

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

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

Hi Robert Michaud | Last Login: 3/29/2023 at 8:36 pm

Change Role: [Grand Knight](#)

Urgent Messages

Data Error Message
Users that have a role in the 4th Degree may experience a 'Data Error' message box when accessing Officers Online. This is not an actual data error, and you can click 'OK' and continue with what you were doing. We are working to have this resolved, and apologize for the annoyance it is causing.

ASAP (Aid & Support After Pregnancy) is a new initiative to help mothers and babies by supporting pregnancy resource centers and maternity homes. For every \$500 your council or assembly donates to a pregnancy resource center or maternity home (up to \$2,000), the Supreme Council will donate \$100. [APPLY TODAY](#)

Council Program and Supply Purchases (e.g., Coats for Kids)
When purchasing items from Supplies Online or Knightsgear individuals can no longer select "Charge Council or Assembly" at checkout. All orders must be paid in full at checkout. This includes Coats for Kids. Councils and assemblies are now able to obtain a credit or debit card in their name for approved expenses. Information is available under Financial Matters in the Officers Desk Reference.

Email Addresses Mandatory for Safe Environment Roles
In order to be counted towards a council's Safe Environment compliance, Grand Knights, Program Directors, and Community Directors must have a unique email address entered as their "Primary Email" in Member Management.

Maine > 10 > #13181 (Sabattus)

Supporting Applications

- Officers Desk Reference
- Office Of Youth Protection
- Home Corporations
- Member Management**
- By Laws Online
- Knights Gear
- Supplies Online
- Canadian Supplies Online

Next, click on the link as shown for Council Administration:

English | Español | Français Home | Contact Us | Logout

KNIGHTS OF COLUMBUS Find a Member by Last Name: Go Print this screen

Officers Online Member Management **Council Administration** Print Center-MM

Council Administration - Council Information

Council

BISHOP EDWARD C O'LEARY Council 13181

Council Location: SABATTUS Jurisdiction: ME
District: 010 Date of Institution: 06-24-2002

Reset

Key Contacts | Detail Info | Address Info | Meeting Info |

Title	Name	Telephone #'s	
Financial Secretary	Daniel D. Bouffard	207-212-1699 (C)	<input type="checkbox"/>
Grand Knight	Robert S. Michaud	2075131122 (R)	<input type="checkbox"/>
		8886526777 (B) 2077406585 (C)	

Display All

Key Contacts | Detail Info | Address Info | Meeting Info |

Detail Information

Country:
United States

- Council Administration
- Council Information
 - ▶ Council Officers Current & Next
 - ▶ Service Program Personnel Current & Next
 - ▶ Additional Positions
 - ▶ Member Interests
 - ▶ Parish List
 - ▶ Title List
 - ▶ Download Tools

Council Administration - Council Information

Then click on this link.

Council
BISHOP E... Council 13181
Council Location: SABATTUS Jurisdiction: ME
District: 010 Date of Institution: 06-24-2002

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Key Contacts | Detail Info | Address Info | Meeting Info |

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Display All

Key Contacts | Detail Info | Address Info | Meeting Info |

Detail Information
Country:



Find a Member by Last Name:

Go

Print this screen



Council Administration

Council Information

Council Officers
Current & Next

Service Program
Personnel
Current & Next

Current Year

Next Fraternal Year

Additional Positions

Member Interests

Parish List

Title List

Download Tools

Make sure "current year" is selected, unless it is near the end of the current fraternal year and you want to enter the new program personnel for the next year - then you would select "Next Fraternal Year"



Council Administration - Program Personnel - Current

Council



BISHOP EDWARD C O'LEARY

Council 13181

Council Location: SABATTUS

Jurisdiction: ME

District: 010

Date of Institution: 06-24-2002

Current Council Year 2022-2023

Change Current Service Program Personnel

Supreme Defined Positions

Council Defined Positions

Choose a Role:

Program Director

Search by Last Name:

Search

Enter Start Date:

MM-DD-YYYY

Default is today's date

Assign

Search Tips

Choose Member:

- UNASSIGNED
- Michaud, Alexandre
- Michaud, Nicolas
- Michaud, Robert S
- Michaud, Xavier R

Current Service Program Personnel

Program Positions	Name	Member#	Start Date
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Michaud Engineering Inc. - Profile x Knights of Columbus - Member I x

kofc.org/au/mm/caCurrentProg.do

Bookmarks Reedsy Editor Minds Salesforce Mail T110 VFA Google Docs Other bookmarks

Current Year
 Next Fraternal Year
 Additional Positions
 Member Interests
 Parish List
 Title List
 Download Tools

Current Council Year 2022-2023
 Change Current S

Supreme De

Choose a Role:
 Program Director
 Faith Director
 Vocations Chairman
 Community Director
 Life Director
 Health Service
 Public Relations
 Family Director
 Membership Director
 Recruitment Committee 1
 Recruitment Committee 2
 Recruitment Committee 3
 Retention Chairman
 Insurance Promotion

Search Tips
 Choose Member:
 UNASSIGNED
 Michaud, Alexandre
 Michaud, Nicolas
 Michaud, Robert S
 Michaud, Xavier R

Enter Start Date:
 MM-DD-YYYY
 Default is today's date

Assign

Select the program position that you want to assign someone to

Use the Search box to search for the Knight that you want to assign to that position.

Enter the start date for that Knight in the new position.

When the Position, Member and date have been

	Name	Member#	Start Date
Faith Director	Daigle, James R	4177407	07-01-2022
Vocations Chairman	Devoe, David W	2614047	07-01-2022
Community Director	Jensen, Richard B	4618632	07-01-2022
Life Director	Bouffard, Daniel D	3805450	07-01-2022
Health Service	Jensen, Richard B	4618632	07-01-2022
Public Relations	Michaud, Robert S	4246015	07-01-2022
Family Director	Michaud, Robert S	4246015	07-01-2022
Membership Director	Castonguay, Justin M	3552110	07-01-2022
Recruitment Committee 1	Daigle, James R	4177407	07-01-2022
Recruitment Committee 2	Devoe, David W	2614047	07-01-2022
Recruitment Committee 3	Michaud, Xavier R	5096563	07-01-2022
Retention Chairman	Bouffard, Daniel D	3805450	07-01-2022
Insurance Promotion	Tolini, Ronald W	2301935	07-01-2022
Additional Appointments	Michaud, Robert S	4246015	07-01-2022
	Name	Member#	Start Date

No Additional Appointments at this time

▶ Title List
▶ Download Tools

Supreme Defined Positions | Council Defined Positions

Choose a Role: Program Director

Search by Last Name: Search

Enter Start Date: MM-DD-YYYY
Default is today's date

Choose Member:
UNASSIGNED
Michaud, Alexandre
Michaud, Nicolas
Michaud, Robert S
Michaud, Xavier R

Assign

Current Service Program Personnel

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
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Insurance Promotion	Michaud, Robert S	4246015	07-01-2022

Additional Appointments

Name	Member#	Start Date
No Additional Appointments at this time		

Once you have assigned all of your personnel, click on Submit

Add a Program Position

Submit Reset

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:

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KNIGHTS OF COLUMBUS Find a Member by Last Name: Go

Print this screen

Officers Online Member Management Council Administration **Print Center-MM**

Member Management - Find A Member

Search Criteria

Display records for the following:

Active Members Former Members

Required Criteria

Last Name: -or- Member #:

Search Tips

Search Reset

Click here to access member management reports

KNIGHTS OF COLUMBUS Find a Member by Last Name: Print this screen 

- Reports
- ▶ Labels
- ▶ Billing Reports
- ▶ Data Extract Tool
- ▶ Email

Print Center - Reports

- Council Reports**
1. Current Officers
 2. Next Fraternal Year Officers
 3. **Current Service Program Personnel**
 4. Next Fraternal Year Service Program Personnel
 5. Member Birthdays
 6. Years of Service
 7. Member Wedding Anniversaries
 8. Council Members by Assembly
 9. Wife Birthdays
 10. Contact List
 11. Ordination Anniversaries
 12. Degree Level Reports
 13. Fourth Degree Prospects
 14. Member Information Report

Click here to run a report of the current service program personnel

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


The screenshot shows a web browser window with the URL `kofc.org/au/mm/pcReports.do?method=setupReportsHome&nodeClickedId=printcenterreports&navXmlDoc=%24%7Bpchome.navXmlDoc%7D`. The page title is "Print Center - Reports". The main content area displays a list of 14 "Council Reports":

1. Current Officers
2. Next Fraternal Year Officers
3. Current Service Program Personnel
4. Next Fraternal Year Service Program Personnel
5. Member Birthdays
6. Years of Service
7. Member Wedding Anniversaries
8. Council Members by Assembly
9. Wife Birthdays
10. Contact List
11. Ordination Anniversaries
12. Degree Level Reports
13. Fourth Degree Prospects
14. Member Information Report

A red box highlights the text: "Depending on what web browser you are using, it will deposit your report somewhere like this. From here, just click on the report and it will open up". A red arrow points from this box to a download button (represented by a document icon) at the bottom left of the browser window, which is circled in red. The download button label is "CurrentProgramPo...pdf".

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

BISHOP EDWARD C O'LEARY CO 13181
SABATTUS, ME

 **KNIGHTS OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Page 1 of 2
March 29, 2023

Service Program Personnel -- 2022 - 2023

Program Positions	Name	Address	Telephone #'s	Email
Program Director	James R Daigle	523 Oak Hill Rd Litchfield, ME 04350-3405	514-0474 (R) (207) 576-6618 (C)	jrdaiGLE63@yahoo.com
Faith Director	David W Devoe	Po Box 206 Sabattus, ME 04280-0206	(207) 333-2096 (C)	DEVOE.DAVID@YAHOO.COM
Vocations Chairman	Richard B Jensen	85 Saint Croix St Apt 3 Lewiston, ME 04240-4918	207-420-1338 (C)	RICHARD.JENSEN@HOTMAIL.COM
Community Director	Mr Daniel D Bouffard	25 Eastern Dr Wales, ME 04280-3212	207-212-1699 (C)	bouffie64@gmail.com
Life Director	Richard B Jensen	85 Saint Croix St Apt 3 Lewiston, ME 04240-4918	207-420-1338 (C)	RICHARD.JENSEN@HOTMAIL.COM
Health Service	Robert S Michaud	31 Balsam Lane Wales, ME 04280-3343	2075131122 (R) 8886526777 (B) 2077406585 (C)	rsmichaud@robertmichaud.com
Public Relations	Robert S Michaud	31 Balsam Lane Wales, ME 04280-3343	2075131122 (R) 8886526777 (B) 2077406585 (C)	rsmichaud@robertmichaud.com
Family Director	Justin M Castonguay	81 Spring St Sabattus, ME 04280-4153	207-240-7329 (R)	Castonguaythisandthatfarm@yahoo.com
Membership Director	James R Daigle	523 Oak Hill Rd	514-0474 (R)	jrdaiGLE63@yahoo.com

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.