Scottish Rite, NMJ

Virtual Reunion

Valley Guide

(updated as of 9/15/2020)

Introduction

The goal of this guide is to provide a resource for all Valleys in the Scottish Rite, Northern Masonic Jurisdiction to help them plan on participating in the Virtual Reunions being held by the Scottish Rite, NMJ. In this guide, you will find the following:

1. **Overview of the Virtual Reunion process**
2. **Resources**
3. **Best practices**

Information and registration (for candidates and current members) for the Virtual Reunion can be found at Reunion.SRNMJ.org. See below for the schedule and degree lineup for each Virtual Reunion showing. ***Please note, each event will be full experience with content in between each degree. Our Sovereign Grand Commander, Commander Glattly, and his officers will open the Reunions.*** When a candidate participates in one Virtual Reunion, they will be initiated a regular member and eligible to receive the 32°.

1st Virtual Reunion Event – October 3, 2020 9:00 AM EST, Registration Deadline: October 1
(Virtual Doors open at 7:00 AM EST)
- 4th Degree – Builder (14 min)
- 6th Degree – Master of the Brazen Serpent (34 min)
- 15th Degree – Knight of the East (27 min)
- 23rd Degree – Knight of Valor (35 min)
Approx. Runtime for event: 2 hours 35 mins

2nd Virtual Reunion Event – October 24, 2020 9:00 AM EST, Registration Deadline: October 22
(Virtual Doors open at 7:00 AM EST)
- 4th Degree – Builder (14 min)
- 17th Degree – Knight of the East and West (31 min)
- 19th Degree – Brothers of the Trail (30 min)
- 26th Degree – Friend and Brother Eternal (35 min)
Approx. Runtime for event: 2 hours 35 mins

3rd Virtual Reunion Event – November 14, 2020 9:00 AM EST, Registration Deadline: Nov. 12
(Virtual Doors open at 7:00 AM EST)
- 4th Degree – Builder (14 min)
- 12th Degree – Master of Mercy (23 min)
- 29th Degree – Knight of St. Andrew (28 min)
- 31st Degree – My Brother's Keeper (24 min)
Approx. Runtime for event: 2 hours 15 mins

Process

This section will give an overview of the overall process for participating in the Virtual Reunions. We will first outline the process for a candidate to participate, a current member, and a Valley group. At the end of the section, you will find flowcharts for each process.

Candidates

1) Prospective members will begin by filling out their membership application. To fill it out online, they will go to ScottishRiteNMJ.org/Join. They can also fill out a paper application with the Valley, however applying online is encouraged.

Figure 1: ScottishRiteNMJ.org/Join

When the candidate applies online, their member application can be found on MDS. If they applied with a paper application, the Valley Secretary will need to manually add the candidate to MDS once the application has been approved.
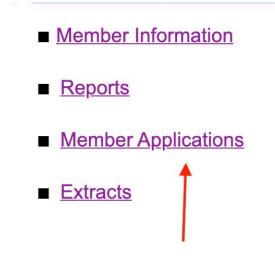
■ Member Information

■ Reports

■ Member Applications

■ Extracts

Figure 2: MDS front page menu

2) The Valley will then review the application. Once they hit "Add" to approve their member application, the applicant will become a "Candidate" in the system.
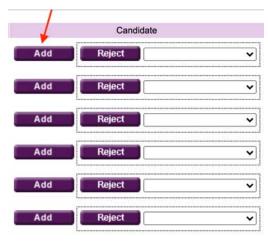
Figure 3: MDS Member Application list

3) When this happens, they will automatically receive an email with their member number and a link to Reunion.SRNMJ.org to register for the Virtual Reunion. Please supply this to them if they haven't received it.

Figure 4: Reunion.SRNMJ.org (front page)

4) When a candidate arrives to the candidate registration form on Reunion.SRNMJ.org, they will use their member number and birthdate to register.

Figure 5: Candidate registration form on Reunion.SRNMJ.org

5) Once the candidate hits continue, they will then be prompted to pay their initiation fee. This initiation fee is what the candidate's Valley charges all candidates to join the Scottish Rite. The candidate

Figure 6: Initiation Fee payment window in candidate registration form on Reunion.SRNMJ.org

6) Once they pay their initiation fee (or if they do not owe anything), they will then be prompted to pick their Virtual Reunion date and create their account. ***Please note, they may only select one date to commit to joining the Scottish Rite. Once they join, they can use their account to access all other Virtual Reunion events.***

Figure 7: Candidate registration form on Reunion.SRNMJ.org

Once they have created their account, they are now prepared to participate in the Virtual Reunion!

7) On the day of the Virtual Reunion event, they will login here with their account.

Figure 8: Reunion.SRNMJ.org front page

8) Once they login, they will now be able to access the Virtual Reunion.

Figure 9: Account logged in to view Virtual Reunions on Reunion.SRNMJ.org (button will be available on day of event)

9) After viewing the Virtual Reunions, candidates will be directed to a short experience survey. After the completion of this survey, the candidate will have their status changed to member and they will receive degree credit. This will be available seven days following the Virtual Reunion. If it is not complete in that time frame, it will be up to the Valley's judgement to approve their new membership.

Current Members

1) Current members can RSVP for the Virtual Reunion at Reunion.SRNMJ.org.

2) Here, current members will fill out the RSVP form to designate which events they will participate in.

3) To access the Virtual Reunions, current members will login with their Member Center account or will be prompted to create an account if they do not have one yet.

4) After logging in, they will be able to view the Virtual Reunion.

To receive degree credit, members will be able to update their own degree history in Member Center.

<u>Group Showings (Watch parties)</u>

Valleys have the ability to watch the Virtual Reunion in a group setting, both in-person or virtual. ***However, it is required to still have the Candidates register for the Virtual Reunion prior and to have the candidates fill out the post reunion experience survey to confirm their participation.*** It is encouraged to do this with the candidates as soon as the Virtual Reunion concludes. ***Valleys must also have a stable internet connection at the group viewing.***

Candidate Flowchart

Applicant submits Member Application → Valley Reviews Application → Approved?

Approved? → NO → Applicant Rejected

Approved? → YES → Applicant becomes Candidate → Candidate receives Member# and link to Reunion.SRNMJ.org to register → Candidate registers at Reunion.SRNMJ.org

Candidate receives communications up to virtual reunion

Candidate accesses Virtual Reunion on Reunion.SRNMJ.org with account created in registration → Candidate views Virtual Reunion event → User experience survey completed → User becomes Member, receives degree credit

Candidate receives personalized message with Valley info → User becomes Member, receives degree credit → End

Member Flowchart

Member RSVPs at Reunion.SRNMJ.org

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Member logs in on Reunion.SRNMJ.org with Member Center account

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Member views Virtual Reunion event

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Member may enter degrees viewed on Member Center profile

↓

End

Resources

In an effort to provide resources to our Valleys to assist with promoting the Virtual Reunion, please check out Reunion.SRNMJ.org/Share to download invitation templates, social media promotions, etc.

If you have any questions, please check out Reunion.SRNMJ.org/FAQ to see answers to common questions.

Best Practices

DO... help candidates and walk them through registering for the Virtual Reunions.

DO... make sure that candidates are registering **as soon as possible!**

DO... check out Reunion.SRNMJ.org/FAQ to answer any questions you may have.

DO... use the assets at Reunion.SRNMJ.org/Share to promote the Virtual Reunions.

DO... think outside the box in viewing the Virtual Reunions with the candidates and Valley.

DO... make sure every candidate is registered on Reunion.SRNMJ.org, even at a watch party.

DO... reach out to the candidates after the Virtual Reunions!

DO... inform the candidates of any upcoming events.

DO... have a plan to invest the 32° on your newest members.

DON'T... **wait until the last minute to register candidates. It will lock them out!**

DON'T... forget to invite your candidates to your in-person Valley events.

DON'T... miss out on this convenient opportunity to bring in even more new members!