

# Lodge Secretary Adding A Member Procedure

Members are added to groups in our database via the membership forms, making it one of the most important form types available.

Membership forms are the only forms that can add a member(s) to the database or change a member's status code from one code to another.

To get started, go to <https://mwphglp.memberclicks.net/login>, after you log in go to Secretary page > Select the New or reinstate member.



## Office Of The Secretary

### Fraternal Greetings:

Welcome to your LODGE Secretary Area of reports and GL forms needed to maintain the records and documents for your Lodge membership.

You will find that you can do the following:

- New or Reinstate membership
- Send mass email
- Print labels
- Reports
  - [Dropped by name](#)
  - [Lodge Search - 1](#)



### [Lodge Secretary Forms](#)

The Secretary documents are in PDF form  
most of the documents are fill in type

From the Secretary Home screen, click on the New or Reinstate member link, to use the membership status Form, follow the listed steps.

## MEMBERSHIP STATUS FORM

### MEMBERS SECTION

Date Submitted:

LODGE/NAME NO.  DISTRICT NO.

ID: (If Known)

- Pick Status:
- Raised
  - Reinstated
  - Admitted
  - Healed
  - Dropped (NPD)
  - Demitted
  - Death
  - Request Dues Card

Status Effective Date

First Name  MI  Last Name

Address 1

Address 2

City  State  ZIP Code

**If you are having problems with the form, contact the Grand Secretary's Office**  
[josephbjefferson@princehall-pa.org](mailto:josephbjefferson@princehall-pa.org)

**Return to Home page and continue using the various features to view and update the members of your lodge.**