1. When an Online Member joins, they have the option of indicating interest in joining a local council.
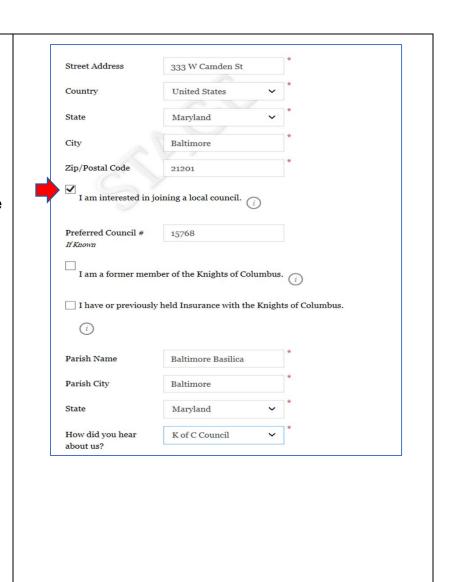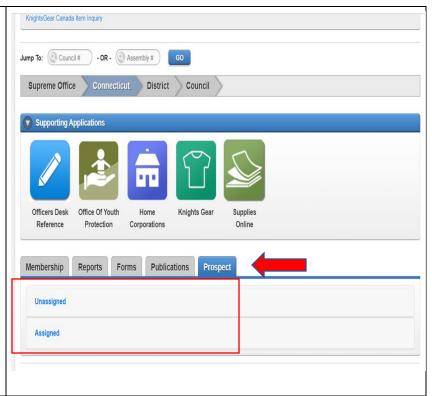
2. When they check the box, they become populated in the prospect tab on Officer's Online.

3. The prospect tab has two lists: unassigned and assigned.

4. Unassigned members are those that have no specific council associated with them.

5. It is the Online Member Coordinator's duty to assign those members to a specific council.

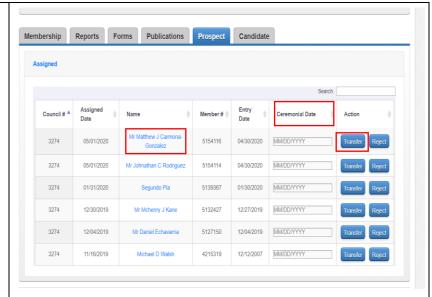6. Put in the council number you want to assign the member to and hit update.

Note: It is always best practice to talk to District Deputies in the area to better understand what council to assign the member to.
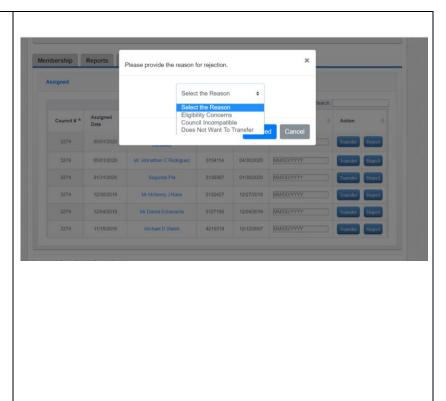
7. Once a member is assigned to a local council, they will be viewable by Grand Knight's and Financial Secretaries.

8. Information about the member like email, address, and parish can be found by clicking the members name in blue.

9. After the member goes through their ceremonial, they can be transferred into the local council by putting the ceremonial date and hitting transfer.

Note: There is no need to fill out a Form 100 when using this method.

| Membership | Reports | Forms | Publications | **Prospect** | Candidate |

Assigned

Search:

Council # ▲	Assigned Date	Name	Member #	Entry Date	Ceremonial Date	Action
3274	05/01/2020	Mr Matthew J Carmona-Gonzalez	5154116	04/30/2020	MM/DD/YYYY	Transfer	Reject
3274	05/01/2020	Mr Johnathan C Rodriguez	5154114	04/30/2020	MM/DD/YYYY	Transfer	Reject
3274	01/31/2020	Segundo Pla	5139367	01/30/2020	MM/DD/YYYY	Transfer	Reject
3274	12/30/2019	Mr Mchenry J Kane	5132427	12/27/2019	MM/DD/YYYY	Transfer	Reject
3274	12/04/2019	Mr Daniel Echavarria	5127150	12/04/2019	MM/DD/YYYY	Transfer	Reject
3274	11/16/2019	Michael D Walsh	4215319	12/12/2007	MM/DD/YYYY	Transfer	Reject

10. Councils can also choose to reject a member from transferring into their local council. 11. Click reject and select the reason for the rejection.	

12. When a member transfer is rejected from the assigned list they are moved back to the unassigned list.

13. The member can either be reassigned or can remain an Online Member

Note: When eligibility concerns are the reason for the rejection, an email is automatically sent to the Supreme Council for investigation.