



## **Lenape 8 – LodgeMaster Guide for Members**

*Last Updated 8/9/2024*

### **Section 1 – What is your LodgeMaster Portal:**

- LodgeMaster is the database the Lodge uses for tracking our member database, event registration, and much more.
- For Brotherhood Members, it is a system you can use to register for events, view the most updated and detailed version of our calendar, edit your profile information, view your membership card, and Contact the Lodge.
- For Brotherhood Candidates, you can do all of the above, but also view informative material for your Brotherhood Test, helping you to understand the traditions of our Order.
- For New Members, you can do all of the above, but you can also view new information, such as a Welcome Letter and reading about National Events.
- For Newly Elected Candidates, you can view the calendar, register for the next ordeal, change your member information, and take your Ordeal Journey to prepare for your Ordeal.

### **Section 2 – How to Request your LodgeMaster Account:**

- Primarily, a request to claim your LodgeMaster Account is sent around a week after your election into the Order of the Arrow. If you do not receive the email, please check your spam/junk folder, as well as your parent's email(s) before Contacting the Lodge.
- If it has been more than a month since your election, please follow the instructions below:
  - o Just send an email to [lodgemaster@lenape8.org](mailto:lodgemaster@lenape8.org) and include the following information:
    - Name
    - Email Address
    - Home Address
  - o Also include in the email that you are requesting access to your LodgeMaster Member Account.
- If you have any issues with your LodgeMaster Account at any point, please reach out to [lodgemaster@lenape8.org](mailto:lodgemaster@lenape8.org).

### **Section 3 – Claiming Your LodgeMaster Account:**

- If you are a newly elected candidate, please follow the directions provided in the email sent about a week after your election.

- If you have followed the steps to request your LodgeMaster Portal, within a week or two, you will receive an automated email for you to claim your LodgeMaster Account in the email you provided. Please check your spam/junk folder.
- Once you receive the email, follow the directions provided to claim your LodgeMaster Account.

#### **Section 4 – Using Your LodgeMaster Portal**

- To sign in to your LodgeMaster Portal, you can go to [lodgemaster.oa-bsa.org](http://lodgemaster.oa-bsa.org), or you can search “OA LodgeMaster” on Google and follow the top link. After arriving at the main LodgeMaster page, press the “Lodge Client” link to sign in.
- Sign in with the email and password you declared while claiming your LodgeMaster Account. If you forgot your password, follow the “Forgot your Password?” link.
- To register for an event, after signing into your LodgeMaster Account, press the “Calendar” tab at the top of the screen. You can then go to the month of the event you are registering for, press on the event on the calendar, and press the link under “Register” for the registration type you are registering in. After this, please follow the directions provided in the link.
- To change Profile Information, press the “Update your Profile” tab at the top of the screen.
  - After this, you can edit your information.
  - Please be aware, to change some information, you must contact the Lodge. This includes Election date, Ordeal date, Brotherhood date, Vigil date, Chartered Unit, and date of birth.
- To Contact the Lodge, follow to the “Contact the Lodge” tab, and fill out the form to contact the Lodge.
- You can choose to send a message to the Lodge Chief and Adviser or a message to our Technical Support Team. Then send your message.

*\*LodgeMaster Accounts cannot be claimed by candidates or members under the age of 13. Parents, do not claim your child’s LodgeMaster Account. Only the member themselves may claim their account.\**