## Online Membership Process Overview

### CANDIDATES WHO IDENTIFIED A COUNCIL

1. The Candidate is a full member of the Knights, but two steps need to be completed to become a full member of your Council.

2. Candidate will immediately be shown on the Prospect Tab (visible by the GK and FS only)

3. GK notifies the Admissions Committee of the Candidate

4. Admissions Committee presents the Candidate to the Council to vote the Candidate into the Council

5. The Date the Candidate is voted into the Council is entered into the DATE READ field on the Prospect tab of Member Management by the GK.

6. Make sure to click [UPDATE] after entering

7. The Admissions Committee works with the Candidate to take the Exemplification

8. Upon completion of the Exemplification, the FS enters the Date of the Ceremony in the CEREMONY DATE on the Prospect tab of Member Management

9. Make sure to click [UPDATE] after entering

10. The Candidate is now a full member of the Council

### CANDIDATES WHO DID NOT IDENTIFY A COUNCIL

1. The Candidate is a full member of the Knights, but assigned to the State Council (not a local Council)

2. The Online Growth Team assigns the Candidate to a Council

3. Candidate will be shown on the Prospect Tab (visible by the GK and FS only)

4. The Council can Reject the Candidate if for some reason there is a more appropriate Council for that Candidate (i.e. they contact the Candidate and he wants something closer to where he lives)

5. GK notifies the Admissions Committee of the Candidate

6. Admissions Committee presents the Candidate to the Council to vote the Candidate into the Council

7. The Date the Candidate is voted into the Council is entered into the DATE READ field on the Prospect tab of Member Management by the GK.

8. Make sure to click [UPDATE] after entering

9. The Admissions Committee works with the Candidate to take the Exemplification

10. Upon completion of the Exemplification, the FS enters the Date of the Ceremony in the CEREMONY DATE on the Prospect tab of Member Management

11. Make sure to click [UPDATE] after entering

12. The Candidate is now a full member of the Council