Adding New Members

1. Click "Add New Member / Out of State Affiliation"

2. Enter the candidates information (be as detailed as possible, but only starred fields are required) and click "Create Member" at the bottom.

3. Continue entering information on the next screen and click "Save Contact Information"

4. Continue entering the information in

each box and click "Update" at the end.
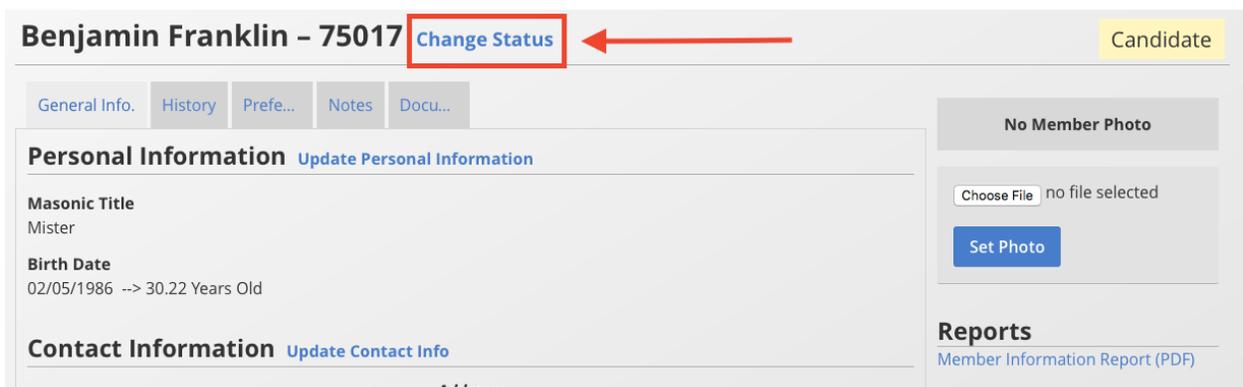
<p style="text-align:center; color:red">NOTE
At this point "adding a brand new candidate" and "adding an out of state member" to your database diverge. For out of state affiliations, follow your Grand Lodges procedure. For brand new candidates, continue following the step below.</p>

5. To advance a brand new candidate through the degrees,

click on their name as above. Then use the "Change Status" on their member page to Accept or Reject their petition and advance them through the Degrees.