

Masonic Membership Solutions MMS Grand York Rite of Missouri User Manual

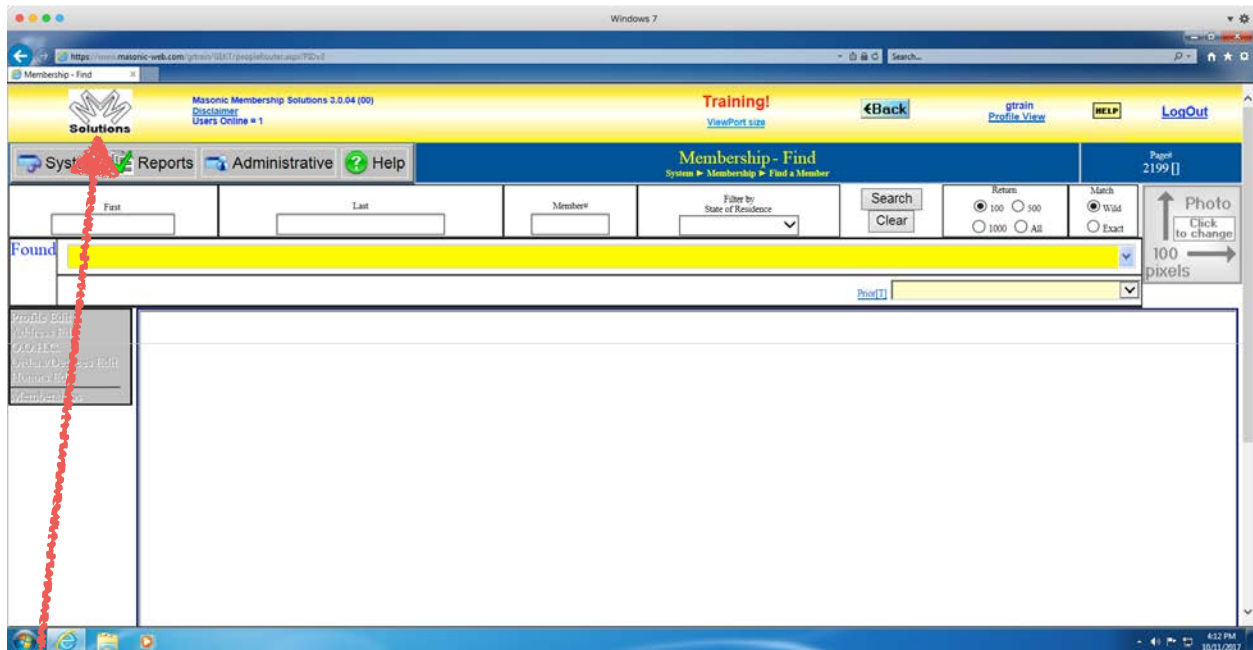
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Please note that the screen shots for this manual were taken from the Training site and may differ from the currently available Live site. Note also that the Training site only contains Commandery data.

Petition/Candidate Process

You receive a COMPLETED petition from one Ebber Hobbinfibber. If the petition is not complete, then it should be considered unacceptable.

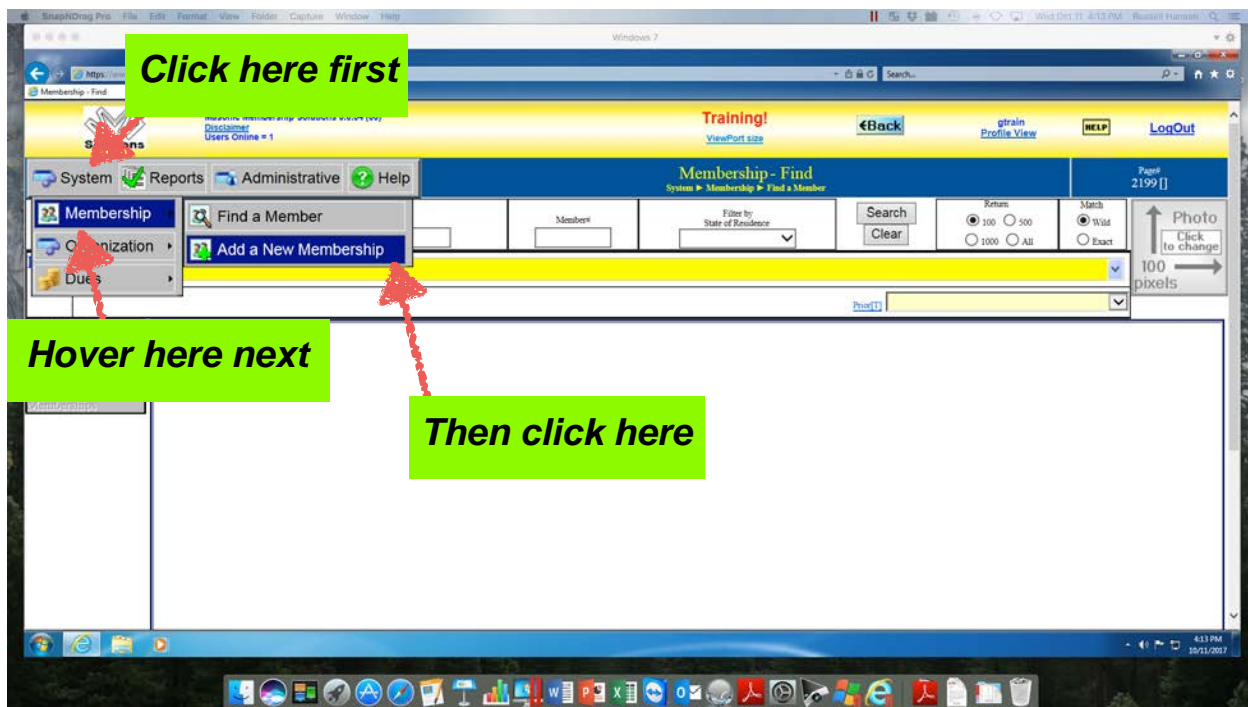
Log into MMS. You should see the “Home” page.



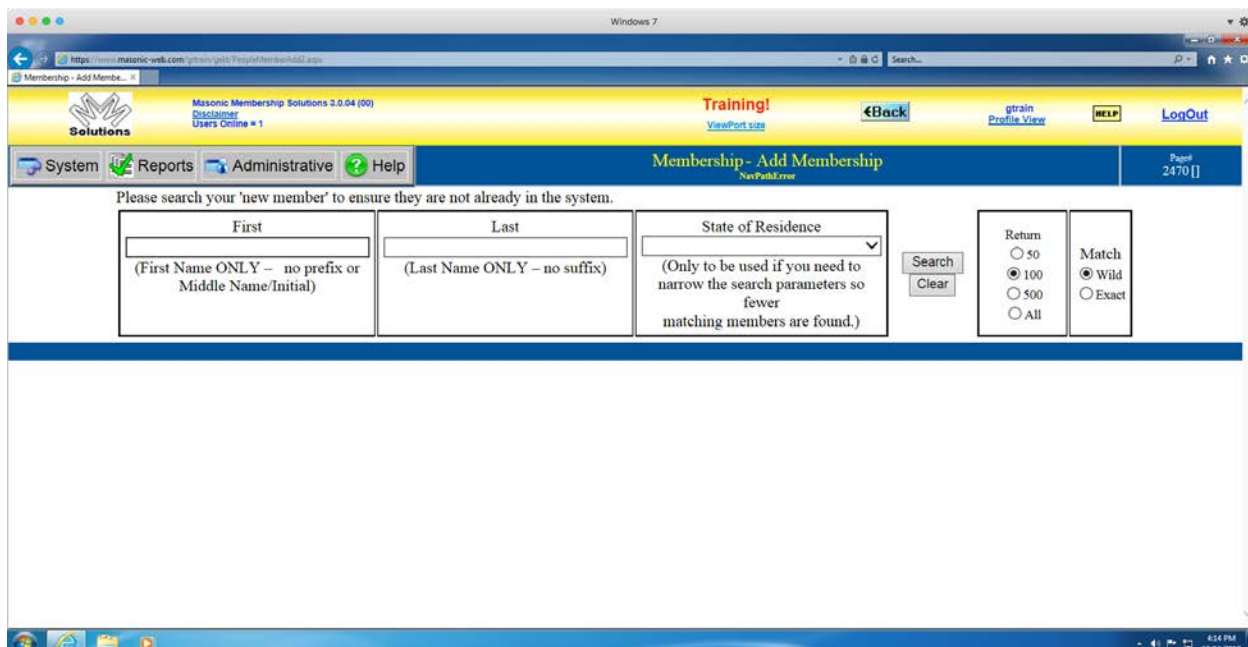
Note that wherever you are in the program you can click on this “Button” to return to the “Home” page.

The first step in the process is to determine if the petitioner is actually a brand new member.

Click on the "System" button, then hover the mouse over "Membership" button, move the mouse over and click on the "Add a New Membership" button.

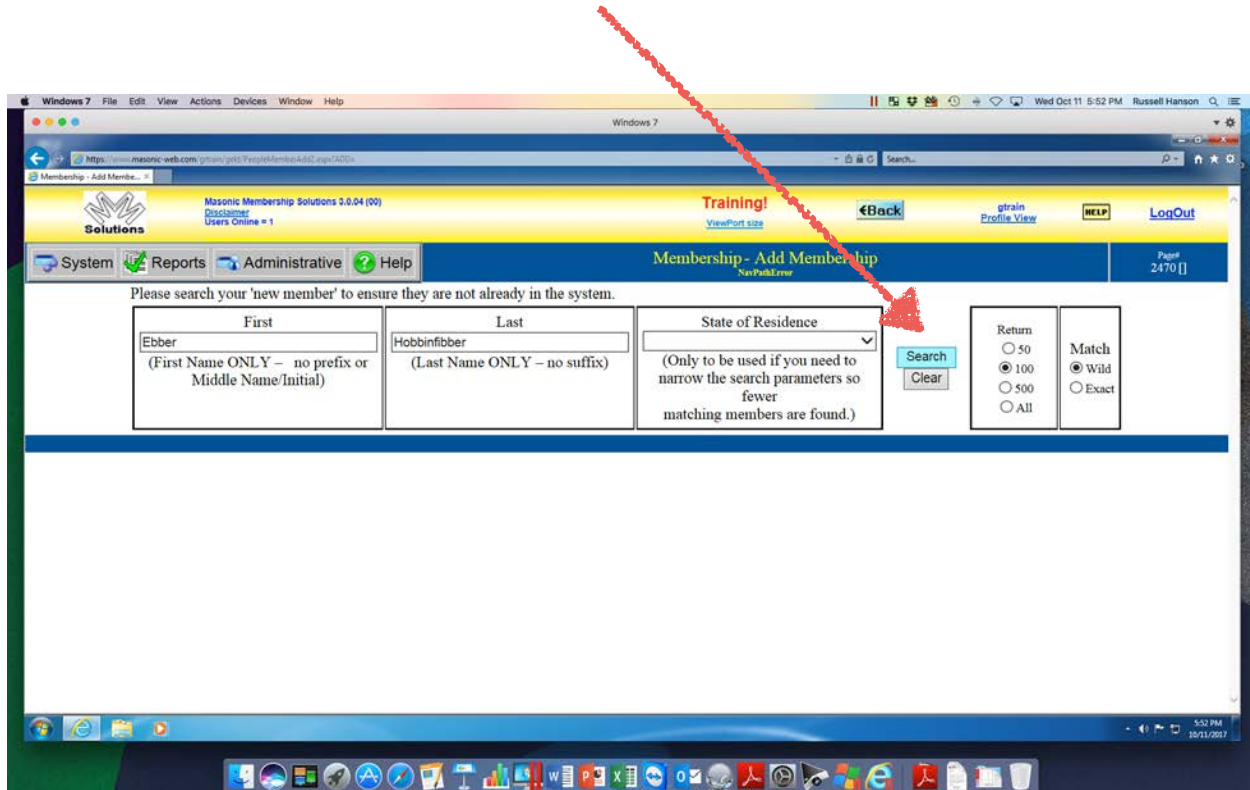


You should see the "Membership - Add Membership" page.



This page allow you to search for a member across the entire membership database for the highest level Body (such as the Grand Encampment for Commandery).

Enter "Ebber" in the "First" box. Enter "Hobbinfibber" in the "Last" box. Click the "Search" button.



Windows 7 File Edit View Actions Devices Window Help

Windows 7

https://www.masonic-web.com/gtrain/gtrain/TrpMmAdd.asp?ADG=...

Membership - Add Member

Masonic Membership Solutions 3.0.04 (00)
Disclaimer
Users Online: 1

Training! ViewPort size

Back

gtrain Profile View

HELP

LogOut

System Reports Administrative Help

Membership - Add Member

Page 2470 []

Please search your 'new member' to ensure they are not already in the system.

First Ebber (First Name ONLY - no prefix or Middle Name/Initial)	Last Hobbinfibber (Last Name ONLY - no suffix)	State of Residence Wild (Only to be used if you need to narrow the search parameters so fewer matching members are found.)	Return <input type="radio"/> 50 <input checked="" type="radio"/> 100 <input type="radio"/> 500 <input type="radio"/> All	Match <input checked="" type="radio"/> Wild <input type="radio"/> Exact
--	--	--	--	---

Search

Clear

5:52 PM 10/11/2017

If the search returns one or more names, then you will need to determine if the "Ebber Hobbinfibber" that has petitioned your Body is one of the people that the search lists.

Hopefully, the search will return no matches indicating that "Ebber Hobbinfibber" is truly a brand new person.

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Membership - Add Membership

Please search your 'new member' to ensure they are not already in the system.

First	Last	State of Residence
Ebber (First Name ONLY – no prefix or Middle Name/Initial)	Hobbinfibber (Last Name ONLY – no suffix)	

No matches were found

[I would like to ADD a new person and membership to the database](#)

Click this line

No match was found, so the next step is to add “Ebber Hobbinfibber” as a new person in the database by clicking the “I would like to ADD a new person and membership to the database” button.

... I will add the new person below:

Prefix: [v]
*DateOf Birth: [v]
PlaceOf Birth: [v]
DateOf Death: mm/dd/yyyy
Sex: ☒ M ☐ F ☐ Unk
Employer: [v]
Job Title: [v]
Job Status: Current
Job Code: None

*Last: Hobbinfibber
*First: Ebber
Middle: [v]
Suffix: [v]
Preferred First Name which member wishes to be called if different than First Name supplied above: [v]
Normally, mail sent to the member will be addressed, first middle last; but, if the member wants mail to be addressed using a different first name, please supply the complete alternate name below along with last name. [v]

Notes: [v]

PhHome: [v]
PhWork: [v]
PhCell: [v]
EmailH: [v]
EmailW: [v]
Spouse: [v]
Children: [v]

Home/Primary Address

*Country: USA
Type: Home
*Address: [v]
*City: [v]
*State: [v]
*Zip: [v]

To USPS Certify click here

Continue Cancel

The “...I will add the new person below” page displays.

You must, at a minimum, enter information in the boxes that have an asterisk "*" by them. Since you entered "Ebber" and "Hobbinfibber" in the search, those two items are already filled in. You will have to add the "Date of Birth" and the "Home/Primary Address" information.

It is vitally critical that you enter the COMPLETE name of the person (First name, Middle name, and Last name) as well as his phone number(s), his email address, and his spouse's name.

Note that there is a dropdown arrow at the end of the "Date of Birth" box. Clicking this dropdown will display a calendar from which you may select the date. You may also enter the date directly. The box will add formatting to your date information. All date-type boxes behave this way.

You must enter the person's mailing address.

After you have entered all of the "person" information, then click on the "To USPS Certify click here" button. This will check the address that you entered against the US Postal Service database. The check may return "Address cannot be certified until it is complete. Canadian addresses require valid postal codes." The check may return "Below address failed Address Certification: - you can correct and certify again - - Or leave alone and it will be used as is." You will need to correct the address and click the button again. If the address was just a little off, then the check will return the corrected address.

Once you have a good address, the check will return that the address is verified.

The screenshot shows a web browser window displaying the 'Membership - Add Membership' form. The form is titled '... I will add the new person below:'. It includes various input fields for personal details, contact information, and address. A 'Home/Primary Address' section on the right indicates 'Address is Certified' and provides a yellow button to 'To USPS Certify click here'. At the bottom of the form, the 'Continue' button is highlighted with a red circle.

Click the "Continue" button at the bottom of the page. The next page that displays allows you to add the person to your local Body. Click the "-Select Status-" dropdown.

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Windows 7

Membership - Add Membership/Orders

System Reports Administrative Help

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National Body: Knights Templar

Current Date of Birth Listed: 10/11/1977 Change Date of Birth to: 10/11/1977

Petitioner Date State Local First Line Signer Comments

Select a date State Grand Commander 4 - Local Commandery Select a member

Candidate

Note: If Petitioner Date is unknown enter 1/1/1900. DO NOT MAKE UP A DATE. Candidate Date must be greater than or equal to Petitioner Date.

Orders Date State Local Comments

Order of the Red Cross

Order of Malta

Order of the Temple (Knighthood)

If the Red Cross or Order of Malta dates are unknown, enter 1/1/1900. Order of the Temple MUST contain a valid date and will be used as Knighthood date.

Knighthood Date State Local Comments

First Line Signer:

Save Cancel Reset

Click the "Petitioner/Candidate" line.

Windows 7

Membership - Add Membership

System Reports Administrative Help

Training! Back gtrain Profile View HELP LogOut

Return to list of matches Cancel

You are adding a membership to the new person that you just added to the database.

In the following body:

National State Local

Knights Templar State Grand Commandery 4 - Local Commandery Petitioner/Candidate

Use the Petitioner/Candidate selection when Petitioner and Candidate information are unavailable but ALL Orders information is available.

Continue Cancel

Person:

Hobbinfibber, Ebber 107 S Williams St, Fayette, MO 65248-1017 Born 10/11/1977

Click the "Continue" button.

You should see the “Membership - Add Membership/Orders” page. Enter the “Date” that the petition was received and the “First Line Signer” name. Finally, click the “Save” button.

The screenshot displays the 'Membership - Change Status' web application. The header includes the 'Masonic Membership Solutions 2.0.04 (00)' logo and navigation links like 'Training!', 'Back', 'gtrain', 'Profile View', 'HELP', and 'LogOut'. The main navigation bar has 'System', 'Reports', 'Administrative', and 'Help' tabs. The page title is 'Membership - Change Status'. The member information section shows 'Hobbinfibber, Ebber' with a date of birth of 10/11/1977 and a status of 'Petitioner'. The form fields include 'Date of Birth', 'Status', 'Status Date', and 'First Line Signer'. A 'Save' button is present. Below the form, a table lists member details. The bottom of the page has a note about correcting errors and a system administrator contact link.

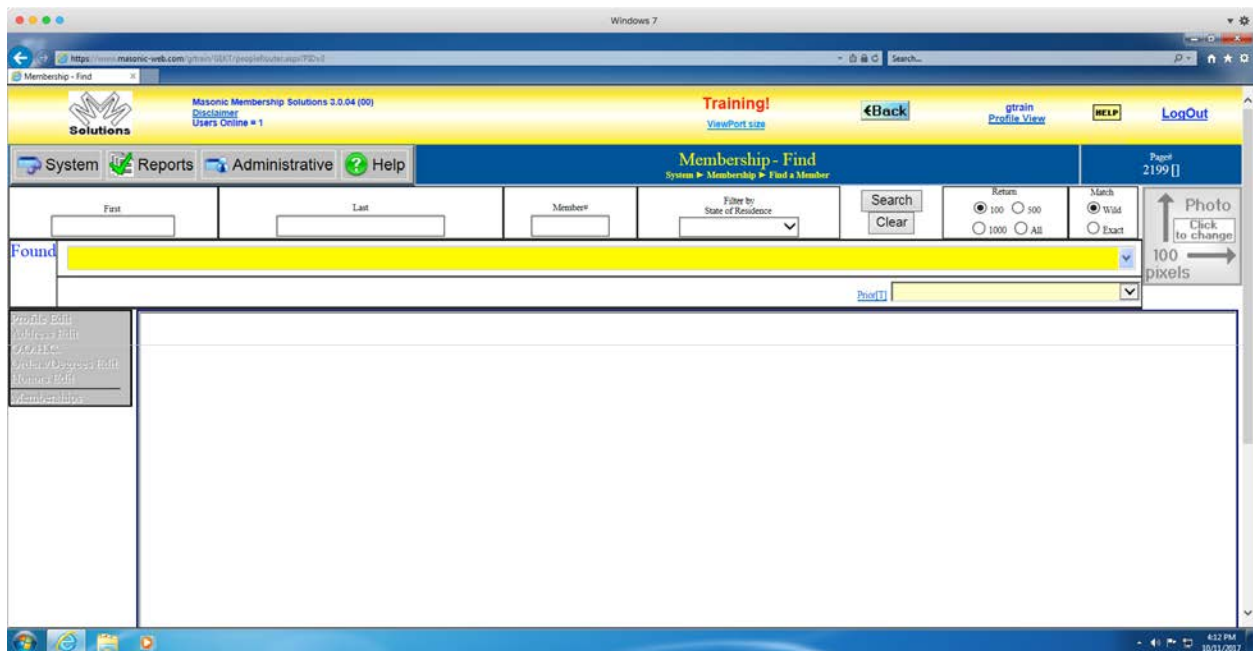
The Membership - Change Status” page is displayed.

Click the “MM Solutions” button to return to the “Home” page.



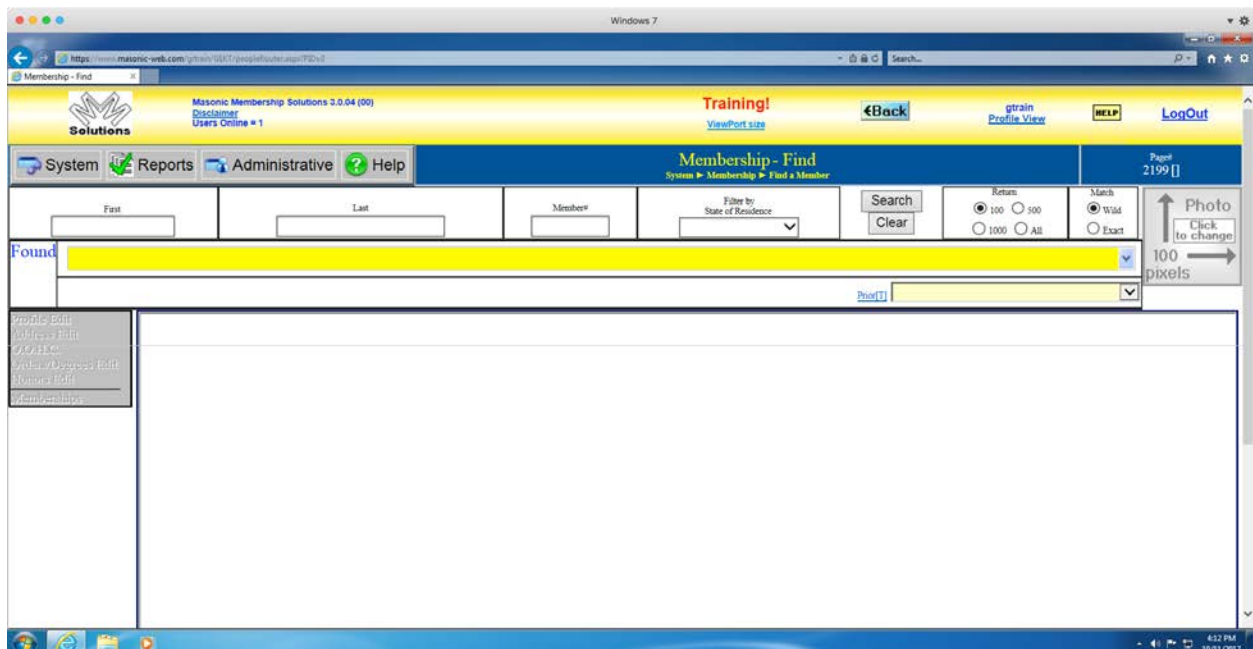
You can now log out and go about your day.

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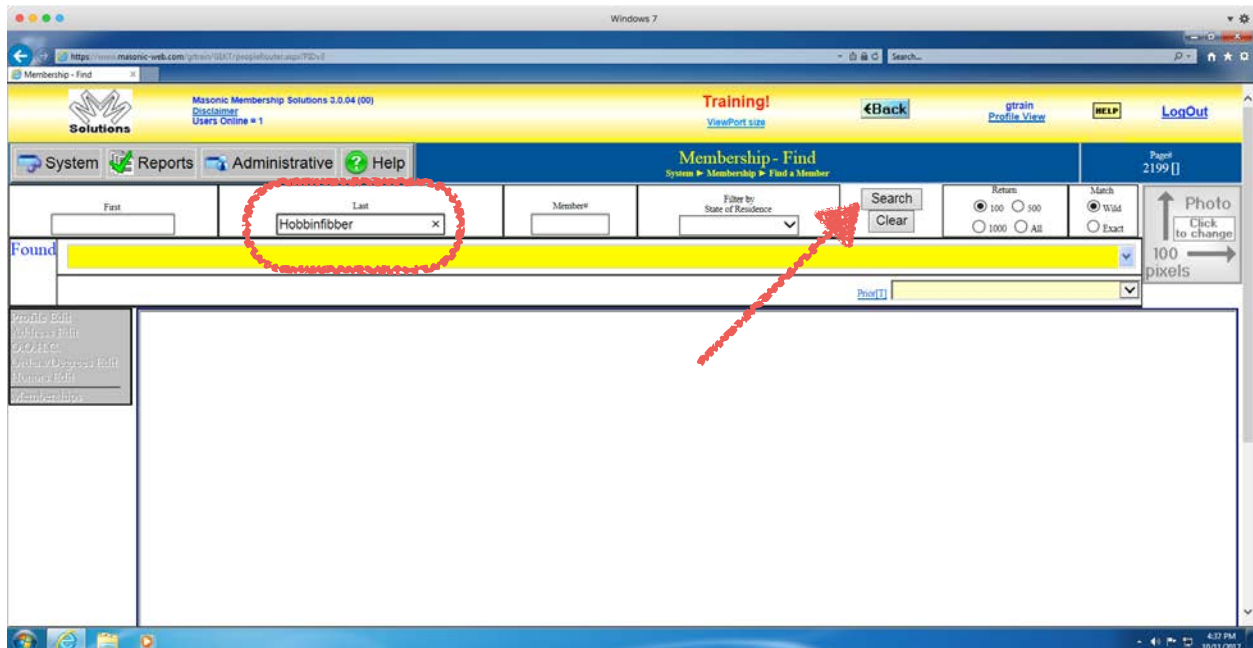
On your next meeting night you present the petition for Ebber Hobbinfibber. The Body may either elect him to become a member or reject him.

You now need to go back into MMS to record the outcome.

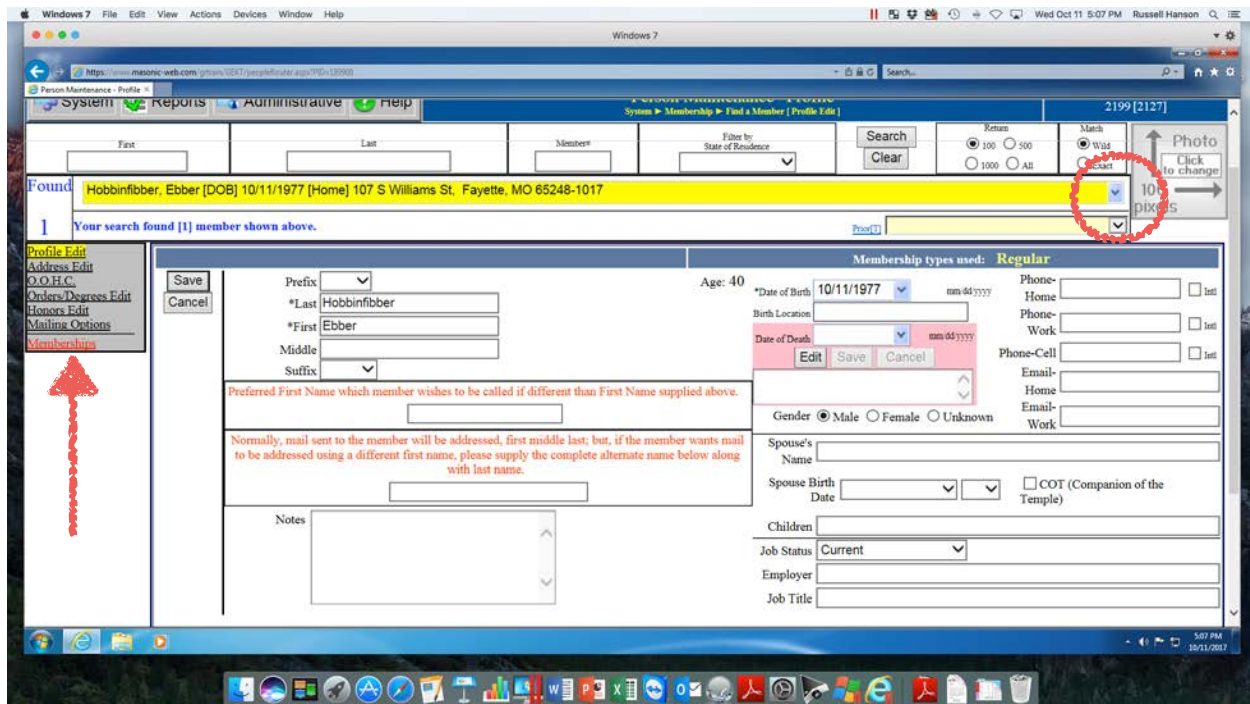


You log in and the “Home” page is displayed.

Since Ebber Hobbinfibber has already been entered as a petitioner in your Body, you can search for his record from the “Home” page. Enter his last name and click the “Search” button. This will only search your Body’s database.



The member “Profile” page will display.



Depending on how many Hobbinfibbers are members of your Body, you may have to select the one which is the petitioner.

Click the “name list” dropdown to see all of the names and click the one which is the petitioner. In this example only the petitioner is displayed.

Click on the “Membership” sidebar menu item.

The “Edit Status” page will display.

The screenshot shows the 'Membership - Change Status' page. At the top, there's a header with 'Masonic Membership Solutions 2.0.04 (00)' and 'Users Online: 1'. Below this is a navigation bar with 'System', 'Reports', 'Administrative', and 'Help' links. The main content area displays the member's information: Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017. A table below shows the member's status history. The 'Status' dropdown menu is open, showing 'Petitioner', 'Rejected', and 'Candidate'. The 'Rejected' option is highlighted with a red circle. The 'Status Date' is set to 10/11/2017. The 'First Line Signer' is Balboa, Rocky. The page also includes a sidebar with navigation links and a footer with the date 10/11/2017.

Click on the dropdown at the end of the “Status” box.

If the petitioner was rejected by your Body, then click the “Rejected” line and enter the date that he was rejected (the meeting date).

If he was accepted by your Body, then click the “Candidate” line.

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Enter the date that he was accepted (the meeting date).

The screenshot shows the 'Membership - Change Status' form in the Masonic Membership Solutions 2.0.04 web application. The form is for member Hobbinfibber, Ebber, with DOB 10/11/1977 and address 107 S Williams St, Fayette, MO 65248-1017. The member is currently a Petitioner. The form includes fields for Date of Birth, Status (Candidate), Status Date (10/11/2017), and First Line Signer (Balboa, Rocky). A table below the form shows the member's history, including a previous status change from Petitioner to Candidate on 10/11/2017. The form also includes a 'Save' button and a 'Cancel' button. A red arrow points to the 'Save' button in the second screenshot.

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Petitioner	10/11/2017		10/11/2017	gtrain

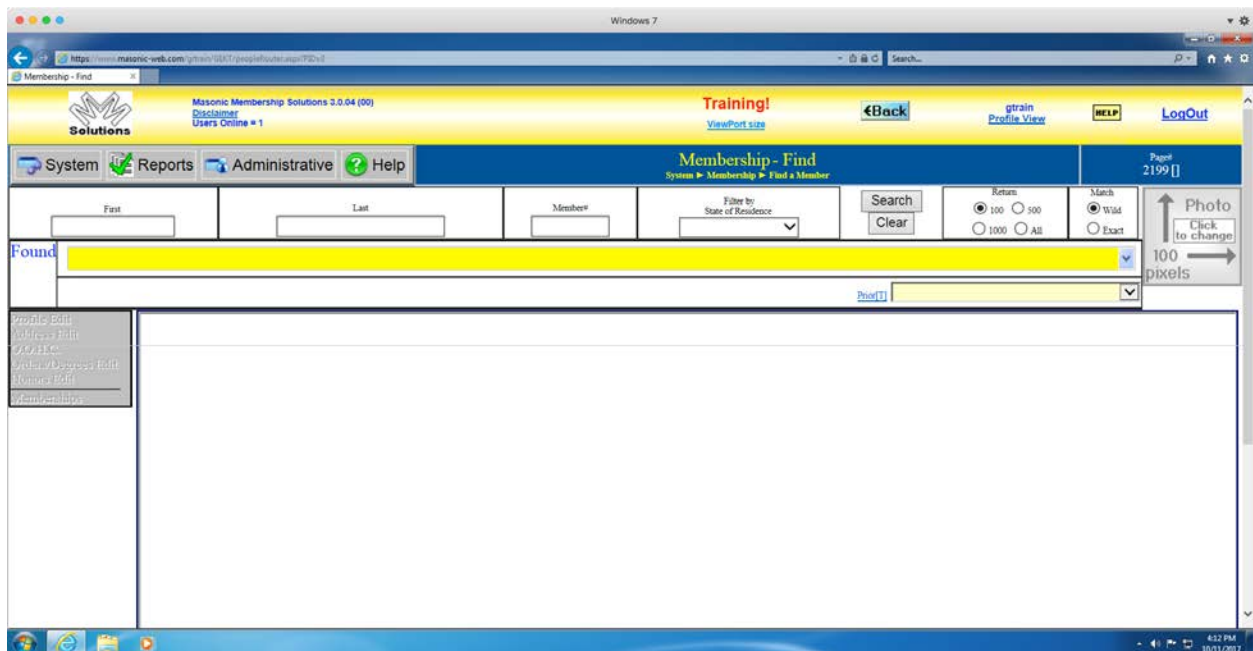
Click the "Save" button.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Save' button. The form is for member Hobbinfibber, Ebber, with DOB 10/11/1977 and address 107 S Williams St, Fayette, MO 65248-1017. The member is currently a Petitioner. The form includes fields for Date of Birth, Status (Candidate), Status Date (10/11/2017), and First Line Signer (Balboa, Rocky). A table below the form shows the member's history, including a previous status change from Petitioner to Candidate on 10/11/2017. The form also includes a 'Save' button and a 'Cancel' button. A red arrow points to the 'Save' button.

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Petitioner	10/11/2017		10/11/2017	gtrain



Click the “MM Solutions” button to return to the “Home” page.

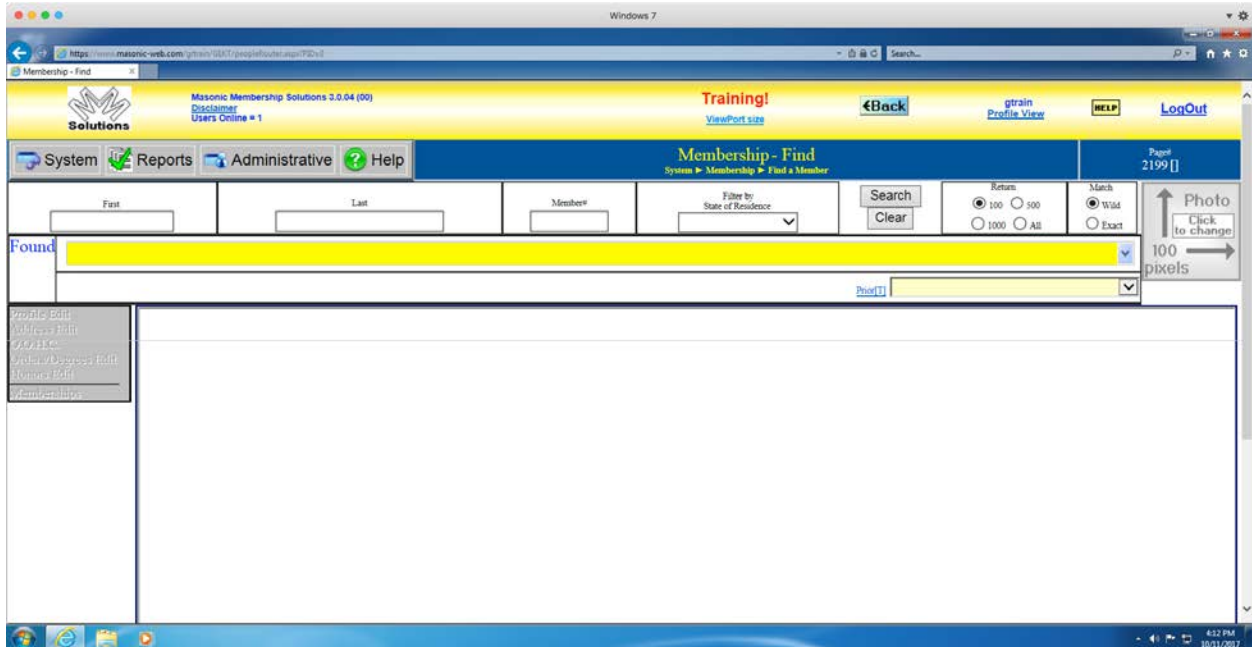


You can now log out and go about your day.

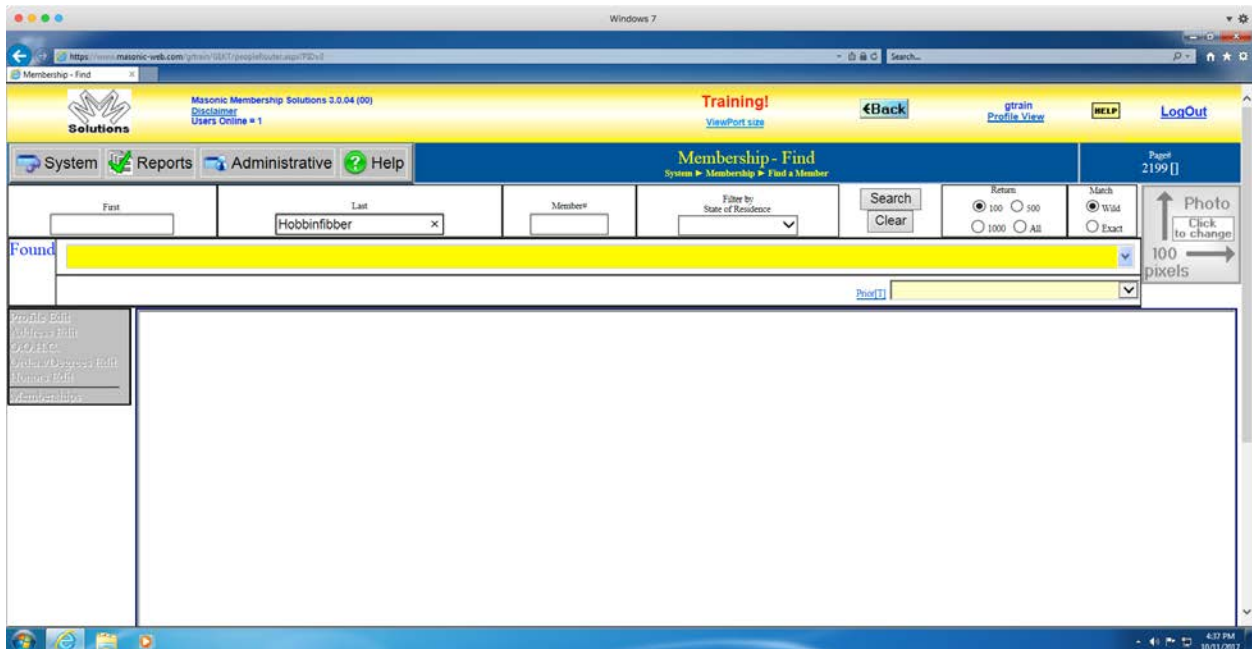
When your Body confers the first Order/Degree on Candidate Hobbinfibber, then you need to add that new information to his MMS record.

You log in.

The “Home” page will display.



Search for Hobbinfibber’s record from the “Home” page.



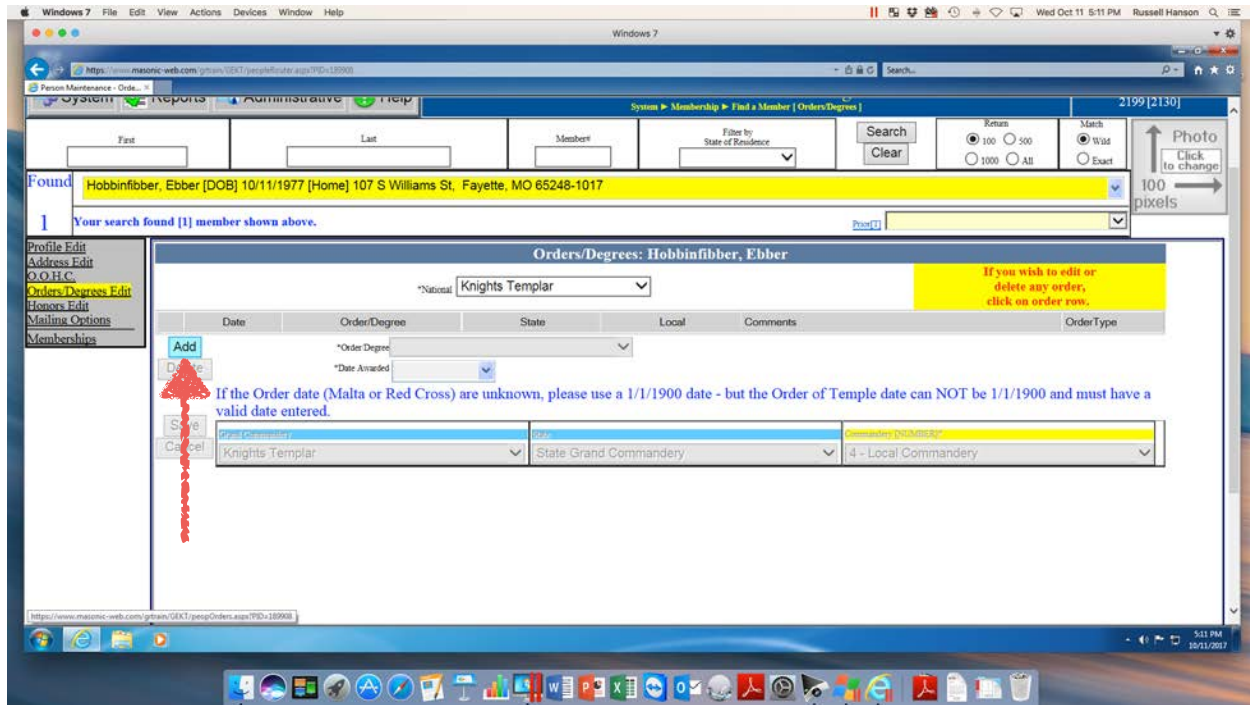
The member "Profile" page will display.

The screenshot shows a web application interface for managing member profiles. At the top, there's a navigation bar with tabs like 'System', 'Reports', 'Administrative', and 'Help'. Below this is a search section with fields for 'First', 'Last', 'Member', and 'Filter by State of Residence'. A search button is present. The search results show a single entry: 'Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017'. Below the search results, there's a sidebar menu with links: 'Profile Edit', 'Address Edit', 'O.O.H.C.', 'Orders/Degrees Edit', 'Honors Edit', 'Mailing Options', and 'Member'. A red arrow points to the 'Orders/Degrees Edit' link. The main content area displays the profile form for 'Hobbinfibber, Ebber'. The form includes fields for 'Prefix', 'Last', 'First', 'Middle', 'Suffix', 'Age', 'Date of Birth', 'Date of Death', 'Gender', 'Spouse's Name', 'Spouse Birth Date', 'Children', 'Job Status', 'Employer', 'Job Title', 'Phone-Home', 'Phone-Work', 'Phone-Cell', 'Email-Home', and 'Email-Work'. There are also checkboxes for 'COT (Companion of the Temple)'. The form is titled 'Membership types used: Regular'.

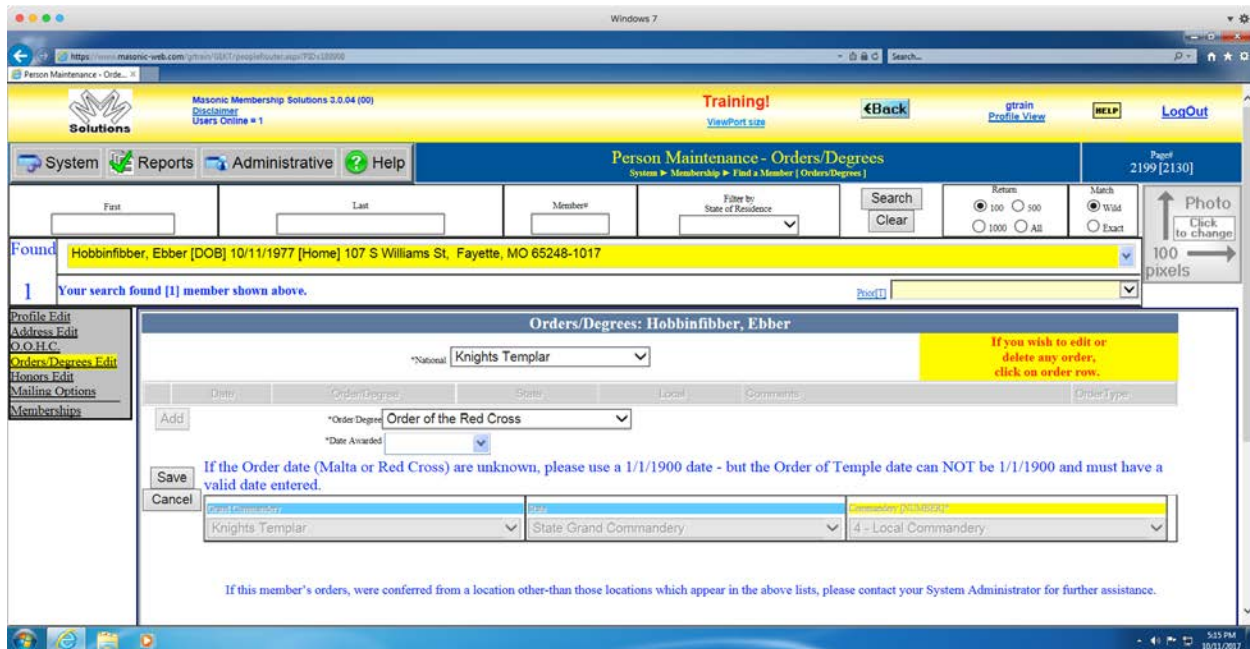
Select his name if there is more than one Hobbinfibber from the member "Profile" page.

Click on the "Orders/Degrees Edit" sidebar menu item.

The “Order/Degrees” page will display.



Click the “Add” button.



Order and degree information can now be entered.

The Order of the Red Cross is already selected because the program knows that it is the first Order/Degree that the Candidate can receive (note that the Training site only contains Commandery information).

Note that the "Order/Degree" box dropdown allows you to enter all of the Orders/Degrees at a one time. However, all of the Orders/Degrees MUST have been conferred on the same day because selecting the "*** Add All Orders" line only provides a "Date" box for the one single day.

Enter the date that the Candidate received the Order/Degree (the meeting date).

The screenshot shows the 'Orders/Degrees' form for Hobbinsfieber, Ebber. The form includes the following elements:

- Search Bar:** Displays the member's name and address: Hobbinsfieber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017.
- Left Sidebar:** Contains links for Profile Edit, Address Edit, O.H.C., Orders/Degrees Edit, Honors Edit, Mailing Options, and Memberships.
- Main Form:**
 - National:** Knights Templar
 - Order/Degree:** Order of the Red Cross
 - Date Awarded:** 10/11/2017
 - Order Details Table:**

Date	Order/Degree	State	Local	Comments	Order Type
	Order of the Red Cross				
	Knights Templar	State Grand Commandery			4 - Local Commandery
- Buttons:** Add, Save, Cancel.
- Instructions:** "If the Order date (Malta or Red Cross) are unknown, please use a 1/1/1900 date - but the Order of Temple date can NOT be 1/1/1900 and must have a valid date entered."
- Footer:** "If this member's orders, were conferred from a location other than those locations which appear in the above lists, please contact your System Administrator for further assistance."

Click the "Save" button.

The “Orders/Degrees” page will update to show the new information that you have added.

Found 1 member shown above.

Orders/Degrees: Hobbinfibber, Ebber

*National: **Knights Templar**

If you wish to edit or delete any order, click on order row.

Date	Order/Degree	State	Local	Comments	OrderType
10/11/2017	Order of the Red Cross	State Grand Commandery	4 - Local Commandery		Order

*Order Degree: **Order of the Red Cross**

*Date Awarded: **10/11/2017**

If the Order date (Malta or Red Cross) are unknown, please use a 1/1/1900 date - but the Order of Temple date can NOT be 1/1/1900 and must have a valid date entered.

Save Cancel

Grand Commandery State Grand Commandery 4 - Local Commandery



Click the “MM Solutions” button to return to the “Home” page.

Membership - Find

Masonic Membership Solutions 2.0.04 (00)

Training! ViewPort site

Back gtrain Profile View HELP LogOut

System Reports Administrative Help

Membership - Find

System > Membership > Find a Member

First Last Member# State of Residence

Search Clear

Return: 100 500 1000 All

Match: Wild Exact

Photo Click to change

Found 1 member shown above.

*Order Degree: **Order of the Red Cross**

*Date Awarded: **10/11/2017**

If the Order date (Malta or Red Cross) are unknown, please use a 1/1/1900 date - but the Order of Temple date can NOT be 1/1/1900 and must have a valid date entered.

Save Cancel

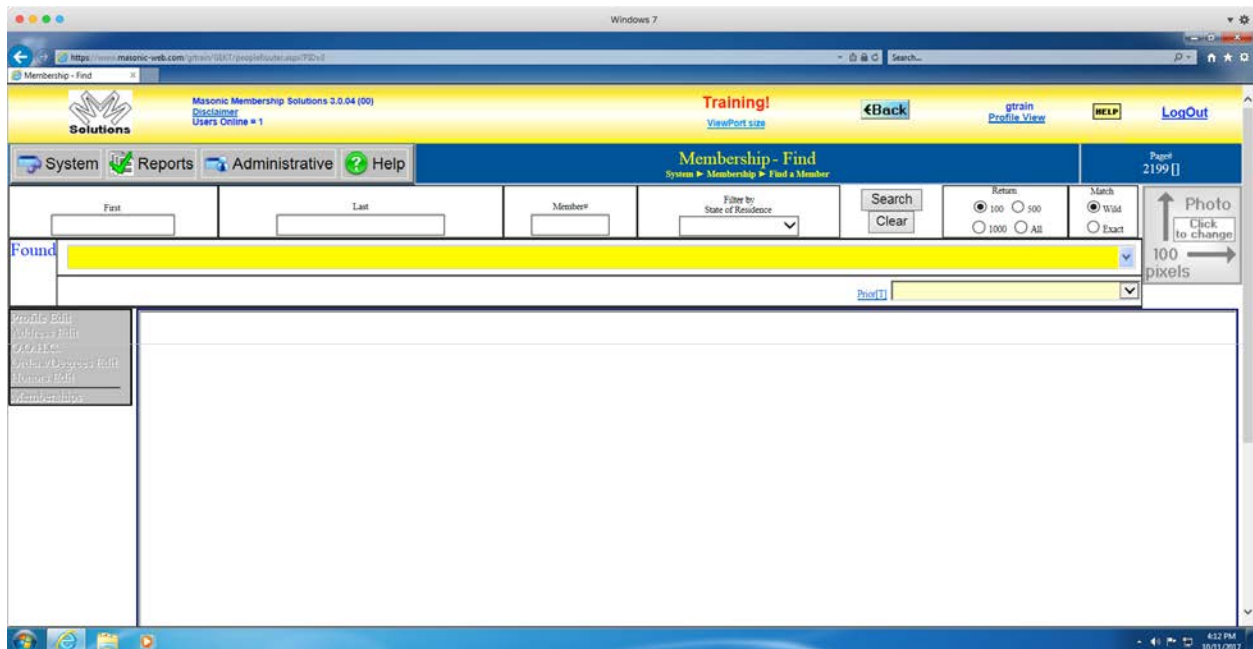
Grand Commandery State Grand Commandery 4 - Local Commandery

You can now log out and go about your day.

When your Body confers the next Order/Degree on Candidate Hobbinfibber, then you need to add that new information to his MMS record.

You log in.

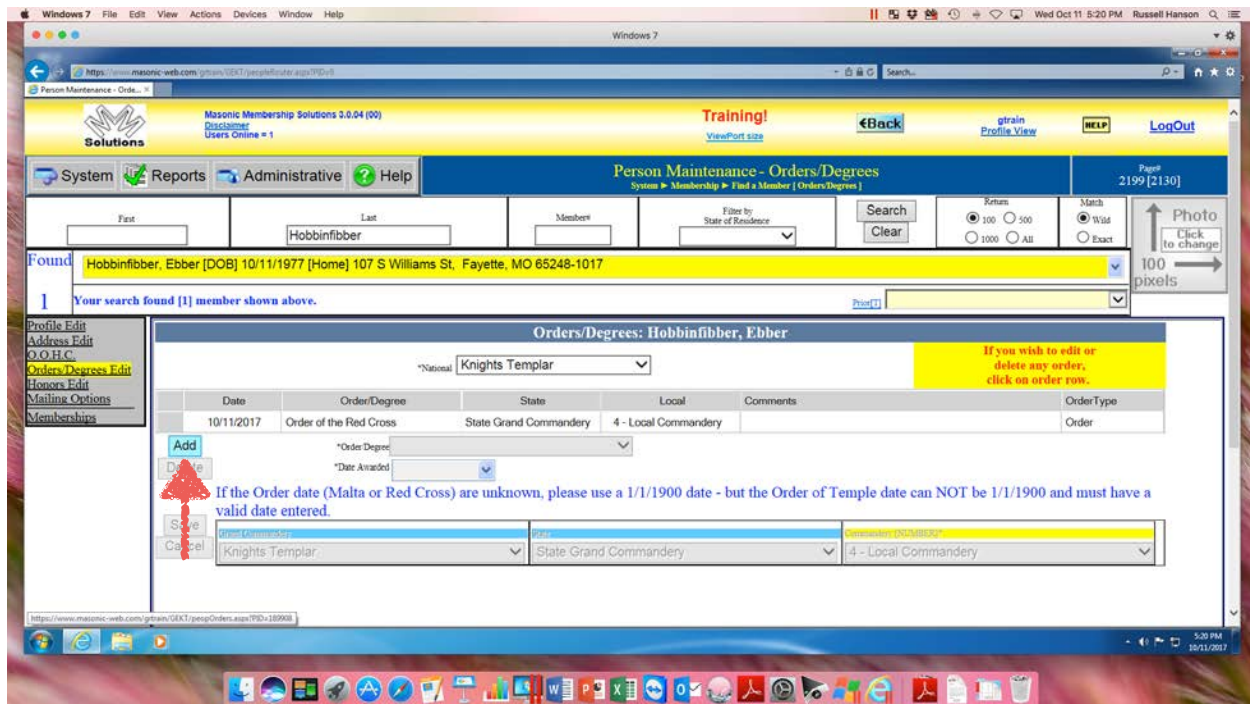
The “Home” page will display.



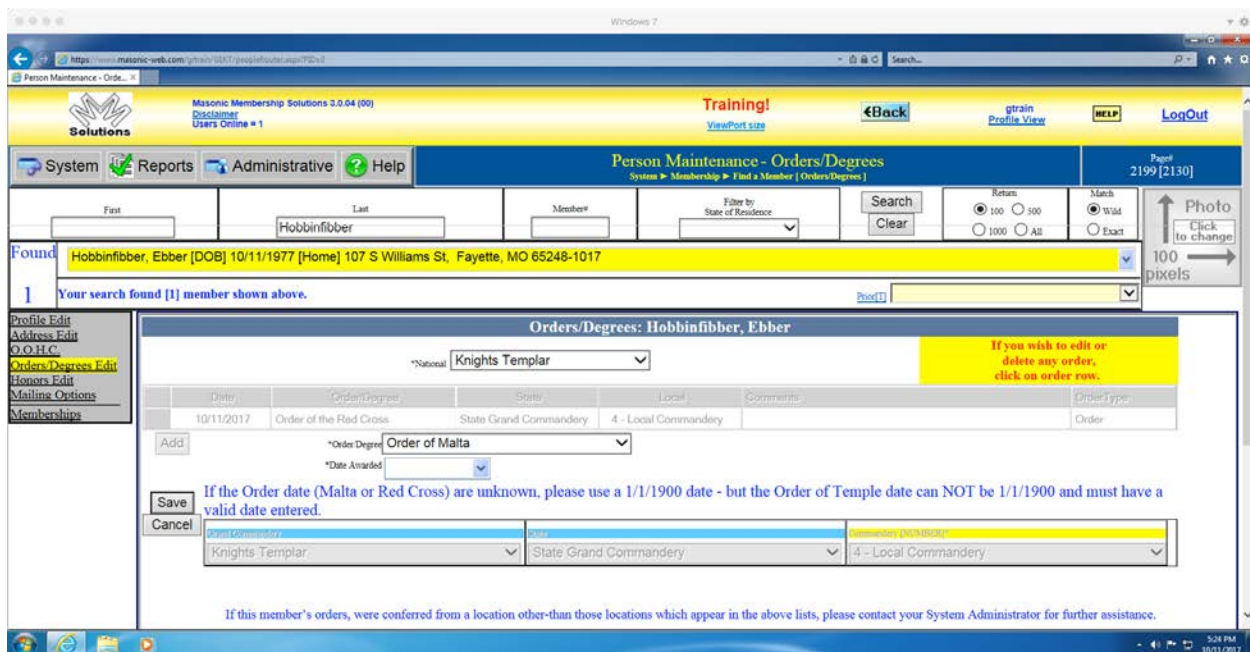
Search for Hobbinfibber's record from the "Home" page.

The member "Profile" page will display. Select his name as before. Click on the "Orders/Degrees Edit" sidebar menu item.

The “Order/Degrees” page will display.



Click the “Add” button.



Order and degree information can now be entered.

The Order of Malta is already selected because the program knows that it is the next Order/Degree that the Candidate can receive (note that the Training site only contains Commandery information).

Enter the date that the Candidate received the Order/Degree (the meeting date).

The screenshot shows the 'Person Maintenance - Orders/Degrees' page. At the top, there's a search bar with 'Hobbinfieber' entered. Below the search results, a table lists the member's orders. The table has columns for Date, Order/Degree, State, Local, and Comments. One entry is shown: 10/11/2017, Order of the Red Cross, State Grand Commandery, 4 - Local Commandery. Below the table, there's a form to add a new order. The 'Order/Degree' dropdown is set to 'Order of Malta', and the 'Date Awarded' is set to 10/11/2017. A red arrow points to the 'Save' button. A yellow box on the right says 'If you wish to edit or delete any order, click on order row.' The bottom of the page has a footer with a disclaimer.

Click the "Save" button.

The "Orders/Degrees" page will update to show the new information that you have added.

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Person Maintenance - Orders/Degrees

System - Membership - Find a Member (Orders/Degrees)

Page: 2199 [2130]

Found: Hobbinfiber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

Your search found [1] member shown above.

Orders/Degrees: Hobbinfiber, Ebber

*National: Knights Templar

Date	Order/Degree	State	Local	Comments	Order Type
10/11/2017	Order of the Red Cross	State Grand Commandery	4 - Local Commandery		Order
10/11/2017	Order of Malta	State Grand Commandery	4 - Local Commandery		Order

Add
Delete

*Order Degree: Order of Malta
*Date Awarded: []

If the Order date (Malta or Red Cross) are unknown, please use a 1/1/1900 date - but the Order of Temple date can NOT be 1/1/1900 and must have a valid date entered.

Save
Cancel

Profile Edit
Address Edit
O.O.H.C.
Orders/Degrees Edit
Honors Edit
Mailing Options
Memberships



Click the "MM Solutions" button to return to the "Home" page.

Membership - Find

System - Membership - Find a Member

Page: 2199 []

Found: Hobbinfiber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

Your search found [1] member shown above.

Orders/Degrees: Hobbinfiber, Ebber

*National: Knights Templar

Date	Order/Degree	State	Local	Comments	Order Type
10/11/2017	Order of the Red Cross	State Grand Commandery	4 - Local Commandery		Order
10/11/2017	Order of Malta	State Grand Commandery	4 - Local Commandery		Order

Add
Delete

*Order Degree: Order of Malta
*Date Awarded: []

If the Order date (Malta or Red Cross) are unknown, please use a 1/1/1900 date - but the Order of Temple date can NOT be 1/1/1900 and must have a valid date entered.

Save
Cancel

Profile Edit
Address Edit
O.O.H.C.
Orders/Degrees Edit
Honors Edit
Mailing Options
Memberships

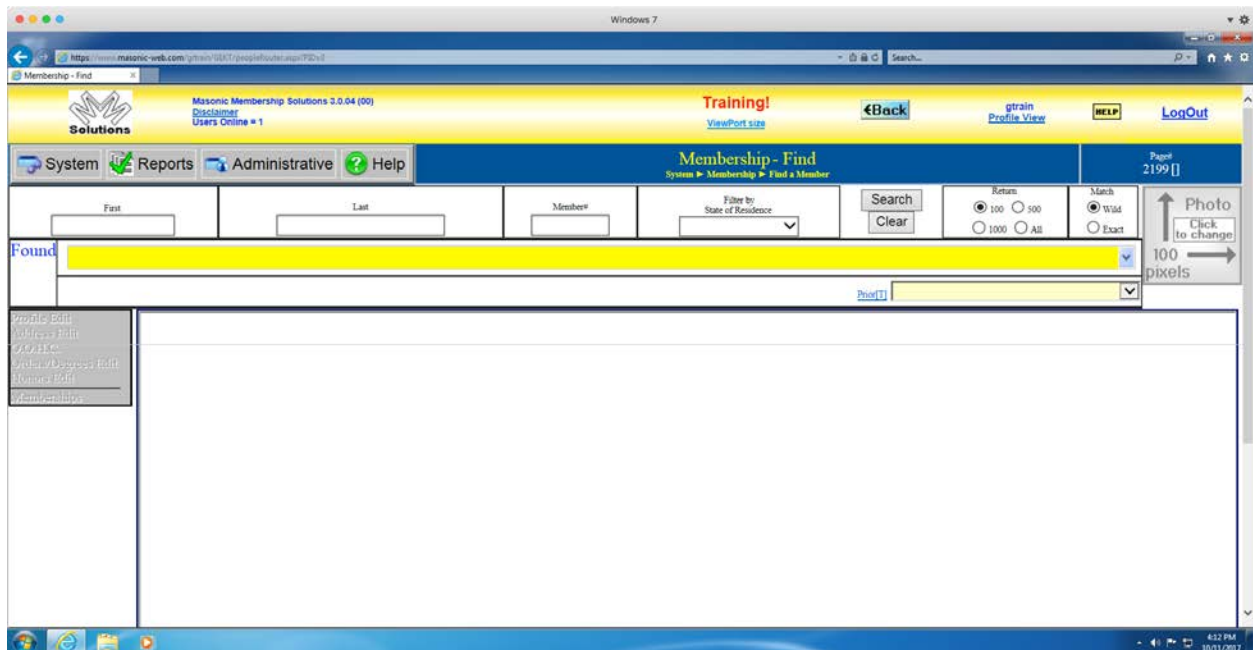
You can now log out and go about your day.

When your Body confers the next Order/Degree on Candidate Hobbinfibber, then you need to add that new information to his MMS record.

Note: if the Order/Degree is the final one, then the information must be added as soon as possible, but no more than 30 days after the event.

You log in.

The “Home” page will display.



Search for Hobbinfibber's record from the "Home" page.

Windows 7

https://masonic-web.com/gtrain/02X1/peoplefinder.aspx?PID=1

Membership - Find

Masonic Membership Solutions 2.0.04 (00)
Disclaimer
Users Online: 1

Training! ViewPort site

Back gtrain Profile View HELP LogOut

System Reports Administrative Help

Membership - Find
System > Membership > Find a Member

First Last Member# Filter by: State of Residence Search Clear

Return: ☒ 100 ☐ 500 ☐ 1000 ☐ All Match: ☒ Wild ☐ Exact

Photo Click to change 100 pixels

Found: Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St. Fayette, MO 65248-1017

Profile Edit Address Edit O.O.H.C. Orders/Degrees Edit Honors Edit Mailing Options Membership

The member "Profile" page will display. Select his name as before. Click on the "Orders/Degrees Edit" sidebar menu item.

Windows 7

https://masonic-web.com/gtrain/02X1/peoplefinder.aspx?PID=139903

Person Maintenance - Profile

System > Membership > Find a Member (Profile Edit)

First Last Member# Filter by: State of Residence Search Clear

Return: ☒ 100 ☐ 500 ☐ 1000 ☐ All Match: ☒ Wild ☐ Exact

Photo Click to change 100 pixels

Found: Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St. Fayette, MO 65248-1017

Your search found [1] member shown above.

Profile Edit Address Edit O.O.H.C. Orders/Degrees Edit Honors Edit Mailing Options Membership

Save Cancel

Prefix: [v] Age: 40

*Last: Hobbinfibber

*First: Ebber

Middle: [v]

Suffix: [v]

Preferred First Name which member wishes to be called if different than First Name supplied above.

Normally, mail sent to the member will be addressed, first middle last; but, if the member wants mail to be addressed using a different first name, please supply the complete alternate name below along with last name.

Notes

Membership types used: Regular

*Date of Birth: 10/11/1977

Birth Location: [v]

Date of Death: [v]

Gender: ☒ Male ☐ Female ☐ Unknown

Spouse's Name: [v]

Spouse Birth Date: [v]

Children: [v]

Job Status: Current

Employer: [v]

Job Title: [v]

Phone-Home: [v]

Phone-Work: [v]

Phone-Cell: [v]

Email-Home: [v]

Email-Work: [v]

COT (Companion of the Temple): ☐

The "Order/Degrees" page will display



The Order of the Temple is already selected because the program knows that it is the next Order/Degree that the Candidate can receive (note that the Training site only contains Commandery information).

Enter the date that the Candidate received the Order/Degree (the meeting date).

The screenshot shows the 'Orders/Degrees' page for member Hobbinfibber, Ebber. The page includes a search bar at the top with the member's name and address. Below the search bar, there is a table of existing orders and a form to add a new one. A red arrow points to the 'Save' button.

Date	Order/Degree	State	Local	Comments	Order Type
10/11/2017	Order of the Red Cross	State Grand Commandery	4 - Local Commandery		Order
10/11/2017	Order of Malta	State Grand Commandery	4 - Local Commandery		Order

Add

*National: **Knights Templar**

*Order Degree: **Order of the Temple (Knights)**

First Last Suffix: **Balboa, Rocky**

*Date Awarded: **10/11/2017**

Save **Cancel**

If the Order date (Malta or Red Cross) are unknown, please use a 1/1/1900 date - but the Order of Temple date can NOT be 1/1/1900 and must have a valid date entered.

If this member's orders, were conferred from a location other than those locations which appear in the above lists, please contact your System Administrator for further assistance.

Click the "Save" button.

The "Orders/Degrees" page will update to show the new information that you have added.

MGYR MMS User Manual

The screenshot shows a web application interface for managing member orders and degrees. The top section contains a search bar with fields for First, Last, Member#, and Filter by State of Residence. A search button is present. Below the search bar, a message states: "Your search found [1] member shown above." The main section is titled "Orders/Degrees: Hobbinfieber, Ebber". It features a table with columns: Date, Order/Degree, State, Local, Comments, and Order Type. The table lists three orders: Order of the Red Cross, Order of Malta, and Order of the Temple (Knighthood). Below the table, there is a section for "Order Degree" with a dropdown menu set to "Order of the Temple (Knighthood)". A "Delete" button is next to it. A "Save" button is also present. A message states: "A knighting letter and membership card request have been generated. The letter and card will be mailed to the mailing address of the member in the next processing cycle." At the bottom, there is a note: "If the Order date (Malta or Red Cross) are unknown, please use a 1/1/1900 date - but the Order of the Temple date can NOT be 1/1/1900 and must have a valid date entered." Below this note, there are three dropdown menus for "Grand Commandery", "State Grand Commandery", and "Local Commandery".

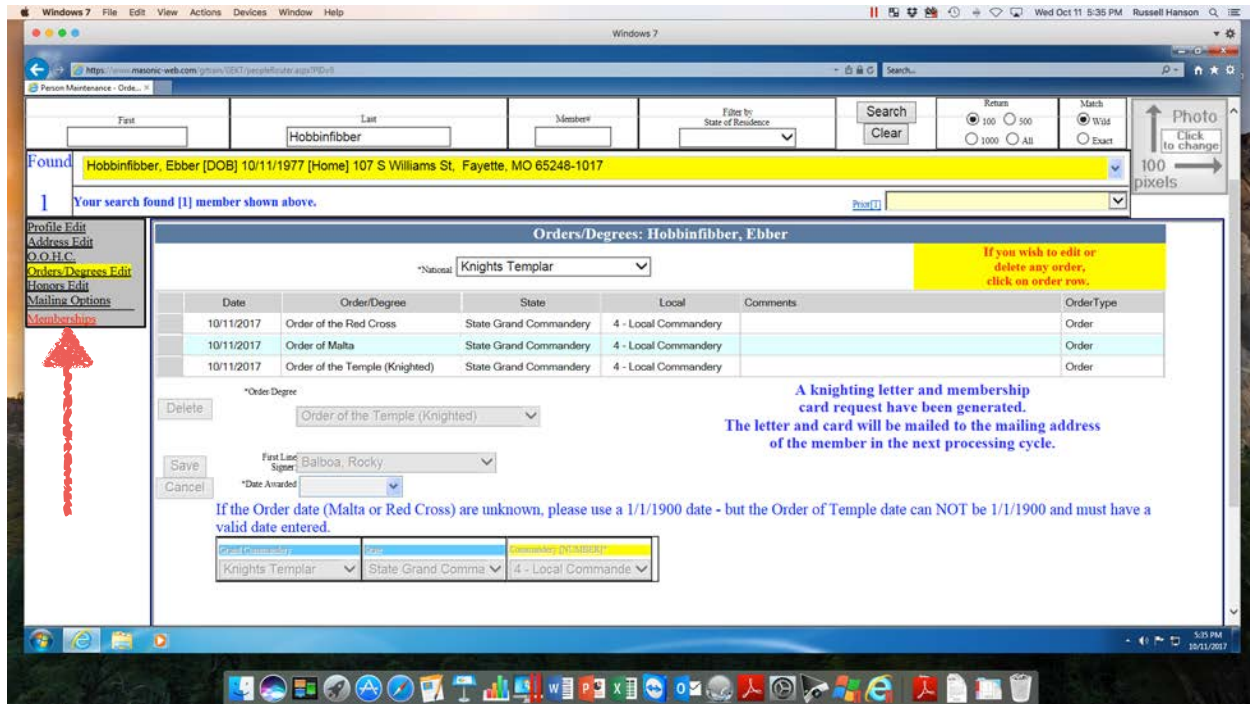
Date	Order/Degree	State	Local	Comments	Order Type
10/11/2017	Order of the Red Cross	State Grand Commandery	4 - Local Commandery		Order
10/11/2017	Order of Malta	State Grand Commandery	4 - Local Commandery		Order
10/11/2017	Order of the Temple (Knighthood)	State Grand Commandery	4 - Local Commandery		Order

In fact, the program knows that the Order of the Temple is the final Order/Degree in the Commandery.

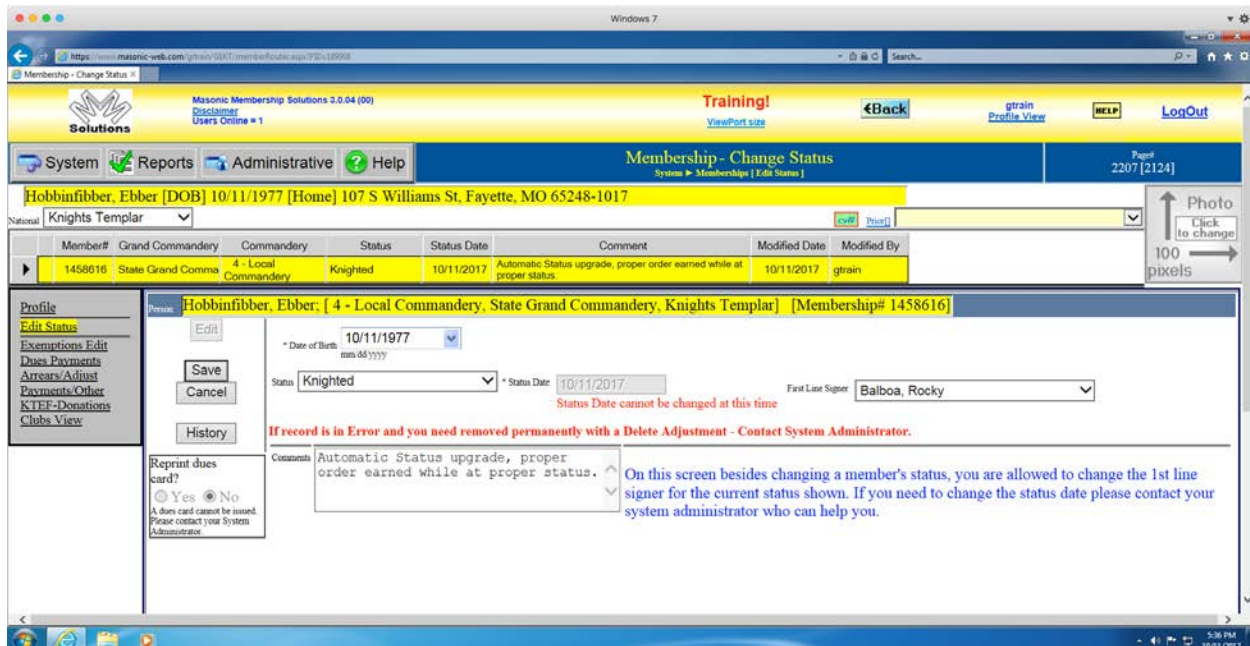
Note that the program automatically sends an alert, in this case to the Grand Encampment, to mail a greeting letter and membership card to the Home/Primary address of the new member.

Note that the program may not operate in the same manner with respect to alerting the Grand Chapter/Grand Council when dealing with Chapter candidates and Council candidates.

Click the “Membership” sidebar menu item.

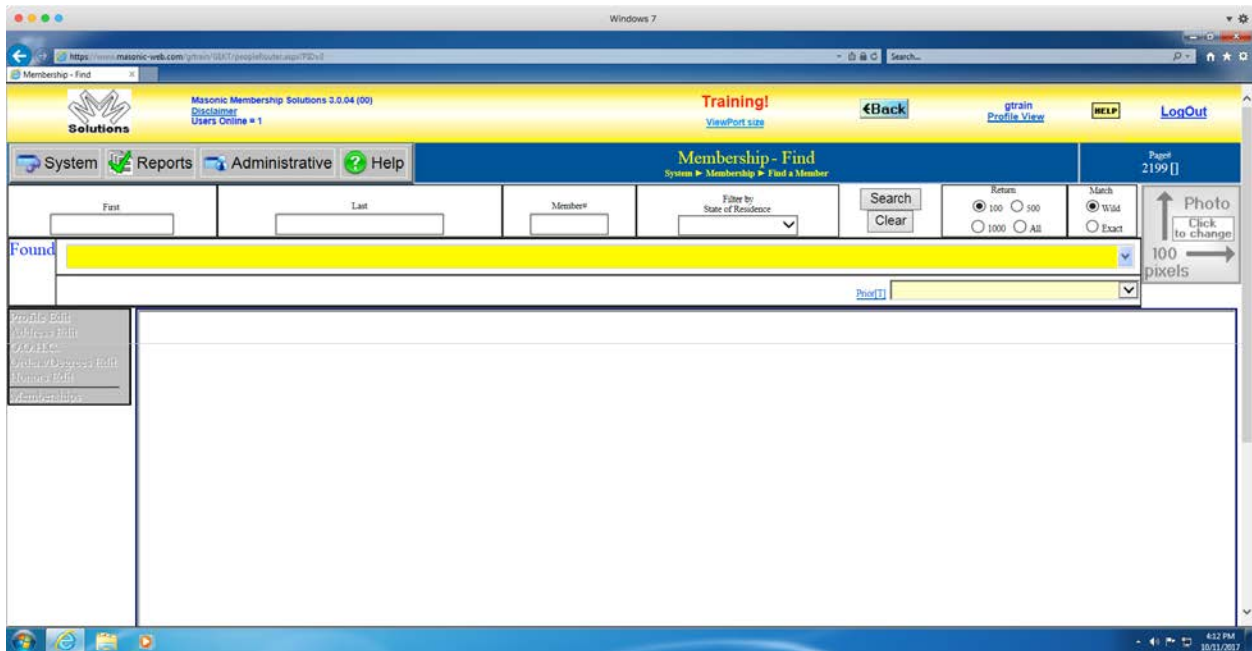


Note that the program also automatically changes the status of the member from “Candidate” to “Knighthood.”





Click the “MM Solutions” button to return to the “Home” page.



You can now log out and go about your day.

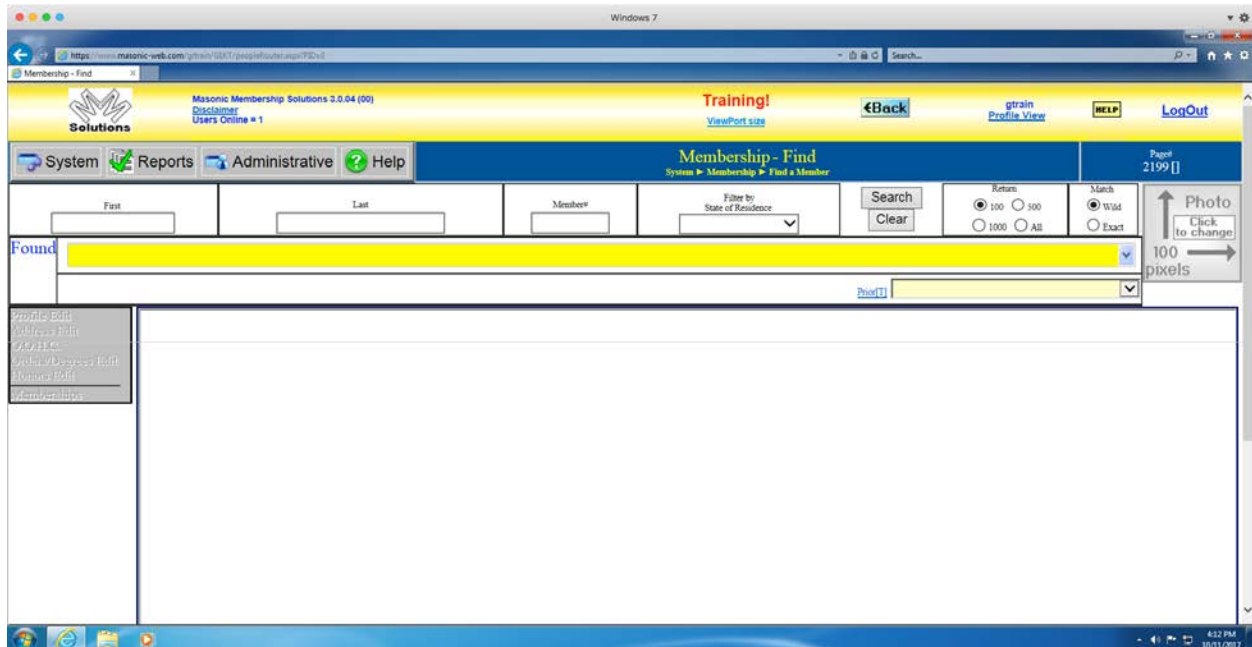
This concludes the section on the Petition/Candidate process.

Demit from local Body Process

You receive a request for a demit from a Sir Knight Ebber Hobbinfibber. He is a member in good standing. You present the request at the next meeting and it is granted.

You need to add this new information to his MMS record as soon as possible, but no more than 30 days after the event.

Log into MMS. The "Home" page displays.

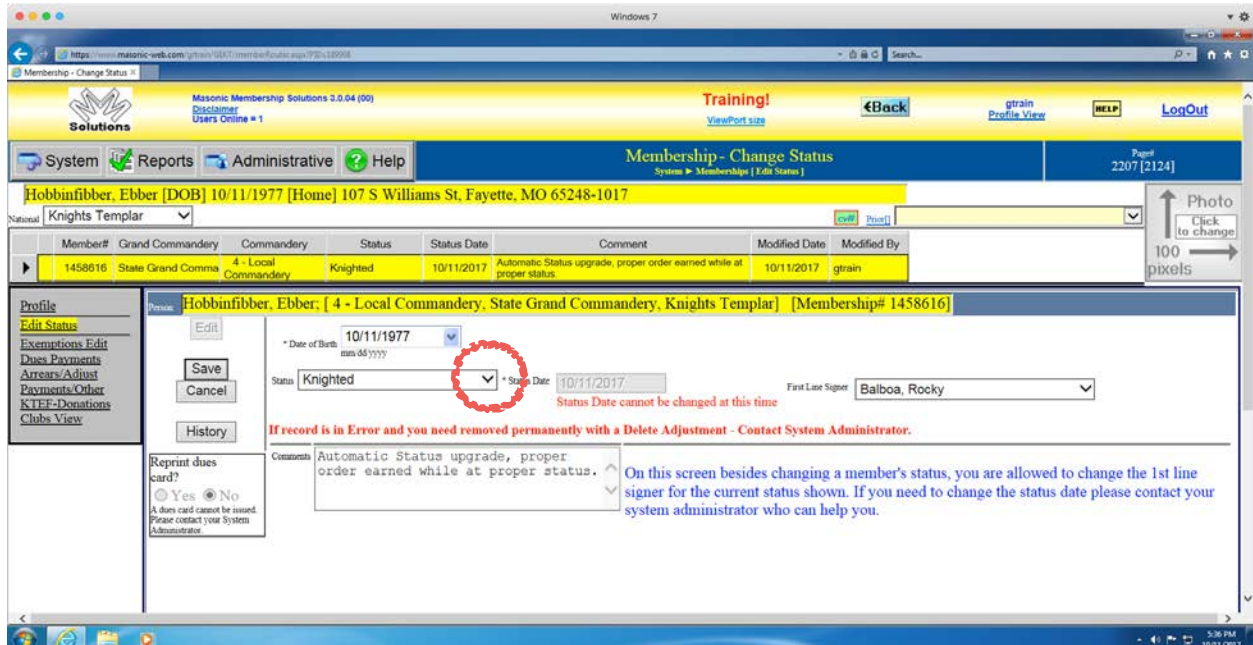


Search for Hobbinfibber's record from the "Home" page.

The member "Profile" page will display. Select his name.

Click on the "Membership" sidebar menu item.

The “Membership - Change Status” page displays.



Membership - Change Status

System > Memberships [Edit Status]

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

Natural: Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Knighthood	10/11/2017	Automatic Status upgrade, proper order earned while at proper status.	10/11/2017	gtrain

Profile: Hobbinfibber, Ebber, [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

* Date of Birth: 10/11/1977
 Status: **Knighthood** * Status Date: 10/11/2017
 Status Date cannot be changed at this time
 First Line Signer: Balboa, Rocky

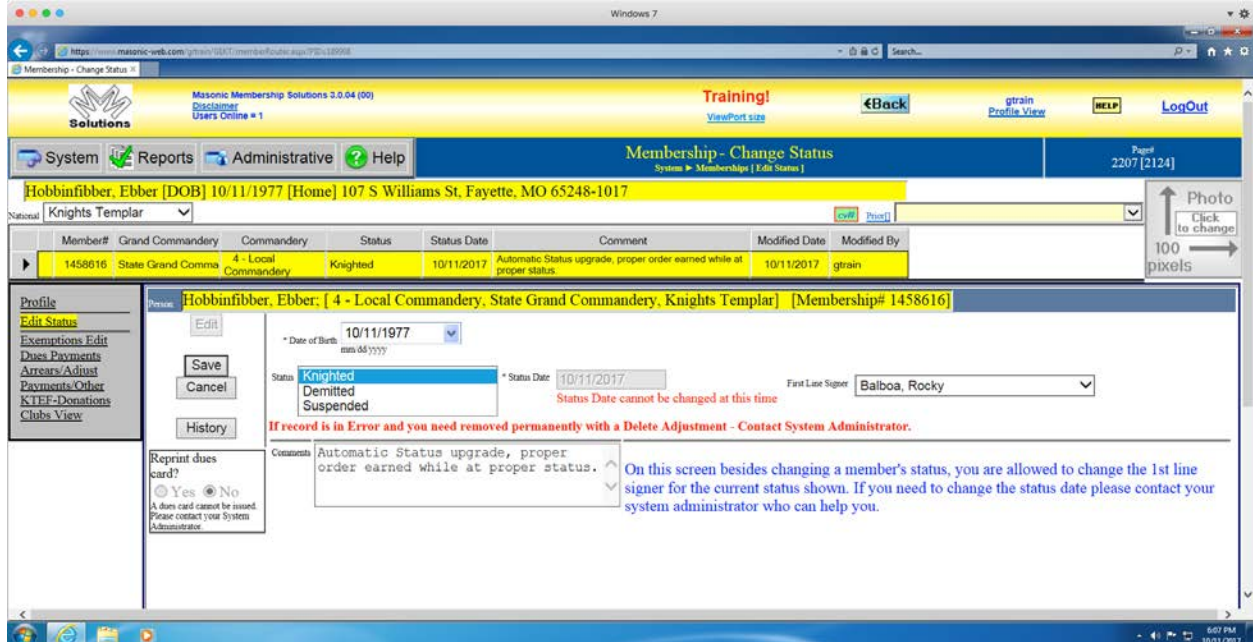
If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

Comments: Automatic Status upgrade, proper order earned while at proper status.

Reprint dues card? ☐ Yes ☒ No
 A dues card cannot be issued. Please contact your System Administrator.

On this screen besides changing a member's status, you are allowed to change the 1st line signer for the current status shown. If you need to change the status date please contact your system administrator who can help you.

Click the dropdown at the end of the “Status” box.



Membership - Change Status

System > Memberships [Edit Status]

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

Natural: Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Knighthood	10/11/2017	Automatic Status upgrade, proper order earned while at proper status.	10/11/2017	gtrain

Profile: Hobbinfibber, Ebber, [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

* Date of Birth: 10/11/1977
 Status: **Demitted** * Status Date: 10/11/2017
 Status Date cannot be changed at this time
 First Line Signer: Balboa, Rocky

If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

Comments: Automatic Status upgrade, proper order earned while at proper status.

Reprint dues card? ☐ Yes ☒ No
 A dues card cannot be issued. Please contact your System Administrator.

On this screen besides changing a member's status, you are allowed to change the 1st line signer for the current status shown. If you need to change the status date please contact your system administrator who can help you.

Select the "Dimitted" line.

Membership - Change Status

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National: Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Knighthood	10/11/2017	Automatic Status upgrade, proper order earned while at proper status.	10/11/2017	gtrain

Profile
[Edit Status](#)
[Exemptions Edit](#)
[Dues Payments](#)
[Arrears/Adjust](#)
[Payments/Other](#)
[KTEF-Donations](#)
[Clubs View](#)

Reprint dues card?
☐ Yes ☒ No
 A dues card cannot be issued. Please contact your System Administrator.

* Date of Birth: 10/11/1977
 Status: Dimitted
 Status Date: 10/11/2017
 Status Reason: Certificate of Demit

If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

Please enter the status date and reason for Dimitted status. You may also add comments.

Add the date that the demit was granted (the meeting date) and the reason.

Membership - Change Status

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National: Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Knighthood	10/11/2017	Automatic Status upgrade, proper order earned while at proper status.	10/11/2017	gtrain

Profile
[Edit Status](#)
[Exemptions Edit](#)
[Dues Payments](#)
[Arrears/Adjust](#)
[Payments/Other](#)
[KTEF-Donations](#)
[Clubs View](#)

Reprint dues card?
☐ Yes ☒ No
 A dues card cannot be issued. Please contact your System Administrator.

* Date of Birth: 10/11/1977
 Status: Dimitted
 Status Date: 10/11/2017
 Status Reason: Certificate of Demit

If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

Please enter the status date and reason for Dimitted status. You may also add comments.

Click the "Save" button.

The page will update.

Membership - Change Status

Hobbsfieber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Demit	10/11/2017		10/11/2017	gtrain

Save

Profile
Edit Status
Exemptions Edit
Dues Payments
Amounts/Adjust
Payments/Other
KTEE-Donations
Clubs View

Reprint dues card?
☐ Yes ☒ No

A dues card cannot be issued. Please contact your System Administrator.

On this screen besides changing a member's status, you are allowed to change the status date for the current status shown (edit errors will still apply on the date field). If you have errors during the change process because your dates are not being accepted by the system but they must be corrected, please contact your system administrator who can help you.



Click the "MM Solutions" button to return to the "Home" page.

Membership - Find

First Last Member# Filter by State of Residence

Search Clear

Return: ☒ 100 ☐ 300 ☐ 1000 ☐ All

Match: ☒ Wild ☐ Exact

Photo Click to change

Page 2199

Profile Edit
Dues Edit
KTEE Edit
Payments Edit
Memberships

You can now log out and go about your day.

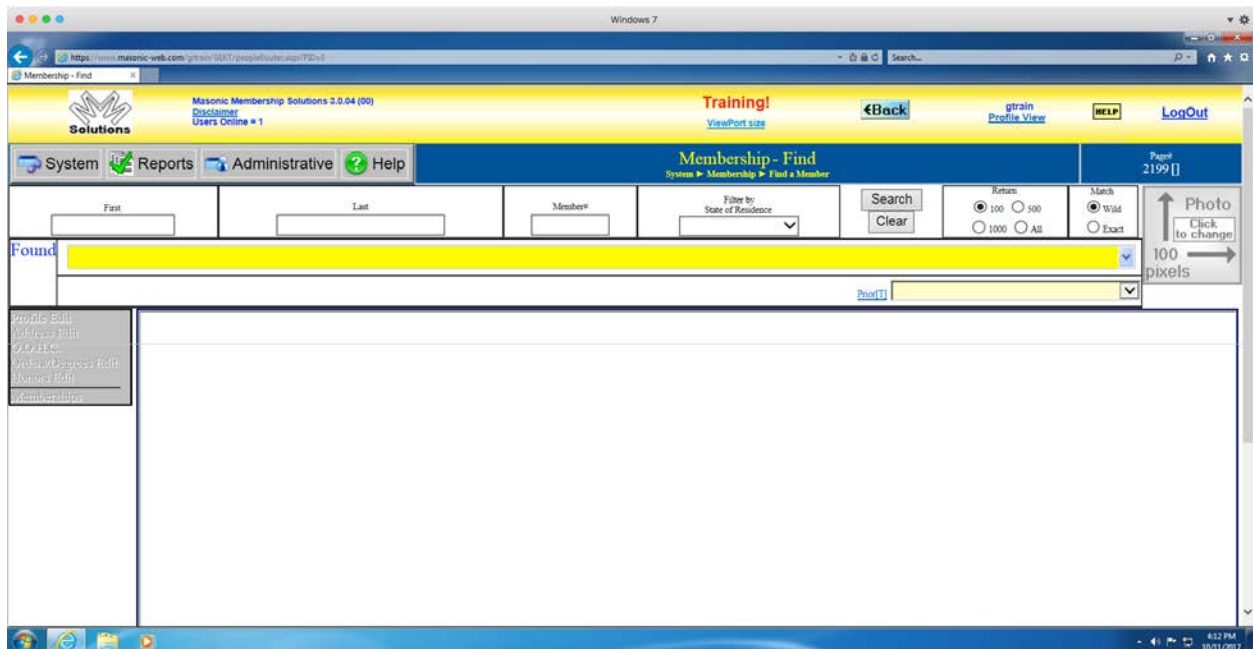
This concludes the section on the Demit from local Body process.

Affiliate back to local Body Process

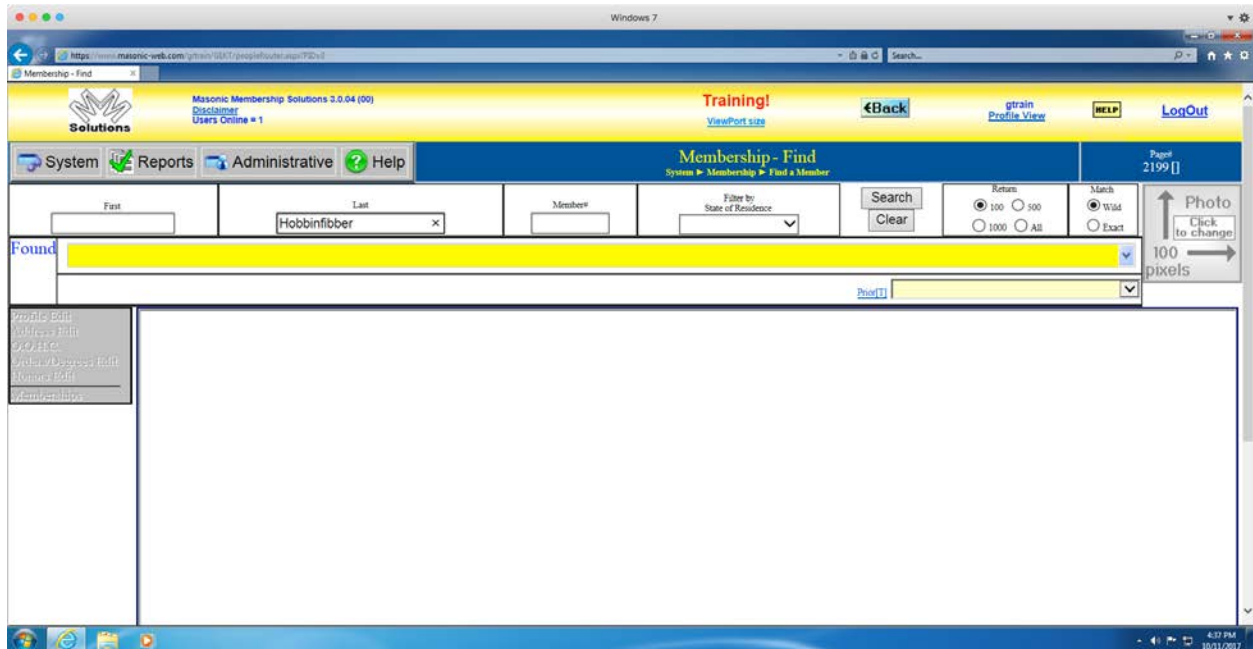
You receive a petition for affiliation from former member Sir Knight Ebber Hobbinfibber. You present the petition for affiliation at the next meeting and he is accepted.

You need to add this new information to his MMS record as soon as possible, but no more than 30 days after the event.

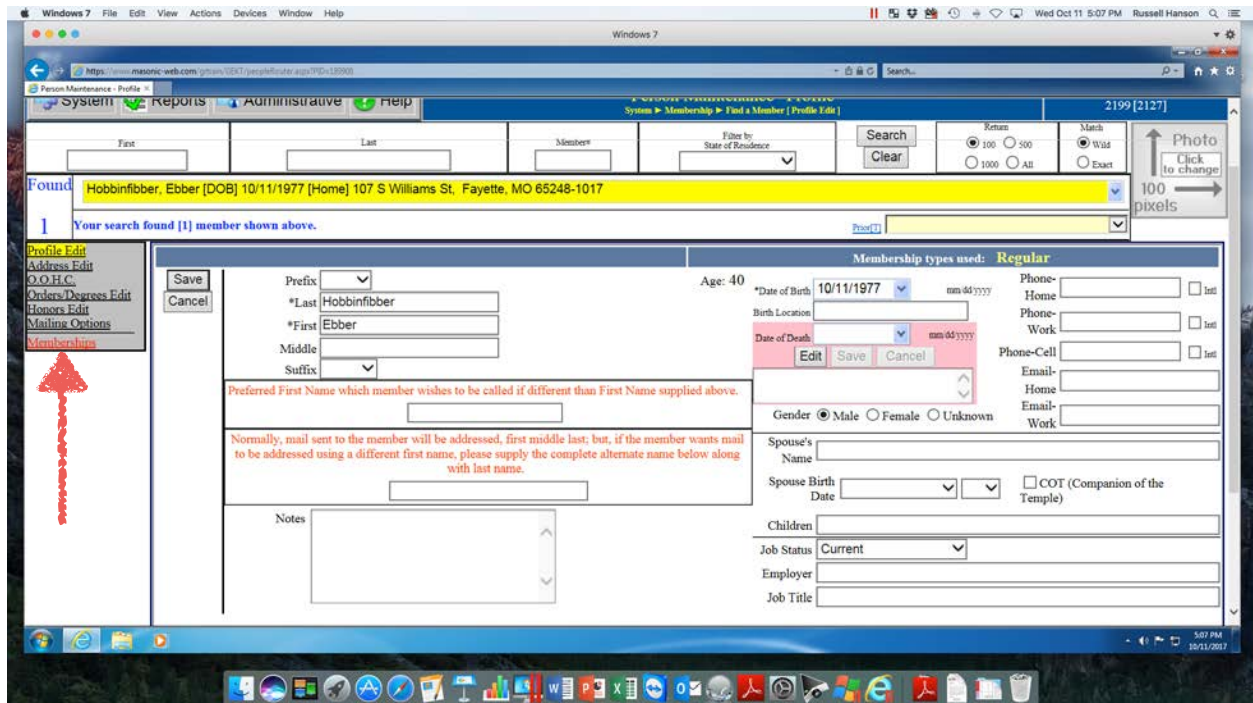
Log into MMS. The “Home” page displays.



Search for Hobbinfibber's record from the "Home" page.



The member "Profile" page will display. Select his name.



Click on the "Membership" sidebar menu item.

The "Membership - Change Status" page displays.

The screenshot shows the 'Membership - Change Status' page. At the top, there's a navigation bar with 'System', 'Reports', 'Administrative', and 'Help'. Below this, the member's name 'Hobbinfibber, Ebber' and other details are displayed. A table shows the member's status history, with the current status being 'Demit' on 10/11/2017. A red circle highlights the dropdown arrow at the end of the 'Status' field in the form below the table. The form also includes fields for 'Date of Birth', 'Status Date', and 'Status Reason'. A message at the bottom states: 'If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.'

Click the dropdown at the end of the "Status" box.

This screenshot shows the same page as the previous one, but with the 'Status' dropdown menu open. The menu shows two options: 'Demit' (which is currently selected) and 'Affiliated'. The rest of the page, including the member profile and the status history table, remains the same. The message at the bottom is also present.

Select the "Affiliated" line.

Masonic Membership Solutions 2.0.04 (00)
Disclaimer
Users Online: 1

Training! ViewPort size Back gtrain Profile View HELP LogOut

System Reports Administrative Help Membership - Change Status
System > Membership | Edit Status

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Demitied	10/11/2017		10/11/2017	gtrain

Profile Edit Status Exemptions Edit Dues Payments Arrears/Adjust Payments/Other KTEF-Donations Clubs View

Hobbinfibber, Ebber, [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

* Date of Birth: 10/11/1977 mm/dd/yyyy

Status: Affiliated * Status Date: 10/11/2017 mm/dd/yyyy First Line Signer: Select a member

If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

Comments: Please enter the status date and select a member for first line signer. You may also add comments.

Reprint dues card? Yes No
Printing next cycle: 10/15/2017
A dues card cannot be issued. Please contact your System Administrator.

Save Cancel History

Add the date that the affiliation was accepted (the meeting date) and the first line signer of the petition.

Masonic Membership Solutions 2.0.04 (00)
Disclaimer
Users Online: 1

Training! ViewPort size Back gtrain Profile View HELP LogOut

System Reports Administrative Help Membership - Change Status
System > Membership | Edit Status

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Demitied	10/11/2017		10/11/2017	gtrain

Profile Edit Status Exemptions Edit Dues Payments Arrears/Adjust Payments/Other KTEF-Donations Clubs View

Hobbinfibber, Ebber, [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

* Date of Birth: 10/11/1977 mm/dd/yyyy

Status: Affiliated * Status Date: 10/11/2017 mm/dd/yyyy First Line Signer: Balboa, Rocky

If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

Comments: Please enter the status date and select a member for first line signer. You may also add comments.

Reprint dues card? Yes No
Printing next cycle: 10/15/2017
A dues card cannot be issued. Please contact your System Administrator.

Save Cancel History

Click the "Save" button.

The page will update.

Windows 7

https://masonic-web.com/.../Membership/ChangeStatus.aspx?MID=2207&SPB=1458616

Membership - Change Status

System Reports Administrative Help

System Membership [Edit Status] 2207 [2124]

Hobbinfiber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Affiliated	10/11/2017		10/11/2017	gtrain

Save

A dues card request has been generated. A dues card for the current year will be mailed to the mailing address of the Commandery in the next processing cycle.

Profile Edit Status Exemptions Edit Dues Payments Arrears/Adjust Payments/Other KTEF-Donations Clubs View

Person: Hobbinfiber, Ebber, [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

* Date of Birth: 10/11/1977

Status: Affiliated * Status Date: 10/11/2017 First Line Signer: Balboa, Rocky

If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

Comments

On this screen besides changing a member's status, you are allowed to change the status date and the 1st line signer for the current status shown (edit errors will still apply on the date field). If you have errors during the change process because your dates are not being accepted by the system but they must be corrected, please contact your system administrator who can help you.

Reprint dues card? Yes No

Printing next cycle 10/15/2017

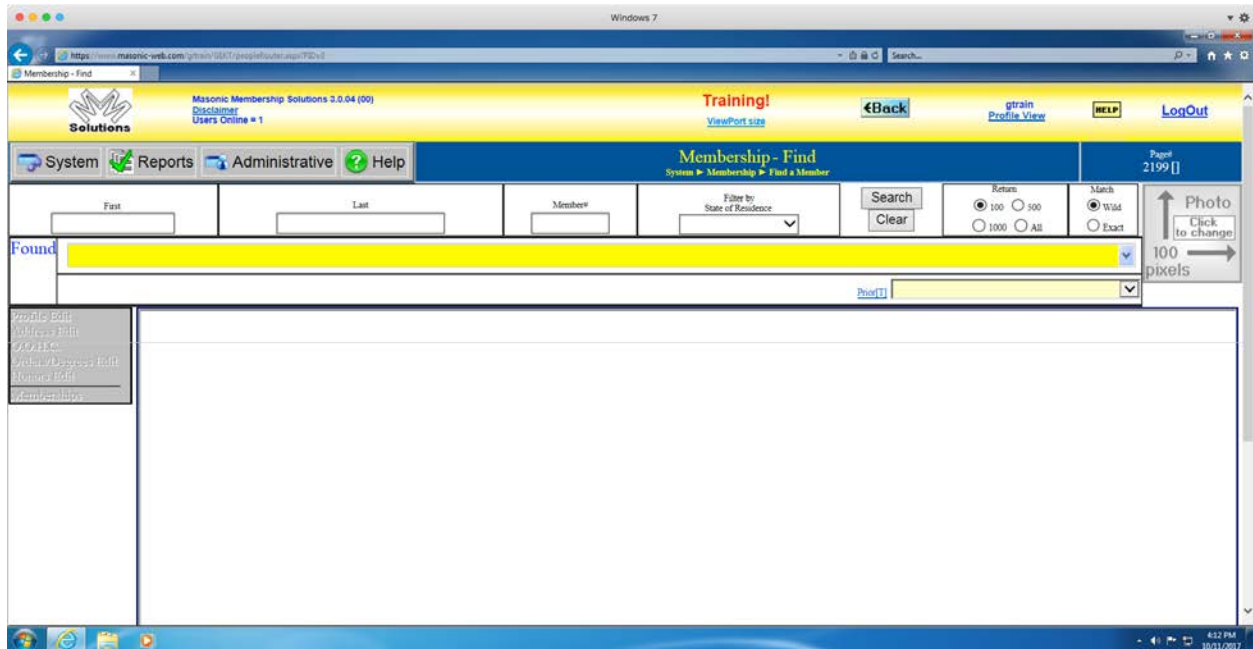
A dues card cannot be saved. Please contact your System Administrator.

Note the text in blue concerning the printing of a dues card for the affiliated member. This works for Commanderies, but may not operate the same way for Chapters and Councils.

Note also that the dues card will be sent to the address of the Commandery that has been entered by the Recorder in MMS. This is typically the Recorders mailing address, but the Recorder should verify that the address is both correct and certified.



Click the “MM Solutions” button to return to the “Home” page.



You can now log out and go about your day.

It is important that you affiliate former members using this process. NEVER enter the affiliation of a former member as an exaltation (Chapter), a greeting (Council), or a knighting (Commandery). Entering a former member as essentially a new member will create confusing duplicate records for that member. In addition, your Body will be charged the new member fee for that person.

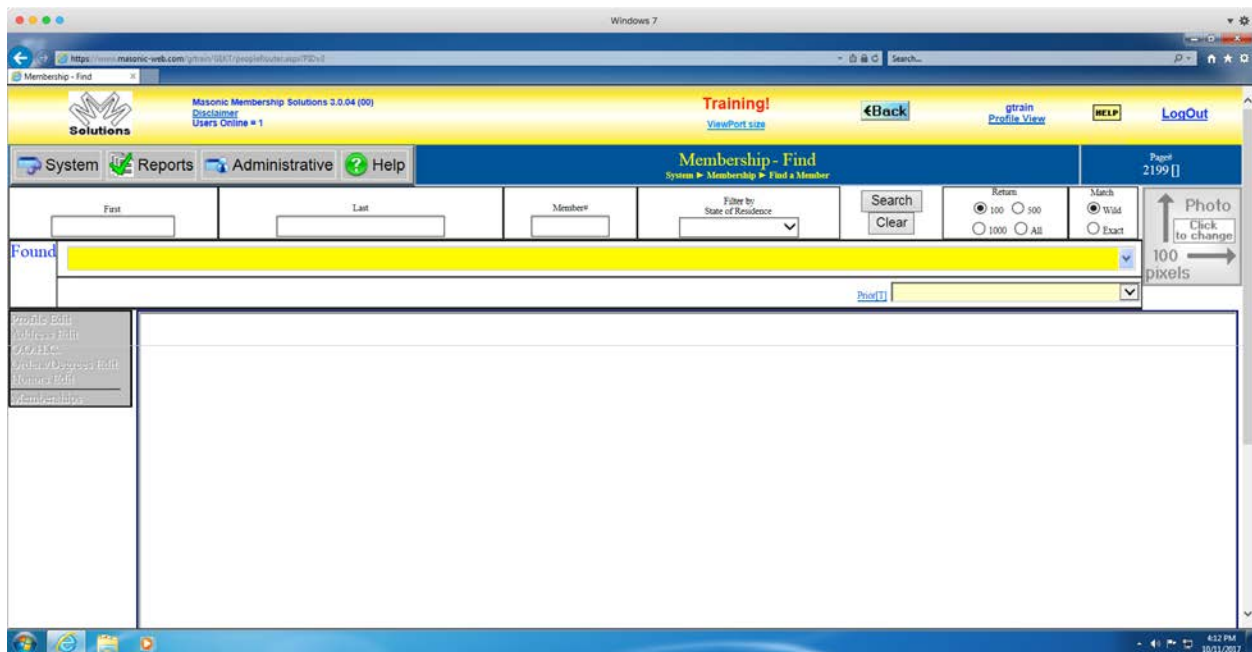
This concludes the section on the Affiliate back to local Body process.

Suspend from local Body Process

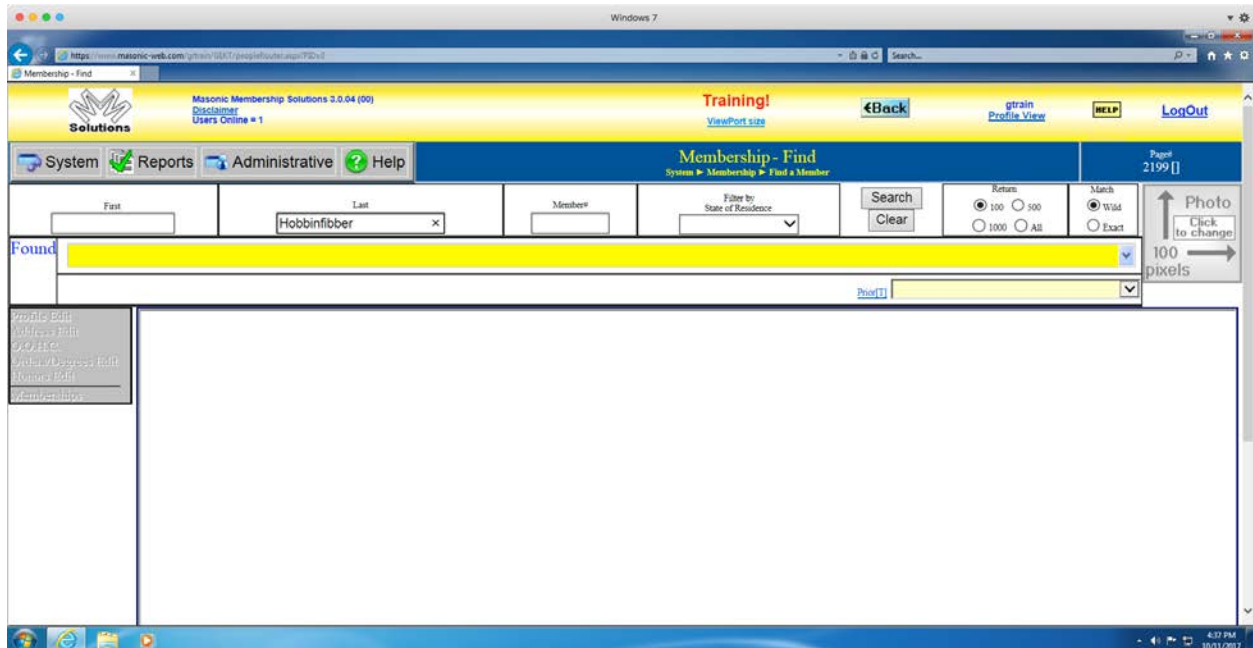
You determine that a Sir Knight Ebber Hobbfibber is delinquent in paying his dues. You have tried unsuccessfully to contact him, but his email address stops working and the letters mailed to him are returned without a forwarding address. At the next meeting you present the information. The Body determines that his membership must be suspended due to non-payment of dues.

You need to add this new information to his MMS record.

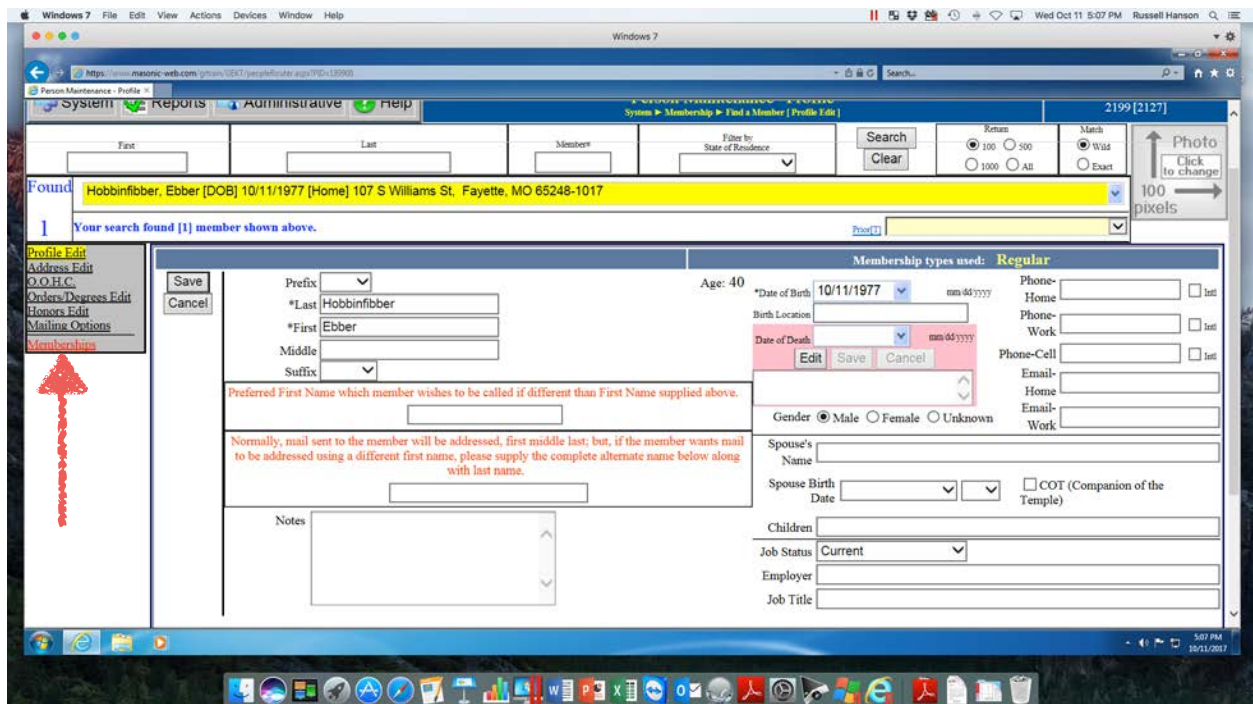
Log into MMS. The “Home” page displays.



Search for Hobbinfibber's record from the "Home" page.



The member "Profile" page will display. Select his name.



Click on the "Membership" sidebar menu item.

The "Membership - Change Status" page displays.

The screenshot shows the 'Membership - Change Status' page for member Hobbinfieber, Ebber. The page includes a table with member details, a 'Status' dropdown menu, and a 'Status Date' field. A red circle highlights the 'Status' dropdown menu, which is currently set to 'Affiliated'. The 'Status Date' is '10/11/2017'. The 'First Line Signer' is 'Balboa, Rocky'. The page also displays a message about a dues card request and a warning about errors during the change process.

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Affiliated	10/11/2017		10/11/2017	grain

Membership - Change Status

Hobbinfieber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

Member# 1458616 Grand Commandery State Grand Comma Commandery 4 - Local Commandery Status Affiliated Status Date 10/11/2017 Comment Modified Date 10/11/2017 Modified By grain

Status: Affiliated **Status Date:** 10/11/2017 **First Line Signer:** Balboa, Rocky

Reprint dues card? Yes No

Printing next cycle: 10/15/2017

Comments:

On this screen besides changing a member's status, you are allowed to change the status date and the 1st line signer for the current status shown (edit errors will still apply on the date field). If you have errors during the change process because your dates are not being accepted by the system but they must be corrected, please contact your system administrator who can help you.

Click the dropdown at the end of the "Status" box.

The screenshot shows the 'Membership - Change Status' page with the 'Status' dropdown menu expanded. The dropdown menu lists three options: 'Affiliated', 'Demitte', and 'Suspended'. The 'Status' field is currently set to 'Affiliated'. The 'Status Date' is '10/11/2017'. The 'First Line Signer' is 'Balboa, Rocky'. The page also displays a message about a dues card request and a warning about errors during the change process.

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Affiliated	10/11/2017		10/11/2017	grain

Membership - Change Status

Hobbinfieber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

Member# 1458616 Grand Commandery State Grand Comma Commandery 4 - Local Commandery Status Affiliated Status Date 10/11/2017 Comment Modified Date 10/11/2017 Modified By grain

Status: Affiliated **Status Date:** 10/11/2017 **First Line Signer:** Balboa, Rocky

Reprint dues card? Yes No

Printing next cycle: 10/15/2017

Comments:

On this screen besides changing a member's status, you are allowed to change the status date and the 1st line signer for the current status shown (edit errors will still apply on the date field). If you have errors during the change process because your dates are not being accepted by the system but they must be corrected, please contact your system administrator who can help you.

Select the "Suspended" line.

Windows 7

https://masonic-web.com/gmweb/101/Commandery/index.aspx?ID=2240&SP=1&SPID=101

Membership - Change Status | System | Reports | Administrative | Help

System - Memberships | Edit Status | 2207 [2124]

Hobbinfieber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National: Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Affiliated	10/11/2017		10/11/2017	gtrain

Saved

A dues card request has been generated. A dues card for the current year will be mailed to the mailing address of the Commandery in the next processing cycle.

Profile | Edit Status | Exemptions Edit | Dues Payments | Arrears/Adjust Payments/Other | KTEF-Donations | Clubs View

Person: Hobbinfieber, Ebber; [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

Date of Birth: 10/11/1977

Status: Suspended | Status Date: 10/11/2017 | Status Reason: Non Payment of Dues Suspended For Non-Affiliation

If record is in Error and you need removed permanently with a Delete Adjustment

Comments: Please enter the status date and reason for Suspended status. You may also add comments.

Reprint dues card? ☒ Yes ☐ No

Printing next cycle: 10/15/2017

A dues card cannot be issued. Please contact your System Administrator.

Add the date of the suspension (the meeting date). Click the dropdown at the end of the "Status Reason" box.

Windows 7

https://masonic-web.com/gmweb/101/Commandery/index.aspx?ID=2240&SP=1&SPID=101

Membership - Change Status | System | Reports | Administrative | Help

System - Memberships | Edit Status | 2207 [2124]

Hobbinfieber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National: Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Affiliated	10/11/2017		10/11/2017	gtrain

Saved

A dues card request has been generated. A dues card for the current year will be mailed to the mailing address of the Commandery in the next processing cycle.

Profile | Edit Status | Exemptions Edit | Dues Payments | Arrears/Adjust Payments/Other | KTEF-Donations | Clubs View

Person: Hobbinfieber, Ebber; [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

Date of Birth: 10/11/1977

Status: Suspended | Status Date: 10/11/2017 | Status Reason: Non Payment of Dues Suspended For Non-Affiliation

If record is in Error and you need removed permanently with a Delete Adjustment

Comments: Please enter the status date and reason for Suspended status. You may also add comments.

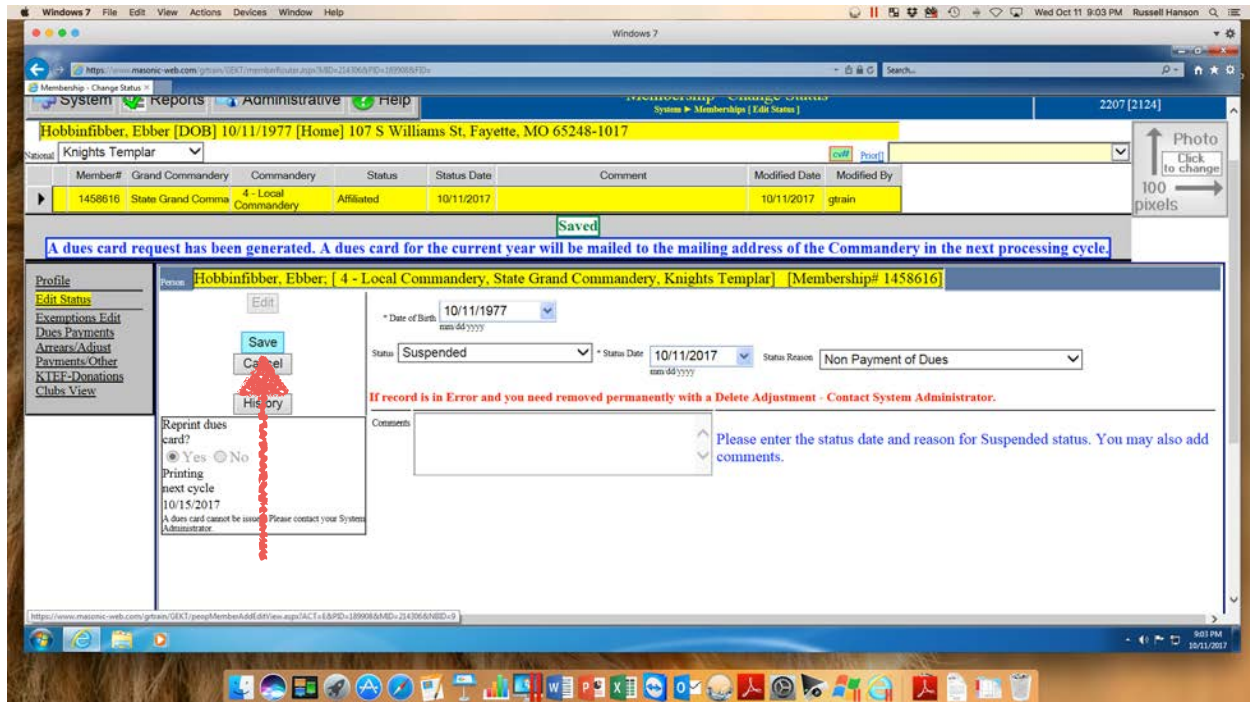
Reprint dues card? ☒ Yes ☐ No

Printing next cycle: 10/15/2017

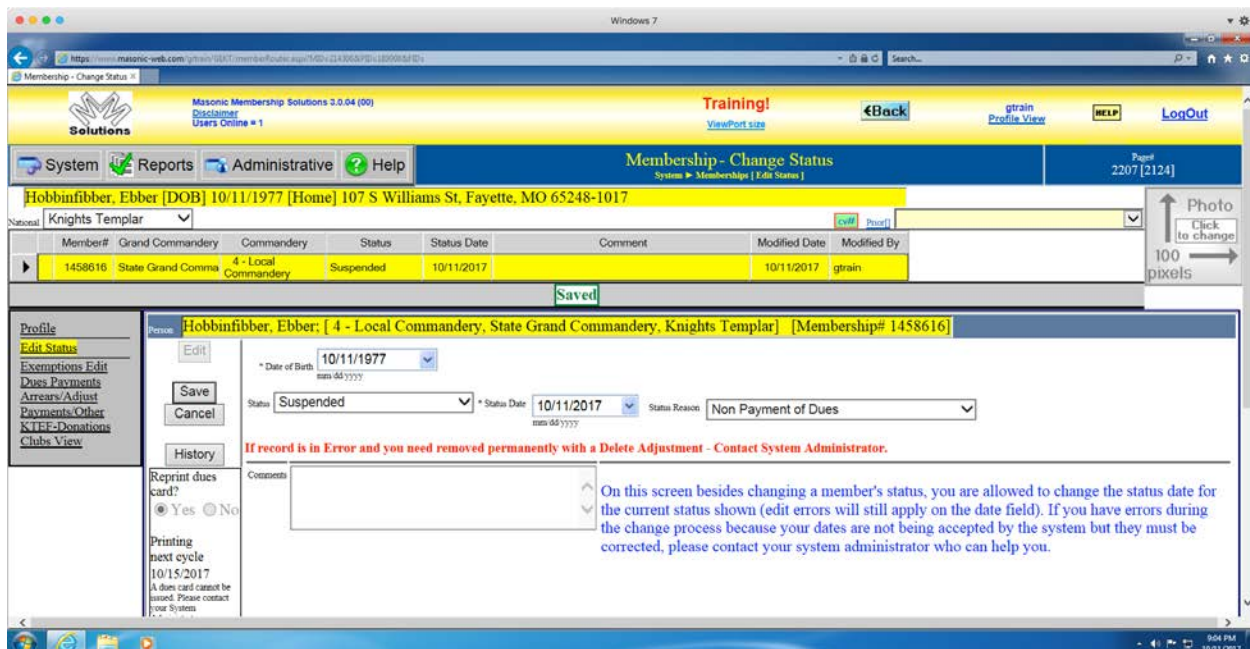
A dues card cannot be issued. Please contact your System Administrator.

Select the "Non Payment of Dues" line.

Click the "Save" button.

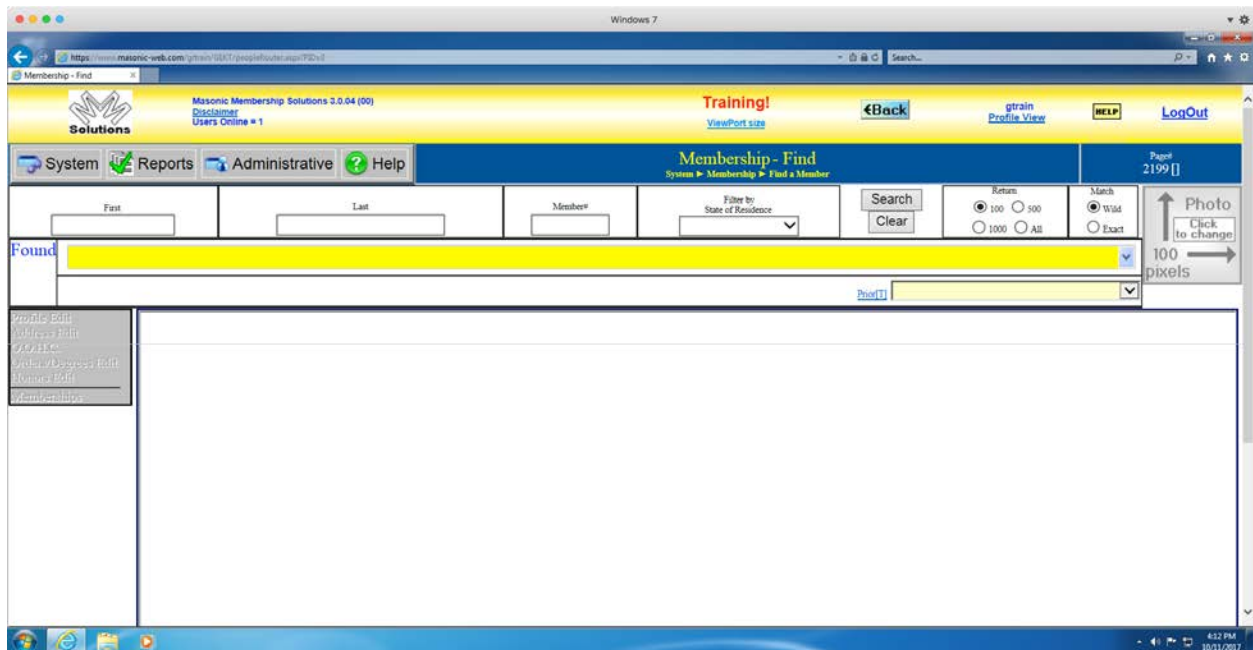


The page will update.





Click the “MM Solutions” button to return to the “Home” page.



You can now log out and go about your day.

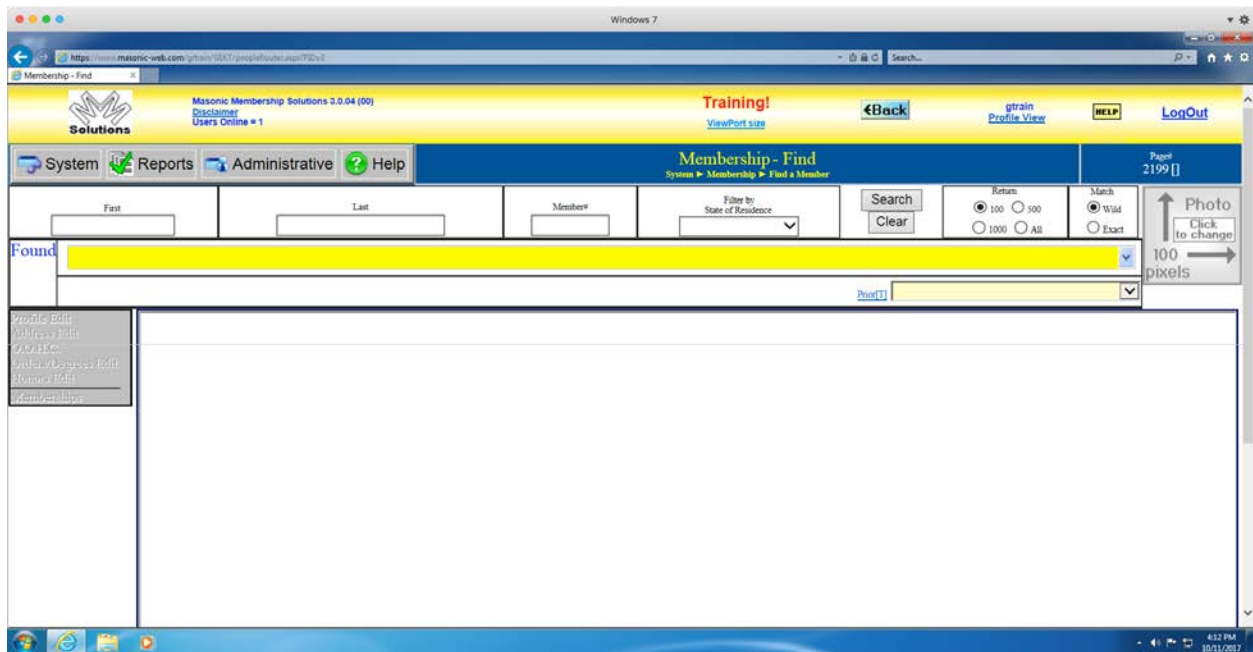
This concludes the section on the Suspend from local Body process.

Reinstate back to local Body Process

Sir Knight Ebber Hobbfibber comes to a meeting and pays his delinquent dues.

You need to add this new information to his MMS record as soon as possible, but no more than 30 days after the event.

Log into MMS. The “Home” page displays.



Search for Hobbinfibber's record from the "Home" page.

The member "Profile" page will display. Select his name.

Click on the "Membership" sidebar menu item.

The “Membership - Change Status” page displays.

The screenshot shows the 'Membership - Change Status' page. At the top, there's a navigation bar with 'System', 'Reports', 'Administrative', and 'Help'. Below this, a table lists member information. The member in question is Hobbinfiber, Ebber, with a status of 'Suspended'. A red circle highlights the 'Status' dropdown menu, which currently shows 'Suspended'. To the right of the status dropdown is a 'Status Date' field set to '10/11/2017' and a 'Status Reason' dropdown set to 'Non Payment of Dues'. Below these fields, there's a 'Comments' section and a 'Reprint dues card?' section with 'Yes' and 'No' radio buttons. A 'Printing next cycle' section shows the date '10/15/2017'. A 'Photo' section on the right allows uploading a photo (100 pixels).

Click the dropdown at the end of the “Status” box.

This screenshot shows the same page as the previous one, but the 'Status' dropdown menu is now open. The dropdown menu shows two options: 'Suspended' and 'Reinstated'. The 'Reinstated' option is highlighted in blue. The rest of the page remains the same, with the 'Status Date' field set to '10/11/2017' and the 'Status Reason' dropdown set to 'Non Payment of Dues'.

Select the “Reinstated” line.

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Membership - Change Status

System ► Memberships [Edit Status]

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Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Suspended	10/11/2017		10/11/2017	gtrain

Save

Profile

Edit Status

Exemptions Edit

Dues Payments

Arrears/Adjust

Payments/Other

KTFE-Donations

Clubs View

History

Reprint dues card?

Yes No

Printing next cycle

10/15/2017

A dues card cannot be issued. Please contact your System Administrator.

On this screen besides changing a member's status, you are allowed to change the status date for the current status shown (edit errors will still apply on the date field). If you have errors during the change process because your dates are not being accepted by the system but they must be corrected, please contact your system administrator who can help you.

Add the date of the reinstatement (the meeting date).

Membership - Change Status

System ► Memberships [Edit Status]

Page 2207 [2124]

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Suspended	10/11/2017		10/11/2017	gtrain

Save

Profile

Edit Status

Exemptions Edit

Dues Payments

Arrears/Adjust

Payments/Other

KTFE-Donations

Clubs View

History

Reprint dues card?

Yes No

Printing next cycle

10/15/2017

A dues card cannot be issued. Please contact your System Administrator.

On this screen besides changing a member's status, you are allowed to change the status date for the current status shown (edit errors will still apply on the date field). If you have errors during the change process because your dates are not being accepted by the system but they must be corrected, please contact your system administrator who can help you.

Click the "Save" button.

The page will update.

Membership - Change Status

System - Memberships [Edit Status]

2207 [2124]

Hobbinfibber, Ebber [DOB] 10/11/1977 [Home] 107 S Williams St, Fayette, MO 65248-1017

National Knights Templar

Member#	Grand Commandery	Commandery	Status	Status Date	Comment	Modified Date	Modified By
1458616	State Grand Comma	4 - Local Commandery	Reinstated	10/11/2017		10/11/2017	gtrain

Photo 100 pixels

A dues card request has been generated. A dues card for the current year will be mailed to the mailing address of the Commandery in the next processing cycle.

Profile
Edit Status
Exemptions Edit
Dues Payments
Amounts/Adjust
Payments/Other
KTEE-Donations
Chubs View

Person: Hobbinfibber, Ebber; [4 - Local Commandery, State Grand Commandery, Knights Templar] [Membership# 1458616]

Date of Birth: 10/11/1977

Status: Reinstated

Status Date: 10/11/2017

Status Reason: Payment Received

First Line Signer: Balboa, Rocky

Save
Cancel
History

Reprint dues card?
Yes No

Printing next cycle: 10/15/2017
A dues card cannot be issued. Please contact your System Administrator.

If record is in Error and you need removed permanently with a Delete Adjustment - Contact System Administrator.

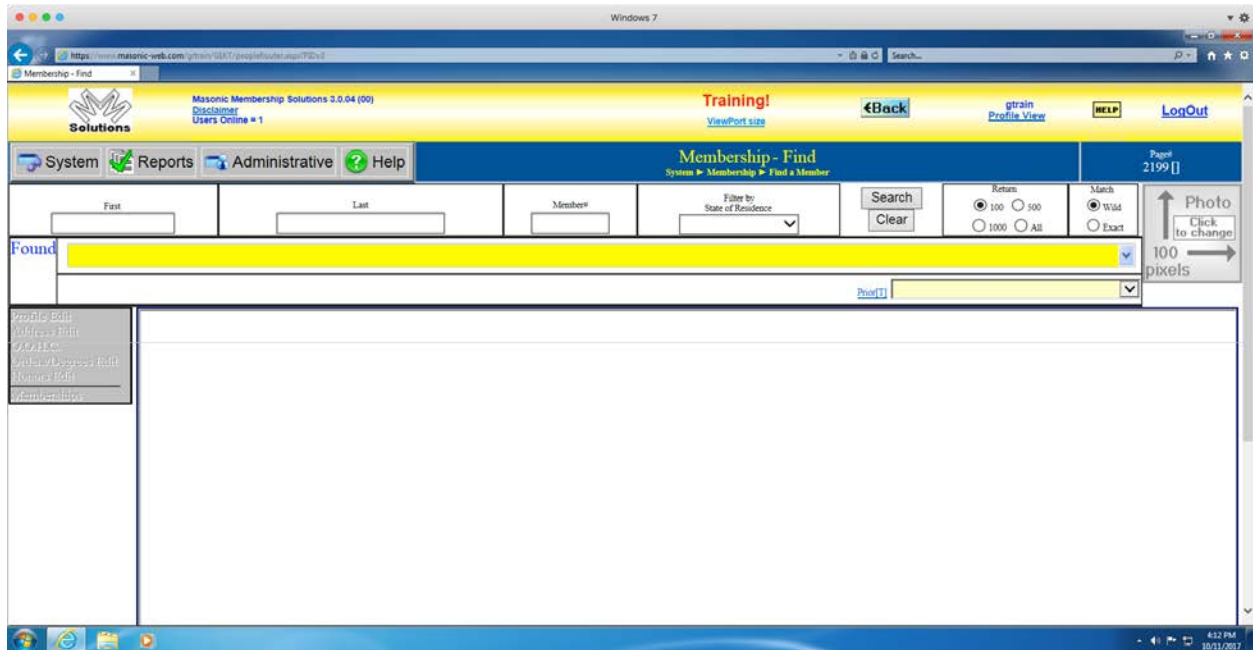
On this screen besides changing a member's status, you are allowed to change the status date and the 1st line signer for the current status shown (edit errors will still apply on the date field). If you have errors during the change process because your dates are not being accepted by the system but they must be corrected, please contact your system administrator who can help you.

Note the text in blue concerning the printing of a dues card for the affiliated member. This works for Commanderies, but may not operate the same way for Chapters and Councils.

Note also that the dues card will be sent to the address of the Commandery that has been entered by the Recorder in MMS. This is typically the Records mailing address, but the Recorder should verify that the address is both correct and certified.



Click the “MM Solutions” button to return to the “Home” page.



You can now log out and go about your day.

It is important that you reinstate former members using this process. NEVER enter the reinstatement of a former member as an exaltation (Chapter), a greeting (Council), or a knighting (Commandery). Entering a former member as essentially a new member will create confusing duplicate records for that member. In addition, your Body will be charged the new member fee for that person.

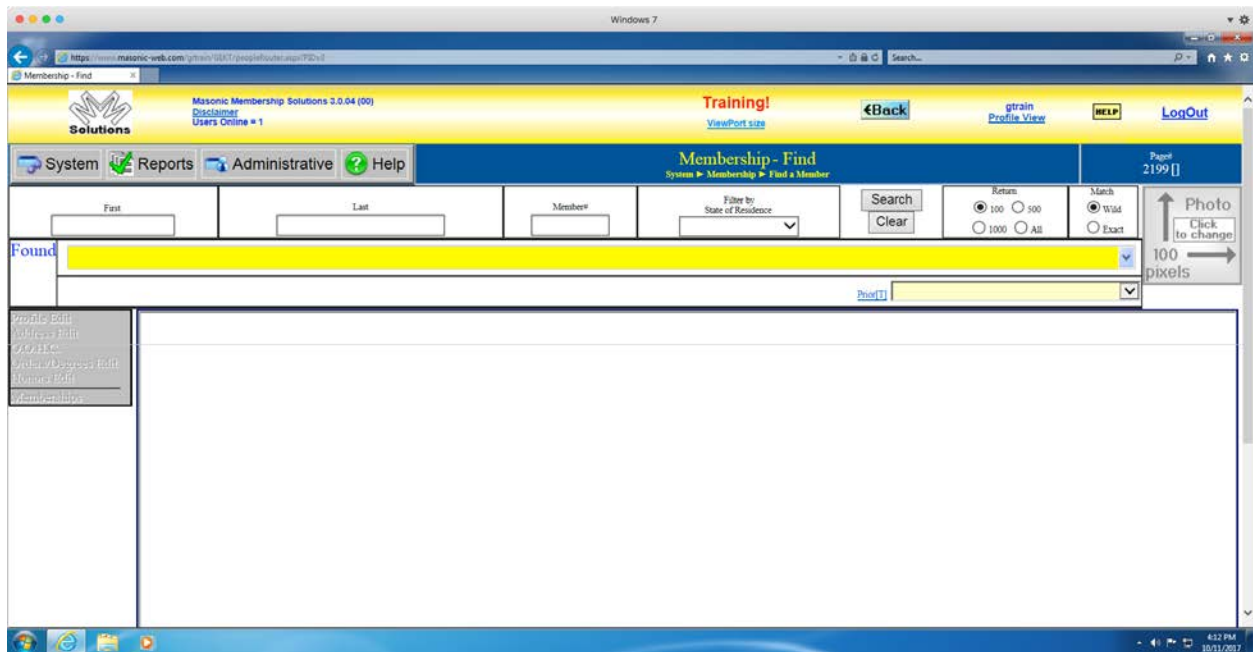
This concludes the section on the Reinstate back to local Body process.

Death of Member Process

You are notified that member Sir Knight Ebber Hobbinfibber has unfortunately passed away.

You need to add this final information to his MMS record as soon as possible, but no more than 30 days after the event comes to your attention.

Log into MMS. The “Home” page displays.



Search for Hobbinfibber's record from the "Home" page.

The member "Profile" page will display. Select his name

Click the "Edit" button in the "Date of Death" box.

The screenshot shows the 'Person Maintenance - Profile' page for member 'Hobbinfibber, Ebber'. The 'Date of Death' field is highlighted with a red arrow pointing to the 'Edit' button. The form includes fields for Prefix, Last Name, First Name, Middle Name, Suffix, Age, Date of Birth, Birth Location, Date of Death, Gender, Spouse's Name, Spouse Birth Date, Children, Job Status, Employer, and Job Title. The 'Date of Death' field is currently empty, and the 'Edit' button is visible next to it.

Confirm that you do want to enter this member's date of death by clicking the "Ok" button in the "Message from webpage" dialog window.

The screenshot shows the same 'Person Maintenance - Profile' page, but with a 'Message from webpage' dialog box open. The dialog box contains a warning message: 'WARNING: Setting a persons Date-of-Death is a semi-permanent action. You will not be able to un-do this action yourself. If, for some reason, Date-of-Death must be Un-Done, only an Administrator, with special permissions, may un-do. Please confirm, you really want to set this persons Date-of-Death?'. The 'Ok' button is highlighted with a red arrow.

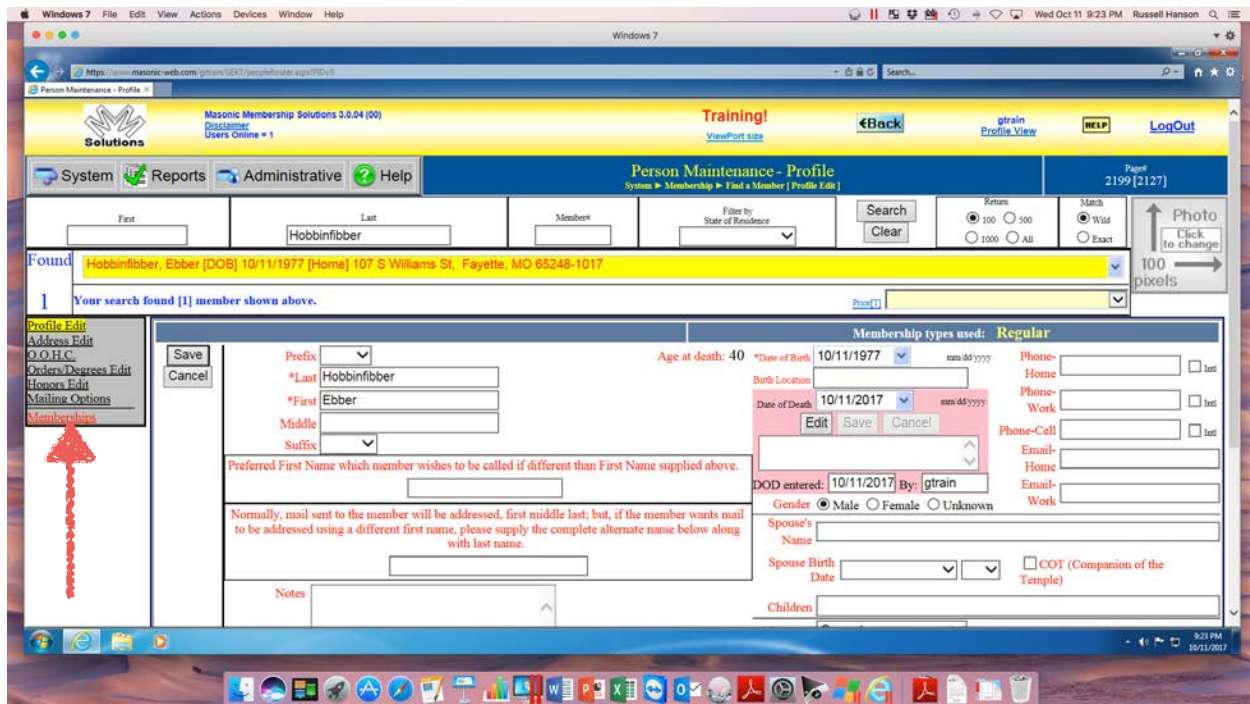
Enter the member's date of death. Click the "Save" button.

The screenshot shows the 'Profile Edit' form for member Hobbinfieber, Ebber. The 'Date of Death' field is highlighted in red, and a red arrow points to the 'Save' button next to it. The form includes fields for Prefix, Last, First, Middle, Suffix, Age, Date of Birth, Birth Location, Date of Death, Gender, Spouse's Name, Spouse Birth Date, Children, Job Status, Employer, and Job Title. The 'Date of Death' field is currently empty, and the 'Save' button is highlighted in red.

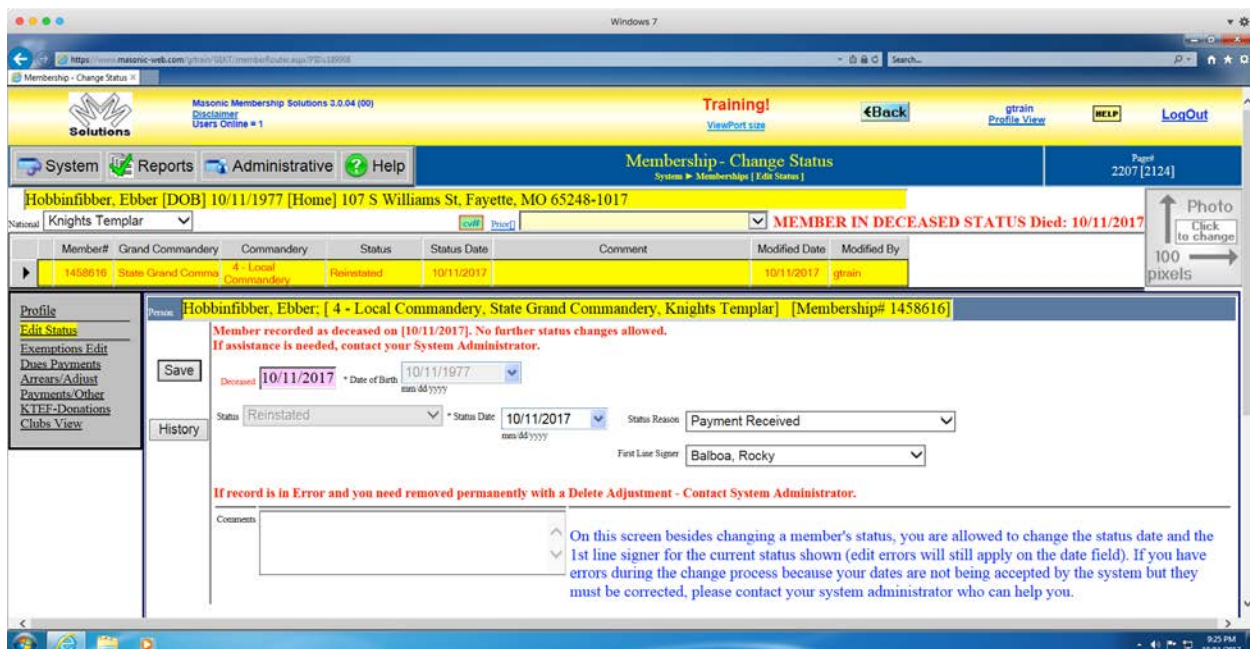
Note that all of the field labels are turned from Black to Red. This indicates that the member is dead.

The screenshot shows the 'Profile Edit' form for member Hobbinfieber, Ebber. All field labels are now red, indicating the member is deceased. The 'Date of Death' field is filled with '10/11/2017'. The 'Save' button is highlighted in red. The form includes fields for Prefix, Last, First, Middle, Suffix, Age at death, Date of Birth, Birth Location, Date of Death, Gender, Spouse's Name, Spouse Birth Date, Children, Job Status, Employer, and Job Title. The 'Date of Death' field is currently filled with '10/11/2017'.

Click on the “Membership” sidebar menu item.

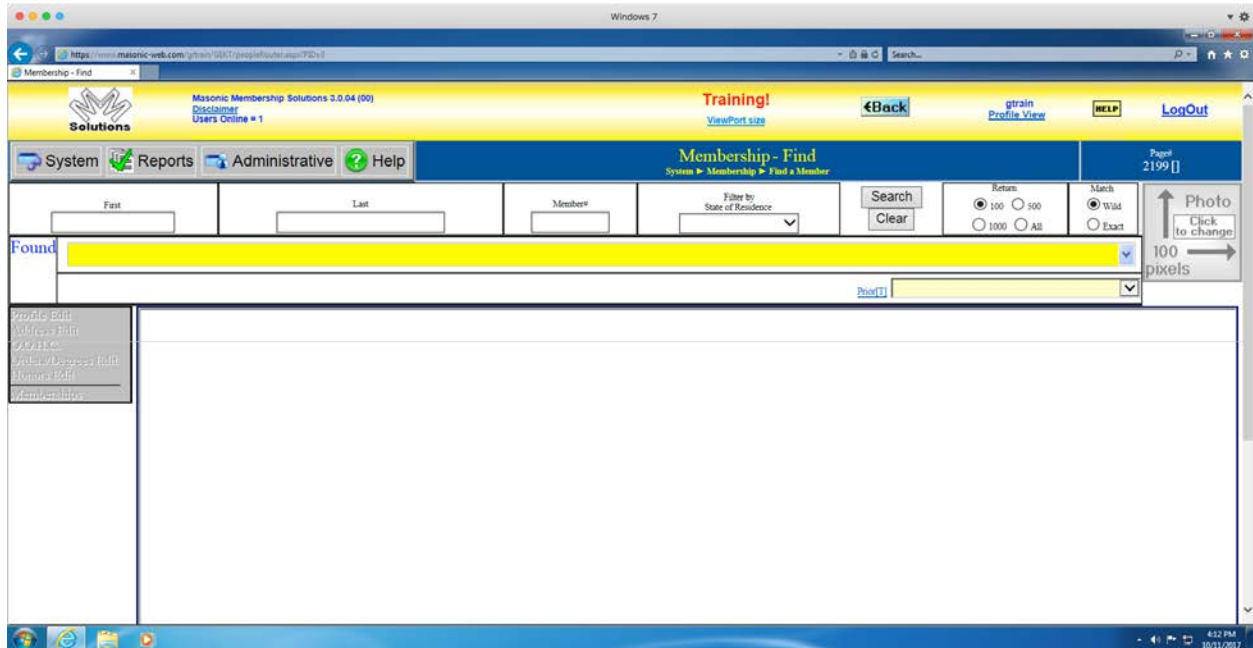


The “Membership - Change Status” page displays. It also shows that the member is dead and no further status changes can be entered.





Click the “MM Solutions” button to return to the “Home” page.



You can now log out and go about your day.

Note that this action reports the member as deceased in all Bodies with which the member is associated. Since this is a change on the deceased member’s “person” page, it only has to be done once.

This concludes the section on the Death of Member process.

Affiliate from another Body Process

While “technically” there is no process in MMS for “transferring” a member from one Body to another Body, in Missouri we talk about member transfers. A transfer in Missouri consists of a specific exchange of paperwork between the Secretary/Recorder of one Body and the Secretary/Recorder of another Body. The most important concern is that the member not lose any Masonic Service Time during the transfer. Therefore, a transfer in Missouri consists of an affiliation (temporarily making the member a plural member - i.e., a member of more than one Body) followed by a demit (which makes the member a single member again - i.e., a member of only one Body).

The paperwork for transfers in Missouri can be found on the Grand York Rite web site (moyorkrite.org). From the Home Page, select Documents, then the Subordinate/Constituent Body Documents section.

The documents of interest in the Subordinate Chapter Documents section are the:

Chapter Certificate of Good Standing.pdf

Chapter Certificate of Dimit.pdf

The documents of interest in the Subordinate Council Document section are the:

Council Certificate of Good Standing.pdf

Council Certificate of Dimit.pdf

The documents of interest in the Constituent Commandery Document section are the:

Commandery Application for Cert of Good Standing.pdf

Commandery Certificate of Good Standing.pdf

Commandery Certificate of Dimit.pdf

You receive an Application for a Certificate of Good Standing from a Sir Knight Ebber Hobbinfibber (Note: the Chapter and the Council do not have an application form - instead the request can be made either verbally at a meeting or in writing to the Secretary/Recorder sent by either US Mail or Email). He is a member in good standing and he wants to transfer his Commandery membership to another Missouri Commandery. You present the Application at the next meeting and it is approved.

You use the Commandery Certificate of Good Standing document to provide the Sir Knight with his approved certificate of good standing. Note that you only complete the top section of the form which is the Commandery

Certificate of Good Standing section. You print a copy of the certificate form. You give the entire printed document to the Sir Knight. (Reminder: keep a copy, either paper or electronic, of the form for your records.)

The Sir Knight completes a regular petition for the Commandery with which he wants to affiliate. He presents the petition with the certificate of good standing form to the Recorder of that Commandery.

The Recorder of that Commandery presents the petition and certificate of good standing form at the next meeting of that Commandery.

If that Commandery elects the Sir Knight to membership, then the Recorder needs to add this new information to the Sir Knight's MMS record as soon as possible, but no more than 30 days after the event using the steps in "Affiliate back to local Body Process" found on page 39 of this manual to affiliate him to his new Commandery.

The Recorder also needs to complete the bottom section of the Certificate of Good Standing document which is the Notice of Election - Request for Demit section. The Recorder needs to send that entire document to you by either US Mail or Email. (Reminder: keep a copy, either paper or electronic, of the form for your records.)

When you receive the Certificate of Good Standing document with the completed Notice of Election - Request for Demit section for the Sir Knight, then you need to complete a Commandery Certificate of Dimit form for the Sir Knight and send it to the other Recorder by either US Mail or Email. (Reminder: keep a copy, either paper or electronic, of the form for your records.)

You also need to add this new information to the Sir Knight's MMS record as soon as possible, but no more than 30 days after the event using the steps in "Demit from local Body Process" found on page 33 of this manual to demit him with a letter of good standing.

This concludes the section on the Affiliate from another Body Process.