Orientation Quarterly Reporting Step-by-Step Instructions

LODGE CHAIRMEN:

1. Log into the Florida State Web Site: https://www.floridaelks.org/
2. Click on “On Line Reporting” icon. Another icon will appear just below it and state “Click Here to Begin Reporting”.
3. Enter user ID and password (obtain from Lodge Secretary; both are case sensitive and may not be altered). Click Submit.
4. Click on “Enter/update Lodge Committee Reports”
5. Enter Lodge name, number and District if needed. Click on the appropriate quarterly period button (April 1st - June 30th, etc.) and next button.
6. Scroll down and click on “Orientation”
7. Type in Lodge Chairman’s Name and enter the information requested
8. Click the “Submit” button.
9. Verify that your Lodge report updated correctly after you submit. Return to the Lodge Committee Reporting Home Page: Click “View Online Committee Reports” (second selection down). Click on “Orientation” link, scroll down to “Detail Reporting by Lodge - Current YTD” section and confirm your Lodge report information shows up for the appropriate reporting period (1, 2, 3 or 4). If not, you will need to resubmit your report and re-verify.

DISTRICT CHAIRMEN:

1. Log into the Florida State Web Site: https://www.floridaelks.org/
2. Click on “On Line Reporting” icon. Another icon will appear just below it and state “Click Here to Begin Reporting”
3. Click on “View District Chairman Lodge Compliance Tracking On Line Committee Reports”
4. Select your District, Orientation Committee, and Report Period; then click next.
5. The names of Lodges in your district, those who have reported, those without a report and those you have verified will show up. As Lodges report, please check the box to indicate that you are verifying it has been done. Please check this link often after the first day the report period opens.
6. You can verify that a Lodge has entered data by going into the “Lodge reporting section” and view that they they have entered data when data should be available, not just report “nothing to report”
7. Work closely and follow-up with them often until reports are submitted. Provide guidance and assistance as necessary.
8. The earlier your Lodges report the better for all of us.
9. Type in your “District Chairperson Name” and click the “Submit” button.
10. Please remember to thank your Lodge Chairmen for their efforts.