

Congratulations on your new position! The website address for MMS is <https://mms.foe.com>. The username is Aerie or Aux and the number of the club. Example is aux99999 or aerie99999. This username never changes. There is a training website that has a disposable database that uses the information from last Sunday. You can make changes of any kind without it affecting your live database. That website address is <https://mmstraining.mms.foe.com>. Please feel free to visit this site and explore everything it has to offer.

To enter a New Applicant, log into MMS, go to Local Membership, Batch Entry, Create a New Batch, Click on the **Batch Number** (in blue on the left). If the Applicant is new, click on NEW. Add as much information as possible and a Proposer GAID #. If the Those Who Serve program applies to them, click on Police/Fire/Veteran box. If not, skip that step. You can add an Init-New Payment here. Since this is a one-time charge, there is no expiration date, Add Payment. Then ADD applicant (down towards the bottom on the left). Screen will change so that you can add other Applicants if you have any. If not, 'Return to Batch List'. Click on **Report to Grand Aerie**. This puts the Applicant into MMS.

Any member of an Aerie/Auxiliary, dropped for non-payment of dues is eligible to apply for re-enrolled membership in any Aerie/Auxiliary and all applicants for re-enrollment must be interviewed and be voted on by secret ballot.

To enter a Reenroll Applicant, log into MMS, go to Local Membership, Batch Entry, Create a New Batch, Click on the **Batch Number** (in blue on the left). If the Applicant is a reenroll, click on REENROLL. A Search Screen will appear. Enter their GAID # **OR** their first and last name and click Search. Once you found your Member, click on the box to the left and click on Select. Verify all the information as possible and enter a Proposer GAID #. If the Those Who Serve program applies to them, click on Police/Fire/Veteran box. If not, skip that step. ADD applicant (down towards the bottom on the left). Screen will change so that you can add other Applicants if you have any or if not. Return to Batch List. Click on **Report to Grand Aerie**. This puts the Re-Applicant into MMS.

To enter a Dual Member into the system, go to Local Membership » Add Dual Member. Enter their GAID # and click Verify or click Search and enter their first and last name only then click on Search. Once you have the correct Member, click on Verify. It will request you confirm this is the Member you want to add to your Roster. Acknowledge that. Next, you will want to go to Local Membership » Work with Members and pull up their Member Record. The Member will need to either have paid Prorated Dues or be given the rest of the year free; either way, a payment needs to be entered so you can provide a Dues Receipt. (d) The Official Receipt issued by the Dual Local Auxiliary shall in no event be issued for a period longer than the period for which the member has paid her dues in advance in her original Local Auxiliary. All renewal Receipts shall likewise be issued in this manner.

To Prorate the Dues for someone who comes in during the year, you would want to follow these steps:

1. Click the Auto Prorate button
2. Choose the Type of Dues you want to charge
3. Choose/Enter the number of months you are collecting (there is a grid that will appear on the screen, find the month of the year and that will tell you the number of months to collect)
4. Tab over to the Expiration Date and enter the Expiration Date
5. Click on Add Payment

You are finished. The trick is to remember to click the Auto Prorate button before clicking the Type of Dues Payment you want to charge.

One thing you will want to keep in mind with prorating dues is that the Aerie/Auxiliary will be responsible for the Grand Aerie Per Capita Tax (\$12.00 per Member) and your State Per Capita Tax that is based off of the Active Members in Good Standing as of May 31st. This means that any Member coming in during the year, you should collect at least enough prorated dues to cover the Per Capita Tax that will come due on June 1st.

After you have the Member in MMS, go to Local Membership » Work with Members. In the Search Screen, enter either their GAID No. or their first and last name then click Refresh Results. This should provide you with the Applicant you entered. When they have gone through the Initiation Ceremony (or approved for membership if a Reenrolling Member), you will need to enter their date in the INIT/RE field (to the right of the Birth Date and Age), then click Update Member. After you have entered a payment for the current Fraternal Year's Expiration Date, click on the Print Option to the right of the Expiration Date and print their Dues Receipt.

There are a few things to recommend for our Secretaries having trouble printing.

- Go to MMS Admin, Dues Receipt Setup. Change the Dues Receipt Type to "#10 Perforated Dues Receipts". Also, if you have a Printer Make and Model entered in the Dues Receipt Setup, remove it. This seems to be causing some issues with the printing of Dues Receipts. Click "Update".
- Next try to print a card, when the print screen appears, make sure that the following settings have been selected: (You may not see all of the options below)
 - Page Scaling = 100%
 - Size Options = Fit
 - Choose Paper Source by PDF Page Size = Selected
 - Print on Both Sides of Paper = Not Selected
 - Orientation = Landscape OR Portrait- whatever works best for you
- If you have the option to choose a paper size, #10 Envelope seems to work the best. (This is usually located under "Page Setup")

Once you have made the adjustments above and printed a receipt, if the alignment is off, you now have the option to go to MMS Admin, Dues Receipt Setup and adjust the print up, down, right, or left. Make sure to click on Update to save the changes.

A couple things to remember, when a member transfers, they forfeit any dues paid to their previous Aerie/Auxiliary and they are required to pay dues to the Aerie/Auxiliary in which they are transferring to. Should your Aerie/Auxiliary vote to waive the dues, a payment with a zero dollar amount must be posted. Keep in mind, you will be responsible for paying Per Capita Taxes for this member so I would recommend at least collecting that amount from transfers.

Under our “Those Who Serve” program, all Law Enforcement Officers, Correctional Officers, Firefighters, Emergency Medical Technicians, Retired Law Enforcement Officers, Retired Firefighters, Retired Emergency Medical Technicians, Honorably Discharged/Inactive Military (including inactive Military Police & Firefighters) and Active Military will receive one (1) year complimentary membership with the F.O.E.

This program is open to new and re-enrolled members, IF they have not benefited from the program with previous membership.

Benefits of Membership through the “Those Who Serve” Program:

- Pay no local Aerie/Auxiliary dues their first year.
- Pay no initiation fees.
- The Aerie/Auxiliary pays no ‘Per Capita Tax’ for their 1st year of membership.

Since the system only allows for an expiration date of May 31st, we recommend prorating their dues from now until May 31st, 2022, collect that amount and issue them a card with an expiration date of May 31st, 2023. That way they are receiving a full year of free dues.

When adding the member through batch entry, be sure to check the “Police/Fire/Veteran” link. This will waive the application fee as well as the Per Capita Tax for the year so it is not necessary to enter an application fee on the members’ payment history.

Supplies can be ordered through the Grand Aerie Supply Department either by phone at 614-883-2178, by fax at 614-883-2201 or by e-mail at supplies@foe.com. The Supply Catalog and Supply Order Form are available to download on our Member’s Only Site at www.foe.com under Forms and Logos.

You can set up a Local Field that allows you to enter specific information on a member’s record and print on the dues receipt. To set up a Local Field, go to Local Membership → Local Fields. These fields will appear on all member records; however, it will only print on the Dues Receipt, if the “Print on Dues Receipt” is checked AND information is added to the field on the member’s record.

A member of the Auxiliary cannot hold Dual Membership in the Aerie. Section 70.2(b) of the Constitution and Statutes states, “Simultaneous membership in an Aerie and Auxiliary is prohibited.”

To mark a Member as Deceased, bring up their Member Record under Work with Members. Go over to Status and click the V. This will give you a drop down, click on 'Dropped'. Another drop down will appear and click on 'Deceased'. Then click on 'Update Member' to save the changes.

To enter Officers in the Officer List, go to Local Membership » Officers » choose the Office you need to assign, click on the Assign Officer, enter the Start Date in the MM/DD/YYYY format then click on Select Member. Next enter either their GAID # OR their first and last name then click on Search. Choose the Member to fill the Office and click on Update.

Documents to be kept permanently- Can be found in the Officer's Handbook-

Secretary's Cash Books

Secretary's Minute Books

Deeds, mortgages, notes, leases and contracts

Authorizations from Grand Aerie Departments

By-Laws (current)

All Tax Records

Transfer Applications

Applications for Membership

(Applications: Permanently or until the member has passed, resigned or transferred to another Auxiliary.)

To be kept for seven (7) years, then destroyed-

Secretary's Semi-Annual and Annual Reports

Treasurer's Cash Books

Treasurer's Annual Reports

Miscellaneous Receipts

Individual ledger sheets and/or cards of deceased or former members

Cancelled checks, except those where the liens have not been cancelled

Check stubs

Auditor's Monthly and Annual Statements

Bank Statements

To be kept for three (3) years, then destroyed-

Bills, invoices, etc.

Temporary dues receipts

Official Government and Grand Aerie/Auxiliary correspondence.