

# MMMS ONLINE

User Resource Handbook



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# **MMMS ONLINE USER DOCUMENTATION**

Welcome to MMMS Online! With MMMS Online you may view and update your Moose Account information on the web, and pay your lodge, chapter or legion dues online with a credit card.

If you are an administrator, Recorder or Moose Legion Secretary, you may also view your Fraternal Unit's deposit information, search for members in your unit, and pay other member's dues for them.

This document describes how to use MMMS Online for Members, Administrators, Recorders and Moose Legion Secretaries.

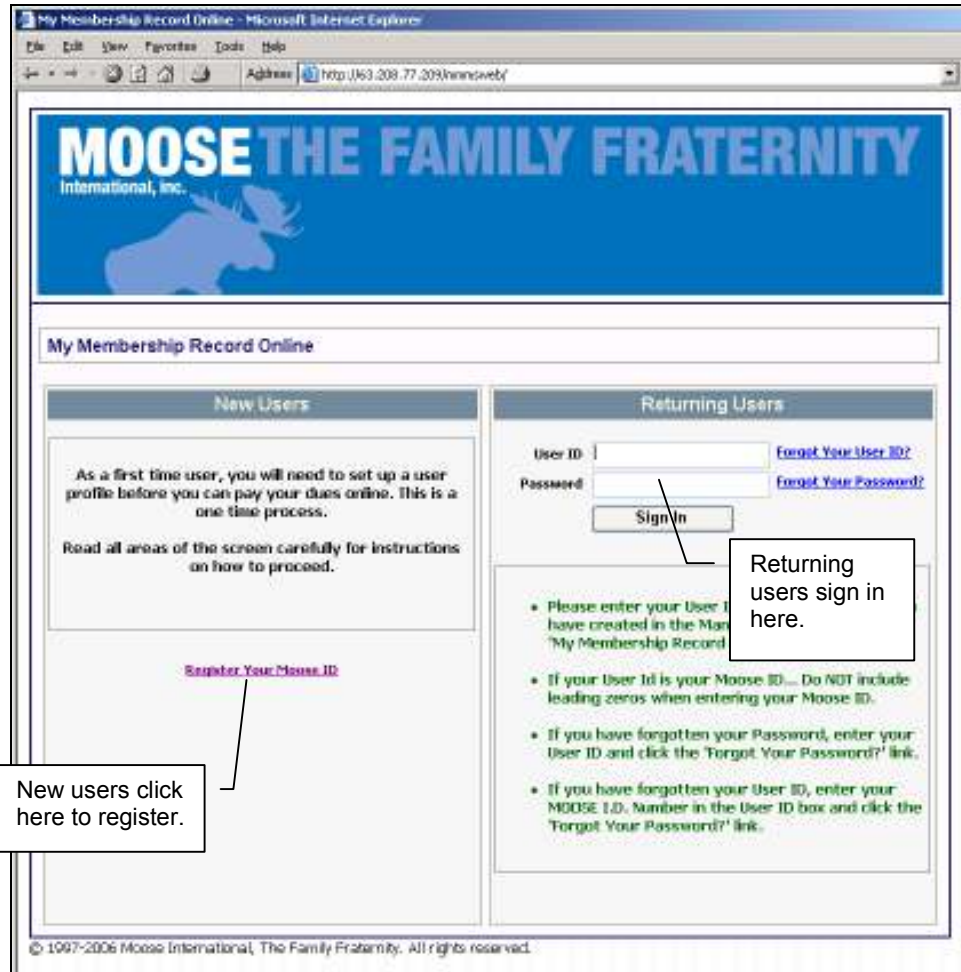
## SECTION 1 - LOGGING IN TO MMMS ONLINE

1. Log in to the Moose International Website and Click on the Member Information and Address Changes Box.



**Note:** the example screenshots in this document may have a different address than the one you are using, because this document was created using a test web server.

*You should see the following screen:*



If you know your User ID and Password:

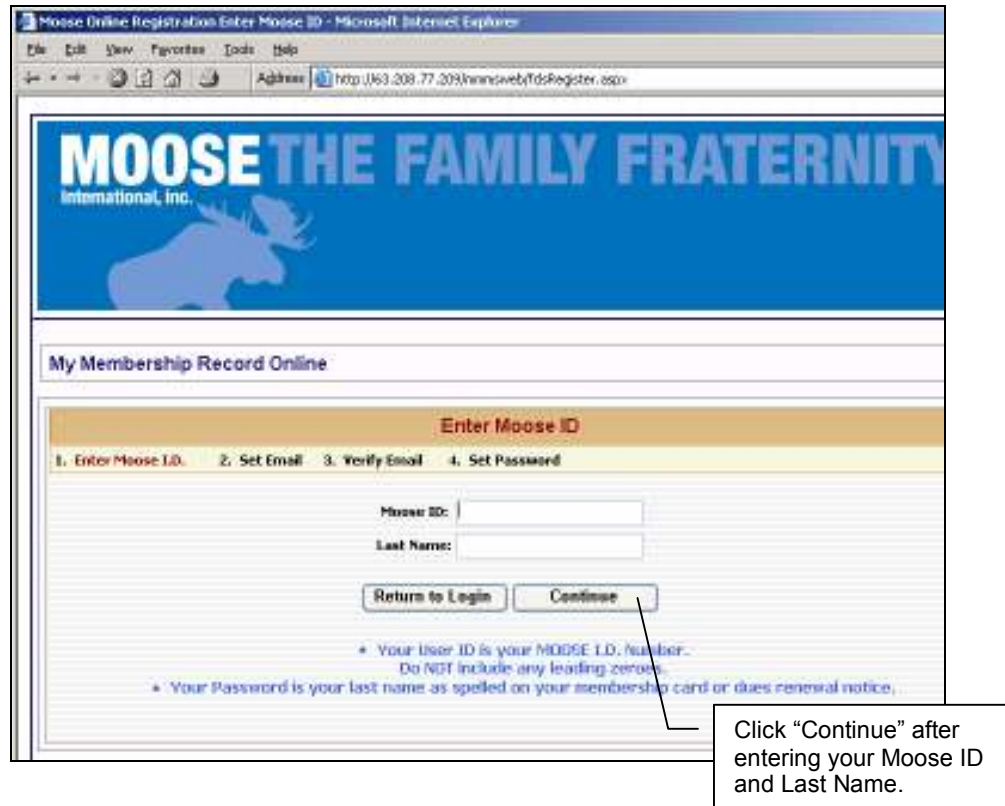
1. Type your ID and Password into the appropriate fields.
2. Click the **“Sign In”** button.
3. Continue with Section 3 - My Memberships.

If you have not yet registered,

⇒ Click the **“Register Your Moose ID”** link.

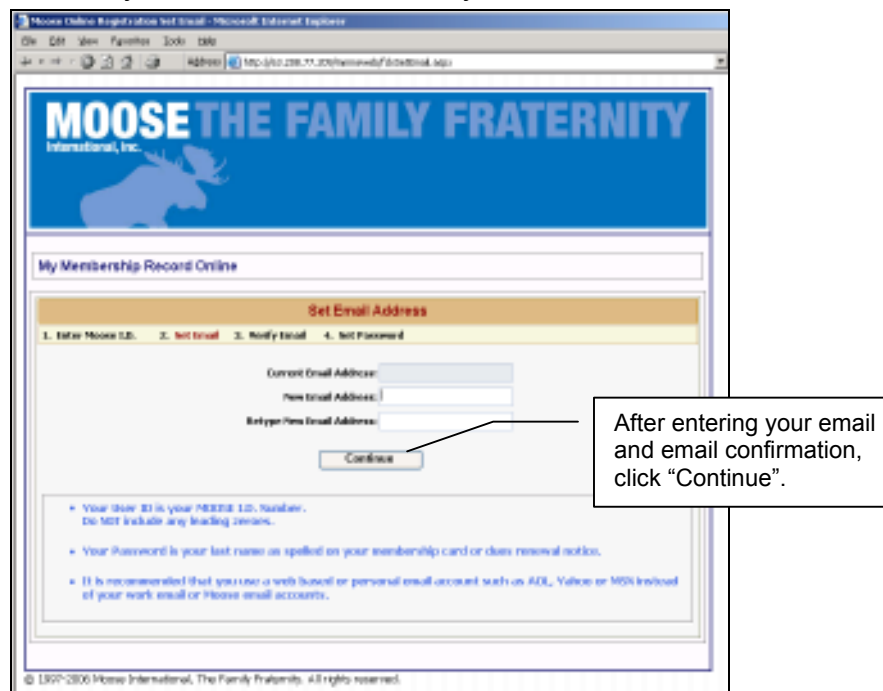
## SECTION 2 - REGISTERING FOR THE FIRST TIME

After clicking the “Register Your Moose ID” link on the login screen, you will see the following screen:



The screenshot shows a web browser window titled "Moose Online Registration Enter Moose ID - Microsoft Internet Explorer". The address bar shows "http://163.208.77.209/innisweb/IdRegister.asp". The page header features the "MOOSE THE FAMILY FRATERNITY International, Inc." logo. Below the header is a section titled "My Membership Record Online". The main content area is titled "Enter Moose ID" and contains a progress bar with four steps: "1. Enter Moose I.D.", "2. Set Email", "3. Verify Email", and "4. Set Password". The current step is "1. Enter Moose I.D.", which includes two input fields: "Moose ID:" and "Last Name:". Below these fields are two buttons: "Return to Login" and "Continue". A callout box points to the "Continue" button with the text: "Click 'Continue' after entering your Moose ID and Last Name." Below the buttons, there are two bullet points: "• Your User ID is your MOOSE I.D. number. Do NOT include any leading zeros." and "• Your Password is your last name as spelled on your membership card or dues renewal notice."

1. Type in your Moose ID number, and your last name.
  2. Click the “**Continue**” button.
- Now you will be asked to enter your email address:*



The screenshot shows a web browser window titled "Moose Online Registration Set Email - Microsoft Internet Explorer". The address bar shows "http://163.208.77.209/innisweb/IdSetEmail.asp". The page header features the "MOOSE THE FAMILY FRATERNITY International, Inc." logo. Below the header is a section titled "My Membership Record Online". The main content area is titled "Set Email Address" and contains a progress bar with four steps: "1. Enter Moose I.D.", "2. Set Email", "3. Verify Email", and "4. Set Password". The current step is "2. Set Email", which includes three input fields: "Current Email Address:", "New Email Address:", and "Re-type New Email Address:". Below these fields is a "Continue" button. A callout box points to the "Continue" button with the text: "After entering your email and email confirmation, click 'Continue'." Below the buttons, there are three bullet points: "• Your User ID is your MOOSE I.D. number. Do NOT include any leading zeros.", "• Your Password is your last name as spelled on your membership card or dues renewal notice.", and "• It is recommended that you use a web based or personal email account such as AOL, Yahoo or MSN instead of your work email or Moose email accounts."

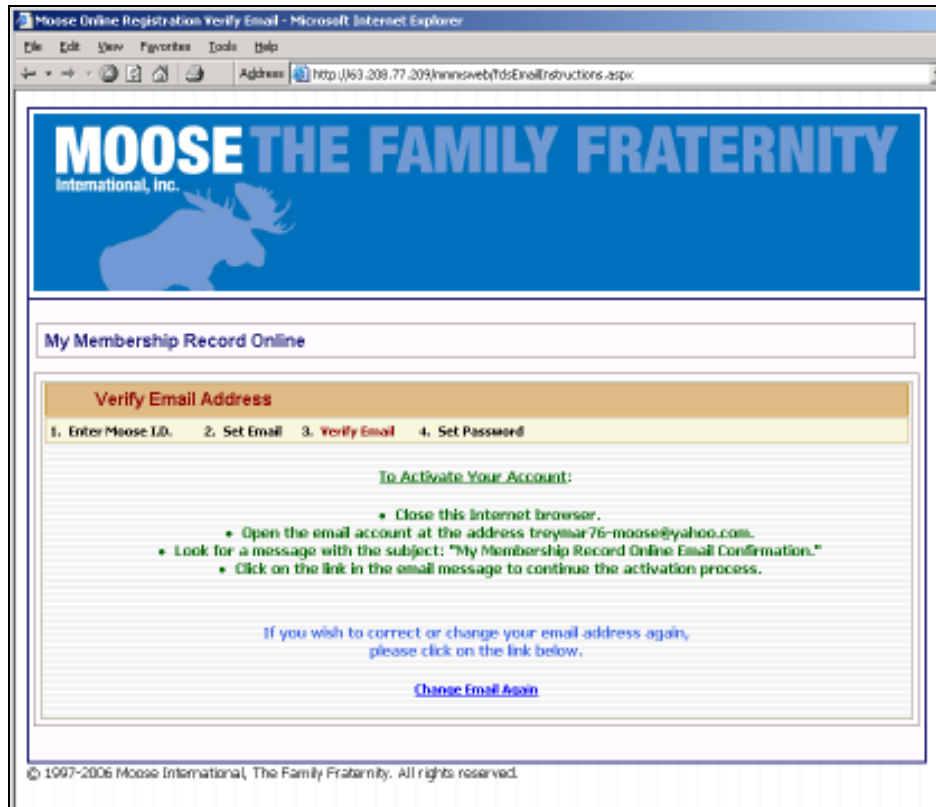
3. Type in your email address in both boxes.
4. Click the “**Continue**” button.

---

**Note:** It is best to use an email address that you can check from the computer you are using, because you will receive an email with a link to continue the registration process.

---

*After entering your email address, you will see the following screen:*

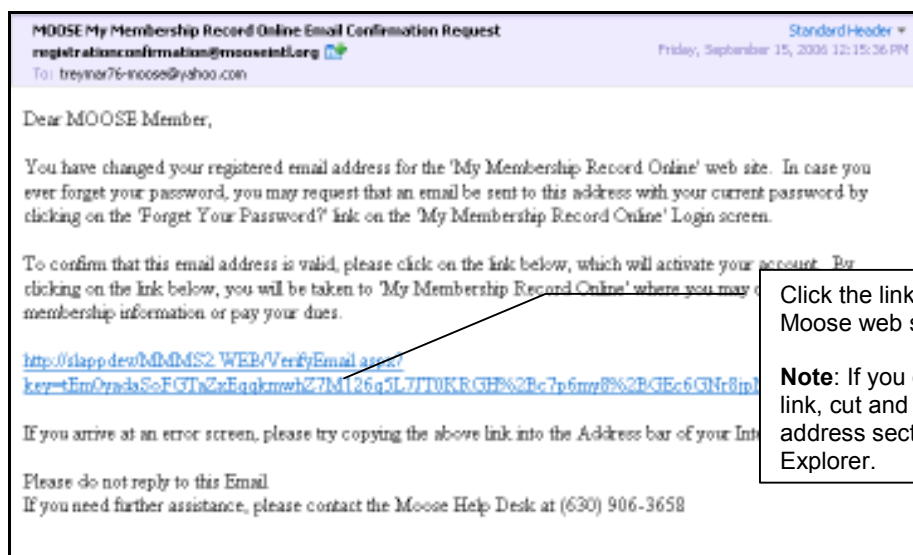


5. Follow the instructions on the screen, which say to close the Internet Explorer Window and check your email.  
*Soon (usually less than one minute) you will receive an email containing a link that you may click on to continue the registration process:*
6. Access your email account and locate the “**My Membership Record Online**” email that was sent.

---

**NOTE:** If the confirmation email does not appear in your Inbox, please check your “Bulk” or “Junk Mail” box. Some ISP’s will route the confirmation message there instead.

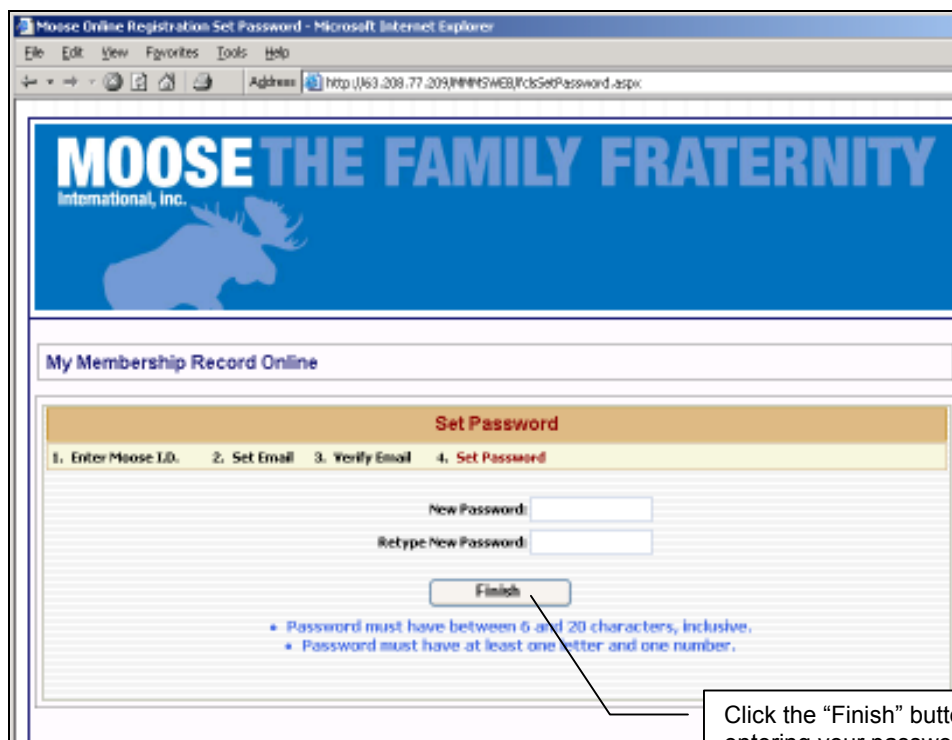
---



Click the link to return to the Moose web site.

**Note:** If you can not click the link, cut and paste it into the address section of Internet Explorer.

7. Click on the link in the email to bring you to the **Set Password** screen.



Click the "Finish" button after entering your password and password confirmation.

- 8. Type in a password of your choice and then retype it.
- 9. Click "**Finish**".  
*You have now completed the registration process and you should now see the "My Memberships" screen.*

## SECTION 3 - MY MEMBERSHIPS

If you typed in your login information correctly, you should see this screen:

Moose Online My Memberships - Microsoft Internet Explorer  
Address: http://63.208.77.209/innisweb/MyMemberships.aspx

**MOOSE THE FAMILY FRATERNITY**  
International, Inc.

Trey Marcus | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

**My Memberships**

Member ID: 17901525    Member Name: Marcus, Trey

FRU Type	FRU Number	FRU Name	Status	
LODGE	1368	St Charles	Active	Select

Help by phone: (630) 986-3658  
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Membership information for one or more Fraternal Units.

On the “My Memberships” screen you should see your Member ID and your name, as well as each of the Fraternal Units that you belong to. (All Lodges or Chapters and Legions.) In the example above, Trey has only one membership for Lodge 1368, in St. Charles.

**If you want to see more information about one of your memberships:**

- ⇒ Click the “**Select**” button next to the Fraternal Unit.  
*The screen on the following page will open.*

# MOOSE THE FAMILY FRATERNITY

International, Inc.



Trey Martus | [My Membership](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

## My Lodge Membership

### Member Information

Member ID: 017001535

FRU Number: 1368

FRU Name: St Charles

Current Dues:

Dues have been paid through 07/31/2007.

#### Name

First Name: Trey

Middle Name: N

Last Name: Martus

Suffix:

#### Membership

Membership Status: Active

Individual Status: Member

No Mail:

Do Not Solicit:

Hooselaven Resident: No

#### Primary Address

Address 1: 1121 W OGDEN AVE #254

Address 2:

City: NAPEL/ILL

State: Illinois

Zip code: 60563

Country: United States

Active:

#### Secondary Address

Address 1:

Address 2:

City:

State:

Zip code:

Country:

Active:

#### Contact

Home Phone: (815) 503-7522

Work Phone:

Work Ext.:

Fax:

Email: treymar76-moose@yahoo.com

#### Dates

Birthdate: 0/11/1975

Enrollment: 07/20/2006

Dues Expiration: 07/31/2007

Legion:

Fellow:

Pilgrim:

Past Governor:

25 Club:

Status Changed: 07/26/2006

Last Changed: 09/15/2006

#### Life Member

Life Member Date:

Life Member Type:

#### Sponsor

Sponsor Name: Bryan Sebastian

HRID: 10687031

LODGE Number: 1368 St Charles, IL

#### Sponsor History

Current Campaign: 0

Past Campaign: 0

Lifetime: 0

Edit

Save

Reset

Close

Help by phone: (630) 906-3658

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\*\*\***Example:** Here you can see Trey's name, address and contact information, as well as his member status and Dues status (in red). If Trey's Lodge membership was coming due soon (or his dues had expired but he had not been dropped yet), instead of seeing "Dues have been paid through 07/31/2007", he would have seen a button that says, "Click Here to Pay Dues". An example of Paying Dues is in Section 5 - Paying Your Dues.

At the bottom Trey can see who sponsored him, as well as his Sponsor History. He can also modify certain fields:

The screenshot shows a web-based member profile form for 'Trey'. The form is divided into several sections:

- Top Section:** Fields for State (Illinois), Zip code (60563), Country (United States), and Active status (checked).
- Contact Section:** Fields for Home Phone ((815) 501-7521), Work Phone, Work Ext., Fax, and Email (treynr76-moose@yahoo.com).
- Dates Section:** Fields for Birthdate (9/11/1976), Enrollment (07/20/2006), Dues Expiration (07/31/2007), Legion, Fellow, Pilgrim, Past Governor, 25 Club, Status Changed (07/26/2006), and Last Changed (09/15/2006).
- Life Member Section:** Fields for Life Member Date and Life Member Type.
- Sponsor Section:** Fields for Sponsor Name (Bryan Sebastian), MID (10887031), and LODGE Number (1368 St Charles, IL).
- Sponsor History Section:** Fields for Current Campaign (0), Past Campaign (0), and Lifetime (0).

At the bottom of the form are buttons for Edit, Save, Reset, and Close. A callout box with an arrow pointing to the 'Edit' button contains the text: "Click 'Edit' to update the Member information." At the very bottom left, there is a small text: "Help by phone: (630) 906-3658".

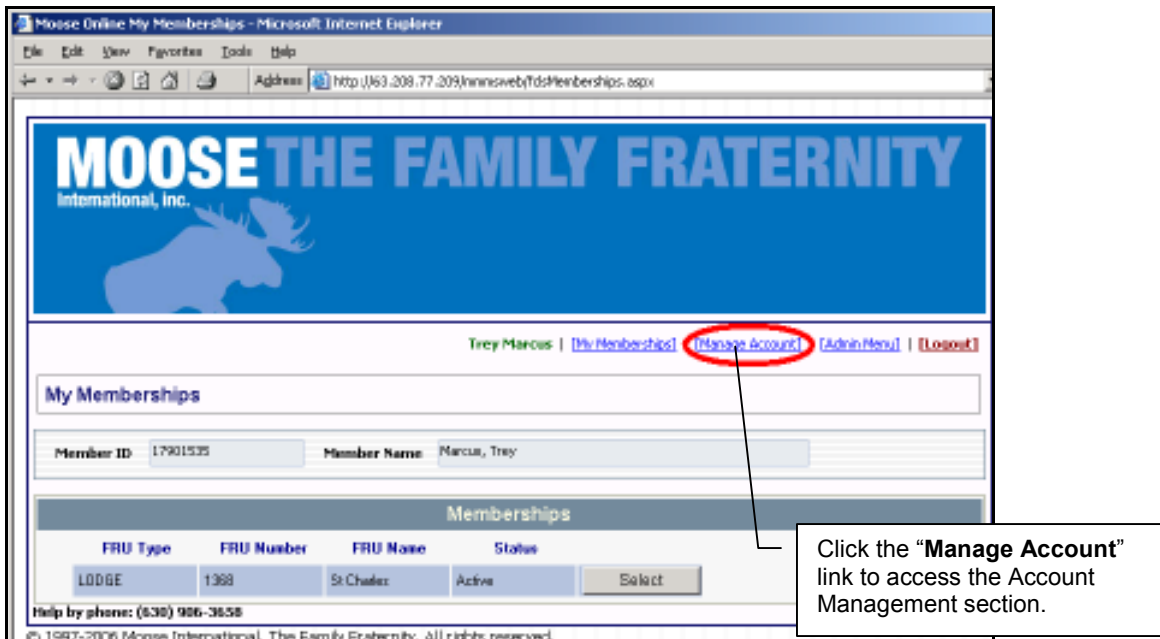
### To Edit Your Information:

1. Click the **"Edit"** button
2. Make the changes
3. Scroll down and click the **"Save"** button.

## SECTION 4 - ACCOUNT MANAGEMENT

You may modify your User ID, password and email information.

1. Click the **“Manage Account”** Link at the top of the screen:



Moose Online My Memberships - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://63.208.77.209/membersweb/MyMemberships.aspx

**MOOSE THE FAMILY FRATERNITY**  
International, Inc.

Trey Marcus | [My Memberships](#) | **[Manage Account](#)** | [Admin Menu](#) | [Logout](#)

My Memberships

Member ID: 17901535 Member Name: Marcus, Trey

Memberships

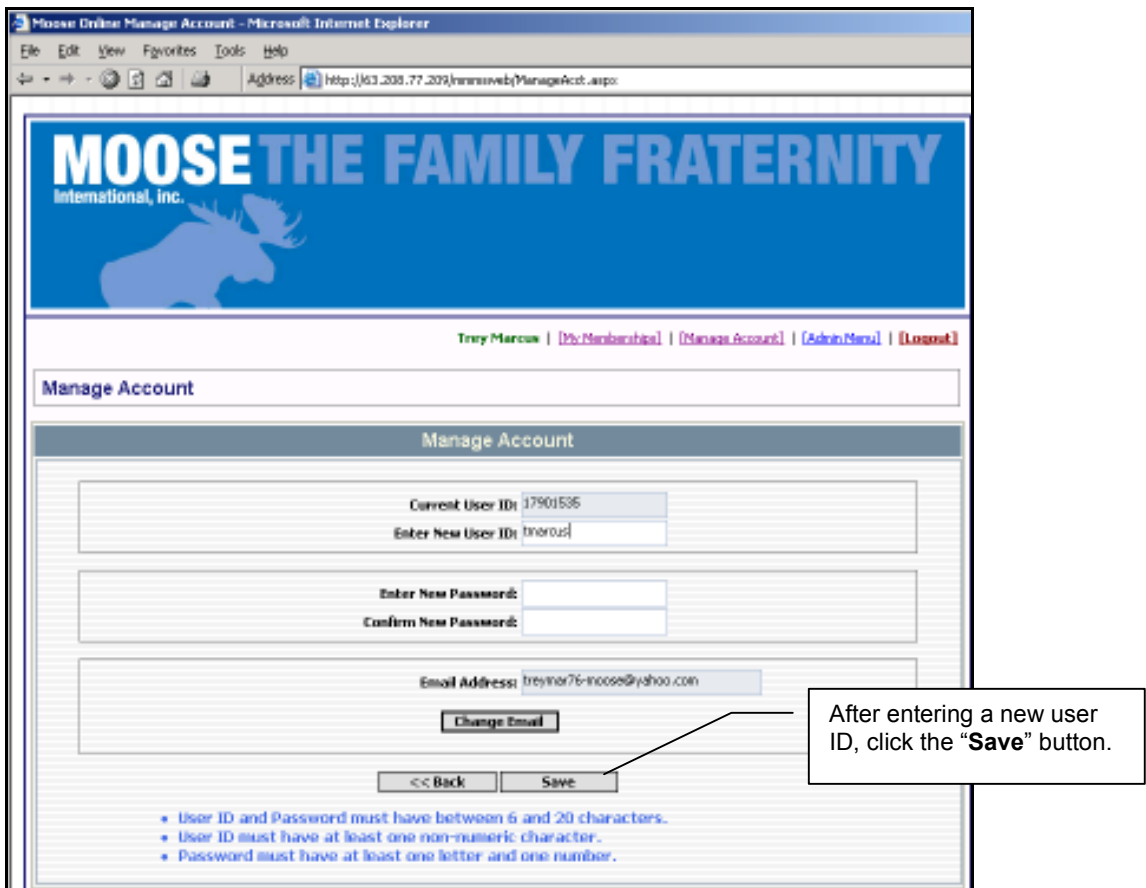
FRU Type	FRU Number	FRU Name	Status	
LODGE	1368	St Charles	Active	Select

Help by phone: (530) 986-3658

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Click the **“Manage Account”** link to access the Account Management section.

You will be directed to the **Manage Account** page:



Moose Online Manage Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://63.208.77.209/membersweb/ManageAct.aspx

**MOOSE THE FAMILY FRATERNITY**  
International, Inc.

Trey Marcus | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

Manage Account

Manage Account

Current User ID: 17901535  
Enter New User ID:

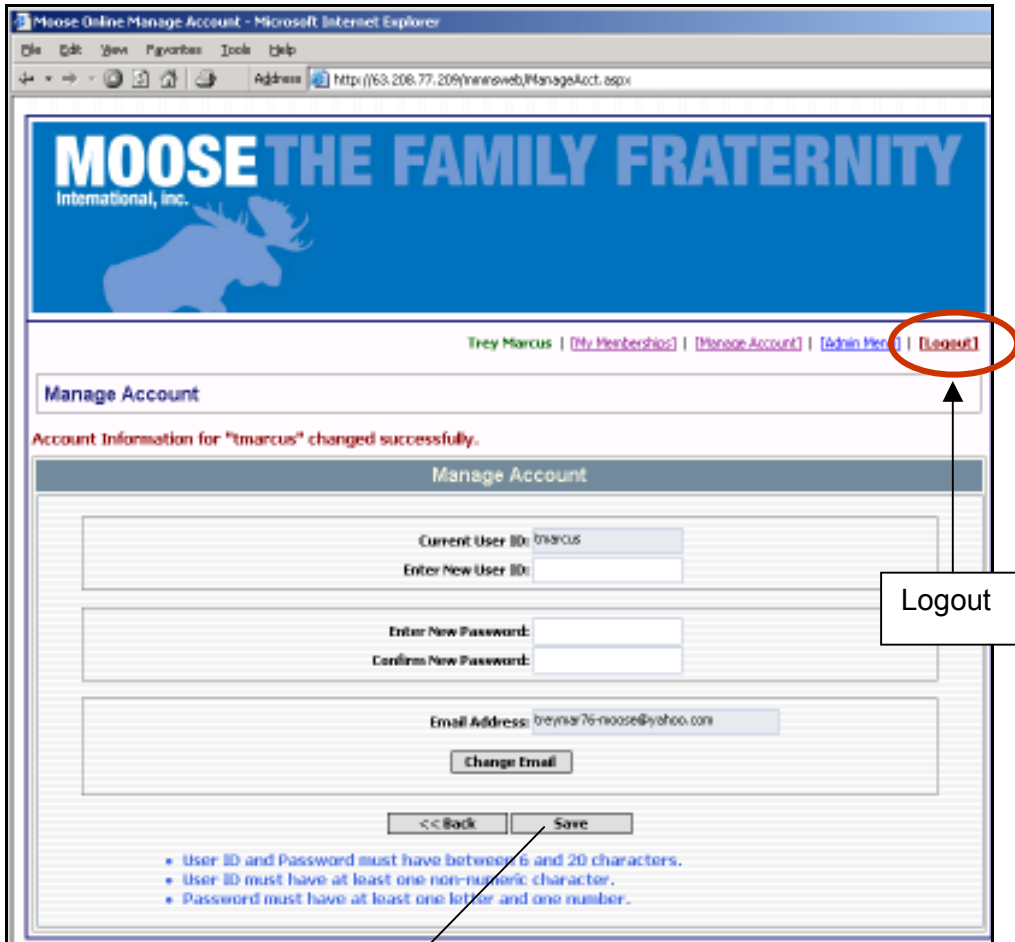
Enter New Password:   
Confirm New Password:

Email Address: treymar76-moose@yahoo.com

- User ID and Password must have between 6 and 20 characters.
- User ID must have at least one non-numeric character.
- Password must have at least one letter and one number.

After entering a new user ID, click the **“Save”** button.

\*\*\***Example:** Here Trey is changing his User ID from his Moose ID, to tmarcus. After he clicks the **“Save”** button he can see his User ID has been updated. Trey has finished modifying his account and so he decides to logout.



Click here to **“Save”**

## SECTION 5 - PAYING YOUR DUES

If your membership is coming due soon, or your membership has expired within the last 6 months, you may pay your dues online. If you are eligible to pay your dues online you will see the following icon on the screen when you view your membership information.

MOOSE THE FAMILY FRATERNITY  
International, Inc.

James Bruhn | [My Membership](#) | [Manage Account](#) | [Admin Portal](#) | [Logout](#)

My Lodge Membership

Member Information

Member ID: 010022620	<b>Click Here To:</b> <b>Pay Dues</b>
FRU Number: 1715	
FRU Name: Shelbyville	

Name	Membership
First Name: James	Membership Status: Expired
Middle Name: M	Individual Status: Member

Click the "Pay Dues" icon.

1. Click on the "Pay dues" icon

You will see the renewal information as shown here:

Confirm Member Renewal

Please confirm that the renewal you have selected is the renewal you wish to pay.

Confirm Renewal

Renewal Information

Member ID:	010022620		
Coupon #:	00000000000048586131		
Expiration Date:	03/31/2006		
1st Fraternal Unit:	LODGE 1715 Shelbyville	1st Fraternal Unit Dues Amount:	40.00
2nd Fraternal Unit:	None	2nd Fraternal Unit Dues Amount:	\$0.00
		<b>Total Amount:</b>	<b>40.00</b>

Renewal Mailing Address

Name:	James Bruhn
Address 1:	111 N NORRIDGE
Address 2:	
City:	SHELBYVILLE
State:	KY
Zip Code:	40065
Country:	USA
Email:	ejskra@mooseintl.org

Cancel Submit Payment

Click "Submit Payment."

2. Click on the "Submit Payment" button.

You will see your shopping cart, which will contain your dues:

**MOOSE THE FAMILY FRATERNITY**  
International, inc.

James Bruhn | [\[My Memberships\]](#) | [\[Manage Account\]](#) | [\[Admin Menu\]](#) | [\[Logout\]](#)

Shopping Cart

**Shopping Cart Items**

When you are finished adding dues, click the "Proceed To Checkout" button to enter your credit card information to pay for the dues that you have selected.

	Item	Amount
<a href="#">View</a> <a href="#">Remove</a>	LODGE 1715 Shelbyville Dues - James Bruhn	\$40.00
<b>1 Item Total: \$40.00</b>		

[Remove All Items from Cart](#) [Proceed To Checkout](#)

Help by phone: (630) 906-3658

3. Click the **"Proceed to Checkout"** button.  
*The Payment Information screen will open.*

Click **"Proceed to Checkout."**

**MOOSE THE FAMILY FRATERNITY**  
International, inc.

James Bruhn | [\[My Memberships\]](#) | [\[Manage Account\]](#) | [\[Admin Menu\]](#) | [\[Logout\]](#)

Payment Information

Please verify that the Credit Card Billing Address you enter below is the same as the information listed on your credit card bill. If the information is not correct, please change it now. This will not affect your mailing address, as it will only be used to verify the charge.

NOTE: Bold fields indicate that information must be entered.

**Credit Card Billing Information**

Name: James Bruhn  
 Address 1: 111 RAINBOW RIDGE  
 Address 2:  
 City: SHELBYVILLE  
 State: Kentucky  
 Zip Code: 40065  
 Country: United States  
 Email: [ajbru@mooseintl.org](mailto:ajbru@mooseintl.org)  
 Billing confirmation will be sent to this email address.

**Credit Card Information**

Card Type: Visa  
 Credit Card Number:  
 Expiration Date (MM/YY):  
 CVN: [What is this?](#)

[Clear Fields](#) [Cancel Payment](#) [Continue](#)

Change any information here, if needed.

Enter Credit Card information here.

Click "Continue" when ready.

Your address will automatically be filled in.

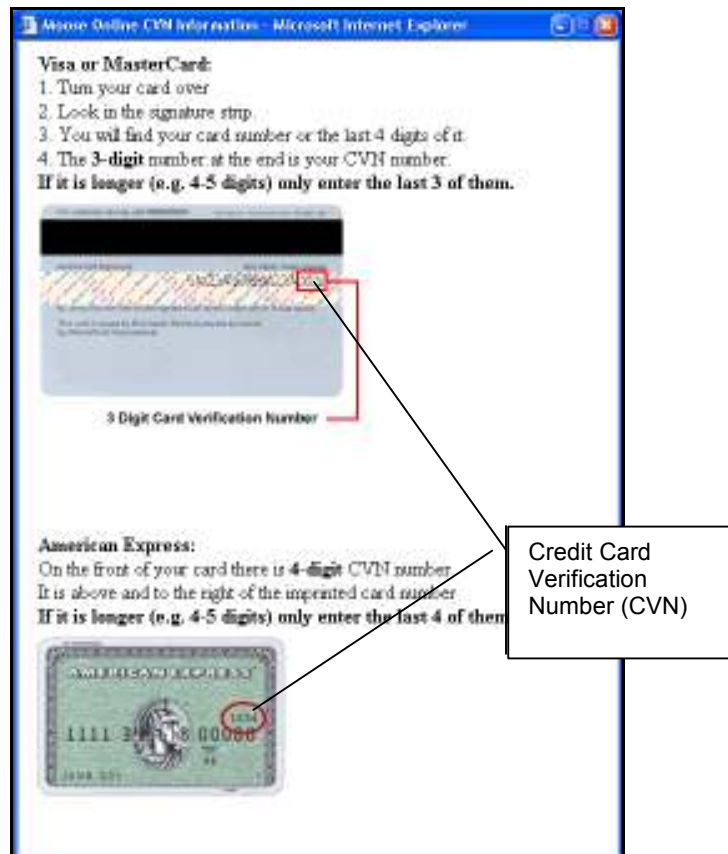
4. Check the name and address associated with the credit card you are going to use.
5. Change any incorrect information now.
6. Enter the Credit Card information, including the CVN number.

---

**Note:** If you need help with the CVN number, click the “What is this” link and it will display the following information:

---

Credit Card Verification (CVN) information is displayed below:



7. Click the “**Continue**” button after you are finished entering your Credit Card Information.  
*You will see the confirm transaction screen as shown on the following page.:*

**CONFIRM BEFORE CHECKOUT**  
Please confirm that the following information is correct.  
If there is an error with the address or payment information displayed, please correct it now by clicking the [Update Credit Card](#) button.

Credit Card Billing Address	
Name	James Bruhn
Address 1	111 N NORRIDGE
Address 2	
City	SHELBYVILLE
State	KY
Zip Code	40065
Country	US

Credit Card Information	
Card Type	Visa
Credit Card Number	XXXX-XXXX-XXXX-6781
Expiration Date (mm/yy)	11/06

Shopping Cart Items			
Item	Dues Exp	Amount	
LODGE 1715 Shelbyville Dues - James Bruhn	3/31/2006	\$40.00	
			<b>1 Item Total: \$40.00</b>

Click "Submit Payment" when ready.

You may now cancel the payment, update your shopping cart, or submit the payment. If you are ready to make the payment,

8. Click "Submit Payment".

*You will be shown your completed order information:*

James Bruhn | [My Membership](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

**Order Complete**

Online Receipt	
<i>Your online renewal is now complete. Thank you for renewing your membership.</i>	
<b>PLEASE PRINT THIS RECEIPT FOR YOUR RECORDS</b>	

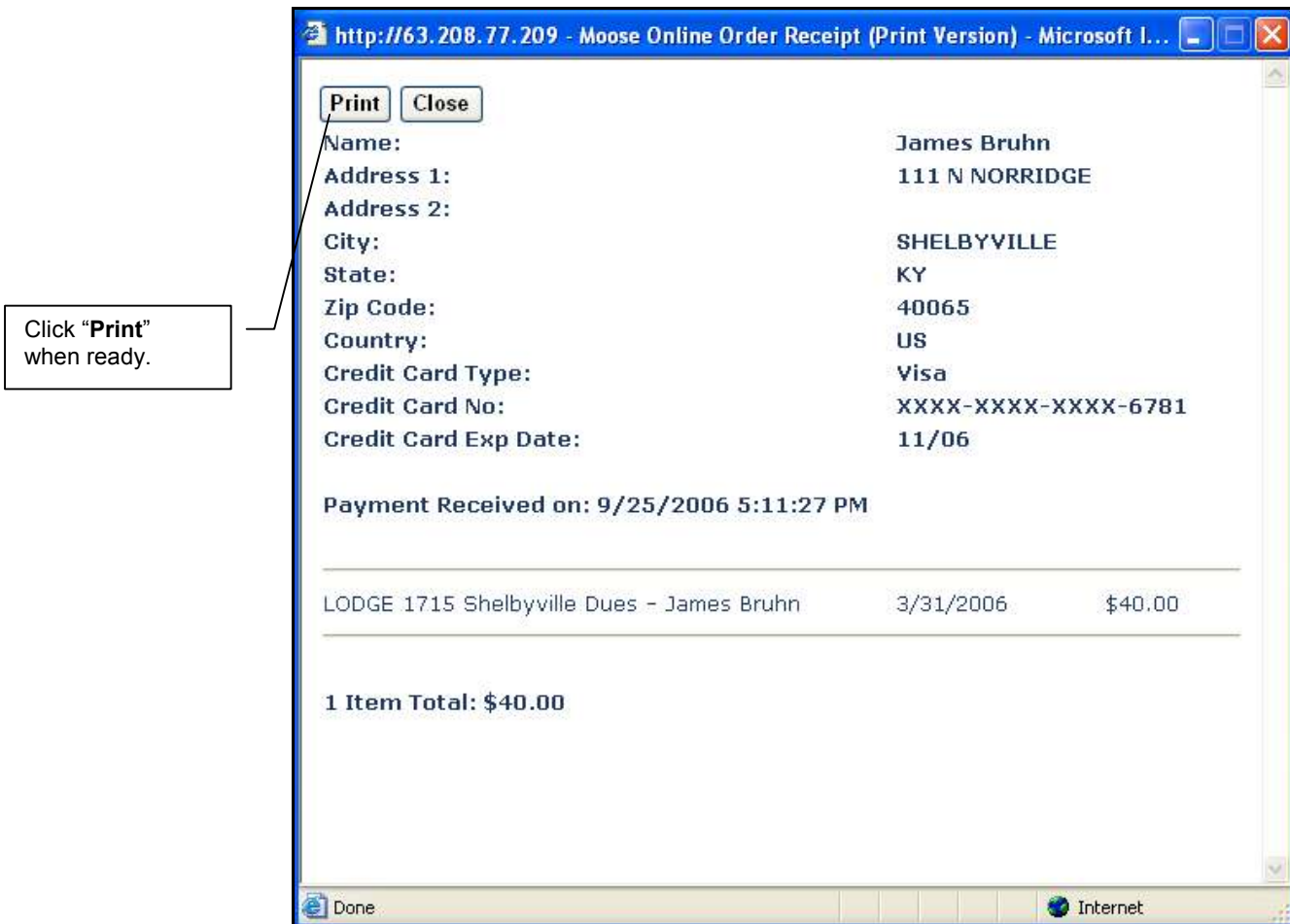
Credit Card Billing Address	
Name	James Bruhn
Address 1	111 N NORRIDGE
Address 2	
City	SHELBYVILLE
State	KY
Zip Code	40065
Country	US

Credit Card Information	
Card Type	Visa
Credit Card Number	XXXX-XXXX-XXXX-6781
Expiration Date (mm/yy)	11/06

Shopping Cart Items			
Item	Dues Exp	Amount	
LODGE 1715 Shelbyville Dues - James Bruhn	3/31/2006	\$40.00	
			<b>1 Item Total: \$40.00</b>

Be sure to print a receipt.

9. Click the **"Print Receipt"** button if you would like to print a receipt.  
*A popup screen will appear:*



10. Click the **"Print"** button.
11. Select which printer you would like to print to.
12. Click **"Print"**.
13. Click the **"Close"** button when you are finished.

This concludes the documentation for regular members. The following documentation is for Fraternal Unit administrators, and it explains the additional features available to them.

## SECTION 6 - LOGGING IN AS AN ADMINISTRATOR

Any Administrator, Recorder or Moose Legion Secretary, if they know their Fraternal Unit Pass Code may log in on the FRU Administrator Login screen.

1. Log into MMMS Online.
2. Click on the “**Admin Menu**” Link at the top of the page:  
The FRU administrator Login screen appears.

MOOSE THE FAMILY FRATERNITY  
International, inc.

Trey Marcus | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

My Memberships

Member ID: 17901535 Member Name: Marcus, Trey

FRU Type	FRU Number	FRU Name	Status	
LODGE	1368	St Charles	Active	Select

Help by phone: (630) 906-3658

Click "Admin Menu".

3. Type in the 10-digit Fraternal Unit Passcode for the Fraternal Unit you would like to manage:

MOOSE THE FAMILY FRATERNITY  
International, inc.

Trey Marcus | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

FRU Administrator Login

Login to access administrative functions.

Administrator Login

Fraternal Unit Passcode:

Log In

Help by phone: (630) 906-3658

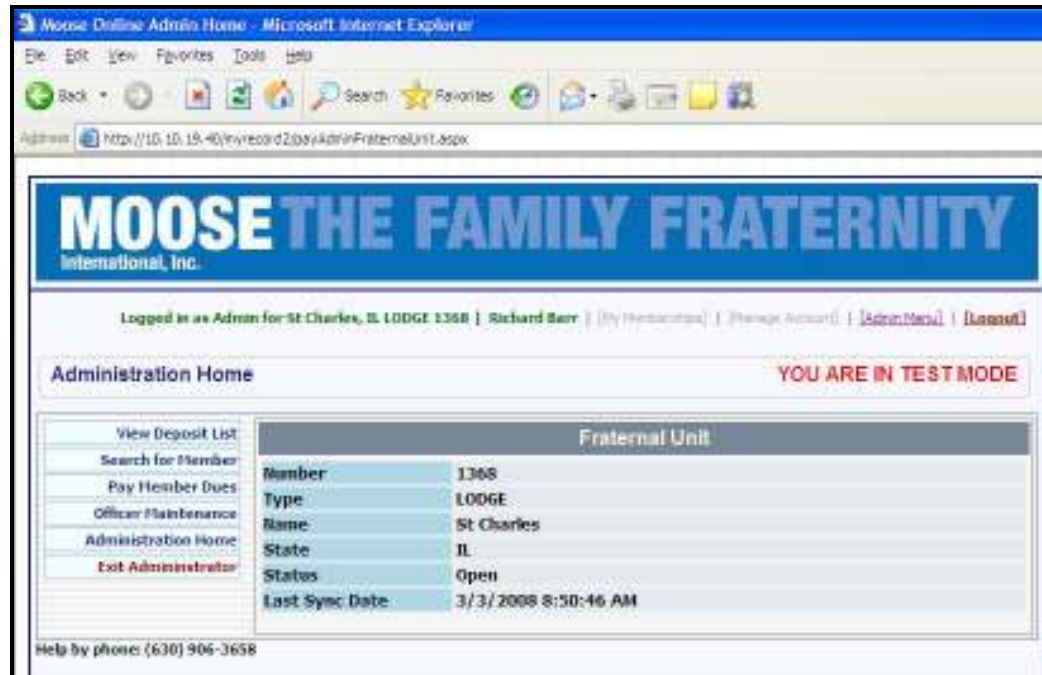
Type the Passcode. into this field.

---

**Note:** If you do not know the Fraternal Unit Passcode, contact the Moose International Help Desk to obtain it.

---

Once you are logged in, you will see the Administrator Home page for the fraternal unit you are managing:



\*\*\***Example:** You can see that Trey has logged into Lodge 1368. On the left side of the screen there is a menu of additional options available to Administrators, Recorders And Moose Legion Secretaries including:

- **View Deposit List** – view payments received from Moose International
- **Search for Member** – search by name or individual ID
- **Pay Member Dues** – select from a list of Members who currently owe dues
- **Officer Maintenance** – enter or edit FRU officers
- **Administration Home** – go back to the page displayed above
- **Exit Administrator** – log out of the administrator portion of this website

Let's look at each of these options individually.

## SECTION 6 - VIEW DEPOSIT LIST

1. Click “**View Deposit List**” from the Admin menu on the left side.  
The following screen will appear:

**Note:** If there are more items in the list than can fit on one screen, a link called “**Next**” will appear at the bottom of the list.

2. Click the link called “**Click to Select**” if you would like to see more information for a particular deposit.
3. Click “**Next**” to view another page in the list.
4. Click the “**Printer Friendly Version**” link, which can be found directly below the Admin Menu selections to print all Items from all pages and to see a version better suited for printing:

**View Deposit List** YOU ARE IN TEST MODE

		Deposit List				
		Payout ID	Charge Type	Amount	Paid Date	Void Date
<a href="#">View Deposit List</a>	<a href="#">Click to Select</a>	395484	Membership Dues	\$312.00	4/14/2008	
<a href="#">Search for Address</a>	<a href="#">Click to Select</a>	392302	Membership Dues	\$384.00	4/7/2008	
<a href="#">Pay Member Dues</a>	<a href="#">Click to Select</a>	389358	Membership Dues	\$312.00	3/31/2008	
<a href="#">Officer Maintenance</a>	<a href="#">Click to Select</a>	386301	Membership Dues	\$252.00	3/24/2008	
<a href="#">Administration Home</a>	<a href="#">Click to Select</a>	383035	Membership Dues	\$744.00	3/17/2008	
<a href="#">Exit Administrator</a>	<a href="#">Click to Select</a>	379825	Membership Dues	\$488.00	3/30/2008	
<a href="#">Printer Friendly Version</a>	<a href="#">Click to Select</a>	376543	Membership Dues	\$1,008.00	3/3/2008	
	<a href="#">Click to Select</a>	373840	Membership Dues	\$864.00	2/29/2008	
	<a href="#">Click to Select</a>	369974	Membership Dues	\$1,376.00	2/19/2008	
	<a href="#">Click to Select</a>	366668	Membership Dues	\$508.00	2/11/2008	
	<a href="#">Click to Select</a>	364435	Membership Dues	\$144.00	2/4/2008	
	<a href="#">Click to Select</a>	362307	Membership Dues	\$48.00	1/28/2008	
	<a href="#">Click to Select</a>	358292	Membership Dues	\$264.00	1/22/2008	
	<a href="#">Click to Select</a>	356186	Membership Dues	\$288.00	1/14/2008	
	<a href="#">Click to Select</a>	353436	Membership Dues	\$120.00	1/7/2008	
	<a href="#">Click to Select</a>	349647	Membership Dues	\$296.00	12/31/2007	
	<a href="#">Click to Select</a>	348037	Membership Dues	\$290.00	12/21/2007	
	<a href="#">Click to Select</a>	345120	Membership Dues	\$338.00	12/17/2007	
	<a href="#">Click to Select</a>	343034	Membership Dues	\$264.00	12/10/2007	
	<a href="#">Click to Select</a>	339234	Membership Dues	\$854.00	12/3/2007	
	<a href="#">Click to Select</a>	335991	Membership Dues	\$722.00	11/21/2007	
	<a href="#">Click to Select</a>	332895	Membership Dues	\$1,188.00	11/9/2007	
	<a href="#">Click to Select</a>	329461	Membership Dues	\$840.00	11/5/2007	
	<a href="#">Click to Select</a>	326878	Membership Dues	\$240.00	10/29/2007	
	<a href="#">Click to Select</a>	324305	Membership Dues	\$146.00	10/22/2007	
			<a href="#">Next</a>			

Help by phone: (630) 906-3658

Here is an example of the printer friendly version:

Payout ID	Charge Type	Amount	Paid Date	Void Date
138340	Membership Dues	\$78.00	8/14/2006	
133111	Membership Dues	\$52.00	7/28/2006	
128495	Membership Dues	\$208.00	7/18/2006	
123636	Membership Dues	\$130.00	7/7/2006	
122425	Membership Dues	\$52.00	6/29/2006	
119294	Membership Dues	\$52.00	6/23/2006	
116190	Membership Dues	\$130.00	6/19/2006	
113117	Membership Dues	\$260.00	6/14/2006	
109701	Membership Dues	\$182.00	6/9/2006	6/9/2006
106402	Membership Dues	\$26.00	6/2/2006	
100685	Membership Dues	\$26.00	5/19/2006	
96435	Membership Dues	\$26.00	5/5/2006	
91750	Membership Dues	\$104.00	4/24/2006	
89161	Membership Dues	\$130.00	4/17/2006	

At the top of the Printer Friendly Version, there are two buttons.

5. Click **“Print”** to print the list using the popup printer selection screen.
6. Click **“Close”** after printing the List or to close the printer friendly version window without printing the List.

When you click “Click to Select” to open a specific deposit, a screen like this will open.

**MOOSE THE FAMILY FRATERNITY**  
International, Inc.

Logged in as Admin for Shelbyville, KY LODGE | Trey Marcus | [\[My Memberships\]](#) | [\[Manage Account\]](#) | [\[Admin Menu\]](#) | [\[Logout\]](#)

Administration for Shelbyville, KY LODGE: Showing FRU Payout 138340

[View Deposit List](#)  
[Search for Member](#)  
[Pay Member Dues](#)  
[Administration Home](#)  
[Logout Administrator](#)  
[Printer Friendly Version](#)

**Deposit Information**

Payout ID	138340
Charge Type	Membership Dues
Payee	Shelbyville
Amount	\$78.00
Paid Date	08/14/2006
Void Date	

**Deposit Details**

Bill To	Member ID	Charge	Amount
Greeger, Joe	10120974	Dues 04/01/2006 Through 03/31/2007	\$26.00
Johnson, Rob	17714341	Dues 07/01/2007 Through 06/30/2008	\$26.00
Wagner, Tim	10405903	Dues 10/01/2005 Through 09/30/2006	\$26.00

[Back](#)

7. Click the “Printer Friendly Version” link to see individual deposit information in a version better suited for printing:
8. Click “Print”
9. Click “Close”

http://63.208.77.209 - Moose Online Admin Payout (Print Version) - Microsoft Internet Explorer

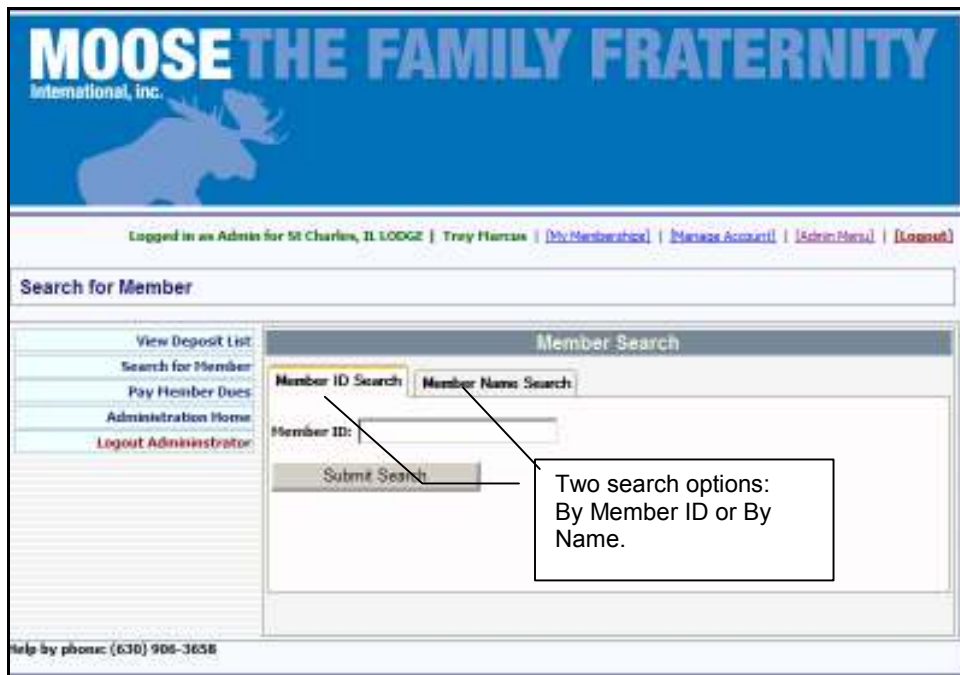
[Print](#) [Close](#)

Payout ID: 138340  
 Charge Type: Membership Dues  
 Payee: Shelbyville  
 Amount: \$78.00  
 Paid Date: 08/14/2006  
 Void Date:

Bill To	Member ID	Charge	Amount
Greeger, Joe	10120974	Dues 04/01/2006 Through 03/31/2007	\$26.00
Johnson, Robert	17714341	Dues 07/01/2007 Through 06/30/2008	\$26.00
Wagner, Tim	10405903	Dues 10/01/2005 Through 09/30/2006	\$26.00

## SECTION 7 - SEARCH FOR MEMBERS

You may search for members by either Individual ID, or by name:



To Search by Individual ID:



## To Search by Name:

MOOSE THE FAMILY FRATERNITY  
International, Inc.

Logged in as Admin for Shelbyville, KY LODGE | Charles Allen | [My Memberships](#) | [Manage Account](#) | [Admin Menu](#) | [Logout](#)

Search for Member

View Deposit List  
Search for Member  
Pay Member Dues  
Administration Home  
Logout Administrator  
Shopping Cart

Member Search

Member ID Search | Member Name Search

First Name:   
Last Name:   
Status:

Submit Search

	Member ID	FRU Type	Name	Address	Status
<a href="#">Click to Select</a>	10362301	LODGE	Jackson, Robert	123 Main St.	Member
<a href="#">Click to Select</a>	10907139	LODGE	Jackson, Phil M.	10411 Hickory Ln	Member
<a href="#">Click to Select</a>	17092030	LODGE	Jackson, Andrew Jr.	521 West Ave	Member
<a href="#">Click to Select</a>	17910316	LODGE	Jackson, Tony Sr.	555 First Ave	Member

Help by phone: (630) 906-3658

Click here to view individual Member Information.

\*\*\***Example:** In this case we searched for any member of this Lodge with the last name of Jackson. The search results show all members of Lodge 1715 that have the last name Jackson.

Clicking on the **“Click to Select”** link will display the same member information that can be seen when displaying your own member information under **“My Memberships”**.

**Note:** Even though you can edit the information under **“My Memberships,”** you **cannot** edit another member’s information when logged in through the administrator tool. Only a member or the help desk at Moose International can change a member’s personal information.

If you search for a member who currently owes dues, when you view that member’s details, the **“Pay Dues”** icon will appear and you can add that coupon to your shopping cart.

## SECTION 8 - PAY MEMBER DUES

Perhaps one of the most useful features of the FRU administration is the ability to pay multiple members' dues simultaneously.

As described above in Section 7 - Search for Members, the administrator could use the searching feature to find each member, click on their details, and then click the **"Pay Dues"** icon. However, if for example the administrator wanted to pay 10 members' dues simultaneously this would be cumbersome and tedious.

### To pay Multiple Members Dues Simultaneously:

1. Click the **"Pay Member Dues"** link.

*A list of all members who owe dues will be displayed:*

Click the **"Pay Member Dues"** link.

Select the Members to be added to the Shopping Cart.

Click the **"Add Selected Coupons to Shopping Cart"**

**MOOSE THE FAMILY FRATERNITY**  
International, Inc.

Logged in as Admin for Shelbyville, KY LODGE | Charles Allen | [My Memberships] | [Manage Account] | [Admin Menu] | [Logout]

**Pay Member Dues**

Double Click a row in the list to see member information.

View Deposit List  
Search for Member  
Pay Member Dues  
Administration Home  
Logout Administrator

Moose ID	Name	Dues Exp	Dues Amount	Address	City
<input type="checkbox"/>	10467799 Allen, Bob A	03/31/2006	\$40.00	129 MAIN ST	SHELBYVILLE
<input type="checkbox"/>	10951309 Allen, Chuck	06/30/2006	\$40.00	510 SPRING DR	SHELBYVILLE
<input checked="" type="checkbox"/>	16543822 Banter, Bill	06/30/2006	\$40.00	11432 WESLEY	SHELBYVILLE
<input type="checkbox"/>	10911343 Becker, Johnny	06/30/2006	\$40.00	123 MAIN ST	SHELBYVILLE
<input type="checkbox"/>	10414977 Booker, Craig	06/30/2006	\$40.00	255 W MAIN	SHELBYVILLE
<input type="checkbox"/>	10022628 Bruhn, James M	03/31/2006	\$40.00	111 N NORRIDGE	SHELBYVILLE
<input checked="" type="checkbox"/>	8258900 Byrd, Calvin	06/30/2006	\$40.00	222 W MAIN	SHELBYVILLE
<input type="checkbox"/>	18990938 Carlson, Tony	06/30/2006	\$40.00	88 E BOLDER LN	SHELBYVILLE
<input type="checkbox"/>	8099614 Carter, Robbie	03/31/2006	\$40.00	22800 EAST WARRENVILLE DR # 202	SHELBYVILLE
<input type="checkbox"/>	10035453 Cook, Jerry M	06/30/2006	\$40.00	245 W MAIN	SHELBYVILLE
<input type="checkbox"/>	18734637 Cook, Frank E	03/31/2006	\$40.00	223 WEST RD	SHELBYVILLE

Number of Coupons: 47

Add Selected Coupons to Shopping Cart

help by phone: (630) 986-3658

If the list of members is longer than can fit on the page, a vertical scrollbar will appear so that you can scroll down to see all of the members.

2. Check the box on the left side of each member whose dues you would like to pay.
3. Click the **"Add Selected Coupons to Shopping Cart"** button.

You will now see your shopping cart:

**Note:** Once your shopping cart has at least one item in it, the administrator menu on the left side of the screen will contain a link for **"Shopping Cart"**.



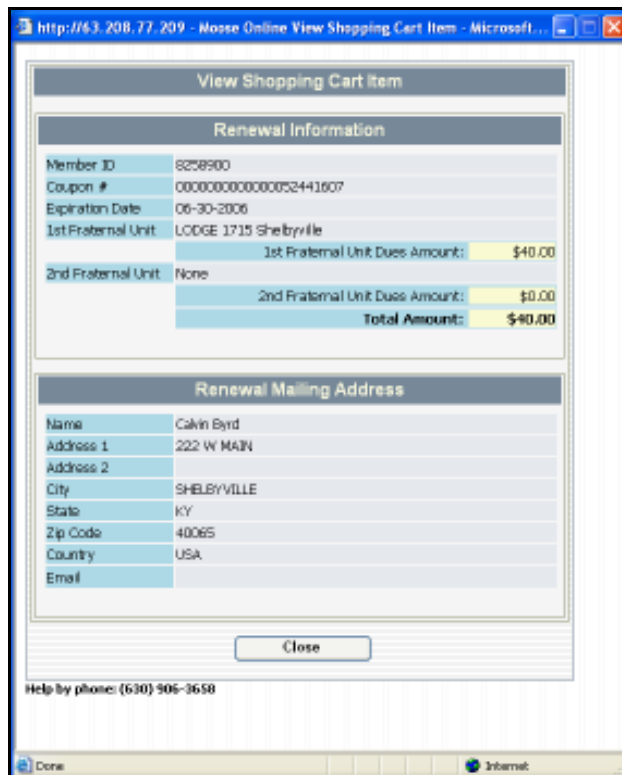
You may remove any item individually by clicking the “**Remove**” link,.

You may remove all items by clicking the “**Remove All Items from Cart**” button.

You may add more items to the cart by clicking the “**Add More Dues**” button.

You may make the payment by clicking the “**Proceed to Checkout**” button

You may view the details of each coupon in the cart by clicking the “**View**” link on the left side of the row: Here is an example of a coupons detail:



4. Click the “**Close**” button to close the cart item details.

5. Click the “**Proceed to Checkout**” button to pay the dues in the shopping cart.

**Proceed To Checkout**

The remainder of the process for submitting a payment is identical to paying individual members’ dues, as described in the **Chapter 5 - Paying your Dues**. The only difference is that now you may have multiple items in your shopping cart, and each screen all the way to your printable receipt will reflect this.

6. Click the “**Logout**” button (on the left side of the screen.)

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**Note:** If you currently have items still remaining in your shopping cart when you click the logout button, you will be asked if you are sure you want to log out.

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