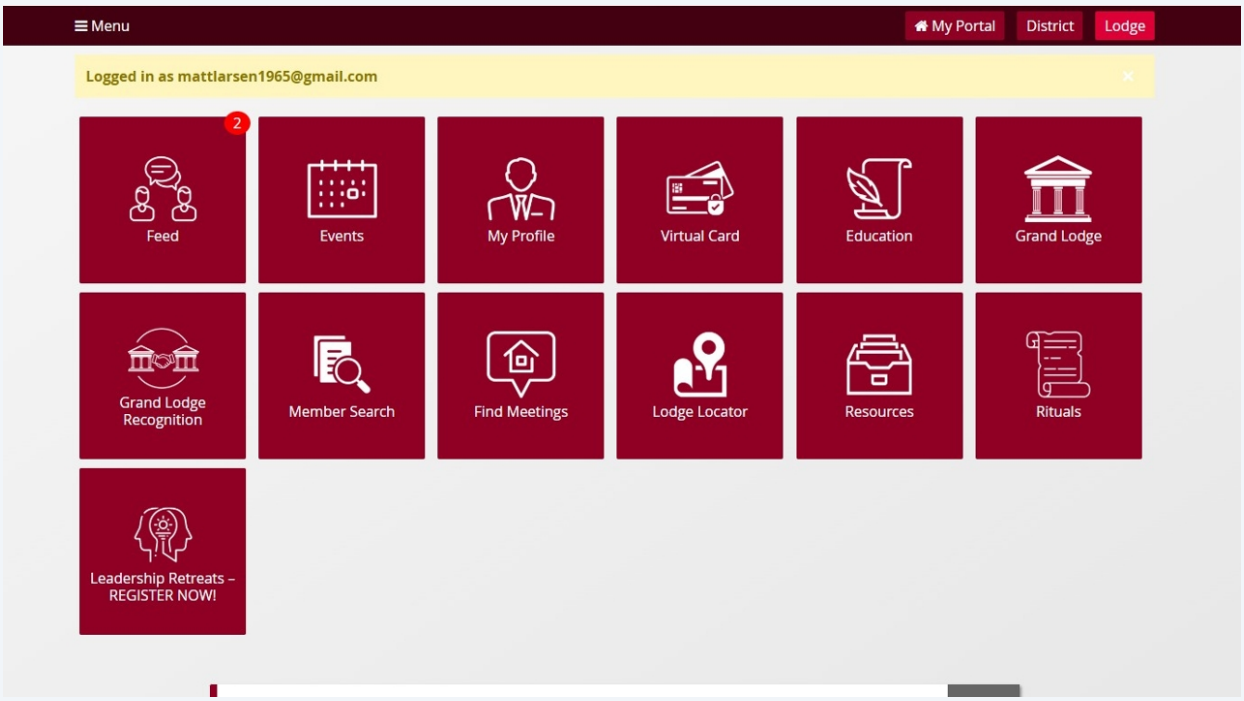
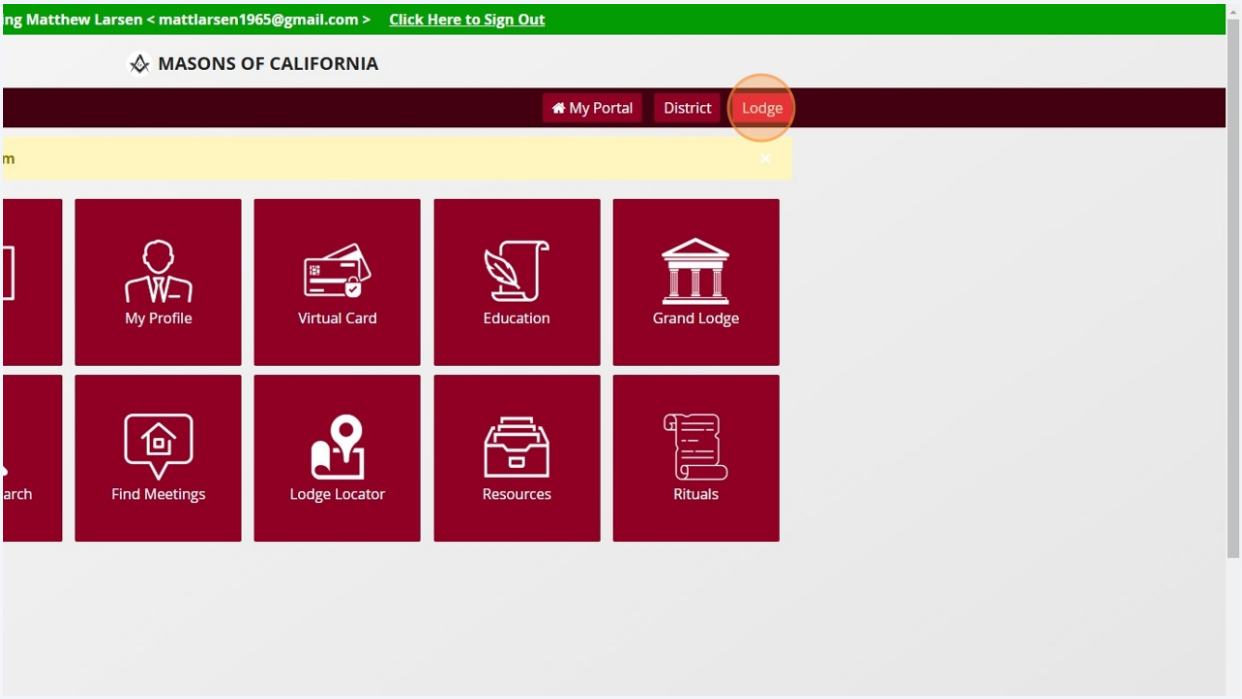
How to enter an election and install officers

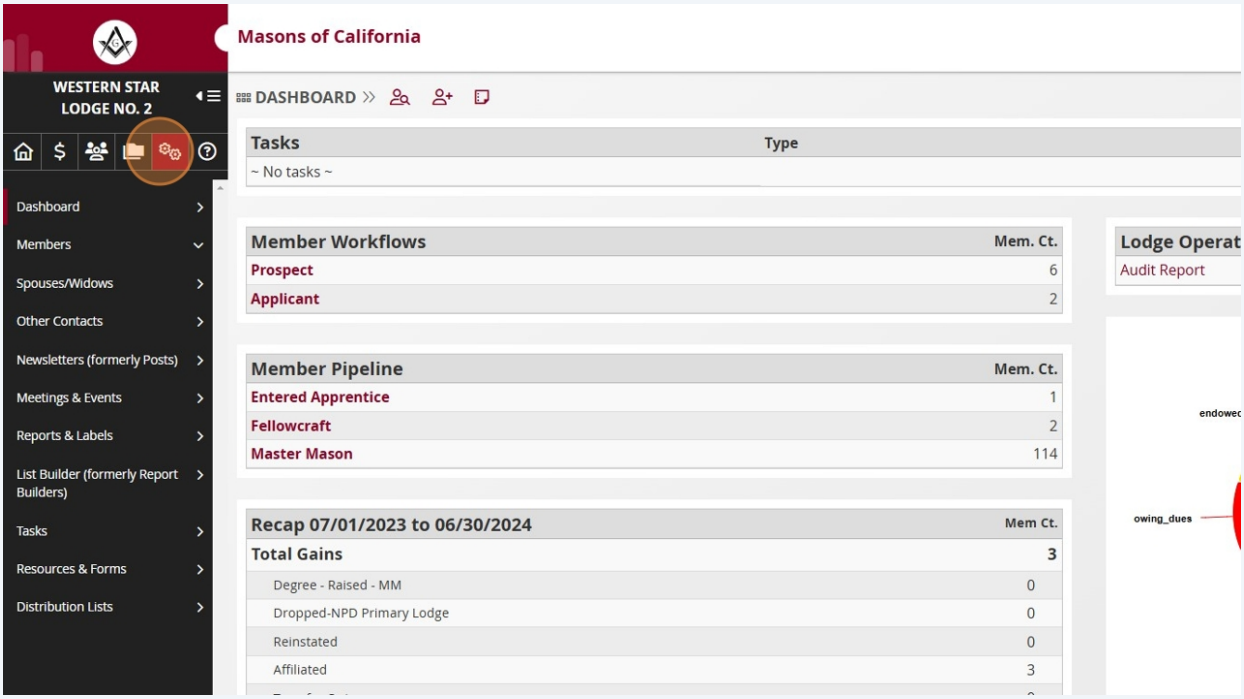
1 Navigate to http://member.freemason.org and login



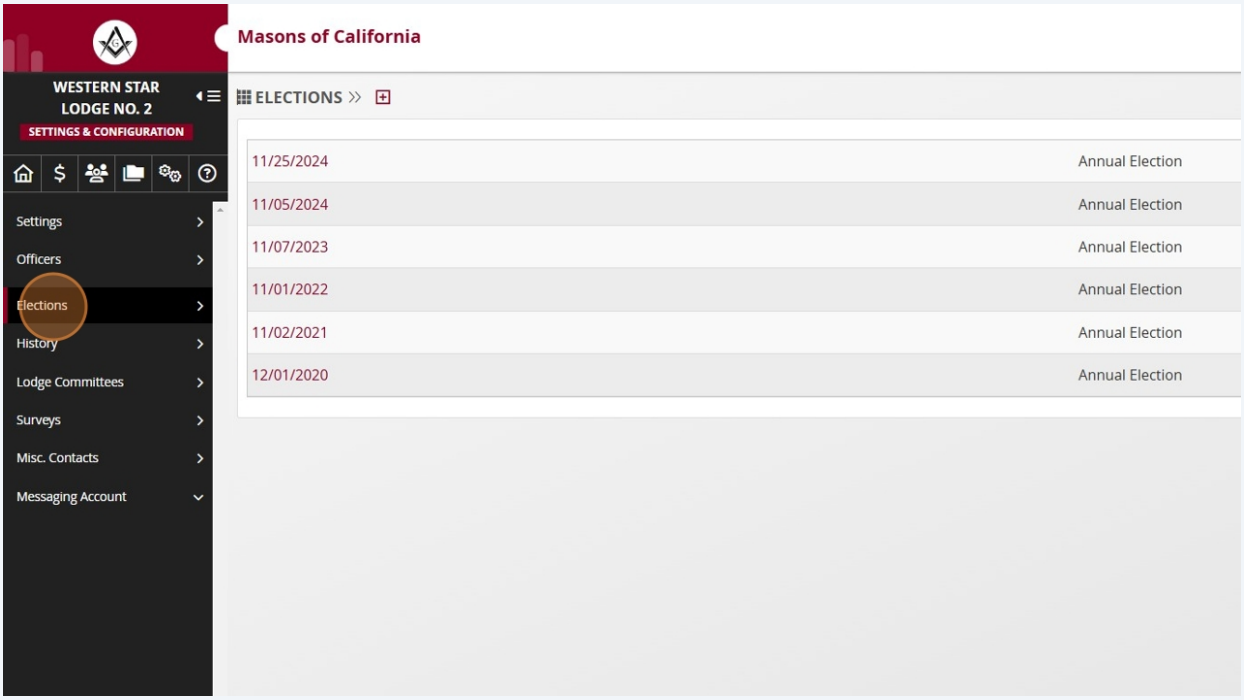
2 Navigate to your lodge dashboard by clicking "Lodge"



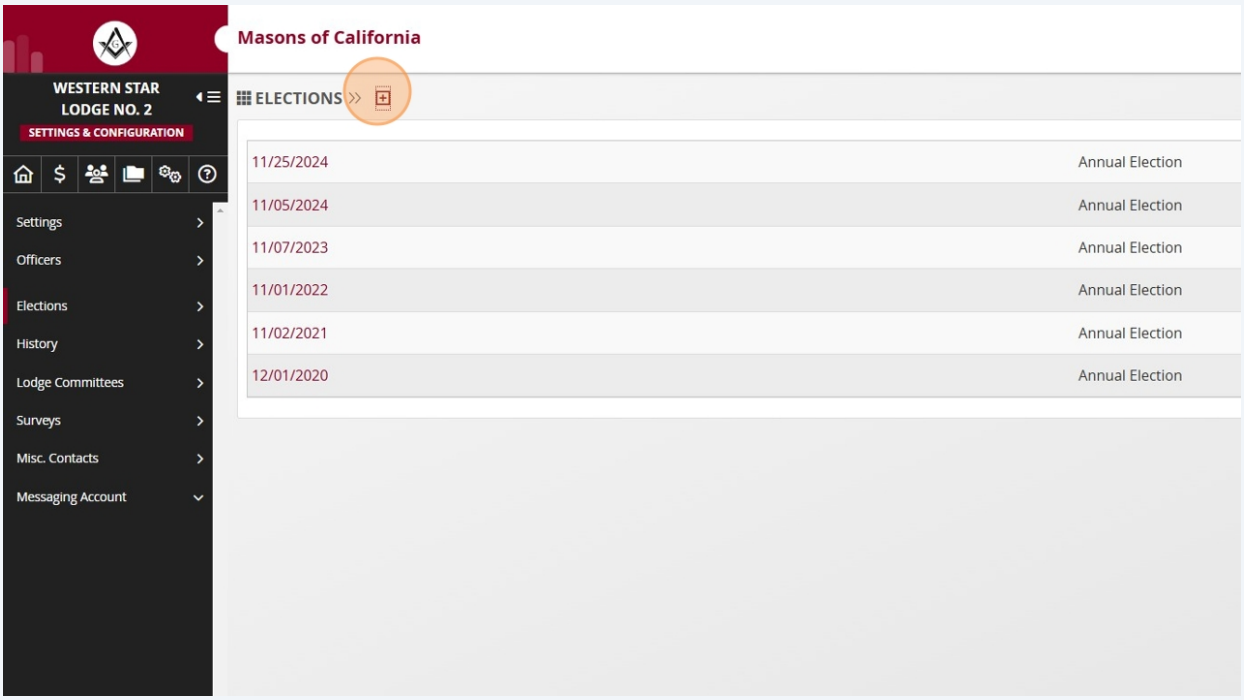
3 Click the settings & configuration icon.



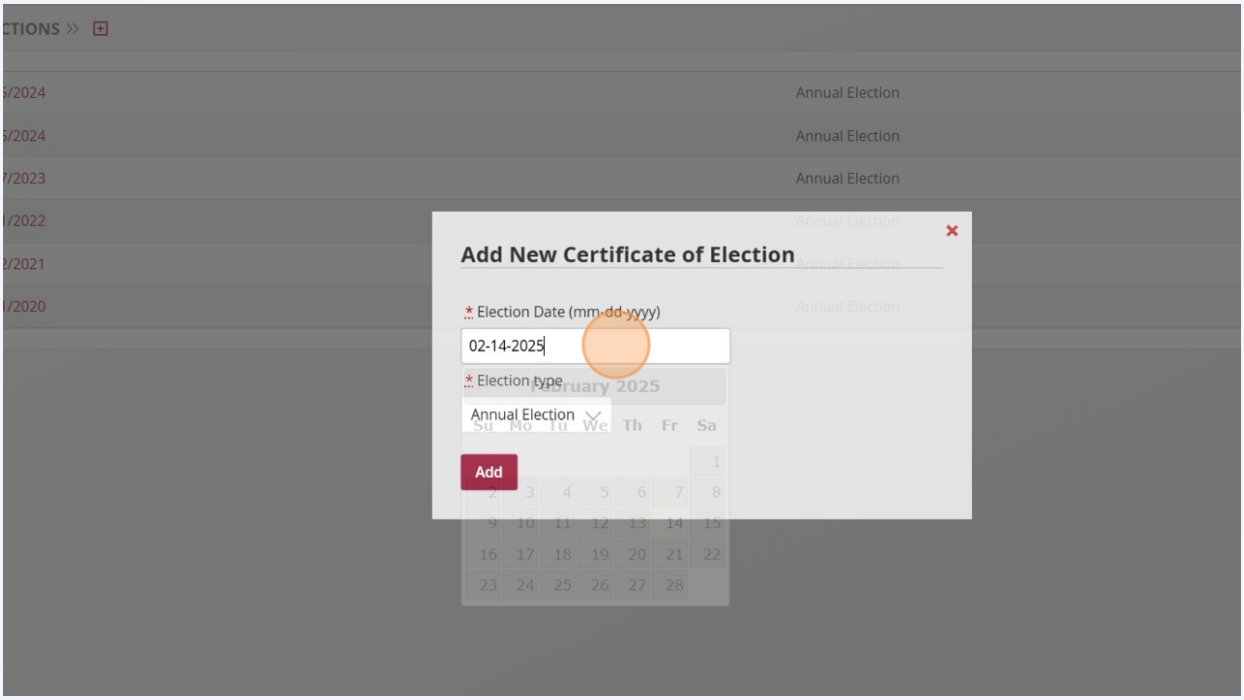
4 On the settings and configurations page Click "Elections".



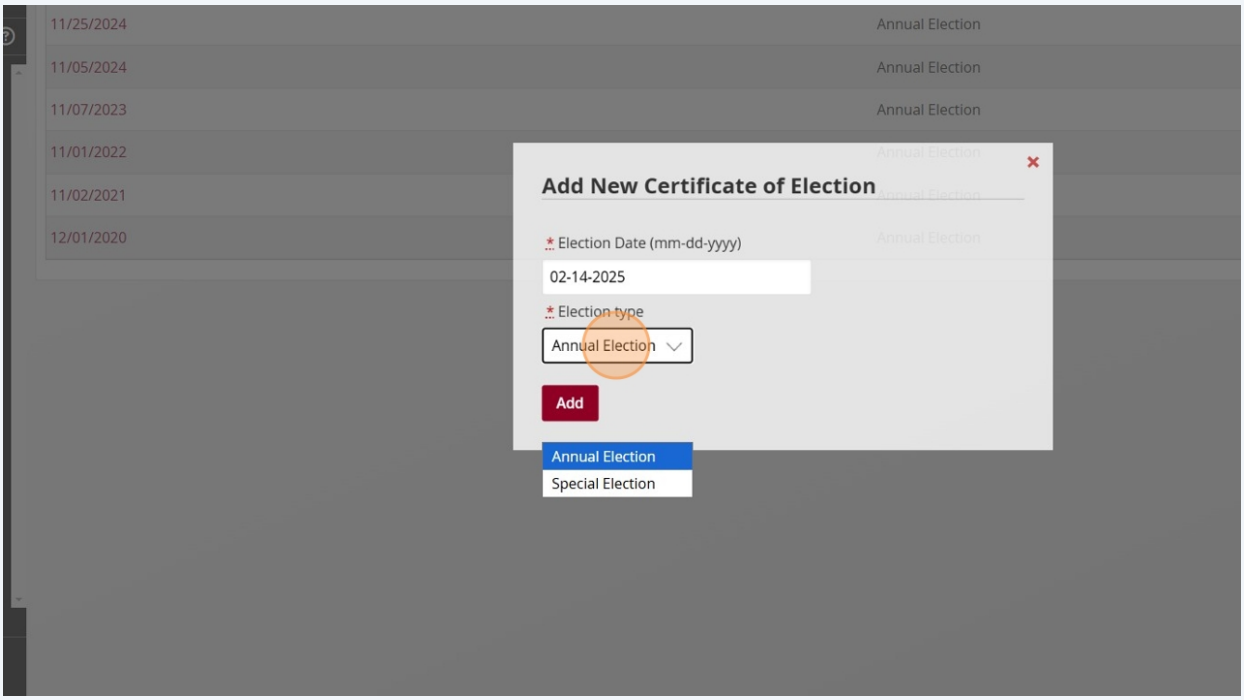
5 On the elections page Click the add icon.



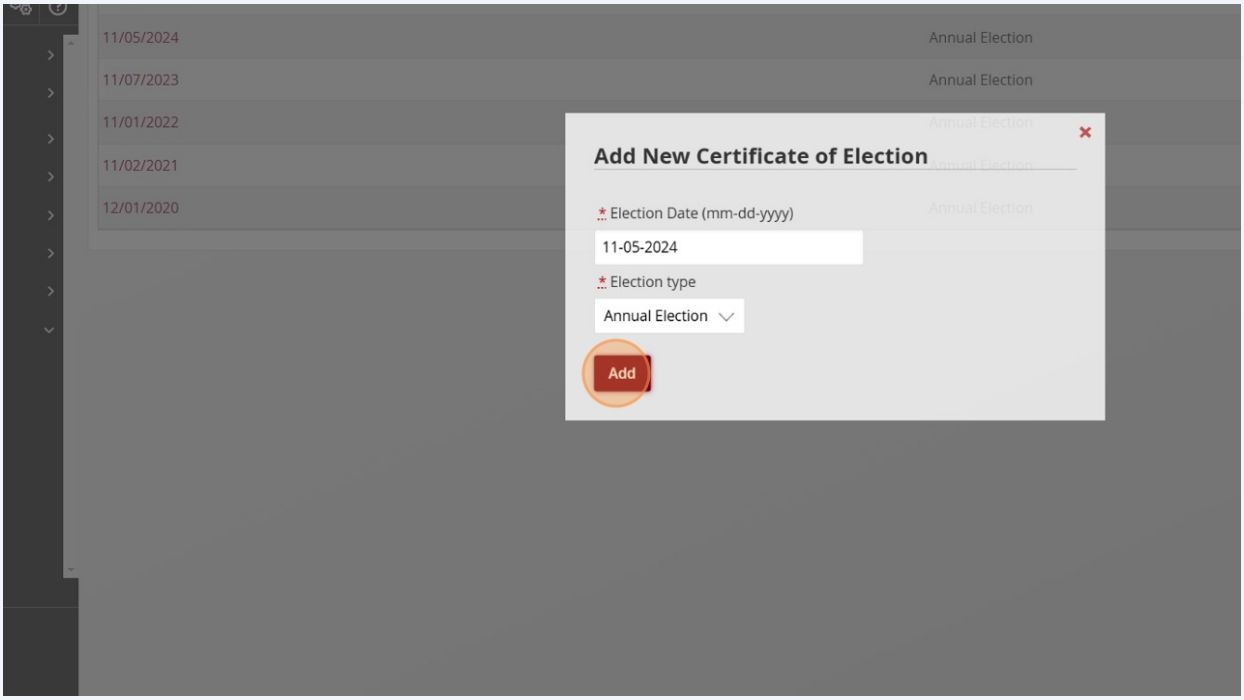
6 Enter the date of the election.



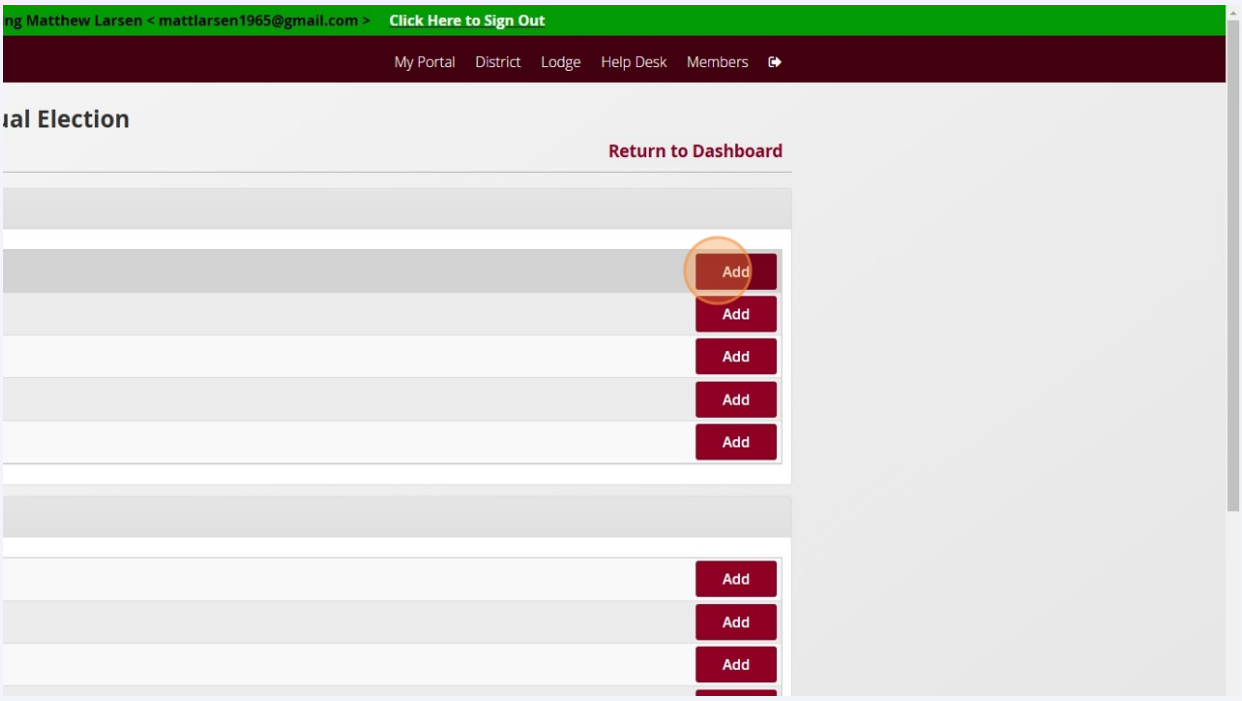
7 Select the election type.



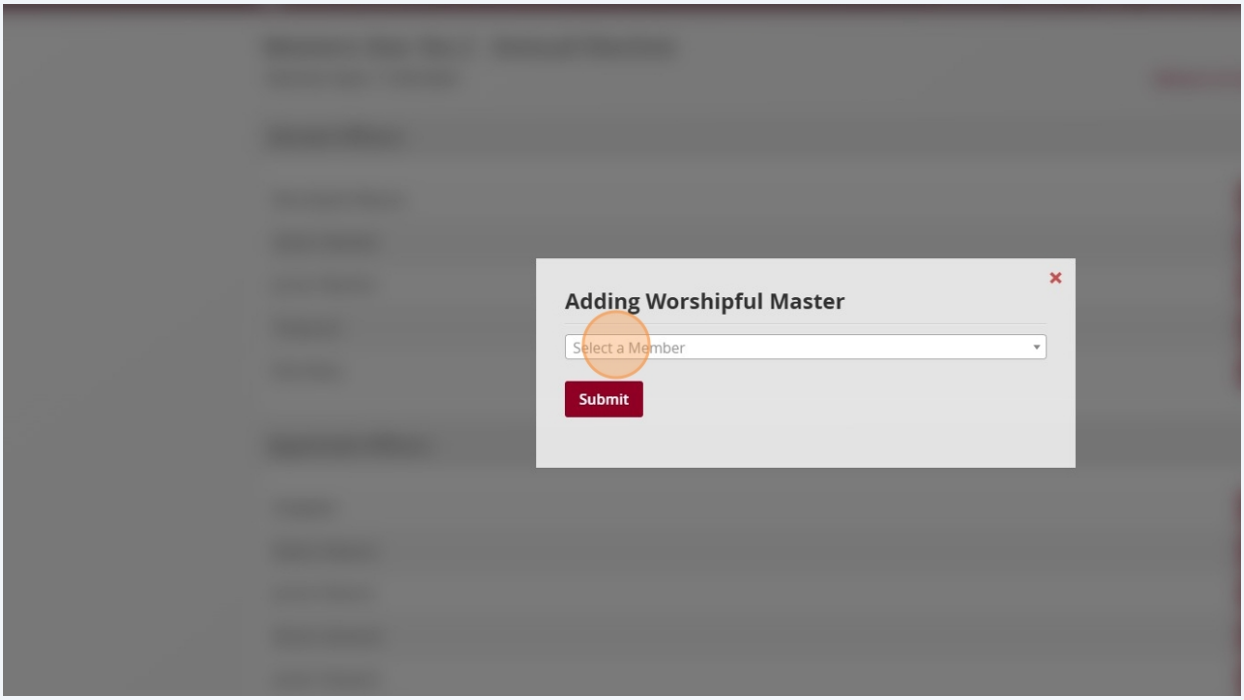
8 Click Add.



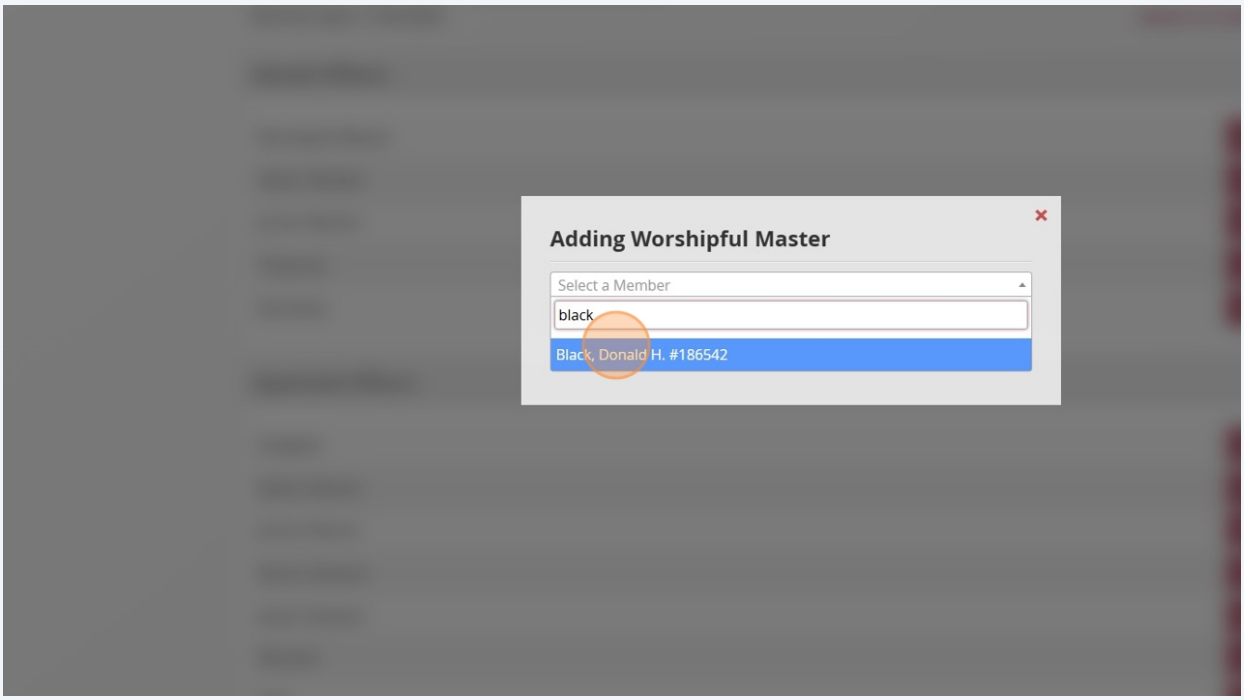
9 To enter the Officers click add next to the office.



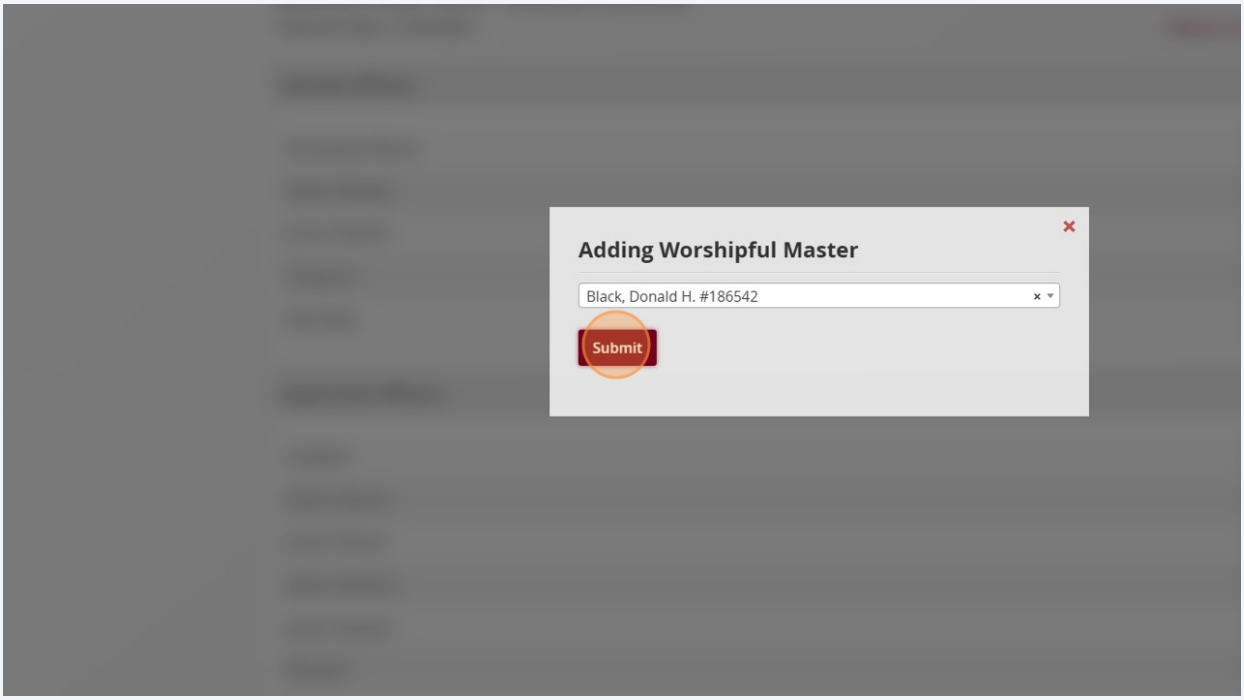
10 Click "Select a Member"



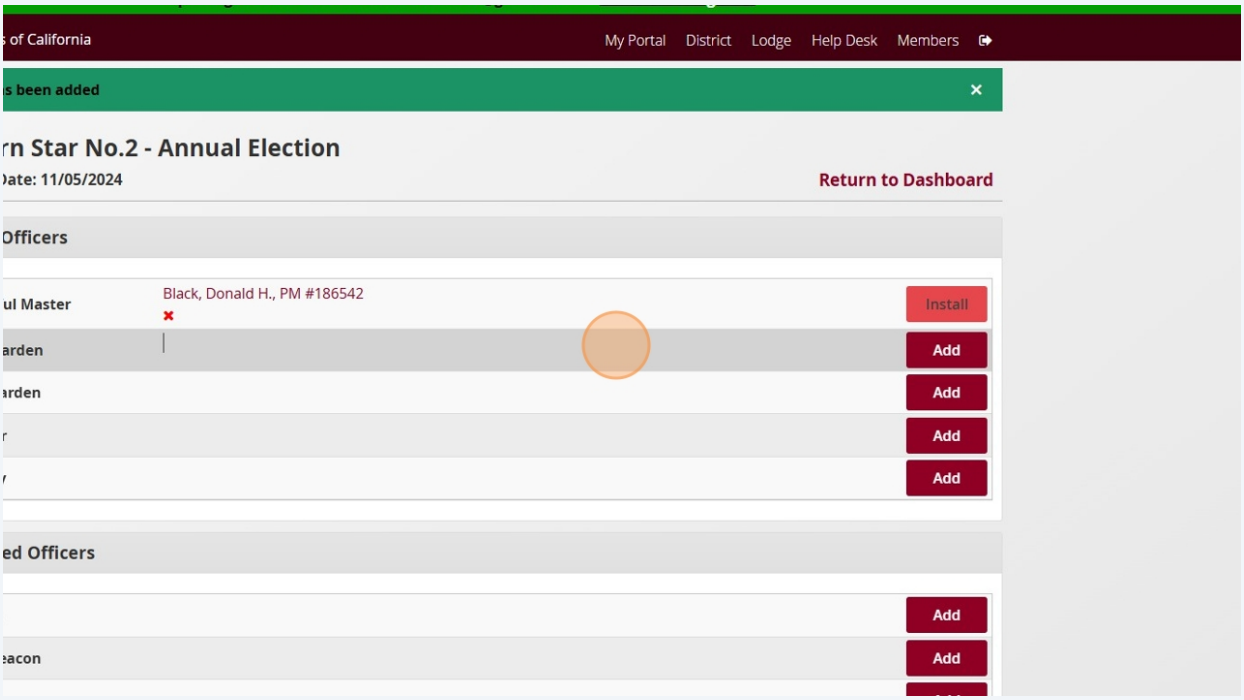
11 enter the name of the officer.



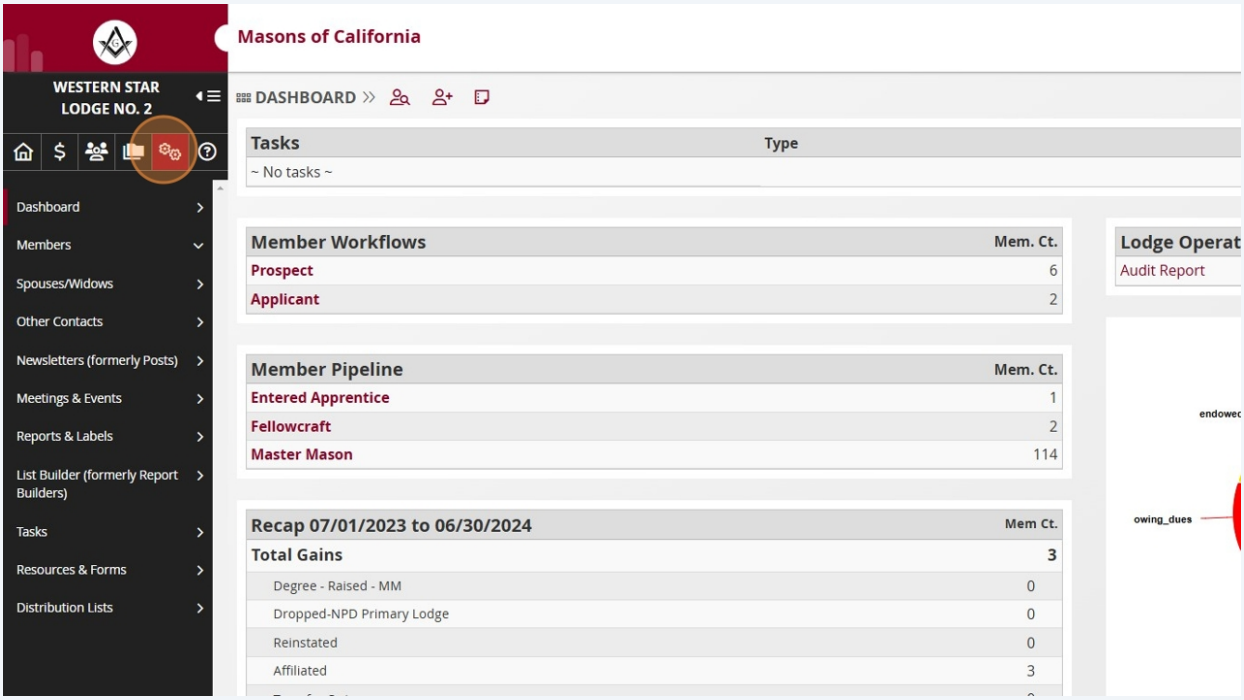
12 then click submit



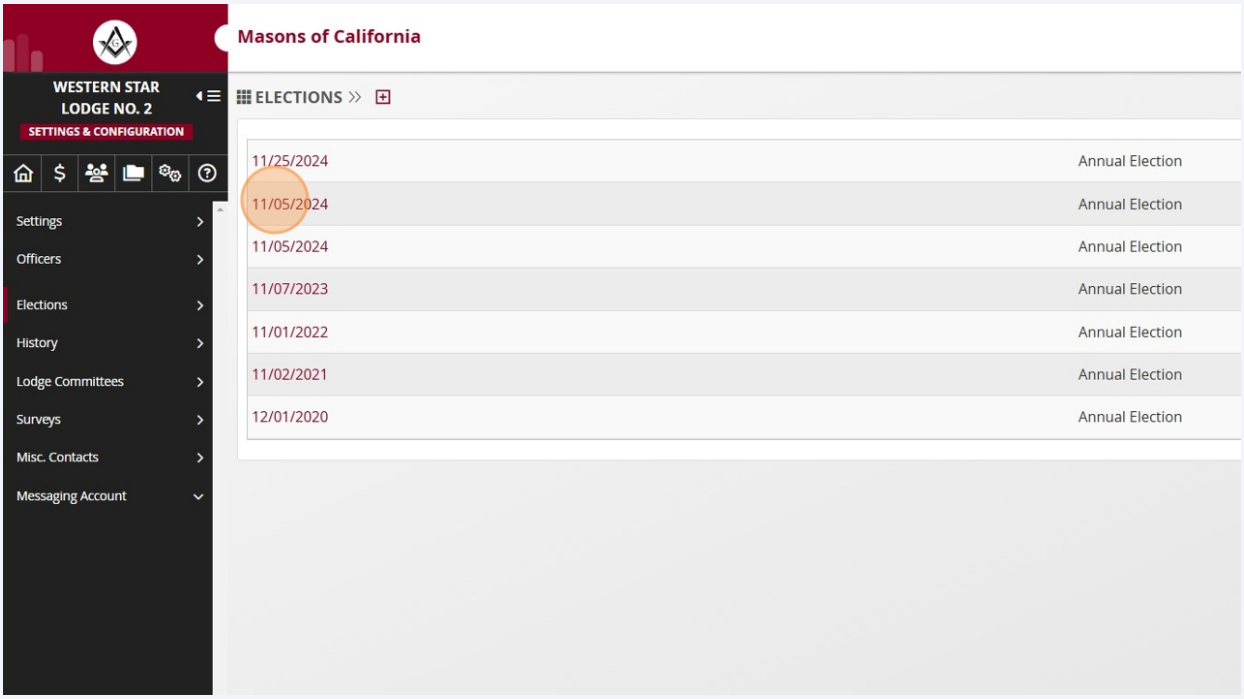
13 repeat the same steps for the remining offices.



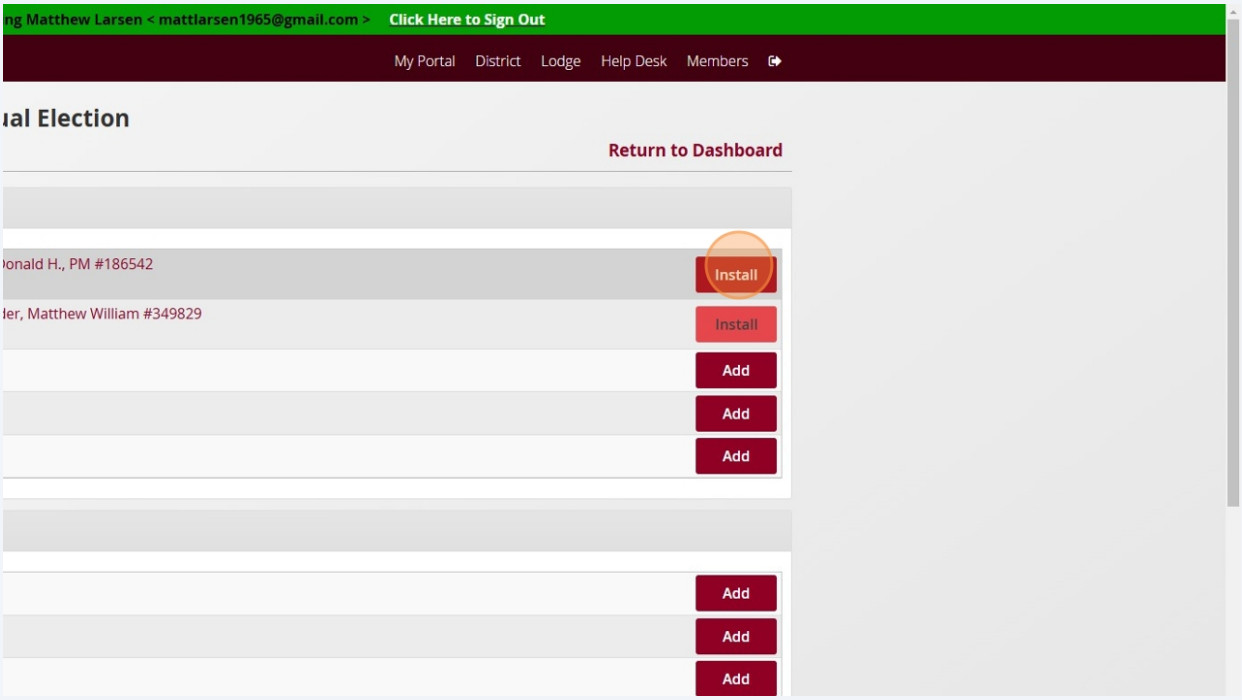
14 after the installation of officers return to the dashboard and click the settings and installations icon.



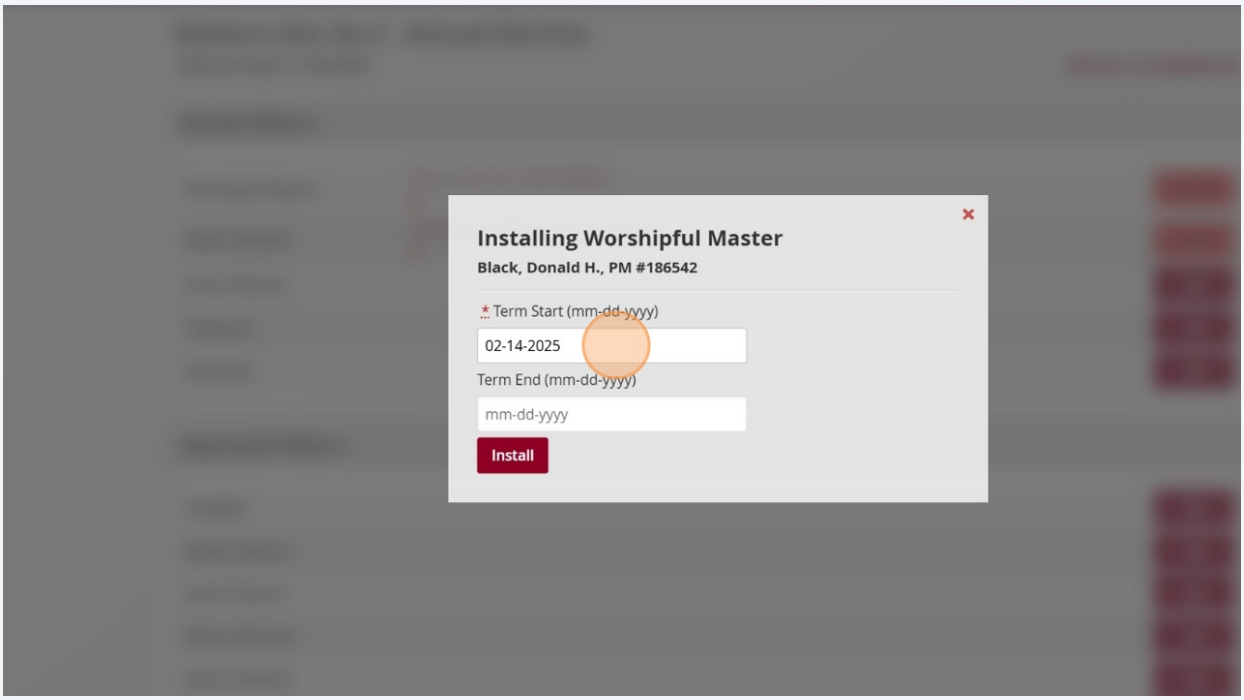
15 Click the election event date.



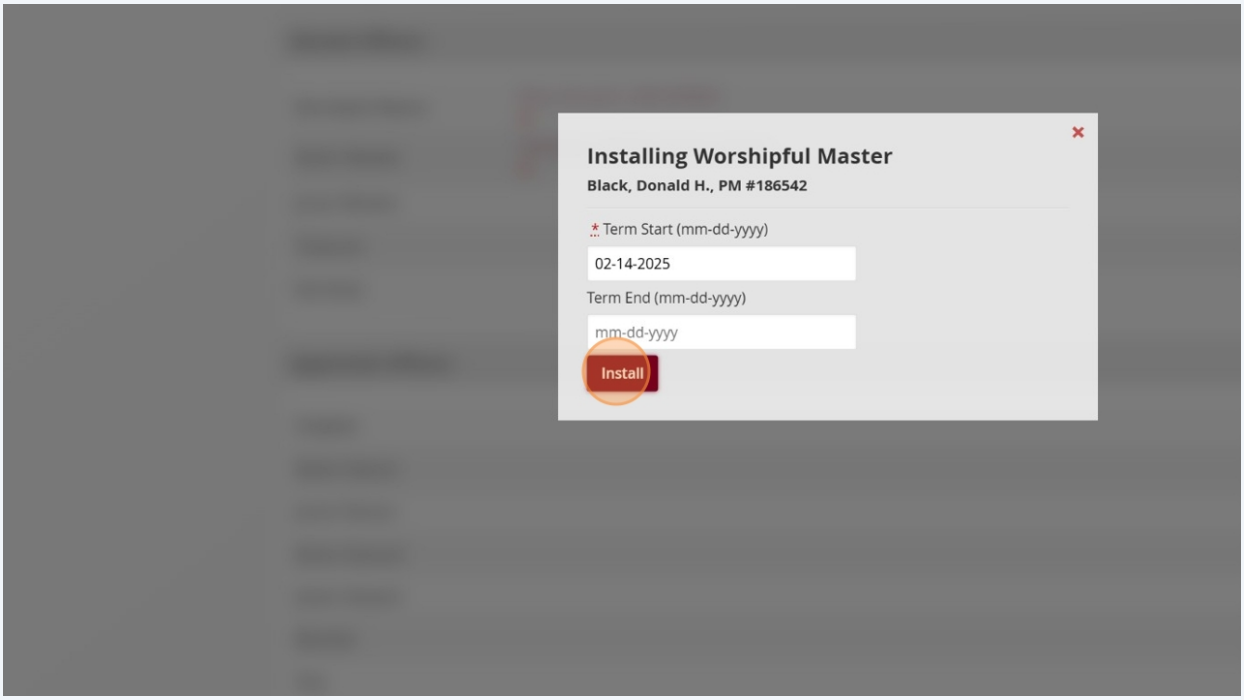
16 On the election page click install next to the office entry.



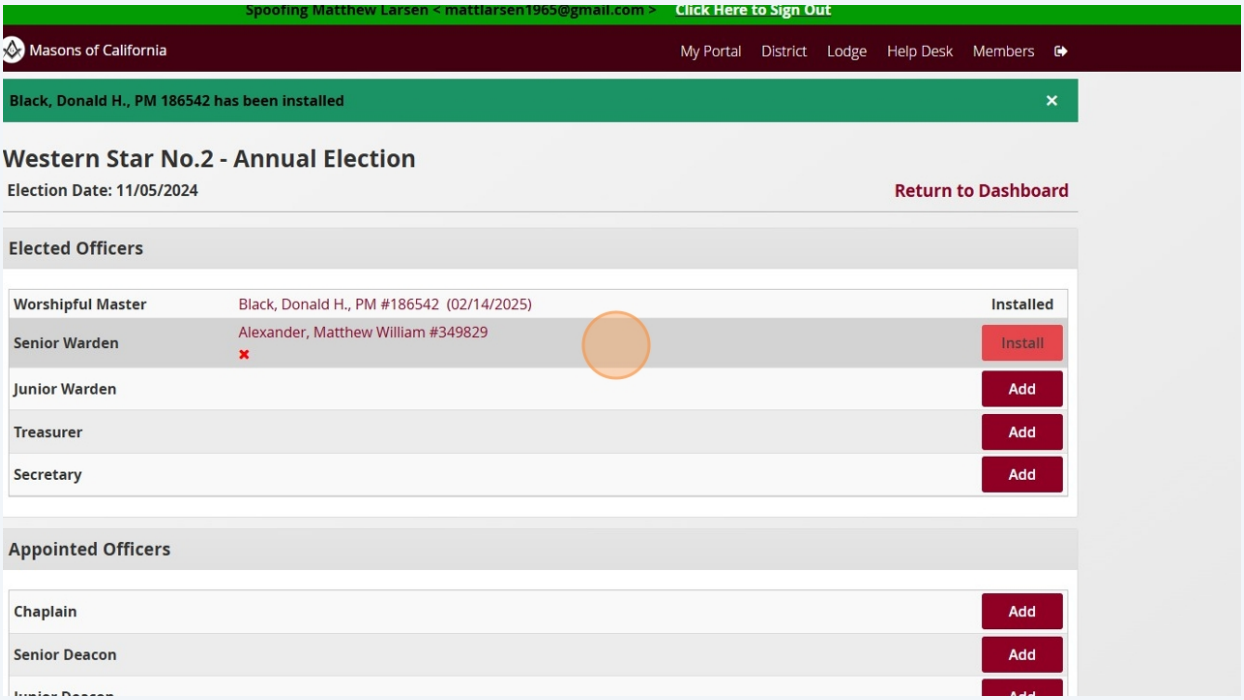
17 Enter the term start date.



18 Then Click install.



19 Repeat these steps for the remaining officers.



There’s no need to enter an end date for an officer, as it will automatically update when their successor is installed.

This ensures continuous access to the iMember dashboard, preventing any unintended loss of access due to an early term expiration.