

Utah Knights of Columbus September 28, 2020 State Training



Officers Online ~ <http://www.KofC.org/oo>

1. Log into Officers Online www.kofc.org/oo
 - a. Change Roles
 - b. Language
 - c. Urgent Messages Section
 - i. News (e.g., Supreme Convention, Star Council requirements).
 - ii. New Ceremonial (invitation PDFs, ceremonial resources).
2. State / District / Council / Assembly selections
 - a. Options depend on officer role. GK/FS automatically restricted to their council.
3. Council Tabs:
 - a. Membership
 - i. Month and Year to Date changes.
 - b. Reports
 - i. Roster(s), financial statement, safe environment.
 - c. Forms
 - i. Forms to submit. Links can be to printable or online forms, it varies.
 - d. Publications
 - i. Informational
4. Officer Desk Reference (ICON)
5. Office of Youth Protection (ICON)
6. Home Corporation (ICON)
7. Member Management (ICON)
 - a. Used (by GK, FS) to change current or former member personal Information.
 - b. Council Admin, report and changes
 - c. Print Center
 - d. Reports Labels, Billing, Data Extract tool. Contact info. Fraternal or personal info (member type, degree, has regalia)
 - e. Email tool
8. Member Billing (ICON)
 - a. Used by FS. Utah Training in November.
9. Knights Gear (ICON)
10. Supplies Online (ICON)
 - a. Shipping charges apply (as of April 1, 2020).

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Officers Online (O.O.) / Knights Application Portal:

If you need your invitation code, or have trouble logging in, please contact Customer Service at 1-800-380-9995 or info@kofc.org. If you have previously had access to Officers Online, your username remains the same and you only need to reset your password if you have misplaced/forgotten it.

Here is an overview of the applications within Officers Online that you may see (varies depending upon your officer role):

 Officers Desk Reference	 Fraternal Training	 Office Of Youth Protection	 Home Corporations	 Member Management	 Member Billing	 By Laws Online	 Supplies Online	 Knights Gear
A reference tool that contains definitive guidance on a wide range of subjects relating to the governance of subordinate units, including questions and issues about which the Supreme Advocate's Office is frequently consulted for advice.	Your entry point to the most current Fraternal Training Resources hosted on KofC.Org. These materials can help all fraternal leaders and members develop essential skills and increase their effectiveness.	Links to the Safe Environment Program, with important documents and answers to common questions.	Access to the online Handbook For Councils Using Home Corporations.	This application allows you to view rosters, update member records, submit certain reports, and much more! The program is available to grand knights and financial secretaries.	This application allows financial secretaries to manage financial transactions; create, edit and archive receipts, vouchers, assessments and adjustments; produce billing notices; and manage payments received from members.	This application allows councils to establish by-laws electronically, receive automatic approval, and submit a request for printing. The program is available to grand knights, financial secretaries and advocates.	Allows you to view the full supply catalog and order printed materials through WebbMason. Note: The ordering process works best using personal credit/debit cards. If needed, certain officers have the ability to charge items to their council/assembly.	Allows you to view various promotional and gift items and place an order through Knights Gear. Note: The ordering process works best using personal credit/debit cards. If needed, certain officers have the ability to charge items to their council/assembly.

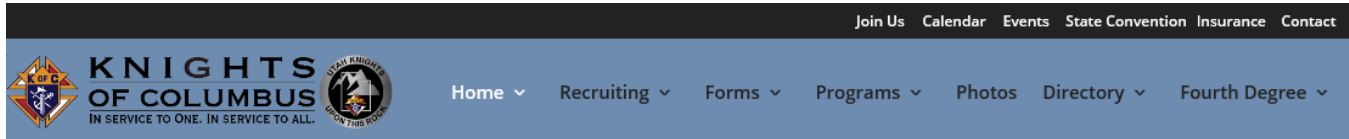
Information on this page taken from the 2020-2021 Fraternal Planner.

<https://www.kofc.org/un/en/resources/membership/fraternal-leader-success-planner5033.pdf>

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Utah State Council Website ~ <http://www.UtahKnights.org>



1. Calendar and current events
 - a. <https://UtahKnights.org/state-calendar/>
 - b. <https://UtahKnights.org/calendar/>
2. Sliders for current Information
 - a. <https://UtahKnights.org/> (cycles automatically on the homepage)
 - b. <https://UtahKnights.org/category/current/> (list of current sliders)
3. Training Page (State, Regions, and Supreme training – upcoming and archives)
 - a. <https://UtahKnights.org/training/>
 - b. **Note:** *This page isn't on the site menu yet. It is linked from the training slider.*
4. State Updates
 - a. https://UtahKnights.org/#state_update
5. Recruiting
 - a. <https://UtahKnights.org/recruiting/>
6. Star Council Tracker
 - a. <https://UtahKnights.org/star-council/>
7. New Council/District Tracker
 - a. On the “Recruiting” menu at the top of the website.
 - b. https://docs.google.com/spreadsheets/d/1Dbcl1Q3l_jAM71LsTP_ZD7xZYB-7ERgDRM8oUaPk7E/edit#gid=0
8. Forms (Supreme, State)
 - a. <https://UtahKnights.org/forms/>
9. Programs
 - a. <https://UtahKnights.org/programs/>
10. Photos
 - a. <https://UtahKnights.org/photos/>
11. Directories
 - a. <https://UtahKnights.org/directory/>
12. Fourth Degree
 - a. <https://UtahKnights.org/fourth-degree/>