



- "Together We Connect ... Our Community"

# Knights Community

Email: [info@4KofCbyKnights.org](mailto:info@4KofCbyKnights.org)

Website: [www.4KofCbyKnights.org](http://www.4KofCbyKnights.org)



# TABLE OF CONTENTS

KNIGHTS Community (KC - EPCS) _____	3
Account Creation INVITATION CODE is REQUIRED _____	3
APPLICATION FEATURES _____	5
Translation _____	5
Community Directory / CMS or Phone Book / Search / Profile _____	6
Direct Messages or Group Messages., Comments, Likes & Mentions _____	10
My Story / Post _____	12
Community Group vs My Group / Dashboard _____	13
Photos, and Documents _____	15
News Feed and Forums _____	16
Legacy Planning _____	16
Jobs / Tasks _____	19
KOFC NEWS HUB _____	20
SHOWS (ON DEMAND) _____	21
Deleting Data, Export _____	22
Helping Hands Community Funded - KC-EPCS Web and App _____	23
KC-EPCS Mobile App Download and log in _____	24
KC-EPCS App - Logged In _____	25
KC-EPCS App - Directory/ Profile Update _____	26
KC-EPCS App - Group Creation (Endless Possibility) _____	34
MORE FEATURES TO COME _____	36
Real-Time messaging/notification, Calendars, and Events _____	36
e-Training ... Endless Possibilities _____	36

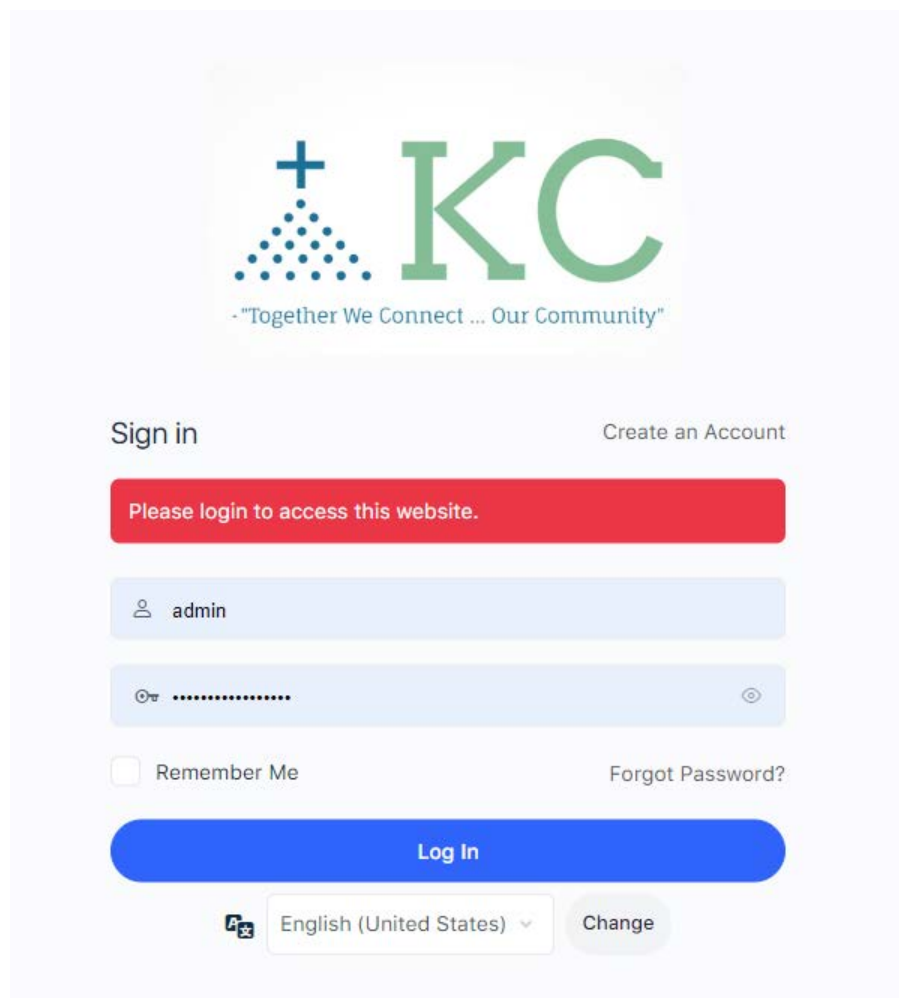
# KNIGHTS COMMUNITY (KC – EPCS)

Account Creation INVITATION CODE is **REQUIRED**

Please have your GK, DGK, or FS (financial secretary) EMAIL at [info@4KOFcbyKnights.org](mailto:info@4KOFcbyKnights.org) or complete the required field at <https://form.jotform.com/223234624772152> to acquire an INVITATION code.

**Invitation Code** is required to create an **account**.

## 1. Select Create an Account



Sign in Create an Account

Please login to access this website.

Remember Me Forgot Password?



Account creation is available via the web at the following link:

<https://kofccommunity.org/try-us>

<https://form.jotform.com/223234624772152>

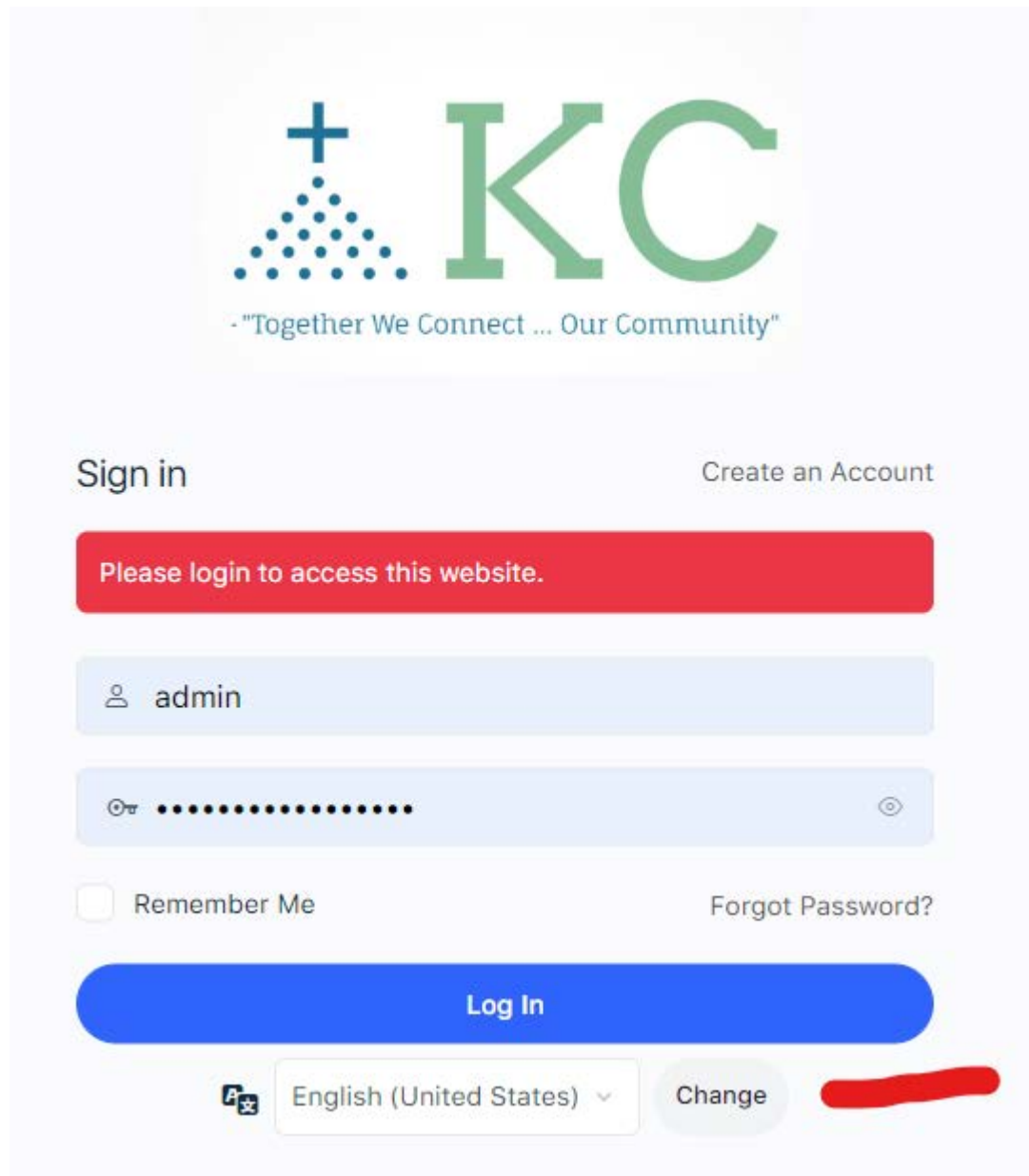
2. Complete the Required intake form with the Invitation CODE.
3. Your account is now created.



# APPLICATION FEATURES

## Translation

Select your language preference



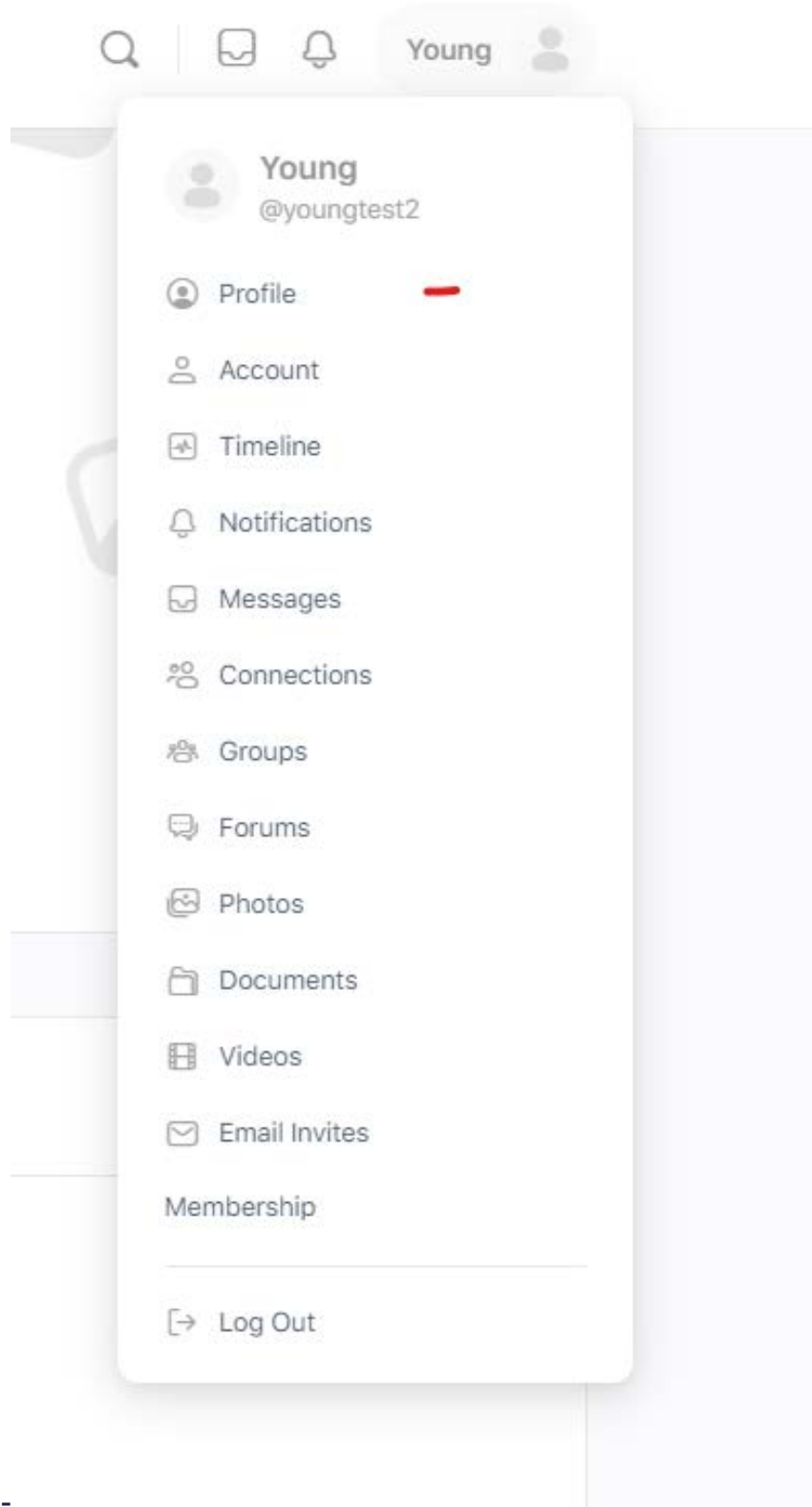
The screenshot displays the login interface for the KofC website. At the top, the KofC logo is shown, consisting of a blue cross above a triangle of blue dots, followed by the letters 'KofC' in green. Below the logo is the tagline: "- 'Together We Connect ... Our Community'".

Below the logo, there are two links: "Sign in" and "Create an Account". A red error message box states: "Please login to access this website." Below this, there are two input fields: one for the username "admin" and one for the password, which is masked with dots. There is a "Remember Me" checkbox and a "Forgot Password?" link.

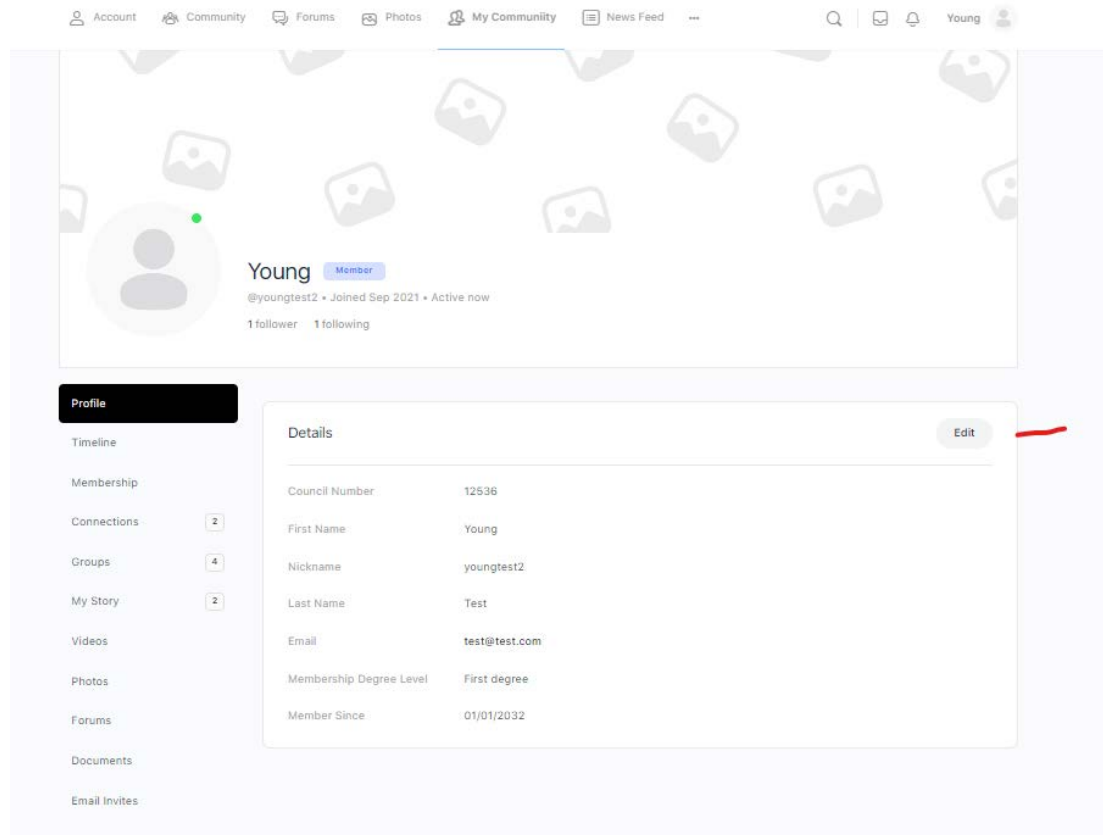
A large blue "Log In" button is positioned below the password field. At the bottom, there is a language selection dropdown menu currently set to "English (United States)" with a "Change" button next to it. A red scribble is present over the "Change" button.



# Community Directory / CMS or Phone Book / Search / Profile



- Select your account, and profile, then edit.



Under Detail, please complete the **“required”** data field by selecting the **“Change”** option:  
Select one of the options: **“All Member, My Connection, or Only Me”**.

**NOTE:** **Public OPTION**, by selecting the “Public” option, the information will be published to members only within this community.

**Access (content) Control given by YOU:**

Access to content (folder, document, video, photo, etc...):

**All Member**

**My Connection and Followers** = those who have agreed to follow you

**Only Me**



✓ Changes saved.

# Edit Profile

[View My Profile](#)

Edit

Profile Photo

Cover Photo

## Edit "Details" Information

- Details**
- About Me
- Family & Relationship
- Work & Education
- Life insurance

- Financial Accounts and Assets
- Emergency Contacts
- Details About You
- General

Username (required)

Public [Change](#)

First Name (required)

Select who is allowed to see this field?

- Public
- All Members
- My Connections
- Only Me

[Close](#)

.....

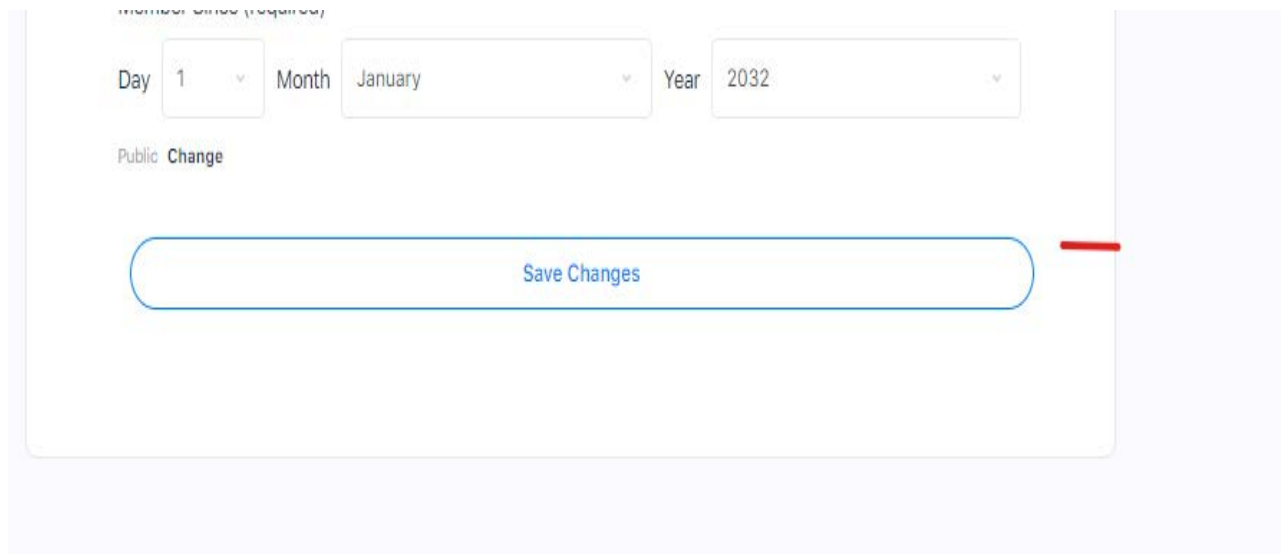




There are ONLY 6 data fields we request an update at your discretion. These are:

First Name  
Last Name  
Council Number  
Member ID / KCID  
Email Address  
Cell Phone

Once you have updated the changes, be sure to select ***“Save Changes”*** at the end of the page. Please ensure that you select ***“Save Changes”*** or your preferences will not be saved.



member since (required)

Day 1 Month January Year 2032

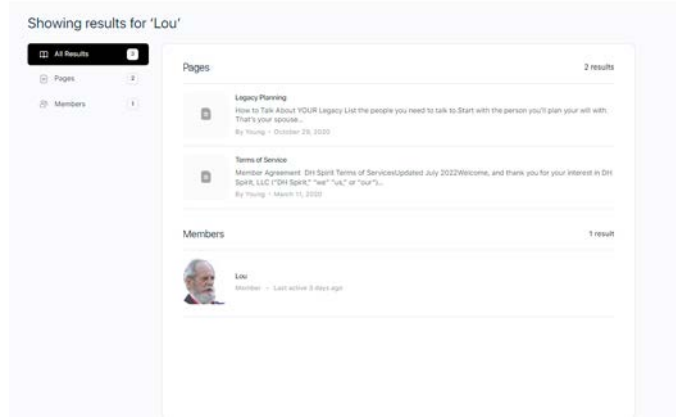
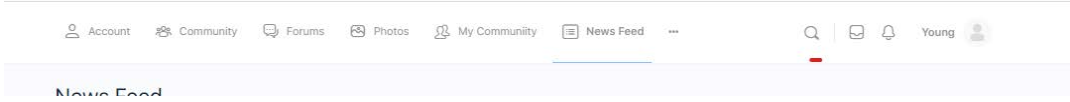
Public Change

Save Changes

### Powerful Search Capabilities:

Members can search to discover public posts, groups, member profiles, and much more.

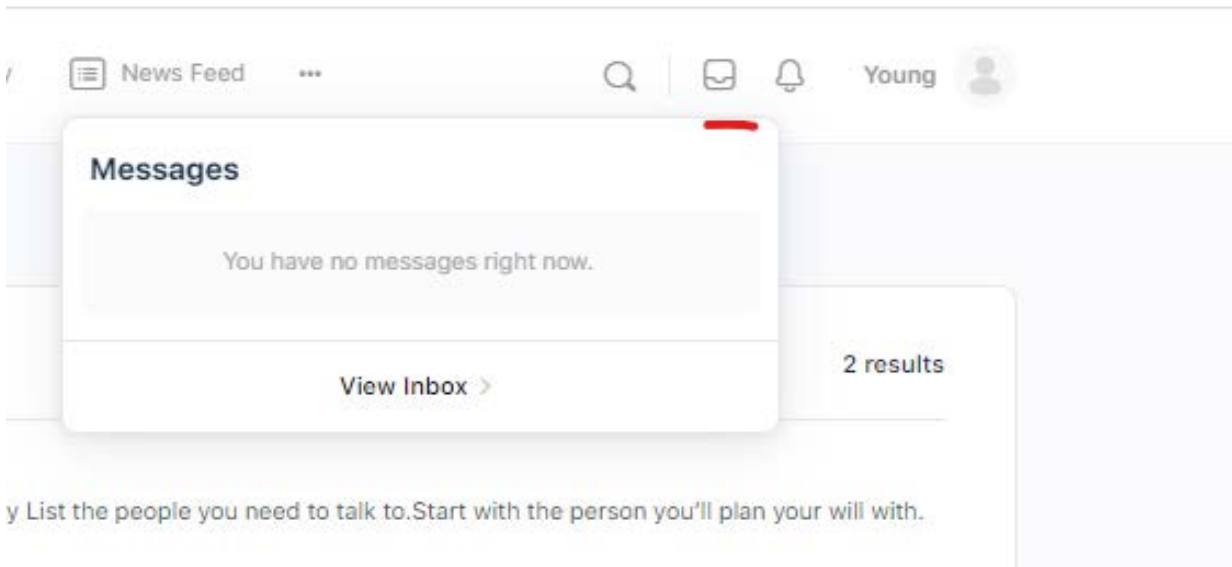


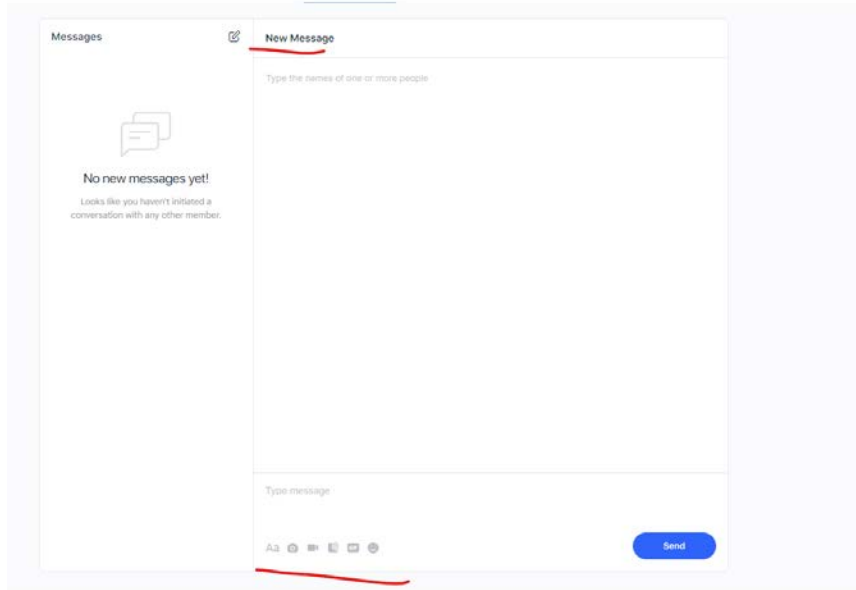


## Direct Messages or Group Messages., Comments, Likes & Mentions

Members can engage with each other, post pictures/videos, share documents, and more.

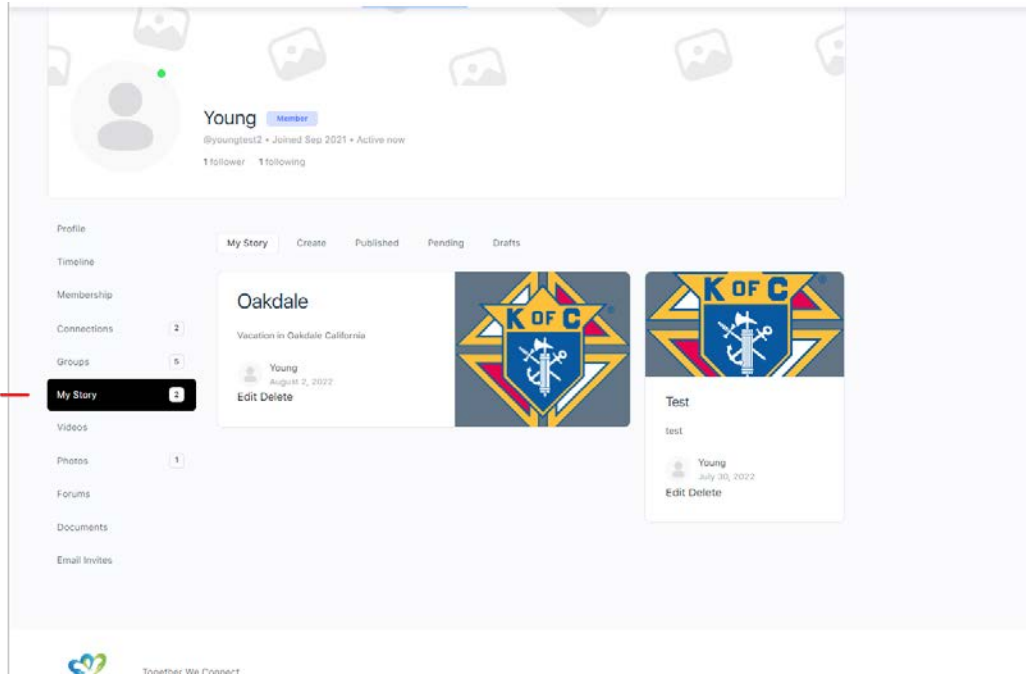
You can send a private message to one member or a group of members as well.





## My Story / Post

Think of “*My Story*” as a platform that can be used as your own personal “diary.” My story allows you to share photos, videos, links, and documents. You can publicly share your story for all to view or select certain members to share it with.



Test

Select who is allowed to see this field?

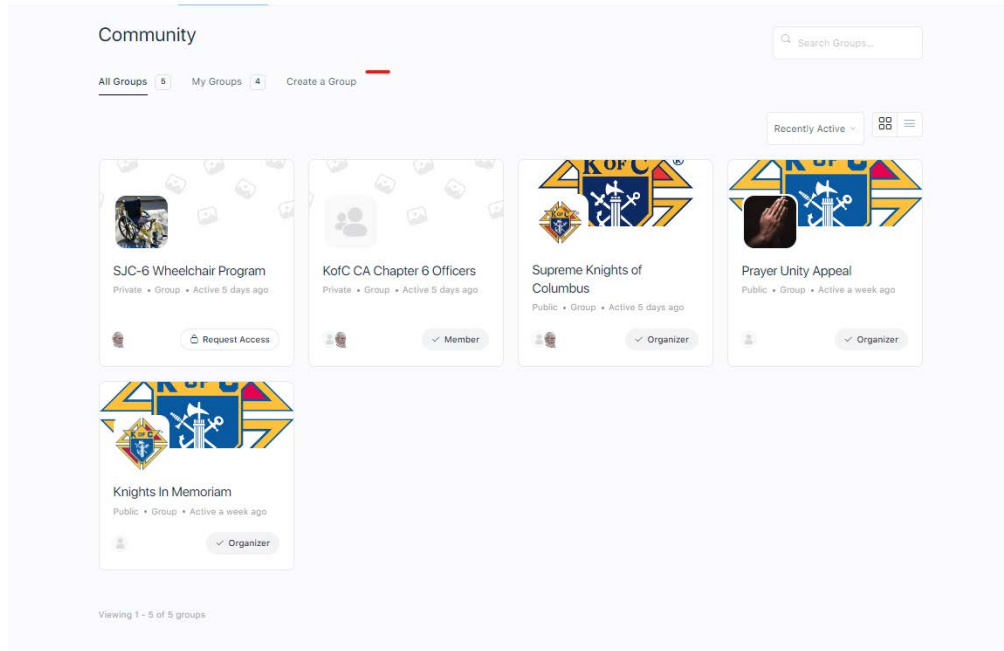
- Public
- All Members
- My Connections
- Only Me

Close



## Community Group vs My Group / Dashboard

- You can create groups that cater to your interest. Select “Create a Group”



Completing the required fields and be sure to always select the options at the bottom of your screen.

*“Create Group” “Continue” “Next step”, etc. ...*

If you find that the options, you selected aren’t correct; you can always implement new changes to cater to your liking.

As a recommendation, consider creating three groups:

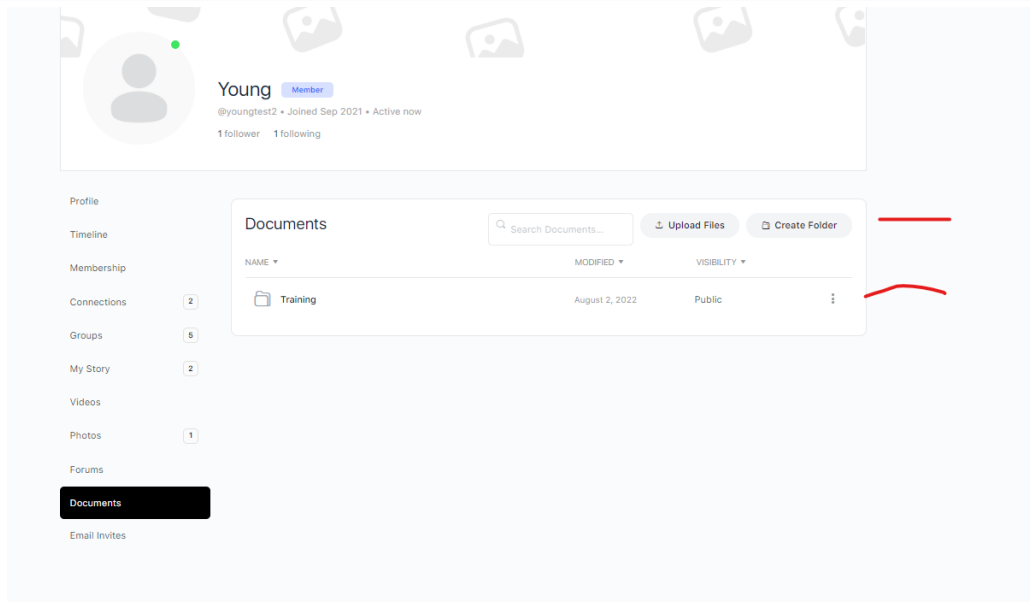
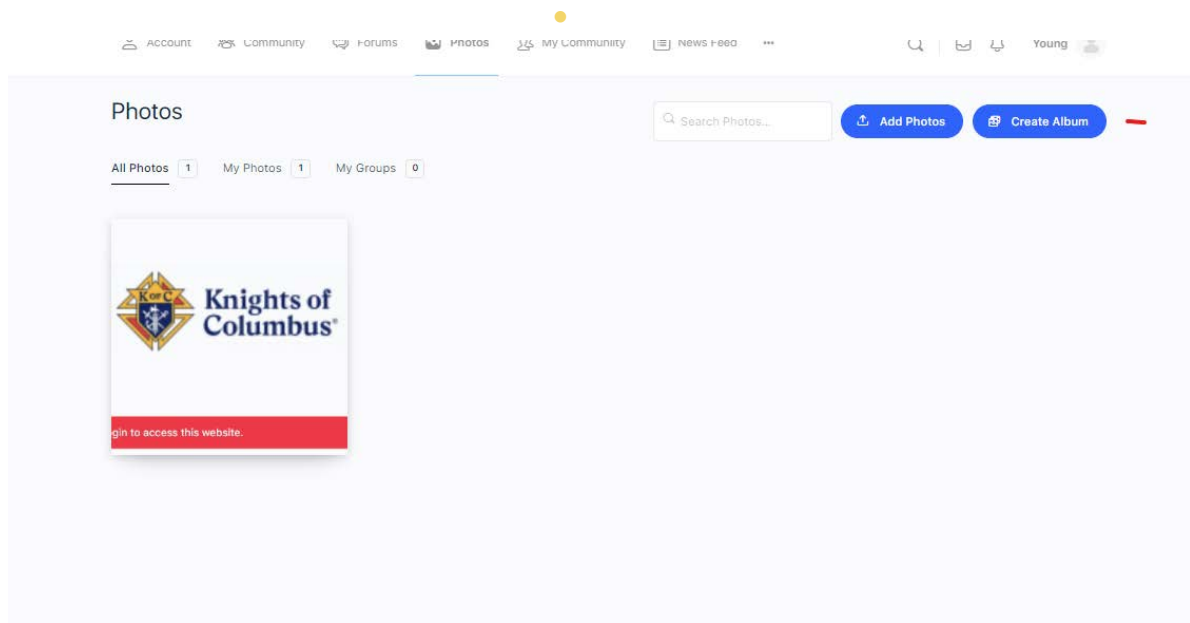
1. Council XXXX members (all active members)
  - a. Under this Group, in Document, create an example folder
    - i. Meeting Minutes
    - ii. Monthly Flyers
    - iii. Newsletter
  - b. Invite all members within your council to participate, engage and connect.
2. Council XXXX Officers (only officers)
3. District / Assemblies XXXX



- a. Under this group, in Document create a sample folder
    - i. Meeting Schedule
    - ii. Council Report
  - b. Invite all members within your DISTRICT / Assemblies to participate, engage and connect.
4. Chapter XXX (Chapter Officers, Chapter Council Members, etc.”
- a. Under this Group, in Document, create an example folder
    - i. Meeting Minutes
    - ii. Monthly Flyers
    - iii. Newsletter
  - b. Invite all members within your Chapter to participate, engage and connect.



# Photos, and Documents



## News Feed and Forums

Your feed will include new posts from your group, new post, and new messages that are updated in real-time. It serves as a public square for members to share thoughts and experiences.

## Legacy Planning

As we walk through life, you may ask yourself, “what legacy will I leave behind.” This may be a challenging thought. Leaving a legacy starts with prior planning. Allow DH Spirit to save you time, stress, and money! By completing the toolkit and sending the information to your estate attorney and your executor.

DH Spirit, we have partnered with *FreeWill*. FreeWill makes estate planning completely free.

FreeWill offers services with the support of many nonprofit organizations that work on meaningful issues.

### Legacy Planning

A gift to your life's voyage.

Why keep putting it off? It's fast, easy, and free

FreeWill provides you with an easy and intuitive online service to create your will at absolutely no cost!

There's really no reason NOT to create your will and ensure your legacy today!



KofC-Faithful & FREEWILL

CREATE YOUR FREE WILL





## HOW TO TALK ABOUT YOUR LEGACY



### 1. List the people you need to talk to.

Start with the person you'll plan your will with. That's your spouse or someone you trust if you're single. Together, you'll choose the people you're going to ask to fill a role in your will—like your personal representative, power of attorney and guardian(s) for your kids or pets. You may also need to talk to people who don't get a vote but will be affected by your will, like your kids, beneficiaries and extended relatives.



### 2. Think about your relationship with this person.

Can you talk to them easily, or do you tend to argue? We've all got at least one relative who's a little too loud about their (unwanted) opinions. But they're family, and you may have to talk to them about your will. Think about *why* past conversations have gone well or poorly. With these things in mind, you can plan for risks, take steps to minimize conflict, and set healthy boundaries to protect your decisions—not to mention your sanity.



### 3. Write out your thoughts.

It may sound cheesy but doing this ahead of time will help you stay focused and calm during the conversation. Write down specifics, like what role you want your loved one to play in your end-of-life wishes and why. Remember this is a tough topic



### 4. Create a safe space.

Do your planning in a comfortable, private space where you can think—like your favorite room,



# Getting started is easy

Complete the Legacy Planning on this site now ... Select the below options. Transforming Life's Voyage – Together – WE Connect



POLST and MOLST



Bequest Letter



1. Legacy, Trust and Will Planning Toolkit 1

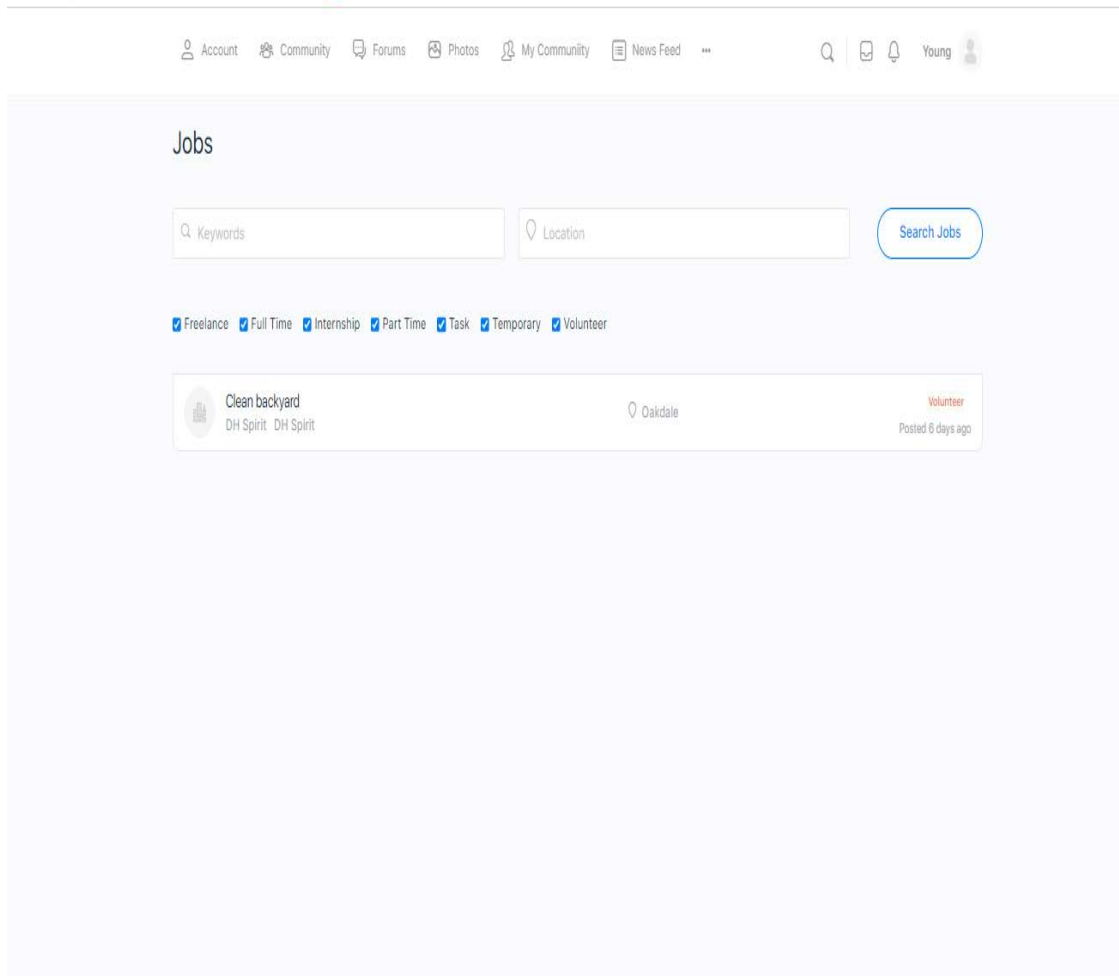


2. Legacy, Trust and Will Planning Toolkit 2



## Jobs / Tasks

Members can post tasks asking for assistance or small jobs.



# KOFC NEWS HUB

Members have access to the latest news from Supreme and The Vatican

KOFC NEWS HUB

Make your selection below to get the latest Knights of Columbus info!

NEWS HUB	COLUMBIA MAGAZINE	KNIGHTLINE	FAITH RESPONSE
SOCIAL MEDIA HUB	KNIGHTS IN ACTION	PRESS RELEASES	INTO THE BREACH
VATICANS NEWS	RADIO VATICANA		



# SHOWS (ON DEMAND)

DH Spirit has partnered with ETWN to access ON DEMAND faith and religious content.

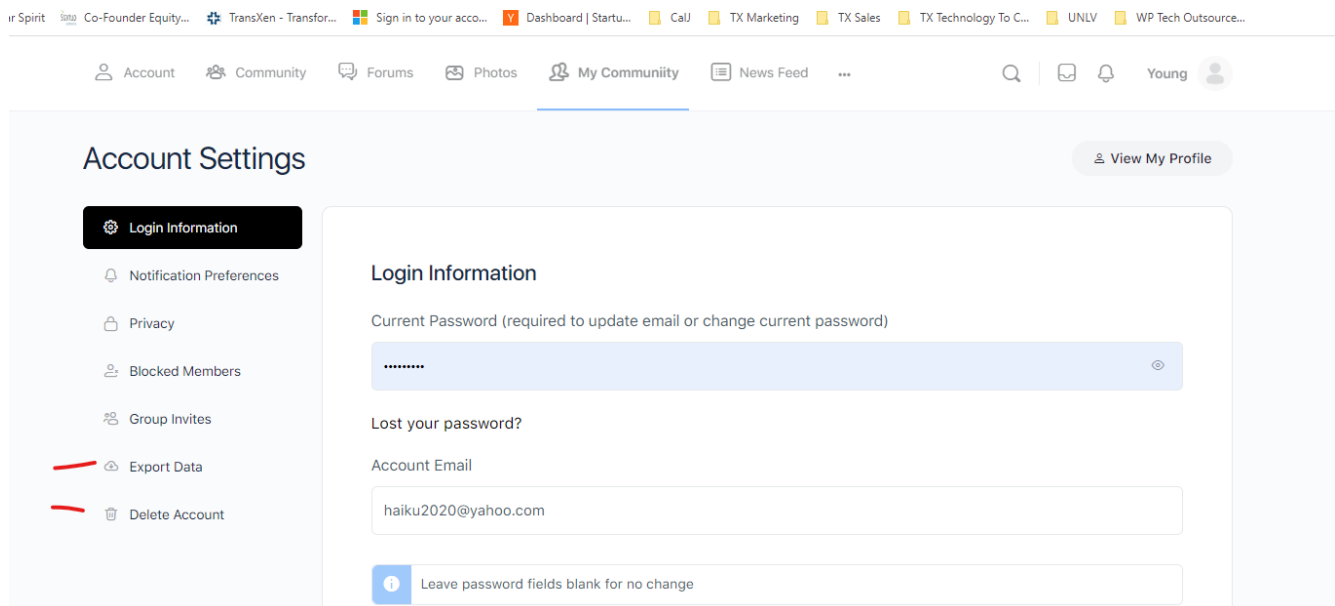


## Deleting Data, Export

Under Account Setting, you will have the option to export your data or to delete your account.

To export your data, the Administrator will need to perform this task. Please follow the instructions.

To delete your account, simply follow the instructions. Please NOTE, that the process is **IRRECOVERABLE**.



The screenshot shows a web application interface with a top navigation bar containing various links like 'Account', 'Community', 'Forums', 'Photos', 'My Community', 'News Feed', and a search bar. Below the navigation bar is the 'Account Settings' page. On the left side, there is a sidebar menu with options: 'Login Information' (highlighted), 'Notification Preferences', 'Privacy', 'Blocked Members', 'Group Invites', 'Export Data', and 'Delete Account'. The main content area is titled 'Login Information' and contains a form with the following fields and options:

- Current Password** (required to update email or change current password): A password input field with a masked password '.....' and a visibility toggle.
- Lost your password?**: A link for password recovery.
- Account Email**: An input field containing the email address 'haiku2020@yahoo.com'.
- Leave password fields blank for no change**: A checkbox option.



## Helping Hands Community Funded – KC-EPCS Web and App

KC- EPCS Web/App is a digital community and a self-funded technology. We're committed to making this private membership community a self-sustaining service. We hope that you find enjoyment and fulfillment in the space that we have created for you. Your support will go a long way to ensure the online community that you created flourishes. If you can please take the time to consider donating, it will help enable us to work with the lights on. It will also help us to create new and exciting ways to engage with your community. As a small, independent team of designers and developers, we thank you for your support! God Bless!



**Knights Community (KC - EPCS App and Web Platform) is community funded.**

Please Donate



**The VineYard App – a digital community supporting our priests (secular clergy and consecrated life), seminarians, and deacons in their vocation.**

Please Donate



**IN DEVELOPMENT**

**The Annunciation App – a digital community supporting our sisters, nuns, and seminarians living a consecrated life; supporting their vocation.**

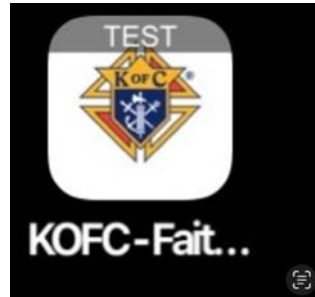
Please Donate



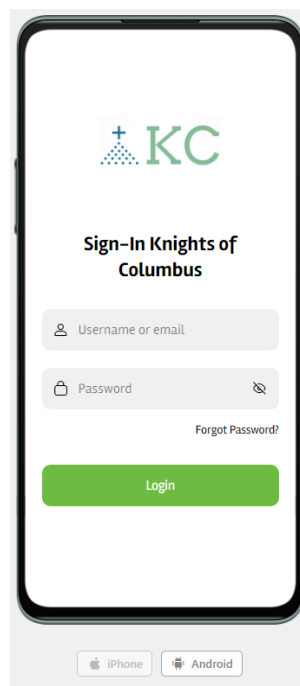
## KC-EPCS Mobile App Download and Login

iOS and Android –

- Go to Apple Store / Google Play
- Search for KOFC – Faithful



- Download the app named **KC-EPCS**
- Once the app is downloaded to your mobile device; tap on the App. The following screen will appear for you to log in.



- Input your Username/email and Password





## KC-EPCS App – Logged In


Once you successfully log in, the application will bring you to the home page. Any NEW activity based on your profile/ groups or members you follow will be presented. An example of a home page is below. You are now ready to use the app!

# HOME


---

## GROUPS

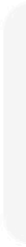
See all



**KOFC – Faithful...**  
Public / Group



**SJC-6 Wheelcha...**  
Private / Group




**Ko...**  
Pri

---


## FORUMS


See all





**KOFC – Faithful App**


0 Discussions

  
Home

  
Members

  
Messages

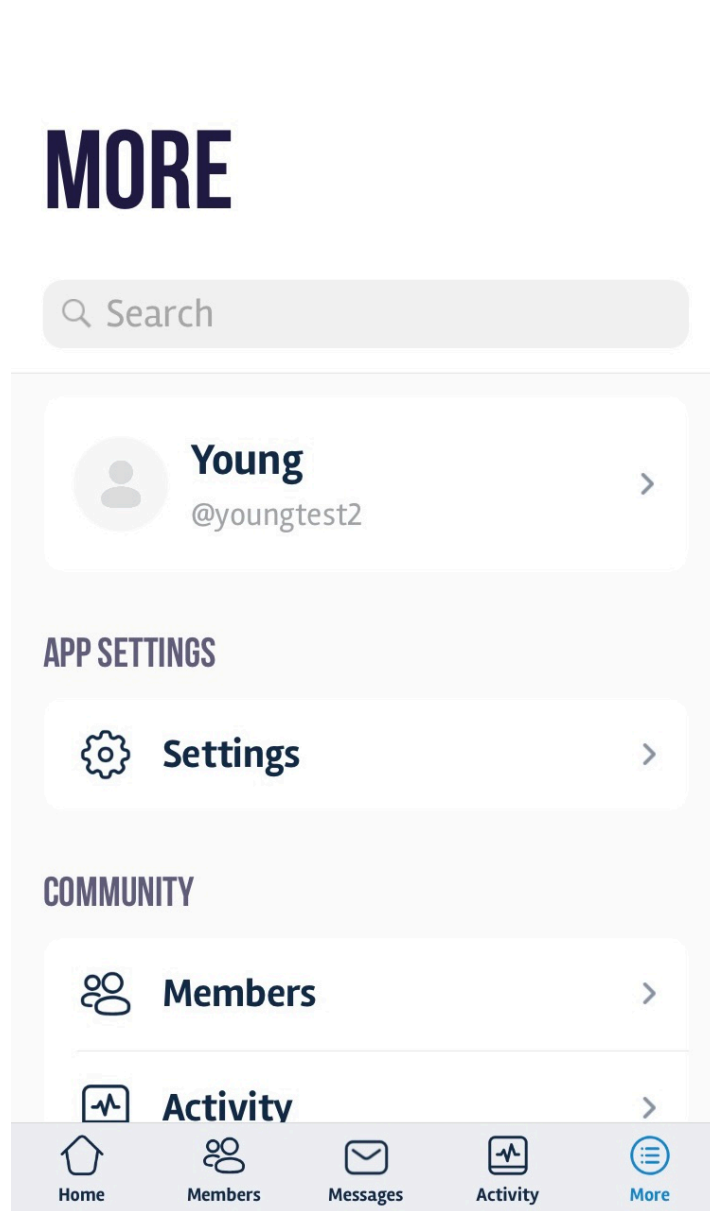
  
Activity

  
More

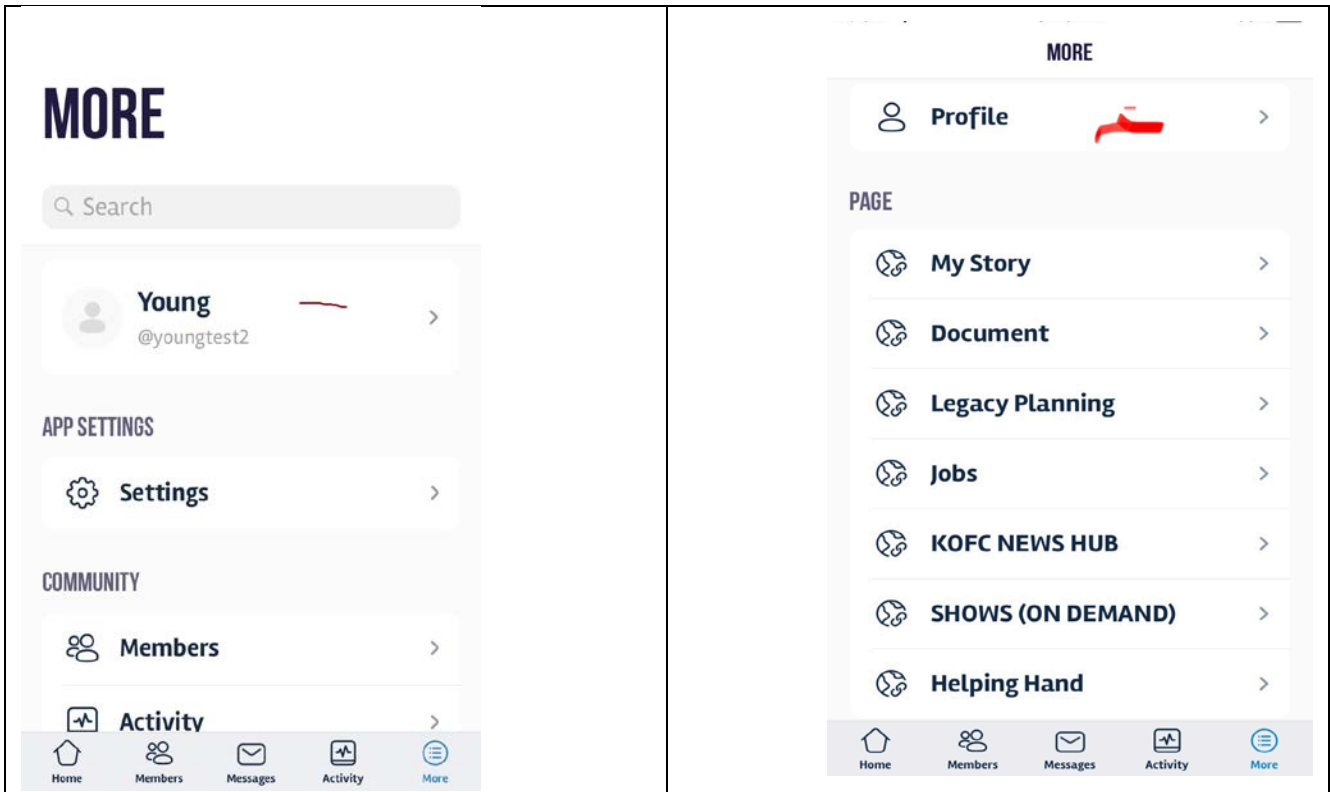


## KC-EPCS App – Directory/ Profile Update

If you did NOT update your profile via the WEB once logged in, you can update by following the below steps. On the bottom screen tab menu, select MORE.

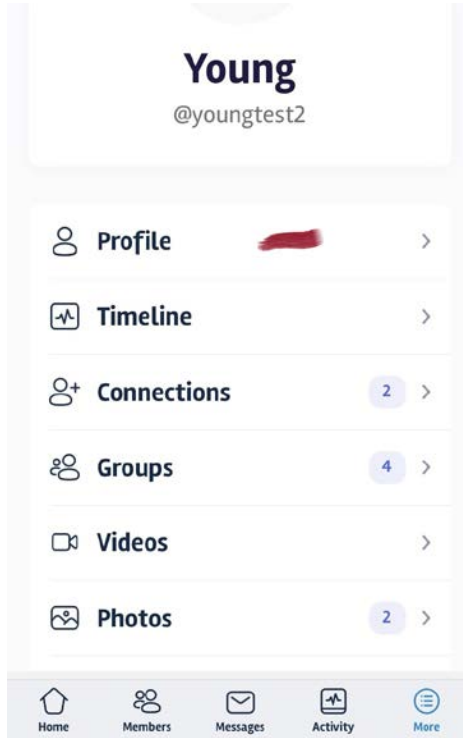


Either select your Account



Select Profile:






Then select EDIT



< Young PROFILE Edit



MEMBER

**Young**

@youngtest2 • Joined Sep 3, 2021

1 Follower 1 Following

### Details

Council Number  
12536

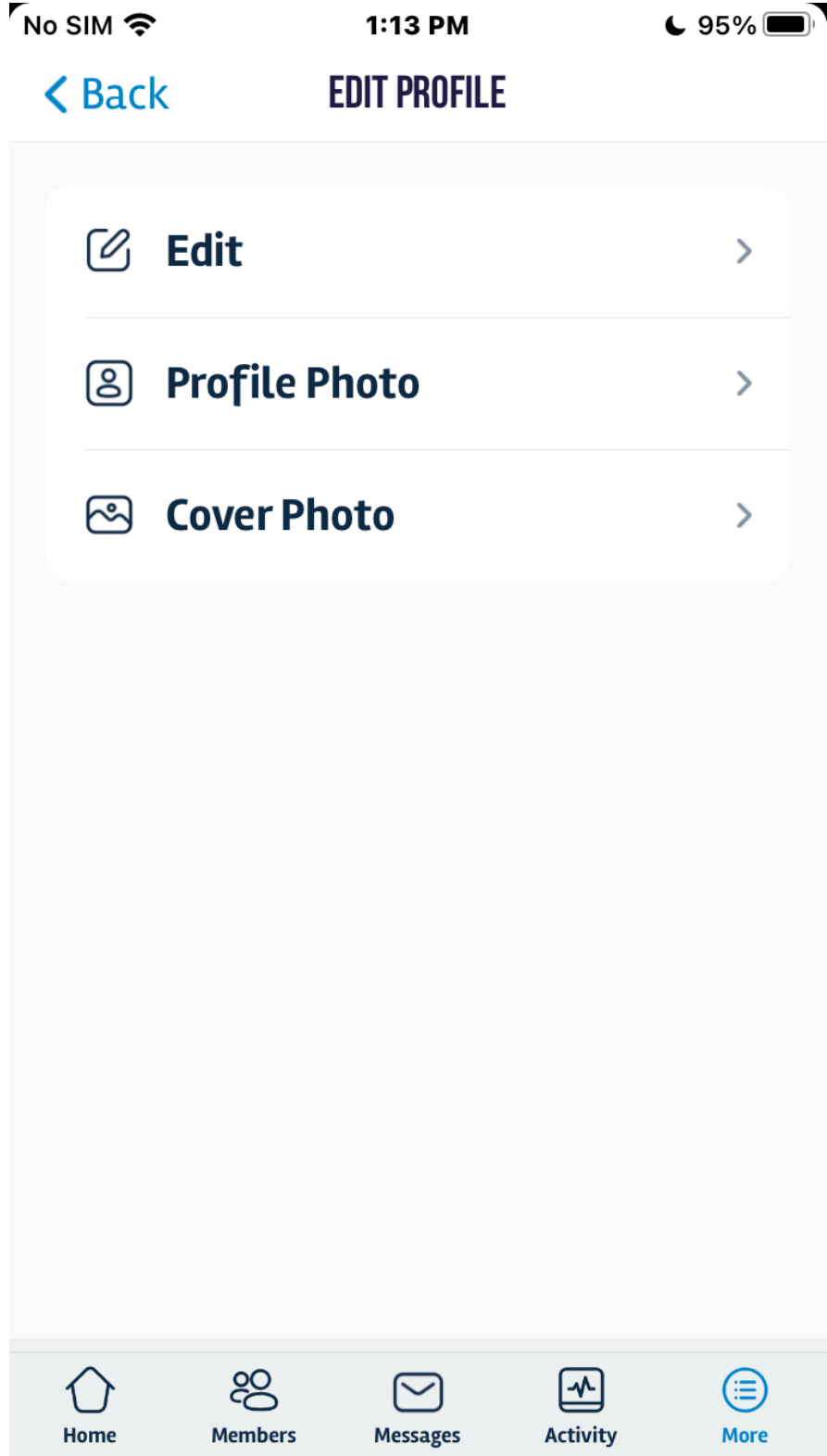
First Name  
Young

Home Members Messages Activity More



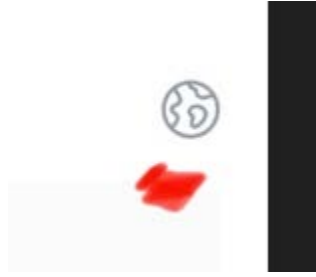
You are asked to EDIT three profiles: CMS Directory, your Profile Photo, and Cover Photo.  
We ask you to COMPLETE all within your account.





Under ACCOUNT CMS Directory “EDIT”; please complete the *REQUIRED* data fields.  
Select the “Planet” icon to edit





Scroll down and complete the required fields.

Under Detail, please complete the *“required”* data field by selecting the *“Change”* option: Select one of the options: *“All Member, My Connection, or Only Me”*.

**NOTE:** *Public OPTION, this option is for future use and should NOT be considered at this time.*

At all changes, you MUST select **SAVE** to save all changes. The **SAVE** button is on the upper right of your screen





< Back

EDIT PROFILE

Save

Details

Family & Relation...

Work & Edu

### Council Number

12536

### First Name

Young

### Nickname

youngtest2

### Last Name



Test



Home



Members



Messages



Activity



More



# KC-EPCS App – Group Creation (Endless Possibility)

At the HOME screen, select SEE ALL

## HOME

### GROUPS

 See all



**KOFC – Faithful...**  
Public / Group



**SJC-6 Wheelcha...** **K**  
Private / Group Pri

### FORUMS

See all



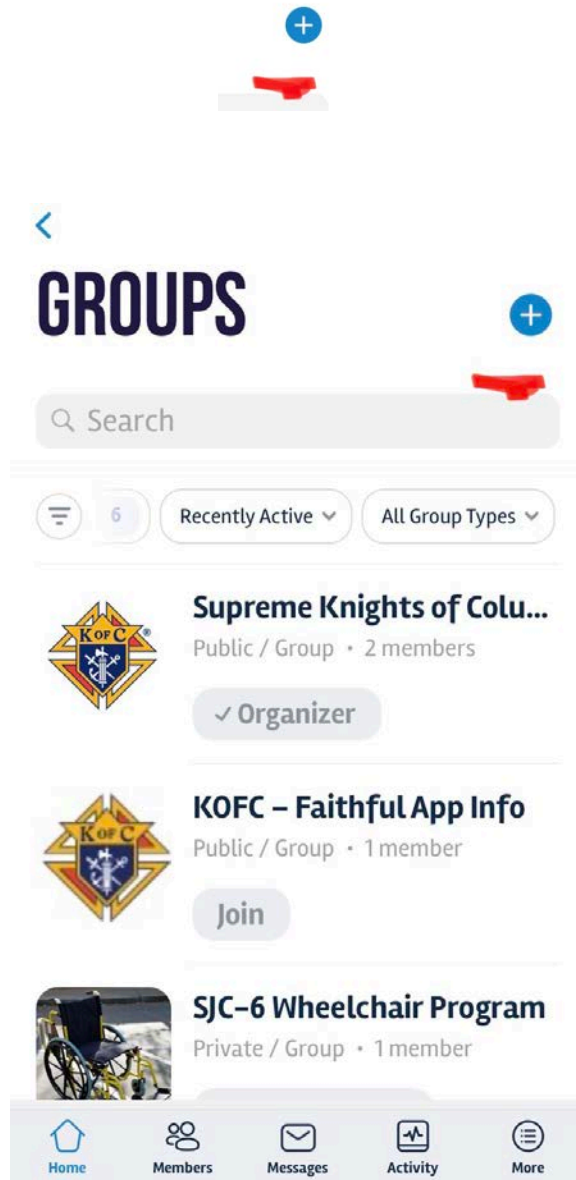
**KOFC – Faithful App**  
0 Discussions

-  Home
-  Members
-  Messages
-  Activity
-  More



The following screen will appear. You can search for groups based on your interest or create a NEW Group of interest. To create a group, select the icon “plus / add” icon, then follow the screen instructions to create your group.

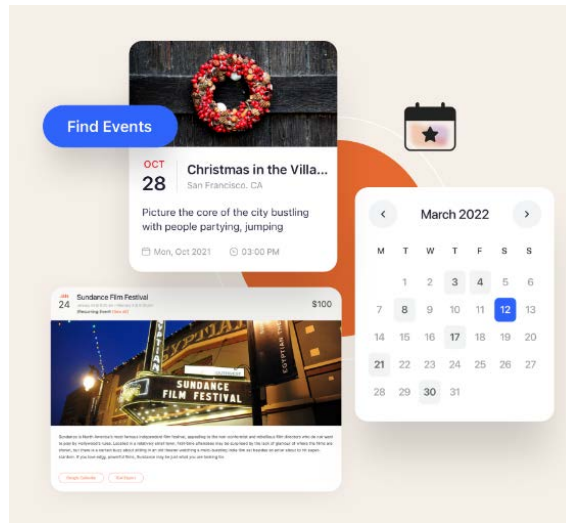
NOTE: Be creative and you can and will always make any changes within this APP, features, access, options, etc. Be sure to **SAVE** when prompted.



# MORE FEATURES TO COME

## Real-Time messaging / notification, Calendars, and Events

Soon: Publish public, private, or hidden events. Allowing members to create events, send invites, track RSVPs, sell tickets, and host events.



## e-Training ... Endless Possibilities

