



OLP Mobile App Manual

A screenshot of the OLP mobile app interface. The background is a photograph of a grand, classical interior with white marble columns and a polished floor. In the foreground, there is a white rectangular box containing the app's logo. The logo is split into two parts: a blue square on the left with the letters 'M O' stacked above 'R I', and a white square on the right with the letters 'O L P' stacked above 'Our Lodge Page'. Below the logo box, the text 'Engagement for Freemasonry' is displayed. At the bottom of the screenshot, there is a white section with the text 'Get the App for iOS and Android' in bold black font. Below this text are two black buttons: one with the Apple logo and the text 'Available on the App Store', and another with the Google Play logo and the text 'GET IT ON Google Play'.

M O
R I **O L P**
Our Lodge Page

Engagement for Freemasonry

Get the App for iOS and Android

Available on the
App Store

GET IT ON
Google Play

Ver 1.3
October 7, 2019

Our Lodge Page (OLP) is both a website and a mobile application.

This application will connect into your electronically stored Masonic record and allows you to keep in contact with members of your lodge, update your contact information, pay your dues and perform numerous other functions. The username and password that is created/used on your lodge website (OLP) or on the application are the same. We will cover how to create an account and logging in to the Our Lodge Page website, BUT other than that, OLP operations will be covered in a separate training document.

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

Examples: Michigan Lodges Numbers 10 or 2.

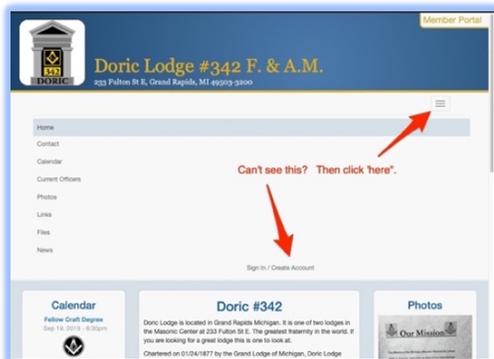
<https://10-mi.ourlodgepage.com>

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

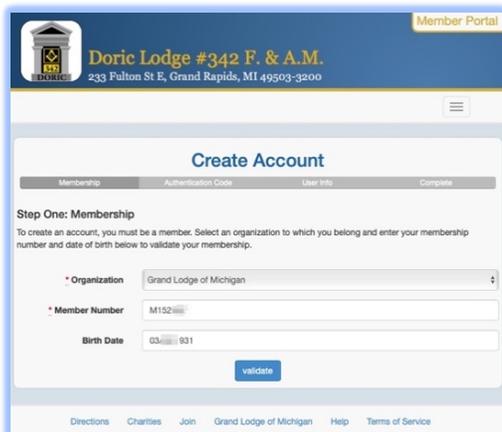
CREATE AN ACCOUNT (website)

Go to your lodge page: (<https://lodge#-mi.ourlodgepage.com>)

1. Click 'Create Account'
 - Note if you don't see the 'sign in' or 'create account' then click on the upper right corner as indicated.



2. In the 'Create Account' screen, enter your Grand Lodge Membership ID which is found on your membership "dues" card and your date of birth. Click 'validate'.



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3. You must validate the new account by using either your 'email address' or 'cell phone'. Select one and click send. Then check either your email or text messaging of cell phone for the Authorization Code that was sent.

The screenshot shows the 'Create Account' app interface. At the top, there's a progress bar with four steps: 'Membership' (highlighted in green), 'Authentication Code', 'User Info', and 'Complete'. Below the progress bar, the title 'Create Account' is centered. The main heading is 'Step Two: Authentication Code - Send Code'. The text below reads: '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:'. There are three radio button options under the heading '* Authentication method': '***-***-4567', 's*****@grmason.org', and 'r*****@aol.com'. A red arrow points to the second option. Below the options, there's a note: 'If none of these methods appear current, please contact your lodge organization to update your contact information.' At the bottom, there is a blue 'send' button.

4. Enter the Authorization Code in this screen,

The screenshot shows the 'Create Account' app interface. At the top, there's a progress bar with four steps: 'Membership', 'Authentication Code' (highlighted in green), 'User Info', and 'Complete'. Below the progress bar, the title 'Create Account' is centered. The main heading is 'Step Two: Authentication Code - Enter Code'. The text below reads: 'A six-digit authentication code has been sent to ***-***-3964. Please enter it below.'. There is a text input field with the label '* Authentication Code' and the value '7 05'. Below the input field, there is a blue 'authenticate' button and a smaller 'resend code' link.

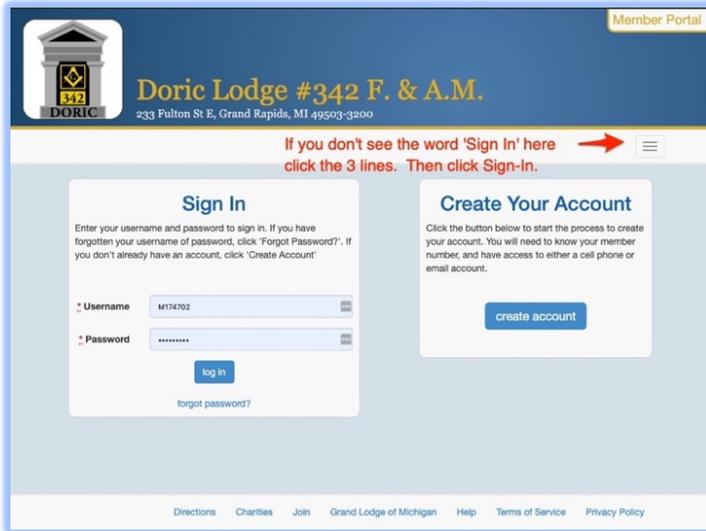
5. When prompted with this screen, enter a username and password you have created,

The screenshot shows the 'Create Account' app interface. At the top, there's a progress bar with four steps: 'Membership', 'Authentication Code', 'User Info' (highlighted in green), and 'Complete'. Below the progress bar, the title 'Create Account' is centered. The main heading is 'Step Three: User Info'. The text below reads: 'Please enter your desired username and password:'. There are three input fields: 'Username' with the value 'ra*****bert@aol.com' and a green 'Good' status indicator; 'Password' with a masked value and a green 'Good' status indicator; and 'Re-enter Password' with a masked value and a green 'Matches' status indicator. At the bottom, there is a blue 'join' button.

6. Click 'Join' to complete the creating an account process.
7. When done the system will take you back to the log in screen for you to enter in your new username and password.

LOGGING INTO OURLODGE PAGE (website)

1. Navigate to <https://lodge#-mi.ourlodgepage.com>
 - E.g.: Lodge 210 <https://210-mi.ourlodgepage.com>
2. Click 'Sign-In',

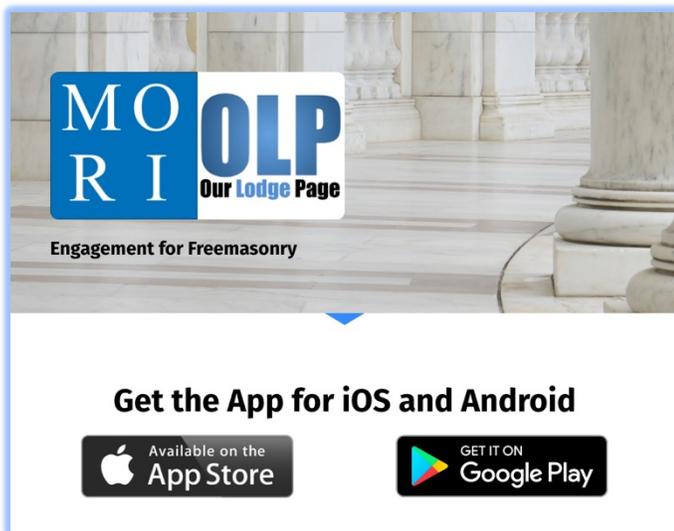


3. Enter 'Username' and 'Password' then click 'log in'.

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>

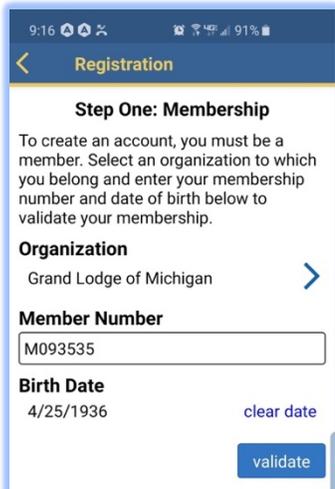
Android App: <https://play.google.com/store/apps/details?id=com.ourlodgepage>

CREATE ACCOUNT (mobile app)

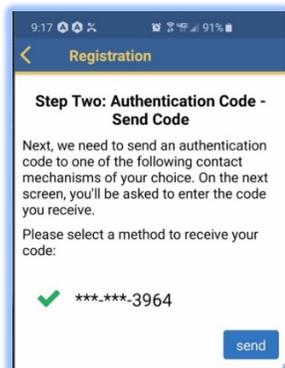
1. Click onto the app to start it, and click 'create account',



2. Select 'Grand Lodge of Michigan', enter your 'Membership ID' which is on our membership card that starts with a "M", and enter your 'Date of Birth',
 - 'Click 'validate' at the bottom,

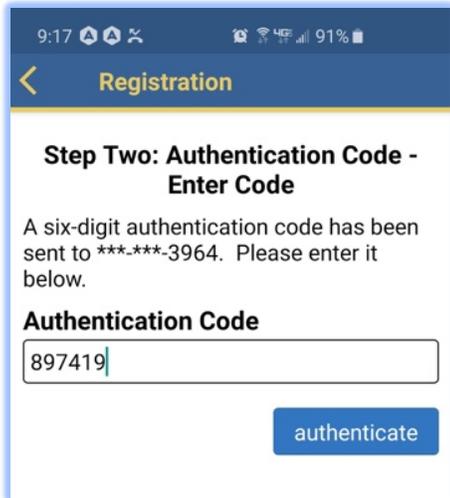


3. Authenticate to your phone by clicking the 'send' at the bottom,

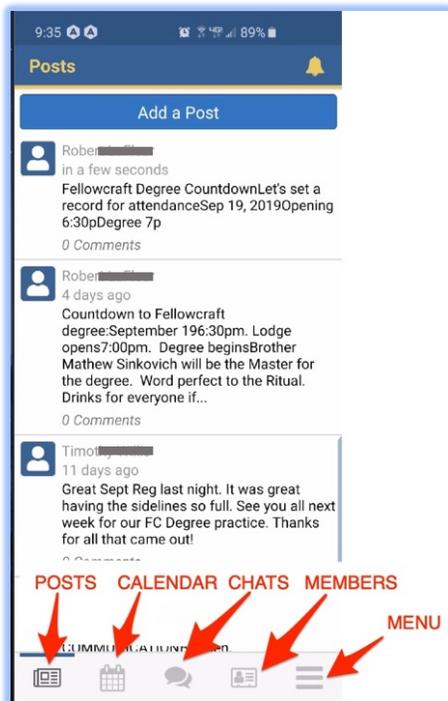


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4. Check your phone text messaging app for the authentication code, (write down value so you may be able to reenter it in the next step),
5. Enter the code in the appropriate box and click 'authenticate' at the bottom.



OUR LODGE PAGE MOBILE APP MENU



Function buttons at bottom of screen.

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POSTS

Members and Webmaster can add a post with or without images, read a post or comment on a post. Remember anything on the app are also seen on the Internet at Our Lodge Page and if an item is listed as public, everyone can view it on the Internet.

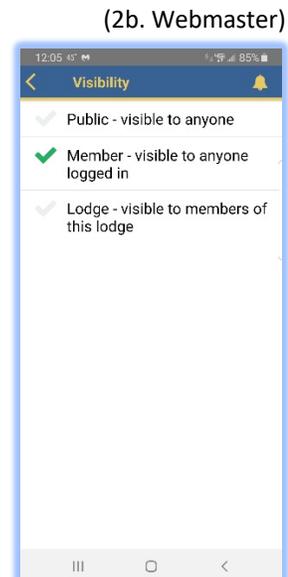
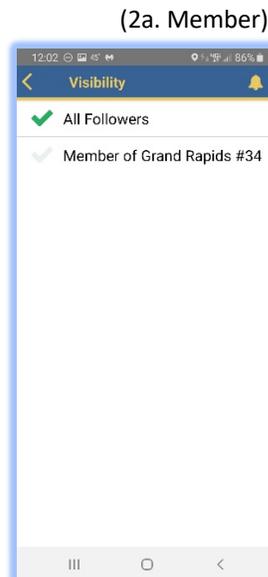
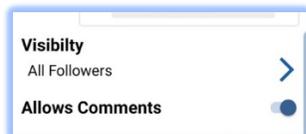
- Comments are only available if 'Allow Comments' is enabled by whoever creates the post.
- Thinking about comments being open to the public may cause situations or embarrassments for the Lodge, all due thought should be considered about allowing comments with anything posted as public or anyone following OLP. This includes Calendar events posted, news items posted. Calendar events could be ok as someone may be looking for carpooling. Just be wise about allowing comments of the different items and monitor your page to address issues.

ADD A POST

1. Click 'Add a Post' on the top of the screen.
2. Choose 'who sees the post'
 - a. A member can select, 'Member' – all lodge members. Or All followers of the OLP.
 - b. The Lodge Webmaster(s) can select, Public, Lodge Members, Any OLP Masons that are Logged in.
 - c. 'Webmaster of Grand Lodge'
3. Enter your post in the 'Body'.



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



6. Click 'submit'.

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POSTS – COMMENTING

Users of OLP can comment on any post if the comment 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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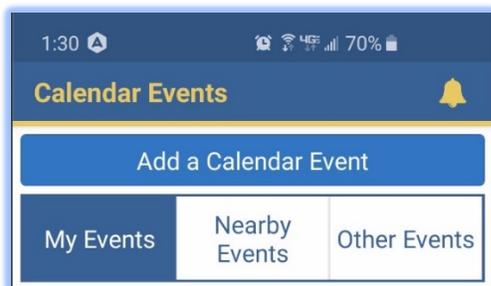
POSTS – EDITING AND DELETING

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



CALENDAR

Calendar events can be added to the app by ‘Webmasters’ only. The lodge secretary can assign multiple webmasters to their lodge thru the MORI feature Lodge/Subordinate Roles. Webmasters can add, edit and delete items on the application.



My Events

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

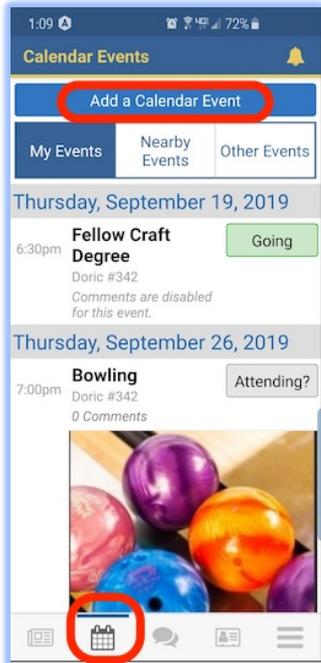
Nearby Events

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

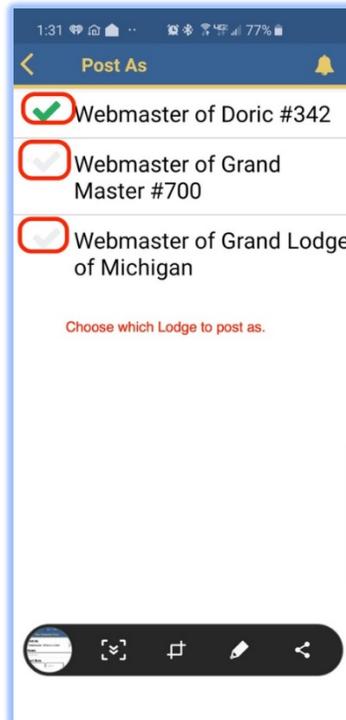
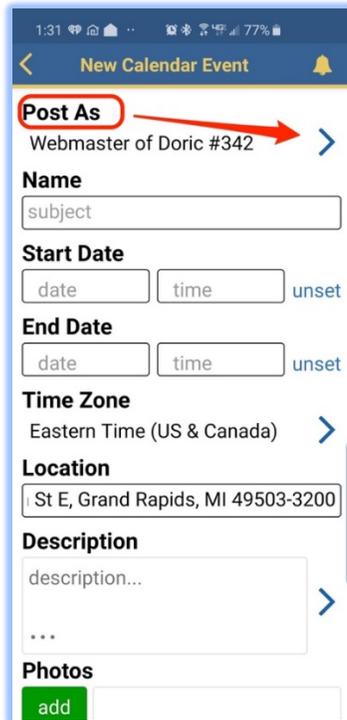
Other Events

- Events by Grand Lodge. The Grand Lodge office can post events in this Other Events section so ALL State Members can see them.

CALENDAR – ADDING A CALENDAR EVENT

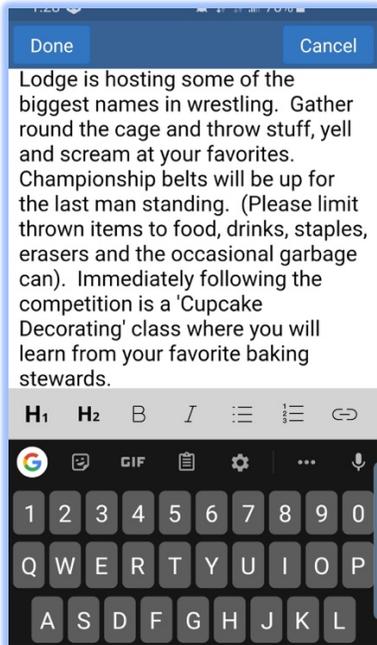


1. Click 'calendar' icon at the bottom of the screen.
2. Click 'Add a Calendar Event' (only webmasters) at the top of the screen.
3. If you are a webmaster of more than one lodge, you can choose between the lodges when posting from the application.

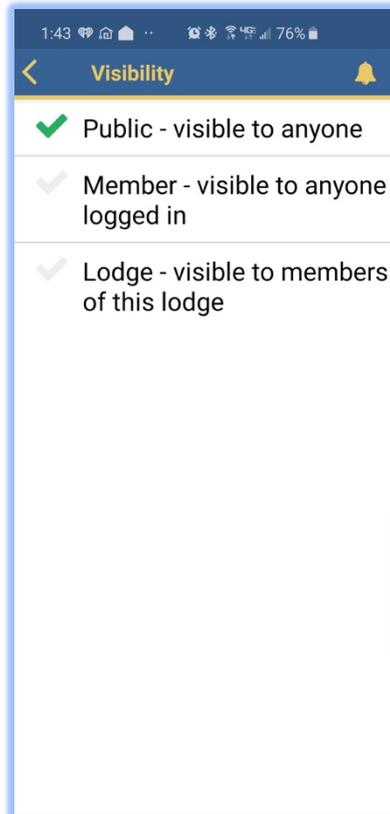
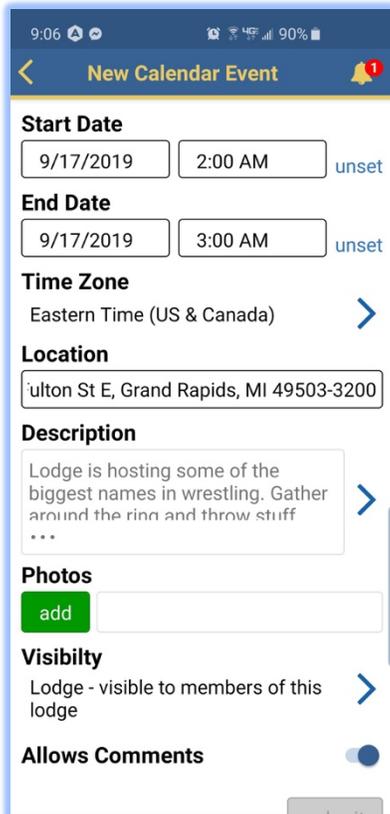


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4. After clicking 'Add a Calendar Event', add the heading/title and details of the event.

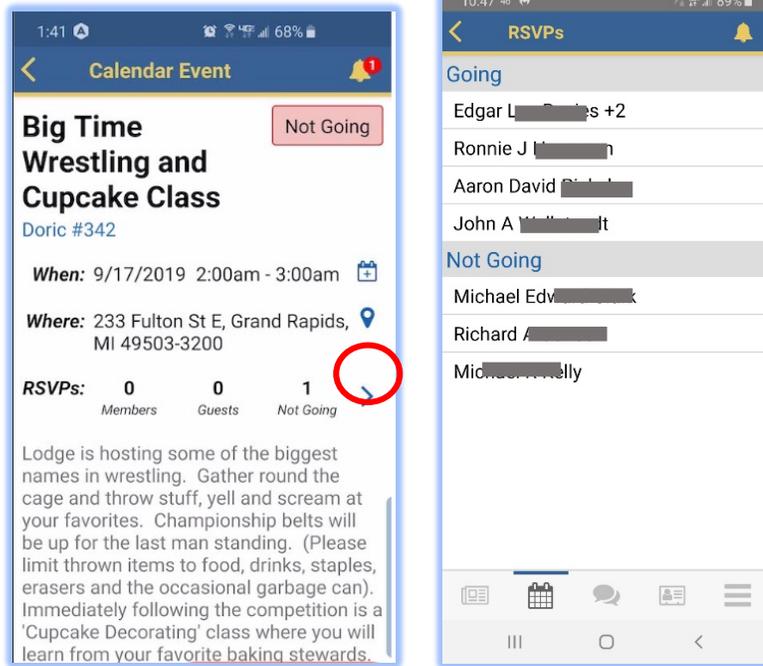


5. Fill in the start and end date and time; and who is permitted to view this event as it will be listed on the Internet at your Our Lodge Page:

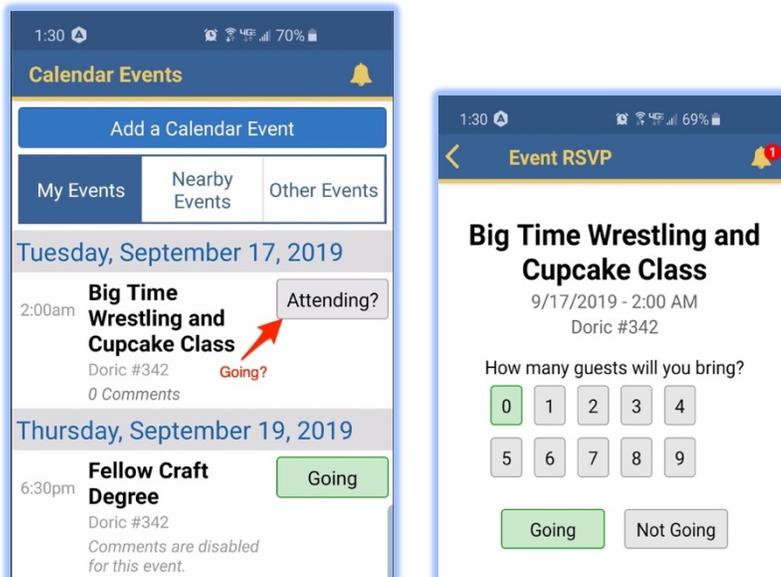


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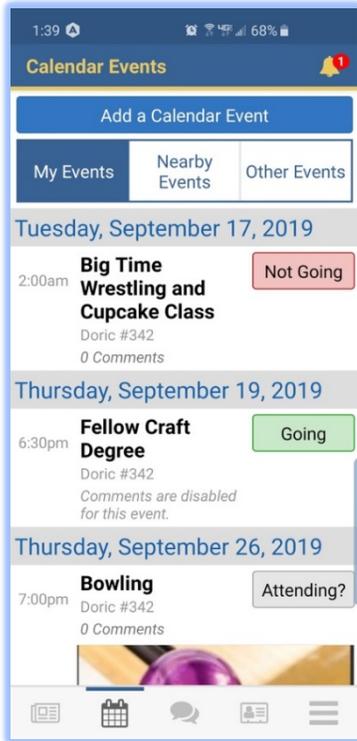
- Once an event is posted to the calendar, click an individual event to read the detailed information. Webmasters clicking the RSVP ">" section will display a new screen with the names of each member that have selected attending or not, along with their number of guests i.e. 'Going Edgar D +2', 'Not Going Michael E'.



- When viewing events, you can select if you are going to attend or not, and number of guests you are bringing.



8. The calendar will display which events you have selected attending or not.



CALENDAR EDIT OR DELETE AND AN EVENT

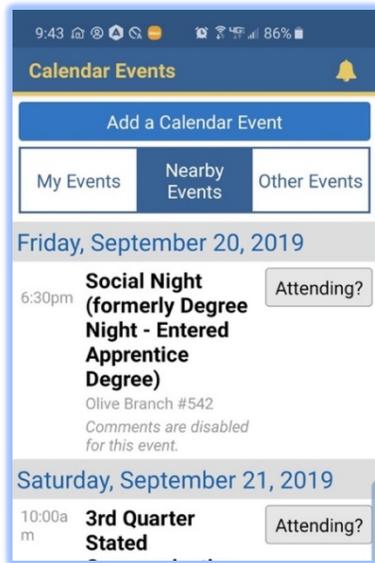
If you created the event, you are the only person who can edit or delete the event.



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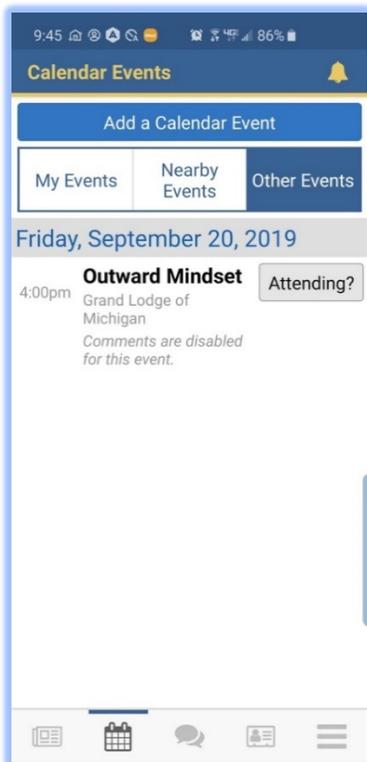
NEARBY EVENTS (smart phone)

Events in your district. Any lodge that is using OurLodgePage in your district will show up in the 'Nearby Events' section.



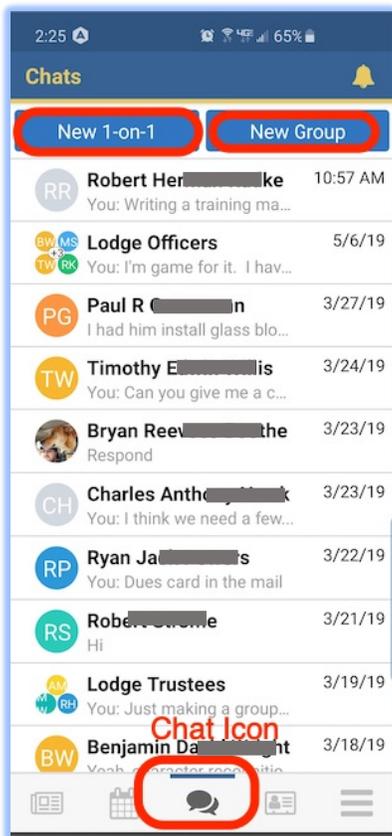
OTHER EVENTS

Events posted by Grand Lodge for information for all members. Click on the individual 'Event' for more detailed information on that event.



CHATS

OurLodgePage application has its own internal chats messaging system 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.

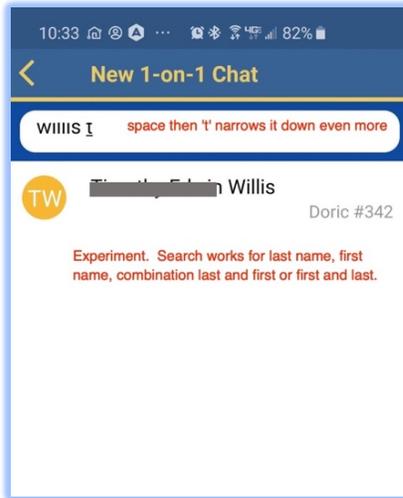


1. You can start a chat with previously selected chats but clicking on their name or group.
2. You can start a new chat to one person.
3. You can start a new chat to a group of members.

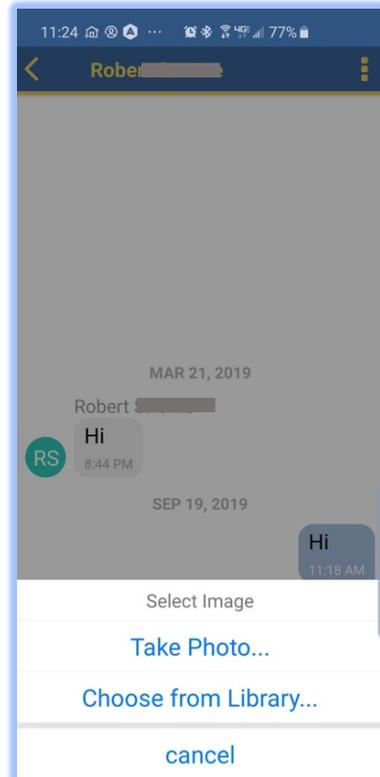
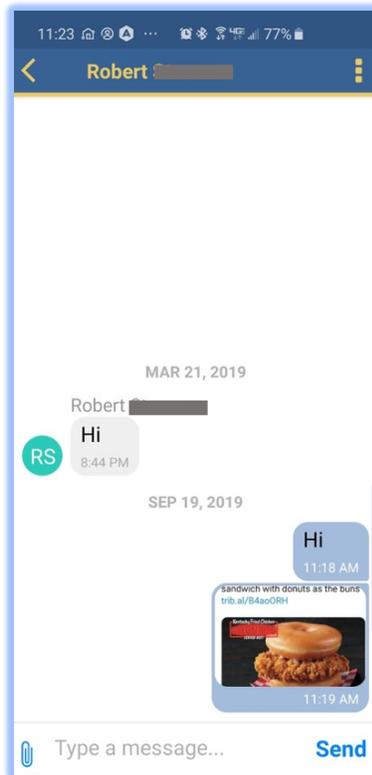
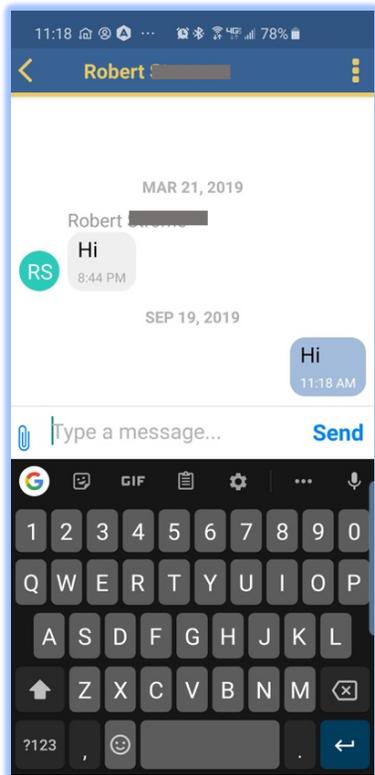
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CHAT – NEW 1-on-1

1. Click on 'New 1-on-1 Chat' 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 from your phone or take a new photo to send in the chat.

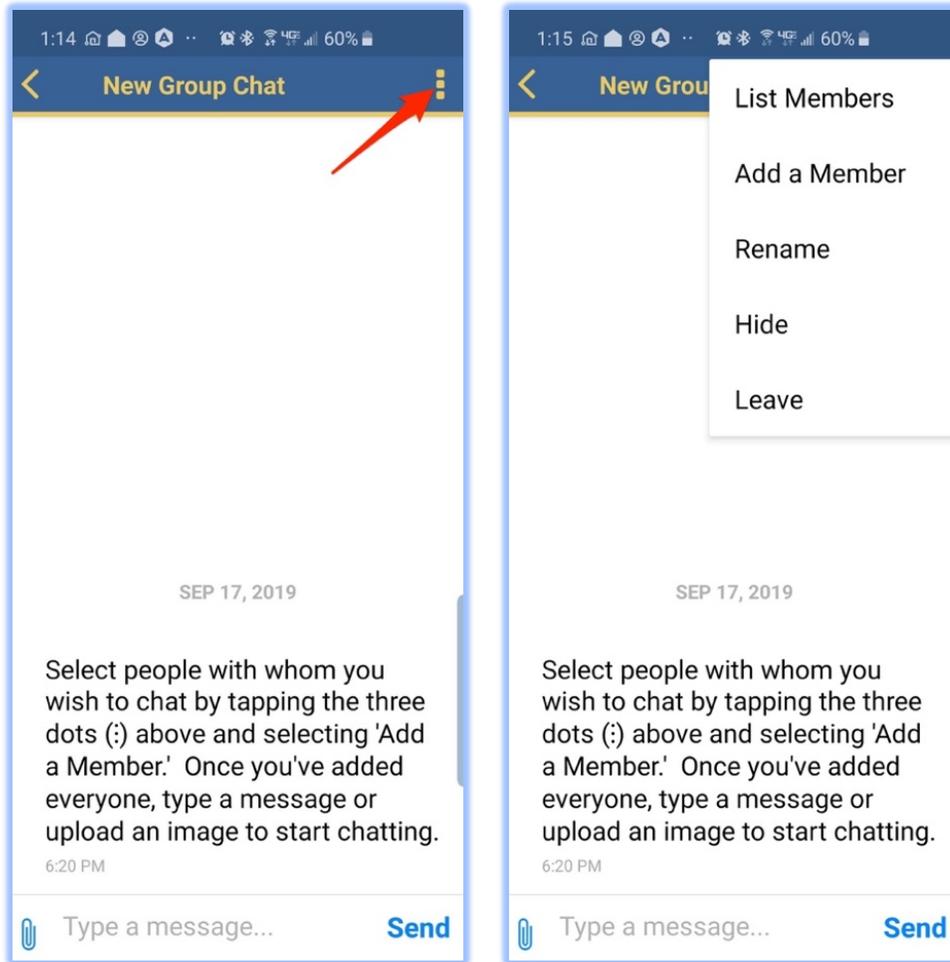


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CHAT – NEW Group

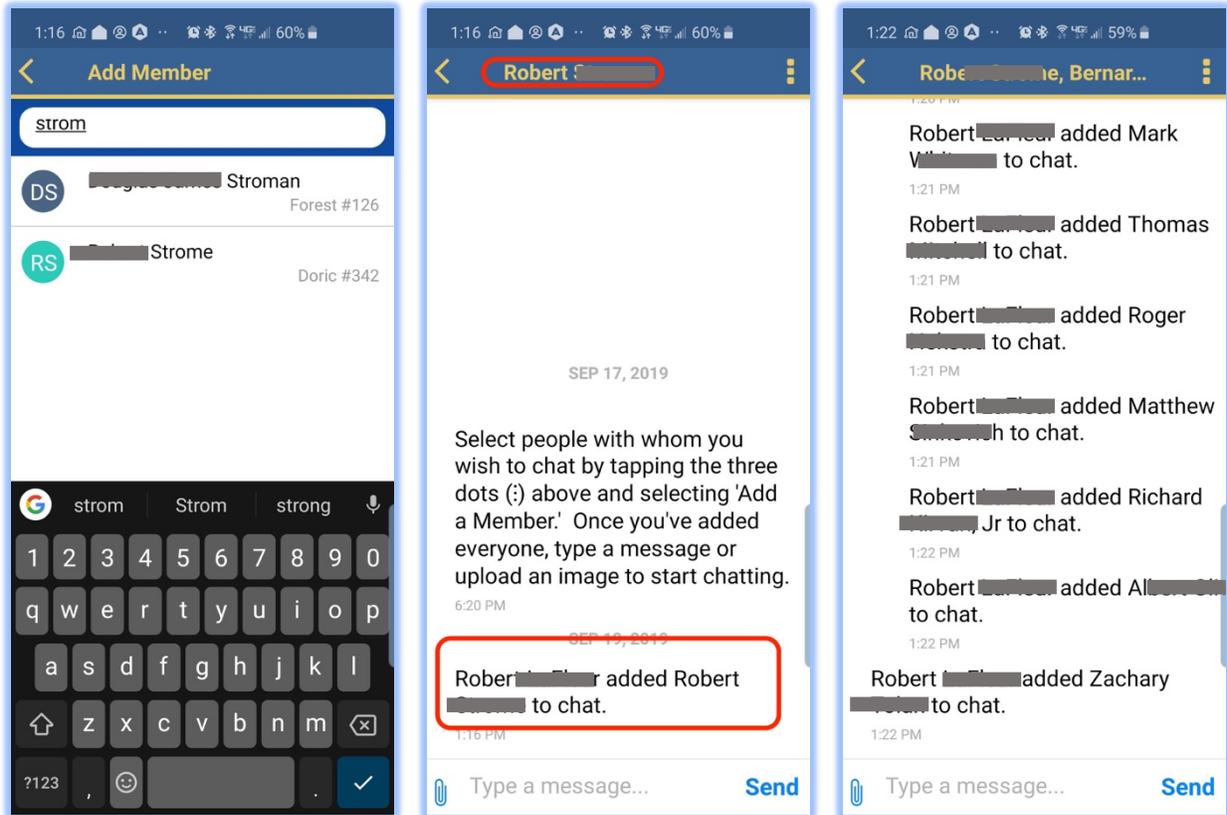
If you have a previous saved group, you can just click on the group and write your message. Otherwise complete the following steps:

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



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



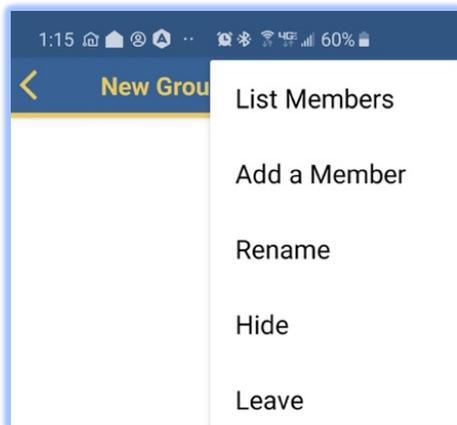
5. Click on the name when found.

- 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:

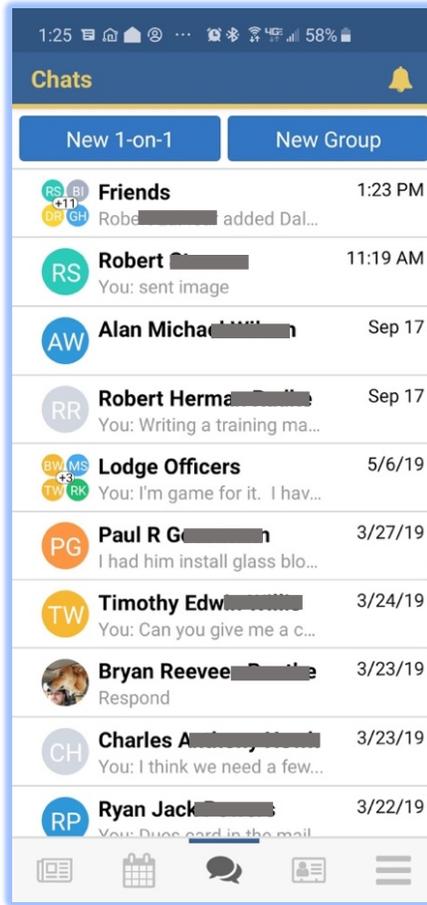
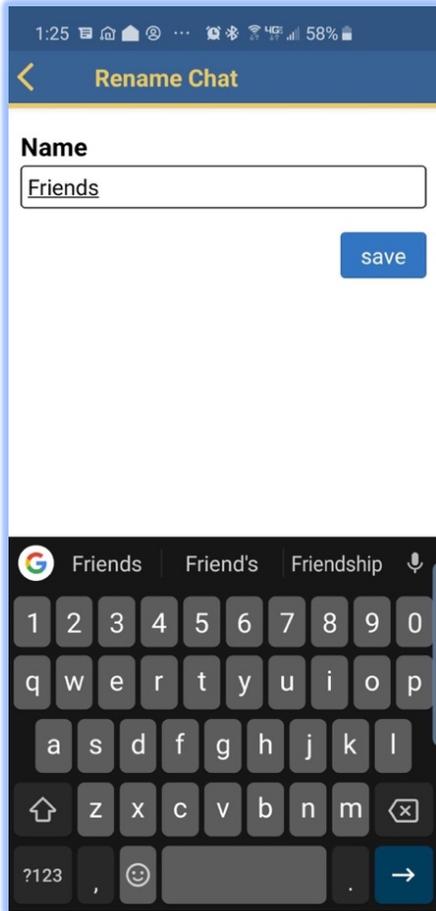
- Lodge Officers
- Stewards
- Past Masters

7. Click on the 3 dots again.



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8. Click on 'Rename', enter the appropriate name, then click 'save'.

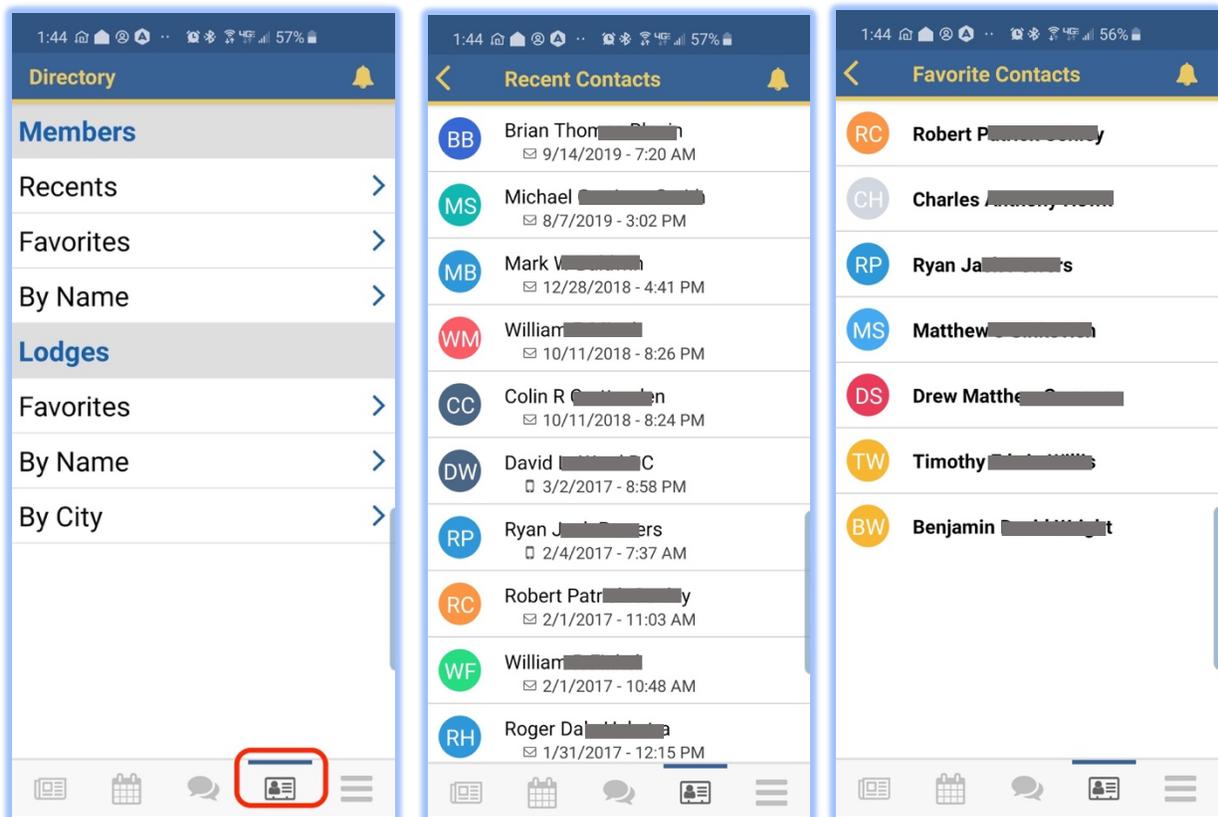


DIRECTORY

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:

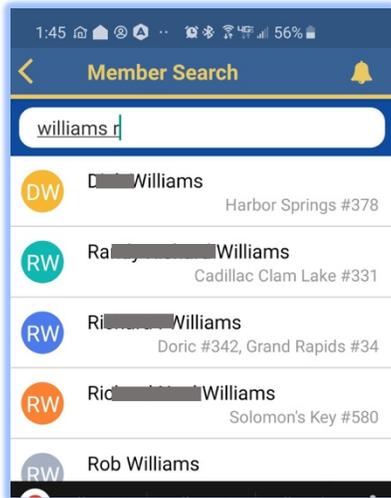
1. Recent Contacts – members you previously contacted with OLP.
2. Favorite Contacts – members you have marked as favorites to pull later.
3. By Name – type in the first characters of their last, first or combination to find anyone in your lodge(s) you belong to.

DIRECTORY - MEMBERS

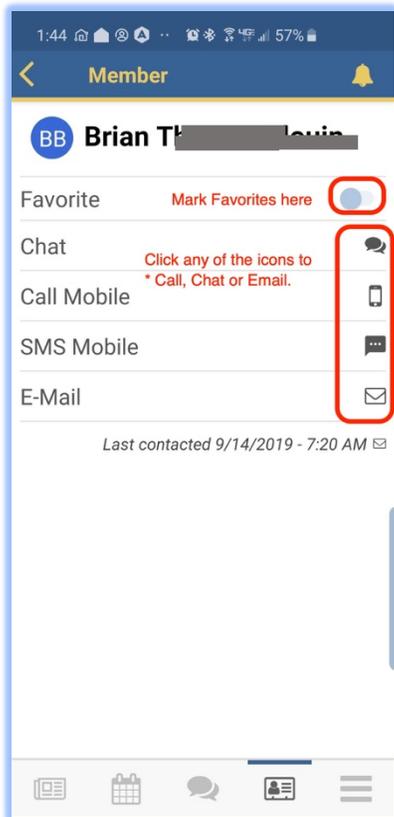


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1. Here is an example of searching for 'williams r'.



2. Click on any name and you will get:

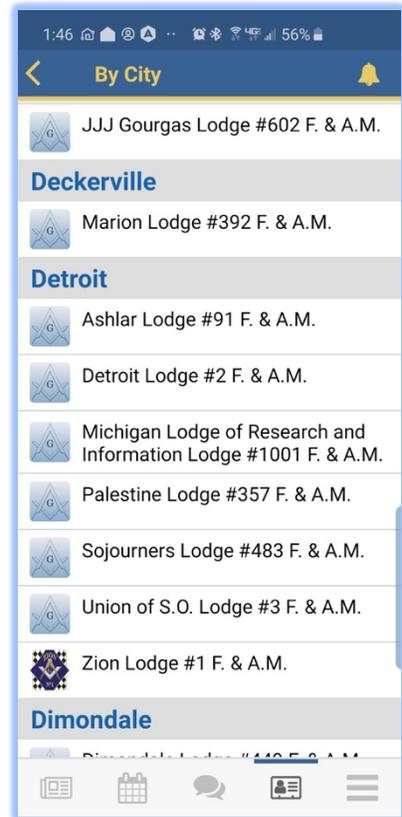
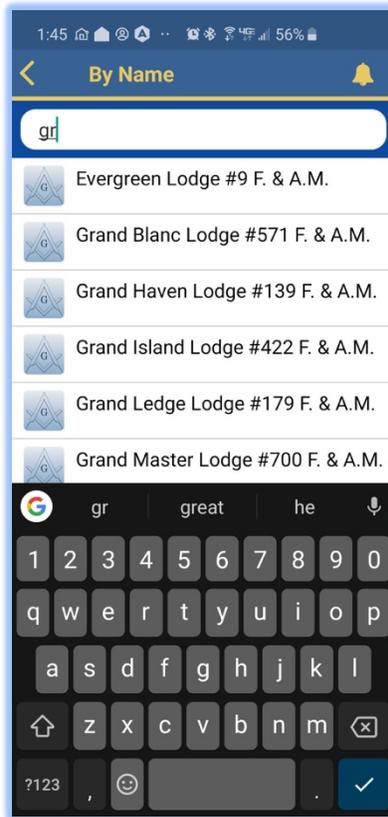
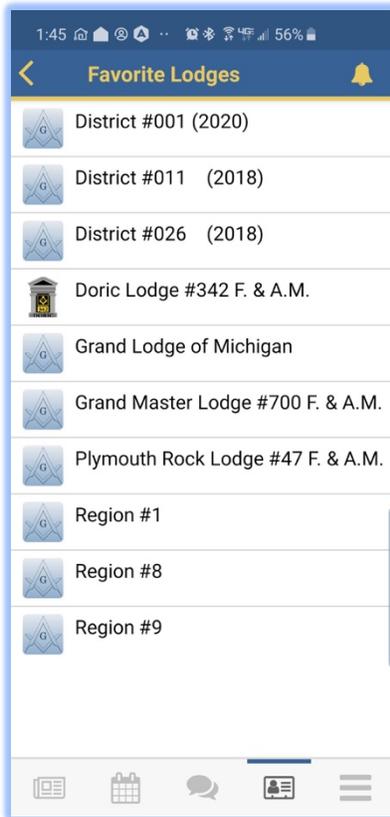


3. When you click on either E-Mail, Call Mobile, SMS Mobile, the OLP will open your smart phone default email app and insert the email address for you to compose and email; or will open your default phone app and make the call to the member. Same action occurs for the SMS (texting) in opening your default texting app to text to them through that app at their mobile phone number, instead of using the chat feature in the OLP app.

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DIRECTORY – LODGES

1. With this function you can search for 'Any' Lodge in the state by:
 - a. Favorites – you can mark lodges as Favorites.
 - b. By Name – Alphabetical Lodge by Name.
 - c. By City – Alphabetical Lodge by City.



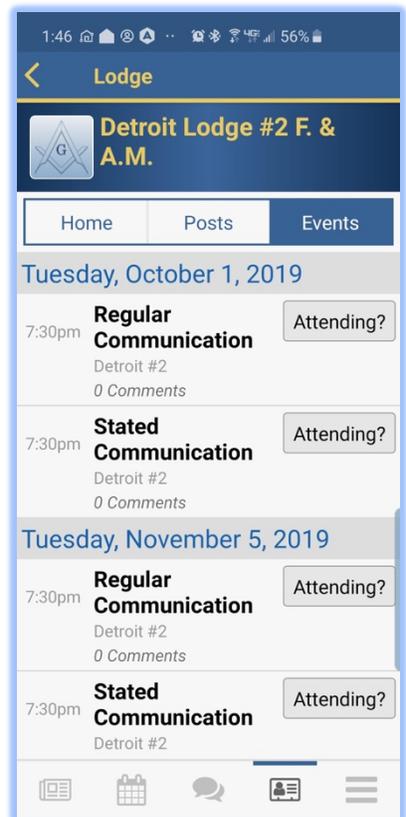
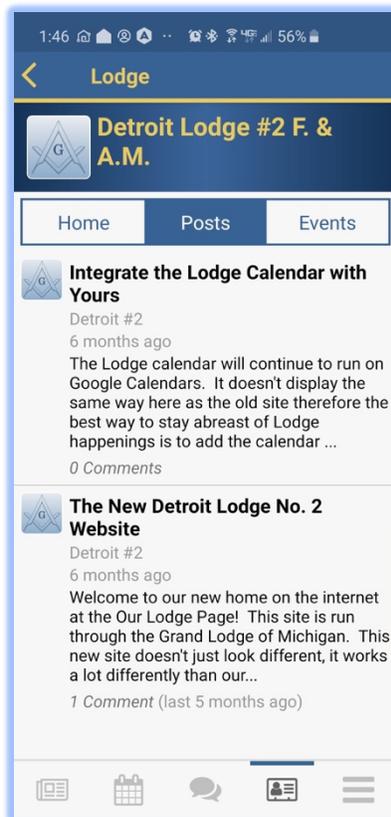
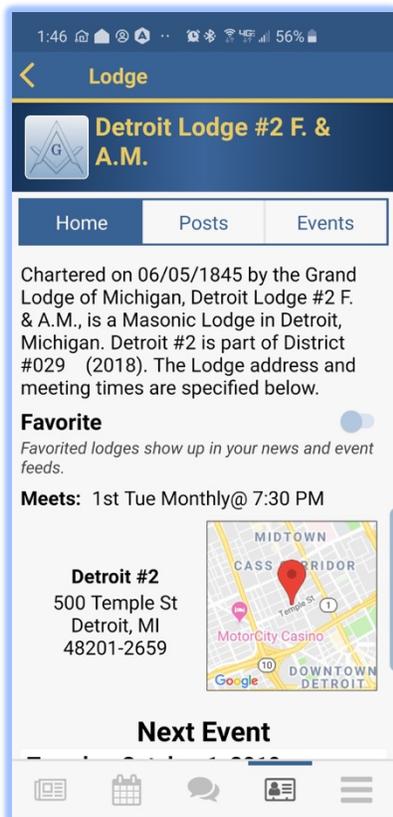
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2. Click on any lodge and you will get:
 - a. Home – the lodge website.
 - b. NOTE: You can mark them as “favorite” on the home screen.

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

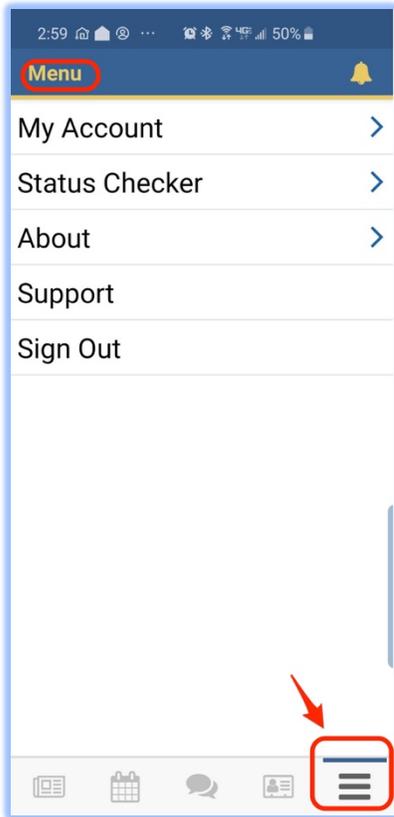
Favorite
Favorited lodges show up in your news and event feeds.

- c. Posts – to their lodge posts.
- d. Events - you can send notice you are attending their event.



MENU

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

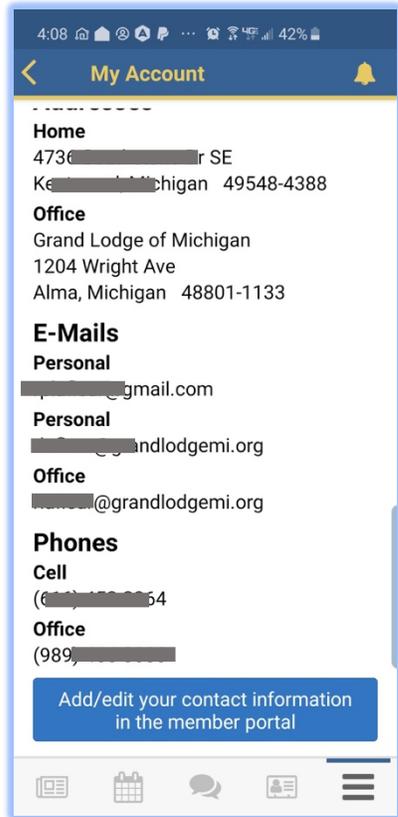


The menu has multiple features including:

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

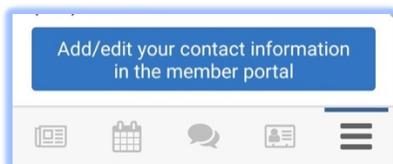
MENU - MY ACCOUNT

This part of the application allows you to update your avatar, update your address, phone and email and to pay your dues. To update or correct your information click on the blue box on the bottom.



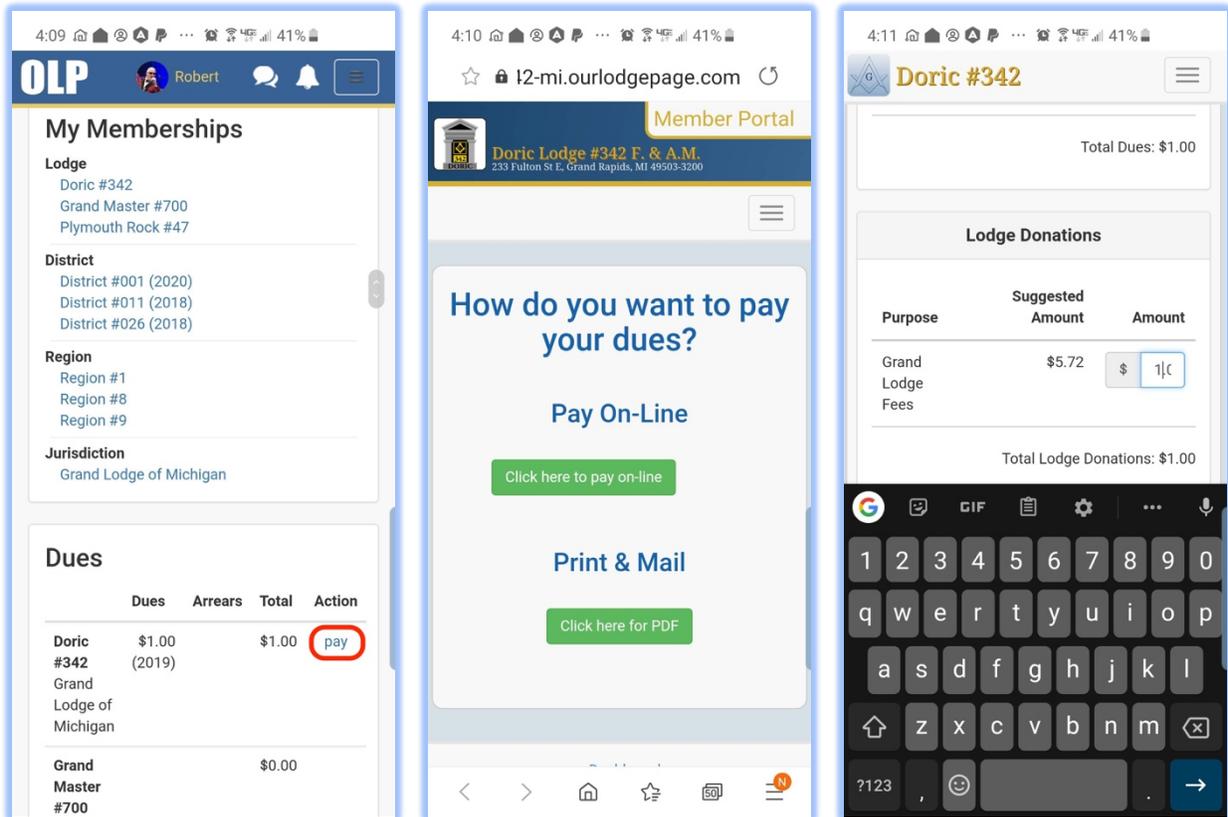
To update or correct your personal account information, complete the following steps.

1. Click on the blue box at the bottom as shown in the Account section of the Menu Function:



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2. Your account in the Grand Lodge database shows up. This is what the Grand Lodge has on file as your Membership which may include several lodges if you hold plural memberships.
3. These screens also show where you pay your dues and credit card fees. Click on the 'pay' link.
4. You can choose to 'Pay Online' or to 'Print your notice' and mail it in with check payment.



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5. Clicking 'Click here to pay on-line'.
 - a. Opens your phone's web browser and sends you to the lodge website.
 - Lodge#-mi.ourlodgepage.com
 - b. Go to 'My Account' on the website.
 - c. Payment is made from the website, not the mobile application.
 - d. Payment can be made by credit card online using the WePay platform. Michigan By-Laws requires members to pay for the credit card fees which has to be an additional line item to set up in WePay so the members are paying the annual dues amount and a credit card fee you have set up, when paying thru the WePay system.

The screenshot shows a mobile web browser interface for a payment page. At the top, the status bar displays the time 4:13, signal strength, Wi-Fi, and 41% battery. The browser address bar shows the URL '12-mi.ourlodgepage.com'. The page header features a logo with a 'G' and the text 'Doric #342'. The main content area contains a payment form with the following fields and values:

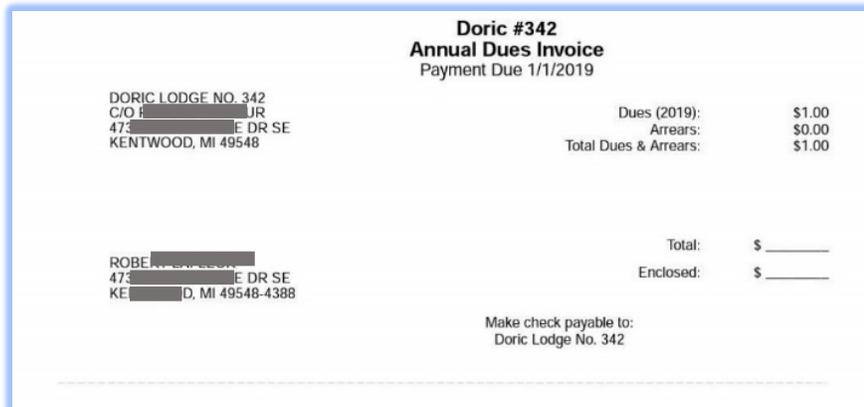
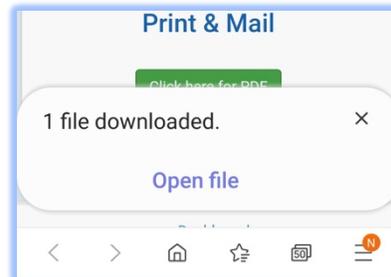
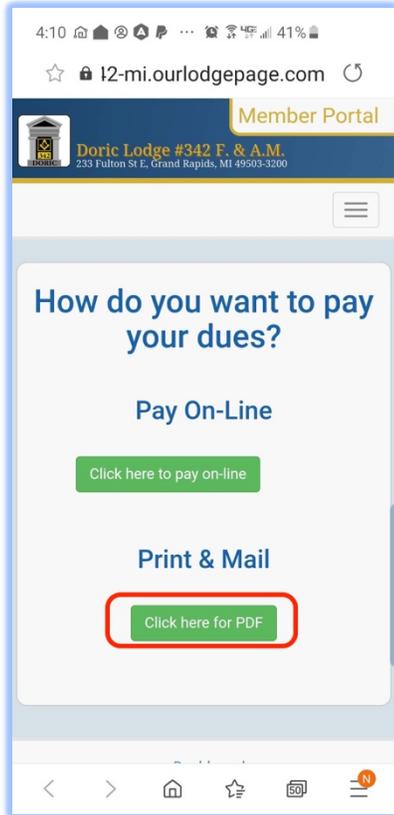
- * E-Mail Address**: bubbagump@lol.com
- * Credit Card Number**: 1234123412341234
- * Expiration Month**: 5
- * Expiration Year**: 2019
- * CVV**: 123
- * Zipcode**: 49543

Below the fields is a checkbox labeled 'remember my payment information' which is currently unchecked. A blue button labeled 'Pay \$2.99' is located at the bottom right of the form. The browser's navigation bar at the bottom shows back, forward, home, star, and tabs icons.

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6. Print Dues Notice & Mail in Check

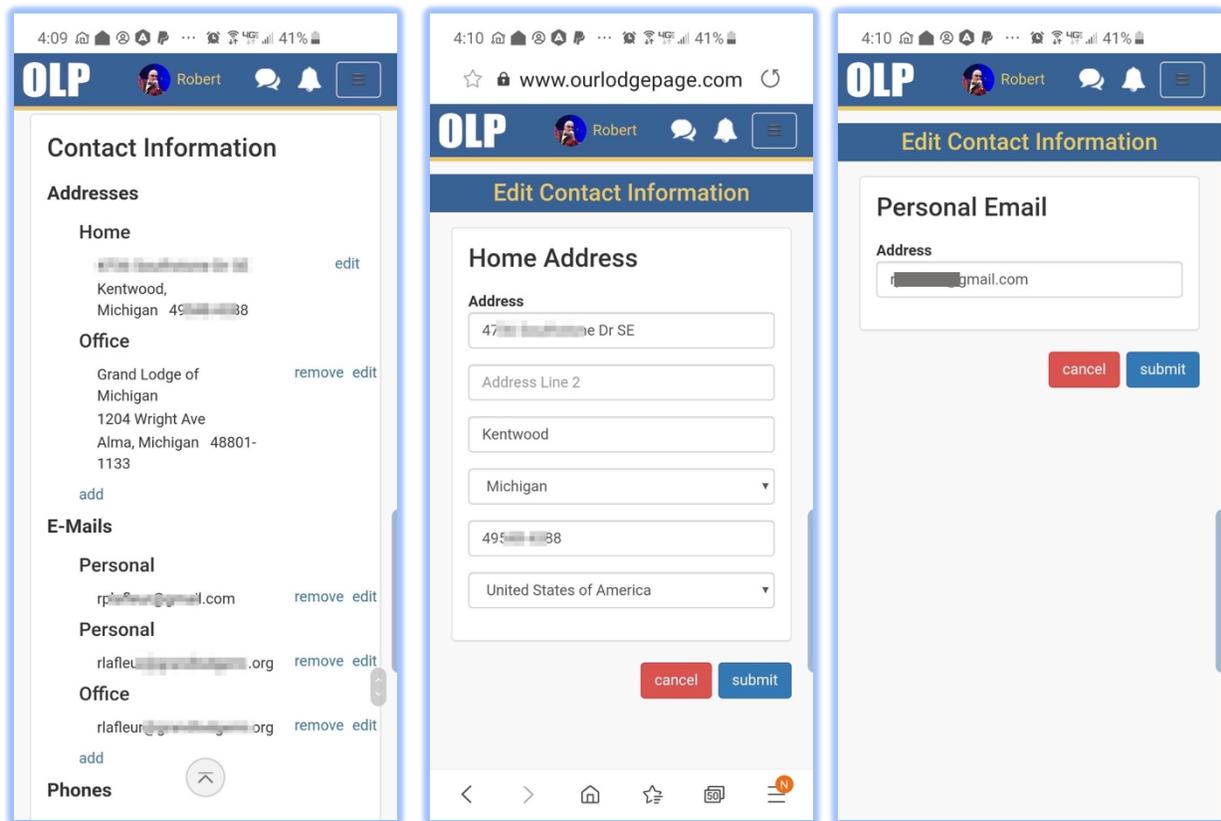
- a. A pdf document of the Annual Dues Invoice is downloaded to your device and you can choose to print and mail it in with your payment if you are mailing in a check.



7. Update your address, email and phone as needed with the Edit Contact Information:

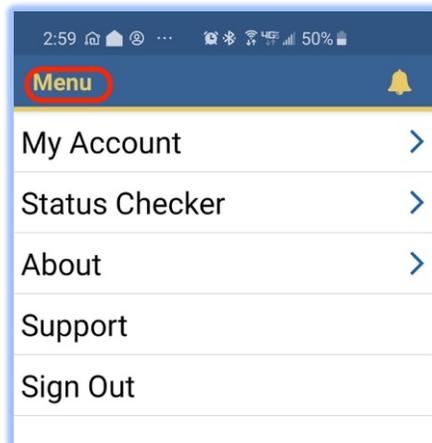
- a. Address can include home, office and winter locations.
- b. Phone numbers include home, work and mobile.

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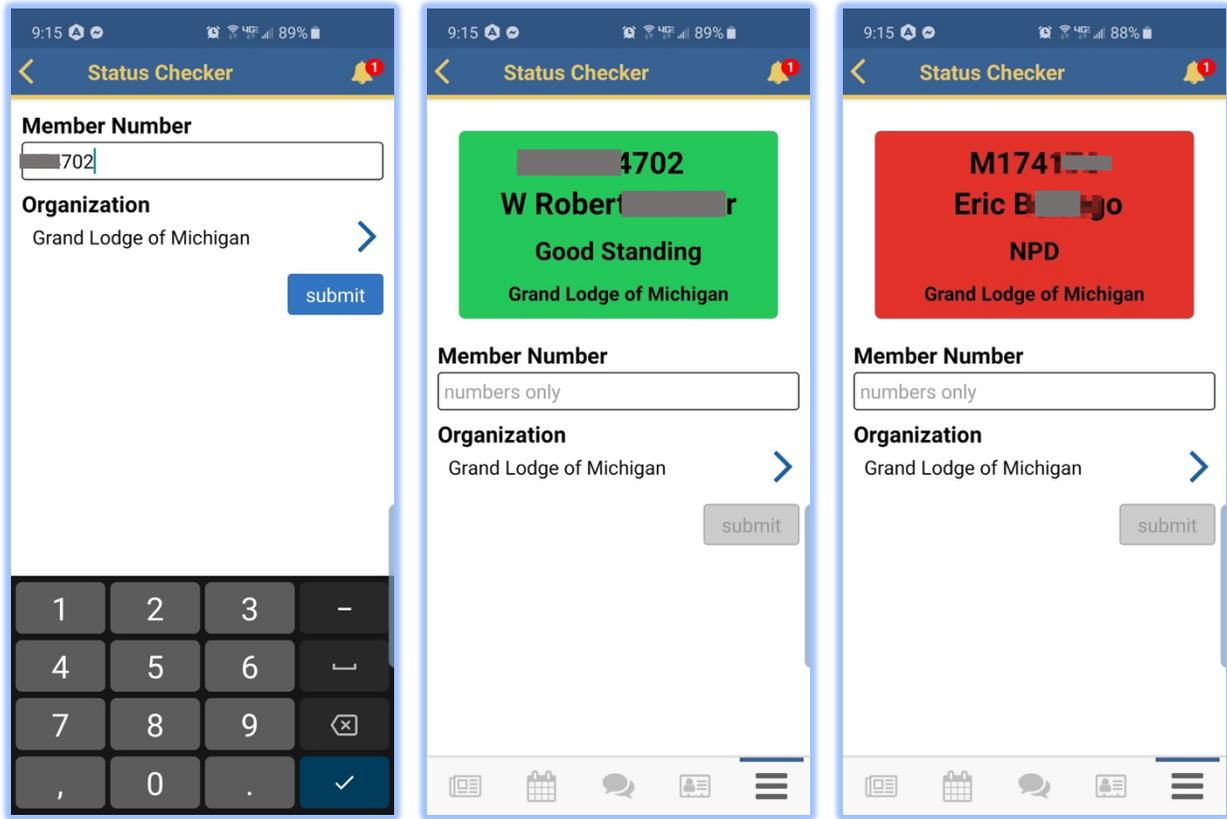
MENU – STATUS CHECKER

To verify 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.

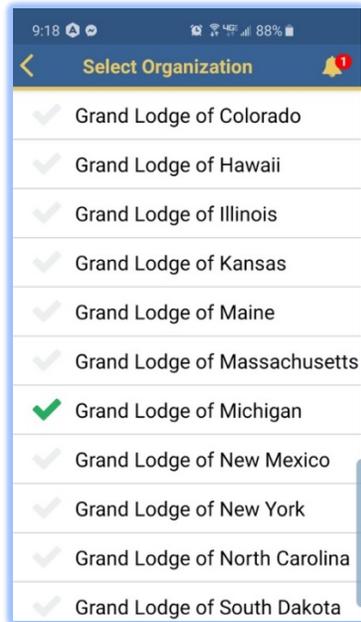


1. Click on 'Status Checker' in the Menu function and enter in the member's ID number.
2. The default Organization will be Grand Lodge of Michigan.

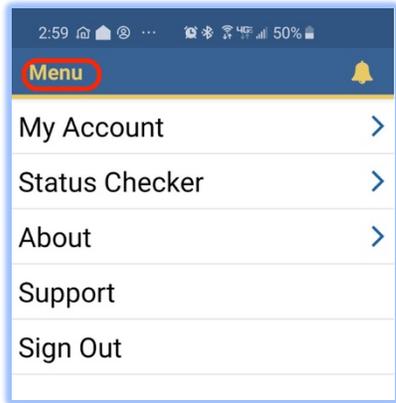
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3. Click 'Organization' and choose any jurisdictions that is using the Our Lodge Page platform which are the ones provided on the screen.



MENU – SUPPORT



Clicking 'support' from the menu will open your phone's email default app and address the 'email to' line to EnableLabs support. This will also include the type of operating system version, IOS or Android and the version of OLP. Comments help improve and can generate more services and options for the membership with this platform to help increase overall satisfaction with the craft.

You can click 'Sign Out' to close out of the app at this point.