

# Submitting Your District Deputy Reports Online via Elks.org

Congratulations on being selected as a District Deputy Grand Exalted Ruler of the Benevolent and Protective Order of Elks.

An important part of your responsibilities as District Deputy will be scheduling your lodge visitations, and then submitting a series of online reports within seven days of each visit.

You'll also be expected to schedule and report on the two District Deputy clinics you'll be holding on behalf of the lodges in your district, and a new Session Attendance Report for the Grand Lodge Convention.

All of these reports must be submitted via Elks.org, and this brief instruction sheet is designed to help you get started.

## Step 1: Register for an Elks.org User Name and Password

If you already have an elks.org account, you can skip this step. The system will automatically recognize you as a District Deputy when you sign in, and will assign you the appropriate access privileges. You do not need to register for a separate account.

If you do not yet have an elks.org account, open your web browser and visit [www.elks.org](http://www.elks.org). Click the "Register" link in the upper right-hand corner of the site:



Read over the Terms of Service, and then click the link labeled,

**"I accept these terms please proceed to registration."**

You'll be taken to the Elks.org Online Registration Form:

<https://www.elks.org/secure/members/registration.cfm>

where you'll be asked to supply your name, lodge number, membership number, and email address. You'll also be asked to select the user name and password you'd like to use on elks.org. Please select a password that's easy to remember, but note that your password must conform to the following guidelines:

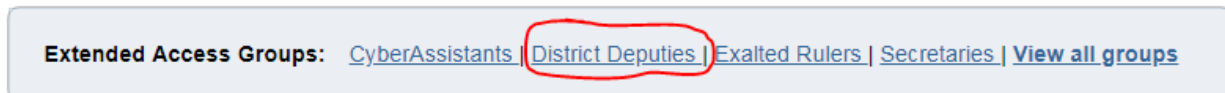
- Passwords must be at least 8 characters in length.
- Passwords must have at least one lowercase letter [a-z]
- Passwords must have at least one UPPERCASE letter [A-Z]
- Passwords must contain at least one number [0-9]
- You may use special characters like !, \$ and &

## Step 2: Visit the District Deputy area of Elks.org

On the elks.org home page, click the "Members Only" link from the Main Menu:



You'll be taken to the Members Only home page. From there, click the "Extended Access" link labeled, **District Deputies**:



You'll be taken to the District Deputy home page:

<http://www.elks.org/Members/DDs/>

On the District Deputy home page, you'll usually see a box highlighting any issues of concern specific to the lodges in your district:

ELKS HOME WHO WE ARE OUR PROGRAMS ELKS NATIONAL FOUNDATION MEMBERS ONLY

Elks Home > Members Area > Extended Access >

**District 2600 Home**

- Visitations & Clinics
- DD Certification Course
- Forms
- Reports
- Message Board
- DD Manual (PDF)

## District Deputy News



- **NOTE:** Our records indicate that the following lodges in your district have not updated their charitable giving data in the last 30 days: [Lodge #1043](#), [Lodge #1316](#), [Lodge #1510](#), [Lodge #1531](#), [Lodge #2258](#). Please have them maintain this data regularly.
- **NOTE:** Our records indicate that the following lodges in your district are charging dues or fees that differ from the amount of lodge dues or fees associated with that lodge in the records of the Grand Secretary: [Lodge #1316](#). Please have the lodge resolve these differences.

No missing reports.

Please review this page at least once per week, and take whatever steps are required to resolve these issues.

### Step 3: Submit Your Session Attendance Report

Immediately following the Grand Lodge Convention, you should submit your Session Attendance Report. To get started, click the link labeled, “Visitations & Clinics” from the District Deputy Menu:

**District 2600 Home**

- Visitations & Clinics
- DD Certification Course
- Forms
- Reports
- Message Board
- DD Manual (PDF)

To submit your report, click the button labeled, “Create Session Attendance Report:”

#### **Grand Lodge Session Attendance Report:**

District 2600 Attendance Report

For each Lodge in your district, please indicate the title of the individual representing that lodge, which should be either “Exalted Ruler,” or “Alternative Rep,” and then indicate if they were “Present”, “Absent” or “Excused” for each of the three sessions:

**Grand Lodge Session Attendance Report**

**1. Attendance**

Lodge Name & Number	Title of Representative (ER or Alternate Rep)	Monday	Tuesday	Wednesday
Elgin, IL #737	<input type="text" value="Exalted Ruler"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>
Chicago Northshore, IL #1316	<input type="text" value="Exalted Ruler"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>
Brookfield, IL #1510	<input type="text" value="Exalted Ruler"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>
Des Plaines, IL #1526	<input type="text" value="Exalted Ruler"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>
Elmhurst, IL #1531	<input type="text" value="Alternative Rep"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>
Wheaton, IL #2258	<input type="text" value="Exalted Ruler"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>

Comments:

If necessary, you can provide additional information in the “Comments” section, and then click the “Save” button. Note that saving the data records the information so that it can be accessed later, but it does *not* submit the report to Grand Lodge. When your information is accurate and complete, you can submit to Grand Lodge by clicking the button labeled, “Submit to Grand Lodge:”

**2. Submit to Grand Lodge**

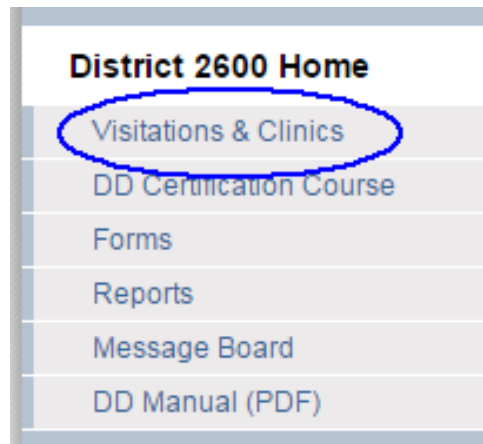
Click **Submit to Grand Lodge** to submit your report to the Grand Lodge. Note that once your report has been submitted, you will not be able to make changes.

That’s all there is to it. Your report will be delivered automatically to Grand Lodge and to your State Sponsor.

## Step 4: Schedule Your Visits and Clinics

After you've submitted your Session Attendance Report, you should begin scheduling your Lodge Visitations and District Deputy Clinics. **This information should be submitted to Grand Lodge no later than August 15th.**

To get started, click the link labeled, "Visitations & Clinics" from the District Deputy menu:



To schedule a Visit, click the "Schedule Dates" button next to the appropriate lodge:

### Visitation/Clinic Schedule

Lodge	Visitation Date	Action
Elgin, IL #737	Not Scheduled	Schedule Dates
Woodstock, IL #1043	Not Scheduled	Schedule Dates
Chicago Northshore, IL #1316	Not Scheduled	Schedule Dates
Brookfield, IL #1510	Not Scheduled	Schedule Dates
Des Plaines, IL #1526	Not Scheduled	Schedule Dates
Elmhurst, IL #1531	Not Scheduled	Schedule Dates
Wheaton, IL #2258	Not Scheduled	Schedule Dates
Host Lodge	August/Sept. Clinic Date	Action
N/A	Not Scheduled	Schedule Dates
Host Lodge	March/April Clinic Date	Action
N/A	Not Scheduled	Schedule Dates

You'll be prompted to enter the date of your visit:

Brookfield, IL #1510

Enter the date in mm/dd/yyyy format, and click the “Submit” button. That’s all you need to do. Be sure to submit the scheduled visitation date for each of the lodges in your district.

Your District Deputy Clinics should be scheduled in the same way. For your Clinics you’ll be asked to indicate the Host Lodge as well as the scheduled date:

Host Lodge	August/Sept. Clinic Date	Action
[Select Host Lodge] ▼	<input type="text"/>	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
[Select Host Lodge]	March/April Clinic Date	Action
Elgin, IL #737	Not Scheduled	<input type="button" value="Schedule Dates"/>
Woodstock, IL #1043		
Chicago Northshore, IL #1316		
Brookfield, IL #1510		
Des Plaines, IL #1526		
Elmhurst, IL #1531		
Wheaton, IL #2258		

Enter the scheduled location and date for both your August/September clinic, and your March/April Clinic. **Remember, if you leave any visits or clinics unscheduled after August 15th, you may hear from your PGER State Sponsor, Special Deputy, or District Leader.**


### Step 5: Submit a Visitation Report

For each of the lodges you visit, you’ll be required to submit a Visitation Report, a Self-Inspection Report, and an Audit Report. To submit your first Visitation Report, click the “Create” button in the “Visitation Reports” column for the appropriate lodge:

Lodge	-- Visitation Reports --	-- Self Inspection Reports --	-- Audit Reports --
Elgin, IL #737	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Woodstock, IL #1043	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Chicago Northshore, IL #1316	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Brookfield, IL #1510	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Des Plaines, IL #1526	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Elmhurst, IL #1531	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Wheaton, IL #2258	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>

For each section of the report, supply the requested information, and then click the “Save” button:

**1. Date of Visit**

Date of Visit:   (mm/dd/yyyy)

Number of Members Present:

Average Meeting Attendance:

Note that some of the requested fields (such as ENF giving totals) are pre-populated based on information already stored at Grand Lodge. In most situations you should leave those values unchanged:

**3. National Foundation Statistics**

Year ending March 31:	2014	2015	2016	Current
<b>A1. Total Giving:</b>	\$3,730.00	\$5,005.00	\$5,028.00	<input type="text" value="\$3,073.00"/>
<b>A2. Per-Capita Giving:</b>	\$28.91	\$40.69	\$44.89	<input type="text" value="\$25.40"/>

**B. Does Lodge maintain a recognition board listing names of Foundation supporters?**       Yes  No

Be sure to click the “Save” button at the end of each section so that none of your data gets lost. If you don’t have time to complete your report in one sitting, no problem. As long as your data is saved you can logoff and then resume your work at any time:

Lodge	-- Visitation Reports --	-- Self Inspection Reports --	-- Audit Reports --
Elgin, IL #737	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Woodstock, IL #1043	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Chicago Northshore, IL #1316	<input type="button" value="Resume"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Brookfield, IL #1510	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Des Plaines, IL #1526	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Elmhurst, IL #1531	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
Wheaton, IL #2258	<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>

Note that you should supply answers to all questions. If a certain question doesn’t apply or requires clarification, select the response that makes the most sense, and then provide additional information in Section 9:

### 9. IMPORTANT: ADDITIONAL INFORMATION

If there is a "NO" answer, give a complete explanation:



Once you've answered every question, you can submit your report to Grand Lodge by clicking the button at the very bottom of the page labeled, "Submit to Grand Lodge." **Be sure to review all of your answers before you submit, however, because you will not be able to make further changes once your report is submitted.**

### 11. Submit to Grand Lodge

Click **Submit to Grand Lodge** to submit your report to the Grand Lodge. Note that once your report has been submitted, you will not be able to make changes.

Your name:

Upon submission, your report will be saved on the Grand Lodge servers, and will be sent to both you and to your Grand Lodge Sponsor as an email attachment in PDF format. You do not need to mail your report to Grand Lodge, but please check with your PGER Sponsor to be sure that the PDF attachment is sufficient for his records.

If your report does not get delivered to you via email, for some reason, or is accidentally deleted, you can retrieve a copy of your report at any time by clicking the appropriate button on the reporting interface:

Lodge	-- Visitation Reports --	-- Self Inspection Reports --	-- Audit Reports --
Elgin, IL #737	Submitted 10/19/2016 (PDF)	Submitted 10/19/2016 (PDF)	Submitted 10/19/2016 (PDF)
Woodstock, IL #1043	Submitted 12/01/2016 (PDF)	Submitted 09/29/2016 (PDF)	Submitted 09/29/2016 (PDF)
Chicago Northshore, IL #1316	Submitted 11/16/2016 (PDF)	Submitted 11/16/2016 (PDF)	Submitted 11/16/2016 (PDF)
Brookfield, IL #1510	Submitted 09/26/2016 (PDF)	Submitted 09/26/2016 (PDF)	Submitted 09/26/2016 (PDF)
Des Plaines, IL #1526	Submitted 12/21/2016 (PDF)	Submitted 09/13/2016 (PDF)	Submitted 09/13/2016 (PDF)
Elmhurst, IL #1531	Submitted 11/30/2016 (PDF)	Submitted 10/27/2016 (PDF)	Submitted 10/27/2016 (PDF)
Wheaton, IL #2258	Submitted 11/21/2016 (PDF)	Submitted 11/18/2016 (PDF)	Submitted 11/22/2016 (PDF)
	-- August/September Clinic --	-- March/April Clinic --	
	Submitted 01/10/2017 (PDF)	Create Second Clinic Report	

Note that you do not need to confirm receipt of your report with the Grand Lodge Webmaster. As long as your report displays as “Submitted” in the reporting interface, you can be assured that your report has been filed successfully.

## 6. Submit a Self-Inspection Report

Self-Inspection Reports are submitted in exactly the same way as Visitation Reports. Click the appropriate button to get started:

Lodge	-- Visitation Reports --	-- Self Inspection Reports --	-- Audit Reports --
Elgin, IL #737	Create	Create	Create
Woodstock, IL #1043	Create	Create	Create
Chicago Northshore, IL #1316	Resume	Create	Create
Brookfield, IL #1510	Create	Create	Create
Des Plaines, IL #1526	Create	Create	Create
Elmhurst, IL #1531	Create	Create	Create
Wheaton, IL #2258	Create	Create	Create
	-- August/September Clinic --	-- March/April Clinic --	
	Create First Clinic Report	Create Second Clinic Report	

For your Self-Inspection report, you’ll be asked to answer each question with “Yes”, “No”, or “N/A”. As with your Visitation Report, please click the “Save” button after each section to make sure that you don’t lose any data:

### 1. Access Roads, Walkways, Parking Areas

- a. Free of debris, cracks, broken pavement  Yes  No  N/A
- b. Different elevations between adjacent walkways provided with guards or well marked  Yes  No  N/A
- c. Walkways flat, well-drained, without holes  Yes  No  N/A
- d. Fences & barricades secured & in good condition  Yes  No  N/A
- e. Pathways and parking areas have adequate lighting  Yes  No  N/A
- f. Walkways have safe clearance from motorized equipment  Yes  No  N/A
- g. Signs indicating "Park at your own risk."  Yes  No  N/A

Save

After you've answered every question, you can also add any additional comments or observations:

### 14. Comments

Comments or observations:

Save

Once your report is complete, you can submit the data to Grand Lodge:

### 16. Submit to Grand Lodge

Click **Submit to Grand Lodge** to submit your report to the Grand Lodge. Note that once your report has been submitted, you will not be able to make changes.

Your name:

Submit to Grand Lodge

Once again, a copy of the report will be emailed to you and to your PGER Sponsor in Adobe PDF format.

## 7. Submit an Audit Report

District Deputy Audit Reports are created in exactly the same way as Visitation and Self-Inspection reports:

Lodge	-- Visitation Reports --	-- Self Inspection Reports --	-- Audit Reports --
Elgin, IL #737	Create	Create	Create
Woodstock, IL #1043	Create	Create	Create
Chicago Northshore, IL #1316	Resume	Create	Create
Brookfield, IL #1510	Create	Create	Create
Des Plaines, IL #1526	Create	Create	Create
Elmhurst, IL #1531	Create	Create	Create
Wheaton, IL #2258	Create	Create	Create

-- August/September Clinic --	-- March/April Clinic --
Create First Clinic Report	Create Second Clinic Report

As with your Self-Inspection report, each question will be answered “Yes”, “No”, or “N/A”:

**Audit Committee Review:**

1. Did the Audit Committee perform their financial reviews in July, October, and January and file a written report with the Lodge as required by Sect. 13.040-i of the Statutes?  Yes  No  N/A
2. Did the Audit Committee engage the Accountant for the Annual Financial Report well in advance of March 31st?  Yes  No  N/A  
Was a signed "Accountant Contract" completed and on file for the year ending March 31st?  Yes  No  N/A
3. Did the Audit Committee deliver the Annual Financial Report to the Lodge by June 15th?  Yes  No  N/A
4. Did the Audit Committee review, sign and send the Annual Financial Report with Transmittal letter to their Grand Lodge Area A & A Committeeman prior to June 30th?  Yes  No  N/A

[Save Report and Continue Work](#)

Note that until you’ve answered (and saved) your answers to every question, the “Submit to Grand Lodge” button will not be activated. Once your report is complete, you can submit to Grand Lodge:

**Submit to Grand Lodge**

Click **Submit to Grand Lodge** to submit your report to the Grand Lodge. Note that once your report has been submitted, you will not be able to make changes.

[Submit to Grand Lodge](#)

As always, upon successful submission your report will be emailed to you and to your PGER Sponsor in Adobe PDF format.

### 8. Submit a Clinic Attendance Report

Upon completion of your August/September Clinic, and then again after your March/April Clinic, you'll be expected to submit a report indicating who was in attendance:

Lodge	-- Visitation Reports --	-- Self Inspection Reports --	-- Audit Reports --
Vicksburg, MS #95	Create	Create	Create
Greenville, MS #148	Create	Create	Create
Canton, MS #458	Create	Create	Create
Greenwood, MS #854	Create	Create	Create
Clarksdale, MS #977	Create	Create	Create
Corinth, MS #2573	Create	Create	Create

-- August/September Clinic --	-- March/April Clinic --
Create First Clinic Report	Create Second Clinic Report

To complete this report, simply indicate the date of your Clinic, the Host Lodge, and the attendance status of the Officers for each of the lodges in your District:

**1. Date of Clinic & Host Lodge**

Date of Clinic:

Host Lodge:

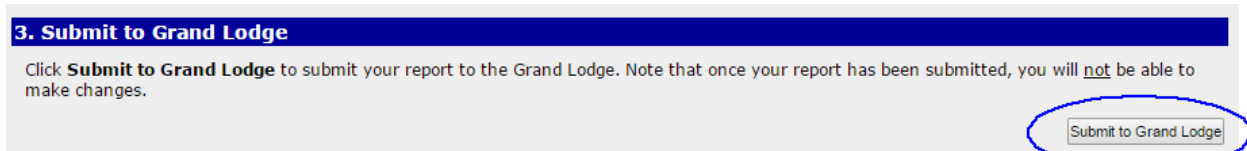
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**2. Attendance**

Lodge Name & Number	Exalted Ruler	Leading Knight	Lodge Secretary	Trustee Chairperson	Others Present	Total
Vicksburg, MS #95	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text"/>	<input type="text" value="4"/>
Greenville, MS #148	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text"/>	<input type="text" value="4"/>
Canton, MS #458	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text"/>	<input type="text" value="4"/>
Greenwood, MS #854	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text"/>	<input type="text" value="4"/>
Clarksdale, MS #977	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text"/>	<input type="text" value="4"/>
Corinth, MS #2573	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text"/>	<input type="text" value="4"/>

Comments:

You should also indicate how many others from each lodge were present beyond the required attendees. The report form will automatically calculate the total attendance for each lodge. Add any comments that you'd like to make about the clinic, and then click the "Save" button. Review the data, and then click the "Submit to Grand Lodge" button to file your report:



That's all there is to it. Your report will once again be emailed to you and to your PGER Sponsor in Adobe PDF format.

## 9. Frequently Asked Questions

### **How much time do I have to submit my reports?**

Your Grand Lodge Session Attendance report should be filed as soon as possible following the convention.

You should submit a complete schedule of your visitation dates and clinics no later than August 15th.

Your Visitation, Self-Inspection, Audit and Clinic Attendance Reports should be submitted to Grand Lodge no later than 7 days following the event. Your PGER Sponsor, Special Deputy, and District Leader, if applicable, will be notified about any missing or late reports.

### **I submitted my report to Grand Lodge, but just noticed a mistake. Can I edit the report?**

No, complete reports cannot be edited once they're submitted to Grand Lodge. However, in the event of a serious omission or error, the Grand Lodge webmaster can reopen the report for further revision. Requests should be submitted via email to [webmaster@elks.org](mailto:webmaster@elks.org).