

Completing Council Directory Information Forms 2020-2021

It is the **SOLE** responsibility of the **Current District Deputy** to complete and submit a **NEW 2020-2021 Mail Server and Council Directory** Information form for **each** of their Councils (**active or inactive**). You **must** submit them online at www.njkofc.org. The process for doing so is quite simple:

If you are a retiring District Deputy, **after** Council election of Officers for Fraternal year 2020-2021, please collect the information for your successor and enter the information online for him. Since we will still be affected / restricted in our gatherings, please preserve your worksheets and PDF printouts, and include them with the files you provide to your successor.

1. First, use the accompanying paper form as a worksheet. Make a copy for each Council (active or inactive). Collect, **and verify**, all the data before you are ready to go online. **All** fields must have responses. **PLEASE DO NOT ASSUME**.
2. Go to the State website at www.njkofc.org and log in with your membership number and password (your last name, all lower case). The “Knight’s Log-in” button is in the upper right corner of the home page.
3. Please do not share your log-in, or responsibilities, with others. The form must come from your IP Address, not the Grand Knight’s or the Financial Secretary’s.
4. Click on “2020-2021 Mail Server & State Directory Forms” tab on the left-hand menu. This will open a chart of forms.
5. Next click “Council Form”.
6. “New Entry” is the default setting. The first time for each Council is “New Entry”. Subsequent changes will be “This is an update” which is available in the drop-down menu.
7. A few items, based on previous year’s entries, and to make our database clean:
 - a. Enter all requested data, **DO NOT ENTER** “Same as last year”.
 - b. Verify email addresses and phone numbers and type **ACCURATELY!** Double-check typing!
 - c. If there is no data – **ONLY** enter the four letters: **none**
 - d. **Please** do not enter n/a.
 - e. Do not put a # symbol or a zero before a Council number!
 - f. Also, please do not add any text (such as “inactive, or suspended”) in the Council number field. We know if the Council is inactive or not.
 - g. Do **NOT** type: “Contact District Deputy...” – WE do that.
 - h. Despite how it appears in the State Directory, Do Not Use ALL Caps. Use **upper & lower case!**
8. If a member is unmarried, in the field for wife’s name, enter: **none**.
9. The personal e-mails are absolutely critical to the workings of the website. Check with the Chaplain as to his preference, do not assume he will want the Parish main e-mail address.
10. If you know for a **fact** that the Council’s Chaplain is **not** a KofC member, enter 0000000.
11. If you cannot independently verify the Chaplain’s status, send an e-mail to webmaster@njkofc.org for verification. Use the same procedure for inactive Councils without any Officers.
12. Enter all fields based on the paper form.
13. When done, click “Submit”
14. **Very Important:** You will then be given the option to print a PDF copy of your submitted data – **do so!** Once it opens on your screen you can then save the PDF to your hard drive. Do so! Please file your paper worksheet and each PDF in your Council file. Please do this for each of your Councils, active or inactive. You do not need to e-mail us anything. We automatically receive a confirmation with the PDF.

If you have ANY questions please e-mail John Gazis at 2020directory@njkofc.org.

For tech support, call webmaster Bernie Ernst at 732-504-7496 (24/7), or e-mail webmaster@njkofc.org

Vivat Jesus!!!

Bernie Ernst, FDD
Webmaster

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