

Links and descriptions for recorded State Training webinars

- 1. Introduction to training for future and current Council Officers.** This webinar is an overview of training for current and future Council Officers, Chairmen and interested members. Learn more about your current and your future roles in council. Topics include Supreme Council's Officer Online system to include a tour of videos on procedures, member recruitment and current programs and includes the State training offerings. **Mar 2024**
<https://attendee.gotowebinar.com/register/543824383635236953>
- 2. FS Responsibilities.** This recorded session provides the new Financial Secretary with a complete overview of his duties and introduction to the Officers Online system and applications and refresher for FS who are not fully versed in those applications. Once viewed, attendees are strongly encouraged to request all the handouts and submit questions to training@californiaknights.org The State Training Chairman serves as a mentor to all on this topic **Mar 2024**
<https://attendee.gotowebinar.com/register/2002536564492243035>
- 3. Introduction to Member Management for Administration**
This is an introductory session for GK/FS/FN/FC but anyone can attend. This in-depth session covers the Member Management application in Officers Online. It includes the administrative process, record keeping, communications and required reports for officers with Officer Online access. **Rev Mar 2024**
<https://attendee.gotowebinar.com/register/7155255974109646678>
- 4. Assessing and Billing Dues and intro to use of Member Billing for financial processing.** This presentation addresses all the steps involved in the preparation, assessment and billing of annual dues. Some Financial Secretaries are using Member Management partially for issuing 1st notices, but are not recording payments received and are not continuing the billing process for the year. This session will help you unwind some of the issues created, reduce manual efforts and simplify your ongoing billings. **Rev Nov 2023**
<https://attendee.gotowebinar.com/register/5089806888658645853>
- 5. Conversion to Member Billing for accounting and financial processing.** This presentation addresses the conversion to Member Billing for your accounting and billing responsibilities. It demonstrates creation of accounts using the format of the Faith in Action programs and greatly simplifies the budgeting and audit procedures. The beginning of a new Fraternal or Calendar year is an excellent time to begin, but any time is acceptable to review the process, decide on how you want your accounting to appear and launch the new environment at the start of the next quarter. **Rev Dec 2022**
<https://attendee.gotowebinar.com/register/3252055663149968736>
- 6. Reporting of Elected Officers and appointed Chairmen (185/365). For FS and GKS**
This session explains entry of new or incoming transferring members and reinstating members directly into Member Management and reporting election of Officers and appointment of Directors to Supreme, State, Chapter and District Deputies. Addresses issues that pertain to Star Council eligibility. **Rev Nov 2023.**
<https://attendee.gotowebinar.com/register/4306904029094104664>

7. Video to enter new members and transfer existing members. Here is the link to entry process for GKs and FS . Jan 2024. The Previous link was removed. The video title is Candidate Training Tab

<https://site-842560.bcvp0rtal.com/detail/videos/council-operations/video/6145850993001/candidate-tab-training?autoStart=true>

8. Video to demonstrate the responsibilities and performance of council semi-annual audits

This video provides step by step instructions on the preparation of the semi annual council audits and explains who is responsible for the completion. The GK and Trustees must conduct the audit and the FS and Treasurer are not to be present.

<https://site-842560.bcvp0rtal.com/detail/videos/forms/video/6265462887001/semiannual-council-audit-1295-training-video?autoStart=true>

Encourage your FS to begin to use Member Billing applications for receipt and disbursement of funds, for billing and simplification of the future audit process!