



Site Administration

How to update Council & Assembly officers

Important notes:

1. Your screen may vary depending on your position and access level to the site.
2. Members who joined after 6/1/2024 may not be in the system (please contact the web team if the member is not in the system)

Instructions

1. You must have access to the site and have access to the sadmin section of the site. If you are required to have this level of access, please contact the web team.
2. Access your dashboard. Navigate to your dashboard from the main menu of the site



[Programs](#) ▾ [Directories](#) ▾ [Resources](#) ▾ [4th Degree](#) ▾ [State Chaplain Page](#) ▾ [🔍](#)

- In the SAdmin you will have access to update/add data to the site. To update the council, assembly, or state officers/director follow one of the links.

Manage Data

[Manage Awards](#)

[Manage Programs](#)

[Manage Events](#)

[Manage Parishes](#)

[Manage Priest](#)

[Manage Deacons](#)

[Manage Field Agents](#)

[Manage Councils](#)

[Manage Assemblies](#)

[View Members](#)

[State Officers](#)

- On the council & assembly management tool, choose the option to manage officers.

Councils

+ Add Council

ID	Council Number	Name	Parish	Action	Parish
2	770	Bishop Michael J. Bagley		Update Manage Officers	Update Assign
3	939	Piedmont		Update Manage Officers	Update Assign
4	1074	Wilmington		Update Manage Officers	Update Assign
5	1695	St. Lawrence		Update Manage Officers	Update Assign
6	2546	Father Thomas F. Price		Update Manage Officers	Update Assign

- If you need to update the current FY officers choose “Current FY” to add/update officers for FY 202-2025 choose “Update Officers for Next FY”



Council Officers & Directors

Update Officers for Current FY

Update Officers for Next FY

If you are having issue or questions please contact support using this button.

Officers

Position	Name	Member Number	Fraternal Year
Chaplain	Ryan [REDACTED]	04 [REDACTED]	2023-2024
Grand Knight	Pateep [REDACTED]	05 [REDACTED]	2023-2024
Deputy Grand Knight	Sal [REDACTED]	04 [REDACTED]	2023-2024
Chancellor	Irvin [REDACTED]	04 [REDACTED]	2023-2024
Financial Secretary	Joseph [REDACTED]	04 [REDACTED]	2023-2024

- Click on the “update” to assign a member to a position

Update Officers/Directors - FY 2024-2025

If you are having issue or questions please contact support using this button.

Officers

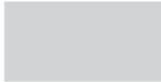
Position	Name	Member Number	Fraternal Year	Action
Chaplain	[REDACTED]	[REDACTED]	2024-2025	Update
Grand Knight	[REDACTED]	[REDACTED]	2024-2025	Update
Deputy Grand Knight	[REDACTED]	[REDACTED]	2024-2025	Update
Chancellor	[REDACTED]	[REDACTED]	2024-2025	Update
Financial Secretary	[REDACTED]	[REDACTED]	2024-2025	Update
Treasurer	[REDACTED]	[REDACTED]	2024-2025	Update
Recorder	Vacant	[REDACTED]	2024-2025	Update
Advocate	[REDACTED]	[REDACTED]	2024-2025	Update
Warden	[REDACTED]	[REDACTED]	2024-2025	Update
Inside Guard	Vacant	[REDACTED]	2024-2025	Update
Outside Guard	Vacant	[REDACTED]	2024-2025	Update
One Year Trustee	Vacant	[REDACTED]	2024-2025	Update
Two Year Trustee	Vacant	[REDACTED]	2024-2025	Update
Three Year Trustee	Vacant	[REDACTED]	2024-2025	Update

Directors

Position	Name	Member Number	Fraternal Year	Action
Program Director	Vacant	[REDACTED]	2024-2025	Update
Faith Director	Vacant	[REDACTED]	2024-2025	Update

7. On the “update” form, verify the position, and your council/assembly number then choose the member and click on submit. This will take you back to the list.

Update Officer



Position:

Chaplain

Member:

Elder ()

Council Number:

9

FraternalYearID:

2024-2025

Submit

Cancel

8. Repeat the process for each position as needed.
9. If you need to update the State Officers and Directors follow the same process.
Important: The state officers, directors and chairmen data are currently being processed and will be loaded in by the web development team. The data will be in the system on 6/17/2024

State Officers, Directors & Chairmen

Update Officers for Current FY

Update Officers for Next FY