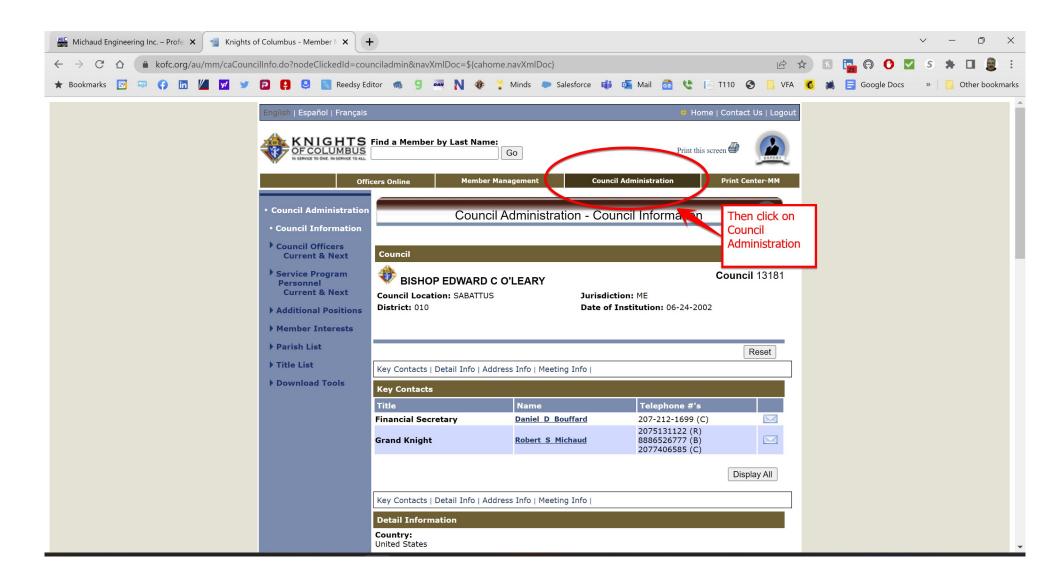
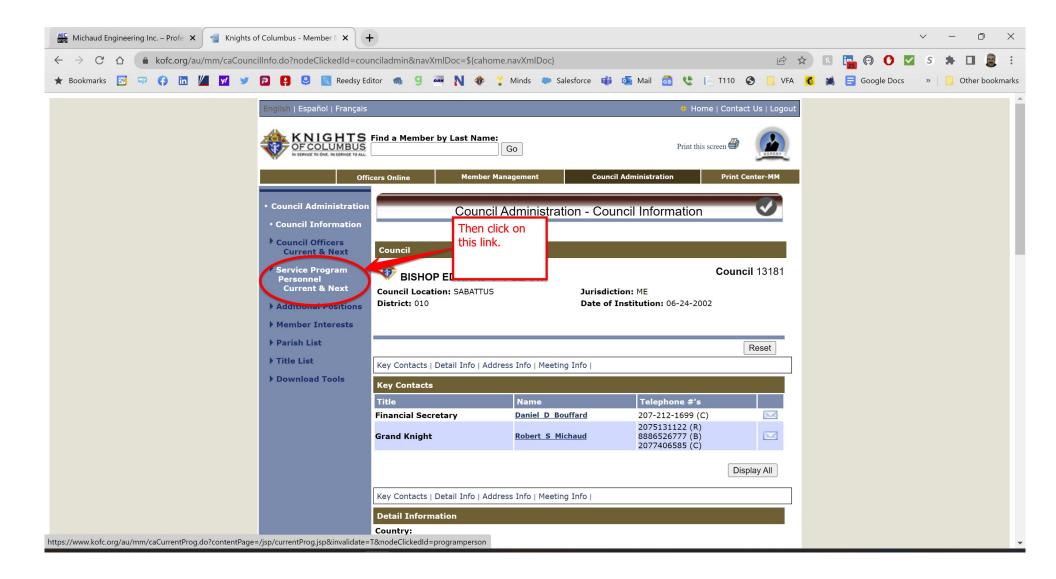
This is a step-by-step tutorial on how to assign members to different program positions.

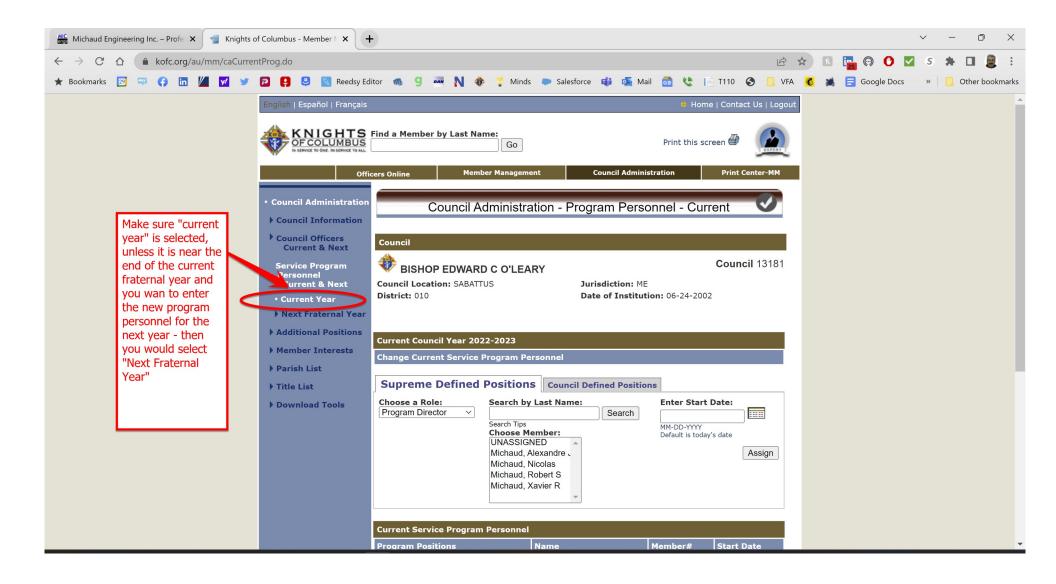
First, log onto KofC.org. Then, go here:

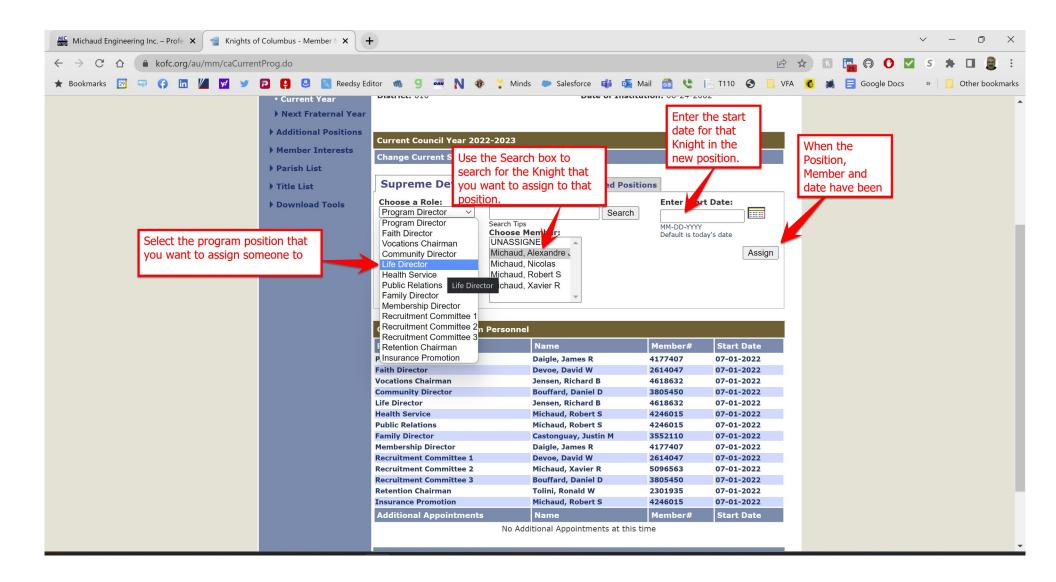
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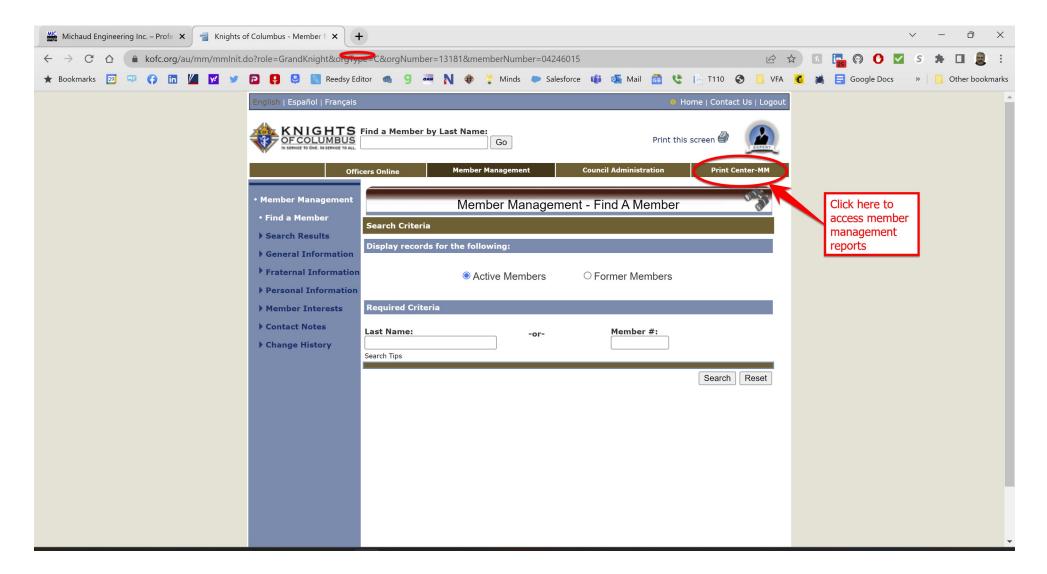


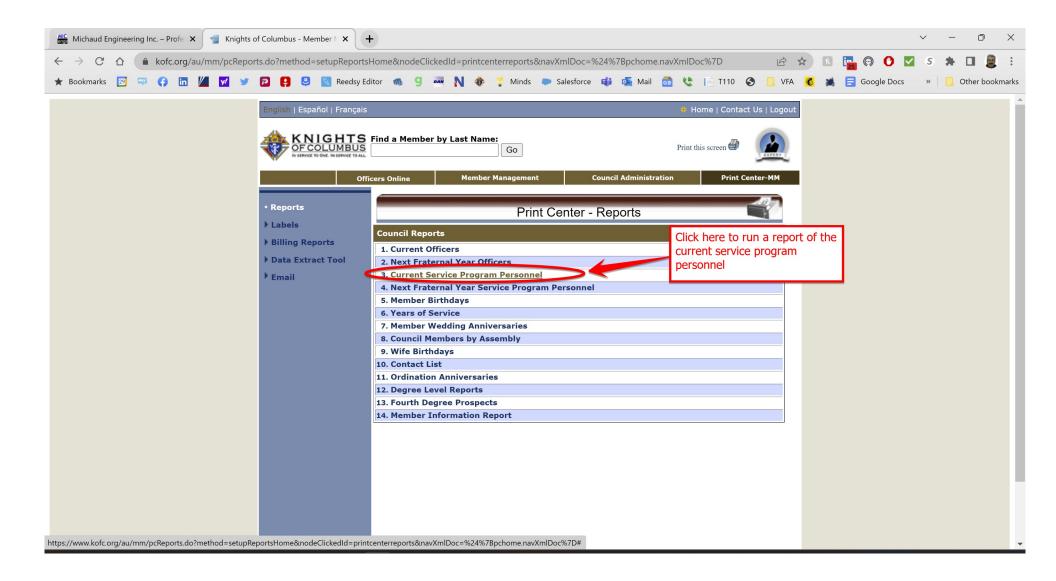




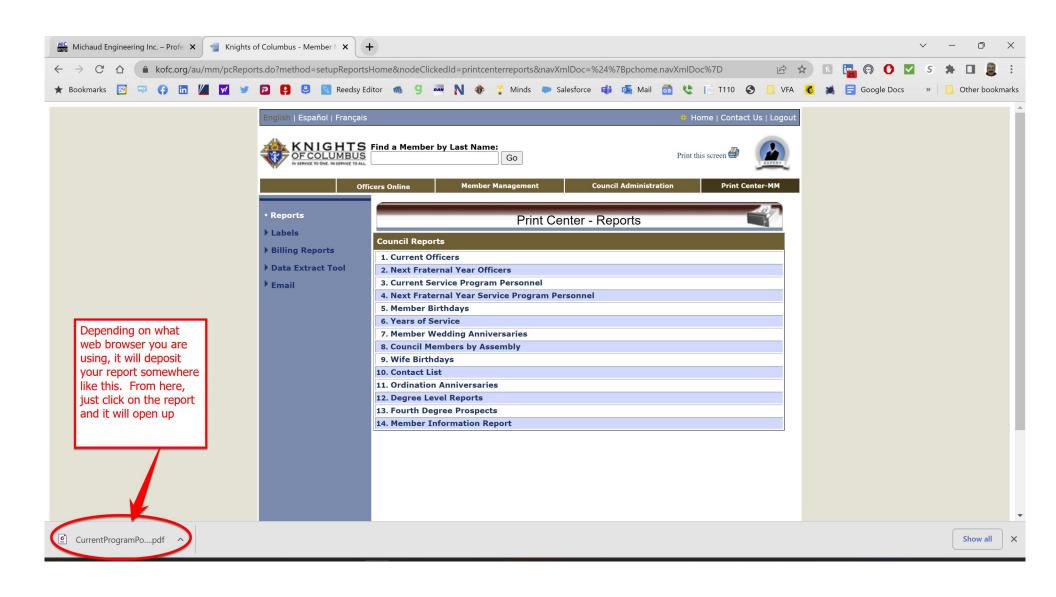
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		Program Positions	Name	Member#	Start Date							
		Program Director	Daigle, James R	4177407	07-01-2022							
		Faith Director	Devoe, David W	2614047	07-01-2022							
		Vocations Chairman	Jensen, Richard B	4618632	07-01-2022							
		Community Director	Bouffard, Daniel D	3805450	07-01-2022							
		Life Director	Jensen, Richard B	4618632	07-01-2022							
		Health Service	Michaud, Robert S	4246015	07-01-2022							
		Public Relations	Michaud, Robert S	4246015	07-01-2022							
		Family Director	Castonguay, Justin M	3552110	07-01-2022							
		Membership Director	Daigle, James R	4177407	07-01-2022							
		Recruitment Committee 1	Devoe, David W	2614047	07-01-2022							
		Recruitment Committee 2	Michaud, Xavier R	5096563	07-01-2022							
		Recruitment Committee 3	Bouffard, Daniel D	3805450	07-01-2022							
		Retention Chairman	Tolini, Ronald W	2301935	07-01-2022	Once you	u have					
		Insurance Promotion	Michaud, Robert S	4246015	07-01-2022	assigned						
		Additional Appointments	Name	Member#	Start Date	-						
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		Add a Program Position			Submit Reset							
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Once you have assigned Knights to their Program positions, I recommend running a report to show this and then send that report to the District Deputy, State Deputy, State Secretary, and Executive Secretary. This basically replaces the Form 365. You don't need to send it to Supreme because you have already assigned the members to their positions. To do this, follow the slides below:

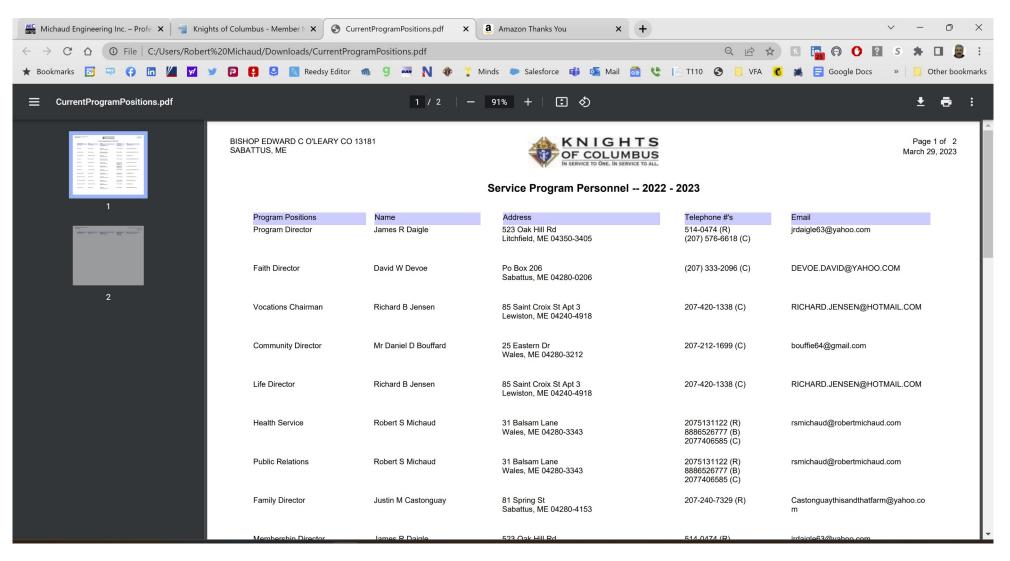




Once the report runs, a dialog box will pop up. Click on the button to download them to your computer.



Your final report will look something like this. E-mail this to the State Officers and District Deputy.



Using this same process, you can do the same thing with Officer positions and that will replace the From 185. Let me know if you need specific instructions to do that.