LodgeHelper Connect™
(Secretaries Database) End User Notes

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Introduction

The below are End-User Notes to provide an overview of the Lodge Secretaries Database. There are many features within the program; however, those that are self explanatory have not been listed within this documentation.

The primary goal of having our Lodges use the system is to provide streamlined, consistent, automated reports such as Quarterly Returns to the Grand Lodge from Lodge Secretaries, District Deputy Grand Master Official Visit Reports for his assigned lodges, Yearly Lodge Reports, Yearly DDGM Reports but most importantly, preserve historical records.

The system empowers Lodge Secretaries to make faster decisions by bringing timely, actionable data to them instantly by automating and synchronizing business processes. The reporting and analytics platform is built around business intelligence; such as lodge membership, Quarterly Returns, District Deputy and Lodge Secretary reports using an intuitive dash board and interactive reports, modern data visualization and advanced analytics so users can view data in meaningful ways based on members Initiation, Passed and Raised Dates.

The software was developed for 3 role types. The Grand Secretary, District Deputy Grand Masters and Lodge Secretaries. The Most Worshipful, Deputy Grand Master, and Grand Secretary can see all data with no edit ability; whereas, if logged in as a District Deputy, it will show only the constituent lodges that you are assigned to and if logged in as a Lodge Secretary, you can see only data pertaining to your own lodge with full edit ability.

Database backups are electronically delivered to each Lodge Secretary for his Lodge.

Principal Grand Lodge Officers:

1. Login into the system, by visiting: http://mwphglcal.lodgehelper.com (Do not enter WWW as this software is on a sub-domain for one of several layers of security).

2. Find your username in the drop-down list. If this is your first time, please enter the word "password" and change it at your earliest convenience.

Figure 1

3. Assuming that you have logged in as Most Worshipful Grand Master, Deputy Grand Master, the Grand Secretary or other Principal Grand Lodge Officer, you will see a listing of all the Subordinate Lodges as shown in Figure 2.

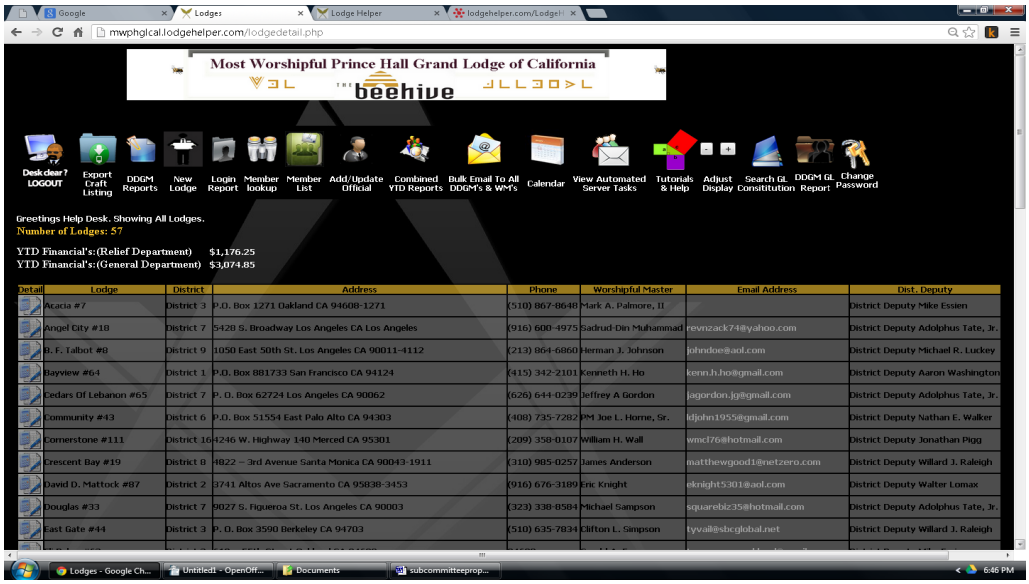


Figure 2

4. On May 1 of each year, Most Worshipful or the Grand Secretary should update the system values (fees) as well as the Report Header as shown in Figure 3 by selecting the "Add/Update Official Icon", then selecting the "Update Trestle Board Link" and if necessary update the DDGM Lodge Assignments as shown in Figure 4.

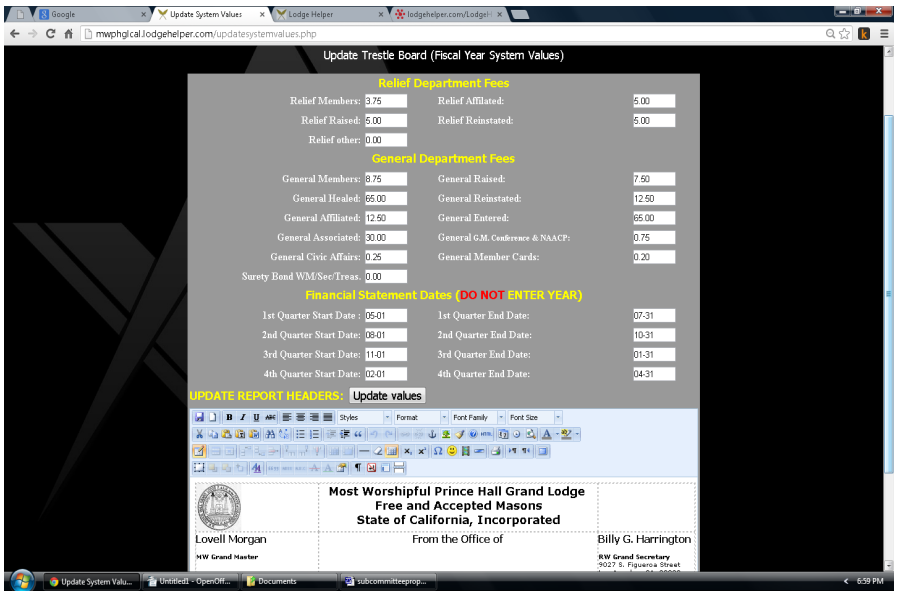


Figure 3.

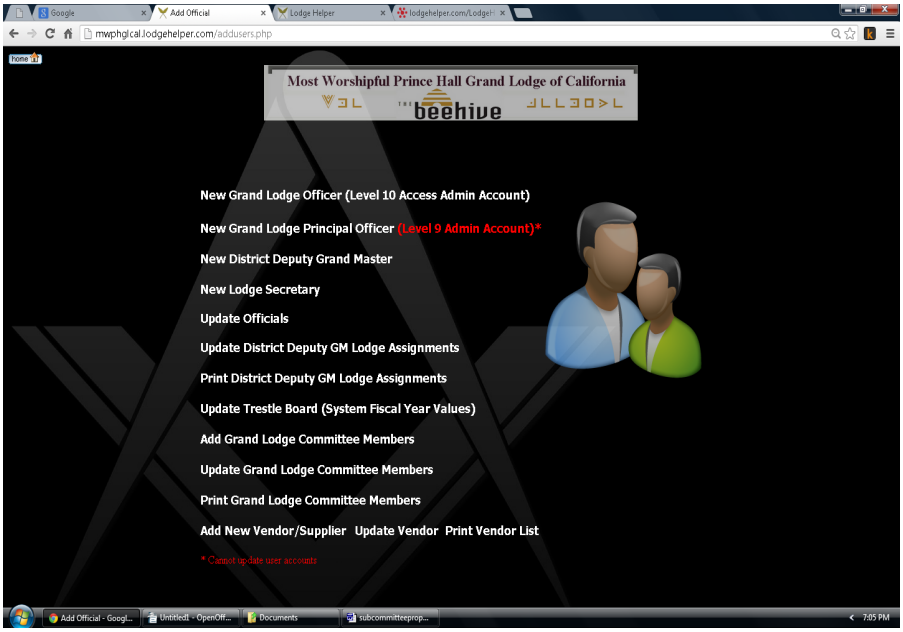


Figure 4.

5. To obtain YTD Quarterly Returns for subordinate lodges, select the "Combined YTD Reports Icon" as shown in Figure 5.

Figure 5.

The below is a result of selecting the Combined YTD Lodge Report:

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons of the State of California, Inc.

COMBINED QUARTERLY RETURN from: 2013-01-01 **to:** 2013/12/31 FOR: **ALL LODGES**

SUMMARY

STATISTICAL:

Members on LAST REPORT → 5223
Number of Associated Members 0

Fictious Data

INCREASE since

By		
(A) Raised	43	
(B) Healed	0	
(C) Affiliated	0	
(D) Reinstated	0	
Total of LAST qauarter and Increase	43	5266

DECREASE since

By		
(E) suspended N.P.D	6	
(F) Deceased	0	
(G) Demitted	0	
(H) As Stated **		
Total	6	6

FINANCIAL (Relief Department)

5260	Members for current period (*	$3.75	$19,725.00
0	Members Affiliated for Probation Advance *	$5.00	$0.00
43	Members Raised for Probation Advance *	$5.00	$215.00
0	Members Reinstated for Probation Advance *	$5.00	$0.00
	Other Monies due Relief Department	$0.00	
TOTAL AMOUNT DUE RELIEF DEPARTMENT			$19,940.00

FINANCIAL (General Department)

5260	Members for current period (*	$8.75	$46,025.00
43	Members Raised *	$7.50	$322.50
0	Members Healed *	$65.00	$0.00
0	Members by Affiliation *	$12.50	$0.00
27	Members by Entered Apprentice *	$65.00	$1,755.00
0	Members by Reinstated *	$12.50	$0.00

Fictious Data

TOTAL DUE GENERAL $48,102.50

RAISED

A This category "A" includes ONLY those Raised. Fees are $65

Lodge	Name of Raised	DOB	Address	Date Raised
Hannibal #1	Grant Gentry	1971-06-26	456-2726 Lectus Avenue Bay City	2013-01-03
Hannibal #1	Keith Mcintosh	1939-09-08	254-4756 Metus. Av. Stafford	2013-01-03
Hannibal #1	Kevin Fields	1965-08-21	541-1377 Penatibus Av. Salt Lake City	2013-01-03
Hannibal #1	Kato Dickson	1959-05-04	Ap #591-1546 Non Avenue Jersey City	2013-01-03
Hannibal #1	Vernon Matthews	1932-01-15	4855 Commodo Street South El Monte	2013-01-03
Hannibal #1	Jackson Little	1976-06-10	P.O. Box 386, 9647 Laoreet, Road Yigo	2013-02-13
Hannibal #1	Rashad Wiley	1950-07-18	P.O. Box 132, 417 Sem, St. Greensboro	2013-06-01
Hannibal #1	Kareem Norris	1968-04-23	517-8745 Ipsum. St. Avalon	2013-12-15
Philomathean #2	Valentine Forrest Monroe	2016-01-08	466-9377 Sed, Street Jonesboro	2013-01-20
Philomathean #2	Lyle Thomas Garner	1908-02-07	4217 Et St. Manassas Park	2013-01-29
Philomathean #2	Zachary Bartlett	1967-05-28	1446 Dictum St. Diamond Bar	2013-03-27
Philomathean #2	Fitzgerald Peter Mathis	2022-08-13	236-9570 Nullam Road Saint Paul	2013-04-22
Philomathean #2	Preston Derek Velazquez	1928-03-06	6143 Et Rd. Manitowoc	2013-06-17
Philomathean #2	Ira Eagan May	2034-05-07	720-8740 Erat Street Kalispell	2013-07-11
St. John #5	Quinlan Kane Jenkins	1912-03-30	Ap #695-4253 Non, Avenue Chino Hills	2013-02-09
St. John #5	Carter Troy Harrison	2031-05-30	5913 Magna Av. Clemson	2013-03-27
St. John #5	Isaac Bruce Ross	1923-03-29	4711 Natoque Ave Lawton	2013-05-05
St. John #5	Giacomo Gareth Maldonado	1916-08-01	P.O. Box 288, 4332 Mauris Av. Evanston	2013-11-23
Test Lodge #57	Xander Frost	1967-12-31	4855 Commodo Street Greensboro	2013-08-20
Test Lodge1 #58				2013-08-01
Victoria #3	Ishmael Elvis Trujillo	2022-09-19	414-588 Id, St. Wilmington	2013-01-04
Victoria #3	Tad Zephania Jones	2022-08-09	4700 Sed St. Laughlin	2013-02-17
Victoria #3	Salvador Kelly Carr	2033-06-19	599-8176 Nec, Ave Huntington Park	2013-03-23
Victoria #3	Carl Cain Becker	2023-07-26	3943 Et Rd. Moscow	2013-05-13
Victoria #3	Hayden Alden Mckinney	2030-10-07	378 Nec Rd. Chula Vista	2013-05-31
Victoria #3	Clarke Garrett Andrews	1919-09-29	372-5545 Ac Rd. Murfreesboro	2013-09-15
Western Knights #56	George Weber	1966-09-29	P.O. Box 253, 6910 Donec Ave Des Moines	2013-01-03
Western Knights #56	Ignatius Tanner	1956-07-19	P.O. Box 535, 1278 Mus. Street Dover	2013-01-03
Western Knights #56	Igor Love	1983-12-23	7983 Urna Rd. Buena Park	2013-01-03
Western Knights #56	Dale Mueller	1933-07-28	275-2338 Ut Rd. Henderson	2013-01-03
Western Knights #56	Wyatt Velazquez	1933-07-20	Ap #537-3339 Dis Road Tuscaloosa	2013-02-12
Western Knights #56	Keefe Curtis	1959-01-29	669-5319 Erat Street Moorhead	2013-03-24
Western Knights #56	Evan Roth	1940-09-29	P.O. Box 213, 8102 Pellentesque, St. Manhattan	2013-04-02
Western Knights #56	XDavid XSmith			2013-08-01
Western Knights #56	John Harris			2013-08-01
Western Knights #56	David Miller	0000-00-00	555 Elm Street Los Angeles	2013-08-01
Western Knights #56	John Smith	1955-01-05	555 West Elm Street Los Angeles	2013-08-01
Western Knights #56	Charles Johnson	1986-07-03	555 Elm Street Los Angeles	2013-08-01
Western Knights #56	John Jones	1986-07-03	555 Elm Street Los Angeles	2013-08-01
Western Knights #56	Martin Saunders	1970-12-26	571-3124 Ipsum Rd. Idaho Falls	2013-08-16
Western Knights #56	Fitzgerald Spence	1958-05-30	P.O. Box 747, 1262 Dis Street Portland	2013-10-21

HEALED

B

Lodge	Name of Healed	DOB	Address	Date Healed

AFFILIATED

C This category includes affilation among Lodges of California and those of foreign Jurisdictions

Lodge	Name of Affiliated	DOB	Address	Date of Affiliated

REINSTATED

D This category includes ONLY those REINSTATED

Lodge	Name of Reinstated	DOB	Address	Date of Reinstated

SUSPENDED

E

Lodge	Name of Suspended	DOB	Address	Date Suspended
Hannibal #1	Dustin Mann	1978-09-28	Ap #456-7819 Lacus St. Honolulu	2013-01-03
Hannibal #1	Ferdinand Saunders	1984-03-13	P.O. Box 774, 2461 Tellus Road Homer	2013-01-03
Hannibal #1	Orlando Britt	1973-01-14	Ap #473-4778 Orci Road Lexington	2013-01-25
Philomathean #2	Theodore Drake Fulton	2019-12-17	352-235 Imperdiet Ave Duncan	2013-01-03
Philomathean #2	Alan Joseph Jacobson	1922-05-21	762-703 Lorem Rd. Valdosta	2013-01-03
Western Knights #56	Dale Hensley	1980-08-09	P.O. Box 108, 390 Risus. Rd. Marshall	2013-07-13

SUMMARY

STATISTICAL:

Members on LAST REPORT → 5223
Number of Associated Members 0

INCREASE since

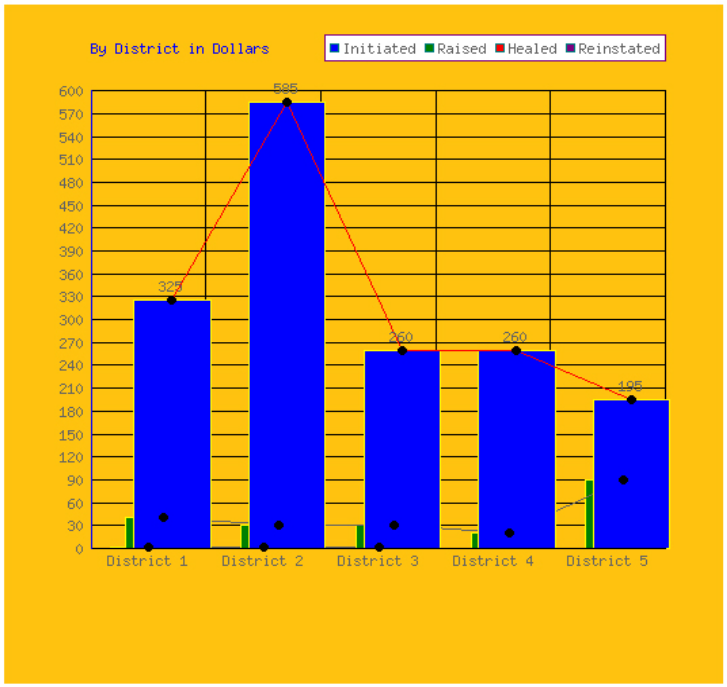
By
(A) Raised — 43
(B) Healed — 0
(C) Affiliated — 0
(D) Reinstated — 4

Total of LAST qauarter and Increase 47 5270

DECREASE since

By
(E) suspended N.P.D — 6
(F) Deceased — 0
(G) Demitted — 0
(H) As Stated **

Total 6 6



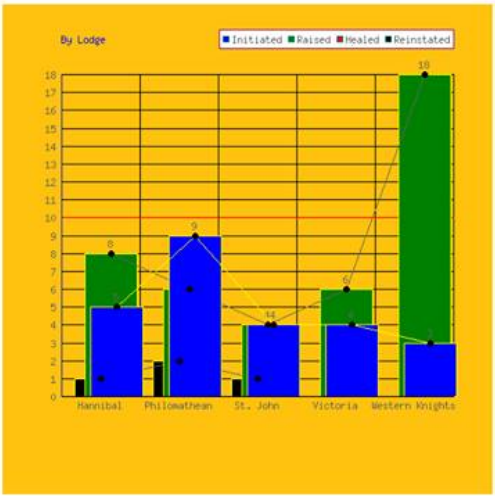
RAISED

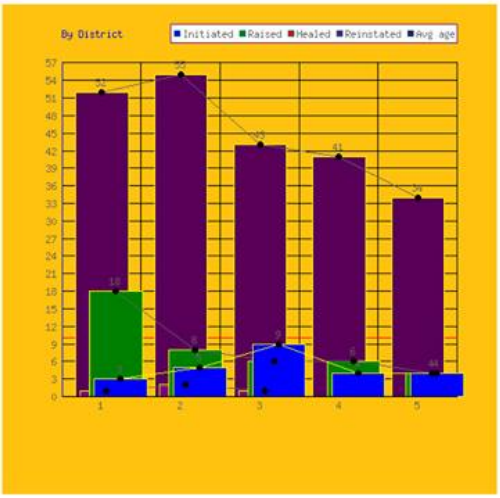
A This category "A" includes ONLY those Raised. Fees are $65

Lodge	Name of Raised	DOB	Address
Hannibal #1	Grant Gentry	1971-06-26	456-2726 Lectus Avenue Bay City
Hannibal #1	Keith Mcintosh	1939-09-08	254-4756 Metus. Av. Stafford
Hannibal #1	Kevin Fields	1965-08-21	541-1377 Penatibus Av. Salt Lake City
Hannibal #1	Kato Dickson	1959-05-04	Ap #591-1546 Non Avenue Jersey City
Hannibal #1	Vernon Matthews	1932-01-15	4855 Commodo Street South El Monte
Hannibal #1	Jackson Little	1976-06-10	P.O. Box 386, 9647 Laoreet, Road Yigo
Hannibal #1	Rashad Wiley	1950-07-18	P.O. Box 132, 417 Sem, St. Greensboro

Statistical Analysis

Member Name	Initiation Date	Service Years
Bro. Hines	1950-04-15	63
Bro. Saunders	1950-07-21	63
Bro. Harmon	1951-04-10	62
Bro. James	1951-01-12	62
Bro. Lindsay	1951-02-26	62
Bro. Matthews	1951-06-28	62
Bro. Mcconnell	1951-03-16	62
Bro. Norris	1951-03-09	62
Bro. Parker	1950-10-08	62
Bro. Rogers	1951-05-16	62
Bro. Ira Pope	1951-10-28	61
Bro. Kline	1952-03-28	61
Bro. Zephania Sweeney	1951-09-15	61
Bro. Byers	1952-11-10	60
Bro. Clarke Black	1952-12-07	60
Bro. Hester	1953-04-20	60
Bro. Jamal Cochran	1953-02-23	60
Bro. Matthews	1952-11-08	60
Bro. Sheppard	1952-10-10	60
Bro. Snider	1953-05-01	60
Bro. Woodward	1952-11-08	60
Bro. Roth	1954-07-15	59
Bro. Akeem Flores	1955-12-26	57
Bro. Clay	1956-07-10	57
Bro. Ray	1956-02-12	57
Bro. Warren Fisher	1956-01-16	57
Bro. Barlow	1957-03-16	56
Bro. Carey	1956-11-18	56
Bro. Casey	1956-08-21	56
Bro. Serrano	1957-07-23	56
Bro. Adams	1958-02-10	55
Bro. Devin Donaldson	1957-11-30	55
Bro. Duke	1957-08-29	55





Average Service Years = 30

Average Age = 48

Total Members = 262

To obtain the yearly DDGM Yearly Report (below), please select the "DDGM GL Report Icon". The below reports data is taken from the Lodge Profile Sheet (Figure 7) of each Lodge of your assigned district. This enables the DDGM to have streamlined and immediate data. No communication is needed to his assigned lodges as the Lodge Master and/or Secretary enters this data for their lodges throughout the year. The report also determines the current Most Worshipful and DDGM.

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons
State of California, Incorporated

Lovell Morgan
MW Grand Master

From the Office of

Billy G. Harrington
RW Grand Secretary
9027 S. Figueroa Street
Los Angeles, CA, 90003
Office: (323) 242-2393
Fax ((323) 754-2930

Fictious Data

Date: Sunday July 21, 2013

TO: **Most Worshipful Grand Master Lovell Morgan**
Right Worshipful **Deputy Grand Master Dr. Donald R. Ware**
Right Worshipful Grand Lodge Officers
Worshipful Masters
Past Masters
Wardens and Brothers

FROM: Right Worshipful **District Deputy Adolphus Tate, Jr. (adol_90249@yahoo.com)**
SUBJECT: Grand Lodge Report for **District 7**

It is my distinct pleasure to appear before this Grand Session as the Right Worshipful District Deputy Grand Master for **District 7**
I submit to you with the utmost pleasure, this report on the activity that has occurred within my District since our last Grand Sessions.

MEMBERSHIP

1. The number of Lodges in the District: 5
2. The Number of brothers entered: 1
3. The number of brothers passed: 1
4. The number of brothers raised: 1
5. The number of brothers reinstated: 0
6. The number of brothers healed: 0
7. The number of affiliations/demits: 0
8. The number of brothers transferred: "TRANSFER" NOT DEFINED IN SYSTEM. Please advise.
9. The number of suspensions: 0
10. The number of deaths: 0
11. The total number of members in the District: 163

CHARITY and BENEVOLENCE

1. The amount donated to widows: $100.00
2. The amount donated to the Heroines of Jericho Youth Department: $70.00
3. The amount donated to the Order of the Eastern Star Youth Department: $90.00
4. The amount donated to the Grand Lodge Youth Department (GLOW): $80.00
5. The dollar amount of Lodge Scholarships given: $60.00
6. The amount donated to the Charity and Benevolence Program: $50.00
7. Other donations made: $40.00

NAACP

1. The number of new members: 12
2. The number of new life members: 2
3. The total number of members in the District: 14

MASONIC ACTIVITIES (Lodge participation)

Grand Session: 10
Prince Hall Day: 15
Installation of Officers: 6
M.L. King Day: 45
Black History: 5
Saints John Day: 19
MWGM Official Visits: 15
Secretary & Treasurer Workshop: 2
School of Instruction: 5
Past Master Degree: 2

Fictious Data

OFFICIAL VISITS

Lodge	Report Date	Number of Members	Number of Members Present
Angel City # 18	2013-07-05	0	0
Cedars Of Lebanon # 65	2013-06-06	0	0
Douglas # 33	2013-06-04	0	0
Lillard G. Dandridge # 99	2013-06-07	0	0
Western Knights # 56	2013-07-07	0	155
Western Knights # 56	2013-01-01		0

COMMUNITY INVOLVEMENT

Provide a brief narrative about the level of community involvement, such as: Aid to the needy; Food drives; Clothing drives; Etc.

Lodge	Details
Angel City No. 18	Provided the craft with: • Master Mason Study Guide • Master Mason Exam & Answers • Fellow craft Study Guide • Fellow craft Exam & Answers • Entered Apprentice Study Guide • Entered Apprentice Exam & Answers • Software development of an e-School of Instruction Western Knights made a memorial plague donation to the Grand Lodge at a cost of

Lodge Profile Sheet:

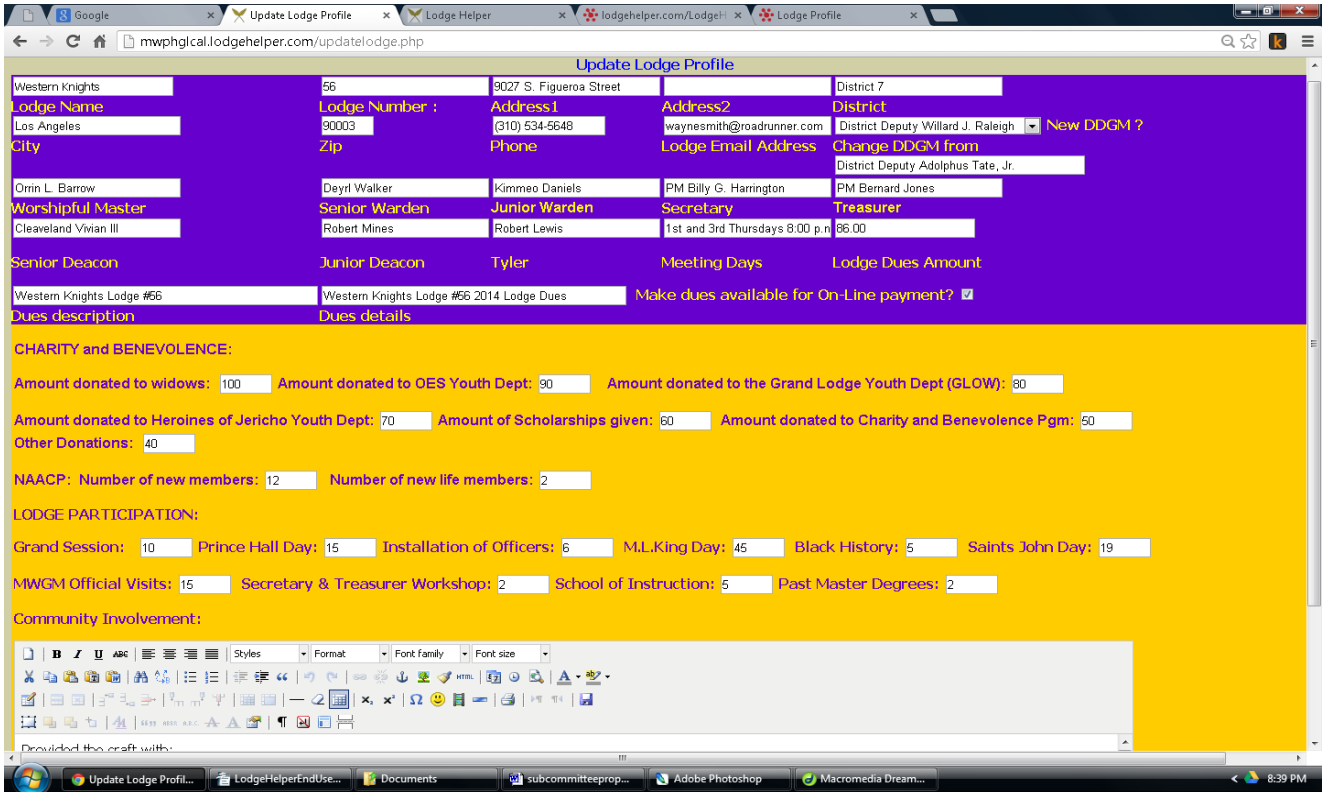
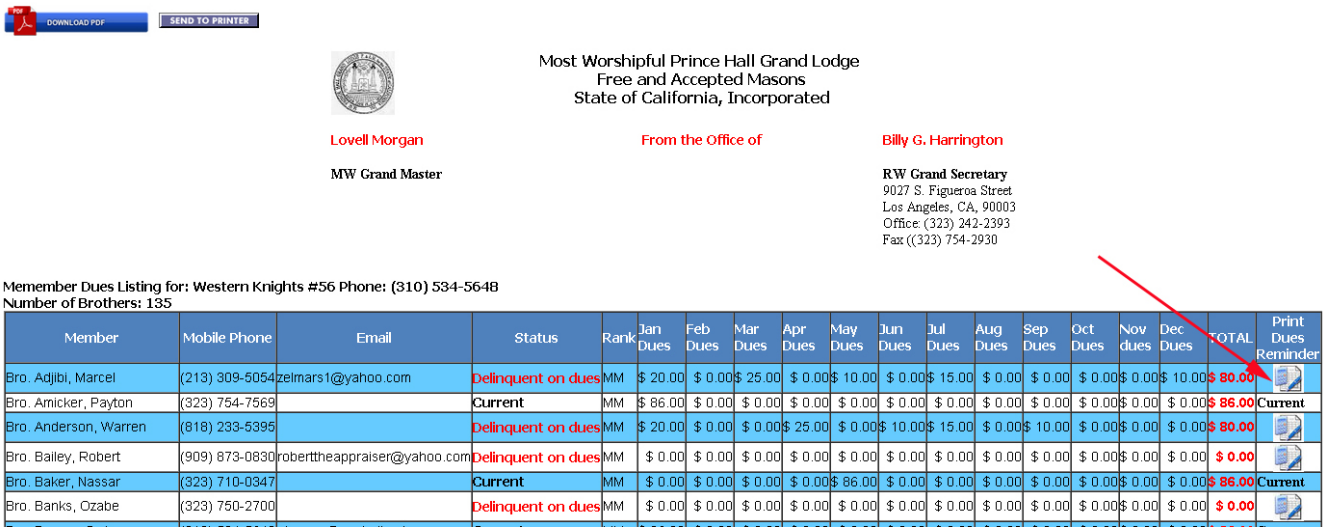


Figure 7

Dues Delinquency Report and Reminder Letter to member:

The below is a screen shot of the Dues Delinquency Report:



DOWNLOAD PDF SEND TO PRINTER

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons
State of California, Incorporated

Lovell Morgan
MW Grand Master

From the Office of

Billy G. Harrington
RW Grand Secretary
9027 S. Figueroa Street
Los Angeles, CA, 90003
Office: (323) 242-2393
Fax ((323) 754-2930

Memember Dues Listing for: Western Knights #56 Phone: (310) 534-5648
Number of Brothers: 135

Member	Mobile Phone	Email	Status	Rank	Jan Dues	Feb Dues	Mar Dues	Apr Dues	May Dues	Jun Dues	Jul Dues	Aug Dues	Sep Dues	Oct Dues	Nov dues	Dec Dues	TOTAL	Print Dues Reminder
Bro. Adjibi, Marcel	(213) 309-5054	zelmars1@yahoo.com	Delinquent on dues	MM	$ 20.00	$ 0.00	$ 25.00	$ 0.00	$ 10.00	$ 0.00	$ 15.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 10.00	$ 80.00	
Bro. Amicker, Payton	(323) 754-7569		Current	MM	$ 86.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 86.00	Current
Bro. Anderson, Warren	(818) 233-5395		Delinquent on dues	MM	$ 20.00	$ 0.00	$ 0.00	$ 25.00	$ 0.00	$ 10.00	$ 15.00	$ 0.00	$ 10.00	$ 0.00	$ 0.00	$ 0.00	$ 80.00	
Bro. Bailey, Robert	(909) 873-0830	roberttheappraiser@yahoo.com	Delinquent on dues	MM	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	
Bro. Baker, Nassar	(323) 710-0347		Current	MM	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 86.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 86.00	Current
Bro. Banks, Ozabe	(323) 750-2700		Delinquent on dues	MM	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	

The below is a semi automated Dues Reminder Letter or Imminent Suspension Letter. The letter is displayed on screen only to enable the Lodge Secretary to print and mail. All data is taken from the Lodge Profile Sheet (i.e. lodge officers and report header).

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons
State of California, Incorporated

July 05 2013

Orrin L. Barrow
Worshipful Master

From the Office of

PM Billy G. Harrington
Lodge Secretary
9027 S. Figueroa Street Los Angeles Ca 90003
(310) 534-5648

Lodge Officers

Senior Warden
Deyrl Walker

Junior Warden
Kimmeo Daniels

Secretary
PM Billy G. Harrington

Treasurer
PM Bernard Jones

Senior Deacon
Cleaveland Vivian III

Junior Deacon
Robert Mines

Tyler
Robert Lewis

Greetings Bro. Adjibi,

While reviewing the list of names of Brothers that have, as of this date, failed to remit their dues for the current year, your name was among those listed. I trust that you are aware that your inattention to this matter could place your membership in our great Fraternity in jeopardy if action is not taken to bring your dues current.

If it has been a while since you have attended Lodge and you are thinking that because you are not active in your Lodge you are wasting your money paying dues, I ask you to consider the many Masonic benefits that you will be giving up. First, there is the loss of association with the many Brothers in your Lodge, not to mention the possible association with hundreds of Brothers in your District but also the thousands of Brothers in the Grand Jurisdiction of California and around the world.

Wherever a Mason may travel, he will always find a Brother and a friend close at hand, whether it is in the state of California, across the country or around the world. As you are no doubt aware, Masons come from all walks of life, some have outstanding talents and many are just plain ordinary individuals such as myself. No matter what our station in life may be, there is a place in Masonry for every good man, and viewing your Masonic History, I see you as one of those good men which Masonry seeks and desires to keep as members.

The benefits of being a Mason are many. For example, a Mason's family has a place to meet new friends and to socialize with like minded individuals at our various Masonic functions; children of Masonic families can participate in our various youth activities. A Mason has the opportunity to contribute a part of his time, talent and skills to his community and in so doing, help make it a better place for all. What I am saying Brother, is that there are many, many benefits that can derive from your association in Freemasonry, far more than I have enumerated here.

As Worshipful Master of Western Knights #56, I ask that you reflect on this situation, and it is my hope that you will consider it in your best interest, and that of your family, to continue your association in the world's greatest Fraternity and in so doing, help us continue to do the good work of building a better world for us all.

My Brother, it would grieve me to see even one member of Western Knights #56 sacrifice his good standing in our Fraternity because of an oversight, but this is what is at risk if you do not sit down right now and take the necessary action of forwarding a check in the amount of your annual dues to our Lodge Secretary, PM Billy G. Harrington.

Also, I would like to point out that if you are experiencing financial difficulties, please advise me of this. It is possible that you could be considered for Emeritus Status until your financial situation improves and you are once again on your feet.

Sincerely and fraternally,

Orrin L. Barrow
Worshipful Master,
Western Knights #56

Automated System Task

The below is an automated system task the server performs each day at 1pm. It searches the database for newly Entered Apprentices and sends them a congratulatory email. Similar automated letters are also provided to the Fellow Craft and new Master Mason.

Move to Inbox More

Congratulations Inbox x

LodgeHelper <info@lodgehelper>
to waynesmith

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons
State of California, Incorporated

2013-07-03

Orrin L. Barrow
Worshipful Master

From the Office of

PM Billy G.
HarringtonLodge
Secretary
9027 S. Figueroa Street
Los Angeles Ca 90003
(310) 534-5648

Lodge Officers

Senior Warden
Deyrl Walker

Junior Warden
Kimmeo Daniels

Secretary
PM Billy G. Harrington

Treasurer
PM Bernard Jones

Senior Deacon
Cleaveland Vivian III

Junior Deacon
Robert Mines

Tyler
Robert Lewis

Greetings Bro. Smith,

Now that you have been initiated an Entered Apprentice Mason, I congratulate you on taking this first step toward full membership in Western Knights #56. Since this is a totally new experience for you, a few points are listed below which may be of interest and of help.

1. You have participated in a time-honored ceremony, the Masonic ritual of the First Degree. I am sure you understand the complete and binding requirement of total secrecy with regard to our ritual. While we have secret signs, words and tokens, which we use as means of recognition, we are not a secret society. The location of our lodges can be found in the local phone book. Similarly, many of our members openly wear Masonic symbols signifying that they are Masons and belong to a Masonic Lodge. Nor is the philosophy that we stand for secret - Brotherly Love, Relief and Truth; and the brotherhood of man.

2. Before you can be passed to the degree of Fellowcraft, you now must commit to memory a portion of the lecture of the First Degree. Do not delay in getting started with this work. It is not too difficult a task, but the longer you wait, the harder it is to learn. Moreover, the degree schedule of the Lodge assumes that you will proceed promptly to the next step.

3. Remember that Masonic teachings have been passed down through the ages by word of mouth with the help of a cipher. Your Elder Brother is a dedicated Mason who has volunteered to impart these learned phrases to you as you work toward advancement. He is responsible to assist you in becoming proficient in the candidate's lecture of the Entered Apprentice Degree and to prepare you for examination before proceeding to the next step.

4. Your rights and privileges in the Lodge are limited until you become a Master Mason. As an Entered Apprentice Mason you may not attend the Stated Meetings while business is transacted because Stated Meetings are opened in the Third or Master Mason's degree. You are most welcome at all social functions of the Lodge not restricted to Master Masons. You may not visit another Masonic Lodge, except to observe an Entered Apprentice Degree. You are expected to be present at each Lodge meeting when a First Degree is scheduled, not when Second or Third Degrees are scheduled. Read the Trestleboard which will be mailed to you, and attend Lodge faithfully at the proper times.

5. As I suggested to you previously, remember to invite friends and relatives whom you understand are Master Masons to attend Western Knights #56. , particularly on the nights when you are to receive a degree. We heartily welcome visitors, and any Mason considers it a compliment to be invited when someone he knows is to receive a degree.

6. Finally, understand that all the rules and regulations, such as those I refer to, have been established for a purpose and that all Masons who have preceded you have been governed by the same procedures. Do not hesitate to ask questions as they may arise - of your Elder Brother, of any officer or any member of the Lodge - but, above all, remember that I am as close to you as the nearest telephone and always available for consultation and advice.

7. Very shortly you will be invited to attend an informal review and discussion of the degree you have just taken. Please feel free to raise at that meeting any questions you have about Masonry or about the Entered Apprentice Degree.

Good luck as you go forward in your Masonic work. I look forward to the occasion when I may take your hand as a Master Mason and welcome you into full membership in Western Knights #56.

Fraternally yours,

Orrin L. Barrow
Worshipful Master,
Western Knights #56

DDGM Official Visit Report:

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons
State of California, Incorporated

From the Office of

Enter Other Information Here | Enter Other Information Here | Enter Other Information Here

To: **Western Knights** Lodge No.:**56 District 7** Report Date: Phone:**(310) 534-5648**

LODGE INFORMATION:

1. Is the Lodge meeting on a Prince Hall owned property? ✓ for YES blank for NO	☐
2. What is the total Lodge membership?	0
3. How many were present at the meeting?	0
4. The Official Visit was held on which meeting? ✓ for Stated/Intermediate	○ Stated ○ Intermediate
5. How many officers were present at opening?	0
6. Number of officers absent:	0
7. Number of officers late:	0
8. Was the Lodge proficient during the opening?: ✓ for YES blank for NO	☐

INDIVIDUAL OFFICER PROFICIENCY DURING THE OPENING:

WM	Good	SW	Good	JW	Good	Treas	Good
Sec	Good	Chap	Good	SD	Good	JD	Good
Mar	Good	JS	Good	SS	Good	Tyl	Good

Good
Fair
Needs Improvement
Absent

9. Was a Degree conferred? ✓ fo yes, which Degree? First Degree

10. Was the Lodge proficient in the De ✓ for YES blank for NO ☐

11. Were petitions checked for correct entries? ✓ for YES blank for NO ☐

12. Were Initiation fees paid? ✓ for YES blank for NO Amount: Paid in advance? ☐

13. Have appropriate fees been forwarded to the Grand Lodge? ✓ for YES blank for NO ☐

14. How much is the Membership Dues: Monthly $ Annual $

15. Were any assessments paid? ☐ How much?
What was the purpose? (other than Grand Lodge Taxes)

LODGE MINUTES:

16. Is balloting on candidates in the minutes? ✓ for YES blank for NO ☐

DDGM Official Visit Form (Continued)

16. Is balloting on candidates in the minutes? ..... ✓ for YES blank for NO ☐

17. Was the candidate's proficiency recorded in the minutes? ☐ On the petition? ☐ ✓ for YES blank for NO

18. Were the minutes of the Lodge recorded in ink, in a bound book, with numbered pages? ..... ✓ for YES blank for NO ☐

19. Did the minutes have the signatures of the Worshipful Master and Secretary? ☐ ..... ✓ for YES blank for NO

20. Were all listed bills paid individually, by order of the Worshipful Master, supported by a proper motion, seconded and carried ☐

21. Did the Lodge have the following required record books? ☐

- ☐ Bound Minute Book
- ☐ Secretary Scratch Notebook
- ☐ Bookkeeping Ledger
- ☐ Duplicate receipt dues book
- ☐ Warrant Book
- ☐ Was a copy of the Audit report copy sent to the Grand Master?

22. Did the Lodge have the following required items? ..... ✓ for YES blank for NO

"A File" ☐	Grand Masters' Itinerary? ☐	Grand Lecturer's Itinerary? ☐
Constitution? ☐	Insurance Report? ☐	Membership Report? ☐
Membership List? ☐	Worshipful Master's Report to Grand Lodge? ☐	Lodge By-Laws? ☐
Growth Management Book? ☐	Ritual? ☐	Protocol Book? ☐
D.D.G.M.'s Handbook? ☐	Publications List? ☐	Journey into Light? ☐
Reporting Deadlines? ☐	Audit Book? ☐	Mackey's Jurisprudence? ☐
Worshipful Master's Assistant Secretary/Treasurer Workbook ? ☐	Emergency Data File ? ☐	Widows and Bereaved Families Book? ☐
Previous Years Grand Lodge Proceedings? ☐	Dispensation Policy? ☐	Charity and Benevolence Policy? ☐

23. List all Bank Accounts, Investment Accounts and Social Club Accounts

(Type)	(IRS-No.)	(Account balance)
Checking		$ 0
Savings		$ 0
Scholarship Fund		$ 0
Social Club		$ 0
Youth Council		$ 0

24. What are the sources of Lodge income other than dues and/or assessments?

25. Has a Budget been prepared and approved by the Lodge? ☐ ..... ✓ for YES blank for NO

26. Are the Officers bonded? ☐ Must be with Grand Lodge? ☐ ..... ✓ for YES blank for NO

27. Does the Lodge have a P.O. Box? ☐ P.O. Box Number: P.O. Box City:

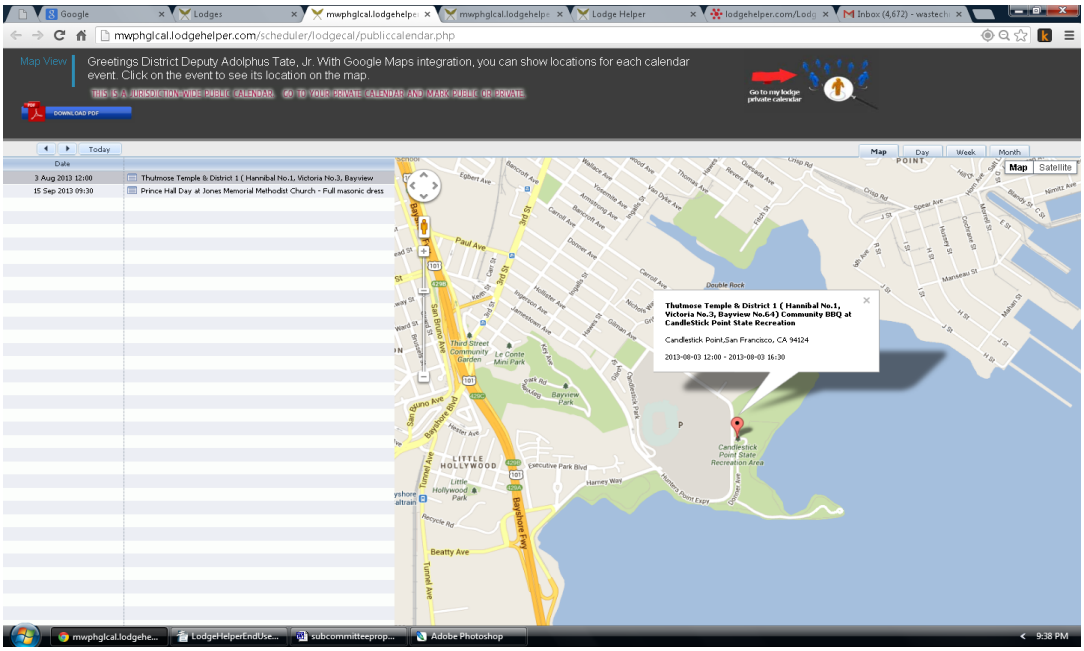
P.O. Box Zip:

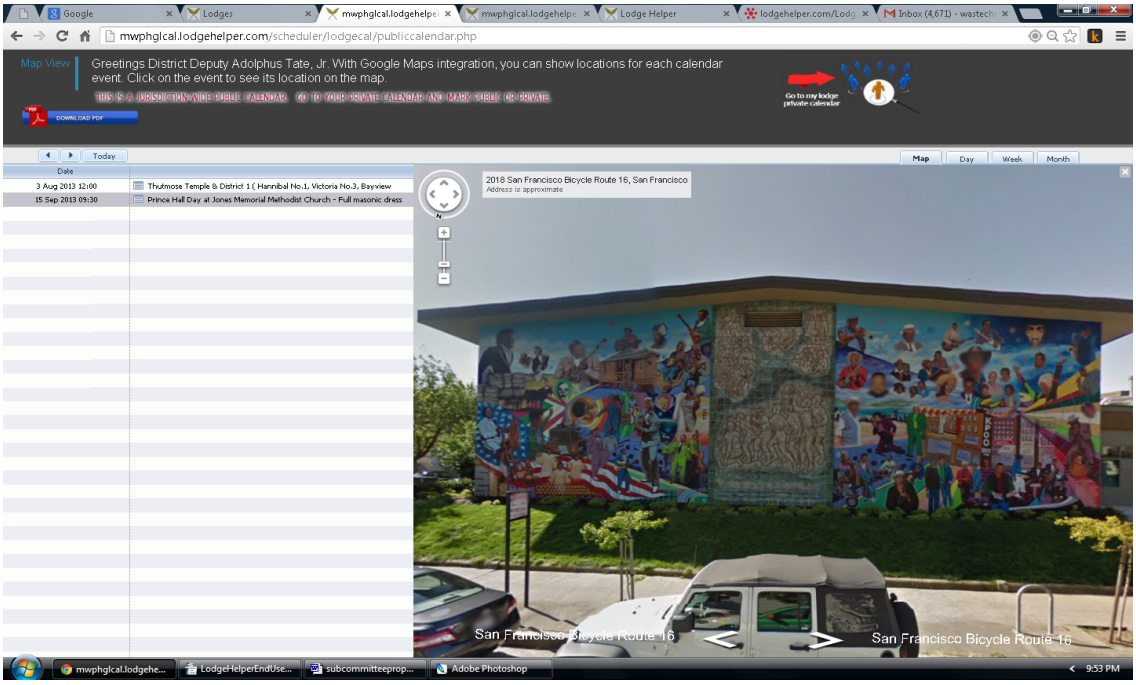
28. Does the Lodge have a Safety Deposit Box? ..... ✓ for YES blank for NO ☐

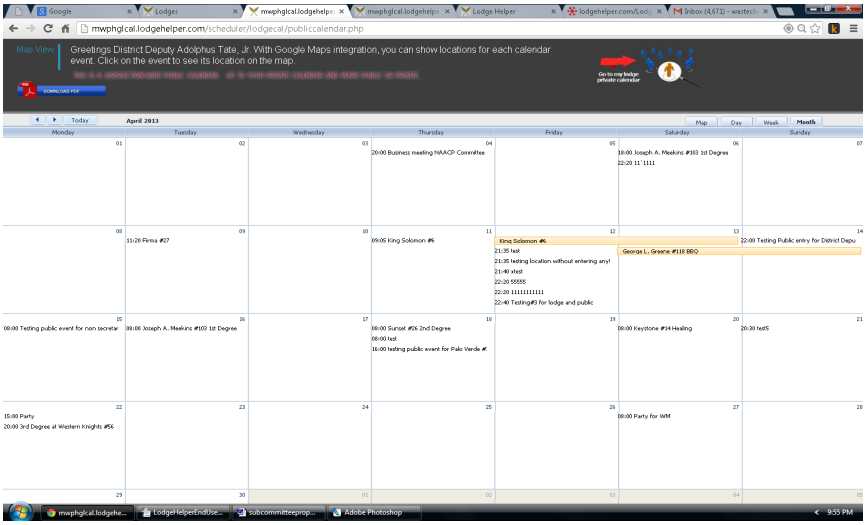
29. Describe the Worshipful Master's Programs and scheduled activities:

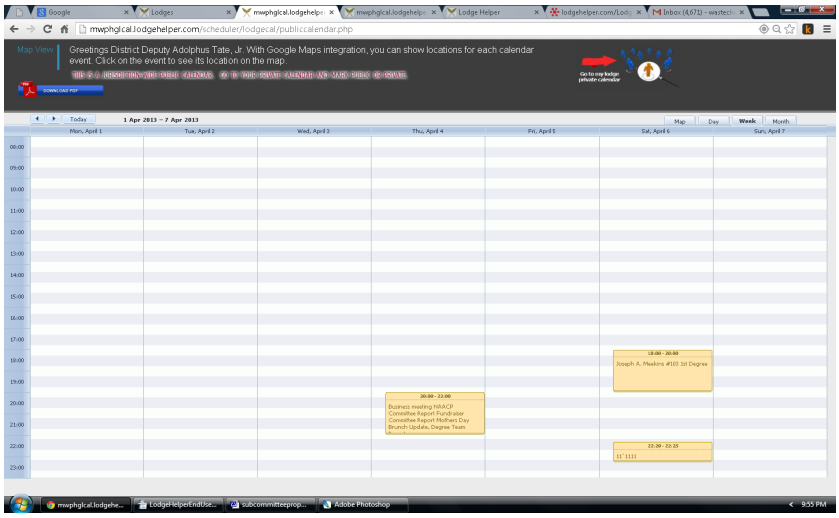
Public and Private Calendars:

The system enables each registered user (Grand Lodges Officers, DDGM's, and Lodge Secretaries to create calendar events. If one wishes to make the event public, he should select the check mark for "make event public". This calendar function can also serve as the Masters Trestle board. The calendar is integrated with Google Street Maps. Selecting the event location will provide a street level view of the location. Please see below images:









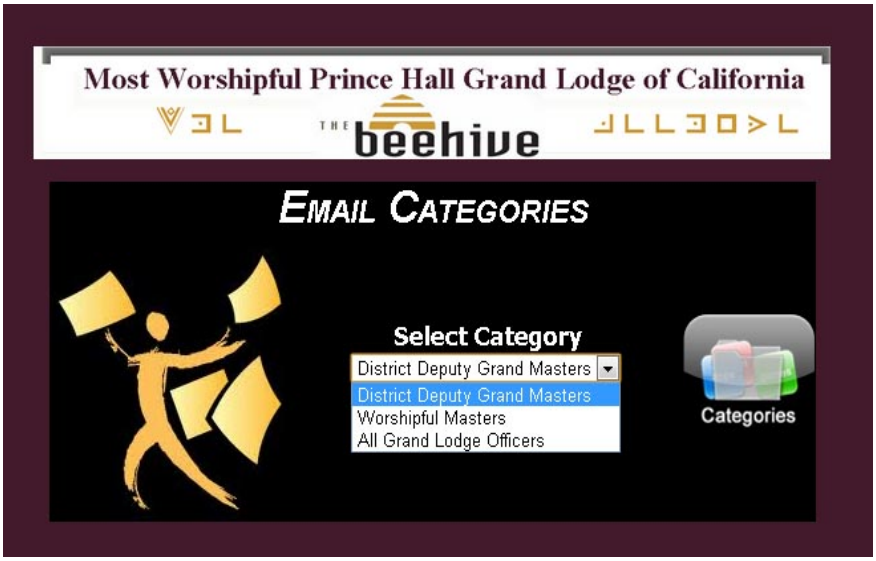
DDGM VIEWS:

6. Assuming that you have logged in as a DDGM you will see a listing of all the Subordinate Lodges assigned to you as shown below. To create your Official Visit Report, select the Icon to the left of the lodge name, then select the "New DDGM Report Icon". See pages 4, 8 and 9.

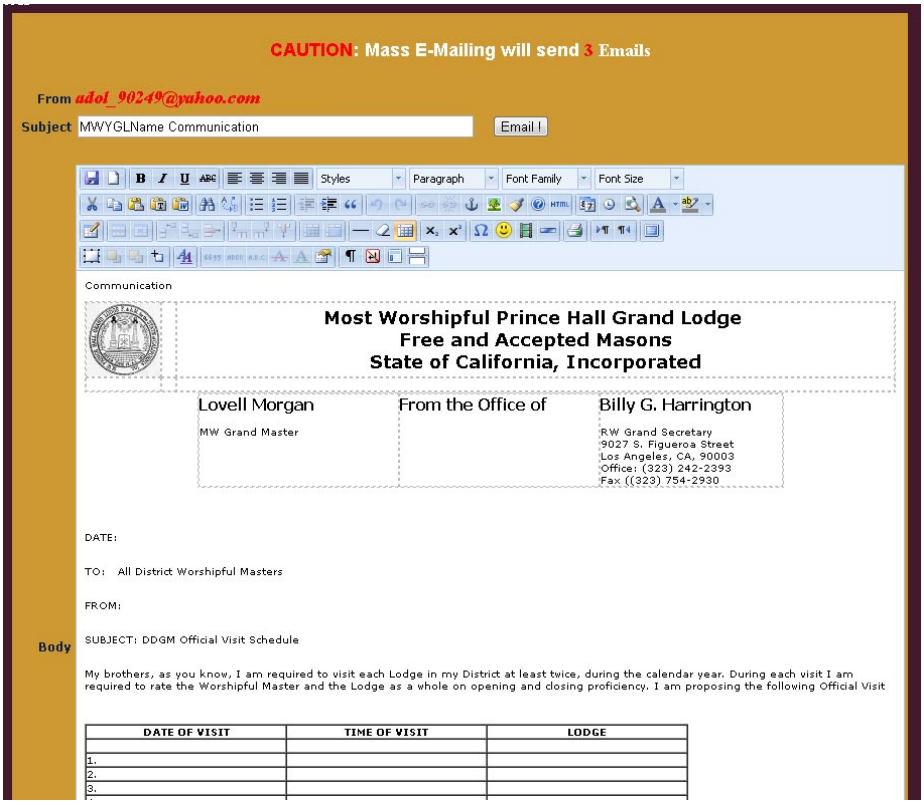
Detail	Lodge	District	Address	Phone	Worshipful Master	Email Address	Dist. Deputy
	Angel City 18	District 7	5428 S. Broadway Los Angeles CA Los Angeles	(916) 600-4975	Gadrud-Din Muhammad	revnzack74@yahoo.com	District Deputy Adolphus Tate, Jr.
	Douglas 33	District 7	9027 S. Figueroa St. Los Angeles CA 90003	(323) 338-8584	Michael Sampson	squarebiz35@hotmail.com	District Deputy Adolphus Tate, Jr.
	Western Knights 56	District 7	9027 S. Figueroa Street Los Angeles Ca 90003	(310) 534-5648	Orrin L. Barrow	waynesmith@roadrunner.com	District Deputy Adolphus Tate, Jr.
	Cedars Of Lebanon 65	District 7	P. O. Box 62724 Los Angeles CA 90062	(626) 644-0239	Jeffrey A Gordon	jagordon.jg@gmail.com	District Deputy Adolphus Tate, Jr.
	Lillard G. Dandridge 99	District 7	P.O. Box 330787 Pacoima CA Pacoima	(818) 897-4071	Vernon Burwell	gonefish3@yahoo.com	District Deputy Adolphus Tate, Jr.

Mass Email Distribution:

The system enables registered users to send mass emails to several categories and depending if you are logged in as a Lodge Secretary, DDGM or Grand Secretary. The below image shows the categories while logged in as a DDGM. If logged in as a Lodge Secretary, the categories are: 1) All Past Masters of my Lodge 2) All Lodge Secretaries 3) All members of my lodge.



After selecting the above category, the "Template" is displayed. It can be deleted. One can use cut and paste or freestyle typing.



Lodge Secretaries View:

Assuming that you have logged in as a Lodge Secretary you will see your own lodges' data. No other Secretary can see the data from another lodge. The data shown is for the current year. No data is deleted. Data for previous years can be found by running a report with a specific date range. Members purged from your roster are maintained for history.

LODGE DATA (Continued)

Healed

EDIT	Member Name	Reinstated Date

Affilated

EDIT	Member Name	Birth Place	Petition Singer 1	Petition Singer 2	Affilated Date

District Deputy GM Notes

ID	Date	Notes

2013 Roster

Number of members: 151

ID	Member Name	Mobile Phone	Email	Status	Office	Rank	Address	Dues Paid	Years of Service
	Bro. Adjibi, Marcel	(213) 309-5054	zelmars1@yahoo.com	Past Master		MM	2113 Diplomat Dr. Edinburg TX		
	Bro. Amicker, Payton	(323) 754-7569		Past Master		MM	744 W. 95th St. Los Angeles 90044-4712 CA		
	Bro. Anderson, Warren	(818) 233-5395		Regular		MM	1703 Upper Ct. Palmdale CA		
	Bro. Bailey, Robert	(909) 873-0830	roberttheappraiser@yahoo.com	Regular		MM	828 W. Mallory Dr. Bloomington CA		
	Bro. Baker, Nassar	(323) 710-0347		Regular		MM	8612 5th Ave. Inglewood CA		
	Bro. Banks, Ozabe	(323) 750-2700		Regular		MM	P.O. Box 45724 Los Angeles CA		
	Bro. Barrow, Orrin	(310) 534-5648	obarrow@pacbell.net	Regular	Worshipful Master	MM	1023 Oak Home Dr. Harbor city CA		
	Bro. Batiste, Christopher	(323) 252-4558		Regular		MM	3525 Arthur MacArthur Rd. San Pedro CA		
	Bro. Berry, Quinton			Regular		MM	1655 Leighton ace. Los Angeles CA 90062		1
	Bro. Black Sr., Reginald	(310) 990-5569	drrbsr@aol.com	Past Master		MM	4859 W. Slauson Ave. #205 Los Angeles CA		
	Bro. Blackshire, Raymond	(323) 563-1658	thelonegod@aol.com	Regular		MM	11849 Antwerp Ave. Los Angeles CA		
	Bro. Bogan, Eric	(909) 823-1189		Regular		MM	9920 19th Ave. #39 Alta Loma CA		
	Bro. Booth, Marvin	(310) 764-4440		Regular		MM	14318 Clymar Ave. Rancho Dominguez CA		
	Bro. Bowman, Jesse	(323) 756-5089		Regular		MM	10326 Paloma Ave. Los Angeles CA		
	Bro. Brannon Sr., James	(310) 925-6159	brannon_ja@yahoo.com	Past Master		MM	2700 Truxton Ave. Bakersfield CA		
	Bro. Brewington, Ronald	(323) 293-1663	bron215@aol.com	Regular		MM	6305 S. La Brea Ave. #3 Los Angeles CA		

Masonic Anniversary Card Reminder for the month of July

Number of members: 7

Fictitious Data

ID	Member Name	Date Raised	Years of Service
	Bro. Bryan, Dean	1973-07-19	40
	Bro. George, Andrew	1993-07-28	19
	Bro. Guy, Berk	1967-07-29	45
	Bro. Hardin, Plato	1999-07-12	14
	Bro. Miranda, Peter	1970-07-05	43
	Bro. Pearson, Lucius	1958-07-06	55
	Bro. Wise, Alan	2005-07-03	8

Purged from Roster (Maintained for history)

Number of members purged: 7

ID	Member Name	Mobile Phone	Email	Status	Seat/Office	Rank	Address	Dues Paid
	Bro. Cobb, Jermaine	1-970-143-6790	Integer.sem@quamCurabitur.org	Expelled		MM	13290	2012-01-09
	Bro. Drake Fulton, Theodore	(283) 628-2628	Phasellus.in.felis@mienimcondimentum.org	Suspended		MM	352-235 Imperdiet Ave Duncan UT 95838	
	Bro. Gentry, Grant	1-339-798-0583	a@Cras.ca	Expelled		MM	27606	2012-01-09
	Bro. Hensley, Dale	1-857-549-9461	nulla.ante@neque.ca	Suspended		MM	90003	
	Bro. Joseph Jacobson, Alan	(861) 880-6433	Cras.vehicula.aliquet@Nullamnisl.edu	Suspended		MM	762-703 Lorem Rd. Valdosta MT 95838	
	Bro. Mann, Dustin	1-251-535-3167	gravida.nunc@dictumeuplacerat.com	Suspended		MM	94112	
	Bro. Saunders, Ferdinand	1-927-602-8117	Sed.auctor.odio@lacinia.ca	Suspended		MM	94112	

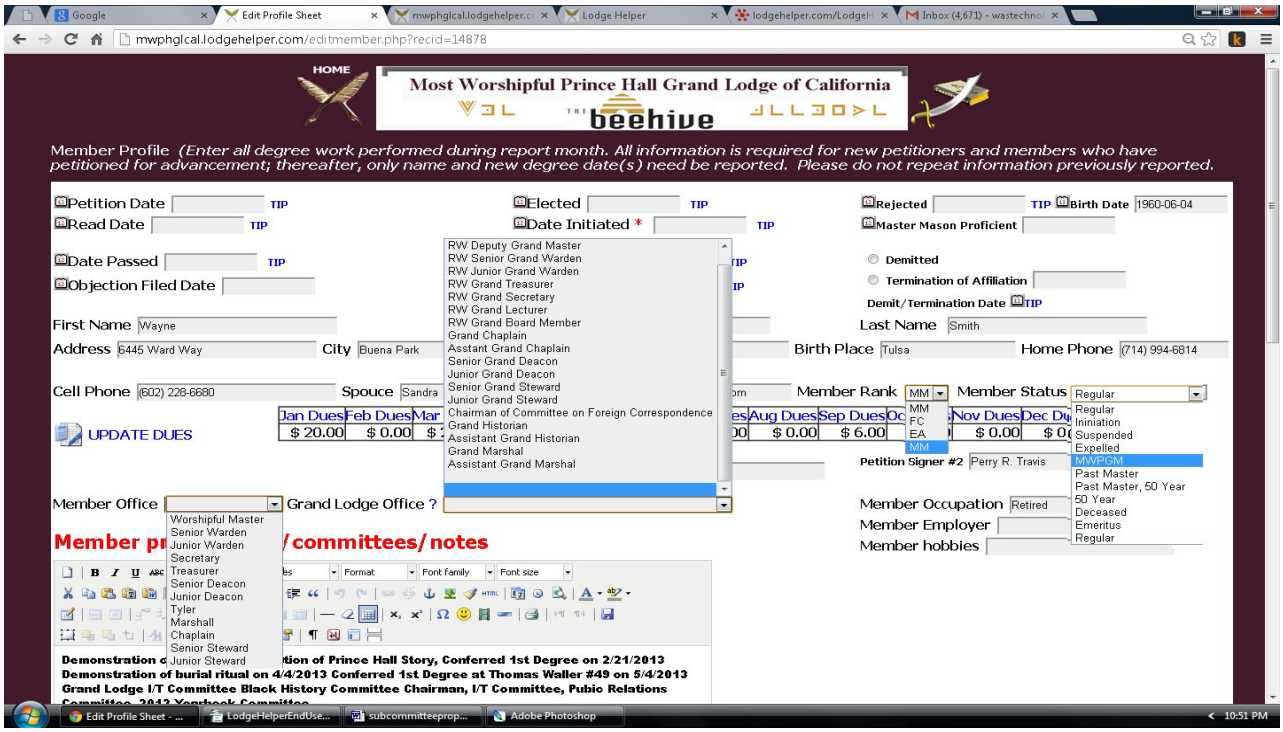
Building your Initial Lodge Roster:

1. Select the "Add Member Icon" at the top of the control panel.
2. Select "Initiation" for petition type as shown below
   NOTE: You will be editing each members record after all have been entered to update his initiation, passed and raised dates as well as other information.

3. Enter the members first, middle and last names, then select the dummy record as the petition signer. The petition signer list will grow as you add others; therefore, consider adding two Past Masters first.

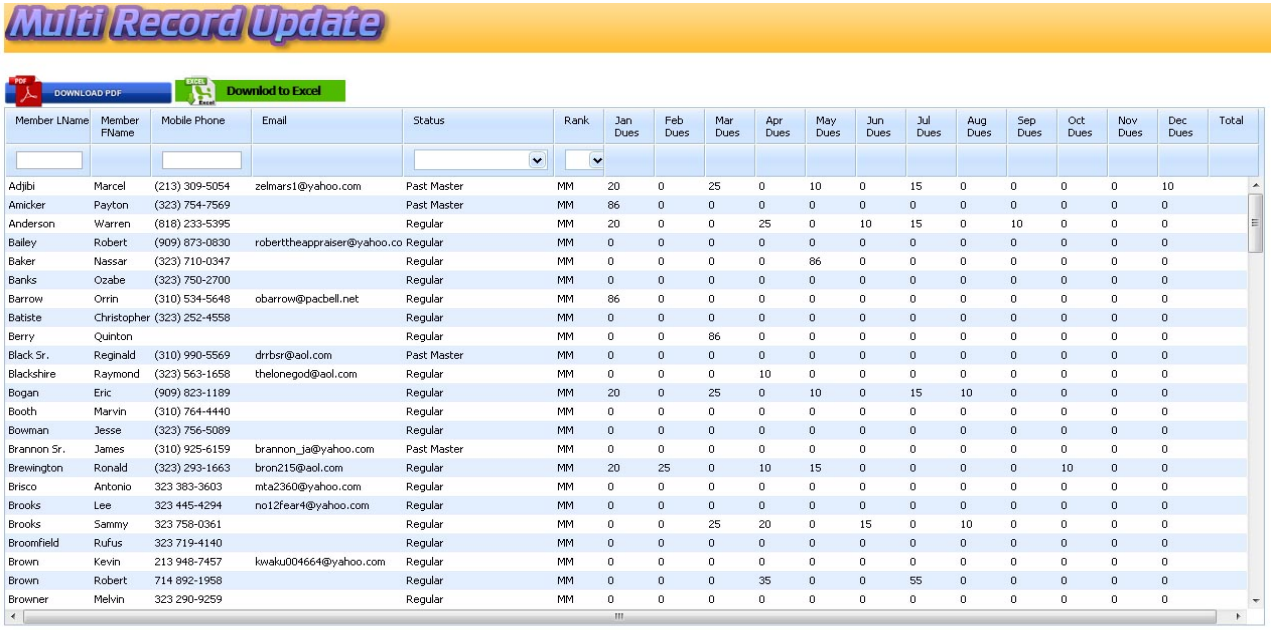
Updating Lodge Members Profile Sheet:

After each member has been added to your electronic roster; their profile sheet must be updated with all information shown below.



Membership Dues:

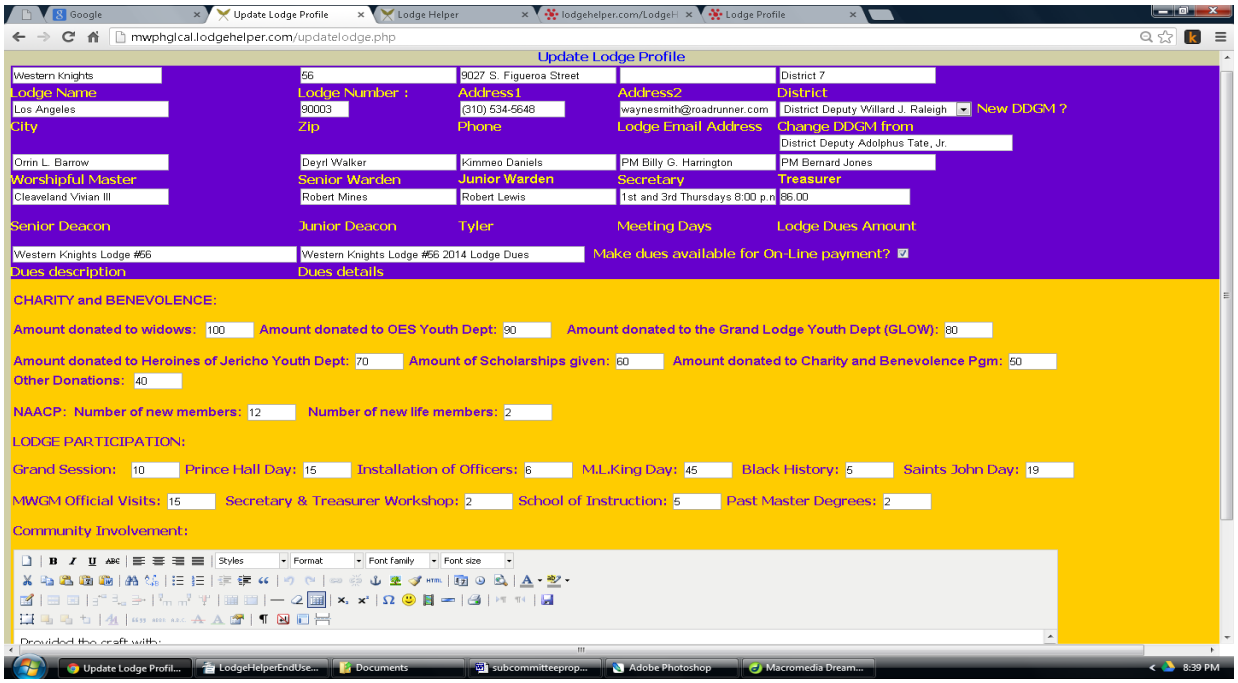
To record a members dues payment, select the "Update Dues Link" within the members Profile Sheet OR from the Secretaries Control Panel by selecting the "Multi-Record Update Icon". Select the month and enter the payment amount.



Member LName	Member FName	Mobile Phone	Email	Status	Rank	Jan Dues	Feb Dues	Mar Dues	Apr Dues	May Dues	Jun Dues	Jul Dues	Aug Dues	Sep Dues	Oct Dues	Nov Dues	Dec Dues	Total
Adjibi	Marcel	(213) 309-5054	zelmars1@yahoo.com	Past Master	MM	20	0	25	0	10	0	15	0	0	0	0	10	
Amicker	Payton	(323) 754-7569		Past Master	MM	86	0	0	0	0	0	0	0	0	0	0	0	
Anderson	Warren	(818) 233-5395		Regular	MM	20	0	0	25	0	10	15	0	10	0	0	0	
Bailey	Robert	(909) 873-0830	robertheappraiser@yahoo.co	Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Baker	Nassar	(323) 710-0347		Regular	MM	0	0	0	0	86	0	0	0	0	0	0	0	
Banks	Ozabe	(323) 750-2700		Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Barrow	Orrin	(310) 534-5648	obarrow@pacbell.net	Regular	MM	86	0	0	0	0	0	0	0	0	0	0	0	
Batiste	Christopher	(323) 252-4558		Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Berry	Quinton			Regular	MM	0	0	86	0	0	0	0	0	0	0	0	0	
Black Sr.	Reginald	(310) 990-5569	drrbsr@aol.com	Past Master	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Blackshire	Raymond	(323) 563-1658	thelonegod@aol.com	Regular	MM	0	0	0	10	0	0	0	0	0	0	0	0	
Bogan	Eric	(909) 823-1189		Regular	MM	20	0	25	0	10	0	15	10	0	0	0	0	
Booth	Marvin	(310) 764-4440		Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Bowman	Jesse	(323) 756-5089		Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Brannon Sr.	James	(310) 925-6159	brannon_ja@yahoo.com	Past Master	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Brewington	Ronald	(323) 293-1663	bron215@aol.com	Regular	MM	20	25	0	10	15	0	0	0	0	10	0	0	
Brisco	Antonio	323 383-3603	mta2360@yahoo.com	Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Brooks	Lee	323 445-4294	no12fear4@yahoo.com	Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Brooks	Sammy	323 758-0361		Regular	MM	0	0	25	20	0	15	0	10	0	0	0	0	
Broomfield	Rufus	323 719-4140		Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Brown	Kevin	213 948-7457	kwaku004664@yahoo.com	Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	
Brown	Robert	714 892-1958		Regular	MM	0	0	0	35	0	0	55	0	0	0	0	0	
Browner	Melvin	323 290-9259		Regular	MM	0	0	0	0	0	0	0	0	0	0	0	0	

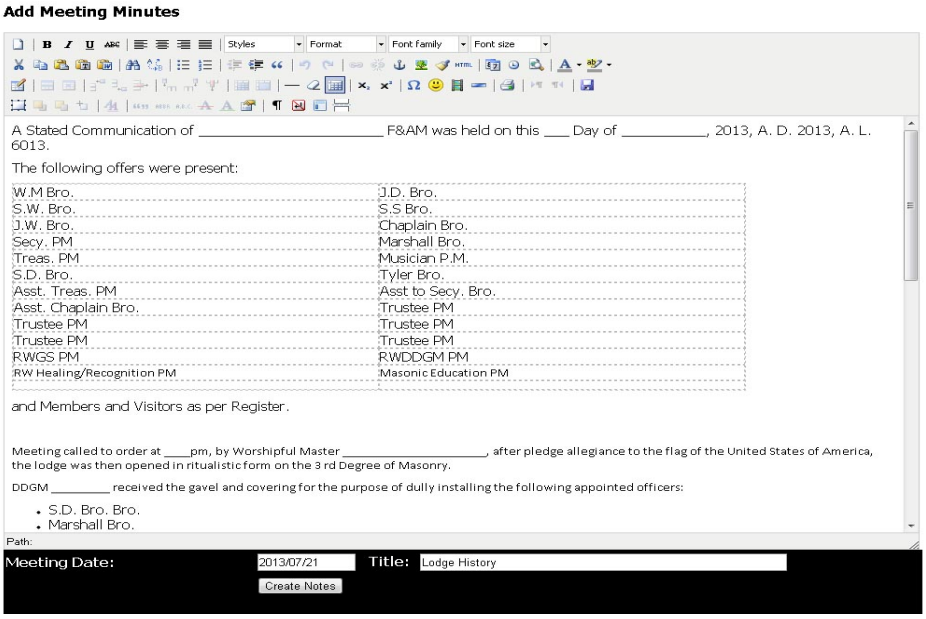
Lodge Profile Sheet

The Lodge Profile Sheet should be updated after elections as well as when directed by the DDGM to provide him with your Lodge Report for Grand Sessions. Select the "Update Lodge Icon" to accomplish this.



Lodge Meeting Minutes

To add meeting minutes, select the "Add Minutes Icon" on the Control Panel. A "Template" is provided.



Quarterly Returns:

Quarterly Returns are run by selecting the "Secretary Reports Menu" then selecting the appropriate quarter. Reports for previous years or months can also be accomplished by selecting "Quarterly Returns by any date"

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons of the State of California, Inc.

QUARTERLY RETURN from: 2013-01-01 **to:** 2013-12-31 FOR: **Western Knights #56**

SUMMARY
STATISTICAL:

Members on LAST REPORT → 127
Number of Associated Members 0

Fictitious Data

INCREASE since

By
(A) Raised — 18
(B) Healed — 0
(C) Affiliated — 0
(D) Reinstated — 0
Total of LAST qauarter and Increase 18 145

DECREASE since

By
(E) suspended N.P.D — 1
(F) Deceased — 0
(G) Demitted — 0
(H) As Stated **
Total 1 1

RAISED
A This category "A" includes ONLY those Raised. Fees are $65

Name of Raised	DOB	Address	Date Raised
Ignatius Tanner	1956-07-19	P.O. Box 535, 1278 Mus. Street Dover	2013-01-03
Igor Love	1983-12-23	7983 Urna Rd. Buena Park	2013-01-03
George Weber	1966-09-29	P.O. Box 253, 6910 Donec Ave Des Moines	2013-01-03
Dale Mueller	1933-07-28	275-2338 Ut Rd. Henderson	2013-01-03
Wyatt Velazquez	1933-07-20	Ap #537-3339 Dis Road Tuscaloosa	2013-02-12
Keefe Curtis	1959-01-29	669-5319 Erat Street Moorhead	2013-03-24
Evan Roth	1940-09-29	P.O. Box 213, 8102 Pellentesque, St. Manhattan	2013-04-02
Charles Johnson	1986-07-03	555 Elm Street Los Angeles	2013-08-01
xJohn XJohns			2013-08-01
John Jones	1986-07-03	555 Elm Street Los Angeles	2013-08-01
Charles Johnson	1986-07-03	555 Elm Street Los Angeles	2013-08-01
John Jones	1986-07-03	555 Elm Street Los Angeles	2013-08-01
John Harris			2013-08-01
David Miller	0000-00-00	555 Elm Street Los Angeles	2013-08-01
John Smith	1955-01-05	555 West Elm Street Los Angeles	2013-08-01
XDavid XSmith			2013-08-01
Martin Saunders	1970-12-26	571-3124 Ipsum Rd. Idaho Falls	2013-08-16
Fitzgerald Spence	1958-05-30	P.O. Box 747, 1262 Dis Street Portland	2013-10-21

HEALED
B

Name of Healed	DOB	Address	Date Healed

AFFILIATED
C This category includes affilation among Lodges of California and those of foreign Jurisdictions

Name of Affiliated	DOB	Address	Date of Affiliated

Craft Listing:

Lodge membership information can be downloaded to Excel Spreadsheet and Adobe PDF as well as directly printing or Avery Labels. This is accomplished by selecting the "Print Craft Listing Icon" on the Secretaries Control Panel.

Most Worshipful Prince Hall Grand Lodge
Free and Accepted Masons
State of California, Incorporated

Lovell Morgan
MW Grand Master

From the Office of

Billy G. Harrington
RW Grand Secretary
9027 S. Figueroa Street
Los Angeles, CA, 90003
Office: (323) 242-2393
Fax ((323) 754-2930

Fictitious Data

Member	Mobile Phone	Email	Status	Office	Rank
Bro. Driscoll Baldwin	1-472-953-3907	JohnDoe@aol.com			MM
Bro. Louis Barlow	1-582-968-1122	nonummy.ut@gravidanuncsed.org		Secretary	MM
Bro. Dennis Barron	1-165-253-3775	hymenaeos.Mauris.ut@Aenean.ca	**50 Year**		MM
Bro. Jonah Barron	1-965-577-4197	rhoncus.id@fringillaDonec.com		Past Master	MM
Bro. Burke Barton	1-704-781-8224	fermentum.metus@mollislectuspede.edu	Regular		EA
Bro. Calvin Blanchard	1-388-378-3528	placerat.eget.venenatis@nostra.com	**MWPGM**		MM
Bro. Mufutau Bowman	1-562-259-0825	Quisque.imperdiet.erat@litora.edu	Regular	Board Member	MM
Bro. Phillip Bright	1-193-849-5092	tincidunt.neque@perinceptoshymenaeos.edu	Regular		MM
Bro. George Brooks	1-864-536-2906	Vestibulum.ut@molestiepharetra.org	Regular		MM
Bro. Dean Bryan	1-687-367-3612	nibh.sit.amet@dolorNulla.com	Regular		MM
Bro. Cole Buckley	1-810-303-4576	id@elementumategestas.com	Regular		MM
Bro. Wesley Bush	1-651-183-8949	Integer@egestasAliquam.ca	Regular		MM
Bro. Hashim Byers	1-949-636-2318	imperdiet@mattisornare.ca	Regular		MM
Bro. Hall Byrd	1-872-116-5134	natoque@ultriciessemmagna.com	Regular		MM
Bro. Denton Campbell	1-366-766-9091	erat.semper.rutrum@odio.com	Regular		MM
Bro. Nigel Campos	1-586-853-2592	justo.Praesent.luctus@scelerisquesedsapien.org	Regular		MM
Bro. David Carey	1-314-584-7328	dolor@Sed.ca	Regular		MM

Bro. Driscoll Baldwin
3976 Tristique Road
Palos Verdes Estates, CA , 90003

Bro. Louis Barlow
488-9115 Sem. Av.
Iowa City, , 90003

Bro. Dennis Barron
P.O. Box 813, 2942 Mi. Street
Ashland, , 90003

Bro. Jonah Barron
3842 Suspendisse St.
Cudahy, , 90003

Bro. Burke Barton
P.O. Box 105, 2271 Nulla. St.
San Juan, , 90003

Bro. Calvin Blanchard
Ap #716-3643 Viverra. Street
Merced, , 90003

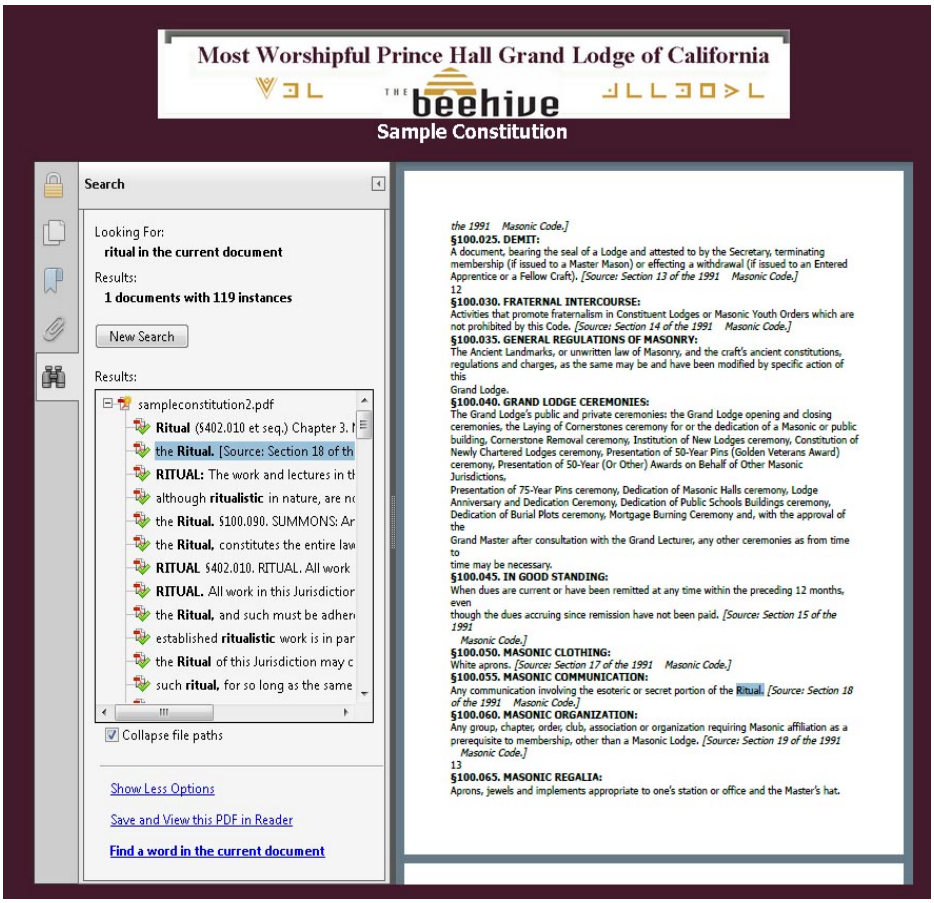
Bro. Mufutau Bowman
7994 Ac St.
Columbia, , 90003

Bro. Phillip Bright
2613 Praesent Street
Jeffersonville, , 56399

Bro. George Brooks
P.O. Box 829, 9712 Non Av.
Midland, , 70610

Searching the Constitution

A keyword search can be performed by selecting the "Search Constitution Icon" on the Control Panel



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Call the Help Desk at (714) 805-9OTS (9687) between the hours of 9am – 11pm PST

Video Tutorial:

View the video tutorial at: http://youtu.be/Y_O_NTN8mOI