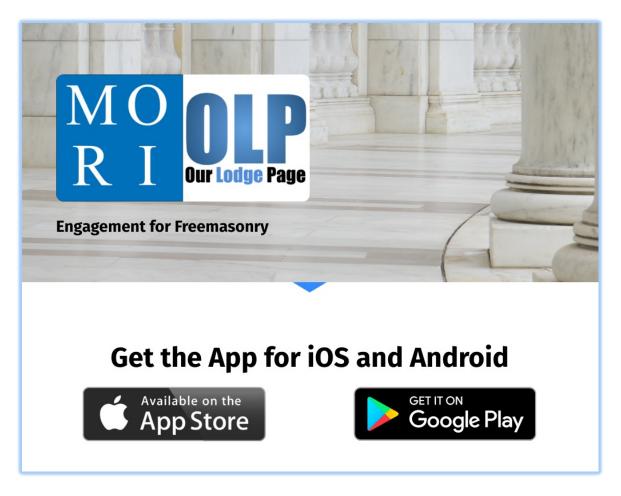


OLP Mobile App Manual



Ver 1.3 October 7, 2019

Our Lodge Page (OLP) is both a website and a mobile application.

This application will connect into your electronically storied Masonic record and allows you to keep in contact with members of your lodge, update your contact information, pay your dues and perform numerous other functions. The username and password that is created/used on your lodge website (OLP) or on the application are the same. We will cover how to create an account and logging in to the Our Lodge Page website, BUT other than that, OLP operations will be covered in a separate training document.

Your website: https://Your lodge number -mi.ourlodgepage.com Examples: Michigan Lodges Numbers 10 or 2. <u>https://10-mi.ourlodgepage.com</u> <u>https://2-mi.ourlodgepage.com</u>

CREATE AN ACCOUNT (website)

Go to your lodge page: (https://lodge#-mi.ourlodgepage.com)

- 1. Click 'Create Account'
 - Note if you don't see the 'sign in' or 'create account' then click on the upper right corner as indicated.



2. In the 'Create Account' screen, enter your Grand Lodge Membership ID which is found on your membership "dues" card and your date of birth. Click 'validate'.



3. You must validate the new account by using either your 'email address' or 'cell phone'. Select one and click send. Then check either your email or text messaging of cell phone for the Authorization Code that was sent.

Membership	Authentication Code	User Info	Complete
Step Two: Authentica	ation Code - Send Code)	
	uthentication code to one of the sked to enter the code you rece	•	ms of your choice. On
Please select a method to r	eceive your code:		
	Authentication met	hod	
Choose	O ***-***-4567		
one 🔷 s*****@grmason.org			
	○ r*****@aol.com		
If none of these methods ap	opear current, please contact y	our lodge organization to upda	ate your contact

4. Enter the Authorization Code in this screen,

Membership	Authentication Code	User Info	Complete
Step Two: Authentie	cation Code - Enter Code	е	
A six-digit authentication	code has been sent to ***-***-39	64. Please enter it below.	
* Authentication Code	7 05		
* Authentication Code	7 05		

5. When prompted with this screen, enter a username and password you have created,

Membershij	p Authentication Code	User Info	Complete
Step Th	ree: User Info		
Please ent	er your desired username and password:		
	Username is available		
Username	ra pert@aol.com	à	
osername			
		Good	
 Password 		٩	
		Matches	
* Re-enter		(9)	
		*	

- 6. Click 'Join' to complete the creating an account process.
- 7. When done the system will take you back to the log in screen for you to enter in your new username and password.

LOGGING INTO OURLODGEPAGE (website)

- 1. Navigate to https://lodge#-mi.ourlodgepage.com
 - E.g.: Lodge 210 <u>https://210-mi.ourlodgepage.com</u>
- 2. Click 'Sign-In',

Member Por Doric Lodge #342 F. & A.M. 233 Fulton St E, Grand Rapids, MI 49503-3200			
			the word 'Sign In' here 🔶 😑
forgotten your ut	Sign In are and password to sign in. If you semame of password, click 'Forgot P y have an account, click 'Oreate Acco M174792 	assword?'. If	Create Your Account Out the batton below to start the process to create your account. You will need to know your member invance, and how access to either a cell phone or invalid account.
	Directions Charities J	oin Grand Lodge of	Michigan Help Terms of Service Privacy Policy

3. Enter 'Username' and 'Password' then click 'log in'.

OURLODGEPAGE (mobile app)

Visit the official website here:

https://enablelabs.lpages.co/olp-download-mobile-app/



The application is also available from the following app stores: iPhone App: <u>https://apps.apple.com/us/app/our-lodge-page/id1178763568</u> Android App: <u>https://play.google.com/store/apps/details?id=com.ourlodgepage</u>

CREATE ACCOUNT (mobile app)

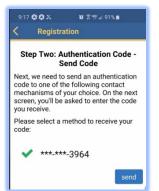
1. Click onto the app to start it, and click 'create account',

9:13 🔕 😂 ≍ 🛛 🕱	\$ [°] ₩7° all 91% ii
Our Lodge	P Page
Username	
username	
Password	
password	
	log in
forgot password?	
create account 🔶	

- 2. Select 'Grand Lodge of Michigan', enter your 'Membership ID' which is on our membership card that starts with a "M", and enter your 'Date of Birth',
 - 'Click 'validate' at the bottom,

9:16 🔷 😂 🗶 🖀 💲 박문교[91% 🗎
Registration
Step One: Membership
To create an account, you must be a member. Select an organization to which you belong and enter your membership number and date of birth below to validate your membership.
Organization
Grand Lodge of Michigan
Member Number
M093535
Birth Date
4/25/1936 clear date
validate

3. Authenticate to your phone by clicking the 'send' at the bottom,



- 4. Check your phone text messaging app for the authentication code, (write down value so you may be able to reenter it in the next step),
- 5. Enter the code in the appropriate box and click 'authenticate' at the bottom.

9:17 🖨 🖨 答 🧯 🎕 💲 🕼 91% 🛢	
Kegistration	
Step Two: Authentication Code - Enter Code	
A six-digit authentication code has been sent to ***-**-3964. Please enter it below.	
Authentication Code	
897419	
authenticate	

OUR LODGE PAGE MOBILE APP MENU



Function buttons at bottom of screen.

POSTS

Members and Webmaster can add a post with or without images, read a post or comment on a post. Remember anything on the app are also seen on the Internet at Our Lodge Page and if an item is listed as public, everyone can view it on the Internet.

- Comments are only available if 'Allow Comments' is enabled by whoever creates the post.
- Thinking about comments being open to the public may cause situations or embarrassments • for the Lodge, all due thought should be considered about allowing comments with anything posted as public or anyone following OLP. This includes Calendar events posted, news items posted. Calendar events could be ok as someone may be looking for carpooling. Just be wise about allowing comments of the different items and monitor your page to address issues.

ADD A POST

- 1. Click 'Add a Post' on the top of the screen.
- 2. Choose 'who sees the post'
 - a. A member can select, 'Member' all lodge members. Or All followers of the OLP.
 - b. The Lodge Webmaster(s) can select, Public, Lodge Members, Any OLP Masons that are Logged in.
 - c. 'Webmaster of Grand Lodge'
- 3. Enter your post in the 'Body'.



- 4. Select or take a photo (optional).
- 5. Allow Comments and Visibility.

(2a. Member) (2b. Webmaster) Visibility Visibility 10:38 All Followers Public - visible to anyone Post As Member of Grand Rapids #34 Member - visible to anyone logged in Member > Body Lodge - visible to members of this lodge When people ask me stupid questions, it is my legal obligation > to give a sa Photos Visibilty > All Followers Visibilty Allows Comments > All Followers Allows Comments Ш \bigcirc < Ш \bigcirc <

Click 'submit'.

POSTS - COMMENTING

Users of OLP can comment on any post if the comment check box was left enabled.

1. Select the post and click as shown.



2. Enter your comment.



3. Click 'Add a Comment' and 'submit' it.

POSTS - EDITING AND DELETING

• The only person who can 'edit or delete' a post is the one who created the post.



CALENDAR

Calendar events can be added to the app by 'Webmasters' only. The lodge secretary can assign multiple webmasters to their lodge thru the MORI feature Lodge/Subordinate Roles. Webmasters can add, edit and delete items on the application.

1:30 🔷 😰 🛱 제 70% 🖬		^{is} .ul 70% i
Calendar Events 🐥		
Add a Calendar Event		
My Events	Nearby Events Other Events	

My Events

- Events in lodge(s) you belong to.
- Events which you have RSVP'd.
- Events at lodges you have favorited.

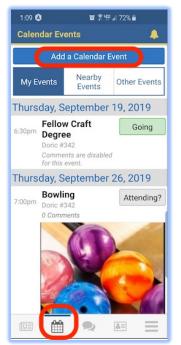
Nearby Events

- Events at other lodges in the same district as your lodge.
- District events in your District.

Other Events

• Events by Grand Lodge. The Grand Lodge office can post events in this Other Events section so ALL State Members can see them.

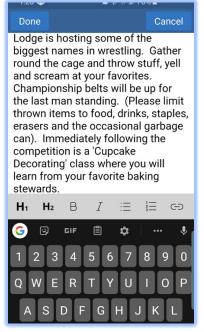
CALENDAR - ADDING A CALENDAR EVENT



- 1. Click 'calendar' icon at the bottom of the screen.
- 2. Click 'Add a Calendar Event' (only webmasters) at the top of the screen.
- 3. If you are a webmaster of more than one lodge, you can choose between the lodges when posting from the application.

1:31 钟 向 🚖 ·· 🦉 孝 霁 宇訓 77% 🖹	1:31 🍄 🍙 🌰 🚥 😫 🕸 客 😤 🖬 77% 🖹
< New Calendar Event 🔶	< Post As 🔺
Post As	Webmaster of Doric #342
Webmaster of Doric #342	Webmaster of Grand Master #700
Start Date	Webmaster of Grand Lodge of Michigan
End Date	Choose which Lodge to post as.
date time unset Time Zone Eastern Time (US & Canada)	
Location St E, Grand Rapids, MI 49503-3200	
Description	
description	
···· Photos	🤤 🖂 🗗 🖌 <
add	

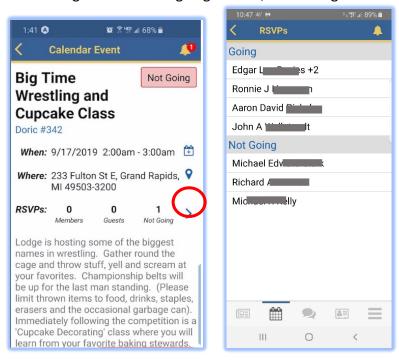
4. After clicking 'Add a Calendar Event', add the heading/title and details of the event.



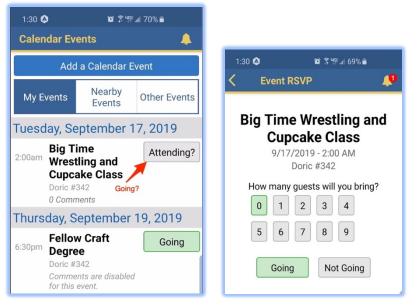
5. Fill in the start and end date and time; and who is permitted to view this event as it will be listed on the Internet at your Our Lodge Page:

9:06 🔕 🗢 😰 😤 🐙 📶 90% 💼	1:43 钟 命 🌰 \cdots 💢 🕸 穿 🖤 🖩 76% 💼
< New Calendar Event 💴 🔎	< Visibility 🐥
Start Date	✓ Public - visible to anyone
9/17/2019 2:00 AM unset End Date 9/17/2019 3:00 AM unset	 Member - visible to anyone logged in
9/1//2019 3:00 AM unset Time Zone Eastern Time (US & Canada) >	 Lodge - visible to members of this lodge
Location	
ulton St E, Grand Rapids, MI 49503-3200	
Description	
Lodge is hosting some of the biggest names in wrestling. Gather around the ring and throw stuff	
Photos	
add	
Visibilty Lodge - visible to members of this >	
Allows Comments	

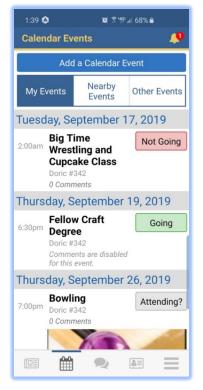
6. Once an event is posted to the calendar, click an individual event to read the detailed information. Webmasters clicking the RSVP ">" section will display a new screen with the names of each member that have selected attending or not, along with their number of guests i.e. 'Going Edgar D +2', 'Not Going Michael E'.



7. When viewing events, you can select if you are going to attend or not, and number of guests you are bringing.

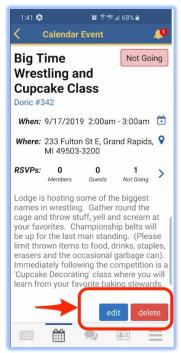


8. The calendar will display which events you have selected attending or not.



CALENDAR EDIT OR DELETE AND AN EVENT

If you created the event, you are the only person who can edit or delete the event.



NEARBY EVENTS (smart phone)

Events in your district. Any lodge that is using OurLodgePage in your district will show up in the 'Nearby Events' section.

9:43 🖻 🖉 🔕 🥮 🗯 🛱 🕯 86% 🛢			
Calendar Events			
Add a Calendar Event			
My Events	Nearby Events	Other Events	
Friday, Sept	Friday, September 20, 2019		
6:30pm Social Night (formerly Degree Night - Entered Apprentice Degree) Olive Branch #542 Comments are disabled for this event.			
Saturday, September 21, 2019			
10:00a 3rd Q m State	uarter d	Attending?	

OTHER EVENTS

Events posted by Grand Lodge for information for all members. Click on the individual 'Event' for more detailed information on that event.

9:45 @ ® ✿ ✿ ● ജ ३ ∰⊿ 86% ■ Calendar Events	9:47 @ @ Q Q ● थ ⊼ ∰ ⊿ 86% ■ Calendar Event
Add a Calendar Event	Michigan Masonic
My Events Nearby Events Other Events	Leadership Series - Developing and
Friday, September 20, 2019	Implementing an
4:00pm Grand Lodge of Michigan Attending?	Outward Mindset
Comments are disabled for this event.	Soaring Eagle Casino & Resort
	In this workshop participants learn the difference between an Inward Mindset and an Outward Mindset and discover the extent to which they have been operating and leading from an Inward Mindset. This discovery awakens within participants a desire to change to an Outward Mindset approach. Participants utilize a series of frameworks, maps, and tools.
	Register: <u>click here</u>

CHATS

OurLodgePage application has its own internal chats messaging system which allows you to chat with anyone in your lodge, or to make a group and correspond in group chats. You can continue a previous chat by clicking on the name or start a new chat by clicking on either of the buttons shown in the following image.

2:25 🙆 🔅 🕄 🗐 🖉 🕼 65% 🕯	
Chats	
New 1-on-1 New G	roup
RR Robert Her ke You: Writing a training ma	10:57 AM
ായ്ക്ക് Lodge Officers ന്ലിൽ You: I'm game for it. I hav	5/6/19
Paul R n I had him install glass blo	3/27/19
Timothy E lis You: Can you give me a c	3/24/19
Bryan Reev the Respond	3/23/19
CH Charles Anthe K You: I think we need a few	3/23/19
Ryan Jaling S You: Dues card in the mail	3/22/19
Robert Streene	3/21/19
Lodge Trustees You: Just making a group	3/19/19
Benjamin Da nt	3/18/19
	\equiv

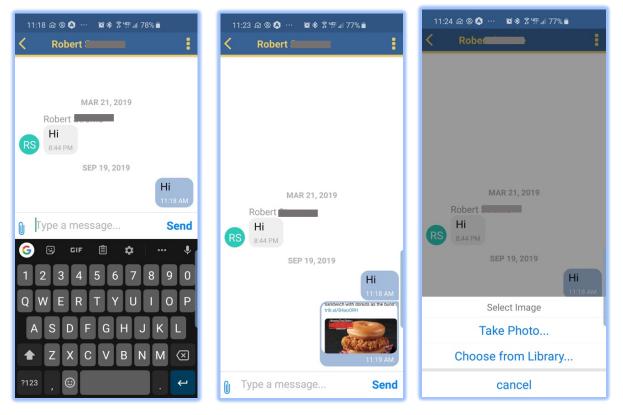
- 1. You can start a chat with previously selected chats but clicking on their name or group.
- 2. You can start a new chat to one person.
- 3. You can start a new chat to a group of members.

CHAT – NEW 1-on-1

- 1. Click on 'New 1-on-1 Chat' at the top of the screen.
- 2. Begin typing any name. As you type the list of results will narrow itself down. The program will search for anyone who's last name or first name matches what you type.

10:33 윤 🛞 🔕 … 🛛 🛱 🕸 🖇 🖇 🕼 📾 82% 🛢	10:33 命 ⑧ 🗳 … 🗯 🕸 霁 🦃 🖩 82% 🗎
Kew 1-on-1 Chat	Kew 1-on-1 Chat
WIIIIS as you type, it starts pulling names	WIIIIS I space then "t' narrows it down even more
Willis V Muskegon #140	Willis Doric #342
Willis Monroe #27	Experiment. Search works for last name, first name, combination last and first or first and last.
Willis Alomatic Miram #110	
Willi Montague-Whitehall #198	
Willis Lee lorael	

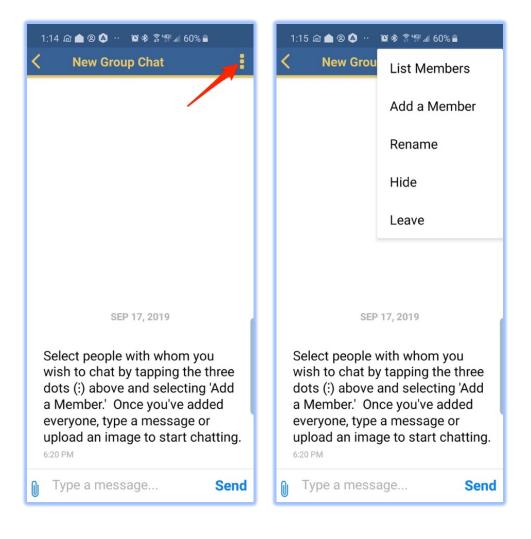
- 3. Click on the "name" to text a message.
- 4. You can text, choose a photo from your phone or take a new photo to send in the chat.



CHAT – NEW Group

If you have a previous saved group, you can just click on the group and write your message. Otherwise complete the following steps:

- 1. Click 'New Group' at the top of the Page.
- 2. Click on the "three dots" on the upper right.
- 3. 'Add a Member'.

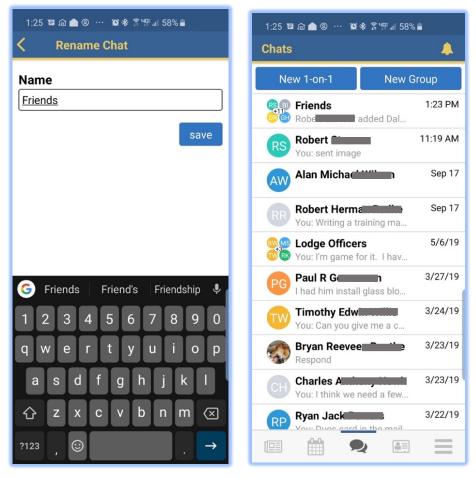


- 1:16 🖻 📤 🛛 🍳 💀 🗯 🕸 🕼 60% 🛔 1:16 📾 📤 🛞 💀 😫 🕸 🗊 🕼 60% 🛢 1:22 🖻 📤 🙆 🔶 🙁 😫 🕸 🖇 🗿 🕼 59% 🛔 Robert Add Member Robe Bernar... strom Robert Larrear added Mark Villiant to chat. Stroman 1:21 PM DS Forest #126 Robert added Thomas to chat. Strome Doric #342 1:21 PM Robert added Roger to chat. 1:21 PM SEP 17, 2019 Robert added Matthew Similarith to chat. Select people with whom you 1:21 PM wish to chat by tapping the three dots (:) above and selecting 'Add Robert added Richard G) Ļ strom Strom strong a Member.' Once you've added Jr to chat. everyone, type a message or 1:22 PM 2 8 9 0 Δ 5 6 upload an image to start chatting. Robert added Alignment 6:20 PM 0 q W е р to chat. d а C Robert added Robert Robert **Main added** Zachary to chat. to chat. ν b $\langle \times \rangle$ $\hat{\mathbf{U}}$ X С 1:22 PM \odot ?123 Type a message... Send Type a message... Send 0 O
- 4. Search by entering in a part of their first or last name.

- 5. Click on the name when found.
 - NOTE: If they do not have an account, MORI will send an invite with your message.
- 6. Once you add names, you can 'Rename' them. Examples:
 - Lodge Officers
 - Stewards
 - Past Masters
- 7. Click on the 3 dots again.

1:15 @ 📤 🛛 🛕 ·· 🛛 🕱 🕸 💲 🕼 📶 60% 🛢		
< Nev	v Grou	List Members
	,	Add a Member
	I	Rename
	ł	Hide
	I	Leave

8. Click on 'Rename', enter the appropriate name, then click 'save'.



DIRECTORY

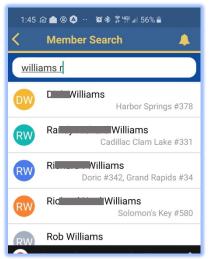
The directory is where you can contact any member of your lodge. You can select the name to chat, email or phone, depending on what they have on their masonic record. You can choose from:

- 1. Recent Contacts members you previously contacted with OLP.
- 2. Favorite Contacts members you have marked as favorites to pull later.
- 3. By Name type in the first characters of their last, first or combination to find anyone in your lodge(s) you belong to.

DIRECTORY - MEMBERS

1:44 @ 📤 🙁 🔕 ·· 🕱 🕸 중 增종 🗐 57% 🛢	1:44 🖻 📤 🙁 🏟 \cdots 🏾 🎕 🕸 第 🖤 🖩 57% 🛢	1:44 @ 📤 🙁 🔕 ·· · 😰 參 雾 響 🖩 56% 🛢
Directory	Recent Contacts	Favorite Contacts
Members	BB Brian Thon Chinin ⊠ 9/14/2019 - 7:20 AM	Robert Paramaty
Recents >	Michael 8/7/2019 - 3:02 PM	CH Charles
Favorites >		RP Ryan Jalimannis
By Name >	MB Mark W 228/2018 - 4:41 PM	
Lodges	William ₩ 10/11/2018 - 8:26 PM	MS Matthew
Favorites >	CC Colin R Continue n ⊠ 10/11/2018 - 8:24 PM	DS Drew Matthe
By Name >	David C 3/2/2017 - 8:58 PM	Timothy
By City >	Ryan Julie Brs 0 2/4/2017 - 7:37 AM	Benjamin Benjamin t
	Robert Patra y □ 2/1/2017 - 11:03 AM	
	William William □ 2/1/2017 - 10:48 AM	
	Roger Data 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	💷 🛗 🔍 🛃 📃	

1. Here is an example of searching for 'williams r'.



2. Click on any name and you will get:

1:44 බ 📤 ®	么 ·· 알 ≉ ⋧फ्≣ा 57% ∎	
K Mem	ıber	
BB Bria	n Tł <u>łowi</u> r	
Favorite	Mark Favorites here	
Chat	Click any of the icons to	2
Call Mobile	* Call, Chat or Email.	
SMS Mobile	9	m
E-Mail		
Last	contacted 9/14/2019 - 7:20	AM 🖾
		Ξ

3. When you click on either E-Mail, Call Mobile, SMS Mobile, the OLP will open your smart phone default email app and insert the email address for you to compose and email; or will open your default phone app and make the call to the member. Same action occurs for the SMS (texting) in opening your default texting app to text to them through that app at their mobile phone number, instead of using the chat feature in the OLP app.

DIRECTORY – LODGES

- 1. With this function you can search for 'Any' Lodge in the state by:
 - a. Favorites you can mark lodges as Favorites.
 - b. By Name Alphabetical Lodge by Name.
 - c. By City Alphabetical Lodge by City.

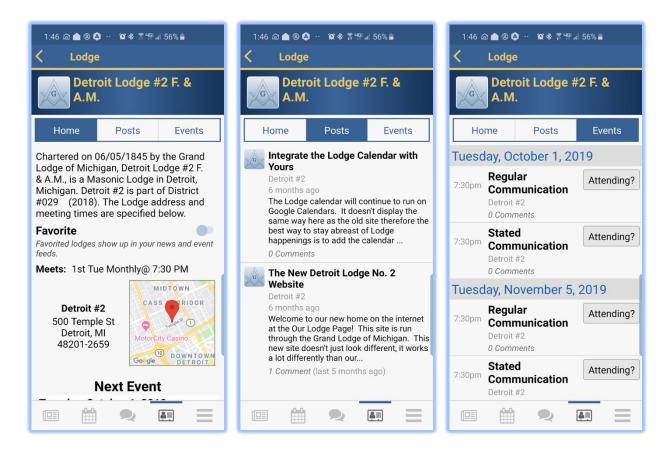
1:45 @ 📤 🙁 🍳 ·· 😰 🕸 흙 🦃 🗐 56% 🛢	1:45 🖻 📤 🙁 😫 💀 🕱 🕼 🖩 56% 🛢	1:46 🖻 🌰 🙁 🏟 ·· 🕱 🕸 🕈 🐨 🗐 56% 🛢
< Favorite Lodges 🔶	< By Name 🐥	< By City 🐥
District #001 (2020)	ad	JJJ Gourgas Lodge #602 F. & A.M.
G District #011 (2018)	Evergreen Lodge #9 F. & A.M.	Deckerville
District #026 (2018)	Grand Blanc Lodge #571 F. & A.M.	Marion Lodge #392 F. & A.M.
Doric Lodge #342 F. & A.M.	Grand Haven Lodge #139 F. & A.M.	Detroit
Grand Lodge of Michigan	Grand Island Lodge #422 F. & A.M.	Ashlar Lodge #91 F. & A.M.
	Granu Island Louge #422 F. & A.M.	Detroit Lodge #2 F. & A.M.
Grand Master Lodge #700 F. & A.M.	Grand Ledge Lodge #179 F. & A.M.	Michigan Lodge of Desserveb and
Plymouth Rock Lodge #47 F. & A.M.	Grand Master Lodge #700 F. & A.M.	Michigan Lodge of Research and Information Lodge #1001 F. & A.M.
Region #1	<mark>©</mark> gr great he ♥	Palestine Lodge #357 F. & A.M.
Region #8	1 2 3 4 5 6 7 8 9 0	Sojourners Lodge #483 F. & A.M.
Region #9	qwertyuiop	Union of S.O. Lodge #3 F. & A.M.
	asdfghjkl	Zion Lodge #1 F. & A.M.
	☆ z x c v b n m ⊗	Dimondale
= # ? = =	?123 , 😳 . 🗸	

- 2. Click on any lodge and you will get:
 - a. Home the lodge website.
 - b. NOTE: You can mark them as "favorite" on the home screen.

#029 (2018). The Lodge address and meeting times are specified below.

Favorite Favorite lodges show up in your news and event feeds.

- c. Posts to their lodge posts.
- d. Events you can send notice you are attending their event.



MENU

To display the menu, click on the three bars on bottom right as shown below:

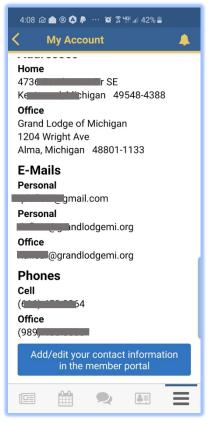
2:59 @ ▲ ⑧ ··· ≌ ≉ \$ ∰ al 50% â Menu	
My Account	>
Status Checker	>
About	>
Support	
Sign Out	

The menu has multiple features including:

- 1. Your Account
- 2. Status Checker
- 3. Support
 - a. Contact EnableLabs (developer) for compliments, suggestions or to report a bug.

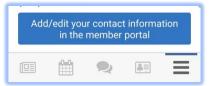
MENU - MY ACCOUNT

This part of the application allows you to update your avatar, update your address, phone and email and to pay your dues. To update or correct your information click on the blue box on the bottom.

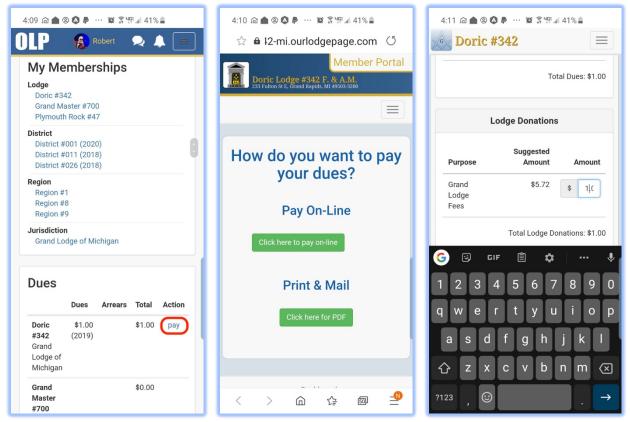


To update or correct your personal account information, complete the following steps.

1. Click on the blue box at the bottom as shown in the Account section of the Menu Function:



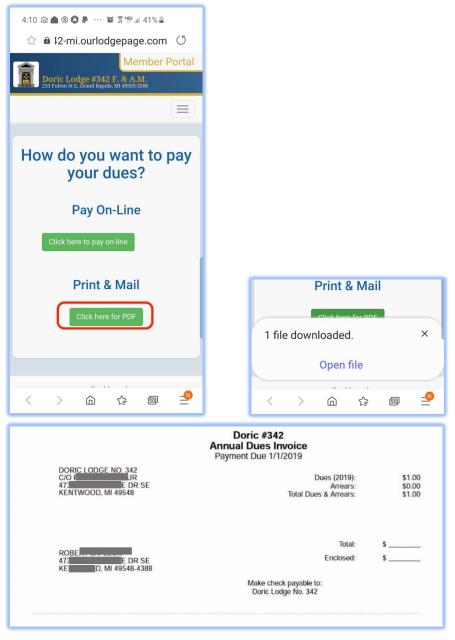
- 2. Your account in the Grand Lodge database shows up. This is what the Grand Lodge has on file as your Membership which may include several lodges if you hold plural memberships.
- 3. These screens also show where you pay your dues and credit card fees. Click on the 'pay' link.
- 4. You can choose to 'Pay Online' or to 'Print your notice' and mail it in with check payment.



- 5. Clicking 'Click here to pay on-line'.
 - a. Opens your phone's web browser and sends you to the lodge website.
 - Lodge#-mi.ourlodgepage.com
 - b. Go to 'My Account' on the website.
 - c. Payment is made from the website, not the mobile application.
 - d. Payment can be made by credit card online using the WePay platform. Michigan By-Laws requires members to pay for the credit card fees which has to be an additional line item to set up in WePay so the members are paying the annual dues amount and a credit card fee you have set up, when paying thru the WePay system.

4:13 බ					
	1 🌰 🙁 🙆 🖡) j	이 하나다 내	41% 🛔	
	12-mi.o	urlod	lgepag	e.com	Q
D	oric #3	42			
E-Mail	Address				
bubba	gump@lol.c	om			
Credit	Card Numbe	er			
12341	2341234123	34			
Expirat	tion Month				
5	aon monar				
5					
Expirat	tion Year				_
2019					•
cvv					
123					
	e				
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- 6. Print Dues Notice & Mail in Check
 - a. A pdf document of the Annual Dues Invoice is downloaded to your device and you can choose to print and mail it in with your payment if you are mailing in a check.



- 7. Update your address, email and phone as needed with the Edit Contact Information:
 - a. Address can include home, office and winter locations.
 - b. Phone numbers include home, work and mobile.

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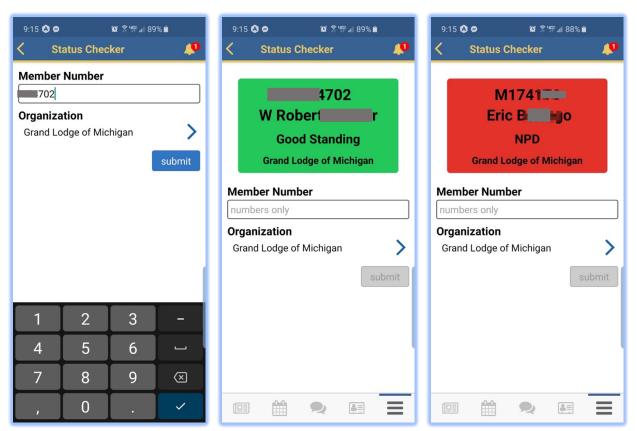
MENU – STATUS CHECKER

To verify if a member is in **"Good Standing"** from Colorado, Hawaii, Illinois, Kansas, Maine, Michigan, Massachusetts, Michigan, New Mexico, New York, North Carolina, South Dakota or Wisconsin.

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My Account	>
Status Checker	>
About	>
Support	
Sign Out	

- 1. Click on 'Status Checker' in the Menu function and enter in the member's ID number.
- 2. The default Organization will be Grand Lodge of Michigan.

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3. Click 'Organization' and choose any jurisdictions that is using the Our Lodge Page platform which are the ones provided on the screen.

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<	Select Organization 🛛 🔎
\sim	Grand Lodge of Colorado
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MENU – SUPPORT

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Clicking 'support' from the menu will open your phone's email default app and address the 'email to' line to EnableLabs support. This will also include the type of operating system version, IOS or Android and the version of OLP. Comments help improve and can generate more services and options for the membership with this platform to help increase overall satisfaction with the craft.

You can click 'Sign Out' to close out of the app at this point.