



iMEMBER 2.0 Secretary Worksheet

Use the links below to learn how to complete each of the common tasks of a secretary in iMember 2.0.

REGISTERING AND LOGGING ON

[How to register as a member at http://member.freemason.org](http://member.freemason.org)

[How to install iMember 2.0 on your phone or mobile device](#)

ADDING NEW APPLICATIONS

[Add a new application for membership](#)

- Assign candidate coach
- Generate investigation reports

Add application for affiliation

- [Instate/plural](#)
- [Foreign affiliation](#)

CHANGING A MEMBER'S STATUS

[Change Applicant's status to Entered Apprentice](#)

[Change Entered Apprentice's status to Fellowcraft](#)

- Add Entered Apprentice proficiency event
- Add Candidate Learning Center event (if candidate doesn't take the test online)

[Change Fellowcraft's status to Master Mason](#)

- Add Master Mason proficiency event
- Add Candidate Learning Center event (if candidate doesn't take the test online)

[Suspending a member for non-payment of dues](#)

[Reinstating a member](#)

[Marking a member as deceased](#)

[Demit a member](#)

ADDING ELECTION AND INSTALLATION OF OFFICERS

[Select officers](#)

[Install officers](#)

[Add committee members](#)

COMMUNICATING WITH MEMBERS

Add post to lodge members

- [Select audiences](#)
- [Send communications](#) as an email
- [Send communications as an SMS/text or robocall](#)

[Add lodge event in the calendar](#)

- Send communications



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DUES AND NOTICES

[Re-print dues notices](#)

[Add payments](#)

[Print outstanding notices/reminder notices](#)

UPDATING A MEMBER RECORD

[Add /update a member's contact information](#)

[Add /update a member's profile picture](#)

VERIFYING A CALIFORNIA VISITOR'S GOOD STANDING

[Searching for a California Mason](#)

[Scanning a member's virtual card](#)

QUESTIONS? PLEASE CONTACT US!

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