

## **Council/Assembly Dashboard access for GN/FN & FS/FC**

### **Method to access the GK/FN and FS/FC council dashboard**

- Log on to website [www.floridakofc.org](http://www.floridakofc.org)
- Scroll down to the Options blue buttons
- Click on Division Management from the dashboard
- The council will appear under Your Assigned Divisions
- Click on the blue manage button
- Click on Membership, Officers, Events, Newsletters, Articles, etc. (green buttons) to manage for that council/assembly

### **UPLOADING THE COUNCIL/ASSEMBLY ROSTER (this is done on a monthly basis)**

- Sign on to Supreme for your council and go to “Reports” and then find the latest roster which you will download as an Excel spreadsheet. Save it to a location you can easily access.

### **Method to access the Council dashboard**

- GK/FN & FS/FC Logon to website
- Scroll down to the Account Dashboard Options blue buttons
- Click on Division Management from the dashboard
- The council will appear under Your Assigned Divisions
- Click on the Manage button to the right of your council/assembly line and see the next menu board.
- Click on the green “Membership” button which opens the “Member Management” screen.
  - Directly under the “Manage this division's membership data by using the tool below” line you will see a box outlined by a dotted line.
  - Inside the box you will see the directions you need to upload the file you just copied from Supreme.
  - The directions are “Drag and drop your member upload file here or click to upload it. The file size limit is 10 MB”.
  - Once you choose the method, your file will be uploaded and compared against the latest file converted by this new system from the old system
  - If there are changes detected, you will have a choice of deciding the type of status change.
- Finally click the button “Finalize report” and the system will show you the start and end date of each individual member of your council.

### **LOAD COUNCIL OFFICERS**

- Load Council Officers under the green ‘Officers’ button.
- Each position has a Manage button
- Enter Officer using member numbers
  - If new officer is replacing another – enter an end date for the previous Officer.
  - #xxxxxxx John Smith previous office end Date 6/30/20
  - Add new officer with a begin date of 7/1/2020