

Fraternal Connect User Guide

Rev. May 2025

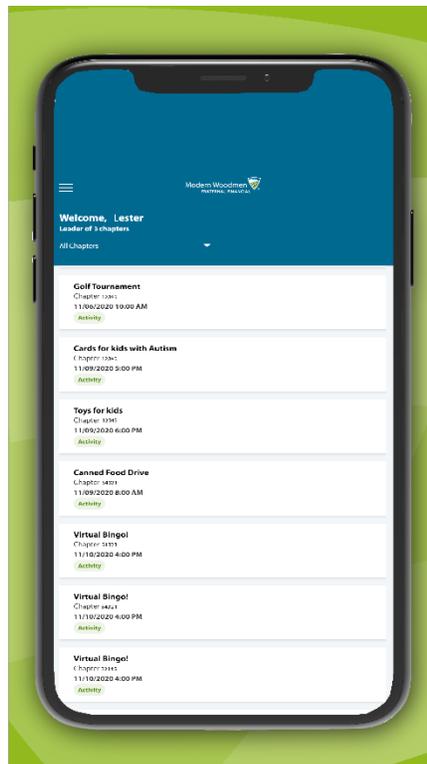
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Fraternal Connect:

- ✓ Fraternal Connect is accessible through a convenient mobile app available on phones, tablets, or other devices, as well as the web version at imakeanimpact.org. It simplifies attendance tracking, making it easy and straightforward.
- ✓ The tool enhances your understanding of attendees and members by allowing you to filter your roster and distinguish between guests and members, as well as track the frequency of guest attendance. This leads to more accurate tracking of attendees, providing insights into how many unique members were engaged throughout the year and offering a clearer picture of who they are. Fraternal Connect tracks engagement for you!

Don't forget to explore the helpful materials available on the Training & Resources site at imakeanimpact.org!



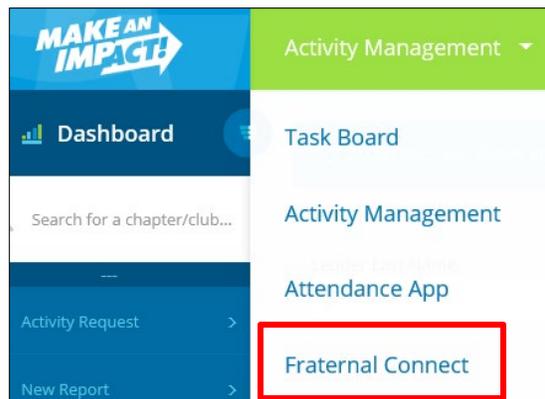
Accessing Fraternal Connect

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://imakeanimpact.org/FraternalConnect>



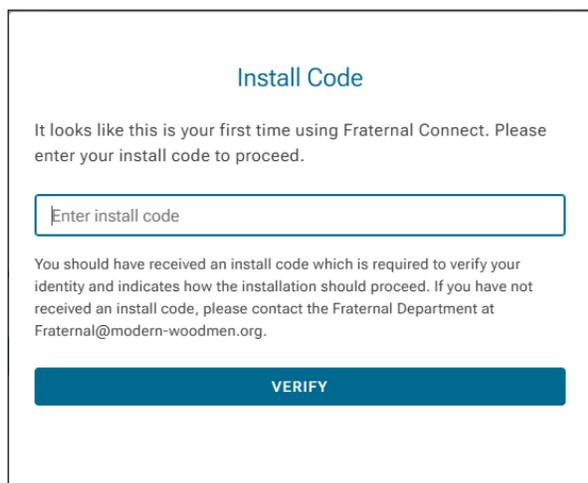
How to access Fraternal Connect through the mobile app

A new mobile app is currently in development, and we'll share more details as they become available. If you have the current Fraternal Connect app on your device(s), it may be uninstalled, as it will no longer be supported.

How to log into Fraternal Connect

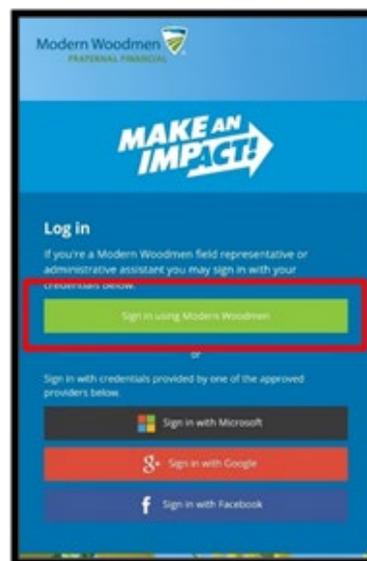
Step 1

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



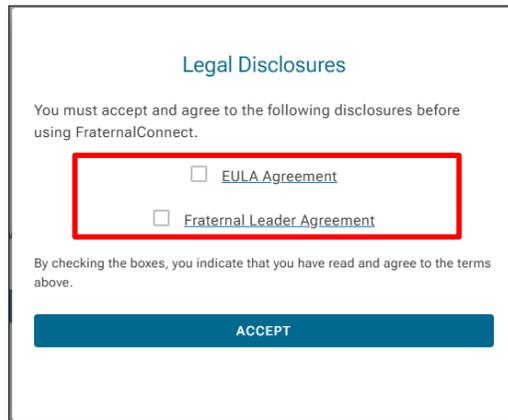
Step 2

Log in using Google, Facebook or Microsoft (same as logging in to 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.



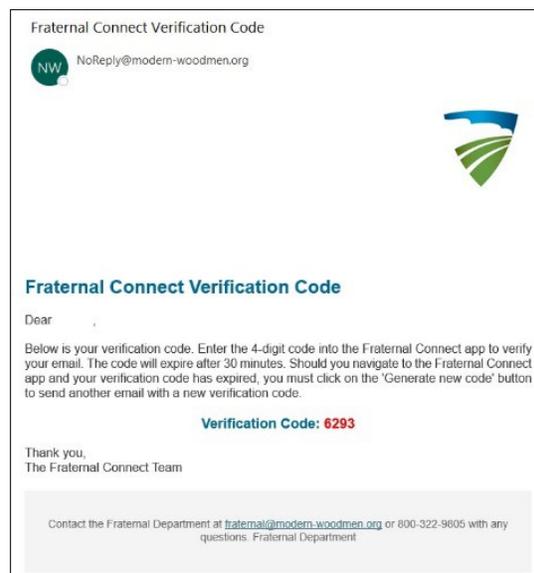
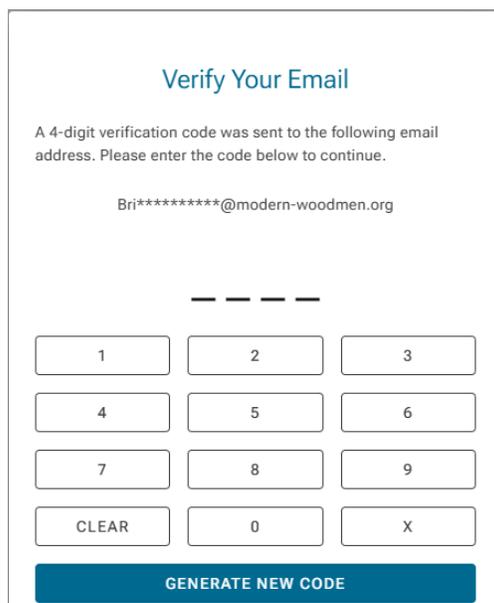
Step 3

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



Step 4

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.**)



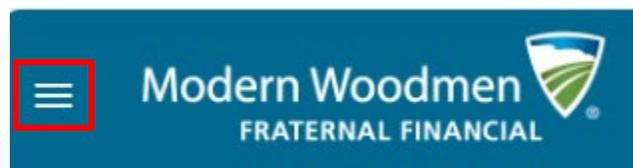
Once your email is verified, you'll be automatically navigated to the Fraternal Connect homepage (Upcoming Activity list). You're now logged in and ready to proceed!

Terms and definitions

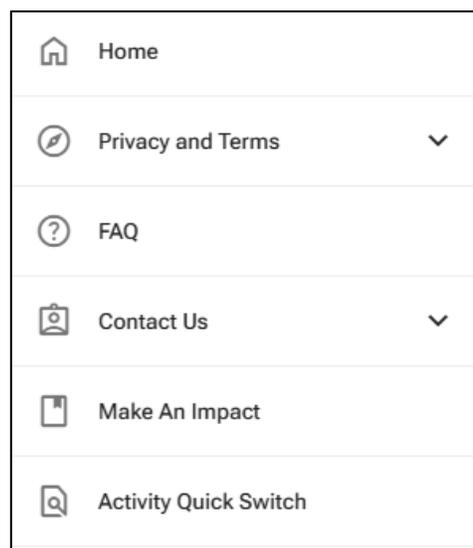
<p>Hamburger menu – Three horizontal lines in the upper left-hand corner of the tool. This menu includes Home, Refresh Data, Privacy and Terms, and Activity Quick Switch.</p>	<p>Activity attendees – Chapter/youth service club members, other Modern Woodmen members and guests who participate in and are checked in to a fraternal activity.</p>
<p>Household members – All members who have the same address in Modern Woodmen’s database as the member being checked in.</p>	<p>Chapter member – Members who are listed on the chapter/youth service club roster.</p>
<p>Other members – All members of Modern Woodmen who are not part of or listed in the chapter’s roster.</p>	<p>Guests – Attendees who have attended a fraternal activity but are not on the chapter/youth service club roster and are not Modern Woodmen members.</p>
<p>Check-in list – 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>Activity Attendees – The list of chapter/youth club members, other Modern Woodmen members and guests who have been checked in and transferred to the activity report.</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:



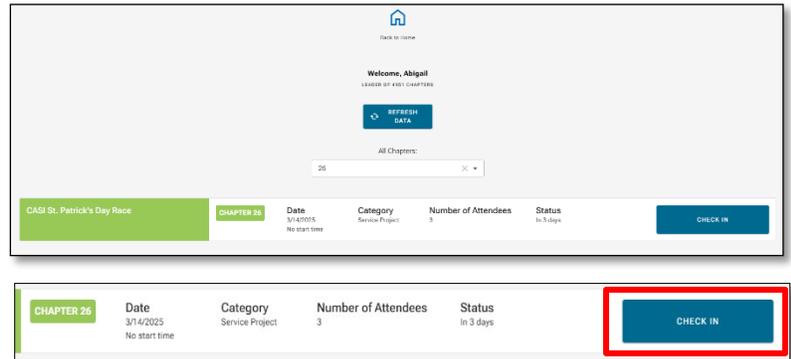
- **Home** – This will take you to the main screen to select a new chapter.
- **Privacy and Terms**
- **FAQ** – links to the Frequently asked questions document on Training & Resources.
- **Contact Us** – The Fraternal Department’s contact information.
- **Make An Impact** – links to imakeanimpact.org
- **Activity Quick Switch** – This list will expand to show activities with started check-ins for easier access.
- **Logout** – This is located at the bottom of the menu.



Search and view upcoming activities

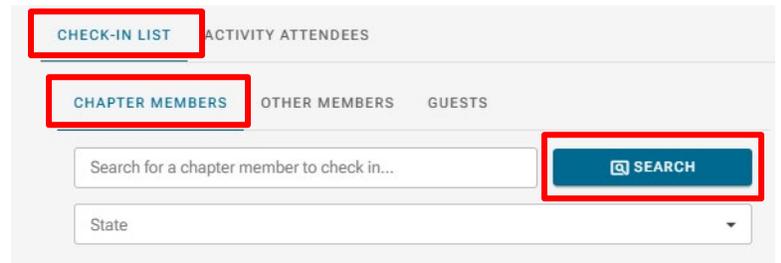
The home screen features a drop-down list of all chapters or youth clubs where you serve as an activities coordinator or club leader. If you lead multiple groups, you can filter activities by chapter or club

1. Click the drop-down to select the chapter number to view activities for that chapter.
2. Click the check in button to the corresponding activity to start/continue the sign-in process.



Search and view chapter and youth club members

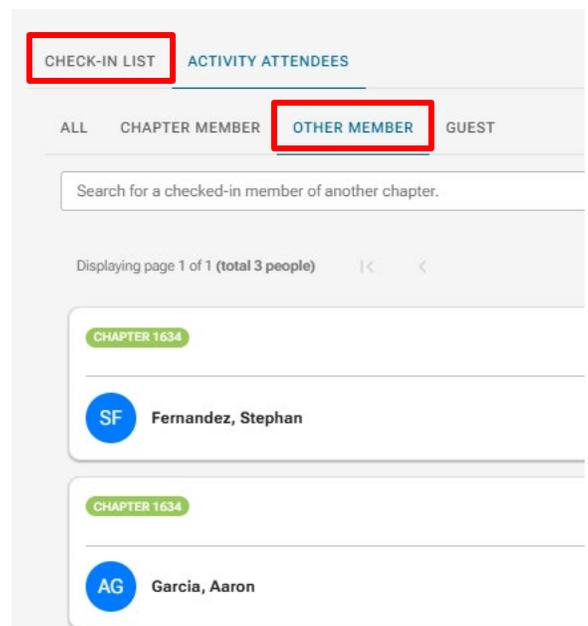
1. Select **Check-in List** tab.
2. Click **Chapter Member**. Search and view chapter or youth club members in the list in alphabetical order (last name, first name). You will also see age, city, state, email address and phone number.
3. Search and view members by scrolling or paging through the list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



Search and view other member attendees

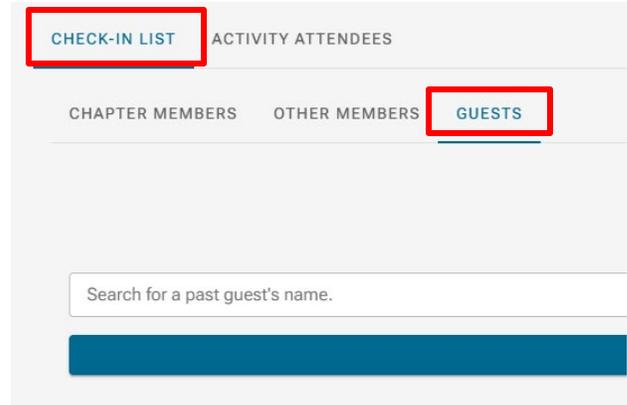
Modern Woodmen members who are not part of your chapter roster are referred to as "other members" in Fraternal Connect.

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 other members by scrolling or paging through the list or using the search bar to find members by first name, last name, or state.



Search and view past guest attendees

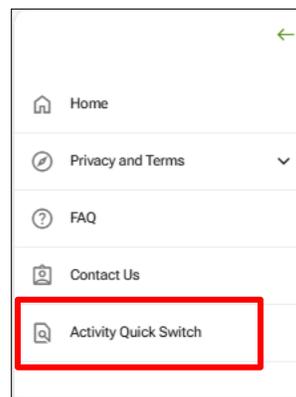
1. Select **Check-in List** tab.
2. Click **Guest**.
3. Search and view guests by scrolling or paging through the list or using the search bar to find members by first name, last name, or state.



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 them

1. Click the hamburger menu.
2. Select the **Activity Quick Switch** option. You will see a dropdown list of all activities where attendees have been checked in. This feature allows you to switch between activities when checking attendees in.



Checking in attendees

Check in chapter member attendees

1. Select the **Check-in List** tab.
2. Click **Chapter Member**. Search members by scrolling or paging on the list or using 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 the attendee 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. *Note: this does not update the member's official record. This information is only kept within Fraternal Connect.*

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**.

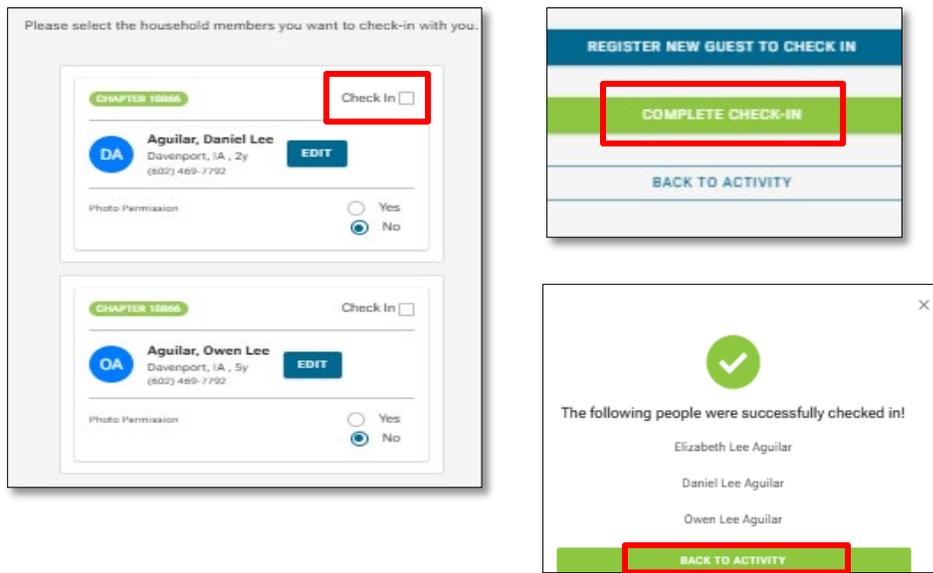
The screenshot shows a user interface for checking in a member. At the top, there is a blue button labeled "REFRESH DATA". Below it is a white card for the member "Aguilar, Elizabeth Lee" with a blue "EA" icon, a green "CHAPTER 26" tag, and an "EDIT" button. The member's details are: "Aguilar, Elizabeth Lee", "Davenport, IA, 43y", and "(602) 469-7792". Below the card is a question: "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?". There is a green "VIEW POLICY" button and two radio buttons: "Yes" (unselected) and "No" (selected).

The screenshot shows a menu with three options: "REGISTER NEW GUEST TO CHECK IN" (blue bar), "COMPLETE CHECK-IN" (green bar, highlighted with a red rectangle), and "BACK TO ACTIVITY" (light blue bar). Above the menu, it says "There are no past guests associated with this member."

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.

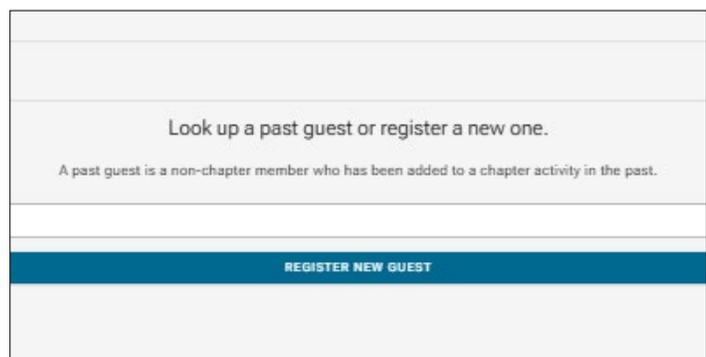
1. Select the **Check in** checkbox associated with the member.
2. Ask the member to review the photo release policy. Click "Yes" if he/she consents to the photo release policy.
3. Finish the check-in by clicking **Complete Check-in**. (A confirmation window with individuals who are checked in will pop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



Check in past guest with chapter member

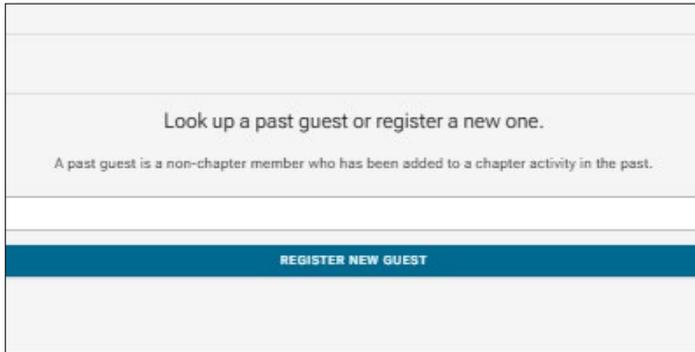
All guests who were checked in to a previous activity will be stored in the app for five years.

1. Search for past guests by name.
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**.



Check in new guest with chapter member

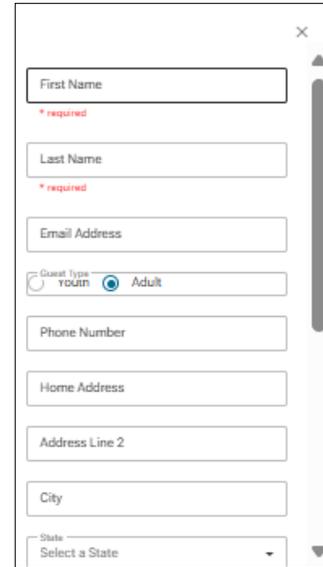
1. Click **Add Guest Attendee**.
2. Complete the form with the guest information and click **Complete Check-in**. You'll now see the guest listed on the page associated with your member.



Look up a past guest or register a new one.

A past guest is a non-chapter member who has been added to a chapter activity in the past.

REGISTER NEW GUEST



First Name * required

Last Name * required

Email Address

Guest Type: Youth Adult

Phone Number

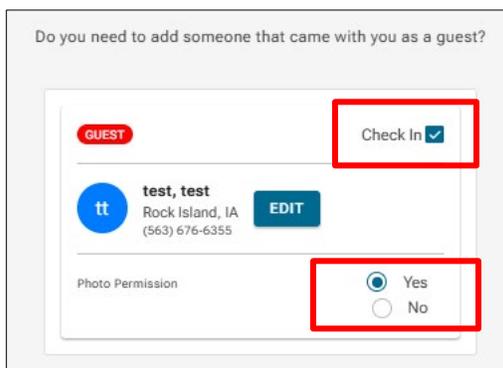
Home Address

Address Line 2

City

State: Select a State

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.

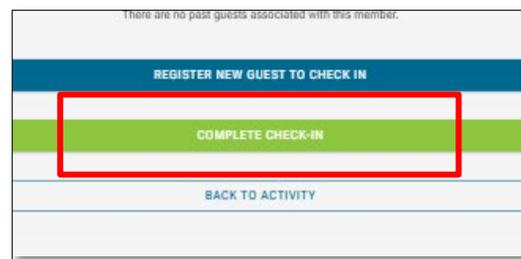


Do you need to add someone that came with you as a guest?

GUEST Check In

tt test, test
Rock Island, IA
(563) 676-6355 **EDIT**

Photo Permission: Yes No



There are no past guests associated with this member.

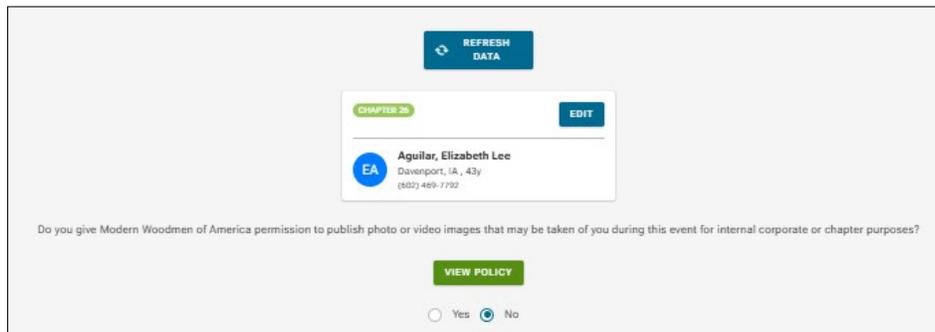
REGISTER NEW GUEST TO CHECK IN

COMPLETE CHECK-IN

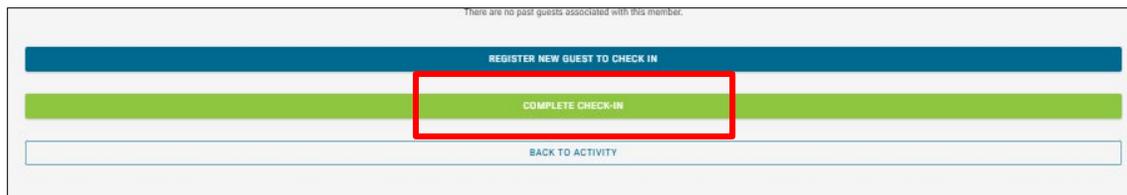
BACK TO ACTIVITY

Check in other member attendee

1. Select the **Check-in List** tab.
2. Click **Other Member**. Search members by scrolling or paging on the list or using 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 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. *Note: this does not update the member's official record. This information is only kept within Fraternal Connect.*
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.



The screenshot shows a web interface for checking in a member. At the top, there is a blue button labeled "REFRESH DATA". Below it is a green button labeled "CHAPTER 26" and a blue button labeled "EDIT". The member's name "Aguilar, Elizabeth Lee" is displayed, along with her location "Davenport, IA, 43y" and phone number "(602) 469-7792". Below the member information, there is a question: "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?". There is a green button labeled "VIEW POLICY" and two radio buttons: "Yes" (unselected) and "No" (selected).



The screenshot shows a menu with three options. The top option is "REGISTER NEW GUEST TO CHECK IN" in a blue bar. The middle option is "COMPLETE CHECK-IN" in a green bar, which is highlighted with a red rectangle. The bottom option is "BACK TO ACTIVITY" in a light blue bar. Above the menu, there is a small text note: "There are no past guests associated with this member."

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

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

The screenshot shows a mobile app interface with the question "Do you need to add someone that came with you as a guest?". Below the question are two guest cards. Each card has a "GUEST" label, a circular profile picture with initials (AB and BB), the name "Berntgen, Adam" and "Berntgen, Beckham" respectively, and an "EDIT" button. Below the name is a "Photo Permission" section with "Yes" and "No" radio buttons. Red boxes highlight the "Check In" checkboxes and the "No" radio buttons on both cards.

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.

The screenshot shows a mobile app interface with three buttons. The top button is "REGISTER NEW GUEST TO CHECK IN" in a blue bar, highlighted with a red box. Below it is a green bar with "COMPLETE CHECK-IN". At the bottom is a blue bar with "BACK TO ACTIVITY".

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

Reviewing and modifying the attendee list

Review activity attendees

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

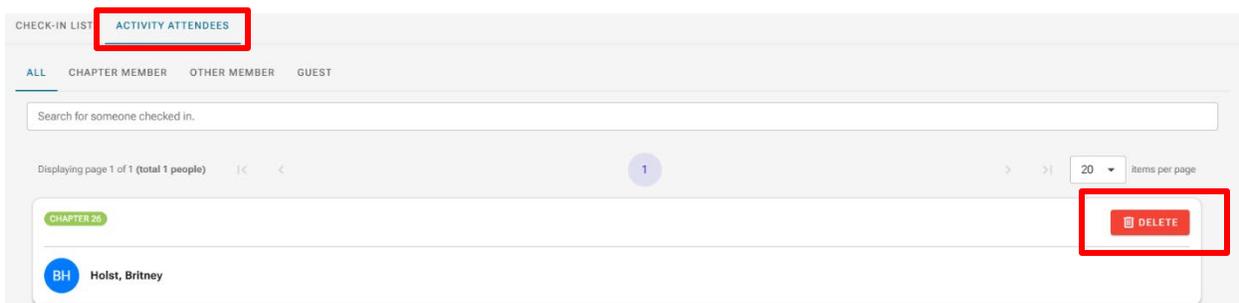
1. Select **Activity Attendees** tab.
2. Click the **All**, **Chapter Member**, **Other Member** or **Guest** buttons to view attendees by category.

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



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 **Delete**. A verification window will pop up to verify that you're sure you'd like to remove the selected attendee.
4. You will be prompted to confirm if the attendee should be deleted. Click **Proceed** to remove the attendee or **Cancel** to keep the attendee in the list.



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.

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?

If RSVPs are collected ahead of the event, attendees may be checked in. The activity will be listed in Fraternal Connect up to four weeks before the event date. Please ensure you review the photo release policy with each member so they can accept or decline.

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?

Yes. Fraternal Connect has taken the place of sign-in sheets. Using Fraternal Connect to take attendance at events leads to improved, more consistent reporting. Physical sign-in sheets are only accepted when Fraternal Connect is unavailable due to a late report or activities that began more than 28 days prior to the attendance being recorded.

Where can I find additional training and resources?

Find training and other resources on the Training Materials site at imakeanimpact.org.

Sign in and authentication

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

The code, "**Impact**" (not case sensitive), adds an extra layer of security. This code will be required if Fraternal Connect is being used for the first time on a new device or if the cached history is cleared from the app or web browser.

Why did I receive a prompt to verify my email?

This is a standard security measure. You will be prompted to verify your email upon installing each version of Fraternal Connect (both web and app versions). Additionally, email verification will be required every 90 days or if the cached history is cleared from the app or web browser.

Security

What is the purpose of the End User License Agreement and Fraternal Leader Agreement?

The End User License Agreement sets rules for using software, protecting both the developer and the user. It explains what users can and can't do, helps prevent misuse, and covers what happens if there are problems.

The Fraternal Leader Agreement allows you to use Fraternal Connect for tracking event attendance as a fraternal leader. You must use it only for this purpose, keep your login details confidential, get permission for photo releases, and notify us of any security issues.

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.

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.

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. Go to Chapter/Summit chapters/Youth clubs > Training modules and quizzes > Protecting Members Information.

Do I need to log out of Fraternal Connect after use?

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

Check-in and reporting

What activities will show up under the homepage?

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

Why does an activity show a zero under "Number of Attendees" on the homepage?

This means no attendees have been checked in yet. The number will adjust when attendees are checked in.

What is the "Activity Quick Switch" under the hamburger menu?

The "Activity Quick Switch" feature maintains a running list of activities where attendance tracking has begun across multiple chapters you lead. This feature is designed to simplify navigation for activities with ongoing attendance tracking. Once the report is submitted on imakeanimpact.org, the activity will be removed from the quick switch list.

The hamburger menu will be found at the top-left corner of Fraternal Connect.



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 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.

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.

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.

Why do I see the same guest listed several times?

A guest may appear under a chapter multiple times if they are registered more than once. Once a guest is registered initially, they will remain in the system, eliminating the need for repeated registrations. Currently, duplicate guest entries cannot be deleted from the Fraternal Connect system. It is recommended to search for the guest under the guest tab before registering them to ensure they have not been previously added. The search results will only display guests associated with the chapter for which attendance is being reported.

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, click **App Sign-ins** to view your attendees checked in using Fraternal Connect. Once you submit the report, the activity will no longer be available in Fraternal Connect.

Why isn't an activity appearing on my chapter's homepage?

Once an activity report is submitted on imakeanimpact.org, the activity is automatically removed from the chapter's 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.