

Welcome,

1. Some of you are already in the Portal and making it do what it's built for. Some of you have no idea of its capability and purpose. I ask you to take the little bit of information I'm going to give you today and dive into the application and discover the rest yourself.
2. If you go to our grand lodge website, there are two ways to get to the portal. One link is on the menu bar. It is also below in case you don't see it on the bar. Please note, this is the database update form page. This is the page you use to put in your membership information. Once you've done this one time, you don't have to do it again. Give us a day or two to get enough names to update the membership files. After we get you imported into the database, you will receive your Membership ID by your lodge secretary or your local Automation Team member. Then you can go to the Membership Portal and get started.
3. This is the landing page for the portal. In the top right-hand corner, you will see App and Member Portal. If you click App.
4. You will get the About this App page with information like how to install the app, its security and other information. I pulled out some of the information because I've been asked once or twice about it. (Read Slide Quickly). Is it Private and Secure? (Read Slide), Does it track location. (Read Slide)
5. Back to the dashboard, if you now click on Member Portal in the top right corner, you will be taken to the Sign In page.
6. If this is the first time you have visited the App, click on Member Registration. This will allow you to create your own password for login. The Membership Registration page is where you will add your Lodge Number, the Membership ID given to you by your lodge secretary or a member of the Automation Team, and your last name. Please remember your password. I can't tell you how many have hit me up for a password change because they can't remember what they set it to. Next click the Check Membership Status button to complete the registration.
7. Next you will be taken back to the Sign In page. Put in your email address and your newly created password and click sign in.
8. Now you're in your Portal. If you are affiliated with a lodge, you should see that lodge down at the bottom of the Dashboard Icons. Mine says Daniel "Chappie" James No. 72. Why is that? Explain the icons.
9. Click Resources. Resources are a place where information is displayed to different user groups through the portals. Examples of resources could be processes, forms, or special instructions to perform a task. Your Lodge Admin or Secretary will set each member's Access level. Access to the areas on this page is predicated upon the group you are in. If your administrator or secretary sets you in the Entered Apprentice group, you will only have access to that information. The same goes for Fellowcraft except you will also keep your EA access as well.

Same goes for Master Mason. When you are set in MM Group, you have access to them all. Resources is also where we will post our Masonic Forms and information that is not for the Public Eye.

10. Other Features are a Lodge Locator, a personal Posting Page like Facebook where you can post whatever you want within reason, and the Seminar Page where you can add upcoming Seminars or watch the ones that have been recorded like this one, we are recording today.
11. There is also a District and Lodge Level that will have their own Administrators chosen by the DDGM or the Craft of the Lodge. If the Secretary can't do the admin of the database, the lodge should appoint someone. The Lodge Admin can do all the things the things the Lodge Secretary can do now plus change your membership status or send you an email letting you know what's happening or a dues notice. They can write and run their own reports should they choose to. And so much more.
12. Finally, there is a Help Desk to teach you how to do everything you want to do in the Portal.
13. The Search Members and Lodges will help the Grand Secretary find your information should you lose contact with your lodge or must be reinstated. Once your in the database, you are in it forever. Even after you pass away, your number will retire with you and you will be labeled as deceased.