

Octoraro 22 Member Portal User Guide

The intent of this user guide is to provide basic access and feature information about the Member Portal for Octoraro 22.

Click one of the section links below to jump to that section:

[Member Portal Overview](#) | [Member Portal Access](#) | [Member Portal Features](#)

Member Portal Overview

The member portal can be used to confirm and update member information, see lodge events, print membership cards, and contact lodge leadership. The member portal is connected to the lodge's membership database, called Lodgemaster, and so information displayed about members is being shown from the database. When member contact information is updated, the Lodgemaster database is also updated.

The Member Portal is a new Lodgemaster feature that has been released by the national Lodgemaster development team in the past 9 months.

Member Portal Access

Use the following procedure to gain access to the Member Portal:

1. Open up your email client and look for the following email subject – **Octoraro Lodge Portal Invitation**. Open that email.
2. In the email, click **Claim Account**.
Note: The invitation will expire after 14 days.
>> The Arrow ID page will open in your default browser.
3. Octoraro 22 members who do not have an Arrow ID will need to create an account. Click **Create a new account** and continue to step 4.
Note: Members who already have an Arrow ID (members with Lodgemaster access), go to step 9.

4. Enter your **First Name**, **Last Name**, **Email** (same email address as the one where the invitation was sent), a **Password** for your new account, and **Confirm Password**.



Create a new account

First Name

Last Name

Email

Password

Confirm password

Register

Already have an account? [Login now!](#)

5. Click **Register**.
>> A Confirm Email page will appear.

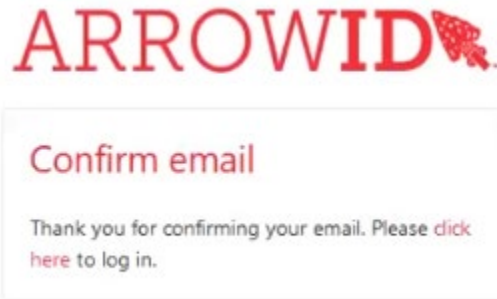


Confirm email

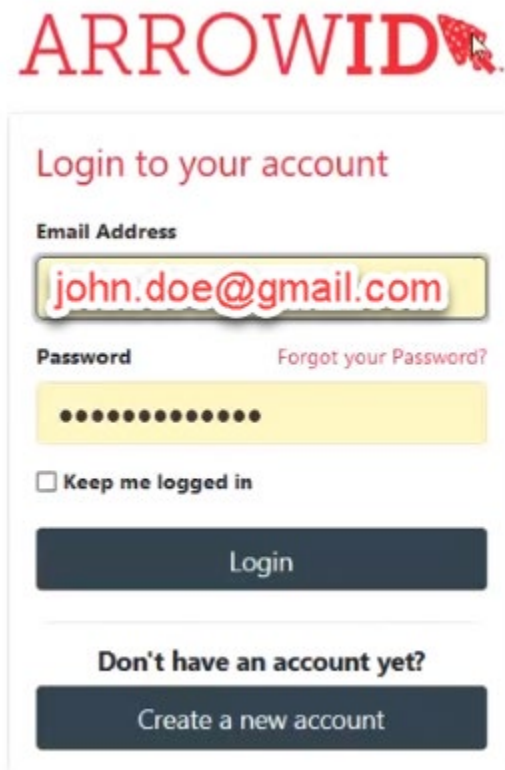
Your must confirm your email before you can login, please check your email for instructions on confirming your account. Please [click here](#) to go back to log in.

6. Go back to your email client and look for the following email subject – **Confirm Email Account**. Open that email.

7. Click **Confirm Account**.
>> A Confirm email page will open.



8. Click **click here** link to go to the login page.
9. Enter your email address and password (for new users, created in step 4), then press **Login**.



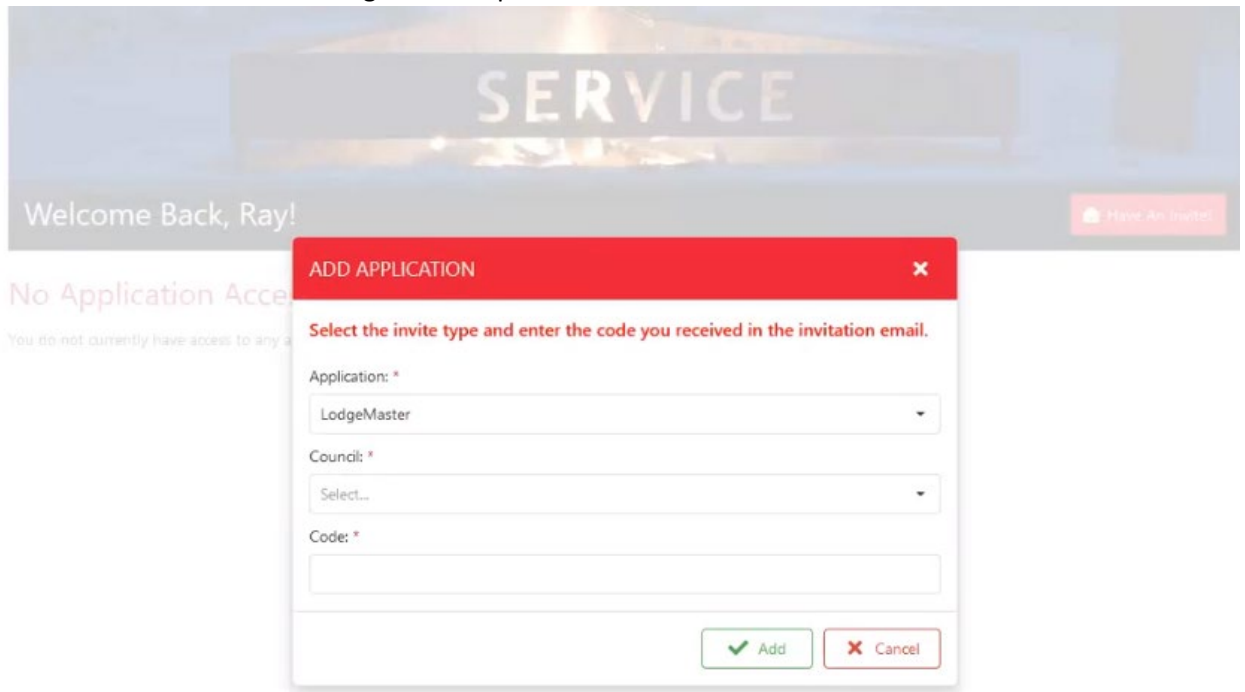
>> The Member Portal access page will open.



No Application Access

You do not currently have access to any applications. If you received an invite, click the red 'Have An Invite' button to add the application.

10. If the member portal access page says “No Application Access”, click **Have an Invite?**
>> The ADD APPLICATION dialog box will open.



11. Go back to your email client and open again the **Octoraro Lodge Portal Invitation** email.
12. Copy and paste the code listed in the email.
13. Return to the member portal page (see image in step 10) and paste the code in the “Code:” field.
14. In the “Application:” field, select **Member Portal**.
15. In the “Council:” field, select **539 – Chester County Council – Octoraro Lodge**.
16. Click **Add**.

You will now have access to the member portal.

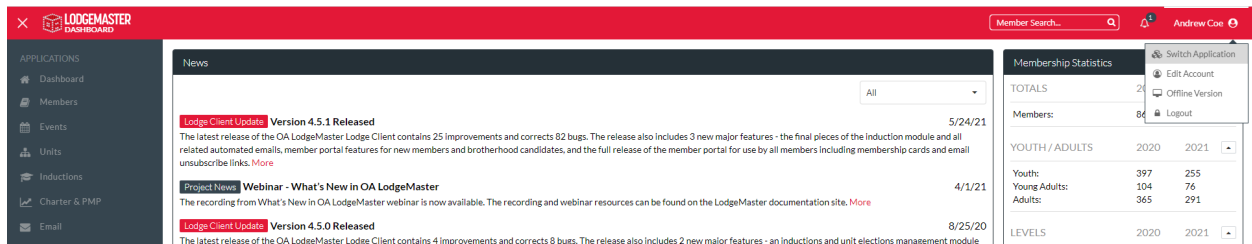
Member Portal Features

This section is meant as a very brief overview of the features found in the Member Portal.

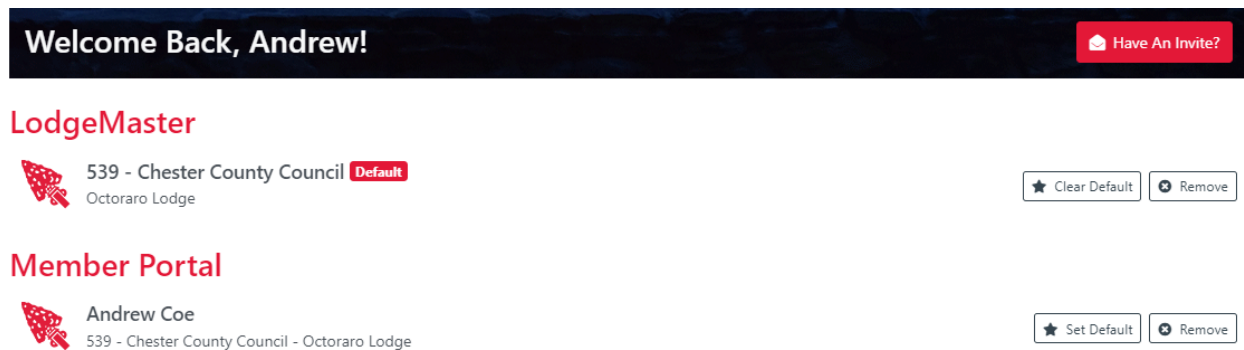
Initial Access

The portal can be accessed after registration at <https://portal.oa-bsa.org>.

Note: Members who have registered multiple applications (e.g., lodgemaster access and member portal access) may inadvertently login to the default application other than Member Portal. For example, if you login via the portal and end up in the lodgemaster database, click your username in the top right of screen then click **Switch Application**.



You can then choose a different application as your default (if you desire), or you can just click on the other application that you want to enter.



Quick Links

This section shows Quick Links for members, including [Upcoming Events](#) and [Membership Card](#).

Upcoming Events

This will allow you to see upcoming events from the lodge that are stored in the lodgemaster database. These are usually for events that require registration, therefore events such as Lodge Leadership Team meetings (formerly known as LEC meetings) will not be shown here. If an event has an associated registration link listed, it will allow you to click on it to go the registration page.

Below is an example of an event WITHOUT a registration link.

[Home](#) [Update Your Profile](#) [Calendar](#) [Contact The Lodge](#)

Lodge Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01	02	03
		06	07	08	09	10 2021 - July Vigil →
		13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Below is an example of an event WITH a registration link(s).

[Home](#) [Update Your Profile](#) [Calendar](#) [Contact The Lodge](#)

Lodge Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11 2021 - June Service Weekend →	12
13 2021 - June Serv...	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

Note: The Upcoming Events link in Quick Links is the same as the Calendar link in the menu.

Membership Card

Clicking Membership Card will open a new window with a printable membership card. The expiration date is based on the dues year you are current through. For example if you paid dues through 2023, the expiration date will be 9/30/2023.

Octoraro Lodge, Order of the Arrow Membership Card

John Doe
Expires 9/30/2021



Update Your Profile

Clicking this menu item will take you to the Update Your Member Profile page. You can also print your [membership card](#) from this page.

There are 5 main sections:

- Basic Information
- Lodge Member Information
- Email Addresses
- Phone Numbers
- Mailing Addresses

The first two sections are NOT editable by users in the Member Portal. You will need to contact the lodge to update any incorrect information in those sections (see the [Contact the Lodge](#) section below for more information). There is a link under each of these 2 sections that allows you to contact the lodge.

Update Your Member Profile

 Your Membership Card

 Save

 Reset

Basic Information

Name:		
<input type="text" value="John Doe"/>		
BSA Person ID:	Gender:	Date Of Birth:
<input type="text" value="1234567"/>	<input type="text" value="Male"/>	<input type="text" value="01/01/1980"/>

If you need to update your name or any other fields that are locked, please [contact the lodge](#).

Lodge Member Information

Chapter:	Unit:	Dues Paid Through:
<input type="text" value="Octoraro"/>	<input type="text" value="Troop 47"/>	<input type="text" value="2021"/>
Membership Level:	Ordeal Date:	Brotherhood Date:
<input type="text" value="Vigil"/>	<input type="text" value="4/23/1992"/>	<input type="text" value="4/24/1993"/>
Vigil Induction Date:	Vigil Name (Indian):	Vigil Name (English):
<input type="text" value="6/1/1997"/>	<input type="text" value="Topi"/>	<input type="text" value="Alder Tree"/>

If any lodge information is incorrect, please [contact the lodge](#).

Editing is allowed in the next 3 sections – Email Addresses, Phone Numbers, and Mailing Addresses. We encourage members to update their contact information in these sections as it changes over time. This ensures that we have the correct information for you. Once done editing, ensure that you click the **Save** icon at the top or bottom of the screen. Reset can also be done if you want to revert back before saving.

 Save  Reset

Contact the Lodge

This feature allows you to contact the lodge leadership or technical support. It is the same feature that is found in the [“Update Your Member Profile”](#) screen.

[Home](#) [Update Your Profile](#) [Calendar](#) [Contact The Lodge](#)

Contact The Lodge

Your Information

Your Name: Your Email: *

Message

Send To: * Subject: *

Message: *

Your personal information will already be entered (name and email). Please select the “Send To:”, add a subject, and include a specific message that needs addressing. Then click **Send**.

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