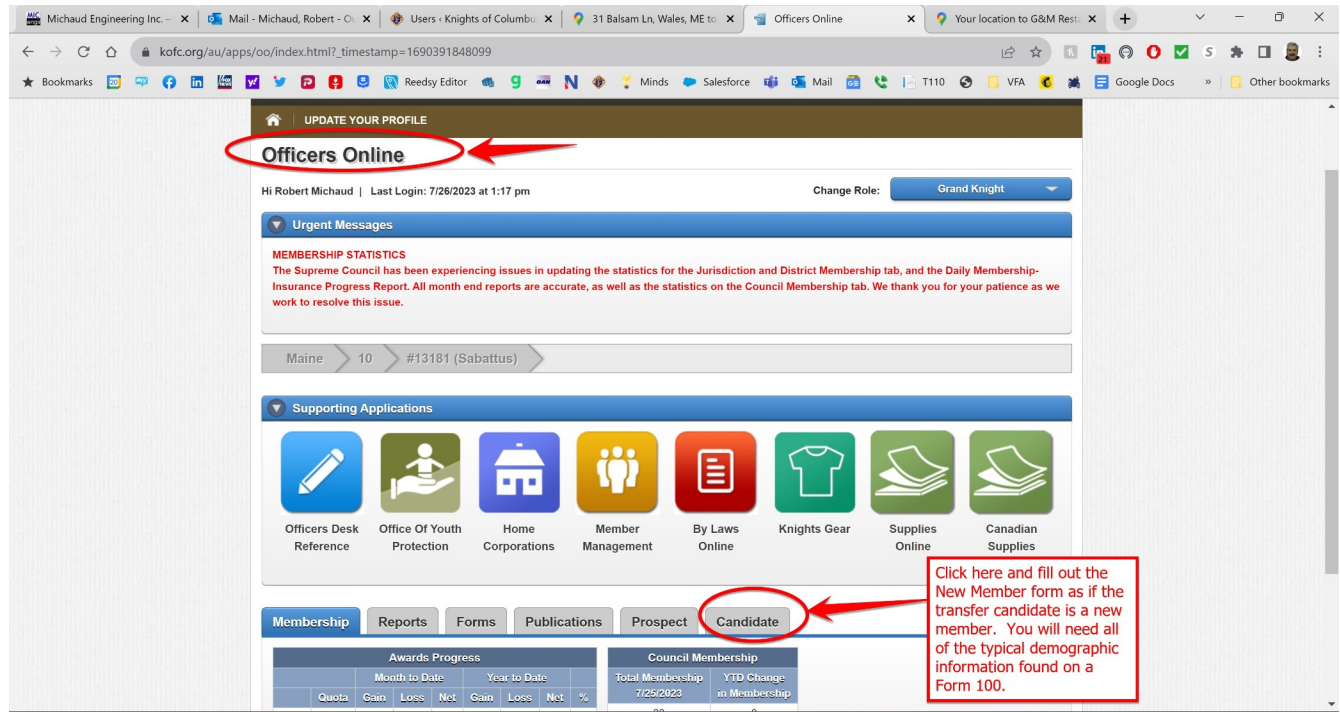


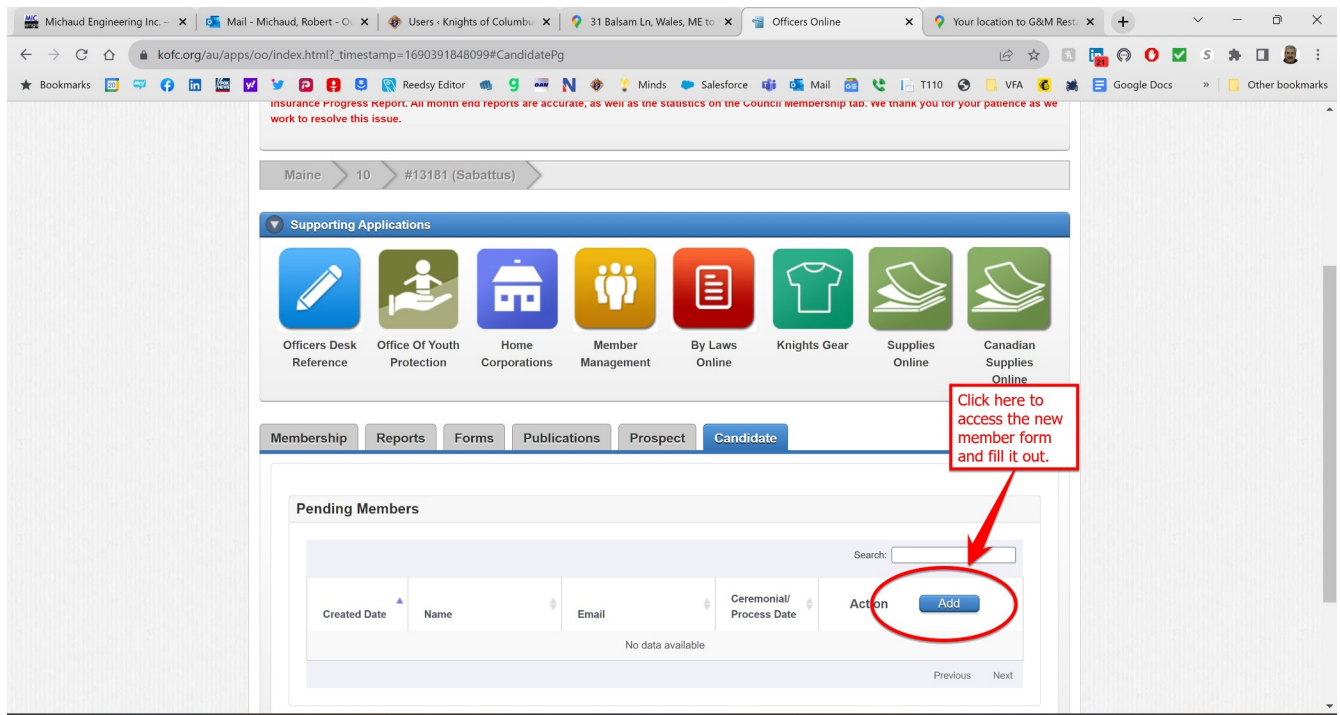
Worthy Grand Knights,

You may have been wondering how to process transfers from other Councils into your Council without using the paper Form 100. After speaking with Supreme, I have learned how this is done. The process is very similar to adding a new candidate into your Council using Officer's Online (without having to use the paper Form 100). Below are some step-by-step instructions:

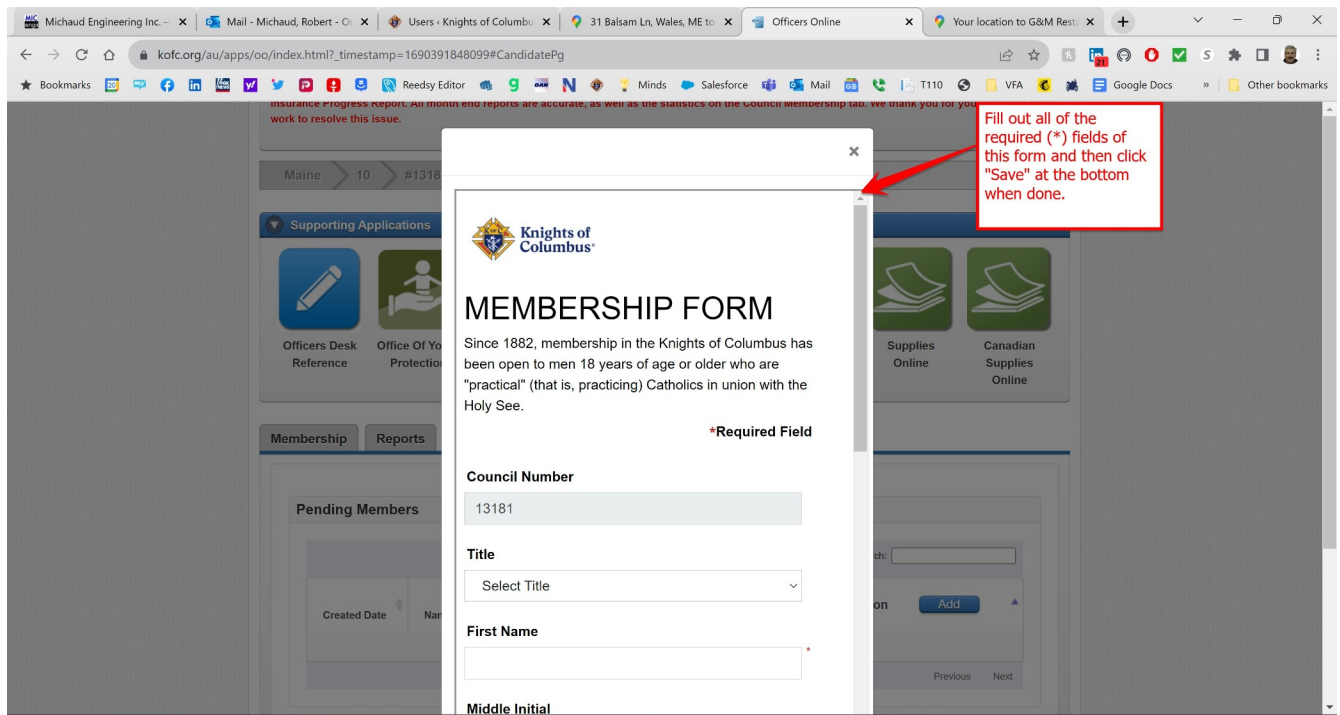
First – log into kofc.org and go to Officer's Online:



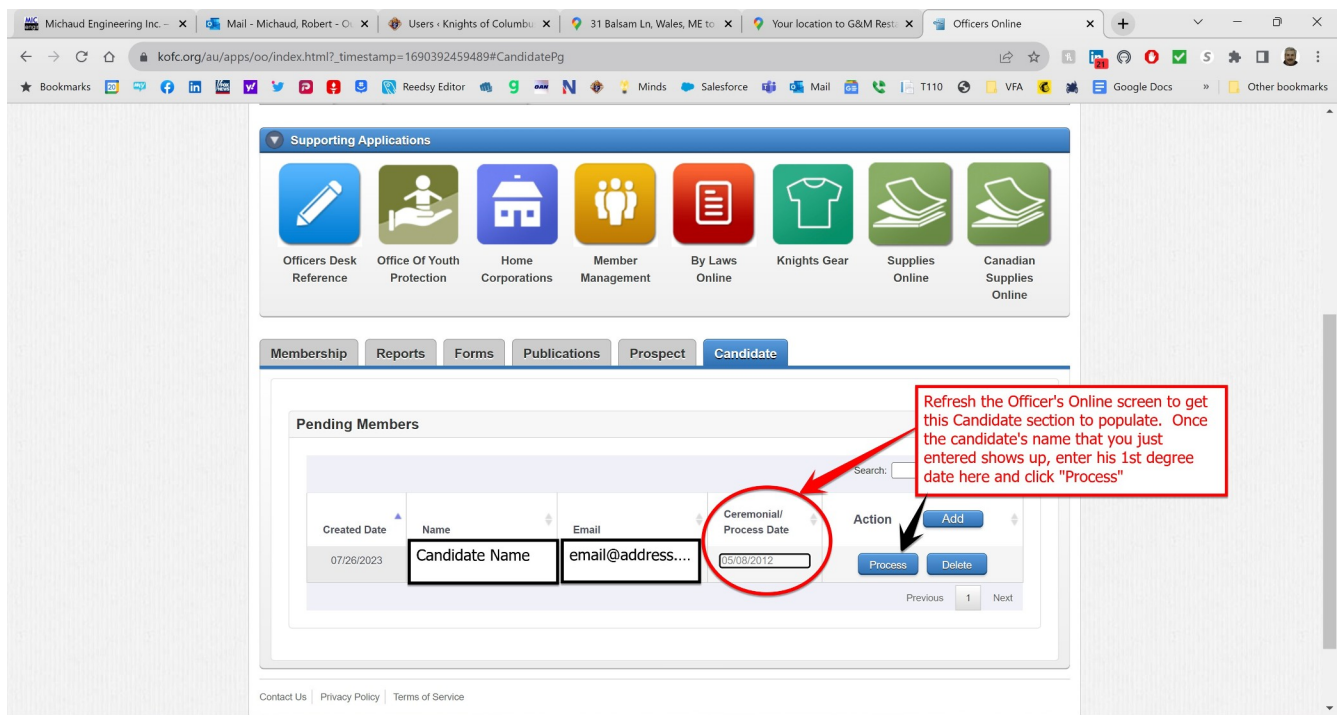
Next, click on the “Add” button to bring up the electronic New Member form:



Then fill out the form:

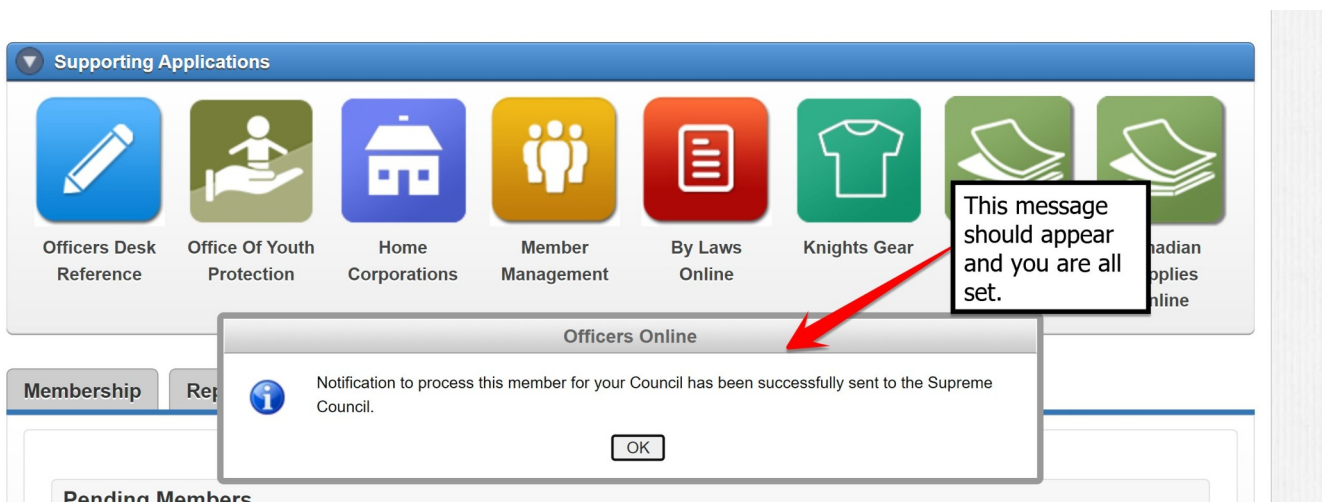


Then, after clicking the “Save” button on the form, you may need to refresh your screen to get the new name to show up under the “Candidates” tab. To do this, try clicking the “Candidates” tab or click a different tab, and then come back and click the “Candidates” tab again. Your new member information should show up below. At this point, enter the date of his 1st Degree in the field shown and then click the “Process” button as shown:



Note – this is the same process you would use to add an e-member candidate to your Council once he has taken part in his degree exemplification.

Once the “Process” button is clicked you should receive the following confirmation note and your work is done:



If, for some reason, this process does not work, call Member Services at Supreme and they can help you out: 203-752-4000, option3, option1.

Vivat Jesus!