

Online Form 100 / Candidate Tab Frequently Asked Questions

Does the Online Form 100 / “Candidate” tab fully replace the paper Form 100?

In order for a council to submit information into the “Candidate” tab, they should first have a man complete and sign a paper Form 100. Once the information is submitted into the “Candidate” tab, the completed paper Form 100 should be kept for council records and shared with state and district leaders as well as general and field agents, as you normally would.

What types of member transactions can be processed using the “Candidate” tab?

New members, reactivations and transfers can be processed using the “Candidate” tab. Deaths and suspensions must be processed by submitting a completed paper Form 100 via e-mail or postal mail to the Supreme Office Membership Records Department.

Who can add a member to the council using the “Candidate” tab?

Only a council’s grand knight or financial secretary will have the “Candidate” tab on their Officers Online screen and only they can submit information via this application.

How long does it take for a member’s information to be processed using the “Candidate” tab?

New members who have not previously been a squire, member or insurance client, will be processed nearly instantaneously. Reactivations, transfers and other applicants who may have a previous client account, will go to a Membership Records Department member to be reviewed and processed. These applications should be processed and posted within 2-3 business days.

What fields are required on the candidate tab?

In order to submit a member transaction via the “Candidate tab”, the following fields must be submitted: First Name, Last Name, Date of Birth, Cell Phone, Email, Address, Zip/Postal Code, City, State, and Country. Fields such as Title, Middle Initial, Suffix, Address Line 2 and Proposer are optional fields. An individual’s membership number is not required to process transferring members and, thus, not a field on the “Candidate” tab.

What if a member does not have an email or cell phone number? Are these fields required?

When using the “Candidate” tab, these fields are required and applicants that do not have one or both of these fields should have their council submit the paper copy of their Form 100 via e-mail or postal mail to the Supreme Office Membership Records Department.



How does the “Candidate” tab work for transfers?

Enter information as you would for a new member. Be sure to include his name as it appears on his membership card. When submitting the member’s information, place the date that he was voted into the council as the ‘process date’. The Supreme Council’s system will identify the member by name and date of birth to be processed separately as a transfer instead of a new member. Providing the membership number of transferring members is not needed for processing and, thus, not a field on the “Candidate” tab.

What’s the difference between the “Prospect” tab and the “Candidate” tab?

The “Prospect” tab lists men who have joined the Order online and have either expressed interest in joining your council or have been assigned to your council by your jurisdiction’s Online Membership Coordinator. The “Prospect” tab is not connected with the “Candidate” tab. The “Candidate” tab is used solely for the processing of new members, reactivations or transfers to your council who have completed and signed a paper Form 100.

What does the email a member receives look like?

All members processed through the “Candidate” tab receive the following email. The language of this email is based on the language you use when inputting the member.

Dear [Name],

Congratulations on becoming a member of the Knights of Columbus Council [Council #].

Thank you for accepting the challenge, and becoming a member of the Knights of Columbus and welcome to our brotherhood.

Fraternally,

[Your Council’s Grand Knight]

Grand Knight
Knights of Columbus Council [Council #]

Will anyone else (state, district deputy, field agent) receive an email notification of the member’s addition to the council?

No, only the member will receive an email confirmation that he has been added to your council. Even when using the “Candidate” tab, your council should continue to share the information from the completed paper Form 100 with state and district leaders as well as general and field agents, as you normally would.

