

MMS Updating Unit Roster Instructions

To update your unit's roster follow these steps and refer to the screen shot of the member's area below: ****Only Grand Knights, Grand Ladies, Financial Secretaries, Navigators and Comptrollers can access these functions.**

1. Log into www.kofpc.org using your user name and password.
2. Click on the **Unit Roster** link in the Member's Area Features under *Information Resources*.
3. All members are listed on the screen in alphabetical order.
4. Using the "drop down arrow" next to the title, you can add/change/remove a title. **** Please select only 3rd degree titles for Councils and Courts and 4th degree titles for Assemblies and Chapters ****
5. *Add/Change*: Click the drop down arrow next to title for the member selected
6. *Remove* : Click the down arrow and select **"-member-"**
7. You can also update all member's e-mail and telephone numbers.
8. Click the "Update" button to confirm your changes.
9. Click the "View/Print Roster" button to display the roster and print the roster.
10. Click the "Return and Make Additional Updates" to update/make corrections.
11. Click the "Update" button to confirm additional changes.
12. Upon final confirmation, the roster will be automatically submitted to the National Office, because of our efforts to "go green" mailing of rosters that were submitted electronically to the National Office is not required.

Welcome to the Members Area!

[Log-out](#)

[Help Email](#)

[Contact Knights of Peter Claver](#)

Members Area Features...

Events



[Event Registration](#)

register and pay fees for upcoming events (0 avail.)



[Calendar of Events](#)

view upcoming events

Information Resources



[Documents Library](#)

view documents for our members



[Find Your District](#)

view list of state/districts...



[KPC Member Financial Security Plan](#)

view the FSP...



[Unit Roster](#)

edit the unit roster...



[Annual Report](#)

submit annual report info...

