

Adding New Members

1. Click “Add New Member / Out of State Affiliation”

Grand Lodge Masonic Membership Manager

Lodge Members Sign out Settings

Cypress No. 89 - Dashboard Active

Members Posts Events Minut... Docu... Finan...

Members

[Add New Member / Out of State Affiliation](#)

[Add Plural Member / In State Affiliation](#)

7 - Fellowcraft

Name	Member #	Passed	365 Day Countdown
Duke, SidShane	61389	04/22/2016	361
Jingleheimerschidt, JohnJacob,III	75008	04/05/2014	-386
McGraw, JamesMartin	50311	03/15/2016	294

Main Menu

- Lodge Information
- Lodge Officers
- Forms & Documents
- Inactive / Deceased Members

Membership Stats

- 71 Master Masons
- 7 Fellowcraft
- 0 Entered Apprentice
- 0 Candidates
- 11 Fifty Year Masons

Degrees this Period

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

* Birthday (yyyy-mm-dd)

1986-02-05

Birth city

Birth state

Birth country

United States of America

Spouse

Spouse first name

Spouse last name

Spouse short name

Occupation

Occupation Industry

Job Title

Create Member

each box and click “Update” at the end.

NOTE

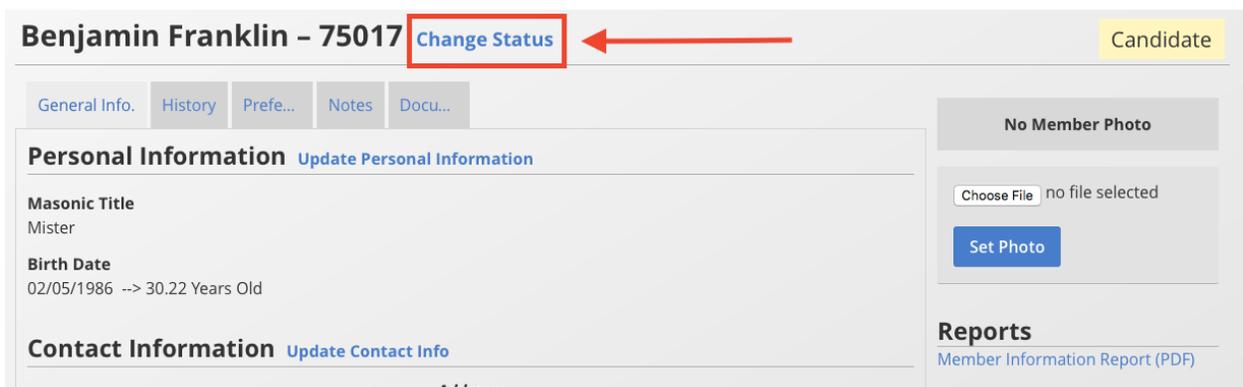
At this point “adding a brand new candidate” and “adding an out of state member” to your database diverge. For out of state affiliations, follow your Grand Lodges procedure. For brand new candidates, continue following the step below.

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



Name	Member #	Petitioned	180 Day Countdown
Franklin, Benjamin	75017	04/25/2016	179

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.



Benjamin Franklin - 75017 [Change Status](#) Candidate

General Info. History Prefe... Notes Docu...

Personal Information [Update Personal Information](#)

Masonic Title
Mister

Birth Date
02/05/1986 --> 30.22 Years Old

Contact Information [Update Contact Info](#)

Address

No Member Photo

Choose File no file selected

Set Photo

Reports
[Member Information Report \(PDF\)](#)