Knights of Columbus Online Membership
Finding, Tracking and Transferring Online Members in
Officers Online

Beginning Thursday, March 8, 2018, you can now find, track and transfer Online Members in
Officers Online.

Online members will be assigned to your council as **member-prospects** if the member indicates
that they’d like to join your council, or if your state team has assigned them to you as a member-
prospect.

And, if your council **accepts** that member’s application for transfer, you can **complete the
transfer process without submitting a Form 100**. All you have to do enter the member’s first
degree date in Officers Online.

This brief guide will show you how it works.

**Finding and Transferring Online Members**

All **Online Members who express interest in joining a local council** will appear under the new
“Prospect” tab in Officers Online.
The prospect tab has two lists for state teams, “Unassigned” and “Assigned.” Councils will only have an “Assigned” section.

Online Members “assigned” as prospects to your council will appear in the your prospect tab in Officers Online. This tab will only be seen by grand knights and financial secretaries. District deputies will also have the ability to view assigned member-prospects for councils in their districts.

This “Assigned” list will include online members who have expressed interest in joining locally, and have said that they want to convert to your council. These members are automatically “assigned” to the council number they entered. The list may also include members who have been assigned to your council by your state team. This can occur when a member indicates that he wants to convert to a local council, but doesn’t know which council to join. The state will assign prospects based on where the member lives and which parish he belongs to.

To view additional information about the member, including contact information, you can click the member’s name, and an info window will pop up.
Transferring (Or “Converting”) Online Members

Once your council has gone through the admissions process, and the member has taken his first degree, you can transfer him by simply adding the date read in the “Grand Knight Approval” section, and the first degree date in the “Financial Secretary (Ceremonial Update)” section, and clicking the update button. These two dates can be added separately, but once the first degree date is added, the transfer will be processed.

Once the update is submitted, the member will be automatically transferred into his new council. You will not need to submit a Form 100. The member will no longer appear in the “Prospect” tab.

Remember: councils will receive a +1 membership quota credit when an online member converts into their council. If the online member is an insurance client, the council will also receive a +1 insurance quota credit for that member.

Rejecting Transfers

If, for some reason, the online member is not going to transfer into the assigned council, you may “reject” the member by clicking “reject” and selecting a reason from the drop-down menu.

Rejecting an online member for transfer will result in the member reappearing in the “Unassigned” section of the state’s “Prospect” tab, where the state can look into the matter further, and inform Supreme Council staff as needed.