

## Membership Lead System

Potential members now have a way to let you know they are interested in joining your Aerie or Auxiliary. The Become a Member page on [www.foe.com](http://www.foe.com) allows them to enter their information, tell you a bit about themselves, and notifies you through MMS that there is a potential applicant for you.

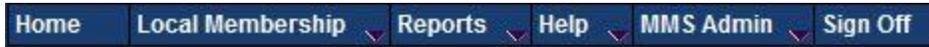
### Join the Fraternal Order of Eagles

#### Contact us today!

If you are interested in joining the Fraternal Order of Eagles please fill out and submit the form below so that someone may contact you. NOTE: This is *not* an application.

First Name	Last Name	Gender	
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
		Male	Female
Street Address			
<input type="text"/>			
Street Address (continued)			
<input type="text"/>			
City	State/Province	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country	E-mail Address		
<input type="text"/>	<input type="text"/>		
Phone Number			
<input type="text"/>			

After filling out their information, the nearest Aerie/Auxiliary to them will be notified. If that's you, there will be a notification on the left side of the MMS home page, once you've signed in.



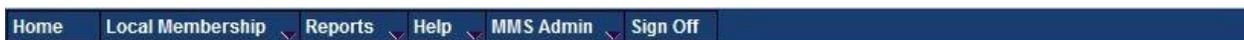
Required For Reports



(Click to Install)

### 1 Active Membership leads

Clicking on the notification will take you to a separate screen listing all membership leads for you to review. You can also access this screen by clicking Local Membership --> Membership Leads.



Membership Leads										
	Assigned To	Lead Source	Status	First Name	Last Name	Phone	Address	City	State	Zip
<a href="#">Edit</a>	Aerie	FOE.COM	Open	RICHARD	FAKE	(814) 555-5555	123 FAKE ST	ROCKWOOD	PA	15557
<a href="#">Export</a>										

All pending leads will be displayed here. If you would like a spreadsheet containing the information for the leads, click the Export button.

To work with a specific lead, click the Edit button next to their name to be taken to the following screen.

Home Local Membership Reports Help MMS Admin Sign Off

### Membership Lead

Source:

Status:

First Name:

Last Name:

Address Line1:

Address Line2:

City:

State:

Zip:

Country:

Email:

Phone:

About:

Referred By:

Gender:  Male  Female

[Return](#)

Notes:

[Find Proposer](#)

club	Activity	Notes	User	Activity Date
Aux 1234	ASSIGN		AUTO INITIATION PROCESS	10/19/2012
	LEAD ADDED	ADDED BY SYSTEM	AUTO INITIATION PROCESS	10/19/2012

Exsiting Member Matches

GAID	Club	Member	Status	DOB
1234567	9598	DONNA FAKE 567 FAKE ADDRESS BEAUMONT TX	INITIATED	01/01/19XX

Here, you will see the information they have entered on the left side of the page.

The bottom-right of the page will display potential matches already in MMS, to help determine if the person may already be a member somewhere else, or a previous member that can come back as a re-enrollee.

The top-right has an area to leave yourself notes to help keep track of those you have contacted for an application, etc. Enter your note, then click one of the buttons below to save it based on what you need to do with the lead.

The **Re-assign** button will remove the lead from your Aerie/Auxiliary, and transfer it to the next nearest Aerie/Auxiliary to them.

The **Already A Member**, and **Duplicate** buttons will remove the lead.

The **Not Interested** button does the same thing for instances where the person submitted their information, but then changed their mind about becoming a member.

**Contacted** will simply save whatever you have entered into the notes field, to help make it easier for you to keep track of which leads you have already gotten in touch with.

Once you have received their application for membership, and their application fee has been paid, click the **Submit to Batch** button to transfer the information they have entered into an open batch. This will save you a bit of time since you won't have to key the information in manually. If you do not have an open batch, the system will create one for you, and put their information into it.

If you have any questions, or issues with using the membership leads system, do not hesitate to contact [localsupport@foe.com](mailto:localsupport@foe.com). We're always happy to lend a hand.