

Instructions for Bringing a Candidate into Your Council

1. Sign them up
 - Regular member: Use a Form 100 or follow the instructions in the [Online Form 100 Video](#) (GK and FS only).
 - Online member: Have your candidate enroll at:
 - English: www.kofc.org/joinus
 - Spanish: <https://www.kofc.org/apps/joinus/es/registration/index.html>

Tip: Remember to give the candidate your member number so you get credit and your council number so the candidate appears in your council's Candidates tab.
2. Vote on your council's candidate(s) during a council meeting or by emailing council members.
3. If approved for council membership, your candidate(s) takes the exemplification:
 - Council-held: Schedule and hold the exemplification. Remember to inform your DD, State Membership Director and Exemplification Director.
 - Online: Send the appropriate link to your candidate(s)
 - English – <https://bit.ly/372wxQ6>
 - Spanish: <https://bit.ly/310mtDu>
4. Bring Your candidate(s) into your council.
 - Regular Member:
 - Send the Form 100 to Supreme transferring the member(s) to your council, OR
 - If you used the Online Form 100 method for the candidate(s), follow the instructions in the Online Form 100 video below.

Congratulations, you are done!
 - Online Member: After the candidate takes the degree, the council GK and FS receive an email indicating the candidate's completion of the degree. In Member Management, the GK or FS navigates to the Candidate tab and enters the date the candidate took the degree in the Ceremonial/Process Date field, then click **Process**.

The screenshot shows a web interface for 'Supporting Applications' with a navigation bar including 'Membership', 'Reports', 'Forms', 'Publications', 'Prospect', and 'Candidate'. The 'Candidate' tab is active, displaying a 'Pending Members' table. The table has columns for 'Created Date', 'Name', 'Email', 'Ceremonial/Process Date', and 'Action'. A single entry for 'Charles Harris' is shown with a 'Ceremonial/Process Date' of 'MM/DD/YYYY'. A red circle highlights this date field, and a red arrow points to the 'Process' button in the 'Action' column.

Created Date	Name	Email	Ceremonial/Process Date	Action
04/08/2020	Charles Harris	Charles@gmail.com	MM/DD/YYYY	Process Delete

- Well done! The candidate is now a member of your council!

Helpful Links

[Online Member Application Walkthrough](#)

[Online Form 100 Video](#)