - 2 across, 20 labels per sheet
2. Mailing Labels (Avery Model 5260 / 8160) - 1" x 2 5/8" - 3 across, 30 labels per sheet
3. Mailing Labels - 1 1/2" x 2 13/16" - 3 across, 21 labels per sheet



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## Print Center - Letter Templates

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### Assembly Letter Templates

1. [4th Degree Prospect Letter](#)
2. [Notice of Exemplification Letter](#)




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## Print Center - Data Extract Tool


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### Data Extract for Council:

The following appear on every data extract

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> First Name  | <input checked="" type="checkbox"/> Membership Number |
| <input checked="" type="checkbox"/> Middle Name | <input checked="" type="checkbox"/> Member Type       |
| <input checked="" type="checkbox"/> Last Name   | <input checked="" type="checkbox"/> Member Class      |

Please select additional fields from the list below, or click [Select All](#) to include all fields



### Contact Information

- |  |   |
|--|---|
| <input type="checkbox"/> Address Line 1      | <input type="checkbox"/> Business Phone     |
| <input type="checkbox"/> Address Line 2      | <input type="checkbox"/> Business Phone Ext |
| <input type="checkbox"/> City                | <input type="checkbox"/> Fax Number 1       |
| <input type="checkbox"/> State/Province      | <input type="checkbox"/> Fax Number 2       |
| <input type="checkbox"/> Postal Code         | <input type="checkbox"/> Cell Phone         |
| <input type="checkbox"/> Country             | <input type="checkbox"/> Primary Email      |
| <input type="checkbox"/> Residence Phone     | <input type="checkbox"/> Secondary Email    |
| <input type="checkbox"/> Residence Phone Ext | <input type="checkbox"/> Tertiary Email     |

### Fraternal and Personal Information

- |  |   |
|--|---|
| <input type="checkbox"/> Marital Status              | <input type="checkbox"/> Spouse First Name        |
| <input type="checkbox"/> 1st Degree Date             | <input type="checkbox"/> Spouse Last Name         |
| <input type="checkbox"/> 2nd Degree Date             | <input type="checkbox"/> Spouse Birth Date        |
| <input type="checkbox"/> 3rd Degree Date             | <input type="checkbox"/> Wedding Anniversary Date |
| <input type="checkbox"/> 4th Degree Date             | <input type="checkbox"/> Prefix                   |
| <input type="checkbox"/> Council Re-entry Date       | <input type="checkbox"/> Suffix                   |
| <input type="checkbox"/> Years of Continuous Service | <input type="checkbox"/> Fraternal Suffix         |
| <input type="checkbox"/> Assembly Number             | <input type="checkbox"/> Letter Salutation        |
| <input type="checkbox"/> Proposer Membership Number  | <input type="checkbox"/> Parish                   |
| <input type="checkbox"/> Proposer Name               | <input type="checkbox"/> Ordination Date          |
| <input type="checkbox"/> Nickname                    | <input type="checkbox"/> Occupation               |
| <input type="checkbox"/> Birth Date                  | <input type="checkbox"/> Employer                 |

- ▶ Reports
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