

## General Instructions For Submitting a Working

The “Submit A Working” facility is an intelligent electronic form that is used to capture information from Lodges, Chapters and Districts on upcoming workings and special events.

The purpose of these instructions is to provide you with some general guidelines on things to consider when notifying a working or event. More specific instructions on completing individual parts of the form can be viewed by clicking on the blue question mark next to each field on the actual form.

### Completion of Information

If this is the first time you have completed the form – you may wish to take a few minutes to click on the blue question mark next to each field. It provides more detailed instructions on how to complete each field.

The link to the notification form never changes. You can bookmark it in your internet browser to enable you to return next month to notify your next meeting.

The form should be completed whether or not you will be having a meeting in the month the data is being collected for. The form enables you to select “No Meeting This Month”. Don’t assume that your visitors will know that you will or will not be having a meeting in any given month.

If you have a forward schedule of workings the electronic form will allow you to enter as many notifications into the future as you wish. Some Lodges notify upcoming workings several months in advance.

Each Lodge/Chapter should agree who will complete the form each month – with agreement on what happens if that person is away.

When compiling the Workings we only ever use the last notified response. This means that you can resubmit information – we will use the latest version we receive.

Once a notification has been entered into the form you will be offered an opportunity to review/edit the information before it is submitted. If you submit a form you will receive a confirmation email. If you don’t receive a confirmation email (check your SPAM folder) there is a very good chance you never completed the submission process.

### General Form Completion Conventions

Keep it short and watch for mis-typing. Full names are not needed - use the name a person is known by (eg Jack Brown rather than Victor John Alan Brown, if he is known as Jack)

If a degree ceremony is being worked, use a number at the start (eg 1st rather than First); the number will be included in **bold** so that it can be more easily seen. If it is not a degree working, use eg First Degree Tracing Board rather than 1st Degree Tracing Board. See the examples below. There is no need to say “working” or “Initiation” etc – the number of the degree is enough

**DO** include events other than regular meetings if you want visitors to attend. Forward events may be included in “For your Diary”

You can fill out a form for more than one event in a month, and for future meetings

Many of the fields in the form are compulsory and must be completed. Unless the form is completed

correctly the "SUBMIT" button will not appear.

Some fields allow for a maximum number of characters. Use a concise description to avoid exceeding the field length

The table below shows a number of examples on how to correctly record notifications:

| Event Description  |
|--|
| First Degree Ceremony for Peter Angus James Smith              |
| <b>Principal Business:</b> 1 <sup>st</sup> Degree              |
| <b>Masonic Business:</b> 1 <sup>st</sup> Degree Mr Peter Smith |

| Event Description  |
|--|
| Installation for Bro. Alex West, SW and investiture of his Officers by the District Grand Master VWBro Harry Scott |
| <b>Principal Business:</b> Installation Meeting  |
| <b>Masonic Business:</b> Installation, Bro Alex West, SW   |

| Event Description                               |
|---|
| Domestic Meeting                                |
| <b>Principal Business:</b> Private, no visitors |
| <b>Masonic Business:</b> Domestic               |

| Event Description   |
|---|
| First Degree Tracing Board If attending refectory advise John Smith by 14 October   |
| <b>Principal Business:</b> First Degree Tracing Board Advise lodge if staying for meal  |
| <b>Masonic Business:</b> First Degree Tracing Board. Advise <a href="mailto:j.smith@xtra.co.nz">j.smith@xtra.co.nz</a> 05 899 9898 if attending refectory |

| Event Description   |
|---|
| Lecture on the Third Degree by Barry Brown PGLec                          |
| <b>Principal Business:</b> Lecture on the Third Degree                    |
| <b>Masonic Business:</b> Lecture on the Third Degree by Barry Brown PGLec |

| Event Description  |
|--|
| Open and Close then to a social function with the ladies – visitors not wanted |
| <b>Principal Business:</b> Private, no visitors                                |
| <b>Masonic Business:</b> Domestic  |

| Event Description   |
|---|
| Open and Close then to a social function with the ladies – visitors welcome   |
| <b>Principal Business:</b> Social function with ladies – visitors welcome   |
| <b>Masonic Business:</b> Open and Close then social function with ladies – visitors welcome; Red Rooster Restaurant |