

# Fraternal Connect User Guide

August 2021

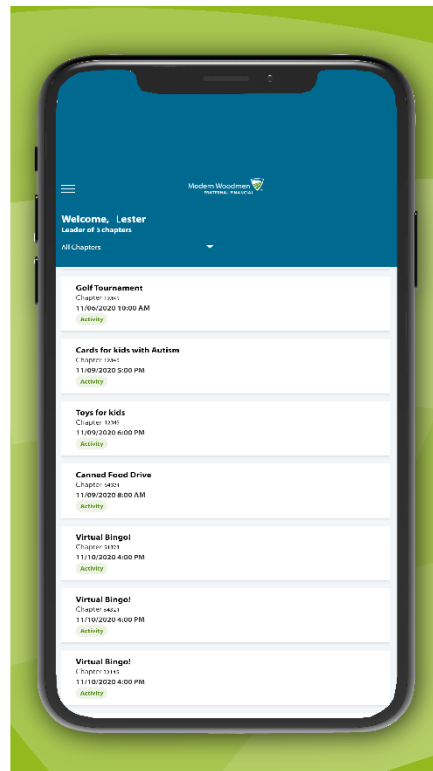
## Table of contents

<b>FRATERNAL CONNECT HIGHLIGHTS</b>	<b>2</b>
<b>ACCESSING FRATERNAL CONNECT</b>	
How to install the mobile app for iOS and Android	<b>3</b>
How to access Fraternal Connect through imakeanimpact.org	<b>4</b>
<b>FRATERNAL CONNECT BASICS</b>	
Terms and definitions	<b>5</b>
Using the hamburger menu	<b>5</b>
Search and view upcoming activities	<b>6</b>
Search and view chapter and youth club members	<b>6</b>
Search and view other member attendees	<b>7</b>
Search and view past guest attendees	<b>7</b>
Toggle between multiple activities	<b>7</b>
<b>CHECKING IN ATTENDEES</b>	
Check in chapter member attendees	<b>8</b>
Check in household members	<b>8</b>
Check in past guests	<b>9</b>
Check in new guests	<b>9</b>
Check in other member attendees	<b>10</b>
Check in household member with other member	<b>10</b>
Check in new guest with other member	<b>11</b>
Add new guest attendee	<b>11</b>
<b>REVIEWING AND MODIFYING ATTENDEE LIST</b>	
Review activity attendees	<b>12</b>
Add a forgotten member or guest	<b>12</b>
Remove activity attendee	<b>12</b>
<b>FREQUENTLY ASKED QUESTIONS</b>	
General	<b>13</b>
Security	<b>13</b>
Sign in and authentication	<b>14</b>
Check-in and reporting	<b>14</b>
<b>TERMS AND AGREEMENTS</b>	
Fraternal Leader Agreement	<b>16</b>
End-user License Agreement	<b>16</b>
Privacy and terms	<b>17</b>
Privacy documents	<b>17</b>
Terms of Use	<b>17</b>

## Fraternal Connect:

- ✓ Is the new and improved way to take attendance that replaces the original attendance tool.
- ✓ Is accessible through a convenient mobile app on a phone, tablet or other device, or by using the web version on [imakeanimpact.org](http://imakeanimpact.org).
- ✓ Makes tracking attendance easy and straightforward.
- ✓ Offers increased knowledge of your attendees/members. Filter your roster and know which attendees are guests vs. members and how many times guests have attended.
- ✓ Leads to more accurate tracking of attendees. This lets you know how many unique members were engaged throughout the year and provides a more accurate picture of who they are. The tool tracks engagement for you!

Be sure to check out the helpful Fraternal Connect training modules on the Training Materials site at [imakeanimpact.org](http://imakeanimpact.org)!



# Accessing Fraternal Connect

Fraternal Connect is available as a mobile application for download from the Google Play Store and Apple App Store. You can also access it on [imakeanimpact.org](http://imakeanimpact.org).

## How to install the mobile app for iOS and Android

You'll only need to complete the steps below once for the initial setup.

### Step 1

**For iOS:** Go to the Apple App Store and type **Fraternal Connect** in the search bar. Click **Get** and install the application.

**For Android:** Go to the Google Play store, Search for **Fraternal Connect**. Click **INSTALL** to install the application.

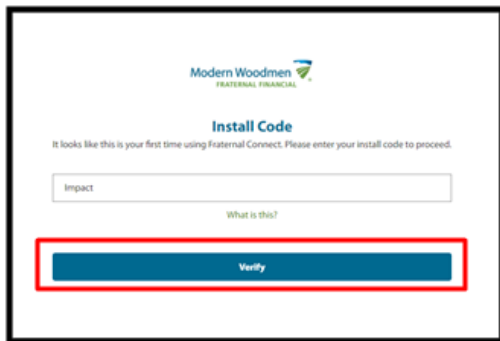
### Step 2

The Fraternal Connect application icon should now be listed on your home screen. Click the icon to get started.



### Step 3

You will be prompted to enter an install code. Type the word **Impact** in the install code box, then click **Verify**.



### Step 4

Log in using Google, Facebook or Microsoft (same as logging in to [imakeanimpact.org](http://imakeanimpact.org)). If you're a Modern Woodmen representative, you can log in using your Modern Woodmen credentials. After clicking on the option, a sign-in screen will pop up.

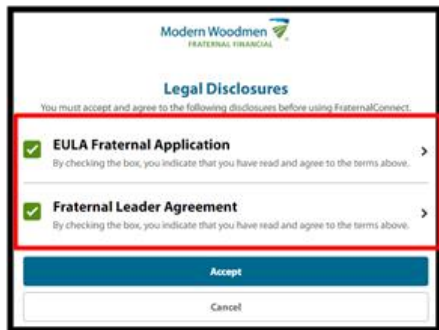
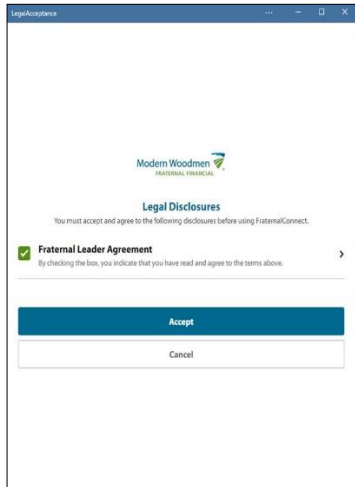
Enter **Username**

Enter **Password**



## Step 5

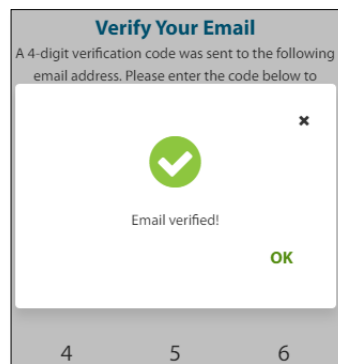
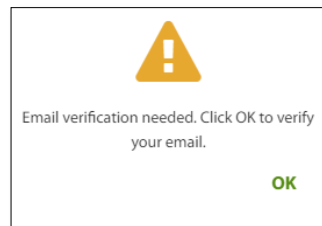
Read the Fraternal Leader Agreement and End-user License Agreement (EULA), then click **Accept**. (You'll need to review and accept the legal disclosures before continuing with the mobile application.)



## Step 6

The application will send a four-digit authorization code to your email address. Follow the prompt to enter the code. (Note: The authentication process will be retained on the device for three months.

**You'll be prompted to re-authenticate every three months.)**



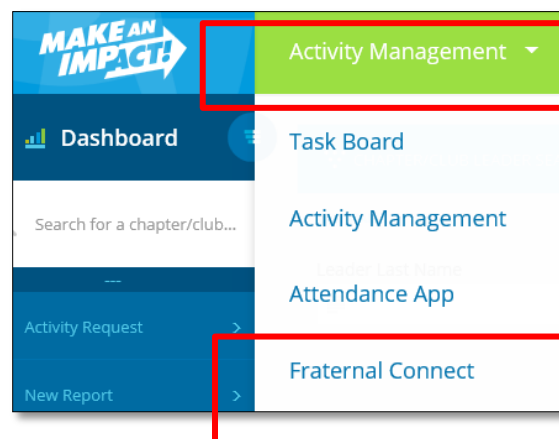
Once your email is verified, you'll be automatically navigated to the Fraternal Connect homepage (Upcoming Activity list). You're now logged in and ready to proceed!

## How to access Fraternal Connect through imakeanimpact.org

1. Log in to imakeanimpact.org.
2. Click the drop-down arrow in the upper navigation.
3. Click **Fraternal Connect**.

You can also access Fraternal Connect by entering this URL into any web browser:

<https://outsystems.modernwoodmen.org/FraternalConnect/Login>



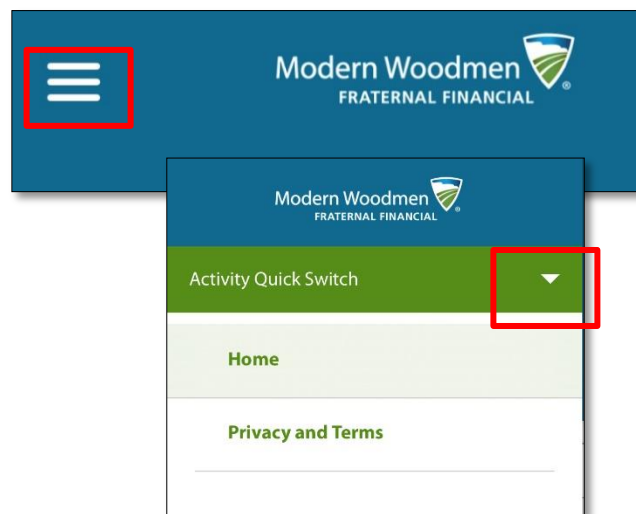
## Terms and definitions

<p><b>Active activity</b> – An activity listed in the <b>Upcoming Activities</b> list that has at least one attendee checked in.</p>	<p><b>Hamburger menu</b> – Three horizontal lines in the upper left-hand corner of the tool. This menu includes Home, Refresh Data, Privacy and Terms, and Activity Quick Switch.</p>
<p><b>Activity attendees</b> – Chapter/youth service club members, other Modern Woodmen members and guests who participate in and are checked in to a fraternal activity.</p>	<p><b>Household members</b> – All members who have the same address in Modern Woodmen’s database as the member being checked in.</p>
<p><b>Chapter member</b> – Members who are listed on the chapter/youth service club roster.</p>	<p><b>Other members</b> – All members of Modern Woodmen who are not part of or listed in the chapter’s roster.</p>
<p><b>Check-in list</b> – The list of chapter/youth club members, other Modern Woodmen members and guests who you are actively checking in. Once an attendee is checked in, he/she will appear on the attendee list.</p>	<p><b>Guests</b> – Attendees who have attended a fraternal activity but are not on the chapter/youth service club roster and are not Modern Woodmen members.</p>

## Using the hamburger menu

Locate the hamburger menu (three horizontal lines) on the upper left-hand corner. After clicking on the hamburger menu, you’ll see submenu options:

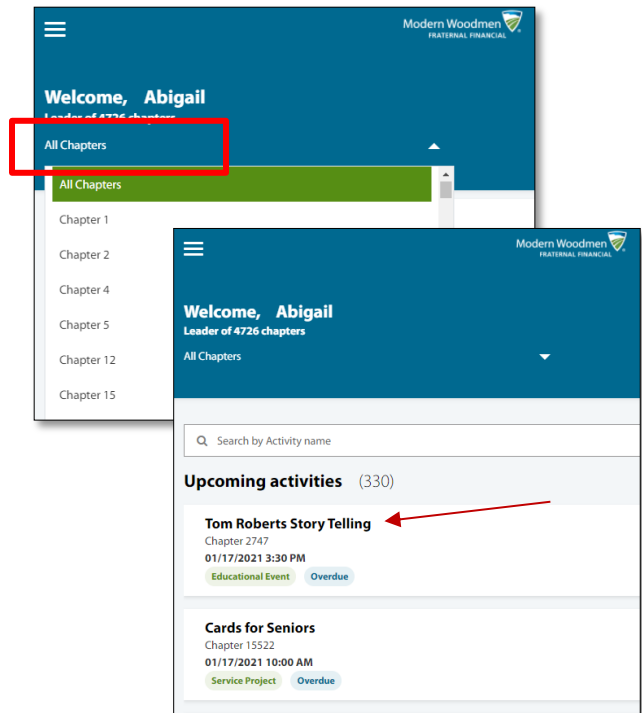
- **Home** – This will take you to the activity list screen.
- **Privacy and Terms.**
- **Logout** – This is located at the bottom of the menu.



## Search and view upcoming activities

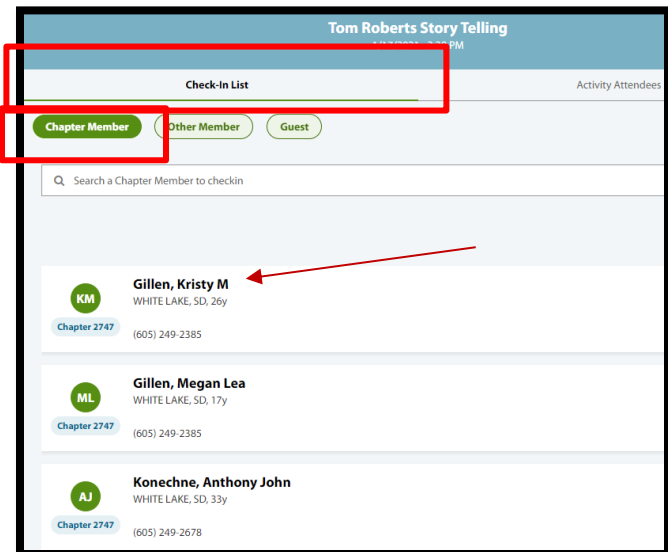
The home screen includes a list of all activities for all chapter or youth clubs for which you are activities coordinator/club leader. Leaders of multiple chapters/youth service clubs can filter down the activities per chapter/club. The drop-down defaults to **All Chapters**.

1. Click the drop-down to select the chapter number to view activities for only that chapter.
2. Click the activity name to select the activity and start/continue the sign-in process.
3. Use the search bar to type the full or partial activity name to find a specific activity.



## Search and view chapter and youth club members

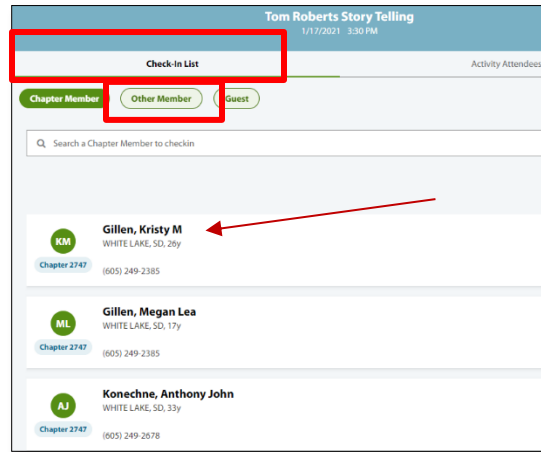
1. Select **Check-in List** tab.
2. Click **Chapter Member**. Search and view chapter or youth club members in the list in alphabetical order (last name, first name). You will also see age, city, state, email address and phone number.
3. Search and view members by scrolling up and down on the list or using the search bar to search by first and last name.



## Search and view other member attendees

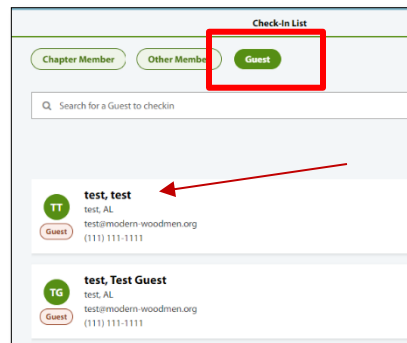
Modern Woodmen members who are not part of your chapter roster are referred to as “other members” in Fraternal Connect.

1. Select **Check-in List** tab.
2. Click **Other Member**. Search and view other members in the list in alphabetical order (last name, first name). You will also see age, city, state, email address and phone number.
3. Search and view members by scrolling up and down on the list or using the search bar to search by first and last name.



## Search and view past guest attendees

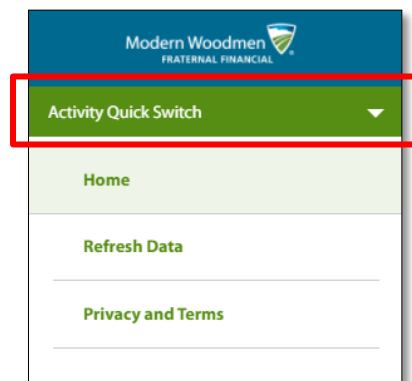
1. Select **Check-in List** tab.
2. Click **Guest**.
3. Search and view guests by scrolling up and down on the list or using the search bar to search by first and last name. Results will be in order by last name.



## Toggle between multiple activities

**An activity is considered active as soon as at least one attendee has been checked into an activity.** All attendee information from check-in activity will be retained. If multiple activities are active, you can toggle between the two activities.

1. Click the hamburger menu drop-down.
2. Select the **Activity Quick Switch** option. You will see all the active activities and can toggle between them.





## Check in chapter member attendees

1. Select the **Check-in List** tab.
2. Click **Chapter Member**. Search members by scrolling up and down on the list, or use the search bar to search by first and last name. Results will be listed in alphabetical order by last name. You will also see age, city, state, email address and phone number.
3. Click the name of the member you'd like to check in.
4. Ask the member to review the photo release policy. Click "Yes, I do" if he/she consents to the photo release policy.
5. Navigate to the pencil icon to add the member's email address and/or phone number. Enter the email address and/or the 10-digit phone number of the member, confirm the information with the member, and click **Update Contact** if the information is correct.

If there are no household members, past guests or new guests to be checked in with the member, finish the check-in by clicking **Complete Check-in**.

The screenshot shows a form for checking in a chapter member. At the top, it says "Chapter 2747" and "Gillen, Kristy M". Below that, it lists "WHITE LAKE, SD, 26y" and "(605) 249-2385". There is a pencil icon next to the phone number. The main question is "Do you give Modern Woodmen of America permission to publish photo or video images that may be taken of you during this event for internal corporate or chapter purposes?". Below the question is a "View Policy" link. At the bottom, there are two radio buttons: "Yes, I do" (which is selected) and "No, I do not". To the right of the form is a modal window with two buttons: "Complete Check-In" (highlighted in green) and "Cancel Check-In".

## Check in household members

All members of your roster who have the same address as the member you're checking in will be listed in the household members section.

1. Select the checkbox associated with the member.
2. Ask the member to review the photo release policy. Click "Yes" if he/she consents to the photo release policy.
3. Finish the check-in by clicking **Complete Check-in**. (A confirmation window with individuals who are checked in will pop up when the check-in process has been completed. Click on **Back to Check-in List** to see the list of chapter members.)

The screenshot shows a form for checking in household members. At the top, it says "Please select the household members you want to check-in with you." Below that, it lists "Gillen, Megan Lea" and has a pencil icon. The main question is "Photo permission:". Below the question are two radio buttons: "Yes" (which is selected) and "No". To the right of the form is a modal window with two buttons: "Complete Check-In" (highlighted in green) and "Cancel Check-In".

## Check in past guest with chapter member

All guests who were checked in to a previous activity will be stored in the app for five years.

1. Click **Load Past Guest Attendee(s)**.
2. Select the checkbox associated with the guest.
3. Ask the guest to review the photo release policy. Click “Yes” if the guest consents to the photo release policy.
4. Finish the check-in by clicking **Complete Check-in**.

Do you need to add someone that came with you as a guest?

Load Past Guest Attendee(s)

Add Guest Attendee

Complete Check-In

## Check in new guest with chapter member

1. Click **Add Guest Attendee**.
2. Complete the form with the guest information and click **Complete Check-in**. You'll now see the guest listed on the page associated with your member.

Do you need to add someone that came with you as a guest?

Load Past Guest Attendee(s)

Add Guest Attendee

Complete Check-In

City

State

AL

Zip Code:

Complete Check-In

Cancel

3. Ask the guest to answer the photo release question and check the box associated with the guest to check in.
4. Finish the check-in by clicking **Complete Check-in** if there are no other attendees to be checked in with the member.

Do you need to add someone that came with you as a guest?

Test, Test  
TestTest@yahoo.com (111) 111-1111

Photo permission:

Yes

No

Edit Guest Attendee

Complete Check-In

Cancel Check-In

## Check in other member attendee

1. Select the **Check-in List** tab.
2. Click **Other Member**. Search members by scrolling up and down on the list or using the search bar to search by first and last name. Results will be in alphabetical order by last name. You'll also see age, city, state, email address and phone number.
3. Click the name of the member to check in.
4. Ask the member to review the photo release policy. Check "Yes" if the member consents to the photo release policy.
5. Navigate to the pencil icon under the member's contact information to add an email address and/or phone number. Enter the email address and/or the 10-digit phone number of the member confirm the information with the member, and click **Update Contact** if the information is correct.
6. Finish the check-in by clicking **Complete Check-in** if there are no household members, past guests or new guests to be checked in with the member. A confirmation window will confirm individuals are checked in.

Chapter 12073  
Aab, Taylor Nicole  
HELLEN, TX, 75747  
(204) 543-6202

Do you give Modern Woodmen of America permission to publish photo or video images that may be taken of you during this event for internal corporate or chapter purposes?

Yes, I do  No, I do not

[View Policy](#)

Please select the household members you want to check-in with you.

Mitchell, Jacqueline L.

Photo permission:  Yes  No

**Complete Check-in**

Cancel Check-in

## Check in household member with other member

All members who have the same address as the member you're checking in will be listed under the household members' section. If there are household members to check in with the member:

1. Select the checkbox associated with the member.
2. Ask the member to review the photo release policy. Click "Yes" if the member consents to the photo release policy.
3. Finish the check-in by clicking **Complete Check-in** if there are no additional guests to be

Please select the household members you want to check-in with you.

Gillen, Megan Lea

Photo permission:  Yes  No

**Complete Check-in**

Cancel Check-in

checked in with the member. A confirmation window will confirm individuals are checked in.

## Check in new guest with other member

1. Click **Add Guest Attendee**.
2. Complete the form with the guest information and click **Complete Check-in**. You'll now see the guest listed on the page.
3. Ask the guest to answer the photo release question and check the box associated with the guest to check in.
4. Finish the check-in by clicking **Complete Check-in** if there are no other attendees to be checked in with the member.

Do you need to add someone that came with you as a guest?

Load Past Guest Attendees

Add Guest Attendee

Complete Check-in

## Add new guest attendee

Once an activity has been selected, you can add a new guest attendee.

1. Select **Check-in List**.
2. Select **Guest**.
3. Click **Add Guest**. A new window will appear.
4. Enter the information in the fields. (*Required field!* error message will appear if the field is left blank.) Ask the guest to review the information to confirm it is correct.
5. Ask the guest to review and answer the photo release question.
6. Click **Complete Check-in** to complete the check-in process.

First Name\*

Test

Last Name\*

test

Email Address

test@modern-woodmen.org

Guest Type\*

Youth

Adult

Phone Number

1111111111

Home Address

test

Address Line 2

test

City

test

State

AL

Zip Code:

test

Are you connected to a member?

Jeffrey L. Phillips

Do you give Modern Woodmen of America permission to publish photo or video images that may be taken of you during this event for internal corporate or chapter purposes?

[View Policy](#)

Yes, I do  No, I do not

Complete Check-in

Cancel

## Review activity attendees

Once attendees have been checked in to the activity, you can view the full attendee list.

1. Select **Activity Attendees** tab.
2. Click the **All**, **Chapter Member**, **Other Member** or **Guest** buttons to view attendees by category.

*Note: Once you've checked in all attendees, you can complete your activity report on [imakeanimpact.org](http://imakeanimpact.org). The attendance counts will automatically be added to the activity report. There's no need to click submit within Fraternal Connect.*

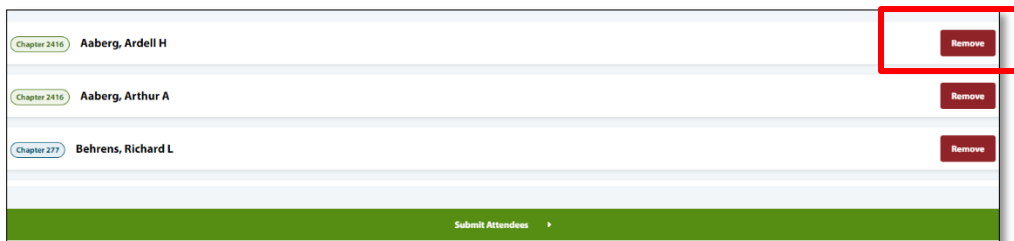


## Add a forgotten member or guest

If you realize a member or guest still needs to be checked in while you are reviewing the attendee list, you can navigate back to the check-in list to continue to add attendees.

## Remove activity attendee

1. Select **Attendee List**.
2. Select **All** to view all attendees. Click **Chapter Member**, **Other Member** or **Guest** to view attendees by category.
3. Find the attendee to remove and click **Remove**. A verification window will pop up to verify that you're sure you'd like to remove the selected attendee.
4. Click **Yes** to remove the attendee or **No** to keep the attendee in the list.



### General

#### **Who can use Fraternal Connect?**

All activities coordinators, membership coordinators and administrative assistants have access to Fraternal Connect to check in attendees at a fraternal activity.

#### **Am I able to check in members before the activity?**

No. You should not check in any attendees before the activity date because the attendee must review his or her information in Fraternal Connect, and the attendee also needs to review and accept or decline the photo release policy.

#### **How many devices can be logged in at one time during an activity?**

There's no limit to how many devices can be used at one time.

#### **Can more than one type of device be used during an activity?**

Yes. You can use a Modern Woodmen issued laptop, mobile phone or other devices (such as iPads and tablets) to install and use Fraternal Connect. More than one device can be used at one time at the same event.

#### **Am I required to take attendance using Fraternal Connect?**

Fraternal Connect has taken the place of the original attendance tool. We recommend that you use Fraternal Connect to take attendance at events because it leads to improved, more consistent reporting. At this time, physical sign-in sheets are still accepted.

#### **Where can I find additional training and resources?**

Find training and other resources on the Training Materials site at [imakeanimpact.org](http://imakeanimpact.org).

### Security

#### **Where can members access and view the photo release policy?**

The photo release policy is viewable in Fraternal Connect when you check in each member or guest at the activity. Select **View Policy** before you accept the photo release terms. You must physically display the photo release policy at all fraternal activities where photos will be taken. The policy is also listed at the top of physical sign-in sheets.

#### **Can I give a board member or other member volunteer my username and password to sign in and help take attendance at an activity?**

No. You must keep your username, password, and all other pieces of information used as part of Modern Woodmen's security procedures or authentication procedure confidential. Do not disclose them to any other person or entity. Activities coordinators, membership coordinators and administrative assistants can access Fraternal Connect using their own credentials.

#### **Do I need to log out of the app after use?**

The app will automatically time out after 30 minutes of no activity. It's always a best practice to log off when finished.

### **What member information is available on Fraternal Connect?**

Chapter member information:

- First name, last name and middle initial.
- City, state, age.
- Email address and phone number.

Guest attendees:

- First name, last name.
- Email address, phone number.
- Home address.

### **How do I keep member information safe?**

- Don't share member information.
- Never give your login credentials to another individual.
- Don't leave your device unattended at fraternal activities.
- Log out of Fraternal Connect after use.
- For more information, visit the Training Materials site at [imakeanimpact.org](http://imakeanimpact.org). Go to Chapter/Summit chapters/Youth clubs > Training modules and quizzes > [Protecting Members Information](#).

## **Sign in and authentication**

### **What is the install code, and why do I need to enter it?**

You'll be asked to enter an install code during the installation process for both the web and app versions of Fraternal Connect. The install code is **Impact** (not case sensitive). It provides an extra layer of security protection.

### **Why did I receive a prompt to verify my email?**

You'll be prompted to verify your email once at installation of each version of Fraternal Connect (web and app versions) and once every three months thereafter. This is a normal security measure.

## **Check-in and reporting**

### **What activities show up under the Upcoming Activities section of the homepage?**

You'll see activities that will take place within 30 days and any overdue activities that have not yet been reported.

### **Where can I view my list of youth service club members on my roster?**

Youth club members are listed in the Chapter Members tab. You'll also see all chapter members who are on the parent chapter's roster.

### **What if I can't find a member from another chapter?**

First, be sure you're on the Other Member tab when looking for a member not on your chapter roster. Second, verify that the person *is* a member. Some households may include individuals who are not

current members. Does the individual have an active Modern Woodmen certificate (policy), or does he/she have an active social membership? If not, the individual will not show as a member.

### **What if a member doesn't show on my roster, but should be in my chapter?**

There are multiple reasons a member may change chapters, including a change of address, a chapter transfer request, or a reorganization of chapters based on location by the regional office. For more information about your chapter roster, view the [Roster Excel Guide](#) on the Engage Members page of the Training Materials site at [imakeanimpact.org](http://imakeanimpact.org).

### **Who all is included as part of a member's household in Fraternal Connect?**

All members who have the same address in Modern Woodmen's member database (on their certificate) as the person you're checking in are considered part of a household.

### **Will I see a chapter member or other member on the member list after he/she has checked in?**

Yes, you'll still see the full member list even after a member has been checked in.

### **Do I need to submit the attendee list on Fraternal Connect for the attendance to show up on the activity report?**

No. Fraternal Connect is constantly connected to Modern Woodmen's servers and updating information in real time. You don't need to take any action for the attendees to load onto the report. When completing your report on [imakeanimpact.org](http://imakeanimpact.org), click **Attendance App Sign-ins** to view your attendees checked in using Fraternal Connect. Once you submit the report, the activity will no longer be listed under the Upcoming Activities homepage.

### **Why does an activity show up as "active" in the Upcoming Activity list?**

Once at least one member or guest has been checked into an activity, the activity will change to active status in the activity list. This makes it easier to differentiate between activities for which you're currently taking attendance.

### **Why does an activity no longer show up on my Upcoming Activities homepage?**

Once an activity report is submitted on [imakeanimpact.org](http://imakeanimpact.org), the activity is automatically removed from the Upcoming Activities homepage.

### **What if I don't have an internet connection or have a spotty connection at the activity venue?**

- Call the venue ahead of time to check if they have a Wi-Fi network available.
- Bring a physical sign-in sheet as backup in case internet connection is not available.
- Make it a habit to sign in attendees using the app later, once connected to the internet. This ensures consistent attendee tracking and access to more accurate reports.
- Consider accessing the app using your mobile data instead of using Wi-Fi if you have an unlimited data plan.



## Fraternal Leader Agreement

You'll need to read and accept the Fraternal Leader Agreement before accessing Fraternal Connect for the first time. Once accepted, you won't be prompted to accept the agreement in the future unless a revision is made.

By accepting the Fraternal Leader Agreement, you understand:

- It's a binding agreement between you and Modern Woodmen of America and its affiliates.
- You're authorized use of Fraternal Connect via your computer or mobile device solely in your capacity as a fraternal leader for Modern Woodmen for purposes of event attendance tracking and record keeping.
- Information you access or obtain cannot be used for your personal use, for commercial purposes, or for any other purpose other than event attendance tracking and record keeping.
- You must obtain permission from individuals prior to accepting photo release permissions in Fraternal Connect. You must display any signage associated with attendance tracking, such as notices regarding the collection of personal information and the full text of the photo release.
- You must treat your username, password, or any other piece of information used as part of our security procedures or authentication procedure as confidential. You must not disclose it to any other person or entity. You also acknowledge that your account is personal to you and agree not to provide any other person with access to Fraternal Connect.
- You must notify us immediately of any unauthorized access to or use of your username or password or any other breach of security. You also agree to ensure that you exit from your account at the end of each session.
- All rights to use Fraternal Connect terminate in the event you cease to be an authorized fraternal leader for Modern Woodmen. Upon termination, you must stop use and delete all copies of Fraternal Connect from your computer or mobile device.

You won't be able to continue to the mobile application unless the Fraternal Leader Agreement is accepted.

## End-user License Agreement

You'll need to read and accept the End-user License Agreement (EULA) before accessing Fraternal Connect (for mobile application only) for the first time. Once accepted, you won't be prompted to accept the agreement in the future unless a revision is made.

Once you accept the agreement, the mobile application will automatically navigate to the Activity List screen (homepage).

You won't be able to continue to the mobile application unless the EULA Fraternal Application is accepted.

## Privacy and terms

Privacy and terms documents are located under the submenu option **Privacy and Terms**. The following documents are listed under the submenu:

- MWA Online Privacy Policy.
- MWA Online Privacy Policy Supplement for CA Residents.
- Notice of Collection for California Residents.
- Terms of Use.

## Privacy documents

You'll need to access the MWA Online Privacy Policy, MWA Online Privacy Policy Supplement for CA Residents and Notice of Collection for California Residents documents from the **Privacy and Terms** tab of the hamburger menu (three horizontal lines in upper left-hand corner). Click on each link to access each document online.

## Terms of Use

You can access Terms of Use from the **Privacy and Terms** tab of the hamburger menu in the upper left-hand corner. Click the link to access the PDF version of the document.