



Mobile App Instruction Manual



Engagement for Freemasonry

Get the App for iOS and Android

Available on the
App Store

GET IT ON
Google Play

The image is a promotional banner for a mobile app. It features a background image of a grand hall with white marble columns. Overlaid on the left is a logo with the letters 'MO R I' in white on a blue background, followed by 'OLP' in large blue letters and 'Our Lodge Page' in smaller blue text. Below this is the text 'Engagement for Freemasonry'. In the center, there is a blue downward-pointing arrow. Below the arrow, the text 'Get the App for iOS and Android' is written in bold. At the bottom, there are two buttons: one for the App Store with the Apple logo and the text 'Available on the App Store', and one for Google Play with the Google Play logo and the text 'GET IT ON Google Play'.

Ver 1.1
October 3, 2019

Our Lodge Page is both a website and a mobile application.

It is an application that hooks into your Masonic record and allows you to keep in contact with members of your lodge, update your contact information, pay your dues and numerous other functions. User & password created on your lodge website or on the application are the same. You will use the same username and password for both. Instructions on Our Lodge Page website, outside of creating an account and logging in will be covered in a separate document.

Your website: <https://Your lodge number -mi.ourlodgepage.com>

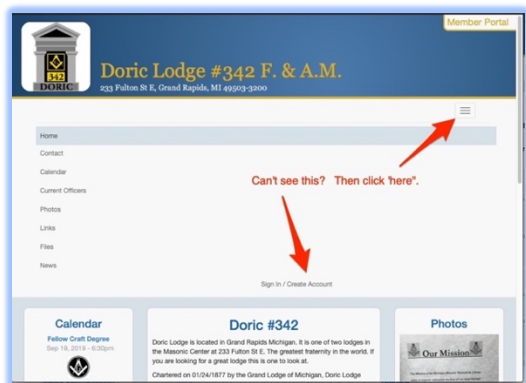
Examples:

<https://10-mi.ourlodgepage.com>

<https://2-mi.ourlodgepage.com>

CREATE AN ACCOUNT (website)

1. Go to your lodge page.
2. Click 'Create Account'
 - a. Note if you don't see the 'sign in' or 'create account' then click on the upper right corner as indicated.



3. Enter your Grand Lodge Membership ID (which is found on your membership "dues card") and your date of birth.
4. Click 'validate'.

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5. You will choose to validate by either 'email address' or 'cell phone' if you have one.

Create Account

Membership Authentication Code User Info Complete

Step Two: Authentication Code - Send Code

Next, we need to send an authentication code to one of the following contact mechanisms of your choice. On the next screen, you'll be asked to enter the code you receive. Please select a method to receive your code:

Choose one →

* Authentication method

- ☐ ***-***-4567
- ☐ s*****@gmason.org
- ☐ t*****@aol.com

If none of these methods appear current, please contact your lodge organization to update your contact information.

send

6. Check your email address 'or' text message if you chose phone.
7. Enter the Authorization Code:

Create Account

Membership Authentication Code User Info Complete

Step Two: Authentication Code - Enter Code

A six-digit authentication code has been sent to ***-***-3964. Please enter it below.

* Authentication Code 7 05

authenticate

resend code

8. Enter a username and password.

Create Account

Membership Authentication Code User Info Complete

Step Three: User Info

Please enter your desired username and password:

* Username ra*****@aol.com Username is available Good

* Password ***** Good

* Re-enter Password ***** Matches

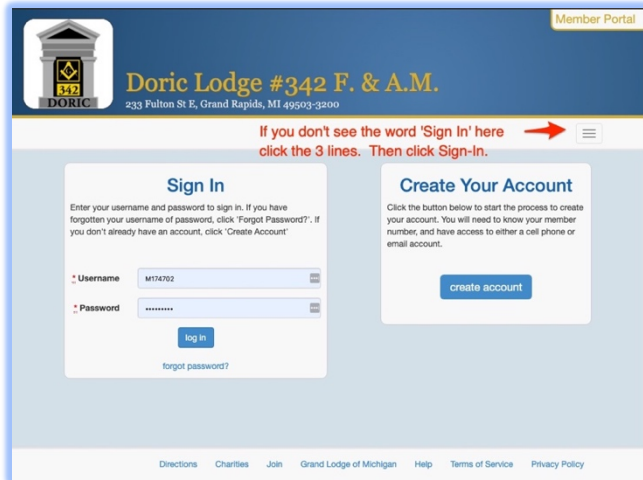
join

9. Click 'Join'.

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LOGGING INTO OURLODGE PAGE (website)

1. Navigate to <https://lodgenumber-mi.ourlodgepage.com>
 - a. E.g.: <https://210-mi.ourlodgepage.com>
 - b. E.g.: <https://34-mi.ourlodgepage.com>
2. Click 'Sign-In'.



3. Enter 'Username' and 'Password' then click 'log in'.

OURLODGE PAGE (mobile app)

Visit the official website here:

<https://enablelabs.lpages.co/olp-download-mobile-app/>



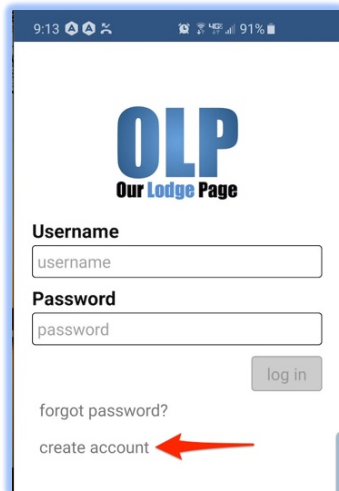
The application is also available from the following app stores:

iPhone App: <https://apps.apple.com/us/app/our-lodge-page/id1178763568>

Android App: <https://play.google.com/store/apps/details?id=com.ourlodgepage>

CREATE ACCOUNT (mobile app)

1. Start the app and click 'create account'.



9:13 91%

OLP
Our Lodge Page

Username
username

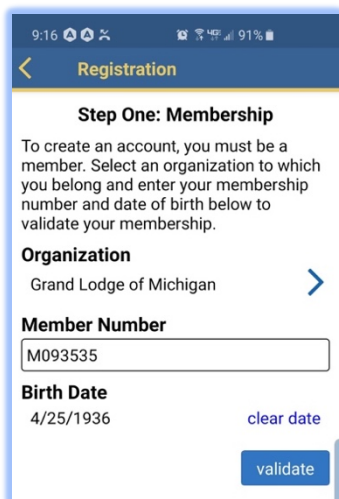
Password
password

log in

forgot password?

create account

2. Select 'Grand Lodge of Michigan', enter your 'Membership ID' and your 'Date of Birth'
 - a. 'Click 'validate' at the bottom.



9:16 91%

< Registration

Step One: Membership

To create an account, you must be a member. Select an organization to which you belong and enter your membership number and date of birth below to validate your membership.

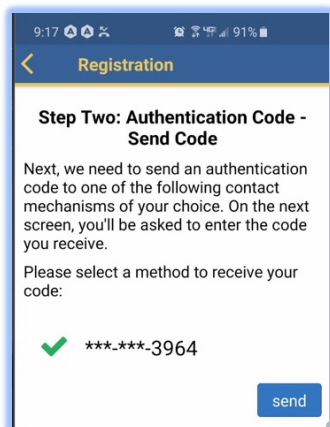
Organization
Grand Lodge of Michigan

Member Number
M093535

Birth Date
4/25/1936 clear date

validate

3. Authenticate to your phone by clicking 'send'.



9:17 91%

< Registration

Step Two: Authentication Code - Send Code

Next, we need to send an authentication code to one of the following contact mechanisms of your choice. On the next screen, you'll be asked to enter the code you receive.

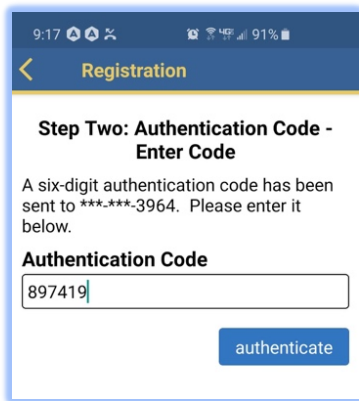
Please select a method to receive your code:

✓ ***.***.3964

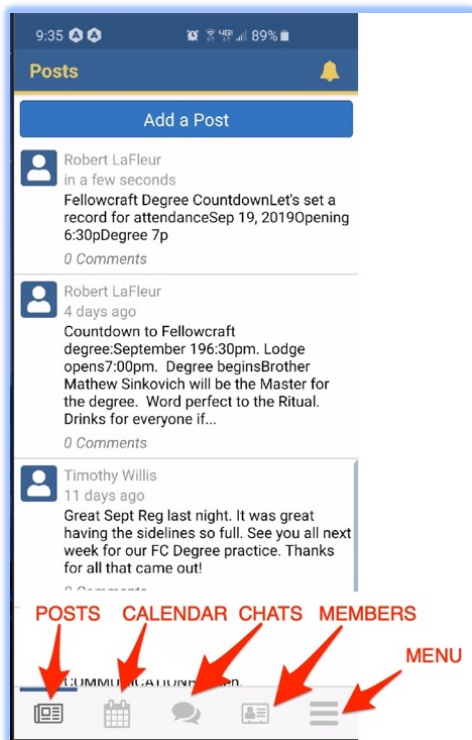
send

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4. Check your text messaging for the code.
5. Enter the code in the appropriate box.



OUR LODGE PAGE MOBILE APP MENU



POSTS

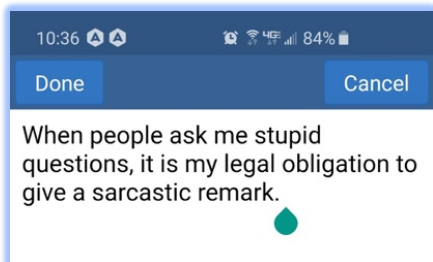
You can add a post with or without images, read a post or comment on a post.

- Comment only available if 'Allow Comments' is enabled by whoever creates the post.

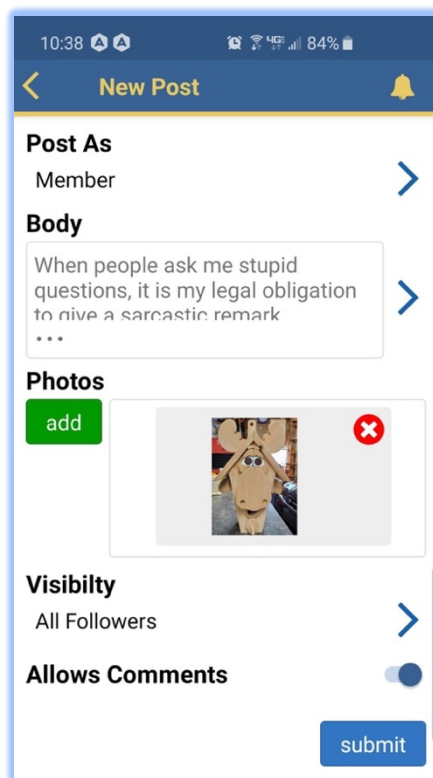
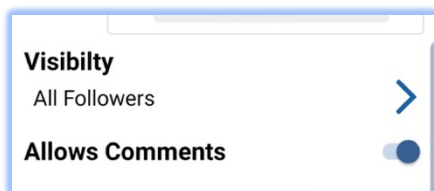
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ADD A POST

1. Click 'Add a Post' on the top of the screen.
2. Choose 'who sees the post':
 - a. 'Member' – all lodge members.
 - b. 'Webmaster of Grand Lodge'
3. Enter your post in the 'Body'.



4. Select or take a photo (optional).
5. Allow Comments.



6. Click 'submit'.

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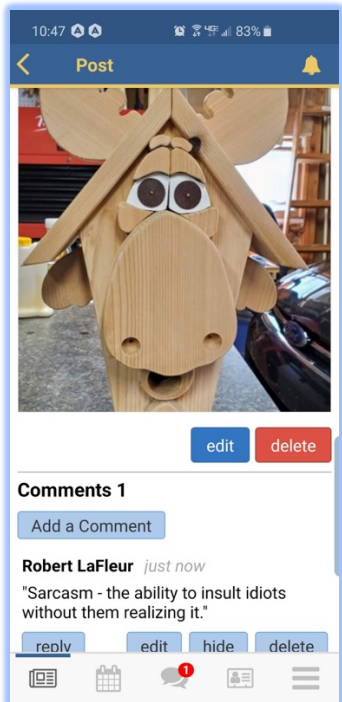
POSTS – COMMENTING

Users of OLP can comment on any post if the check box was left enabled.

1. Select the post and click as shown.



2. Enter your comment.



3. Click 'Add a Comment' and 'submit' it.

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POSTS – EDITING AND DELETING

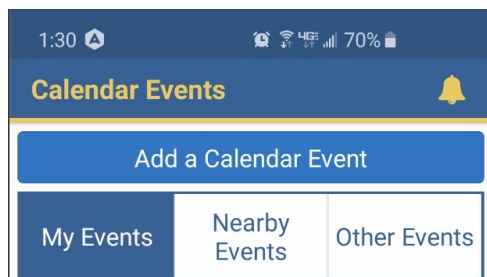
- The only person who can 'edit or delete' a post is the one who created it.



CALENDAR

Calendar events can be added to the app by 'Webmasters' only. The lodge secretary can assign multiple webmasters to their lodge. Webmasters can add, edit and delete items on the application.

If you are a webmaster or more than one lodge, you can choose between the lodges when posting from the application.



My Events

1. Events in lodge(s) you belong to.
2. Events which you have RSVP'd.
3. Events at lodges you have favorited.

Nearby Events

1. Events at other lodges in the same district as your lodge.
2. District events in your District.

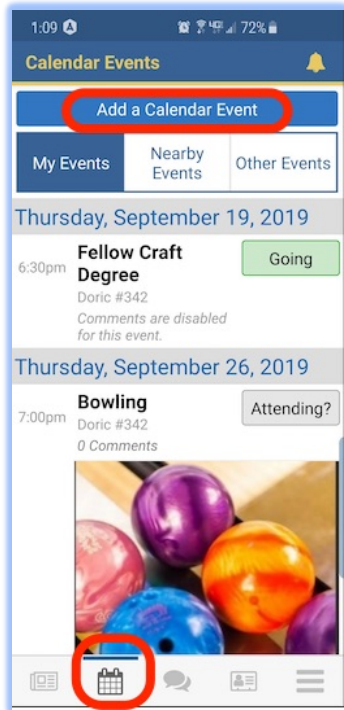
Other Events

1. Events by Grand Lodge.

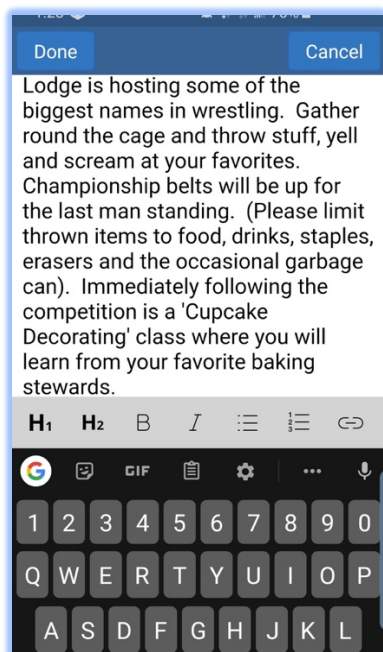
Our Lodge Page Mobile App (v1.1)

- a. The Grand Lodge office can post events here.

CALENDAR – ADDING A CALENDAR EVENT



1. Click 'calendar' icon on the bottom of the screen.
2. Click 'Add a Calendar Event' (only webmasters) at the top of the screen.
3. Add the heading and the text.



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4. Fill in the date and time and who will see this event:

The first screenshot shows the 'New Calendar Event' screen. It has a blue header with a back arrow, the title 'New Calendar Event', and a notification bell with a red '1'. The form includes fields for 'Start Date' (9/17/2019, 2:00 AM, unset), 'End Date' (9/17/2019, 3:00 AM, unset), 'Time Zone' (Eastern Time (US & Canada)), 'Location' (Fulton St E, Grand Rapids, MI 49503-3200), 'Description' (Lodge is hosting some of the biggest names in wrestling. Gather around the ring and throw stuff ...), 'Photos' (add button), 'Visibility' (Lodge - visible to members of this lodge), and 'Allows Comments' (toggle switch).

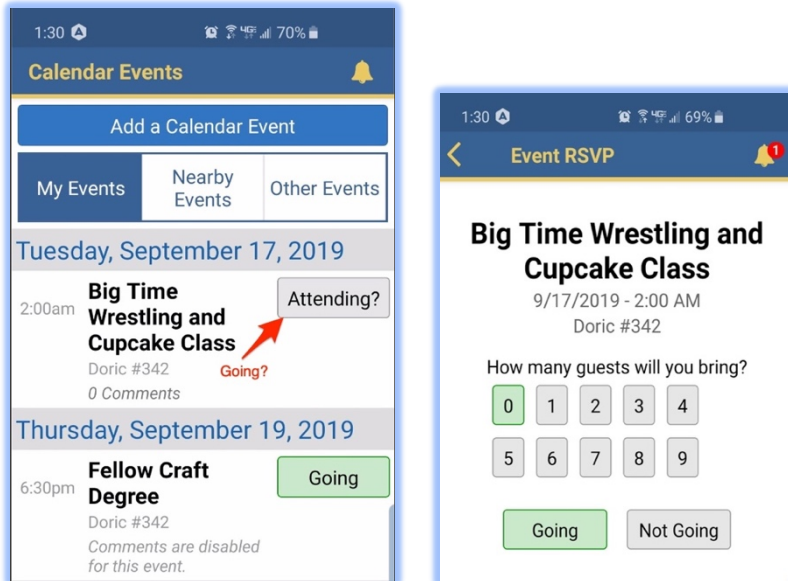
The second screenshot shows the 'Visibility' screen. It has a blue header with a back arrow, the title 'Visibility', and a notification bell with a red '1'. It lists three visibility options: 'Public - visible to anyone' (unchecked), 'Member - visible to anyone logged in' (unchecked), and 'Lodge - visible to members of this lodge' (checked with a green checkmark).

5. Click any event to read more about it.

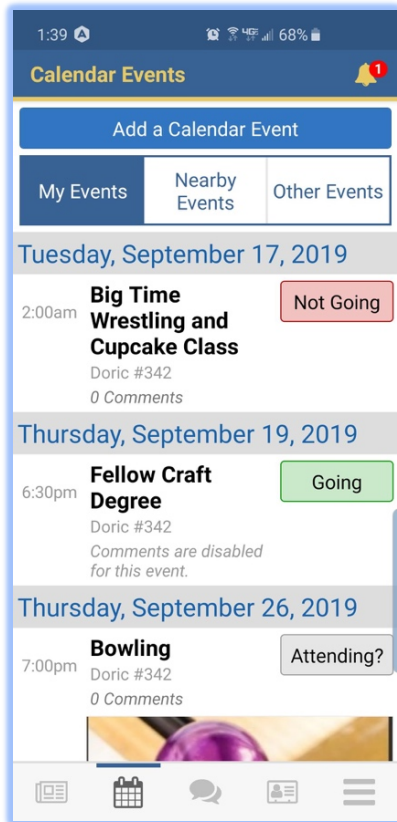
The screenshot shows the details of a 'Big Time Wrestling and Cupcake Class' event. It has a blue header with a back arrow, the title 'Calendar Event', and a notification bell with a red '1'. The event title is 'Big Time Wrestling and Cupcake Class' with a 'Not Going' button. Below the title is the event ID 'Doric #342'. The 'When' field shows '9/17/2019 2:00am - 3:00am' with a calendar icon. The 'Where' field shows '233 Fulton St E, Grand Rapids, MI 49503-3200' with a location pin icon. The 'RSVPs' section shows '0 Members', '0 Guests', and '1 Not Going' with a right arrow. The description text is: 'Lodge is hosting some of the biggest names in wrestling. Gather round the cage and throw stuff, yell and scream at your favorites. Championship belts will be up for the last man standing. (Please limit thrown items to food, drinks, staples, erasers and the occasional garbage can). Immediately following the competition is a 'Cupcake Decorating' class where you will learn from your favorite baking stewards.'

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6. Are you going to Attend?



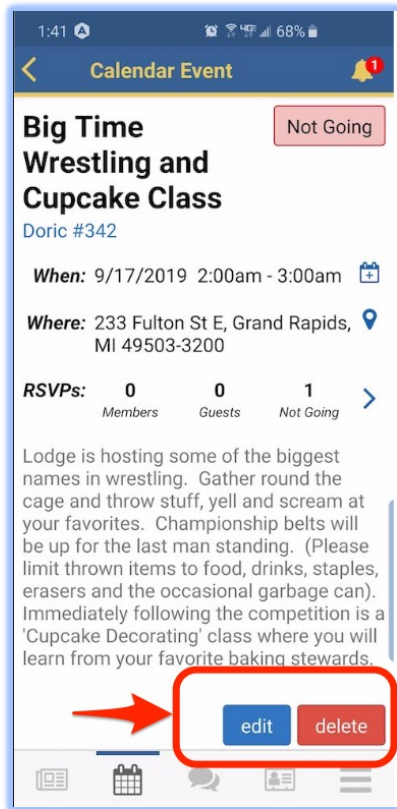
7. Showing if you are going or not.



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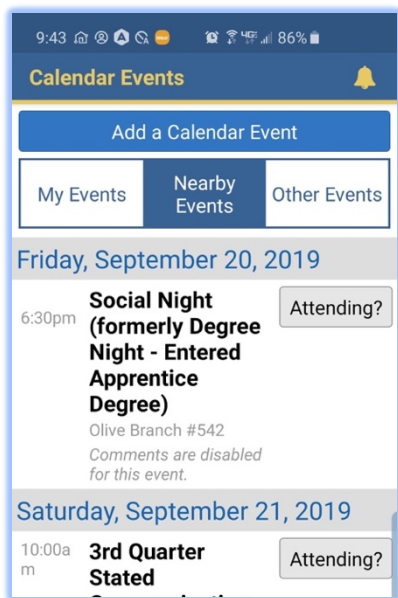
CALENDAR EDIT OR DELETE AND AN EVENT

If you created the event, you are the only person who can edit or delete the event.



NEARBY EVENTS (smart phone)

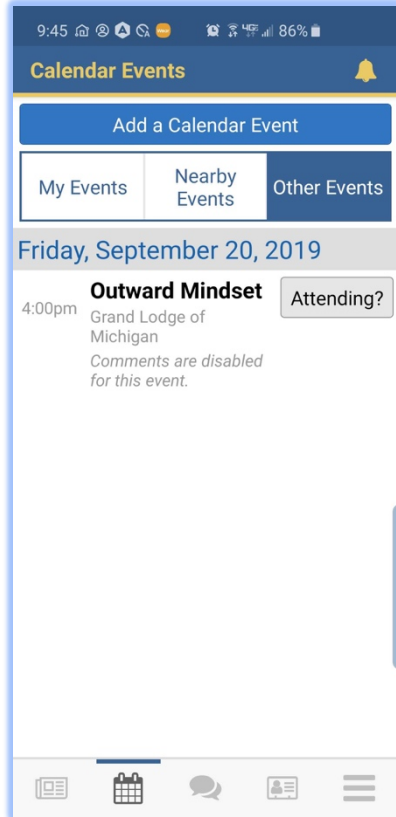
Events in your district. Any lodge that is using OurLodgePage in your district will show up here.



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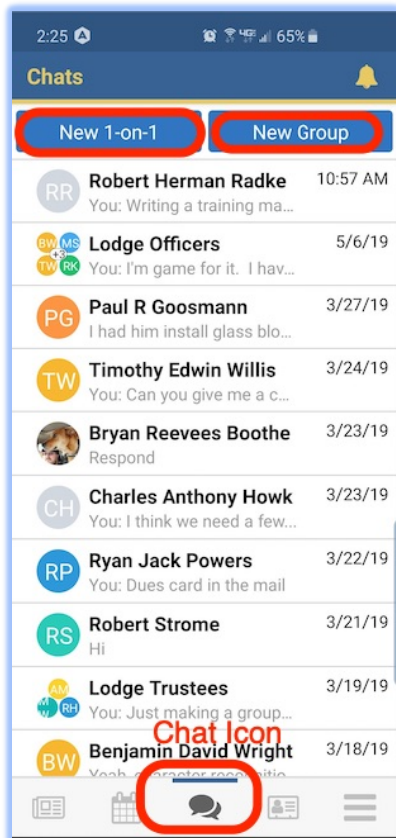
OTHER EVENTS

Events by Grand Lodge. Click on the individual 'Event' itself for more information.



CHATS

OurLodgePage has chats which allows you to chat with anyone in your lodge, or to make a group and correspond in group chats. You can continue a previous chat by clicking on the name or start a new chat by clicking on either of the buttons shown in the following image.

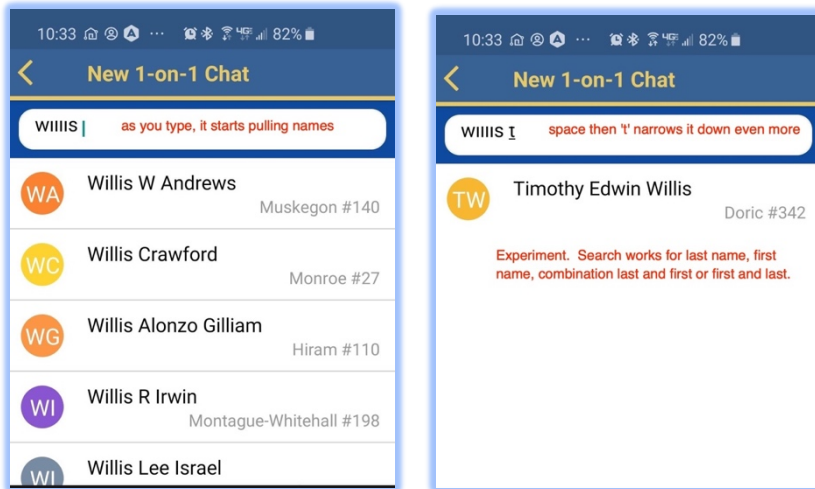


- You can start a chat with previously selected chats but clicking on their name or group.
- You can start a new chat to one person.
- You can start a new chat to a group of members.

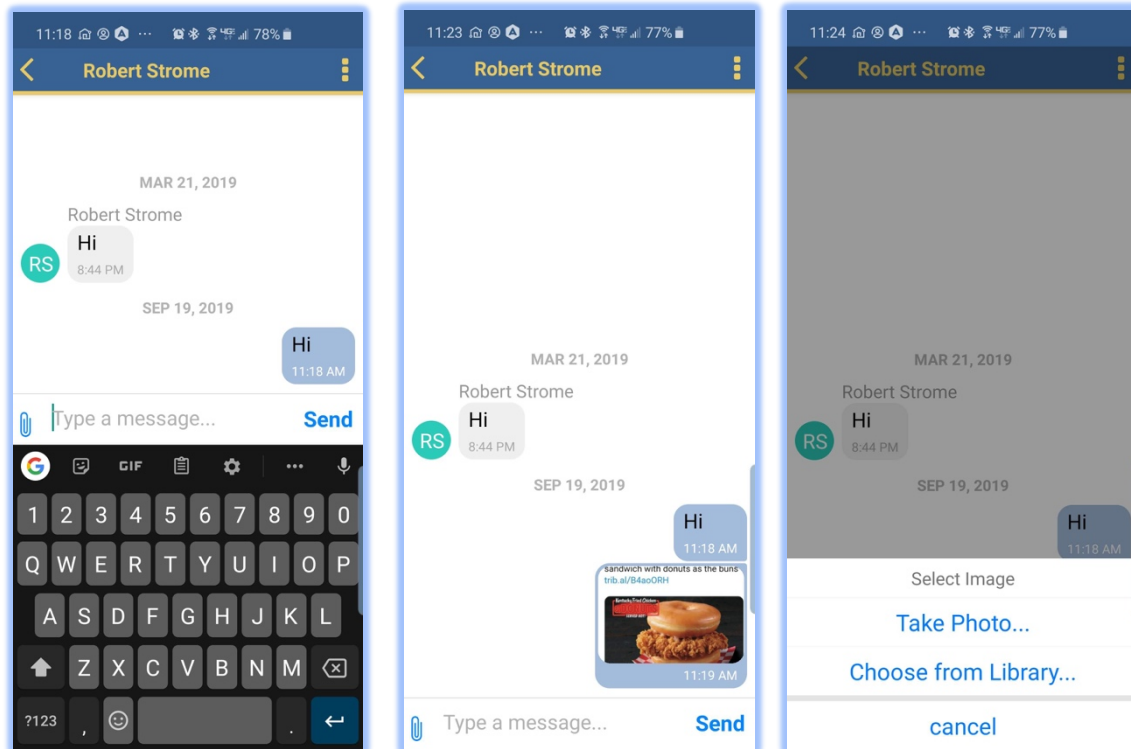
Our Lodge Page Mobile App (v1.1)

CHAT – NEW 1-on-1

1. Click on 'New 1-on-1' at the top of the screen.
2. Begin typing any name. As you type the list of results will narrow itself down. The program will search for anyone who's last name or first name matches what you type.



3. Click on the "name" to text a message.
4. You can text, choose a photo off your phone or take a new photo.

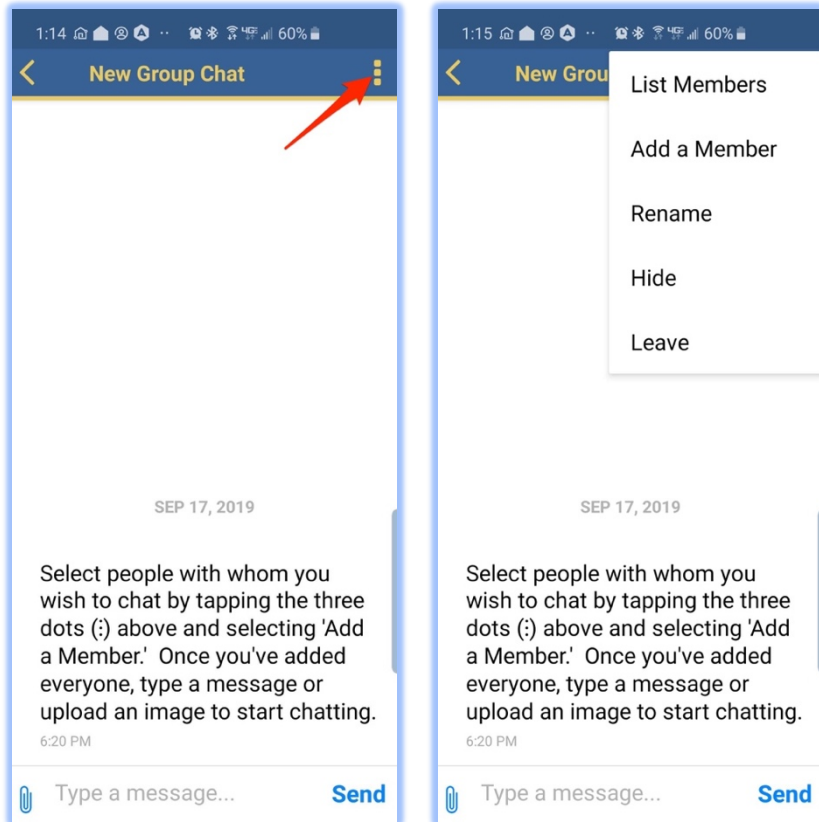


Our Lodge Page Mobile App (v1.1)

CHAT – NEW Group

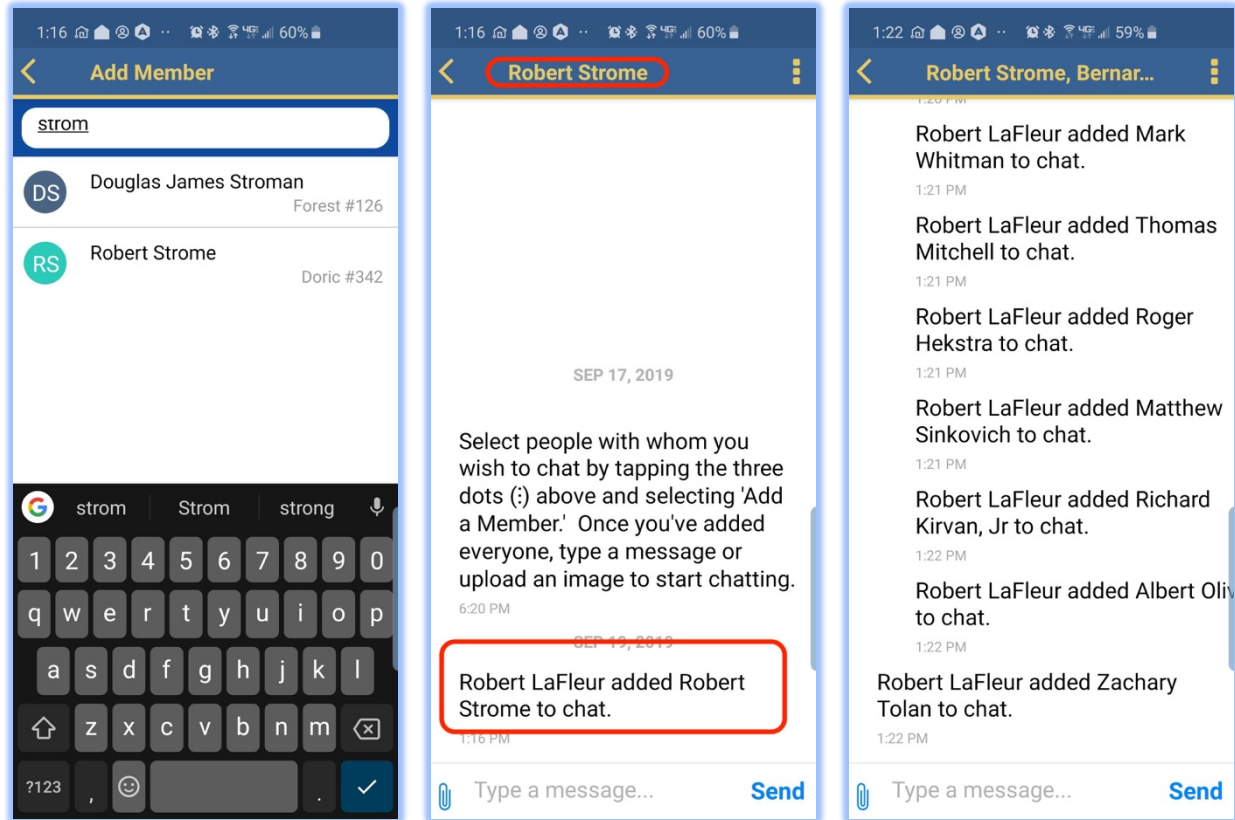
If you have a previous saved group, you can just click on the group and write your message. Otherwise do the following:

1. Click 'New Group' at the top of the Page.
2. Click on the *"three dots"* on the upper right.
3. 'Add a Member'.

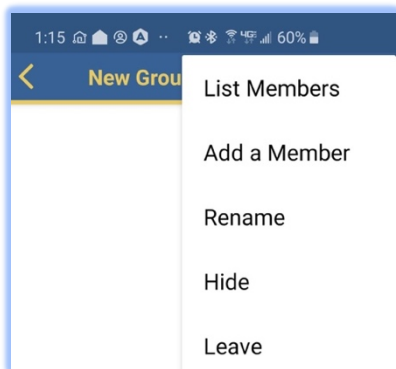


Our Lodge Page Mobile App (v1.1)

4. Search by entering in part of their first or last name.

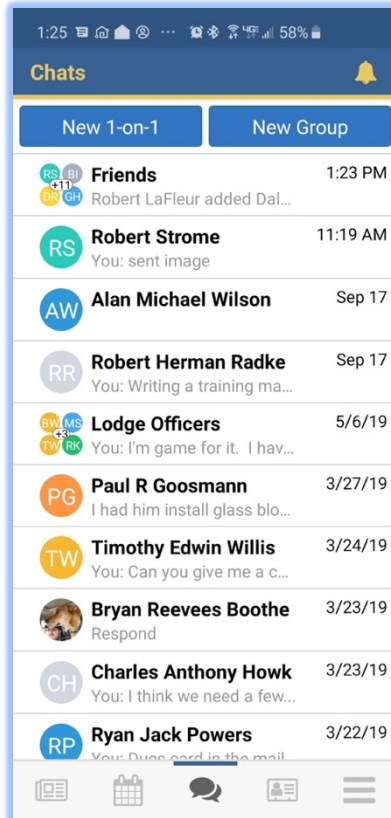
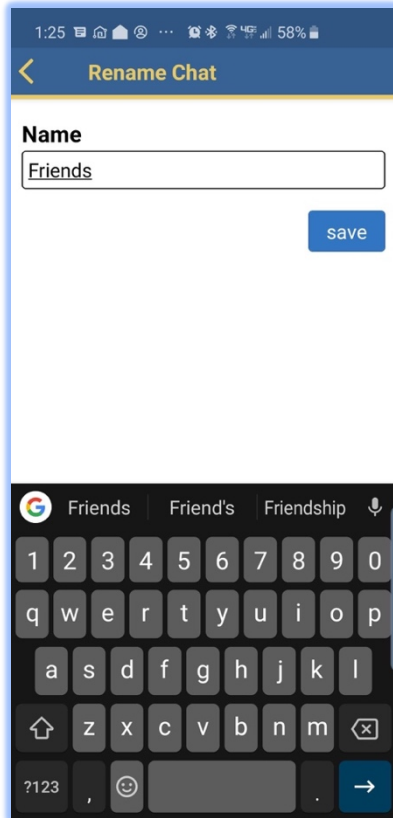


5. Click on the name when found.
 - a. NOTE: If they do not have an account, MORI will send an invite with your message.
6. Once you add names, you can 'Rename' them. Examples:
 - a. Lodge Officers,
 - b. Stewards
7. Click on the 3 dots again.



Our Lodge Page Mobile App (v1.1)

8. Click on 'Rename'.



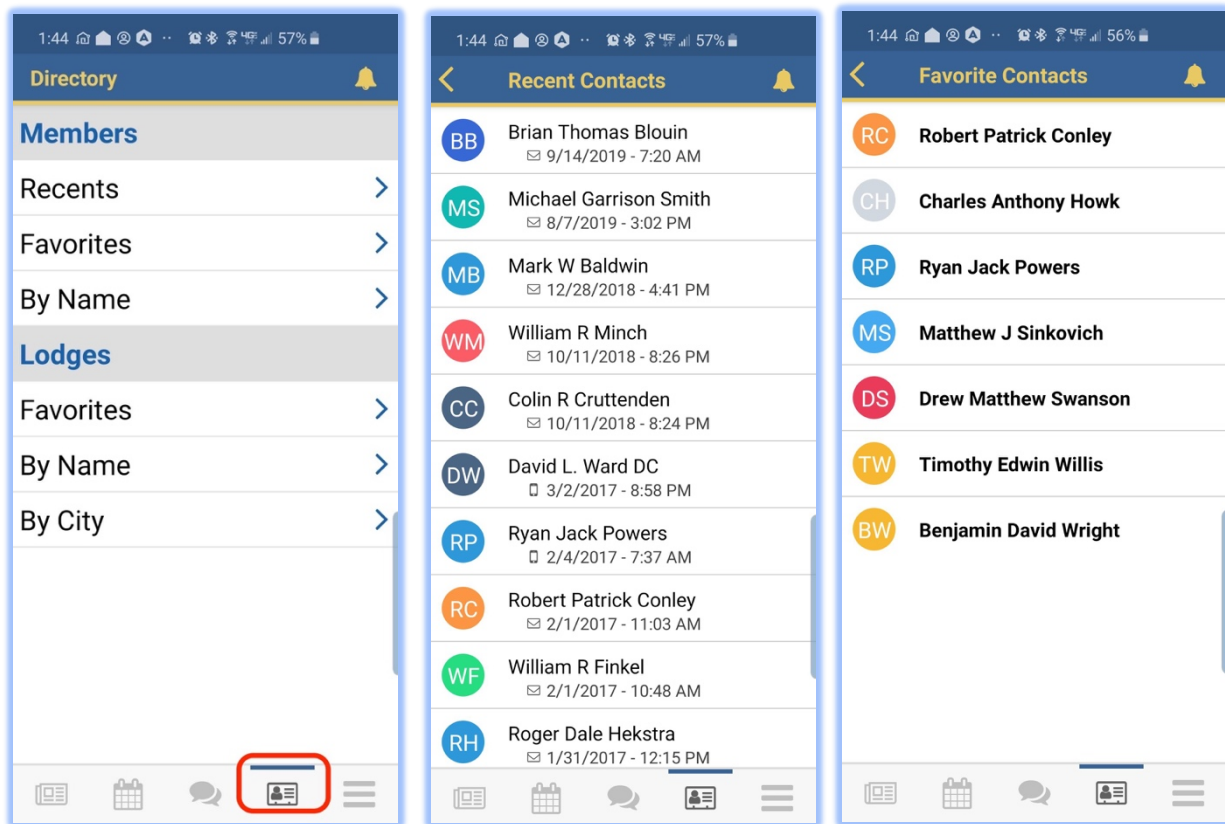
Our Lodge Page Mobile App (v1.1)

DIRECTORY

The directory is where you can contact any member of your lodge. You can select the name to chat, email or phone, depending on what they have on their masonic record. You can choose from:

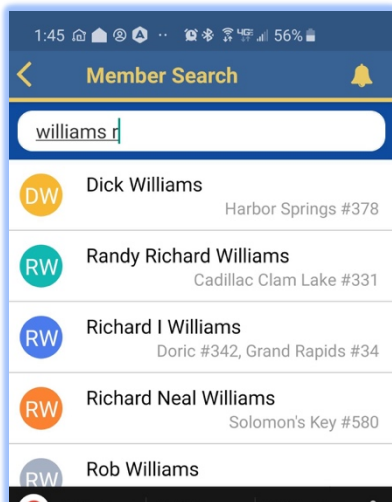
- Recent Contacts – members you previously contacted with OLP.
- Favorite Contacts – members you have marked as favorites to pull later.
- By Name – type in the first characters of their last, first or combination to find anyone in your lodge(s) you belong to.

DIRECTORY - MEMBERS

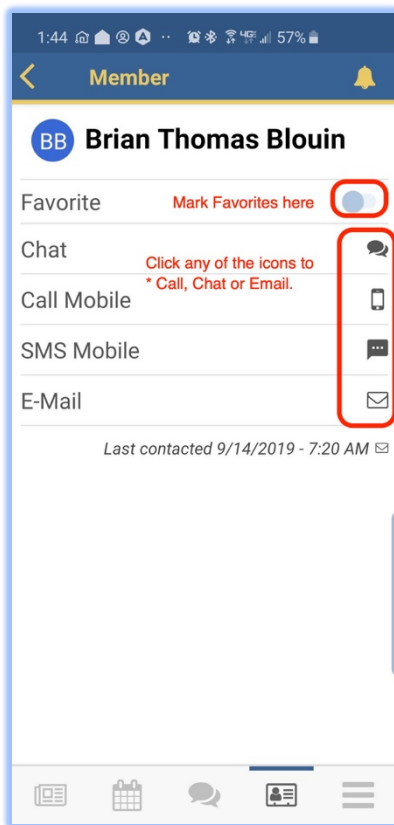


Our Lodge Page Mobile App (v1.1)

1. Here is an example of searching for 'williams r'.



2. Click on any name and you will get something similar to:

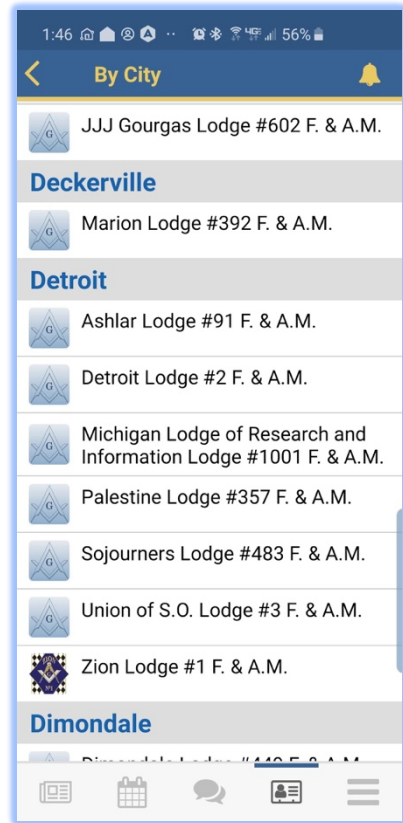
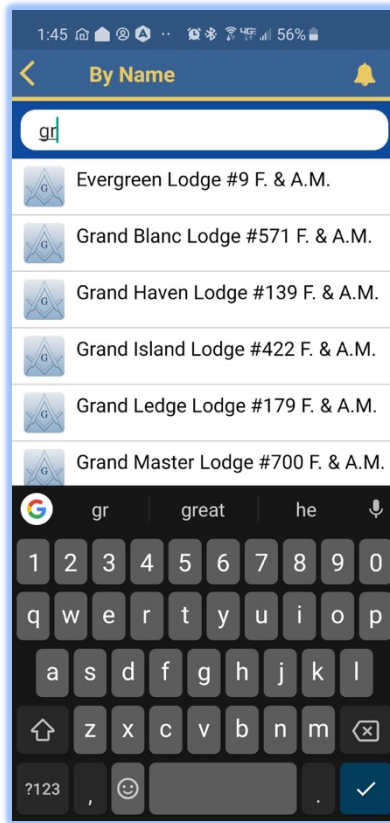
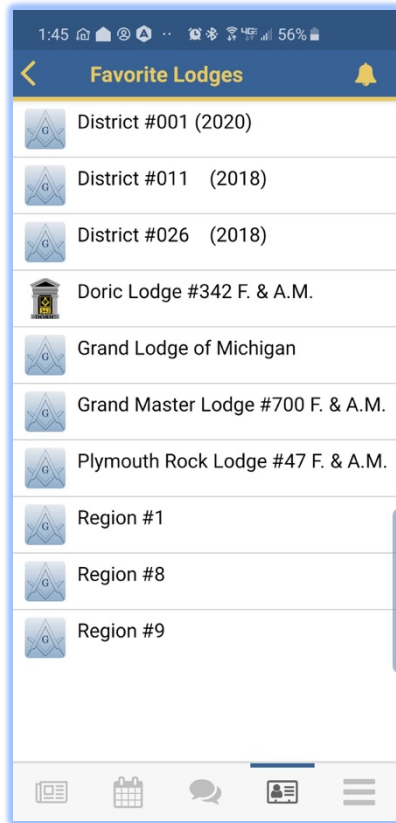


Our Lodge Page Mobile App (v1.1)

DIRECTORY – LODGES

Here you can search for 'Any' Lodge in the state by:

- Favorites – you can mark lodges as Favorites.
- By Name – Alphabetical Lodge by Name.
- By City – Alphabetical Lodge by City.



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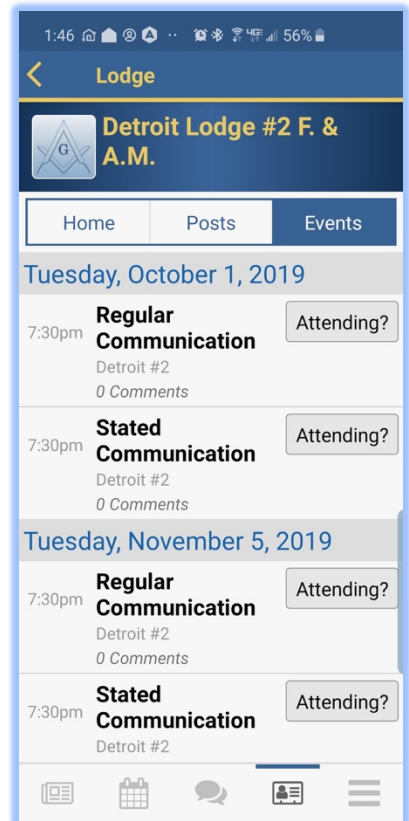
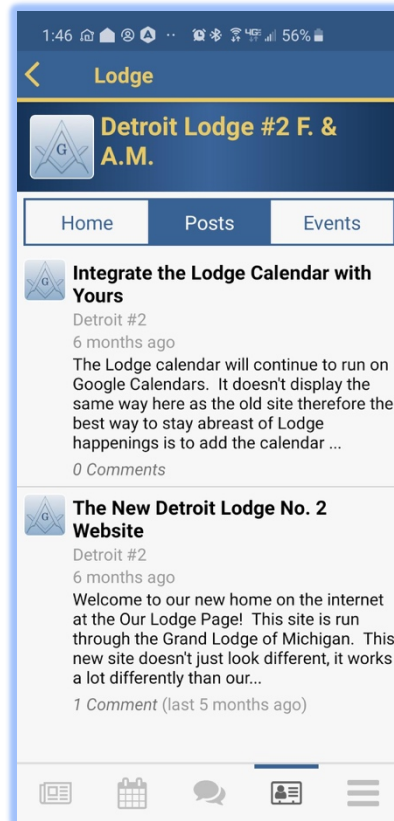
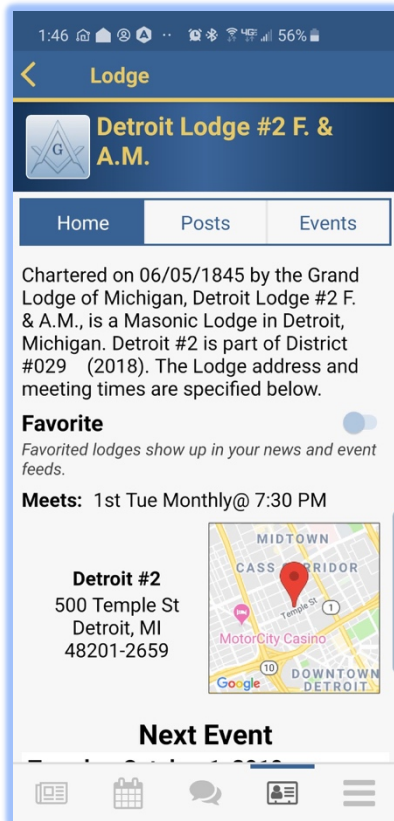
1. Click on any lodge and you will get:
 - a. Home – the lodge website.
 - b. NOTE: You can mark them as “favorite” on the home screen.

#029 (2018). The Lodge address and meeting times are specified below.

Favorite ☒

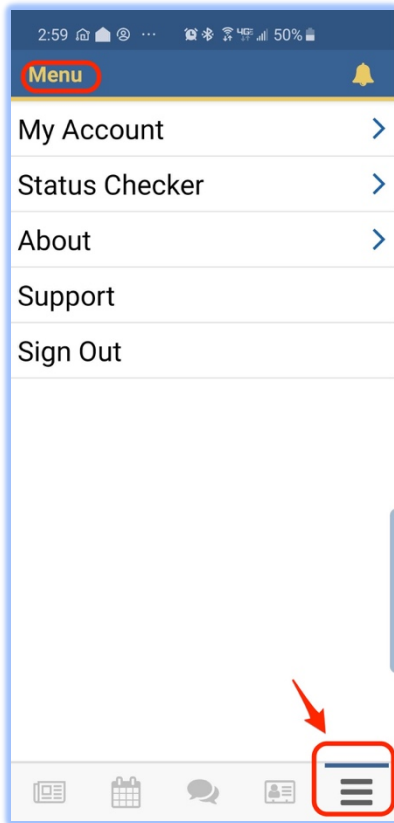
Favorited lodges show up in your news and event feeds.

- c. Posts - their lodge posts.
- d. Events - you can send notice you are visiting.



MENU

To display the menu, click on the three bars on bottom right as shown below:

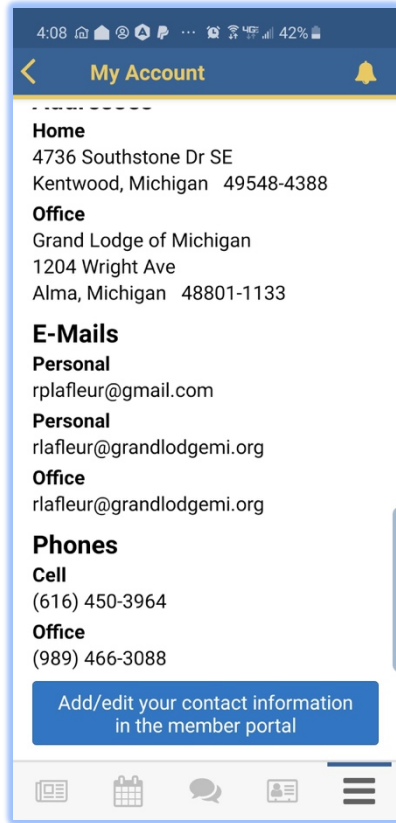


The menu has multiple features including:

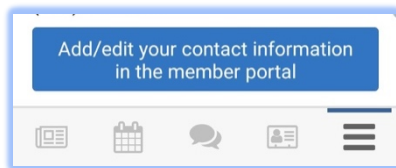
1. Your Account,
2. Status Checker,
3. Support,
 - a. Contact EnableLabs (developer) for compliments, suggestions or to report a bug.

MENY - MY ACCOUNT

This part of the application allows you to update your avatar, update your address, phone and email and to pay your dues. Clicking on the blue box on the bottom.

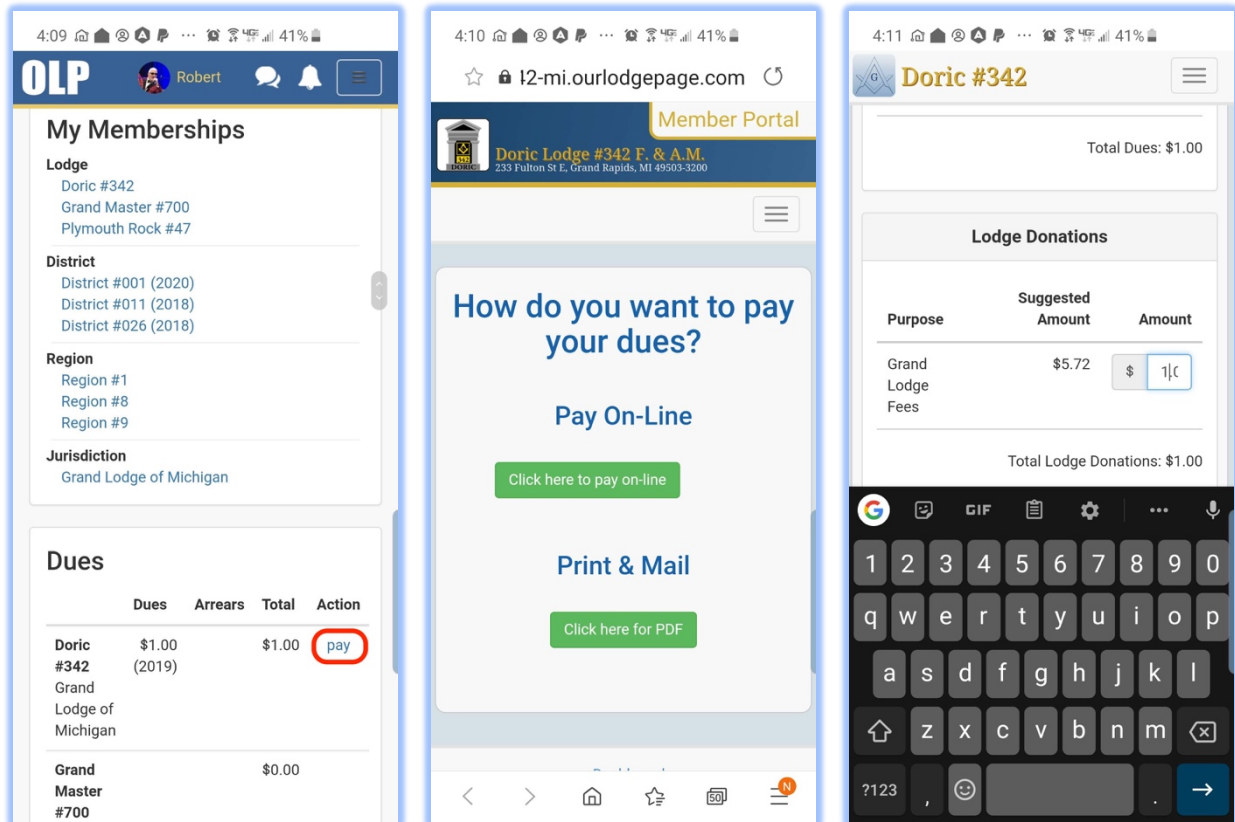


1. Click on the blue box at the bottom as shown:



Our Lodge Page Mobile App (v1.1)

2. Your account in the Grand Lodge database shows up. This is what the Grand Lodge has on file.
3. These screens also show where you pay your dues. Click on the 'pay' link.
4. You can choose to 'Pay Online' or to 'Print your notice' and mail it in.



Our Lodge Page Mobile App (v1.1)

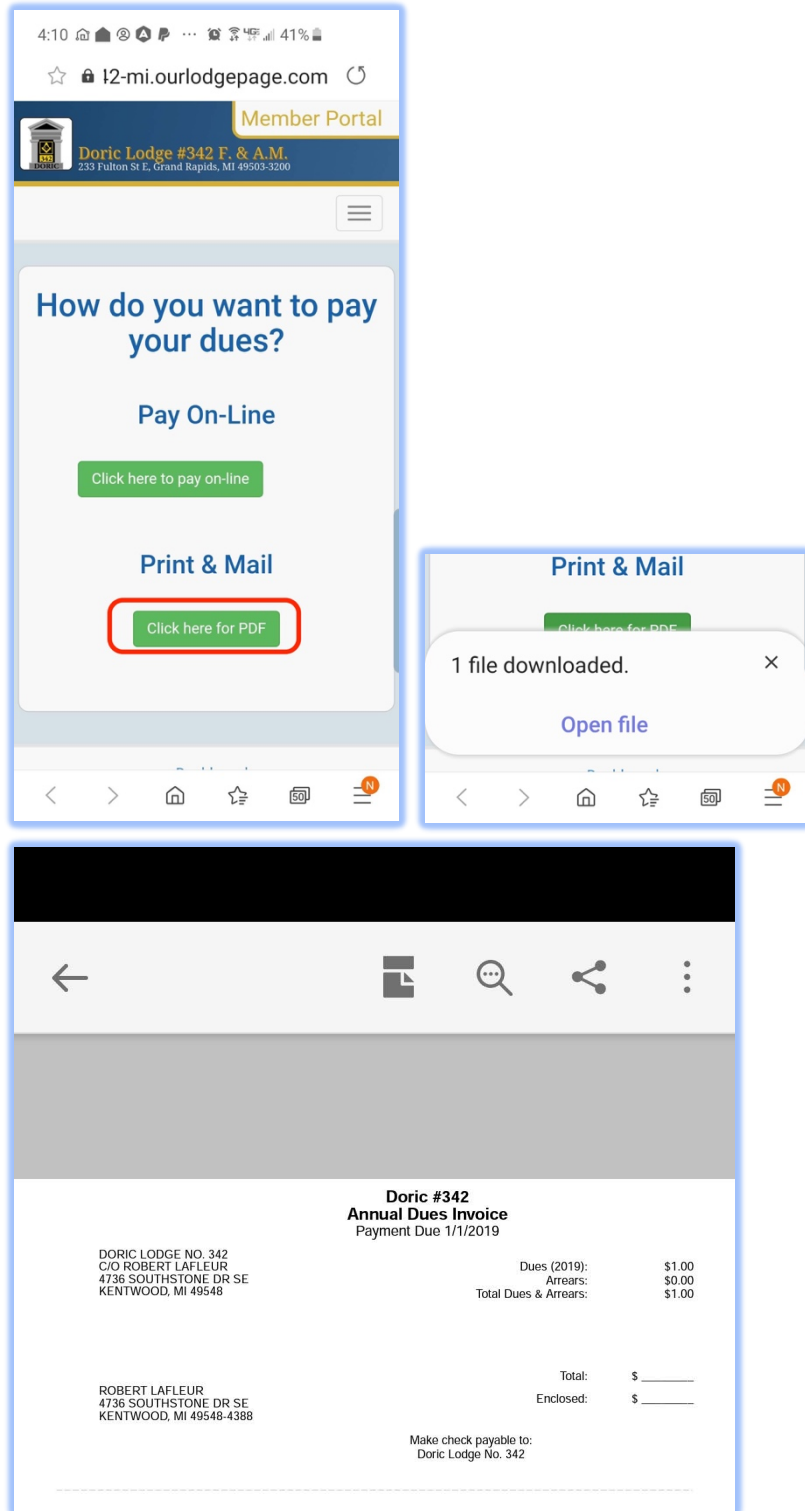
5. Clicking 'Click here to pay on-line'.
 - a. Opens your web browser and sends you to the lodge website.
 - i. E.g.: 342-mi.ourlodgepage.com
 - b. Goes to 'My Account' on the website.
 - c. Payment is made from the website, not the mobile application.

The screenshot shows a mobile web browser interface. At the top, the status bar displays the time 4:13, signal strength, Wi-Fi, and 41% battery. The browser's address bar shows the URL '12-mi.ourlodgepage.com'. Below the address bar, the page header features a blue icon and the text 'Doric #342'. The main content area is a payment form with the following fields: 'E-Mail Address' (bubbagump@lol.com), 'Credit Card Number' (1234123412341234), 'Expiration Month' (5), 'Expiration Year' (2019), 'CVV' (123), and 'Zipcode' (49543). Each field is preceded by a red asterisk. At the bottom of the form is a checkbox labeled 'remember my payment information'. A blue button labeled 'Pay \$2.99' is located at the bottom right of the form. The browser's bottom navigation bar includes icons for back, forward, home, star, and a tab indicator with a red 'N'.

Our Lodge Page Mobile App (v1.1)

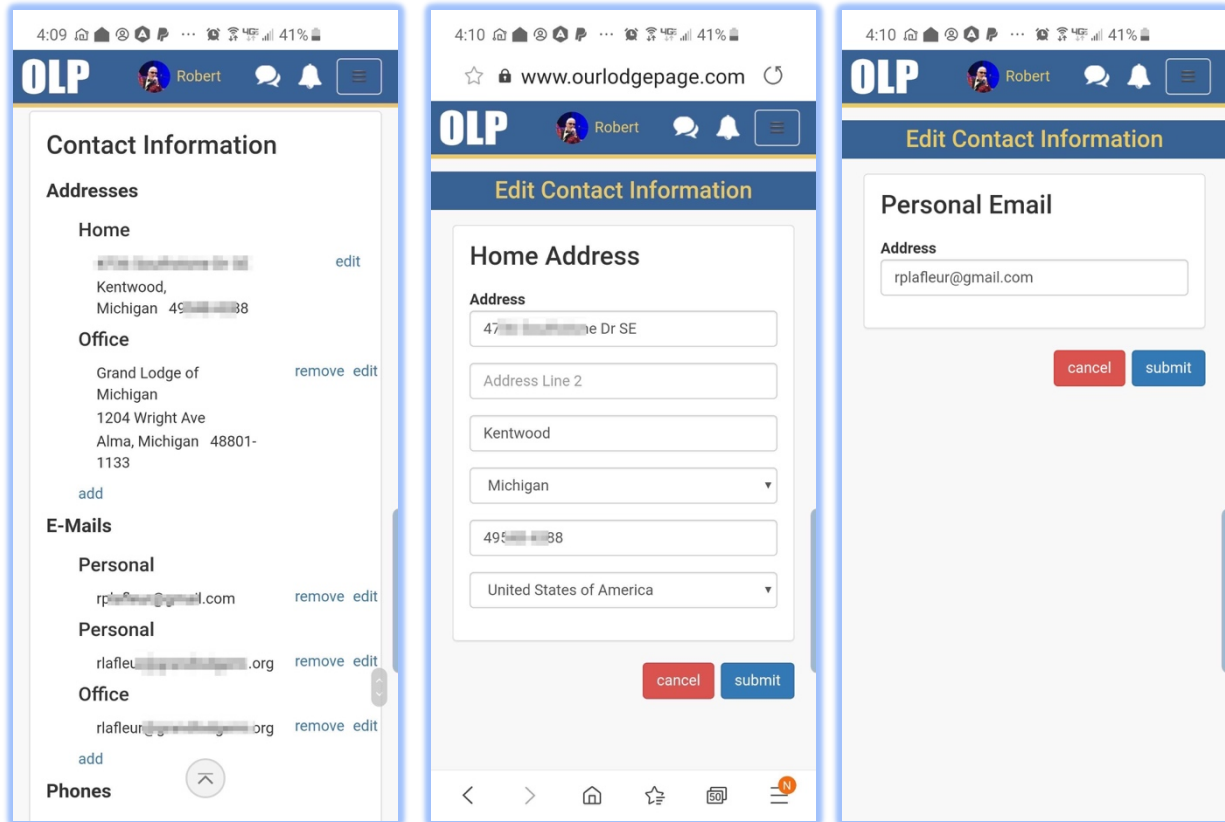
2. Print & Mail

- a. A pdf document is downloaded to your device and you can choose to print and mail it in with your payment.



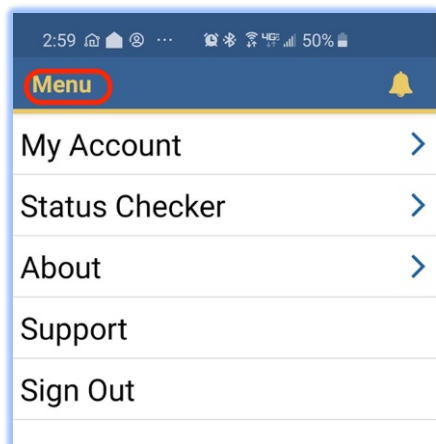
Our Lodge Page Mobile App (v1.1)

3. Update your address, email and phone as shown:
 - a. Address can include home, office and winter locations.
 - b. Phone numbers include home, work and mobile.



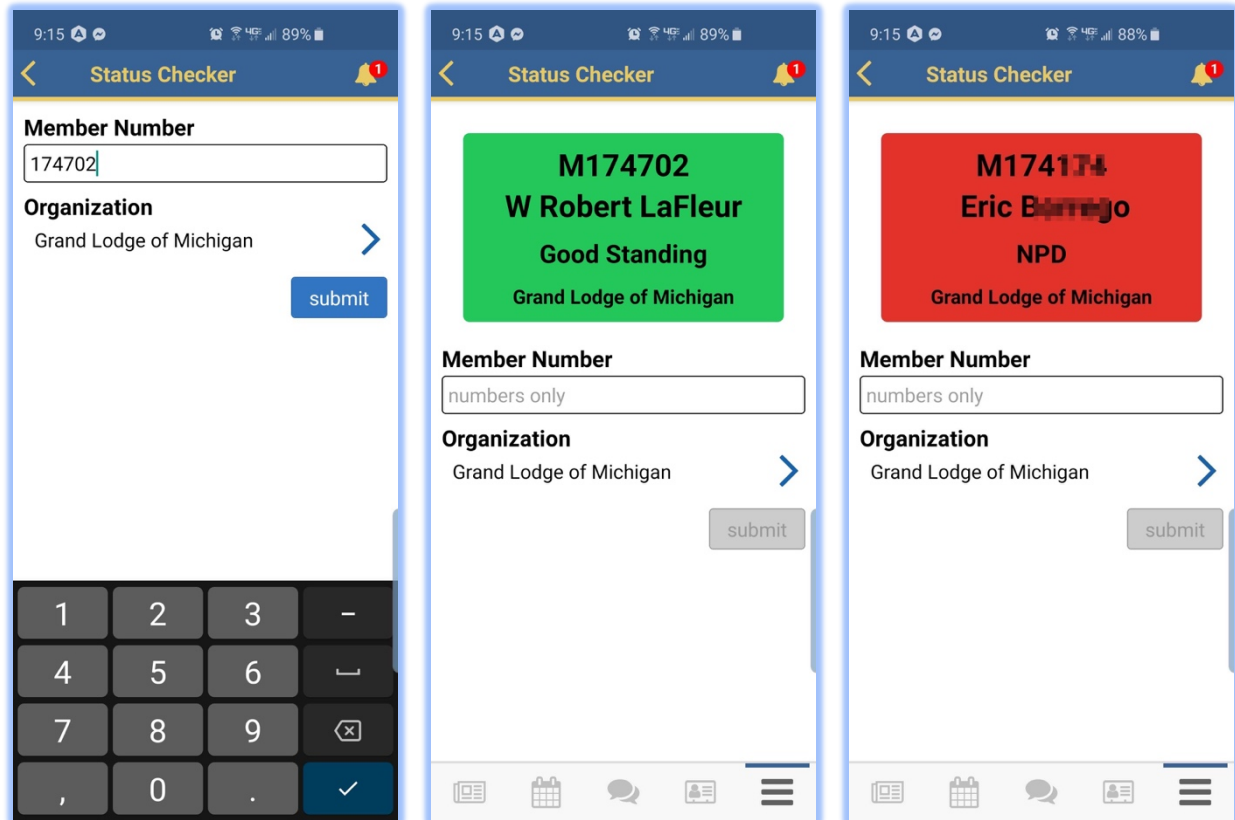
MENU – STATUS CHECKER

Check if a member is in **“Good Standing”** from Colorado, Hawaii, Illinois, Kansas, Maine, Michigan, Massachusetts, Michigan, New Mexico, New York, North Carolina, South Dakota or Wisconsin.



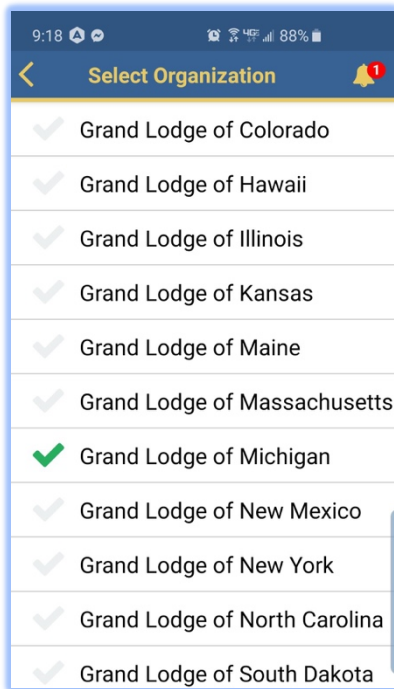
Our Lodge Page Mobile App (v1.1)

1. Click on 'Status Checker' and enter in the member's ID number.
2. The default Organization will be Grand Lodge of Michigan.

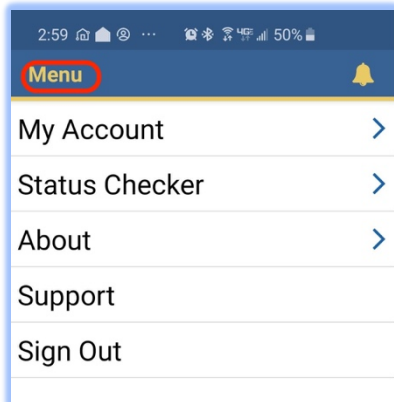


1. Click 'Organization' and choose any jurisdictions also using Our Lodge Page.

Our Lodge Page Mobile App (v1.1)



MENU – SUPPORT



Clicking 'support' from the menu will open your email client and address the 'email to' address to EnableLabs support. This will also include the type of operating system version, IOS or Android and the version of OLP.